C A T A L O G

2018

STEVENS-HENAGER COLLEGE
Since 1891

COLLEGEAMERICA

CCSD — EXCELLENCE IN EDUCATION — SINCE 1970

CALIFORNIA COLLEGE SAN DIEGO

IU **INDEPENDENCE UNIVERSITY** Since 1891

Table of Contents

Mission and Objectives

We are dedicated to helping our students graduate and get a much better job sooner. We focus on educating people for rewarding careers and enriching lives. Our goal is for students to achieve success in career-oriented programs and enhance their skills in critical thinking, communication, problem solving, and using technology culminating in satisfactory career placement or advancement in current employment. To fulfill this goal, the Institution will:

1. Provide a solid foundation of specific competencies that will enable students to acquire the skills required in their chosen occupation.

2. Provide students with education and knowledge to become competent members of their communities, enabling them to appreciate and successfully cope with the human relations problems encountered in the workplace.

3. Provide programs that include a variety of skills that will bring students to a fuller realization of the world in which they live and work, so that they will be capable of achieving a satisfactory and rewarding career and lifestyle.

4. Serve as a leader of higher education in each of our communities by incorporating suggestions and recommendations from knowledgeable representatives of the programs offered.

Online Distance Education Mission

We are dedicated to helping our students graduate and get a much better job sooner. We focus on using online technology to provide education for people to obtain a rewarding career and an enriched life. Our goal is for our students to achieve success in career-oriented online programs and the enhancement of skills in critical thinking, communication, problem solving, and using technology, culminating in satisfactory career placement or advancement in current employment. To fulfill this goal, the institution will:

1. Provide a solid foundation of specific competencies that will enable students to acquire the skills required in their chosen occupation.

2. Provide students with education and knowledge to become competent members of their communities, enabling them to appreciate and successfully cope with human relations problems encountered in the workplace.

3. Provide programs that include a variety of skills which will bring students a fuller realization of the world in which they live and work, so that they are capable of achieving a satisfactory and rewarding career and lifestyle.

4. Serve as a leader of online higher education in each of our communities by incorporating suggestions and recommendations from knowledgeable representatives of the programs offered.

History

History of Stevens-Henager College

Stevens-Henager College was founded in West Haven (Ogden), Utah, in September 1891 by Professor J.A. Smith as the

Intermountain Business College. The college's purpose was to teach commercial subjects and place graduates in business positions. The college was known over the following 68 years as Smithsonian Business College, Moench University of Business, and Ogden/West Haven Business College. In 1959 the name was changed to Stevens-Henager College. The main campus is in West Haven (Ogden), and branches were established in Orem (Provo), Utah, in June 1978; Murray (Salt Lake City), Utah, in August 1999; Logan, Utah, in October 2001; Boise, Idaho, in April 2004; Nampa, Idaho, in November 2010; Layton, Utah, in December 2010; and St. George, Utah, in June 2011.

History of CollegeAmerica AZ

CollegeAmerica was established in 1964 in Denver, Colorado. In 2001 CollegeAmerica acquired the location in Flagstaff, Arizona formerly known as the Northern Arizona College of Health Careers. In 2004, CollegeAmerica Flagstaff opened a branch campus in Phoenix, Arizona. A second branch campus was opened in Idaho Falls, Idaho in 2011.

History of CollegeAmerica CO

In the mid-1960's, Control Data Corporation began a school to train its employees for the then-infant computer field. The school was named Control Data Institute.

In 1989, Control Data Institute was sold to Human Capital Corporation and renamed Career Development Institute (CDI). In early 1993, CollegeAmerica purchased the Denver school. The school was renamed CollegeAmerica Denver.

In 1994, CollegeAmerica relocated to a new facility at 1385 South Colorado Boulevard to provide for growth and expansion.

In 1998, CollegeAmerica became a degree-granting school, offering Associate of Occupational Studies degrees in Computer Technology, Computer Programming and Operations, Computer Programming and Network Administration, Accounting and Management, and Business Management and in 2002 the Medical Specialties program was added. In 2002, CollegeAmerica became a bachelor-degree-granting school, offering a Bachelor of Science in Computer Science, Business, and Accounting.

In June 2001, we opened a branch campus in Fort Collins, Colorado. In October 2002, a branch campus was opened and accredited in Colorado Springs.

History of California College San Diego

California College San Diego was formerly known as California College for Health Sciences (CCHS) and before that as the California College for Respiratory Therapy (CCRT).

Prior to moving to California in April 1976, CCRT was located in Phoenix, Arizona, and was known as the Scottsdale Education Center, which originated in December 1971. As a vocational-technical school, it offered a variety of allied health and technical programs. In January 1974, a Respiratory Therapy Technician program was started and continued in Phoenix until 1976.

Upon moving to California, the Scottsdale Education Center became California College for Respiratory Therapy and operated in San Diego from 1977 to 1980, offering only a Respiratory Therapy Technician program. In 1978 CCRT launched a distance-education model of its Respiratory Therapy program. CCRT changed its name in 1983 to California College for Health Sciences (CCHS).

National Education Company (NEC) and International Correspondence Schools (ICS) acquired the college in June 1996. In June 1997, Harcourt General acquired NEC, ICS's parent corporation, and CCHS. In 2001, the Thomson Corporation acquired ICS (now Education Direct) and CCHS.

In May 2003, the College was purchased by California College, Inc. and became the newest member of a family of schools that includes the Stevens-Henager Colleges and CollegeAmerica. At that time, the name of the institution was changed to California College San Diego and the academic offerings were expanded to include degree programs in business, technology, and medical specialties. A Satellite campus opened in National City in June 2011. A branch campus opened in San Marcos in October 2011.

History of Independence University

Independence University dates back to 1891. Beginning in 1978, Independence University operated as California College for Health Sciences until 2005, when it became Independence University, a name that more accurately reflects the institution's broader range of programs and its philosophy that education should lead to greater independence. In 2010, Independence University merged with its affiliated institution, Stevens-Henager College, becoming a branch of Stevens-Henager's main campus in West Haven (Ogden), Utah. Today, IU is comprised of the School of Healthcare; the School of Business; the School of Graphic Arts; and the School of Technology.

Specializing in allied health programs, IU has made its mark in areas such as respiratory care education, becoming the first institution to offer programs not only to working adults across the United States but also to those serving in the military and to international students living in the U.S.

Campus Locations

Campus Locations – Stevens-Henager College

West Haven (Ogden) – Main
1890 South 1350 West
West Haven, UT 84401
Phone: (801) 622-1567   Fax: (801) 621-0853

Layton – Satellite of West Haven (Ogden)
1660 West Antelope Drive, Suite 105
Layton, UT 84041
Phone: (801) 825-5759   Fax: (801) 825-5927

Logan – Branch
755 South Main Street
Logan, UT 84321
Phone: (435) 792-6970   Fax: (435) 755-7611

Orem (Provo) – Branch
1476 South Sandhill Road
Orem, UT 84058
Phone: (801) 418-1450   Fax: (801) 375-9836

St. George – Branch
1568 South River Road
St. George, UT 84790
Phone: (435) 628-9902   Fax: (435) 674-2048

Murray (Salt Lake City) – Branch
383 West Vine Street
Murray, UT 84123
Phone: (801) 281-7620   Fax: (801) 262-7660

Boise – Branch
1444 South Entertainment Avenue
Boise, ID 83709
Phone: (208) 383-4540   Fax: (208) 345-6999

Nampa – Satellite of Boise
16819 North Marketplace Boulevard
Nampa, ID 83687
Phone: (208) 467-0500   Fax: (208) 461-0337

Independence University – Branch
4021 South 700 East, Suite 400
Salt Lake City, UT 84107
Phone: (801) 290-3240   Fax: (801) 263-0345

Campus Locations – CollegeAmerica AZ

Flagstaff – Main
399 South Malpais Lane, 2nd Floor
Flagstaff, AZ 86001
Phone: (928) 213-6060   Fax: (928) 526-3468

Phoenix – Branch
9801 North Metro Parkway East
Phoenix, AZ 85051
Phone: (602) 589-9860   Fax: (602) 246-3063

Stevens-Henager College
Idaho Falls – Branch of CollegeAmerica Flagstaff
901 Pier View Drive, Suite 105
Idaho Falls, ID 83402
Phone: (208) 528-7692   Fax: (208) 528-7821

Campus Locations – CollegeAmerica CO

Denver – Main
1385 South Colorado Boulevard, 5th Floor
Denver, CO 80222
Phone: (303) 300-8740   Fax: (303) 692-9156

Fort Collins – Branch
4601 South Mason Street
Fort Collins, CO 80525
Phone: (970) 225-4860   Fax: (970) 225-6059

Colorado Springs – Branch
2020 North Academy Boulevard, Suite 100
Colorado Springs, CO 80909
Phone: (719) 622-3600   Fax: (719) 637-0806

Campus Locations – California College San Diego

San Diego – Main
6602 Convoy Court, Suite 100
San Diego, CA 92111
Phone: (619) 680-4430   Fax: (619) 295-5762

National City – Satellite of San Diego
700 Bay Marina Drive, Suite 100
National City, CA 91950
Phone: (619) 680-4421   Fax: (619) 498-1149

San Marcos – Branch

277 Rancheros Drive, Suite 200

San Marcos, CA 92069

Phone: (619) 680-4434

Facilities

Facilities – Stevens-Henager College

West Haven (Ogden)

Stevens-Henager College's main campus in West Haven (Ogden), Utah is a 33,000 square-foot, two-story, air-conditioned, facility. The college has several computer laboratories, a medical lab, a surgical lab, a pharmacy lab, X-ray lab, three nurse labs, a library resource center, a conference center, a student lounge, and lecture classrooms. Wireless Internet access is available throughout the campus. The campus has an elevator, ramps for handicapped students, and ample parking. Located at 1890 South 1350 West in West Haven (Ogden), the facility is easily accessible from I-15 and 21st Street.

Stevens-Henager College in Layton, a satellite of the West Haven (Ogden) campus, is a 2,000-square-foot, air-conditioned, office suite located in the Davis North Medical Building among the separate medical facilities on the Davis Hospital campus. The campus is handicapped-accessible and is equipped with several medical labs and a large computer classroom. Internet access is available throughout the campus.

Logan

Stevens-Henager College in Logan, a branch of the West Haven (Ogden) campus, is located in a 19,100 square-foot, two-story structure on South Main Street. The facility is air-conditioned, with ample parking for students and close to local transit. The college is handicapped-accessible and has several computer laboratories, two medical labs, a library resource center, a student lounge, a conference center, and lecture classrooms. Internet access is available throughout the campus.

Orem (Provo)

Stevens-Henager College of Orem (Provo), a branch of the West Haven (Ogden) campus, is located right off the University Parkway I-15 exit in Orem and can easily be seen from the freeway. The 30,000-square-foot facility is a two-story building. The building is situated on four acres of land, has ample parking, and close to local transit. The building has a large reception area, a conference center, a learning resource center, a bookstore, a student lounge area, fifteen classrooms,

three computer labs, faculty offices, administrative offices, and a career-development center. The entire campus has wireless Internet access and space for additional growth. The college is handicapped-accessible.

Murray (Salt Lake City)

Stevens-Henager College of Murray (Salt Lake City), a branch of the West Haven (Ogden) campus, is conveniently located just off I-15 in Murray in a four-story facility that was built specifically for the campus. The campus has four computer labs that include multiple servers for teaching Linx and Windows server applications. The campus has four medical labs, and a respiratory therapy lab. The campus also has a learning resource center, student lounges, and sixteen lecture classrooms. Wireless Internet access is available throughout the campus. Ample parking is available. The college is handicapped-accessible.

Independence University (Salt Lake City)

Independence University, a branch of Stevens-Henager College West Haven (Ogden), is located off a major freeway with easy access for students in the Woodlands office building complex that accommodates on-ground learning for our MBA program.

University students interact with instructors and classmates through an Online Learning Management System (LMS). Independence University uses the Canvas LMS platform. Canvas is a product of Instructure and is used extensively by public and private colleges across the United States. Canvas provides technical support 24 hours a day, 7 days a week, 365 days a year.

Boise

Stevens-Henager College in Boise, a branch of the West Haven (Ogden) campus, is located just off I-84 at the Overland Road interchange. The five-story, landmark building was completed in 2007 and was acclaimed as one of Idaho's "top-ten" projects. The college is easily accessible from Overland Road, Cole Road, I-84, and I-184. The campus, located on the second and third floors, has five medical labs, an X-Ray lab, computer labs, lecture classrooms, a library resource center, centralized student services and a student lounge. There is high speed Internet access available throughout the campus. The college is handicapped-accessible. Ample parking is located adjacent to the building.

Stevens-Henager College in Nampa, a satellite of the Boise campus, is a 15,000 square foot facility conveniently located just off I-84 in the Treasure Valley Crossing complex, near the Nampa Costco. The satellite has five medical labs, a computer lab, and four multi-purpose

learning centers. Among the highlights of the satellite are a café-style student lounge and a glass-enclosed Student Success Center. Ample parking is available.

St. George

Stevens-Henager College in St. George, Utah, a branch of the West Haven (Ogden) campus, is located at the Sun River Professional Plaza across from the Regional Medical Center and can be easily accessed from main roads. The two-story facility has approximately 8,300 square feet finished with additional space available for expansion. Both floors border a beautifully landscaped outdoor atrium, and there is ample parking throughout the plaza. The college has a reception area, offices, and classrooms. The entire area has wireless Internet access and is handicapped-accessible.

Facilities – CollegeAmerica AZ

Flagstaff

CollegeAmerica Flagstaff is housed in a two-story structure with 26,000 square feet of space. CollegeAmerica occupies the entire second floor at 399 South Malpais, just off Milton Avenue. The campus offers ten classrooms, which includes two medical labs and one computer lab along with high-speed wireless Internet access throughout, and a learning resource center along with a large student lounge/study room. Ample parking is available. Local transit and numerous restaurants are within walking distance. The campus is handicapped accessible.

Phoenix

CollegeAmerica Phoenix is a two-story structure with handicapped-accessible facilities. Parking is provided in front of the building. The facility is easily accessible off the freeway and is located adjacent to Metro Center Mall, and close to local transit.

The campus offers a medical lab, a computer lab, many large classrooms, a learning resource center, a two story student lounge, high-speed Internet access, and up-to-date learning support equipment.

Idaho Falls

Stevens-Henager College—in Idaho Falls, a branch of CollegeAmerica Flagstaff, is a 10,000-square foot facility located on the first floor of a professional building and is conveniently located near I-15 right on the Snake River, with ample parking. The campus offers four medical labs and eight classrooms along with a student lounge and a learning resource center. The facility has wireless Internet access.

Facilities – CollegeAmerica CO

Denver

CollegeAmerica's Denver metropolitan main campus is conveniently located four blocks north of I-25 and Colorado Boulevard. This educational facility occupies several floors of a high rise office building and features a medical laboratory, a computer networking laboratory, a student lounge, a learning resource center, and handicapped accessibility. The main campus also features a secured parking garage, is just close to local transit.

Fort Collins

CollegeAmerica's northern Colorado campus is located in a one story retail complex. The campus is nestled between I-25 and the Rocky Mountain range. The campus has a medical laboratory, a networking laboratory, a student lounge, a learning resource center, several lecture classrooms, a 120-seat movie theater. The campus is handicapped accessible and close to local transit.

Colorado Springs

The campus is centrally located at 2020 North Academy Boulevard. The 22,000 square foot newly renovated facility houses a traditional and on-line library, computer labs and four medical labs, an auditorium, student lounge with a marketplace, and traditional classrooms. The facility also offers free parking, is handicap accessible, and is conveniently located near bus stops.

Facilities – California College San Diego

San Diego

The main campus is a contemporary facility located centrally in the Kearny Mesa area of San Diego adjacent to the 805 freeway. The campus occupies approximately 38,000 square feet and encompasses four clinical laboratories specifically designed for allied health and respiratory-therapy training, in addition to a computer-science lab. The campus has ample parking with 600 spaces in addition to adjacent street parking if needed. The location is easily accessible by car or transit and is within walking distance of bus stops.

National City, a satellite of California College San Diego's main campus, is located 14 miles south at Marina Gateway, adjacent to the 5 freeway, in the South Bay area of San Diego. The campus has wireless Internet access and approximately 14,000 square feet, with two medical labs, one computer lab, nine classrooms, a student lounge, a quiet study area with space for tutoring and a small Learning Resource Center, as well as student services, and other educational services. Parking is available to students and bus stops are within walking distance.

San Marcos

San Marcos, a branch of the California College San Diego main campus, is housed in a contemporary three-story office building with approximately 13,989 square feet, including plenty of space to grow in the future. The campus is located in northern San Diego County adjacent to the I-15 and 78 freeways. The college consists of five classrooms, two labs, two interview rooms, and seven administrative offices. The learning resource center is housed in a central area. A study/lounge area has computers available for student use. The facility has Wi-Fi throughout.

Accreditation

Accreditation – Stevens-Henager College

Stevens-Henager College® (SHC) is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201. ACCSC is listed as a nationally recognized accrediting agency by the United States Department of Education under the provisions of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by the Department.

Stevens-Henager is approved by the Utah Department of Commerce, Division of Consumer Protection, and is exempt from registration with the Utah State Board of Regents, as allowed in section 53B-5-105-5.2e of the Utah Postsecondary Proprietary School Act, revised February 17, 2011. Stevens-Henager College campuses in Idaho are registered with the Idaho State Board of Education.

Courses leading to medical assisting certification in the Medical Specialties program at the Boise, Nampa, Logan, Orem (Provo), and West Haven (Ogden) campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB). Contact Information: Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, www.caahep.org.

The Stevens-Henager College Associate Degree Nursing Program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

The Surgical Technologist program at the West Haven (Ogden) campus is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST). ARC-ST is sponsored by the American College of Surgeons and the Association of Surgical Technologists. The Commission on Accreditation of Allied Health Education Programs: is located at 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350.

The Associate of Applied Science in Respiratory Therapy program at the Boise campus (200568) and the Associate of Science in Respiratory Therapy program at the Murray (Salt Lake City) campus are accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com), 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835.

Accreditation – CollegeAmerica AZ

CollegeAmerica® (CollegeAmerica AZ) is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212. ACCSC is listed as nationally recognized accrediting agency by the United States Department of Education under the provisions of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by the Department.

The Arizona campuses are approved and regulated by the Arizona State Board for Private Postsecondary Education.

Accreditation – CollegeAmerica CO

CollegeAmerica® (CollegeAmerica CO) is accredited by ACCSC (Accrediting Commission of Career Schools and Colleges), 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212. The ACCSC is listed as a nationally recognized accrediting agency by the United States Department of Education under the provisions of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by the Department.

The Colorado campuses are approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.

Accreditation – California College San Diego

California College San Diego® (CCSD) is accredited by ACCSC (Accrediting Commission of Career Schools and Colleges), 2101 Wilson Boulevard, Suite 302, Arlington,

Virginia 22201, (703) 247-4212. ACCSC is listed as a nationally recognized accrediting agency by the United States Department of Education under the provisions of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by the Department.

California College San Diego is a private institution licensed by means of accreditation by the California Bureau for Private Postsecondary Education.

California College San Diego's Associate of Science in Respiratory Therapy program (200276-300033) is accredited by the Commission on Accreditation for Respiratory Care (CoARC). Commission on Accreditation for Respiratory Care: 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835.

Accreditation – Independence University

Independence University® (IU) is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201. The ACCSC is listed as a nationally recognized accrediting agency by the United States Department of Education under the provisions of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by the Department.

IU is approved by the Utah Department of Commerce, Division of Consumer Protection, and is exempt from registration with the Utah State Board of Regents, as allowed in section 53B-5-105-5.2e of the Utah Postsecondary Proprietary School Act, revised February 17, 2011. Stevens-Henager College campuses in Idaho are registered with the Idaho State Board of Education.

The Associate of Science in Respiratory Therapy program (320276) is accredited by the Commission on Accreditation for Respiratory Care (CoARC). The Respiratory Therapy program has been placed on Probationary Accreditation as of November 12, 2016. Commission on Accreditation for Respiratory Care: 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835.

The Baccalaureate Degree Program in Nursing and the Master's Degree Programs in Nursing for Administration and Education at Independence University are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

Governmental Agencies

Governmental Agencies – Stevens-Henager College

The Rehabilitation Division of the State Department of Public Instruction in Utah and Idaho recognizes Stevens-Henager College for vocational rehabilitation training by the respective state departments of education. Programs at Stevens-Henager College in Utah and Stevens-Henager in Boise, Idaho, are approved for veterans' benefits by the Utah State Approving Agency and by the Idaho State Approval Agency. Students receiving veterans' benefits at the Orem (Provo) and Murray (Salt Lake City) campuses may receive benefits for a National Certified Medical Assistant program through an exam with the National Center for Competency Testing. All programs offered at Stevens-Henager College are approved for veterans' training.

Governmental Agencies – CollegeAmerica AZ

CollegeAmerica is recognized for vocational rehabilitation training by the Arizona Department of Education.

CollegeAmerica is approved for veteran's education benefits.

CollegeAmerica is licensed by the Arizona State Board for Private Postsecondary Education.

Governmental Agencies – CollegeAmerica CO

CollegeAmerica is recognized for vocational rehabilitation training by the State of Colorado Department of Education and by the Rehabilitation Division of the State Department of Public Instruction in Colorado. Programs at CollegeAmerica are approved for veterans' benefits by the Colorado State Approving Agency.

Governmental Agencies – California College San Diego

California College San Diego is approved for the training of veterans and eligible persons under Title 38, United States Code.

Governmental Agencies — Independence University Washington State only

Independence University is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Independence University to offer field placement components for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an

endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

Legal Control

Center for Excellence in Higher Education, Inc., an Indiana nonprofit corporation, legally controls Stevens-Henager College (including Independence University), CollegeAmerica (Arizona), CollegeAmerica (Colorado and Wyoming), and California College San Diego.

All colleges are affiliated. Officers at the corporation are Eric Juhlin, President; Todd Zywicki, Secretary; and Yaron Brook, Treasurer. Directors are William C. Dennis, Todd Zywicki, Carl Barney, Eric Juhlin, Yaron Brook, Roy Hurd, Ken Konesco, Tal Tsfani, and John Allison.

Calendar

Students can generally begin classes at the Institution in any month of the year. The Institution offers day and evening programs. Please see the detailed calendar on the last page of the catalog.

California College San Diego only: The length of academic programs is based on actual class time, not calendar months, and does not include breaks or holidays.

Program Modifications

The Institution prepares its students for employment in the technical, business, graphic arts, and medical communities. To best meet the needs of these employers, periodic revision of our courses and majors is necessary. The Institution, therefore, reserves the right to add to or delete material from courses, alter program content, cancel a program if there is insufficient enrollment, and change faculty, as circumstances indicate.

Disaster Affecting the College's Operations

In the event of an "Act of God" affecting operations (e.g., fire, flood, hurricane, tornado, etc.), the Institution reserves the right to suspend training for a period not to exceed 90 days.

Disability Services

Philosophy

Students with disabilities have a right to reasonable accommodations.

What Is a Disability?

The Institution uses the definition of disability set forth in Section 504 of the Rehabilitation Act of 1973, which states that a disabled person is anyone who:

- ✓ Has a physical or mental impairment that substantially limits one or more major life activities;
- ✓ Has a record of such an impairment;
- ✓ Is regarded as having such an impairment.

Exceptions

Students with diagnosed alcohol or drug abuse qualify for services only when not actively engaged in the use of those substances. Individuals with temporary disabilities (e.g., having a broken arm, recovering from surgery) do not qualify under the law as someone with a disability, and as such, are not entitled to reasonable accommodations.

Eligibility for Services

In order to receive accommodations, students must meet the following criteria:

1. Have a documented disability (documentation must be supplied) that presents a significant barrier to the educational process, and
2. Request services from Disability Services through the Dean or Director of Student Services.

Provisional eligibility, which allows students to receive limited services and accommodations, may be granted in the following situations:

3. The student provides documentation that is outdated or incomplete and is in the process of obtaining updated documentation, or

4. The student does not have ready access to required documentation, but provides some other form of legitimate evidence of disability and the resulting limitations and agrees to provide the required documentation in a timely fashion.

Documentation Requirements

Students are required to provide the institution with medical or psychological documentation in order to receive accommodations. All medical information received by the Institution remains confidential and is released to other Institution personnel only with the student's written permission. Specific documentation requirements may vary slightly depending on the disability. Generally, students should use the following guidelines in determining what constitutes adequate documentation:

- ✓ Statement of disability, including diagnosis, instruments/tests used to reach that diagnosis, and current medications (if any) used to treat the condition and their potential side effects, signed by a qualified medical/psychological professional;
- ✓ Statement of the current impact of the disability on academic performance;
- ✓ Recommendations for appropriate academic accommodations.

If the student's documentation is not current (within the last three to five years), or if the student has a learning disability and the most recent testing was prior to age 16, the student will be asked to seek more current testing and/or diagnostic information. This is to ensure that any accommodations made by the Institution are best suited to the student's current needs and/or level of functioning.

Accommodations

Students with disabilities are entitled to reasonable accommodations at the Institution. Institution management will determine what reasonable accommodations to provide based appropriate documentation that outlines the needs of the student and the demands of the course.

Title IX and VI of the Civil Rights Act

All educational institutions receiving federal financial assistance are required to comply with Title IX of the Educational Amendments of 1972 and Title VI of the Civil Rights Act of 1964, whereby institutions do not discriminate on the basis of sex, race, color, or national origin in the educational programs or activities that they operate. The Institution is subject to these requirements and complies fully. The Campus Director is the coordinator at the Institution. All students, faculty, and administrative employees should refer any complaints of discrimination in writing to the coordinator's attention.

Vocational Rehabilitation Act

The Institution is an equal opportunity employer covered by Section 504 of the Vocational Rehabilitation Act of 1973 concerning non-discrimination under federal grants: Section 504. No otherwise qualified handicapped individual in the United States, as defined in Section 7(6) shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The Campus Director is the Institution's Equal Employment Opportunity Administrator. The Equal Employment Opportunity Administrator is responsible for ensuring that all applicants for admission are afforded equal opportunity in accordance with our EEO policy as well as supervising periodic reviews of our physical facilities and current policies, practices, and educational programs. In addition, the administrator is responsible for reviewing all complaints that allege discrimination of any sort.

Admissions Requirements

Applicants for admission must have graduated from an accredited high school, private secondary school, or have completed the equivalent (GED, HiSET, or TASC). High school transcripts in a foreign language must be translated and evaluated by a credential evaluation service for equivalency. Applicants must pay tuition in advance if they do not qualify for financial assistance programs.

Admissions Requirements – Stevens-Henager College Utah

Admissions Requirements – Respiratory Therapy

Students seeking admission to the Associate Degree in Respiratory Therapy must have:

- The SLE exam is required. The minimum passing score on the SLE exam is 21, with a maximum of 2 attempts.
- 500 word essay/personal statement explaining why you would like to become a Respiratory Therapist.
- Negative drug screen (a drug screen may be requested at any point in the student's academic progression by school officials and/or clinical placement sites).
- Criminal background check with satisfactory findings (the cost of the background check is the responsibility of the student).
- Personal Interview with the Respiratory Therapy Associate Dean
- Students enrolled in this program must pass all pre-core courses prior to taking any respiratory therapy (RES) courses.

Additional requirements prior to clinical rotations include:

- Tetanus
- 2 negative TB tests
- Hepatitis B Series

- Varicella Vaccination or titer
- MMR
- Flu Shot-each season
- Copy of student's health insurance card
- BLS Certification

Additional Program Requirement

- Advanced Cardiac Life Support (ACLS) certification. The ACLS certification must be obtained prior to the completion of the RES 276 – Advanced Cardiac Life Support/ Multi-skilled RT course.

- Pediatric Advanced Life Support (PALS) certification. The PALS certification must be obtained prior to the completion of RES 256- Neonatal and Pediatric Care course.

Admissions Requirements – Nursing Education AD

Students seeking admission to the Associate Degree in Nursing Education must have a:

- High school graduate or GED, HiSET, or TASC equivalency

- Successful completion of the Health Education Systems Incorporated A2 (HESI A2) admissions exam. (the cost is $45 and is payable to the college in advance)

- Michigan Language score of at least 80% for foreign students

- SLE exam score of at least 24

- Negative drug screen (a drug screen may be requested at any point in the student's academic progression by school officials and/or clinical placement sites.The costs of these tests are the responsibility of the student)

- Criminal background check with satisfactory findings (the cost of the background check is the responsibility of the student)

- Proctored essay (outline for the essay will be provided by Stevens-Henager College upon application for admission. Applicants will have the

opportunity to use the college computers or they may submit a handwritten essay)

- Personal interview with the dean of nursing (an admission point system will be used during the admission process for final selection)
- Two letters of recommendation — one personal (not parent or spouse) and one professional health care source, current or past employer
- CPR (Red Cross or American Heart Association) certified
- Battery of immunizations proved (cost of immunizations are the responsibility of the student), completed health history approved (cost of any physical exam is the responsibility of the student), proof of health insurance (cost of health insurance is the responsibility of the student)
- Copy of student's health insurance card
- Completed health history and current physical

Admissions Requirements – Surgical Technology Program

Students seeking admission to the Associate of Occupational Studies degree in Surgical Technology must achieve a score of at least 21 on the Wonderlic SLE exam. Students must also complete an interview with the Program Director prior to entering the core courses.

Admissions Requirements – Stevens-Henager College Idaho

Admissions Requirements – Respiratory Therapy

Students seeking admission to the respiratory therapy program are required to complete an SLE exam. The minimum passing score on the SLE exam is 21.

Students entering into the respiratory therapy core courses must complete the following immediately prior to starting the first core course:

- Negative drug screen (a drug screen may be requested at any point in the student's academic progression by school officials and/or clinical placement sites). The costs of these tests are the responsibility of the student.

- Criminal background check and drug screen with satisfactory findings are required for clinical rotations only. Additional requirements of clinical rotations include TDAP vaccine and BLS certification.

- Students enrolled in this program must pass all pre-core courses prior to taking any respiratory therapy (RES) courses.

Admissions Requirements – CollegeAmerica Colorado Denver Campus Only

Applicants must pay a non-refundable $25 registration fee at the time of enrollment. Applicants may not attend class unless the registration fee is paid. All applicants must take the Wonderlic Cognitive Ability Test in order to assess their readiness for courses. The Wonderlic requirement is waived if applicants have:

a. A bachelor's degree from an accredited college or university.

b. An ACT score of 24 or higher.

c. Proof of prior passing scores on both the reading and math sections of the TEAS V exam. Prior scores are valid for one year from the date of testing.

Applicants with a Wonderlic test score below 12 are required to take and pass both the English and Math remedial courses prior to starting the program.

Admissions Requirements - Healthcare Administration BS

Applicants seeking admission to the Bachelor's in Healthcare Administration must have prior or current work experience in the field of healthcare.

Admissions Requirements – California College San Diego

California College San Diego does not accept ATB students.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The National City location is a satellite of the main campus in San Diego. By definition, a satellite is an extension of classrooms of this main campus. Therefore, students that enroll at the satellite may be required to take courses at the main campus and in rare instances, the students from the main campus may need to take a course at the satellite.

Admissions Requirements - Healthcare Administration BS

Applicants seeking admission to the Bachelor's in Healthcare Administration must have prior or current work experience in the field of healthcare.

Admissions Requirements — BS Respiratory Therapy

To enroll in this program, applicants must have earned at least the Certified Respiratory Therapist (CRT) credential (requirement may be waived by Dean and Campus Director) and an associate's degree in respiratory therapy from a Commission on Accreditation for Respiratory Care (CoARC) accredited program or possess a related associate's degree in either life science (biology), physical science (chemistry, physics, or earth science), or healthcare. The applicant must also have their Registered Respiratory Therapist (RRT) credential or the Respiratory Care Practitioner (RCP) license from a state board agency prior to graduation.

For Admission into the AS Respiratory Therapy courses:

An admissions test is required. The minimum passing score on this test is 21.

Additional program requirements prior to first "clinical": Negative drug screen (a drug screen may be requested at any point in the student's academic progression by school officials and/or clinical placement sites). The costs of these tests are the responsibility of the student. Respiratory Therapy Program students must receive the following clearances before commencing clinical rotations:

1. Tuberculin skin test (PPD)

2. Rubeola and rubella test

3. Hepatitis B vaccination or immunity certification

4. Tetanus

5. Urine drug screen

6. Varicella

7. Clinical Background check with satisfactory findings.

Admissions Requirements – Online Programs

All applicants are required to complete a Computer Literacy Assessment (CLA) and must achieve a passing score of 14 or higher; students may retake the CLA more than once in order to obtain the minimum passing score. If an applicant does not achieve a minimum score after two attempts, they are required to wait 30 days before they can take the CLA again. Applicants must also complete an Early Admissions Course (EAC). Applicants must submit seven required components and score 100% on the University and Policy Quiz.

Admissions Requirements - Medical Specialties AOS degree
NOT ACCEPTING APPLICATIONS AT THIS TIME

All applicants seeking admission into the Medical Specialties program are required to have a submitted and approved background check prior to the end of the third week of the first module. The background check is required to ensure acceptance into an externship site (see Externship Requirements) and must be approved prior to the end of your first module.

Admissions Requirements – Respiratory Therapy AS degree

Students seeking admission to the Respiratory Therapy program are required to complete an SLE exam. The minimum passing score on the SLE exam is 25.

Students who hold a current NBRC Certified Respiratory Therapist (CRT) credential will have the prerequisite and introductory block of courses transferred in. Students who hold a current NBRC Registered Respiratory Therapist (RRT) credential will have the prerequisite, introductory, and intermediate block of courses transferred in. Students with a current CRT and RRT are also eligible to submit official transcripts for possible General Education transfer credit. Prerequisite courses and General Education courses require a B grade or better and core courses require a C grade or better in order to be eligible for transfer credit.

To substitute for a prerequisite or a core course within the Associate of Science in Respiratory Therapy program, a transfer course must have been taken within the last five years to count toward the degree.

Drop policy for students who do not successfully complete the prerequisite curriculum: Prior to enrolling in the Respiratory Therapy core curriculum, students must successfully complete all prerequisite and General Education courses.* Student must earn a "B" or higher grade in all prerequisite courses including General Education courses prior to beginning the core curriculum. Students unable to demonstrate successful completion of all prerequisite and General Education courses will be reviewed by the Campus Director for dismissal or transfer to other programs. Students are also responsible for ensuring that all pre-clinical requirements have been received by IU prior to their beginning the core curriculum. Students who have not done so risk being dismissed from IU.

*Two additional General Education courses (PHI 221 and PSY 220) are normally taken after enrollment in the core program. Although they do not need to be completed prior to enrollment in the core curriculum, the GPA requirement remains the same.

CoARC requires IU to secure your clinical site and preceptor for you, and we cannot accept you into the program until we have secured your clinical site and preceptor.

Pre-Clinical Requirements

- The following clinical items must be submitted and approved:

    Memorandum of Understanding (MOU)
    Preceptor Data Sheet (PDS)
    Student Participation Form (SPF)
    Background check
    Policies and Procedures/Medical Release form
    Completed Pre-clinical Student Requirements Disclosure Form.

- In order for students to start clinicals the following is required:

Liability insurance certificate	Physical exam
TB test	Tetanus
MMR	Varicella
Hep B	CPR card
10 Panel drug screen	
Completion of an RT pre-test	
(Therapist Multiple Choice (TMC)	
self-assessment exam through the NBRC)	

- Clinical site must be in place

Admissions Requirements – Respiratory Care BS degree

To enroll in this program, applicants must have an associate's degree in respiratory therapy from a Commission on Accreditation for Respiratory Care (CoARC) accredited program or possess a related associate's degree in either a life science (biology), physical science (chemistry, physics, or earth science) or healthcare.

Prospective students must also have completed a minimum of 21 quarter credits of general education. Semester hours will be converted to quarter credit hours using the standard formula of semester hours x 1.5 = quarter credit hours.

Admissions Requirements – Nursing BS degree

Students seeking admission to the Bachelor of Science in Nursing program must hold a valid Registered Nurse license that is current, unsanctioned, or limited and shall have completed sufficient college credit to attain the equivalent of third-year college status (e.g., 60 semester credit hours or 90 quarter credit hours) or be concurrently enrolled in an associate's degree level nursing program. Prospective students must also have completed a minimum of 22.5 quarter credits of general education. Semester hours will be converted to quarter credit hours using the standard formula of semester hours x 1.5 = quarter credit hours. For example: 3 semester hours equal 4.5 quarter credit hours.

Admissions for International Students

The Murray (Salt Lake City) and the California College San Diego main and San Marcos campuses are SEVIS-certified to accept international students into their undergraduate programs.

International students must meet the following additional requirements:

1. Applicants to an undergraduate associate's or bachelor's program must provide an official or attested transcript of completed high school work translated into English and certified to be at least equivalent to the credential required by the college in its admissions criteria. This policy also applies to any student with previous education completed outside of the United States.

    Applicants must provide proof of financial support in one of the following forms: (i) copy of current bank statement; (ii) letter of support from sponsor with a copy of his or her current bank statement; or (iii) I-34 (U.S. Sponsor) with a copy of his or her bank statement. The funds must be in U.S. currency or the equivalent. If an applicant plans on bringing dependents (spouse/children) to the United States, the applicant must add an additional $8,000 per family member over and above the minimum financial support amount. See the following chart:

Degree Program:	Proof of financial support (US dollars)
Associate Degree	$29,550
Associate in Respiratory Therapy	$32,940
Bachelor of Science Degree	$33,080
Bachelor of Science Degree in Respiratory Care	$35,380
Bachelor of Science Completion Degree	$24,430
Plus, $8,000 per family member (spouse/children)	

    For example, bachelor's degree applicant who wishes to bring a spouse and one child must indicate a level of support of $49,080 ($33,080 + $8,000 + $8,000) when seeking admission to the program.

2. Applicants to an undergraduate program who have not yet arrived in the United States must pay a non-refundable Registration fee of US $500 (in cash or money order). $400 of this fee will be applied to the tuition once the student begins his or her education. Applicants to an undergraduate program who are already in the United States must pay a non-refundable

Registration fee of US $150 (in cash or money order). Applicants to an undergraduate program must also make a refundable down payment of $3,500, paid prior to the first day of class. The remaining balance can be financed. All tuition and fees must be paid prior to graduation.

3. Applicants must provide two letters of recommendation; a supervisor letter of recommendation and a co-worker letter of recommendation.

4. Applicants must provide a resume.

5. Applicants must provide evidence of English proficiency in one of the following ways: (i) minimum TOEFL score of 550 or 213 computer based or 79 I B T based; (ii) 6.0 on IELT's; or (iii) 53 on PTE - Academic test. If Applicants do not meet the English proficiency cut-off score they may apply for the English for Academic Purposes (EAP) program. Graduates of the EAP program are eligible for admission into a degree program. Successful completion of EAP 300 with a minimum grade of 80% meets the English language admission requirement for international students for all Stevens-Henager College degree programs.

6. Applicants must provide a copy of their passport.

7. Applicants who are planning to bring a spouse and/ or children must also provide a copy of their spouse and/ or children's passport.

California College San Diego does not offer visa services and does not vouch for student status or any associated charges. All instruction is provided in English.

Admissions Requirements – English for Academic Purposes Program

1. The student must be at least 18 years of age or a) turn 18 during their first semester at Stevens-Henager College, or b) have completed the equivalent of the United States high school grade 12.

2. One of the following cut-off scores:

EAP 200	EAP 300
Minimum TOEFL IBT: 32 - 45	Minimum TOEFL IBT: 46
Minimum IELTS: 4.0 - 5.0	Minimum IELTS: 5.5
Minimum PTE - Academic: 30 - 42	Minimum PTE - Academic: 43
Minimum E3: 27 - 38	Minimum E3: 39

3. All international students must demonstrate financial ability for attendance in any program for which they anticipate receiving a visa for study. Such requirements must be met for all international students in Stevens-Henager's EAP program.

Admissions Procedures

To apply for enrollment, the student submits the completed application to the Director of Admissions. The student should also request that a high school transcript or a copy of a high school diploma, or a GED, HiSET, or TASC for an associate's or bachelor's degree, be sent to the Director of Admissions. A foreign graduate must provide a translated and evaluated copy of a transcript. Applicants also may call, fax, or write the Admissions Department to request an application.

Upon completion of the application and an interview with an Admissions staff member, the Director of Admissions will review the applicant's goals. If it is determined that the applicant's educational and career goals are not aligned with the institution's mission, the college may deny admission.

Delivery Systems

Consortium Agreement between Affiliated Schools

The Center for Excellence in Higher Education (CEHE) group of schools, including Independence University, CollegeAmerica, Stevens-Henager College, and California College San Diego, has a consortium agreement in place that allows students enrolled at one campus ("home campus") to concurrently take courses from any of the CEHE group of schools. All courses, grades, and attendance are recorded at the students' home campus. Students must take at least 50% of their courses in a program at their home campus.

Online Distance Education Delivery

All students can expect to take courses or portions of courses via distance. All students, including both online and hybrid, will be required to complete a Computer Literacy Assessment (CLA) during the admissions process and must achieve a passing score of 14 or higher; students may retake the CLA two times in order to obtain the minimum passing score. If the student does not pass after two attempts, the student may enroll and reattempt the CLA by the end of the third week with the approval of the Dean. Students are also required to participate in an orientation session to ensure proper understanding of the distance-learning methods. During the orientation session the student will receive all passwords, complete course registration, and student questions will be

reviewed. The orientation includes exposing students to the online communication system. The components of this system include threaded discussion groups, chat, submitting assignments, assessment processes, electronic libraries, online help desk, and emails. It is recommended that students have a computer that is adequate to operate effectively in this environment. Those students needing help assessing their current computer status should call the distance-learning training representative.

Undergraduate students, including both online and hybrid, need access to a computer and Internet service. Undergraduate students enrolling for the first time at the Institution are provided with a tablet and/or laptop computer that is loaded with Microsoft Office to use during their program enrollment. Undergraduate students are also provided with any software required in their program as needed.

Students enrolled in graduate level programs need access to a computer, Internet service, and appropriate word processing and presentation software to complete course assignments.

Hybrid Education Delivery

The hybrid educational delivery process integrates the benefits of the traditional face-to-face (FTF) teaching methodology with the flexibility and convenience of the online delivery method. Students enrolled in hybrid courses attend regularly scheduled FTF sessions with the instructor assigned to teach the course and the other students enrolled in the course. The activities conducted during the FTF sessions include but are not limited to lecture, hands-on laboratory assignments, classroom discussion, and other group activities. During the online portion of the course, students engage in synchronous and/or asynchronous interaction with fellow students and the instructor, exposure to downloadable multi-media presentations, online research, and more.

The basic standards that apply to fully online students also apply to hybrid students while they are working online. Some specific expectations are listed below.

Hybrid Course Standards

- Each "hybrid" class will require 40 contact hours of combined face-to-face (FTF) and online participation/attendance.
- Amount of time allocated for FTF and online is determined by the requirements of the course (i.e., contact hours required to meet course description and learning objectives).

Distance Education Delivery

Surgical Technologist Program

The theory portion of the Surgical Technologist courses is delivered from the West Haven (Ogden) campus via live meeting software to students located at the Murray (Salt Lake City) campus. At least once each week, the students assemble at either the Murray (Salt Lake City) or West Haven (Ogden) campus for laboratory work under the supervision of an instructor.

Fully Online Delivery

All distance-learning students enrolled in fully online courses will perform all assignments and exams online to complete each course. The instructor and the Dean, in order to ensure appropriate educational outcomes, will monitor these graded activities.

The Internet method of delivery requires students to complete the distance course materials in a timely manner. A student will be permitted one module to complete a course. Competency in the course will be determined through assignments and testing. Electronic libraries, communication tools, and curriculum/testing tools have been provided to enhance the distance-learning experience.

Fully Online Student Standards

The use of the following standards promotes student success. Students will experience a higher level of quality in their course work if these standards are followed.

1. Students must make available current contact information (including phone numbers and email address) so that the course facilitator (instructor), other students, and administrators may make contact if needed.

2. Online students are expected to be self-directed. Students must organize their time, plan their course assignments and projects to meet due dates, communicate well, and seek other sources beyond the textbook to meet their learning goals.

3. Students are required to log into their courses and participate in discussions each week (see section on attendance) of the module. Students should expect an average of 20 hours of outside-of-class course activities each week for each 4 credit online course. Students should allow plenty of time to complete course academic requirements. The student should create a schedule and maintain that schedule to stay on track with his or her coursework. Consult the college catalog for course credits and hours.

4. Students are to post all weekly assignments and complete all course requirements by the designated due dates in the course outline. Students who have circumstances that prevent them from participating or completing an assignment on time must communicate with the course instructor.

5. Participation grade is 25% of the overall course grade. This grade relies heavily on the required postings to other students. Postings that are inappropriate or are of no academic substance will not be counted. Meaningful dialogue is the cornerstone of online learning.

6. Students are expected to provide specific feedback in the Course Evaluation at the end of each course. The institution welcomes candid and appropriate feedback from students.

7. Students are expected to utilize credible resources when researching subjects for course papers, projects, etc. Online library resources are available, including help from the college's librarian. Students are expected to use the college's library whenever possible.

8. Plagiarism and cheating are not tolerated.

9. Student complaints and grievances are addressed in accordance with the complaints and grievances procedures identified in the college catalog.

Student Online Attendance Requirements and Procedures

1. Students must log in three times in the first week of the term and complete their assignment in order to avoid termination from the course due to lack of attendance. Attendance for online classes is defined as logging in plus participating in class while online.

2. It is required that students log in and participate each week. Students are required to participate in discussions each week of the module by posting a response to the questions posted by instructors. It is suggested that students check the threaded discussions on a daily basis to continue dialogue by responding to those who have posted to previous postings.

3. Students who are unable to meet the attendance requirements must communicate immediately with the instructor. Instructors may make provisions to accommodate students based on the circumstances. Special provisions will not be made for students who procrastinate.

4. Students not participating or logging in will be terminated from the online course. If a learner has technical problems, he or she must communicate this problem immediately to his or her instructor and campus Dean to avoid being terminated from the course.

5. Online instructors may bring student attendance issues to the campus Dean for assistance in making contact with the student if the student is concurrently enrolled online and on-ground.

Student Guidelines and Procedures for Online Communication

1. Use inclusive language whenever communicating with others. A student must always communicate with best intentions and assume the same when another student communicates. The use of emoticons can be helpful.

2. Students must consistently practice excellent communication skills. Use resources to check word usage, grammar, punctuation, and capitalization. Strive for high-quality written work in the discussion area, assignments, projects, exams, etc. Students are required to use complete sentences and appropriate capitalization. Using all capitals or all lower case is unacceptable. It is strongly suggested that students type their discussion postings in Word, check for grammar and spelling, then paste them in the discussion area.

3. It's important for students to get introduced to their peers in each class. Make a point to get to know someone personally and academically. Make a point to include someone who appears to be "sitting on the sidelines." Ask for his or her opinion and promote meaningful discussion.

4. The faculty will normally respond to student work such as projects, assignments, evaluations, and exams, within 48 hours of receipt, excluding weekends and holidays. If an instructor does not respond to a student's communication within 24 to 48 hours, assume there is a technical problem. Try calling the instructor or the Help Desk.

Certifications and Licenses

All arrangements, registration, and fees for certification and licensing examinations are the responsibility of the student. Check with the state for available licensing examinations. The institution will reimburse, within six months after graduation, a portion of the examination fees for successful completion of certification or licensing examinations, up to a total of $500. The institution makes no representation that a student will be able to pass certification or licensing examinations or as to a specific outcome resulting from a student's successfully obtaining or passing a certification

or license examination. See the disclosure statements that accompany the enrollment agreement. Certification is available for the Medical Specialties programs through the National Certification and Competency Testing organization and the National Healthcareer Association. Certification for Computer programs are available through Prometric in Microsoft, Novell, Cisco, A+, Network +,

Server +, Linux +, and Mouse, Security+. An available certification for business programs is QuickBooks.

California College San Diego only: Certification or license examinations for the institution's programs include but are not limited to the American Heart Association's Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) certifications for the Respiratory Therapy program, certifications through the National Certification and Competency Testing organization for the Medical Specialties program, and for Business, Accounting, and Computer Science programs through Sylvan Prometrics.

Housing

No campus-based housing is available at any campus. Students must find their own housing arrangements, and the campus has no responsibility for housing, does not make recommendations for housing, and does not advise students on available housing facilities.

California College San Diego only: No campus-based housing is available. Students must find their own housing arrangements, and the campus has no responsibility for housing, does not make recommendations for housing, and does not advise students on available housing facilities. Rental housing is readily available within a 10-mile radius of each campus and ranges from $925 to $4,375 a month, based on data from Apartment.com, Craigslist and Zillow.

Externship Requirements

Externships must be attended during normal office hours only, and students are responsible for transportation to the externship site. Students are not paid any salary or stipend during an externship. Some employers may make an offer of employment at the end of the externship, but employment is not guaranteed. Externships are assigned by the campus.

Although the Institution tries to take into consideration specific location and/or skill preferences, externship sites are assigned based on availability. Continuing availability may be compromised due to certain factors beyond the institution's control, including local economic conditions, state regulatory actions, failure of students to attend externships or meet site guidelines, and unreasonable student demands for alternative sites. Students must comply with any and all conditions prescribed by the sites, the institution, the state, accrediting body, or any other third party regarding attendance, conduct, and participation at the sites. If an extern is dismissed from more than one site, the extern will then be responsible for securing a new site.

There may be situations where a student desires a specific certification following graduation that requires the completion of externship hours or clinical work beyond what is offered in the program. The Institution will assist the graduate with these requirements but makes no promise or guarantee as to the availability of additional externship sites or clinical opportunities.

If you have prior misdemeanor or felony convictions, you may be subject to denial of externships, employment opportunities, and/or professional licensure. You are advised that, in order to comply with clinical or employment requirements, you may be required by some hospitals or businesses to undergo a criminal background check and/or drug screening.

Independence University Residency Program for Associate of Occupational Studies Degree - Medical Specialties – Medical Assisting Track only: All students who choose the Medical Assisting track will be required to complete a weekend Residency program prior to starting clinical hours for the Externship (EXT 101) course. The Residency program will be completed in person at a location and on a date chosen by the University. This Residency program will be completed with peers under faculty supervision and will grant partial credit for the Externship EXT 101 course. The Residency prepares students with essential skills to complete the remaining hours of the Externship at a specific clinical site.

Essential clinical skills covered in Residency workshop will include (but are not limited to) the application of skills learned through class such as: drawing blood, taking and recording vital signs, giving injections and basic lab procedures.

The Residency program will be conducted periodically throughout the year and scheduled over a weekend from Friday to Sunday. The University will provide air travel, accommodations, ground transportation at the residency location, and meals. Students will be responsible for incidental costs and transportation to and from the departing airport.

Tuition and Fees

No out-of-state tuition requirements apply.

Diploma Programs	
Business	$16,000
Web Design	$15,042

* There is no Title IV funding available for these programs.

Associate's Programs	Total Tuition Charges (Based on # of quarter credits)
Business - IU	$39,425
Business Management and Accounting	$42,389
Computer Programming	$42,273
Computer Technology and Networking	$42,408
Graphic Arts	$42,387
Medical Specialties - West Haven (Ogden), Orem (Provo), and Logan	$42,630
Medical Specialties - Arizona, Colorado, California, Idaho, Murray, and St. George	$42,411
Medical Specialties - IU	$38,191
Surgical Technologist	$42,390
Respiratory Therapy - Boise	$49,504
Respiratory Therapy - California, Murray (Salt Lake City)	$49,468
Respiratory Therapy - IU	$48,204
Nursing Education - West Haven (Ogden) Campus	$51,188

Bachelor's Programs	
Accounting	$74,753
Accounting - IU	$74,700
Business Administration	$74,620
Business Administration - IU	$74,700
Computer Science	$74,700
Graphic Arts	$74,664
Healthcare Administration	$74,778
Health Information Management - Utah, Idaho, and California	$74,700
Health Services Management	$55,800
Networking and Information Systems Security (aka Cybersecurity and Networking)	$74,727
Respiratory Therapy	$81,606
Software and Mobile Applications Development	$74,520
Web Design and Development	$74,700

Bachelor's Completion	
Nursing Completion - IU	$28,188
Respiratory Care Completion	$28,224

Master's Programs	
Business Administration	$29,160
Healthcare Administration	$29,095
Information Systems	$29,160
Nursing Administration	$29,064
Nursing Education	$29,120
Public Health	$24,244

International Master's Programs	
Business Administration	$29,280
Healthcare Administration	$29,210
Information Systems	$29,280

Please note that programs vary by campus. Master's degree programs offered by Independence University and Stevens-Henager College Murray (Salt Lake) campuses.

For active duty military personnel and their spouses, National Guard personnel and their spouses, military reservists and their spouses, and Department of Defense/Veteran Administration employees and their spouses and adult children, the regular tuition will be discounted across the board to a level that will be equivalent to $250 per credit hour for all associate's, bachelor's, and master's programs. Those receiving this discount shall not be eligible to receive any scholarships offered by the Colleges.

Books are loaned at no charge for all programs except the Master's level on-ground programs. The cost of uniforms and laboratory supplies for the health sciences programs are included in tuition.

In the event a check is returned for any reason, a $35 charge ($25 for Colorado students) will be made to the student's account. Refund calculations are complex. For further information and examples, read the catalog, and visit our Financial Aid office.

The State of California charges a fee to sit for the state licensure exams. This amount cannot be included in the federal financial aid calculation.

Surgical Technology Program Tuition

The tuition for the Surgical Technology program includes AST student membership fees and the cost of two uniforms. Books are loaned at no charge. A physical examination performed by a licensed physician, a series of three Hepatitis

B vaccinations, and the cost of any courses taken to prepare to pass the Surgical Technology examination are the responsibility of the student.

California College San Diego only:

Student Tuition Recovery Fund:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Financial Aid

Funding Tuition

The institution offers individual financial planning sessions for each student and family. The institution participates in the Title IV Federal Financial Aid Program that includes Federal Pell Grants, Federal Parent Loans for Undergraduate Study, the Federal Supplemental Educational Opportunity Grant, and the Federal Direct Student Lending program. All students must have an appointment with the Finance Department prior to starting school to arrange payment of tuition. Prospective students may request a Student Financial Aid Guide, a Financial Aid Consumer Information packet, and other pertinent information and forms from the Finance Department. Private loans, scholarships, and electronic tuition payments are available to students to cover the cost of tuition as listed below. The institution will work with any bank that the student wishes to use for student alternative private loans, in addition to those banks and programs listed below. Please see the local campus Financial Aid office for information about specific lenders.

Educational Plan: This convenient budget plan uses a payment plan to help a student meet educational expenses.

Monthly payments made to a student's account while in school will reduce the principal balance and future interest charges. Interest will begin to accrue 45 days after graduation; if a student withdraws, interest will start accruing 45 days after the withdrawal.

A five percent discount is applied when a student pays in full for at least one academic year or more. This discount does not apply to monthly or partial payments and does not apply to employer reimbursements.

- A $10 late fee will be assessed on accounts overdue more than 15 days.
- A $35 ($25 for Colorado students) fee will be assessed for each returned check.

Note: Any holder of a consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5/14/1976).

California College San Diego only: If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Scholarships and Grants

Application Requirements for Scholarships

Recipients must meet all admissions and financial requirements of the Institution for initial and continued enrollment. All scholarships include specific eligibility criteria and may be awarded only after application, determination of eligibility, and approval by the Institution.

A prospective student who is interested in applying for one of the scholarships will:

1. Complete a Scholarship Application Form

2. Sign an affidavit of eligibility

3. Submit an essay (approximately 500 words) on "How will earning a degree change my life?"

The requirements above apply to all scholarship programs except for the Academic, Bachelor's Degree, Master's Degree, and Your Future Scholarships, which have their own application and selection criteria. An applicant for a scholarship must submit all of the required paperwork to the Institution at least one week prior to the start of the prospective student's first module. Please see Your Future Scholarships for information regarding the paperwork submission deadline specific to that scholarship.

General Policies for Scholarships and Grants

A student may not receive multiple grants, scholarships, or a grant and a scholarship simultaneously from the institution; a student may only receive a single grant or a single scholarship from the institution at any given time. A student may have other external scholarships or grants in addition to the one awarded by our institution.

Scholarships and grants are non-transferable, apply to tuition only, and will not result in a cash payment to students. All scholarships and grants are waivers of tuition. The number of qualified applicants determines the total amount awarded by the campus in any academic year.

PLEASE NOTE: Not every scholarship listed in this section is available at every campus location. Students interested in any of these scholarships must speak with the campus to determine if the campus offers the respective scholarship.

Available Scholarships

Academic Scholarship: An Academic Scholarship of up to $8,000 may be awarded by an on-ground campus to high school seniors. Students must enroll and start classes no later than one year after their graduation from high school. Applicants who graduate from high school with a GPA of 3.5 or higher (as evidenced on an official transcript) are exempt from testing. Other applicants must take the Otis Lennon test and can receive an award based upon the following scores:

1. Applicants who score >34 receive a scholarship award of $7,000

2. Applicants who score >46 receive a scholarship award of $7,500

3. Applicants who score >58 receive a scholarship award of $8,000

To remain eligible for the scholarship, recipients must maintain a cumulative GPA of 3.0.

Build a Better Future Scholarship: This $3,000 scholarship, available at on-ground campuses only, is to help people who have successfully completed the institution's GED classes and earned their GED. There is no limit on how many Build a Better Future scholarships a campus can award each year. To be eligible, applicants must have completed the institution's GED classes, must have earned their GED, and must apply for the scholarship within one year of earning their GED. The applicant must have a recommendation letter from the institution's GED Coordinator or designate. To remain eligible for the scholarship, recipients must maintain a 3.0 cumulative GPA.

Bachelor's Degree Scholarship: A Bachelor's Degree Scholarship program is available for graduates of the Institution's Associate's degree programs. The scholarship award is $5,000. In order to qualify, the applicant must have graduated with an Associate's degree from the Institution with a 2.5 CGPA. Once awarded, a recipient has seven years from the time he/she graduated from the Associate's program to use the scholarship for one of our Bachelor's degree programs. To remain eligible for the Bachelor's Scholarship, a recipient must maintain a 3.0 cumulative GPA while in the Bachelor's program.

Master's Degree Scholarship: A Master's Degree Scholarship program is available for graduates of the bachelor's degree programs. The scholarship award is 50% of the cost of the master's degree program. In order to qualify, the applicant must have graduated with a bachelor's degree from one of our institutions with a 2.5 CGPA within three months before the Master's program start date. Once awarded, a recipient has one year from the time he/she graduated from the Bachelor's program to use the scholarship for one of our Master's programs. The tuition scholarship will be awarded upon graduation from the master's program.

To remain eligible for the Master's Scholarship, a recipient must maintain a 3.0 cumulative GPA while in the Master's program.

Your Future Scholarships (Available to Independence University applicants only): To be eligible for the following scholarship an applicant must complete the Your Future Scholarship application, submit a 500-700 word essay, and take the Wonderlic SLE-Q assessment test. In addition to these items, applicants for the Half Tuition Scholarship must submit one letter of recommendation from a non-family member, and applicants for the Full Tuition Scholarship must submit two letters of recommendation from a non-family member. All application materials are due at least 11 days before the applicant's anticipated start date. To remain eligible for the scholarship, recipients must maintain a cumulative GPA of 3.0.

Full Tuition Scholarships. These are scholarships equal to the full cost of tuition for any degree program.

Half Tuition Scholarships. These are scholarships worth 50% of the cost of tuition for any degree program.

$5,000 Bachelor's Degree Scholarship. These are scholarships for Bachelor's degree programs worth $5,000 each.

$3,000 Associate's Degree Scholarship. These are scholarships for Associate's degree programs worth $3,000 each.

Grants

Family Grants: Family Grants will be awarded for 10% of the tuition remaining after transfer of credits if an applicant enrolls in a program offered by the Institution. The following criteria apply:

1. The Family Grant applies only to applicants who are immediate family members (father, mother, son, daughter, brother, sister, stepchild, spouse, or grandparent/grandchild) of either a graduate or a currently enrolled student.

   The Family Grant may be awarded to non-immediate family members (aunts, uncles, cousins, nieces, nephews and in-laws) of a graduate or currently enrolled student in good standing with prior written approval of the Campus Director.

2. Family Grants are applied to the student's tuition in the first module of every term.

3. Every enrolling family member is granted the Family Grant in an amount representing 10% of tuition.

4. The grant may not be combined with other institution scholarships or grants.

5. The grant applies to tuition only and does not result in a cash payment to the student or the student's immediate family member. This grant is not transferable to non-family members and is a waiver of tuition. If a recipient of the Family Grant withdraws or is terminated, he or she permanently forfeits the Family Grant award.

Clinical/Externship Sponsor Grant: Full-time employees of a clinical/externship sponsoring facility are eligible for a 33% tuition grant toward any currently offered degree program. A Clinical/Externship Sponsor Grant recipient must be a full-time employee of a sponsoring facility and must complete a clinical grant recipient disclaimer. The recipient remains eligible for the grant provided 1) he/she remains employed by the sponsoring facility and 2) the facility where the recipient works must remain a sponsoring facility. A grant recipient may transfer within our family of colleges or change programs but must still meet all eligibility requirements. The Clinical/Externship Sponsor Grant may not be combined with any other grant or scholarships offered by the institution, is nontransferable, applies to tuition only, and does not result in a cash payment to the student.

Career Grants: There are three types of Career Grants. Career Grants are only available at CEHE's On Ground campuses. Each type of Career Grant is $5,000. Each

campus is restricted in the number of Career Grants that they can award each module.

1. **Dependent Student Grant:** This grant is only available to applicants that are considered "Dependent" pursuant to federal financial aid rules. A student must be Dependent for financial aid purposes to apply for and receive this grant.

2. **1st Time College Grant:** This grant is for an applicant that has never attended college before. The student must attest that they have never earned college credit at any other college to receive this grant.

3. **Return to Learn Grant:** This grant is for an applicant that has been to college before and already earned some college credit. The student must document or attest that they have previously earned some college credit.

PAC (Program Advisory Committee) Member Grants: These grants are for the employees of companies that serve on one or more of the On Ground campus PACs. This program is currently being revised. See your Campus Director for details.

Tuition Discounts

Dislocated Worker Discount

To assist dislocated workers, the institution offers a tuition discount of 20% off of the current tuition rate for all degree programs. To qualify, the prospective student must have been laid off as part of an employer's reduction in force within six months prior to the student enrolling. The student must provide documentation that he or she was laid off as part of an employer's reduction in force. The discount is credited ratably at the end of each term. To maintain the discount, a student must maintain a 2.0 GPA.

Matching Funds

Matching funds are available for students employed by an organization that reimburses its employees for educational costs. A student is eligible for matching funds only after providing written evidence that the student is being reimbursed for educational costs during the time frame in which he/she is an active student at the institution. A student whose status with the institution is active or graduate and who is employed by the organization may receive an amount of up to $5,000 for associate's degrees or bachelor's completion degrees, up to $10,000 for bachelor's degrees, and up to $3,000 for master's degrees. The matching funds allowance will not exceed the tuition reimbursement award of the employer and the maximum limit established by the institution. The matching funds will be posted to the student's account when funds are received by the employee up to the maximum limit. In the event that students transfer credits to the institution, the matching funds allowance will be reduced proportionally.

Refund Policy

Refund Policy – Colleges Located in Arizona, Colorado, Idaho, and Utah Only

All institutional refunds to students will be processed within 30 days of the Date of Determination of withdrawal. The Date of Determination is the earlier of:

a. The date the institution receives notice from the student that he/she is withdrawing;

b. The date the student's enrollment is terminated by the institution;

c. For a student who withdraws without notifying the institution, 14 calendar days following the student's last documented date of attendance/participation.

The following institutional charges apply upon withdrawal or termination during the first term of the first academic year, **except for colleges in Colorado where the following charges apply to all terms:**

1. If you terminate after midnight of the fifth day of classes, but before completing 10% of the term, you are responsible for 10% of the tuition, a $150.00 administrative fee, and the cost of any books or computers not returned, and of uniforms issued.

2. If you terminate after completing 10% of the term but within 25%, you are responsible for 25% of the term's tuition, a $150.00 administrative fee, and the cost of any books or computers not returned, and of uniforms issued.

3. If you terminate after completing 25% of the term but within 50%, you are responsible for 50% of the tuition, a $150.00 administrative fee, and the cost of any books or computers not returned, and of uniforms issued.

4. If you terminate enrollment after completing 50% of the term but within 75%, you are responsible for 75% of the tuition, a $150.00 administrative fee, and the cost of any books or computers not returned, and of uniforms issued.

5. If you terminate enrollment after completing 75% of the term, you are responsible for 100% of all tuition and fees, a $150.00 administrative fee, plus the cost of any books or computers not returned and of uniforms issued.

The following institutional charges apply upon withdrawal or termination during any subsequent term for colleges in Utah, Idaho and Arizona:

1. If you terminate during the first 25% of the term, you are responsible for 25% of the tuition, a $150.00 administrative fee, and the cost of any books or computers not returned, and of uniforms issued.

2. If you terminate after completing more than 25% of the term but less than 50%, you are responsible for 50% of the tuition, a $150.00 administrative fee, and the cost of any books or computers not returned, and of uniforms issued.

3. If you terminate after completing more than 50% of the term but less than 75%, you are responsible for 75% of the tuition, a $150.00 administrative fee, and the cost of any books or computers not returned, and of uniforms issued.

4. If you terminate after completing more than 75% of the term, you are responsible for all tuition and fees, a $150.00 administrative fee, plus the cost of any books or computers not returned and of uniforms issued.

Any credit granted for prior education or training shall not impact this refund policy. Refund calculations are complex. For further information and examples, visit the institution's Financial Aid Office.

Refund Policy—California Colleges Only

All refunds will be processed within 45 days of the Date of Determination of withdrawal. The Date of Determination is the earlier of:

a. The date the institution receives notice from the student that he/she is withdrawing;

b. The date the student's enrollment is terminated by the institution;

c. For a student who withdraws without notifying the institution, 14 calendar days following the student's last documented date of attendance/participation.

Refunds will be based on the Institution's Refund Policy. California College San Diego complies with state and federal refund policies.

Students have the right to withdraw at any time, by notifying the institution, in writing, at the address on the enrollment agreement. Such notice is effective when the institution receives the notice. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If a student withdraws after midnight of the first day of classes in the first academic year, or seven days after enrollment, whichever is the longer, the institution will refund any monies paid minus an administrative fee of $150 and any charges for books and uniforms issued. Thereafter, a student may terminate his/her enrollment by giving written notice to the Institution.

Refunds shall be determined by pro-rating the amount paid for instruction. If the withdrawal date is after the completion of more than 60% of the period of enrollment, no refund is due. This initial amount, plus any equipment charges paid by the student, will be reduced by the cost of any equipment that is not returned in usable condition within 30 days.

Refunds are calculated using two methods: the state refund policy and the Return of Title IV policy (see below). When the withdrawal record involves federal financial aid funds, the Return of Title IV takes priority and must be observed before any other refund calculation. Refund calculations are complex. For further information and examples, visit the Institution's Financial Aid Office.

Military Tuition Assistance Refund Policy

For any student withdrawing from the institution who is receiving Tuition Assistance (TA) from the Department of Defense, the institution will return any unearned TA funds on a proportional basis through the 60 percent portion of the academic term of the program for which the funds were provided. TA funds will be earned proportionally during an academic term with unearned funds being returned based upon when a student stops attending.

If a refund is owed, the institution shall pay the refund to the person or entity that paid the tuition within 30 calendar days after the date of determination of withdrawal.

The institution will calculate the student's TA eligibility based on the last date of attendance using the following formula:

Proportion of the Academic Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Withdraw prior to the program start	100% return of funds
Withdraw after completing 1 to 10% of the academic term	90% return of funds
Withdraw after completing 11 to 20% of the academic term	80% return of funds
Withdraw after completing 21 to 30% of the academic term	70% return of funds
Withdraw after completing 31 to 40% of the academic term	60% return of funds
Withdraw after completing 41 to 50% of the academic term	50% return of funds
Withdraw after completing 51 to 59% of the academic term	40% return of funds
Withdraw after completing at least 60% of the academic term	No return of funds

Return of Title IV Funds

If a student receives Title IV student financial assistance (Federal Pell Grants, Federal Supplemental Grants, Federal Family Education Loans), special rules apply when a student withdraws or is terminated. These rules are independent of the institution's refund policy. Thus, there may be cases in which the institution is required by the government to return

Title IV funds even though such funds are needed to pay the student's institutional charges. In all cases, the student remains responsible for paying institutional charges as determined by the refund policy.

Earning and Returning Title IV Funds

Special rules apply for withdrawals and terminations when the student is a recipient of certain Title IV Federal Student Aid recipients. (Title IV aid includes Federal Pell Grants, Federal Supplemental Opportunity Grants, Direct Loans, and Federal PLUS Loans.)

Undergraduate programs use modules-within-terms for Financial Aid. Each term consists of four modules that are each 4-weeks in length. The academic year is considered to be two terms that are each 16 weeks in length. Each term is considered the payment period for Title IV funding.

For any student who withdraws during a payment period that begins after June 30, 2011 without completing all the days in the payment period, a Return to Title IV (R2T4) calculation must be performed according to Title IV regulations. If the student then re-enters prior to the end of that same payment period, the student is eligible to receive any funds for which the student was eligible prior to the withdrawal if the enrollment status supports those amounts, including any returned funds.

If a student officially withdraws or is terminated by the institution, the last date of attendance will be used to calculate both refunds and the return of Title IV Funds (if the latter is necessary). If a student stops attending and makes no formal withdrawal request the student will be withdrawn after 14 days of non-attendance/non-participation, and the last date of attendance will be used in all withdrawal calculations as the last date of the student's obligation.

The Return of Title IV, as defined by the 1998 Amendments to the Higher Education Act of 1965, applies to any student receiving federal financial aid and who withdraws on or before 60% of the calendar days to the end of the period of enrollment or payment period. The percentage of Title IV that has been earned is equal to the percentage of the payment period or period of enrollment that the student completed by the withdrawal date (documented last day of attendance/participation). If the withdrawal date is after the completion of more than 60% of the period of enrollment, the student has earned 100% of the Title IV funds. If the amount of Title IV that the student has earned (as calculated) is less than the amount of Title IV that was disbursed, the difference must be returned within 45 days

of the Date of Determination to the appropriate program. No additional disbursements will follow.

Refund Examples

Sample Refund Policies – Colleges Located in Arizona, Colorado, Idaho, and Utah only.

Example: Assume that a first time enrollment student enrolled in a program and was charged $150 in fees. The student's start date for the payment period was 1/28/13 with an end date of 5/16/13. The Institution determined that the student attended into module 2, LDA 2/28/13. The student's loans and grants were fully disbursed for the payment period. The Institution terminated the student after 14 days of non-attendance, PELL was recalculated and unearned funds were returned.

Colorado, Idaho, and Utah Only

Institutional Calculation

Loan Funds Disbursed	$4,703.00
Amount Earned by the Student (29.4%)	$893.00
PELL Funds Received for Full Time	$2,775.00
Amount Earned by the Student (8 credits attempted: Below 1/2 time)	$694.00
Total Unearned (Returned)	$2,081.00
Student Tuition Charged	$8,279.00
Less: 50% Tuition Refund	$4,139.50
Plus Administrative Fees	$150.00
Total Tuition and Fees Earned by College	$4,289.50
Funds Retained by College	$1,587.00
Balance Due College by Student	**$2,702.50**

Refund calculations are complex. For further information and examples, contact our financial aid office.

Sample Refund Policy – Colleges Located in California Only

Example of the California Pro Rata Refund Policy

Formula: A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided, subtracted from the amount paid by the student, calculated as follows: divide the total number of days in the term by the number of days attended in that term to get the percentage of attendance. Multiply the total term tuition by the percentage of attendance. This is the earned amount of tuition by the student. A straight

pro rata refund of tuition will be given to the student up to, but not including, 60% attendance. 60% or greater attendance will result in no tuition refund.

Refund Calculation Example – Colleges Located in California Only:

Tuition only, no adjustments for registration fee or computers or books not returned:

Assume that you attend 12% of your term, costing $8,500 in tuition. The calculation would be 12% x $8,500 = $7,480 (refund).

Degree Programs

Not all programs and areas of emphasis are approved at each campus; see the program descriptions in this catalog for more information.

The institution reserves the right to vary the order in which courses are offered within each program, to update and make changes to the subject matter, schedules, and course material, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Course Codes

ACC	Accounting
APP	Computer Applications
BIO	Biology
BIS	Business Information Security
BUS	Business
CAP	Capstone
CHE	Chemistry
CMN	Communication
CNA	Nursing Assistant
COM	Computer
COT	Communications in Technology
CPT	Curricular Practical Training
CSS	College Success Strategies
DES	Design
ECN	Economics
ENG	English
EPM	Event Planning and Management
ETH	Ethics
EXT	Externship
FIN	Finance
GER	Gerontology

HCA	Healthcare Administration
HCS	Healthcare Science
HEA	Health
HIM	Health Information Management
HIS	History
HRM	Human Resources Management
HSA	Health Services Administration
HSM	Health Services Management
HWP	Health & Wellness Promotion
ISS	Information Systems Security
LBT	Laboratory
MAN	Management
MAT	Mathematics
MBA	Master of Business Administration
MCS	Microcomputer Systems
MED	Medical
MIS	Management Information Systems
MKT	Marketing
MNA	Nursing Assistant
MSC	Medical Specialties Clinical
NET	Networking
NUR	Nursing
OPS	Operating Systems
PHI	Philosophy
PHR	Pharmacy
PRG	Programming
PRO	Professionalism
PSY	Psychology
RAD	Radiology
RAM	Research
RCM	Respiratory Care Management
RCP	Respiratory Care
RES	Respiratory Therapy
SCI	Science
SOC	Sociology
STA	Statistics
SUR	Surgical Technologist

Definition of Credit

Academic credit is measured in quarter credit hours. Credits are based on the amount of time students spend in class, in a laboratory setting, on an externship, or in a combination of the three. Additionally, credits are based on the amount of time students spend on out-of-class activities such as readings, research, writing papers, and/or working on assignments and projects

Students are enrolled in classes every four weeks. A clock hour is equal to 50 minutes of instruction. One-quarter credit hour is equivalent to a minimum of 10 clock hours in class, 20 clock hours in a laboratory, or 30 clock hours devoted to an externship, or a combination of the three. Students are expected to spend two hours working on out-of-class activities for every one hour in the classroom. For example, if a student is scheduled for 10 hours of classroom instruction in a week, he or she would be expected to spend 20 hours working on out-of-class activities. Therefore, it is very important that students budget their time to allow for completion of supplementary learning activities to ensure success in their studies.

Course Numbering System

For undergraduate programs, courses numbered 100 to 299 are considered basic to the learning process of the student. Courses numbered 300 to 499 are generally considered upper-level work. Master's program courses are numbered 500 to 699.

General Education Courses

General education courses are:

BIO 101	Introduction to Biology
BIO 210	Introduction to Microbiology
CHE 101	Introduction to Chemistry
CMN 201	Communication and Public Speaking
ECN 220	Economics
ECN 221	Economic Principles
ENG 101	English Composition
ENG 310	Advanced Interpersonal Communication
ETH 233	Ethics
HEA 110	Pathophysiology
HIS 220	American Civilization
HIS 300	U.S. History Since the Civil War
MAT 220	College Algebra
PHI 210	Critical Thinking
PHI 221	Introduction to Logic
PHI 260	Logic
PHI 310	Critical Thinking

PHI 400	Modern Issues in Ethics
PSY 220	Psychology
PSY 250	Positive Psychology
PSY 400	Biological Psychology
RAM 101	Research Application Methods
SOC 220	Sociology
SOC 240	World Cultures
SOC 400	Sociology of Aging
STA 322	Statistics

Applied general education courses for the CollegeAmerica Colorado and Stevens-Henager College Boise and Idaho Falls Medical Specialties program:

CSS 101	Psychology of Motivation
CSS 299	Professional Development

Applied general education courses in other Medical Specialties programs (please see individual program listings for details):

MED 111	Fundamentals of Anatomy and Physiology
MED 200	Principles of Anatomy and Physiology
MED 201	Anatomy and Physiology

Certificate Program

English for Academic Purposes

Stevens-Henager College Murray (Salt Lake City)

The English for Academic Purposes Program (EAP) is a two-level program whose goal is to prepare international students for academic studies in degree programs at the Murray (Salt Lake City) campus. In this program of study, students will work in a hands-on group oriented manner with their instructor(s) in an adaptive, technology-based, English learning program that is designed around specific tasks that will be appropriate in an academic, school, or student-related setting.

The program will consist of two terms. Each term is four months long. Each term will consist of four modular courses, which will make up one term. The two-term program consists of 640 total hours of instruction. The program will be designed using a track-based adaptive learning technology, combined with in-class instruction and group facilitation, homework assignments, and lab work.

Term 1: EAP 200 - Intermediate English for Academic Purposes

Students will learn, develop, and strengthen their ability to communicate in everyday conversation. Students will master vocabulary, phrases, and grammar principles consistent with everyday situations. Students will be able to give and ask for personal information, information about personal occupations, families, hobbies, interests, and everyday routines. Students will develop basic reading skills, basic writing skills, and listening skills consistent with everyday conversation.

Term 2: EAP 300 - Advanced English for Academic Purposes

Students will learn, develop, and strengthen their ability to communicate in everyday conversation, focusing on descriptions and sharing experiences. Students will master vocabulary, phrases, and grammar principles consistent with everyday situations such as past tense, future tense, present perfect, etc. Students will be able to describe experiences, objects, weather, places, people, jobs, etc. Students will begin to write descriptive essays focusing on introductory paragraphs, body paragraphs, and concluding paragraphs. Students will continue to develop the ability to read articles. Students will develop their ability to give oral presentations and basic reports.

This program is approved by ACCSC for International degree-seeking students only. This program is not eligible for Title IV funding.

School of **HEALTHCARE**

Associate of Occupational Studies:
Medical Specialties
Surgical Technologist

Associate of Applied Science:
Respiratory Therapy

Associate of Science:
Respiratory Therapy

Associate Degree:
Nursing Education (RN)
West Haven (Ogden)

Bachelor of Science:
Healthcare Administration
 - Emphasis in Gerontology
Health Information Management
(See School of Technology)
Health Services Management
Respiratory Therapy

Bachelor of Science Completion:
Nursing
Respiratory Care
 - Advanced Clinical Practice
   Concentration
 - Respiratory Care Management
   Concentration

Master's Degrees: *
Healthcare Administration
Nursing Administration
Nursing Education
Public Health (MPH)

*See Graduate Level Programs
section for details.

Associate of Occupational Studies Degree

Medical Specialties

NOT ACCEPTING APPLICATIONS AT THIS TIME

Stevens-Henager College Orem (Provo)

20 Months

This program prepares students for a general background in the area of medical specialties with courses for medical assisting, medical billing and coding, and pharmacy technology and prepares graduates for entry-level employment as medical assistants, medical billers and coders, and pharmacy technicians. Objectives of the program include preparing students for possible certification or licensing in various medical specialties; however, students should be aware that in most cases additional training, cost and/or clinical experience may be required to sit for certain certification or licensure examinations.

(Note: Graduating from this program and passing the radiology courses that are part of the program will make a student eligible to obtain employment as a radiology practical technician, provided the graduate successfully completes the state licensing requirements for the Radiology Practical Technician license, which requires filling out a state application, paying the application and exam fees, completing a background check, passing the ARRT examination, and receiving a license from the state after passing the ARRT exam.)

Graduates of this program are also eligible to obtain employment as a pharmacy technician, provided the graduate successfully completes the state licensing requirements for licensure, which requires the graduate to fill out a state application and provide all applicable documents, pay the application fee and any other associated fees, and sit for and pass the National Pharmacy Technician Certification Examination (PTCB).

The externship in this program is a credit-earning course. Externship sites are assigned to students based on the availability of sites at the time of the course. All students must complete an externship in order to graduate. Students will generally do their externship at a doctor's office, clinic, pharmacy, hospital, or other healthcare-related facility. This gives graduates exposure to working with patients or general medical procedures and practices, such as insurance, coding and billing, phlebotomy, etc. Although externships are not required by most states for subjects taught in the medical specialties program, they are a requirement for graduation.

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
COM 102	Computerized Medical Administration	3.0
COM 103	Computerized Pharmacy Systems and Databases	3.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
EXT 101	Externship	5.0
LBT 205	Medical Laboratory Procedures	3.0
LBT 280	Medical Laboratory Processes	3.0
LBT 285	Phlebotomy	3.0
MED 100	Medical Terminology, Law, and Ethics	4.0
MED 102	Medical Aseptic Procedures	3.0
MED 103	Cardiopulmonary/ECG	3.0
MED 104	Medical Clinical Procedures	3.0
MED 106	Vital Signs and Emergencies	3.0
MED 108	Medical Billing	3.0
MED 109	Medical Records and Communication	3.0
MED 210	Professional Medical Coding	3.0
MED 211	Insurance Specialist	3.0
MNA 111	Nursing Assistant Theory	3.0
MNA 112	Nurse Assisting Practice	3.0
PHR 107	Drug Administration	3.0
PHR 200	Pharmacy Essentials	3.0
PHR 208	Principles of Pharmacy Technology	4.0
PHR 209	Pharmacy Technology Applications	3.0
RAD 113	Limited Radiology	3.5
RAD 114	Practical Radiology	3.0

General education courses:

CMN 201	Communication and Public Speaking	4.0
PHI 210	Critical Thinking	4.0
PSY 250	Positive Psychology	4.0

Applied general education courses:

MED 201	Anatomy and Physiology	4.0
TOTAL MINIMUM NUMBER OF CREDITS:		**101.0**

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

All colleges reserve the right to vary the order in which courses are offered within each program and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Associate of Occupational Studies Degree
Medical Specialties
NOT ACCEPTING APPLICATIONS AT THIS TIME

Stevens-Henager College West Haven (Ogden) and Logan

20 Months

This program prepares students for a general background in the area of medical specialties with courses for medical assisting, medical billing and coding, and pharmacy technology and prepares graduates for entry-level employment as medical assistants, medical billers and coders, and pharmacy technicians. Objectives of the program include preparing students for possible certification or licensing in various medical specialties; however, students should be aware that in most cases additional training, cost and/or clinical experience may be required to sit for certain certification or licensure examinations.

(Note: Graduating from this program and passing the radiology courses that are part of the program will make a student eligible to obtain employment as a radiology practical technician, provided the graduate successfully completes the state licensing requirements for the Radiology Practical Technician license, which requires filling out a state application, paying the application and exam fees, completing a background check, passing the ARRT examination, and receiving a license from the state after passing the ARRT exam.)

Graduates of this program are also eligible to obtain employment as a pharmacy technician, provided the graduate successfully completes the state licensing requirements for licensure, which requires the graduate to fill out a state application and provide all applicable documents, pay the application fee and any other associated fees, and sit for and pass the National Pharmacy Technician Certification Examination (PTCB).

The externship in this program is a credit-earning course. Externship sites are assigned to students based on the availability of sites at the time of the course. All students must complete an externship in order to graduate. Students will generally do their externship at a doctor's office, clinic, pharmacy, hospital, or other healthcare-related facility. This gives graduates exposure to working with patients or general medical procedures and practices, such as insurance, coding and billing, phlebotomy, etc. Although externships are not required by most states for subjects taught in the Medical Specialties program, they are a requirement for graduation.

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
CNA 111	Nursing Assistant Theory	3.0
CNA 112	Nurse Assisting Practice	3.5
COM 102	Computerized Medical Administration	3.0
COM 103	Computerized Pharmacy Systems and Databases	3.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
EXT 101	Externship	5.0
LBT 205	Medical Laboratory Procedures	3.0
LBT 280	Medical Laboratory Processes	3.0
LBT 285	Phlebotomy	3.0
MED 100	Medical Terminology, Law and Ethics	4.0
MED 102	Medical Aseptic Procedures	3.0
MED 103	Cardiopulmonary/ECG	3.0
MED 104	Medical Clinical Procedures	3.0
MED 106	Vital Signs and Emergencies	3.0
MED 108	Medical Billing	3.0
MED 109	Medical Records and Communication	3.0
MED 210	Professional Medical Coding	3.0
MED 211	Insurance Specialist	3.0
PHR 107	Drug Administration	3.0
PHR 200	Pharmacy Essentials	3.0
PHR 208	Principles of Pharmacy Technology	4.0
PHR 209	Pharmacy Technology Applications	3.0
RAD 113	Limited Radiology	3.5
RAD 114	Practical Radiology	3.0

General education courses:

CMN 201	Communication and Public Speaking	4.0
PHI 210	Critical Thinking	4.0
PSY 250	Positive Psychology	4.0

Applied general education courses:

MED 201	Anatomy and Physiology	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 101.5

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum.

Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Associate of Occupational Studies Degree

Medical Specialties

NOT ACCEPTING APPLICATIONS AT THIS TIME

CollegeAmerica Colorado and Stevens-Henager College Boise and Idaho Falls

20 Months

This program prepares students for a general background in the area of medical specialties with courses for medical assisting, medical billing and coding, and pharmacy technology and prepares graduates for entry-level employment as medical assistants, medical billers and coders, and pharmacy technicians. Objectives of the program include preparing students for possible certification or licensing in various medical specialties; however, students should be aware that in most cases additional training, cost and/or clinical experience may be required to sit for certain certification or licensure examinations.

The externship in this program is a credit-earning course. Externship sites are assigned to students based on the availability of sites at the time of the course. All students must complete an externship in order to graduate. Students will generally do their externship at a doctor's office, clinic, pharmacy, hospital, or other healthcare-related facility. This gives graduates exposure to working with patients or general medical procedures and practices, such as insurance, coding and billing, phlebotomy, etc. Although externships are not required by most states for subjects taught in the Medical Specialties program, they are a requirement for graduation.

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
CNA 111 / MNA 111	Nursing Assistant Theory	3.0
CNA 112 / MNA 112	Nurse Assisting Practice	3.0
COM 102	Computerized Medical Administration	3.0
COM 103	Computerized Pharmacy Systems and Databases	3.0
EXT 101	Externship	5.0
LBT 205	Medical Laboratory Procedures	3.0
LBT 280	Medical Laboratory Processes	3.0
LBT 285	Phlebotomy	3.0
MED 100	Medical Terminology, Law and Ethics	4.0
MED 102	Medical Aseptic Procedures	3.0
MED 103	Cardiopulmonary/ECG	3.0
MED 104	Medical Clinical Procedures	3.0
MED 106	Vital Signs and Emergencies	3.0
MED 108	Medical Billing	3.0
MED 109	Medical Records and Communication	3.0
MED 111	Fundamentals of Anatomy and Physiology	3.0
MED 200	Principles of Anatomy and Physiology	3.0
MED 210	Professional Medical Coding	3.0
MED 211	Insurance Specialist	3.0
MED 299	Clinical Applications Capstone	4.0
PHR 107	Drug Administration	3.0
PHR 200	Pharmacy Essentials	3.0
PHR 208	Principles of Pharmacy Technology	4.0
PHR 209	Pharmacy Technology Applications	3.0

General education courses:

CMN 201	Communication and Public Speaking	4.0
PHI 210	Critical Thinking	4.0
PSY 250	Positive Psychology	4.0

Applied general education courses:

CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0

TOTAL MINIMUM NUMBER OF CREDITS: **100.5**

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Associate of Occupational Studies Degree

Medical Specialties

NOT ACCEPTING APPLICATIONS AT THIS TIME

California College San Diego, San Diego and San Marcos, CollegeAmerica Arizona, and Stevens-Henager College St. George, and Murray (Salt Lake City)

20 Months

This program prepares students for a general background in the area of medical specialties with courses for medical assisting, medical billing and coding, and pharmacy technology and prepares graduates for entry-level employment as medical assistants, medical billers and coders, and pharmacy technicians. Objectives of the program include preparing students for possible certification or licensing in various medical specialties; however, students should be aware that in

most cases additional training, cost and/or clinical experience may be required to sit for certain certification or licensure examinations.

SOC codes: 31-9092, 29-2052, 43-6013

The externship in this program is a credit-earning course. Externship sites are assigned to students based on the availability of sites at the time of the course. All students must complete an externship in order to graduate. Students will generally do their externship at a doctor's office, clinic, pharmacy, hospital, or other healthcare-related facility. This gives graduates exposure to working with patients or general medical procedures and practices, such as insurance, coding and billing, phlebotomy, etc. Although externships are not required by most states for subjects taught in the Medical Specialties program, they are a requirement for graduation.

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
COM 102	Computerized Medical Administration	3.0
COM 103	Computerized Pharmacy Systems and Databases	3.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
EXT 101	Externship	5.0
LBT 204	Phlebotomy and Hematological Procedures	3.0
LBT 280	Medical Laboratory Processes	3.0
LBT 295	Phlebotomy and Laboratory Procedures	3.0
MED 100	Medical Terminology, Law and Ethics	4.0
MED 102	Medical Aseptic Procedures	3.0
MED 103	Cardiopulmonary/ECG	3.0
MED 105	Microbiology and Clinical Procedures	3.0
MED 106	Vital Signs and Emergencies	3.0
MED 108	Medical Billing	3.0
MED 109	Medical Records and Communication	3.0
MED 200	Principles of Anatomy and Physiology	3.0
MED 210	Professional Medical Coding	3.0
MED 211	Insurance Specialist	3.0
MED 299	Clinical Applications Capstone	4.0
MNA 111	Nursing Assistant Theory	3.0
MNA 112	Nurse Assisting Practice	3.0
PHR 107	Drug Administration	3.0
PHR 200	Pharmacy Essentials	3.0
PHR 208	Principles of Pharmacy Technology	4.0
PHR 209	Pharmacy Technology Applications	3.0

General education courses:

CMN 201	Communication and Public Speaking	4.0
PHI 210	Critical Thinking	4.0
PSY 250	Positive Psychology	4.0

Applied general education courses:

MED 111	Fundamentals of Anatomy and Physiology	3.0

TOTAL MINIMUM NUMBER OF CREDITS: 100.5

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Upon completion of the program, California and Arizona graduates are eligible to obtain employment as a pharmacy technician, provided the graduate successfully completes the state licensing requirements for licensure, which requires the graduate to fill out a state application and provide all applicable documents, pay the application fee and any other associated fees, and sit for and pass the Pharmacy Technician Certification Board (PTCB) exam.

Associate of Occupational Studies Degree

Medical Specialties

NOT ACCEPTING APPLICATIONS AT THIS TIME

Online through Independence University

22 Months

The Medical Specialties program prepares students for a general background in the area of medical specialties with courses for medical assisting, medical billing and coding, and pharmacy technology and prepares graduates for entry-level employment as medical assistants, medical billers and coders, and pharmacy technicians. Objectives of the program include preparing students for possible certification or licensing in various medical specialties; however, students should be aware that in most cases additional training and/or clinical experience will be required to sit for certain certification or licensure examinations.

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
COM 102	Computerized Medical Administration	3.0
COM 103	Computerized Pharmacy Systems and Databases	3.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
EXT 101	Externship	5.0
MED 100	Medical Terminology, Law and Ethics	4.0
MED 108	Medical Billing	3.0
MED 109	Medical Records and Communication	3.0
MED 122	Medical Asepsis	2.0
MED 123	Introduction to Electrocardiography	2.0
MED 124	Office Clinical Procedures I	4.0
MED 126	Assisting and Documenting Physical Examination	2.0
MED 210	Professional Medical Coding	3.0
MED 211	Insurance Specialist	3.0
MED 225	Office Clinical Procedures II	4.0
MED 299	Clinical Applications Capstone	4.0
MSC 298	Clinical Procedures I	3.0
MSC 299	Clinical Procedures II	4.0
PHR 127	Principles of Drug Administration	2.0
PHR 200	Pharmacy Essentials	3.0
PHR 208	Principles of Pharmacy Technology	4.0
PHR 209	Pharmacy Technology Applications	3.0
PRO 212	Job Search Skills	1.0

General education courses:

CMN 201	Communication and Public Speaking	4.0
PSY 250	Positive Psychology	4.0

Applied general education courses:

MED 111	Fundamentals of Anatomy and Physiology	3.0
MED 200	Principles of Anatomy and Physiology	3.0

TOTAL MINIMUM NUMBER OF CREDITS: **90.5**

Independence University only: All students who choose the Medical Assisting track will be required to complete a weekend Residency program prior to starting clinical hours for the Externship (EXT 101) course. The Residency program will be completed in person at a location and on a date chosen by the University. This Residency program will be completed with peers under faculty supervision and will grant partial credit for the Externship EXT 101 course.

The Residency prepares students with essential skills to complete the remaining hours of the Externship at a specific clinical site.

The externship in this program is a credit-earning course. Externship sites are assigned to students based on the availability of sites at the time of the course. All students must complete an externship (150-160 clinical hours (depending on state requirements)) in order to graduate. Students will generally do their externship at a doctor's office, clinic, pharmacy, hospital, or other healthcare-related facility. This gives graduates exposure to working with patients or general medical procedures and practices, such as insurance, coding and billing, phlebotomy, etc. Although externships are not required by most states for subjects taught in the Medical Specialties program, they are a requirement for graduation.

The clinical site will be used for all necessary clinical rotations. Since continuity within clinical sites is of the utmost importance for student success, site changes should occur only under extenuating circumstances (for example, if a student moves to another state or if another facility is needed to complete all procedural competency evaluations). IU does not guarantee immediate clinical placement in the event an additional clinical site is needed.

If a clinical site requests that a student be removed from the site, every effort will be made to secure another site if the reason for removal does not require that the student be dropped from the program. This may take some time, depending on the availability of a site within the student's immediate area. If a second clinical site requests that a student be removed from the site, the student will be dropped from the program.

The Medical Specialties degree program has several career options, including medical assistant, pharmacy technician, and medical biller or coder. Depending on the career option chosen, licensure or certification may be required for employment in some states for the graduates of this program. Please see employment requirements by state on our web site under consumer information: http://www.independence.edu/consumer-information.

Associate of Occupational Studies Degree

Surgical Technologist

Offered through Stevens-Henager College West Haven (Ogden) both on-ground and via distance education delivery from the West Haven (Ogden) campus to the Murray (Salt Lake City) campus

20 Months

This program prepares students to assume entry-level positions as members of a healthcare surgical team. Employment opportunities are available in hospitals and in surgical centers as surgical technologists. The surgical technologist works under the direct supervision of the circulating nurse in the operating room. The surgical technologist assists with surgical procedures and provides the surgeon with instruments, sutures, sponges, and other equipment necessary to accomplish the procedures. All clinical externships are performed in the daytime.

Admissions requirements for this program are listed in the Admissions section of this catalog.

Course No.	Course Name	Credits
CSS 101	Psychology of Motivation	4.0
PSY 203	Personal and Professional Relations	4.0
SUR 101	Anatomy, Physiology, and Terminology	4.0
SUR 102	Surgical Technology/Patient Care Concepts	3.0
SUR 201	Intermediate Anatomy and Physiology	4.0
SUR 203	Microbiology and Infection Control	3.0
SUR 204	General and Minimal Surgical Procedures	3.0
SUR 205	Surgical Pharmacology	3.0
SUR 206	Asepsis and the Surgical Environment	3.0
SUR 207	Surgical Instrumentation and Supplies	3.0
SUR 208	Systematic Surgical Procedures I	3.0
SUR 209	Systematic Surgical Procedures II	3.0
SUR 210	Sensory and Plastic Surgical Procedures	3.0
SUR 211	Clinical Externship and Practicum	15.0
SUR 222	Surgical Suite Operations	3.0
SUR 223	Surgical Robotics, Physics and Electronics	3.0
SUR 224	Medical Surgical Nursing	3.0
SUR 225	Surgical Interventions	4.0
SUR 226	Surgical Seminar	3.0

General education courses:

ENG 101	English Composition	4.0
CMN 201	Communication and Public Speaking	4.0
PHI 210	Critical Thinking	4.0
PSY 250	Positive Psychology	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 90.0

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

This program is offered only by Stevens-Henager College's West Haven (Ogden) campus, which includes distance education delivery at the Murray (Salt Lake City) campus.

Associate of Applied Science Degree

Respiratory Therapy

Stevens-Henager College Boise

20 Months

The Associate Degree curriculum in Respiratory Therapy includes supervised didactic, laboratory, and clinical learning activities followed by standardized testing and performance evaluations. Students will begin with anatomy and physiology and advance to the latest mechanical ventilators. In the clinical portion of the curriculum, students are assigned a clinical instructor who provides supervision and instruction on every aspect of respiratory patient care. The curriculum objectives were derived from job analysis conducted by the National Board for Respiratory Care (NBRC) based upon American Association of Respiratory Care practice guidelines. Students who master the course objectives are able to demonstrate the knowledge and cognitive skills, technical proficiency, and professional behaviors required for competent performance in delivering and managing sophisticated diagnostic, therapeutic, and life-support services, including ventilatory life-support, administration of medical gases and aerosols, and cardiopulmonary assessment and monitoring. Entry-level respiratory therapy positions in hospitals and care centers are available to graduates of the program.

Admissions requirements for this program are listed in the Admissions section of this catalog.

Course No.	Course Name	Credits
RES 116	Airway Management	3.0
RES 118	Cardiopulmonary Pharmacology I	2.0
RES 119	Cardiopulmonary Pharmacology II	2.0
RES 125	Medical Gas Therapy/Humidity and Aerosol Therapy	3.0
RES 128	Arterial Blood Gases/Advanced Cardiopulmonary Physiology	3.0
RES 137	Cardiopulmonary Pathophysiology I	2.0
RES 138	Cardiopulmonary Pathophysiology II	2.0
RES 145	Pulmonary Function Testing and Cardiopulmonary Diagnostics	3.0
RES 196	Clinical Experience I	11.0

RES 205	Lung Hyperinflation Therapy/Bronchial Hygiene Therapy	3.0
RES 216	Mechanical Ventilation I	4.0
RES 236	Mechanical Ventilation II	4.0
RES 246	Pulmonary Rehabilitation	2.0
RES 256	Neonatal and Pediatric Care	4.0
RES 276	Advanced Cardiac Life Support/ Multi-skilled RT	3.0
RES 291	Clinical Experience II	11.0
RES 298	Case Studies and Board Review	2.0

Prerequisite courses:

BIO 131	Cardiopulmonary and Renal Anatomy and Physiology	4.0
BIO 155	Patient Assessment	4.0
CSS 101	Psychology of Motivation	4.0
MED 100	Medical Terminology, Law, and Ethics	4.0
RES 105	Intro to Respiratory Therapy, Microbiology, and Infection Control	4.0
SCI 101	Math, Chemistry, and Physical Sciences for Respiratory Therapy	4.0

General education courses:

BIO 111	Anatomy and Physiology	4.0
CMN 201	Communication and Public Speaking	4.0
ENG 101	English Composition	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0
PSY 250	Positive Psychology	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 112.0

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

Additional information for respiratory therapy students:

After a program audit is conducted and it has been determined that student has met all degree requirements and his or her account is current, the student will be awarded an Associate of Applied Science degree.

Upon successful completion of all requirements, the college will enter the student's graduate status into the National Board for Respiratory Care (NBRC) Electronic Eligibility Database (EED), which allows the graduate to pay and sign up for the credentialing examinations. Upon passing the NBRC TMC (Therapist Multi-Choice) exam at the minimum cut score, the graduate is then able to apply for state licensure.

Idaho graduates will need to obtain state licensure in order to be eligible for employment as a respiratory therapist in their state. Respiratory therapy licensing requirements for employment vary by state.

Please note: Students who have prior felony convictions might not be licensed as a respiratory care practitioner. Please contact the Respiratory Care Board for more information.

Respiratory therapy students should refer to the materials distributed at orientation for further details about their program.

Associate of Science Degree
Respiratory Therapy

California College San Diego, San Diego, and Stevens-Henager College Murray (Salt Lake)

21 Months

The Associate Degree curriculum in Respiratory Therapy includes supervised didactic, laboratory, and clinical learning activities followed by standardized testing and performance evaluations. Students will begin with anatomy and physiology and advance to the latest mechanical ventilators. In the clinical portion of the curriculum, students are assigned a clinical instructor who provides supervision and instruction on every aspect of respiratory patient care. The curriculum objectives were derived from job analysis conducted by the National Board for Respiratory Care (NBRC) based upon American Association of Respiratory Care practice guidelines. Students who master the course objectives are able to demonstrate the knowledge and cognitive skills, technical proficiency, and professional behaviors required for competent performance in delivering and managing sophisticated diagnostic, therapeutic, and life-support services, including ventilatory life-support, administration of medical gases and aerosols, and cardiopulmonary assessment and monitoring. Entry-level respiratory therapy positions in hospitals and care centers are available to graduates of the program.

Admissions requirements for this program are listed in the Admissions section of this catalog.

Course No.	Course Name	Credits
RES 116	Airway Management	3.0

RES 118	Cardiopulmonary Pharmacology I	2.0
RES 119	Cardiopulmonary Pharmacology II	2.0
RES 125	Medical Gas Therapy/Humidity and Aerosol Therapy	3.0
RES 128	Arterial Blood Gases/Advanced Cardiopulmonary Physiology	3.0
RES 137	Cardiopulmonary Pathophysiology I	2.0
RES 138	Cardiopulmonary Pathophysiology II	2.0
RES 145	Pulmonary Function Testing and Cardiopulmonary Diagnostics	3.0
RES 196	Clinical Experience I	11.0
RES 205	Lung Hyperinflation Therapy/Bronchial Hygiene Therapy	3.0
RES 216	Mechanical Ventilation I	4.0
RES 236	Mechanical Ventilation II	4.0
RES 246	Pulmonary Rehabilitation	2.0
RES 256	Neonatal and Pediatric Care	4.0
RES 276	Advanced Cardiac Life Support/ Multi-skilled RT	3.0
RES 292	Clinical Experience II	16.5
RES 298	Case Studies and Board Review	2.0

Prerequisite courses:

BIO 131	Cardiopulmonary and Renal Anatomy and Physiology	4.0
BIO 155	Patient Assessment	4.0
CSS 101	Psychology of Motivation	4.0
MED 100	Medical Terminology, Law, and Ethics	4.0
RES 105	Intro to Respiratory Therapy, Microbiology, and Infection Control	4.0
SCI 101	Math, Chemistry, and Physical Sciences for Respiratory Therapy	4.0

General education courses:

BIO 111	Anatomy and Physiology	4.0
CMN 201	Communication and Public Speaking	4.0
ENG 101	English Composition	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0
PSY 250	Positive Psychology	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 117.5

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

Additional information for respiratory therapy students:

After a program audit is conducted and it has been determined that student has met all degree requirements and his or her account is current, the student will be awarded an Associate of Science degree.

Please note: Students who have prior felony convictions might not be licensed as a respiratory care practitioner. Please contact the Respiratory Care Board for more information.

California College San Diego only: To help improve outcomes on Therapist Multiple Choice (TMC) exam and Clinical Simulation Exam (CSE), students are not permitted to challenge out of RES 298 by taking a competency examination except with consent of the Dean.

Upon successful completion of all requirements, the college will enter the student's graduate status into the National Board for Respiratory Care (NBRC) Electronic Eligibility Database (EED), which allows the graduate to pay and sign up for the TMC examination. When the student achieves RRT eligibility as determined by the NBRC, he/she can sign up for the CSE. Upon successful completion of both TMC and CSE, and earning the RRT credential, the graduate is then able to apply for licensure in the state of California.

Graduates will need to obtain the Respiratory Care Practitioner (RCP) license in order to be eligible for employment as a respiratory therapist in the state of California.

Stevens-Henager College Murray (Salt Lake) only: Upon successful completion of all requirements, the college will enter the student's graduate status into the NBRC EED, which allows the graduate to pay and sign up for the credentialing examinations. Upon passing the NBRC TMC exam at the minimum cut score, the graduate is then able to apply for state licensure.

Utah graduates will need to obtain state licensure in order to be eligible for employment as a respiratory therapist in their state.

Respiratory therapy licensing requirements for employment vary by state.

Requirements and policies for the Respiratory Care Practitioner license in the state of California (www.rcb.ca.gov):

1. Meet the education requirements outlined in CA Business and Professions Code Section 3740.

2. Pass the Registered Respiratory Therapy (RRT) exam provided by the National Board for Respiratory Care (NBRC).

3. Fill out the RCB application and pay $300.00.

4. Get live-scan fingerprinting done.

5. Attach a passport photo to RCB application.

6. Provide California H6 DMV record; if applicant has lived out of state, provide DMV records for the last ten years.

7. If applicant has ever been convicted of a felony or misdemeanor, provide court documents.

8. Once application is approved by the RCB, another fee for licensing is assessed (up to $110.00).

9. To keep license up to date, every two years the applicant needs to pay $220.00 and take 15 CEUs related to the medical profession, of which 10 CEUs must be strictly related to respiratory therapy. The AARC ethics class is to be repeated every 4-years.

Respiratory therapy students should refer to the materials distributed at orientation for further details about their program.

Associate of Science

Respiratory Therapy

Online through Independence University

26 Months

The program goal is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs). The respiratory therapy program combines basic and advanced respiratory care courses, research, and practical experience in respiratory patient care.

Admissions requirements for this program are listed in the Admissions section of this catalog.

Clinical site placement

Once a clinical site is secured prior to the start of the program, that site will be used for all necessary clinical rotations. Since continuity within clinical sites is of the utmost importance for student success, site changes should occur only under extenuating circumstances (for example, if a student moves to another state or if another facility is needed to complete all procedural competency evaluations). IU does not guarantee immediate clinical placement in the event an additional clinical site is needed.

If a clinical site requests that a student be removed from the site every effort will be made to secure another site if the reason for removal does not require that the student be dropped from the program. This may take some time, depending on the availability of a site within the student's immediate area.

If a second clinical site requests that a student be removed from the site, the student will be dropped from the program.

Respiratory care sciences requirement

This program includes an integrated science course (SCI 101) covering math, chemistry, and physical science. Students who

transfer in all components of SCI 101 as separate courses (3 semester credits or 4.5 quarter credits each, with a grade of B or higher) will receive transfer credit for SCI 101 as appropriate. If even one component is missing, students must (1) take SCI 101, (2) take the remaining components/courses at additional tuition cost, or (3) provide further information on previous coursework that may be taken into consideration. In addition, most students who have completed a CRT program have already taken an anatomy and physiology course. However, if you were unable to do so, you must take IU's Anatomy and Physiology course (BIO 111) prior to completing the program. This program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Course No.	Course Name	Credits

Prerequisite courses:

Course No.	Course Name	Credits
BIO 131	Cardiopulmonary and Renal Anatomy and Physiology	4.0
BIO 155	Patient Assessment	4.0
CSS 101	Psychology of Motivation	4.0
MED 100	Medical Terminology, Law, and Ethics	4.0
RES 105	Introduction to Respiratory Therapy, Microbiology, and Infection Control	4.0
SCI 101	Math, Chemistry and Physical Sciences for Respiratory Therapy	4.0

Introductory Block:

Course No.	Course Name	Credits
RES 111	Airway Management	3.0
RES 118	Cardiopulmonary Pharmacology I	2.0
RES 119	Cardiopulmonary Pharmacology II	2.0
RES 121	Medical Gases/Aerosol and Humidity Therapy I	2.0
RES 122	Medical Gases/Aerosol and Humidity Therapy II	2.0
RES 129	Medical Gases/Aerosol and Humidity Therapy – Clinical Practicum	2.0
RES 131	Lung Expansion Therapy/Bronchial Hygiene	3.0
RES 139	Lung Expansion Therapy/Bronchial Hygiene – Clinical Practicum	2.0
RES 141	Arterial Blood Gases/Applied Cardiopulmonary Physiology I	2.0
RES 142	Arterial Blood Gases/Applied Cardiopulmonary Physiology II	2.0
RES 147	Airway Management – Clinical Practicum	2.0
RES 149	Arterial Blood Gases/Applied Cardiopulmonary Physiology – Clinical Practicum	2.0

RES 159	Patient Assessment – Clinical Practicum	2.0

Students who transfer in with a CRT credential begin here:

Course No.	Course Name	Credits
RES 137	Cardiopulmonary Pathophysiology I	2.0
RES 138	Cardiopulmonary Pathophysiology II	2.0
RES 211	Advanced Pulmonary Function Testing	2.0
RES 231	Pulmonary Rehab/Alternative Site Care	3.0
RES 239	Pulmonary Rehab/Alternative Site Care – Clinical Practicum	1.0
RES 241	Mechanical Ventilation I	3.0
RES 242	Mechanical Ventilation II	3.0
RES 249	Mechanical Ventilation – Clinical Practicum	2.0
RES 251	Mechanical Ventilation III	2.0
RES 257	Mechanical Ventilation – Clinical Practicum II	2.0
RES 258	Intermediate Clinical Practicum I	2.0
RES 259	Intermediate Clinical Practicum II	1.0

Students who transfer in with a RRT credential begin here:*

Course No.	Course Name	Credits
RES 261	Neonatal and Pediatric Care I	2.0
RES 262	Neonatal and Pediatric Care II	2.0
RES 269	Neonatal and Pediatric Care – Clinical Practicum	2.0
RES 271	Advanced Cardiopulmonary Resuscitation/Advanced Skills	3.0
RES 281	Application of Cardiopulmonary Diagnostics and Monitoring I	2.0
RES 282	Application of Cardiopulmonary Diagnostics and Monitoring II	2.0
RES 289	Application of Cardiopulmonary Diagnostics and Monitoring – Clinical Practicum	2.0
RES 299	Advanced Clinical Practicum	1.0

General education courses:

Course No.	Course Name	Credits
BIO 111	Anatomy and Physiology	4.0
CMN 201	Communication and Public Speaking	4.0
ENG 101	English Composition	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0
PSY 250	Positive Psychology	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 117.0

To substitute for a prerequisite or a core course, a transfer course must have been taken within the last five years to count toward the degree.

In addition to the RT core curriculum, students are also required to take a minimum of 24 credits in general education.

Students will start the respiratory therapy core courses after completing all prerequisite and general education* courses with a grade of B or higher. The grade requirement will include any applicable transferred credits. The prerequisite and general education courses include: BIO 111, BIO 131, BIO 155, CMN 201, CSS 101, ENG 101, MAT 220, MED 100, RES 105, and SCI 101.

*Two additional General Education courses (PHI 210 and PSY 250) are normally taken after enrollment in the core program. Although they do not need to be completed prior to enrollment in the core curriculum, the grade requirement remains the same.

Upon completion of the program, students will be eligible to take the National Board for Respiratory Care (NBRC) credentialing exams.

All states, except Alaska, require some form of licensure, registration, or certification in order to be eligible for employment as a respiratory therapist. Because requirements vary by state, students are encouraged to contact their respective state boards for respiratory care to determine what these requirements are.

Associate Degree in Nursing Education
Nursing Education (RN)

Stevens-Henager College West Haven (Ogden) only

25 Months

The Associate Degree in Nursing Education includes 95.5 lower division quarter credits (35.5 quarter credits for prerequisite courses, which include general education credits, and 60 core Nursing course credits). The program includes didactic, laboratory, and clinical learning experiences.

Admissions requirements for this program are listed in the Admissions section of this catalog.

Students enrolled in the Associate Degree in Nursing Education program must obtain a grade of B or better in each nursing core course and maintain a GPA of 3.0 or better at all times during enrollment in the program. For general education and prerequisite courses, the student must obtain a grade of C+ or better.

Graduates of Stevens-Henager College's Associate Degree in Nursing Education program are accountable, adaptable generalists prepared with the knowledge and skills to enter the practice of nursing at an advanced beginner level in a variety of settings, continue their professional development through to proficient and expert levels, and advance their education to the baccalaureate in nursing level.

Course No.	Course Name	Credits
NUR 1119	Fundamentals in Nursing (3 modules)	15.0
NUR 1140	Maternal-Newborn Nursing (2 modules)	5.0
NUR 1150	Pediatric Nursing (2 modules)	5.0
NUR 2120	Medical-Surgical Nursing (3 modules)	12.0
NUR 2140	Mental Health Nursing (2 modules)	5.0
NUR 2220	Advanced Medical-Surgical Nursing (2 modules)	12.0
NUR 2221	Leadership & Management in Nursing (2 modules)	2.0
NUR 2250	Nursing Practicum* (2 modules)	4.0

*Is taught concurrently with NUR 2221.

General education courses:

APP 101	Computer Fundamentals	3.5
HEA 110	Pathophysiology	4.0
MED 203	Anatomy and Physiology	4.0
BIO 210	Introduction to Microbiology	4.0
CHE 110	Introduction to Chemistry	4.0
ENG 101	English Composition	4.0
MAT 220	College Algebra	4.0
PSY 220	Psychology	4.0
SOC 220	Sociology	4.0

TOTAL MINIMUM NUMBER OF CREDITS: **95.5**

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

Graduation and licensing:

After a degree audit has been conducted and the student is found to have met all course completion requirements, the student will take a PreRN exam. When a student has successfully passed this examination, the student will be eligible for graduation and will be granted an Associate's Degree in Nursing Education.

After a student's successful completion of the Associate Degree in Nursing Education program, the student must contact the Utah State Board of Nursing with a letter indicating the student's eligibility to apply for the Registered Nurse NCLEX examination. Upon successful completion of the NCLEX examination, the student may apply for his or her registered nurse license. The college will issue a one-time

reimbursement to the student for the cost of the NCLEX examination upon the student's passing of the exam.

Graduates must obtain a Registered Nurse license in order to be eligible for employment in this career field in the state of Utah. Registered Nurse licensing requirements for employment vary by state.

Bachelor of Science Degree
Healthcare Administration
NOT ACCEPTING APPLICATIONS AT THIS TIME

Stevens-Henager College Orem (Provo), West Haven (Ogden), Boise, Idaho Falls, CollegeAmerica Fort Collins, and California College San Diego San Marcos

36 Months

The Bachelor of Science in Healthcare Administration is designed to provide healthcare practitioners and others with the skills and competencies to function in administrative positions in hospitals, clinics, long-term care facilities, and related businesses. The level of position attained will vary according to the background and the experience the graduate brings to the job. This program is designed to help the professional meet increasing administrative responsibilities within the healthcare industry. The curriculum provides a working foundation in management and interpersonal skills, while introducing the student to the healthcare delivery system and business with its various issues and challenges. Graduates are prepared to assume increased administrative responsibilities with an understanding of the larger, more complex system in which they work.

Applicants for this program are required to have work experience in the healthcare field at the time of enrollment.

SOC code: 11-9111

Course No.	Course Name	Credits
ACC 201	Accounting for Non-Accountants	5.00
APP 110	Business Computer Fundamentals	5.00
CSS 101	Psychology of Motivation	4.00
CSS 299	Professional Development	4.00
HCA 120	Fieldwork in Health Careers	4.00
HCA 220	Introduction to Healthcare Management	4.00
HCA 300	The Healthcare System	4.00
HCA 320	Healthcare Professional Practice Standards	4.00
HCA 340	Public Health Communication	4.00
HCA 375	Healthcare Financial Administration	4.00
HCA 430	Healthcare Reimbursement Systems and Policies	4.00
HCA 432	Healthcare Economics and Policy	4.00
HCA 440	Legal and Ethic Aspects of Healthcare Administration	4.00
HCA 460	Health Facility Operations	4.00
HCA 462	Long-Term Care Administration	4.00
HCA 499	Externship	5.00
HIM 225	Healthcare Information Systems	4.00
HSM 320	Principles of Epidemiology	4.00
HSM 335	Management in the Healthcare Industry	4.50
HSM 410	Leadership in Healthcare	4.00
HSM 420	Quality Performance Management and Methods	4.00
MAN 113	Management Principles & Professional Success	5.00
MAN 115	Marketing & Business Etiquette	5.00
MAN 234	Business Law & Ethics	5.00
MAN 325	Operations Management & Problem Solving	5.00
MAN 445	Human Resource Standards, Strategy & Management	5.00
MED 100	Medical Terminology, Law and Ethics	4.00
MED 108	Medical Billing	3.00
MED 109	Medical Records and Communication	3.00
MED 201	Anatomy & Physiology	4.00
MED 210	Professional Medical Coding	3.00
MED 385	Issues in Public Health	4.00

General education courses:

CMN 201	Communication and Public Speaking	4.00
ECN 220	Economics	4.00
ECN 221	Economic Principles	4.00
ENG 101	English Composition	4.00
ENG 310	Advanced Interpersonal Communication	4.00
HIS 220	American Civilization	4.00
MAT 220	College Algebra	4.00
PHI 210	Critical Thinking	4.00
PSY 220	Psychology	4.00

SOC 240	World Cultures	4.00
SOC 400	Sociology of Aging	4.00
STA 322	Statistics	4.00

TOTAL MINIMUM NUMBER OF CREDITS: 181.5

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Bachelor of Science Degree

Healthcare Administration
with a Gerontology emphasis

NOT ACCEPTING APPLICATIONS AT THIS TIME

Stevens-Henager College Boise and West Haven (Ogden)

36 Months

The Bachelor of Science in Healthcare Administration with a Gerontology emphasis is designed to provide healthcare practitioners and others with the skills and competencies to function in administrative positions in hospitals, clinics, long-term care facilities, and related businesses. The level of position attained will vary according to the background and the experience the graduate brings to the job. This program is designed to help the professional meet increasing administrative responsibilities within the healthcare industry. The curriculum provides a working foundation in management and interpersonal skills, while introducing the student to the healthcare delivery system and business with its various issues and challenges. Graduates are prepared to

assume increased administrative responsibilities with an understanding of the larger, more complex system in which they work. Students earning an emphasis in gerontology often work with clients and patients one-on-one. Gerontology professionals work in a variety of fields that address the health, nutritional, financial, and social needs of the senior population.

Course No.	Course Name	Credits
ACC 201	Accounting for Non-Accountants	5.00
APP 110	Business Computer Fundamentals	5.00
CSS 101	Psychology of Motivation	4.00
CSS 299	Professional Development	4.00
HCA 120	Fieldwork in Health Careers	4.00
HCA 220	Introduction to Healthcare Management	4.00
HCA 300	The Healthcare System	4.00
HCA 320	Healthcare Professional Practice Standards	4.00
HCA 375	Healthcare Financial Administration	4.00
HCA 430	Healthcare Reimbursement Systems and Policies	4.00
HCA 432	Healthcare Economics and Policy	4.00
HCA 440	Legal and Ethic Aspects of Healthcare Administration	4.00
HCA 460	Health Facility Operations	4.00
HCA 462	Long-Term Care Administration	4.00
HSM 320	Principles of Epidemiology	4.00
HSM 335	Management in the Healthcare Industry	4.50
HSM 410	Leadership in Healthcare	4.00
HSM 420	Quality Performance Management and Methods	4.00
MAN 113	Management Principles & Professional Success	5.00
MAN 234	Business Law & Ethics	5.00
MAN 445	Human Resource Standards, Strategy & Management	5.00
MED 100	Medical Terminology, Law and Ethics	4.00
MED 108	Medical Billing	3.00
MED 109	Medical Records and Communication	3.00
MED 201	Anatomy & Physiology	4.00
MED 210	Professional Medical Coding	3.00
MED 385	Issues in Public Health	4.00

General education courses:

CMN 201	Communication and Public Speaking	4.00
ECN 220	Economics	4.00
ECN 221	Economic Principles	4.00
ENG 101	English Composition	4.00
ENG 310	Advanced Interpersonal Communication	4.00
HIS 220	American Civilization	4.00
MAT 220	College Algebra	4.00
PHI 210	Critical Thinking	4.00
PSY 220	Psychology	4.00
SOC 240	World Cultures	4.00
SOC 400	Sociology of Aging	4.00
STA 322	Statistics	4.00

Gerontology emphasis courses::

GER 300	Introduction to Gerontology	4.00
GER 410	Social Gerontology	4.00
GER 420	The Aging Body	4.00
GER 430	Enhancing the Life of the Older Adult	4.00
GER 440	Long-Term Care Options for an Aging Population	3.00
GER 499	Gerontology Externship	4.00

TOTAL MINIMUM NUMBER OF CREDITS: **181.5**

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Bachelor of Science Degree

Health Services Management

Online through Independence University

38 Months

Learn the principles and skills you need to successfully manage a healthcare department. This degree program covers a broad spectrum of administrative skills so that when you graduate, you will have the diversity and the experience needed to become an effective manager and stay at the top of your field.

Course No.	Course Name	Credits
ACC 220	Accounting I	4.5
APP 101	Computer Fundamentals	3.5
BIO 110	Human Anatomy and Physiology I	4.5
BIO 120	Introduction to Medical Microbiology	4.5
BUS 215	Business Law	4.5
CMN 101	Communication Skills for the Workplace	4.5
CMN 110	Health Communications	4.5
CSS 101	Psychology of Motivation	4.0
FIN 231	Principles of Finance	4.0
HCA 375	Healthcare Financial Administration	4.0
HCA 432	Healthcare Economics and Policy	4.0
HCA 440	Legal and Ethical Aspects of Healthcare Administration	4.0
HCA 460	Health Facility Operations	4.0
HCA 462	Long-Term Care Administration	4.0
HCA 474	Senior Seminar	4.0
HSM 315	The American Healthcare System	4.5
HSM 335	Management in the Healthcare Industry	4.5
HSM 489	Practicum I	2.5
HSM 490	Practicum II	2.5
MAT 420	Statistics for Healthcare Professionals	4.5
MED 103IU	Medical Terminology for Healthcare Professionals	4.5
MED 230	Medical Insurance	4.5
MAN 331	Principles of Management	4.5
MAN 332	Human Resource Management	4.5
MAN 220	Project Management	4.5
MKT 351	Principles of Marketing	4.5
PHR 101	Introduction to Pharmacology	4.5
PHY 101	Introduction to Physics	4.5
PRO 212	Job Search Skills	1.0
SOC 110	Death and Dying	4.5

General education courses:

BIO 101	Introduction to Biology	4.5
CHE 101	Introduction to Chemistry	4.5
ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ENG 310	Advanced Interpersonal Communication	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0
PHI 400	Modern Issues in Ethics	4.0
PSY 105	Introduction to Psychology	4.5
PSY 220	Psychology	4.0
SOC 220	Sociology	4.0
STA 322	Statistics	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 180.0

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Bachelor of Science Degree
Respiratory Therapy

California College San Diego, San Diego

36 Months

The Bachelor of Science in Respiratory Therapy provides the student with the skills that are needed for clinical practice or patient care or leadership roles in a general healthcare facility (for example, a hospital, clinic, or medical office) or in an environment related (for example, sleep lab, hyperbaric, home care, or pulmonary rehabilitation) to the field of respiratory therapy. The curriculum contains information on management and current issues and trends in healthcare, exposing students to the latest developments in respiratory care. The program includes a general education component, a foundation in cardiopulmonary sciences, and coursework in the traditional respiratory care specialties of critical care, perinatal and pediatrics, and cardiopulmonary diagnostics. Students who request transfer of credit for an associate's degree must have graduated from a CoARC-accredited program. All credits earned in the college's Associate of Science in Respiratory Therapy program are transferable into this bachelor's program.

Admissions requirements for this program are listed in the Admissions section of this catalog.

SOC Code: 29-1126

Course No.	Course Name	Credits

Pre-Core Courses:

BIO 131	Cardiopulmonary and Renal Anatomy and Physiology	4.0
BIO 155	Patient Assessment	4.0
CSS 101	Psychology of Motivation	4.0
MED 100	Medical Terminology, Law, and Ethics	4.0
RES 105	Intro to Respiratory Therapy, Microbiology, and Infection Control	4.0
SCI 101	Math, Chemistry, and Physical Sciences for Respiratory Therapy	4.0

Core Courses:

RES 116	Airway Management	3.0
RES 118	Cardiopulmonary Pharmacology I	2.0
RES 119	Cardiopulmonary Pharmacology II	2.0
RES 125	Medical Gas Therapy/Humidity and Aerosol Therapy	3.0
RES 128	Arterial Blood Gases/Advanced Cardiopulmonary Physiology	3.0
RES 137	Cardiopulmonary Pathophysiology I	2.0
RES 138	Cardiopulmonary Pathophysiology II	2.0
RES 145	Pulmonary Function Testing and Cardiopulmonary Diagnostics	3.0
RES 196	Clinical Experience I	11.0
RES 205	Lung Hyperinflation Therapy/ Bronchial Hygiene Therapy	3.0
RES 216	Mechanical Ventilation I	4.0
RES 236	Mechanical Ventilation II	4.0
RES 246	Pulmonary Rehabilitation	2.0
RES 256	Neonatal and Pediatric Care	4.0
RES 276	Advanced Cardiac Life Support/Multi-skilled RT	3.0
RES 292	Clinical Experience II	16.5
RES 298	Case Studies and Board Review	2.0

General education:

BIO 111	Anatomy and Physiology	4.0

Students with a CRT credential begin here:
General education:

CMN 201	Communication and Public Speaking	4.0
ENG 101	English Composition	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0
PSY 220	Psychology	4.0

Students with an Associate Degree and CRT and /or RRT* credentials begin here:

Core Courses:

APP 101	Computer Fundamentals	3.5
CSS 299	Professional Development	4.0
HCA 300	The Healthcare System	4.0
HCA 440	Legal and Ethical Aspects of Healthcare Administration	4.0
HCA 450	Organizational Behavior	4.0
HCA 460	Health Facility Operations	4.0
MAN 103	Management Principles	4.0
MAN 443	Organizational Design and Change	4.0
MED 380	Human Pathology	4.0
MED 385	Issues in Public Health	4.0
RES 300	Advanced Clinical Practice	4.0
RES 330	Applied Clinical Education	4.0
RES 350	Specialty Clinical Practice I	4.0
RES 352	Specialty Clinical Practice II	4.0
RES 498	Respiratory Care Capstone	4.0

General education:

ENG 310	Advanced Interpersonal Communication	4.0
ETH 233	Ethics	4.0
HIS 220	American Civilization	4.0
PSY 250	Positive Psychology	4.0
SOC 240	World Cultures	4.0
STA 322	Statistics	4.0

Students with an RRT credential can apply for a Prior Learning Assessment (PLA) for specific courses.

TOTAL MINIMUM NUMBER OF CREDITS: **201.0**

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

Requirements for the Respiratory Care Practitioner license in the State of California (www.rcb.ca.gov).

1. Meet the education requirements outlined in CA Business and Professions Code Section 3740.

2. Pass the Registered Respiratory Therapy (RRT) exam provided by the National Board for Respiratory Care (NBRC).

3. Complete the required Law and Professional Ethics course provided by the California Society for Respiratory Care (CSRC) and the American Association for Respiratory Care (AARC).

4. Fill out the RCB application and pay $200.00.

5. Get live-scan fingerprinting done.

6. Attach a passport photo to RCB application.

7. Provide California H6 DMV record; if applicant has lived out of state, provide DMV records for the last ten years.

8. If applicant has ever been convicted of a felony or misdemeanor, provide court documents.

9. Once application is approved by the RCB, another fee for licensing is assessed (up to $110.00).

10. To keep license up to date, every two years the applicant needs to pay $220.00 and take 15 CEUs related to the medical profession, of which 10 CEUs must be strictly related to respiratory therapy.

Bachelor of Science Completion Degree

Nursing

Online through Independence University

24 Months

The Registered Nurse upgrade to a Bachelor of Science in Nursing program prepares registered nurses (RNs) to meet the many changes in the healthcare field by expanding and enhancing their nursing education. Available only to registered nurses, this program prepares graduates for leadership roles and graduate study in nursing. The graduate is prepared to utilize theory and research-based knowledge in the provision of care to clients, families, and communities in a global society, with flexibility to adapt to the changing nature of healthcare and healthcare roles. The graduate is also prepared to integrate care across multiple settings, managing interactions between and among components of the integrated network of healthcare services. The graduate will be prepared for positions in community-health clinics, private practice, hospitals, and patient-care facilities.

Associate of Nursing Degree students from affiliated schools may be enrolled concurrently.

Course No.	Course Name	Credits
HCA 300	The Healthcare System	4.0
MAN 444	Human Resource Management	4.0
NUR 302	Professional Role Development	4.0
NUR 303	Theoretical Foundations in Nursing	4.0
NUR 304	Health Assessment	4.0
NUR 305	Health Promotion and Disease Prevention	4.0
NUR 306	Pharmacology	4.0
NUR 307	Community and Family Health	4.0
NUR 308	Concepts of Professional Nursing	4.0
NUR 401	Psychological Aspects of Illness and Disability	4.0
NUR 402	Critical Issues in Nursing	4.0
NUR 403	Nursing Informatics	4.0
NUR 404	Instructional and Evaluation Methods of Nursing Education	4.0
NUR 405	Nursing Management and Leadership	4.0
NUR 406	Managed Healthcare	4.0
NUR 407	Utilization Management	4.0
NUR 408	Legal and Ethical Aspects of Healthcare Administration	4.0
NUR 409	Evidence-Based Practice	4.0
NUR 412	Introduction to Nursing Research	4.0
NUR 413	Nursing Practicum	4.0
NUR 490	Capstone Project	4.0

General education courses:

ENG 310	Advanced Interpersonal Communication	4.0
HIS 300	U.S. History Since the Civil War	4.0
MAT 220	College Algebra	4.0
PHI 310	Critical Thinking	4.0
PHI 400	Modern Issues in Ethics	4.0
PSY 400	Biological Psychology	4.0
SOC 400	Sociology of Aging	4.0
STA 322	Statistics	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 116.0

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

All colleges offer a choice of programs and majors designed to prepare students for a particular career in the fields of healthcare and modern business.

Additional programs are offered at affiliated colleges. See the program descriptions in this catalog for further information.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Bachelor of Science Completion Degree

Respiratory Care
with an Advanced Clinical Practice Concentration or Respiratory Care Management Concentration

Online through Independence University

20 Months

The Bachelor of Science in Respiratory Care degree with the choice of concentration in Clinical Practice or Management provides students with the necessary skills to advance into a supervisory/management, patient education, clinical specialist, case management, or advanced clinical practitioner position in various healthcare facilities (such as hospital, clinic, medical office, home care, or LTC) or in an environment specific to the field of respiratory care. The curriculum contains information on management, advanced clinical care, and current issues and trends in healthcare, exposing students to the latest developments in respiratory care. The program includes a general education component, a foundation in cardiopulmonary sciences, and coursework in the respiratory care specialties of acute and critical care, emergency care, perinatal and pediatrics, research and evidence based medicine (EBM), patient education, case management and cardiopulmonary diagnostics.

Admissions requirements for this program are listed in the Admissions section of this catalog.

Course No.	Course Name	Credits
RCP 300	Introduction to Healthcare Research	4.5
RCP 320	Healthcare Research in Practice	4.5
RCP 330	Health Professional as Educator I	4.5
RCP 335	Health Professional as Educator II	4.5
RCP 420	Principles and Practices of Disease Management	4.5
RCP 430	Case Management in Acute and Critical Care	4.5
RCP 440	Case Management across the Continuum of Care	4.5
RCP 450	Advances in Emergency Response and Preparedness	4.5
RCP 460	Advances in Critical Care Medicine	4.5
RCM 470	Respiratory Care Management Boot Camp	4.5

General education courses:

ENG 310	Advanced Interpersonal Communication	4.0
HIS 300	U.S. History Since the Civil War	4.0
PHI 310	Critical Thinking	4.0
PHI 400	Modern Issues in Ethics	4.0
SOC 400	Sociology of Aging	4.0
STA 322	Statistics	4.0

Advanced Clinical Practice Concentration education courses:

RCP 340	Advanced Patient Assessment	4.5
RCP 350	Advanced Cardiopulmonary Diagnostics	4.5
RCP 360	Advanced Cardiopulmonary Pathology I	4.5
RCP 365	Advanced Cardiopulmonary Pathology II	4.5
RCP 410	Advanced Neonatal-Pediatric Pathology	4.5
RCP 415	Advanced Neonatal-Ped Diagnostics/ Therapeutics	4.5

Respiratory Care Management Concentration education courses:

RCM 300	Respiratory Care Management and Leadership	4.5
RCM 310	Respiratory Care Marketing and Strategic Planning	4.5
RCM 320	Respiratory Care Financial Management	4.5
RCM 340	Respiratory Care Information Systems	4.5
RCM 420	Respiratory Care in a Managed Care Environment	4.5
RCM 440	Managing Long-Term Care across the Continuum	4.5

TOTAL MINIMUM NUMBER OF CREDITS: **96.0**

Respiratory Therapy Class - Stevens-Henager Boise Campus
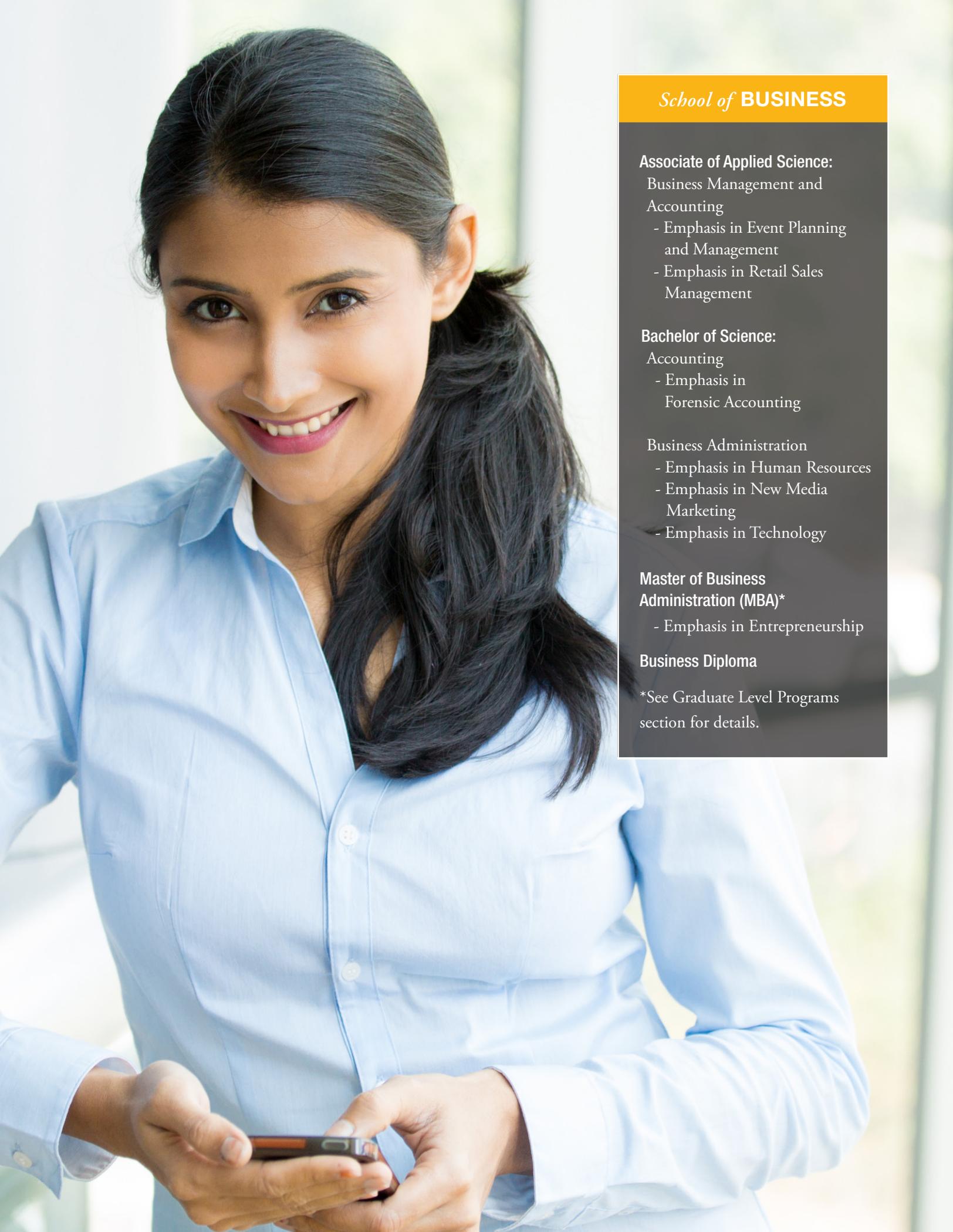
Associate of Applied Science:
Business Management and
Accounting
  - Emphasis in Event Planning
    and Management
  - Emphasis in Retail Sales
    Management

Bachelor of Science:
Accounting
  - Emphasis in
    Forensic Accounting

Business Administration
  - Emphasis in Human Resources
  - Emphasis in New Media
    Marketing
  - Emphasis in Technology

**Master of Business
Administration (MBA)***

  - Emphasis in Entrepreneurship

Business Diploma

*See Graduate Level Programs
section for details.

Associate of Applied Science Degree
Business Management & Accounting

California College San Diego, San Diego and San Marcos, CollegeAmerica (except Fort Collins), and Stevens-Henager College (except Logan and West Haven (Ogden))

20 Months

The Business Management and Accounting program prepares students for a variety of responsible managerial positions. Due to the diversity of the program courses, the student will build a strong foundation in accounting, marketing, insurance, finance, management, and professional success. Objectives of the program are as follows: providing the student with an integrated understanding of business and economic concepts and how these concepts relate to business and social systems; the recognition of ethical responsibilities and accountability; the development of planning, decision-making, and other management functions; the capacity to implement and adapt to change; and development of analytic thinking and leadership style. Graduates are employed in entry-level positions as bookkeepers, clerical assistants, and supervisory professionals.

SOC code: 11-2022, 11-3011, 11-3071, 11-9151, 11-9199, 13-1111

Course No.	Course Name	Credits
ACC 101	Fundamentals of Accounting I	3.0
ACC 102	Fundamentals of Accounting II	3.0
ACC 103	Payroll Accounting	4.0
ACC 108	Computerized Accounting I	3.0
ACC 109	Computerized Accounting II	3.0
ACC 233	Income Tax	3.5
APP 101	Computer Fundamentals	3.5
APP 103	Word Processing and Presentations	3.0
APP 104	Spreadsheet Applications	3.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
MAN 103	Management Principles	4.0
MAN 104	Business Practices	4.0
MAN 105	Marketing	4.0
MAN 150	Business Calculations	4.0
MAN 201	Supervision	4.0
MAN 210	Entrepreneurship	4.0
MAN 224	Business Law	4.0
PRO 131	Professional Success	1.0
PRO 132	Interview Preparation	1.0
PRO 150	Business Communication	1.0

PRO 209	Business Etiquette	1.0
PRO 211	Professional Branding	1.0
PRO 213	Personal Financial Management	1.0
PRO 221	Electronic Business Communication	1.0
PRO 223	Human Resources and Policies	1.0

General education courses:

CMN 201	Communication and Public Speaking	4.0
ECN 220	Economics	4.0
ENG 101	English Composition	4.0
ETH 233	Ethics	4.0
MAT 220	College Algebra	4.0
SOC 240	World Cultures	4.0

TOTAL MINIMUM NUMBER OF CREDITS: **97.0**

Event Planning and Management emphasis

CollegeAmerica Colorado Springs, Stevens-Henager College Boise, Idaho Falls, and Orem (Provo)

The Event Planning and Management emphasis provides students with a comprehensive introduction to the field of event planning, design, and management. Topics presented focus on working with the client to establish goals and objectives, select the most appropriate site, prepare pre-event publicity and marketing, determine audio-visual requirements, manage food and beverage selections and cost, produce a budget, and negotiate contracts. Students will also learn how to develop a business model and to effectively market their skills to potential employers and/or clients. Event planners work in a wide variety of settings, including hotels, resorts, cruise lines, convention centers, non-profit organizations, corporate venues, and municipal agencies. Successful completion of the program prepares students for an entry-level career as an event coordinator, an event planner, or a conference manager.

Event Planning and Management education courses:*

EPM 210	Fundamentals of Event and Meeting Planning	4.0
EPM 220	Event Marketing and Management	4.0
EPM 230	Special Events	4.0
EPM 280	Event Logistics	4.0

TOTAL MINIMUM NUMBER OF CREDITS: **97.0**

*The Event Planning and Management courses replace the following courses: ACC 103, MAN 105, MAN 150, & MAN 201.

Retail Sales Management emphasis

California College San Diego, San Diego and San Marcos, CollegeAmerica (except Flagstaff and Fort Collins), and Stevens-Henager College Boise, Idaho Falls, and Orem (Provo)

The Retail Sales Management emphasis prepares students to enter the world of retailing and sales in entry- to mid-level positions. Topics covered in the Retail Sales Management emphasis courses include the changing nature of the retail environment, successful selling strategies, customer-service competency, and an introduction to the basic human resource functions as they relate to the retail sales professional.

Retail Sales Management education courses:*

MAN 120	Introduction to Retail Sales Management	4.0
MAN 240	Communications in Selling	4.0
MAN 242	Procurement, Logistics, and Merchandising	4.0
MAN 244	Managing Retail Teams	4.0

TOTAL MINIMUM NUMBER OF CREDITS: **97.0**

*The Retail Sales Management courses replace the following courses: ACC 103, MAN 105, MAN 150, & MAN 201.

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing, and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Associate of Applied Science Degree
Business

Online through Independence University

19 Months

The Business program prepares students for a variety of responsible managerial positions. Due to the diversity of the program courses, the student will build a strong foundation in accounting, marketing, insurance, finance, management, and professional success. Objectives of the program are as follows: providing the student with an integrated understanding of business and economic concepts and how these concepts relate to business and social systems; the recognition of ethical responsibilities and accountability; the development of planning, decision-making, and other management functions; the capacity to implement and adapt to change; and development of analytic thinking and leadership style. Graduates are employed in entry level positions as bookkeepers, clerical assistants, and supervisory professionals.

Course No.	Course Name	Credits
ACC 113	Introduction to Accounting & Workplace Relationships	5.0
ACC 114	Payroll Accounting & Human Resources and Policies	5.0
APP 110	Business Computer Fundamentals	5.0
APP 111	Practical Business Spreadsheets	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0
FIN 235	Principles of Business & Personal Finance	5.0
HRM 211	Introduction to Human Resource Management	5.0
MAN 111	Introduction to Business & Job Search Skills	5.0
MAN 113	Management Principles & Professional Success	5.0
MAN 115	Marketing & Business Etiquette	5.0
MAN 215	Entrepreneurship, Motivation, and Leadership	5.0
MAN 234	Business Law and Ethics	5.0
MKT 235	Technology in Marketing and Branding Strategy	5.0

General education courses:

CMN 205	Communication and Public Speaking	5.0
ECN 225	Microeconomics	5.0
ENG 05	English Writing Fundamentals	5.0
MAT 225	College Algebra	5.0
RAM 110	Research Application Methods	5.0

TOTAL MINIMUM NUMBER OF CREDITS: **95.0**

Bachelor of Science Degree
Accounting

California College San Diego San Marcos, Stevens-Henager College (except St. George and Orem (Provo)), and CollegeAmerica Fort Collins

36 Months

The Accounting bachelor's degree prepares the graduate for entry into positions with public accounting firms and similarly

challenging positions with private, governmental, and non-profit organizations. The objectives of the major are to provide the graduate with an understanding of business and financial concepts and how they relate to professional accounting and include the principles of federal taxation, auditing, and accounting for small business and corporations. Accounting graduates are employed in entry-level to mid-level positions as office manager, accounting specialist, accounting technician, or bookkeeper.

SOC codes: 13-2061, 13-2081

Course No.	Course Name	Credits
ACC 101	Fundamentals of Accounting I	3.0
ACC 102	Fundamentals of Accounting II	3.0
ACC 103	Payroll Accounting	4.0
ACC 108	Computerized Accounting I	3.0
ACC 212	Spreadsheets	3.5
ACC 213	Principles of Accounting I	3.0

ACC 214	Principles of Accounting II	3.0
ACC 215	Principles of Accounting III	3.0
ACC 216	Principles of Accounting IV	3.0
ACC 217	Managerial Accounting	4.0
ACC 233	Income Tax	3.5
ACC 320	Intermediate Accounting I	3.0
ACC 321	Intermediate Accounting II	3.0
ACC 322	Intermediate Accounting III	3.0
ACC 323	Intermediate Accounting IV	3.0
ACC 332	Federal Tax Accounting I	3.5
ACC 333	Federal Tax Accounting II	3.5
ACC 335	Principles of Auditing I	3.5
ACC 337	Intermediate Cost Accounting	3.0
ACC 338	Intermediate Computerized Accounting	3.0
ACC 436	Principles of Auditing II	3.5
ACC 442	Advanced Accounting I	3.5
ACC 443	Advanced Accounting II	3.5
ACC 444	Advanced Accounting III	3.5

APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
FIN 231	Principles of Finance	4.0
MAN 103	Management Principles	4.0
MAN 104	Business Practices	4.0
MAN 105	Marketing	4.0
MAN 210	Entrepreneurship	4.0
MAN 222	Investment Principles	4.0
MAN 223	Internet Commerce	4.0
MAN 224	Business Law	4.0
MAN 324	Operations Management	4.0
PRG 101	Solutions Concepts	3.5

General education courses:

CMN 201	Communication and Public Speaking	4.0
ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ETH 233	Ethics	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0
PSY 220	Psychology	4.0
PSY 250	Positive Psychology	4.0
SOC 240	World Cultures	4.0
STA 322	Statistics	4.0
TOTAL MINIMUM NUMBER OF CREDITS:		**181.0**

Forensic Accounting emphasis

CollegeAmerica Fort Collins, Stevens-Henager College

The emphasis in Forensic Accounting prepares students to enter the accounting industry as fraud investigators and to assist in legal proceedings. Topics of discussion will include behavioral research, fraud examination, interview techniques and strategies, analyzing relevant criminal and civil laws and adherence to legislation and corporate governance. Possible areas of employment as a forensic accountant include private or governmental organizations, including law enforcement, the Federal Bureau of Investigation, the Department of Homeland Security, the Securities and Exchange Commission and state and local agencies.

Forensic Accounting education courses:*

ACC 341	Fraud Examination	4.0
ACC 342	Interviewing Techniques for Fraud Investigation	4.0
ACC 343	Legal Elements of Fraud	4.0
ACC 344	Corporate Governance and Internal Control Assessment	4.0
ACC 499	Accounting Research and Analysis	3.5
TOTAL MINIMUM NUMBER OF CREDITS:		**181.0**

*The Forensic Accounting courses replace the following courses: MAN 104, MAN 210, MAN 222, MAN 324, and PRG 101.

Bachelor of Science Degree
Accounting

Online through Independence University

36 Months

The Accounting bachelor's degree prepares the graduate for entry into positions with public accounting firms and similarly challenging positions with private, governmental, and non-profit organizations. The objectives of the major are to provide the graduate with an understanding of business and financial concepts and how they relate to professional accounting and include the principles of federal taxation, auditing, and accounting for small business and corporations. Accounting graduates are employed in entry-level to mid-level positions as office manager, accounting specialist, accounting technician, or bookkeeper.

SOC codes: 13-2061, 13-2081

Course No.	Course Name	Credits
ACC 113	Introduction to Accounting & Workplace Relationships	5.0
ACC 114	Payroll Accounting & Human Resources and Policies	5.0
ACC 221	Fundamentals of Accounting	5.0
ACC 222	Computerized Accounting Systems	5.0
ACC 230	Managerial Accounting & Introduction to Cost Accounting	5.0
ACC 251	Individual Income Tax	5.0
ACC 300	Principles of Financial Accounting in Computerized Systems	5.0
ACC 325	Intermediate Accounting I - Revenue Recognition Principles	5.0

ACC 330	Intermediate Accounting II - Current & Fixed Asset Management	5.0
ACC 331	Intermediate Accounting III - Debt and Equity Accounting	5.0
ACC 355	Advanced Financial Statement Reporting & Analysis	5.0
ACC 401	Accounting for Business Combinations	5.0
ACC 402	Accounting for Partnerships	5.0
ACC 403	Accounting for Non-Profit & Government Organizations	5.0
ACC 452	Federal Income Tax for Organizations	5.0
ACC 460	Auditing Planning and Procedures	5.0
ACC 480	Research Capstone: IFRS & GAAP	5.0
APP 110	Business Computer Fundamentals	5.0
APP 111	Practical Business Spreadsheets	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0
FIN 235	Principles of Business & Personal Finance	5.0
MAN 111	Introduction to Business & Job Search Skills	5.0
MAN 113	Management Principles & Professional Success	5.0
MAN 215	Entrepreneurship, Motivation, and Leadership	5.0
MAN 225	Project Management	5.0
MAN 234	Business Law and Ethics	5.0

General education courses:

CMN 205	Communication and Public Speaking	5.0
ECN 225	Microeconomics	5.0
ENG1 05	English Writing Fundamentals	5.0
ENG 315	Advanced Interpersonal Communication	5.0
HIS 225	American History	5.0
MAT 225	College Algebra	5.0
PHI 315	Critical Thinking	5.0
RAM 110	Research Application Methods	5.0
STA 325	Statistics	5.0

TOTAL MINIMUM NUMBER OF CREDITS: **180.0**

Forensic Accounting emphasis

Online through Independence University

The emphasis in Forensic Accounting prepares students to enter the accounting industry as fraud investigators and to assist in legal proceedings. Topics of discussion will include behavioral research, fraud examination, interview techniques

and strategies, analyzing relevant criminal and civil laws and adherence to legislation and corporate governance. Possible areas of employment as a forensic accountant include private or governmental organizations, including law enforcement, the Federal Bureau of Investigation, the Department of Homeland Security, the Securities and Exchange Commission and state and local agencies.

Forensic Accounting education courses:*

ACC 361	Introduction to Fraud Examination	5.0
ACC 362	Legal Elements in Fraud Examination	5.0
ACC 461	Advanced Fraud Examination Techniques	5.0
ACC 462	Ethics, Compliance & Corporate Governance	5.0

TOTAL MINIMUM NUMBER OF CREDITS: **180.0**

*The Forensic Accounting courses replace the following courses: ACC 230, ACC 300, ACC 355, and ACC 452.

Bachelor of Science Degree
Business Administration

California College San Diego, San Diego and San Marcos, CollegeAmerica Colorado Springs and Fort Collins, Stevens-Henager College (except St. George)

36 Months

The Business Administration program prepares graduates for a variety of responsible managerial positions in both domestic and international firms. The objectives of the program are to provide a foundation in accounting, sales and marketing, operations management, human resource management and banking and finance and to provide the graduate with an integrated understanding of business and economic concepts and how they relate to the global economy. Business Administration graduates are employed in entry-level to mid-level positions as an office manager, account manager, small business developer, human resource assistant, or sales manager.

SOC codes: 11-1021, 11-2022, 11-3011, 11-3071, 11-9151, 11-9199, 13-1111

Course No.	Course Name	Credits
ACC 101	Fundamentals of Accounting I	3.0
ACC 102	Fundamentals of Accounting II	3.0
ACC 103	Payroll Accounting	4.0
ACC 108	Computerized Accounting I	3.0
ACC 213	Principles of Accounting I	3.0

ACC 214	Principles of Accounting II	3.0
ACC 215	Principles of Accounting III	3.0
ACC 216	Principles of Accounting IV	3.0
ACC 217	Managerial Accounting	4.0
ACC 233	Income Tax	3.5
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
FIN 231	Principles of Finance	4.0
FIN 333	Finance	4.0
FIN 334	Financial Management I	4.0
FIN 443	Financial Management II	4.0
FIN 444	Financial Management III	4.0
FIN 445	Financial Management IV	4.0
MAN 103	Management Principles	4.0
MAN 104	Business Practices	4.0
MAN 105	Marketing	4.0
MAN 210	Entrepreneurship	4.0
MAN 222	Investment Principles	4.0
MAN 223	Internet Commerce	4.0
MAN 224	Business Law	4.0
MAN 230	Advertising Principles	4.0
MAN 324	Operations Management	4.0
MAN 335	Retail Marketing Principles	3.0
MAN 350	Management Planning Principles	4.0
MAN 436	Selling and Sales Management	4.0
MAN 443	Organizational Design and Change	4.0
MAN 444	Human Resources Management	4.0
MAN 450	International Business Principles	4.0
PRG 101	Solutions Concepts	3.5

General education courses:

CMN 201	Communication and Public Speaking	4.0
ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ETH 233	Ethics	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0
PSY 220	Psychology	4.0
PSY 250	Positive Psychology	4.0
SOC 240	World Cultures	4.0
STA 322	Statistics	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 182.0

Human Resources emphasis

California College San Diego San Marcos, CollegeAmerica Colorado Springs, Stevens-Henager College (except St. George)

Students earning an emphasis in Human Resources will be prepared to apply business principles to the strategic function of human resources management. Topics for discussion include sourcing, recruiting, hiring, retention, talent mapping, training and developing employees, benefits and compensation policies, employment law, organizational development, and conflict resolution strategies. Possible areas of employment include entry-level positions such as human resource generalist, specialist positions in benefits, positions in staffing and recruiting, and human capital development and training.

Human Resources education courses:*

HRM 210	Introduction to Human Resources Management	4.0
HRM 220	Staffing Management	3.5
HRM 300	Training and Development	3.5
HRM 310	Compensation and Benefits	4.0
HRM 320	Human Resources Information Systems	3.5
HRM 400	Employment Law	4.0
HRM 410	Conflict Resolution in the Workplace	4.0
HRM 420	Organizational Development and Workplace Planning	4.0
HRM 430	Human Resources Capstone	3.0

TOTAL MINIMUM NUMBER OF CREDITS: 182.0

*The Human Resources courses replace the following courses: ACC 108, ACC 233, FIN 334, FIN 443, FIN 444, FIN 445, MAN 230, MAN 335, and MAN 436.

New Media Marketing emphasis

California College San Diego San Marcos, CollegeAmerica Fort Collins, Stevens-Henager College (except St. George)

Students earning an emphasis in New Media Marketing will be prepared to apply the emerging technologies of social media to meet business goals. Topics of discussion will include emerging technologies, utilizing technologies for communication with internal and external stakeholders, leveraging the technology for sales and marketing purposes, and driving organizational and cultural change. Possible employment areas are expanded to include entry-level positions in retail product and services marketing, office management, advertising, or office administration.

New Media Marketing education courses:*

MKT 210	Introduction to New Media Marketing	4.0
MKT 240	Using Social Media for Business	4.0
MKT 230	Technology in Marketing	4.0
MKT 310	Influence and Persuasion in Business	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 182.0

*The New Media Marketing courses replace the following courses: FIN 334, FIN 443, FIN 444, and FIN 445.

Technology emphasis

California College San Diego, San Diego, CollegeAmerica Colorado Springs and Fort Collins, Stevens-Henager College (except St. George)

Students earning an emphasis in technology will be prepared to apply technology skills to achieve business goals. Emphasis is placed on preparing students to become certified in computer applications, networking, maintenance, and security. Possible employment areas include computer service technician, application specialist, and administrative and technical support representatives.

Technology education courses:*

PRG 140	Database Programming I	3.5
PRG 204	Programming Concepts I	3.0
BIS 301	Computer Technology Administration	4.0
BIS 310	Network Security Administration	4.0
BIS 320	Productivity Software Applications	3.5
BIS 330	Web Site Management	3.5
BIS 340	Managing Emerging Technology Trends	4.0
BIS 350	Project Management	4.0
ISS 310	Information Security Management	3.5
MKT 230	Technology in Marketing	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 182.0

*The Technology courses replace the following courses: ACC 108, ACC 233, FIN 334, FIN 443, FIN 444, FIN 445, MAN 230, MAN 335, MAN 436, and PRG 101.

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing, and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Bachelor of Science Degree

Business Administration

Online through Independence University

36 Months

The Business Administration program prepares graduates for a variety of responsible managerial positions in both domestic and international firms. The objectives of the program are to provide a foundation in accounting, sales and marketing, operations management, human resource management and banking and finance and to provide the graduate with an integrated understanding of business and economic concepts and how they relate to the global economy. Business Administration graduates are employed in entry-level to mid-level positions as an office manager, account manager, small business developer, human resource assistant, or sales manager.

SOC codes: 11-1021, 11-2022, 11-3011, 11-3071, 11-9151, 11-9199, 13-1111

Course No.	Course Name	Credits
ACC 113	Introduction to Accounting & Workplace Relationships	5.0
ACC 114	Payroll Accounting & Human Resources and Policies	5.0
ACC 201	Accounting for Non-Accountants	5.0
APP 110	Business Computer Fundamentals	5.0
APP 111	Practical Business Spreadsheets	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0
FIN 235	Principles of Business & Personal Finance	5.0
HRM 211	Introduction to Human Resource Management	5.0
MAN 111	Introduction to Business & Job Search Skills	5.0
MAN 113	Management Principles & Professional Success	5.0
MAN 115	Marketing & Business Etiquette	5.0
MAN 205	Supervision, Conflict, Negotiations, and Accountability	5.0
MAN 215	Entrepreneurship, Motivation, and Leadership	5.0
MAN 225	Project Management	5.0
MAN 234	Business Law and Ethics	5.0
MAN 235	Advertising Fundamentals & Strategies	5.0

MAN 301	Business Communication	5.0
MAN 325	Operations Management & Problem Solving	5.0
MAN 336	Retail Marketing Organization and Processes	5.0
MAN 355	Strategic & Operational Management Planning	5.0
MAN 435	Sales & Customer Relationship Management	5.0
MAN 440	Organizational Design, Evolution and Change Management	5.0
MAN 445	Human Resources Standards, Strategy, and Management	5.0
MAN 455	International Business Management	5.0
MKT 235	Technology in Marketing and Branding Strategy	5.0
MKT 315	Influence and Persuasion for Business	5.0

General education courses:

CMN 205	Communication and Public Speaking	5
ECN 225	Microeconomics	5
ENG 105	English Writing Fundamentals	5
ENG 315	Advanced Interpersonal Communication	5
HIS 225	American History	5
MAT 225	College Algebra	5
PHI 315	Critical Thinking	5
RAM 110	Research Application Methods	5
STA 325	Statistics	5

TOTAL MINIMUM NUMBER OF CREDITS: 180.0

Human Resources emphasis

Online through Independence University

Students earning an emphasis in Human Resources will be prepared to apply business principles to the strategic function of human resources management. Topics for discussion include sourcing, recruiting, hiring, retention, talent mapping, training and developing employees, benefits and compensation policies, employment law, organizational development, and conflict resolution strategies. Possible areas of employment include entry-level positions such as human resource generalist, specialist positions in benefits, positions in staffing and recruiting, and human capital development and training.

Human Resources education courses:*

HRM 250	Workforce Management, Labor Issues & Dispute Resolution	5.0
HRM 340	Human Resource Training & Development	5.0
HRM 450	Compensation & Benefit Administration	5.0
HRM 460	Employee Recruitment & Retention	5.0

TOTAL MINIMUM NUMBER OF CREDITS: 180.0

*The Human Resources courses replace the following courses: MAN 235, MAN 336, MAN 435, MKT 235

Marketing emphasis

Online through Independence University

Students earning an emphasis in Marketing will be prepared to apply the emerging technologies of social media to meet business goals. Topics of discussion will include emerging technologies, utilizing technologies for communication with internal and external stakeholders, leveraging the technology for sales and marketing purposes, and driving organizational and cultural change. Possible employment areas are expanded to include entry-level positions in retail product and services marketing, office management, advertising, or office administration.

Marketing education courses:*

MKT 260	Marketing Channels	5.0
MKT 340	Brand Marketing Strategy	5.0
MKT 350	Consumer Behavior	5.0
MKT 360	Content Marketing	5.0

TOTAL MINIMUM NUMBER OF CREDITS: 180.0

*The Marketing courses replace the following courses: MAN 215, MAN 355, MAN 445, and MAN 455

Technology emphasis

Online through Independence University

Students earning an emphasis in technology will be prepared to apply technology skills to achieve business goals. Emphasis is placed on preparing students to become certified in computer applications, networking, maintenance, and security. Possible employment areas include computer service technician, application specialist, and administrative and technical support representatives.

Technology education courses:*

Course No.	Course Name	Credits
BIS 250	Database Management	5.0
BIS 335	Computer Networks & Security	5.0
BIS 360	Data Communications & Management	5.0
BIS 400	Advanced Management of Information systems	5.0

TOTAL MINIMUM NUMBER OF CREDITS: 180.0

*The Technology courses replace the following courses: MAN 235, MAN 336, MAN 435, and MAN 455

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing, and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Diploma Program

Business

Online through Independence University

8 Months

The Business program prepares students for a variety of entry-level business and retail positions. Due to the diversity of the program courses, the student will build a foundation in computer applications, basic accounting, marketing and business operations. Objectives of the program are as follows: providing the student with a basic understanding of how businesses operate and how to function in a business environment. Graduates are employed in entry-level positions as clerical assistants, administrative assistants, data entry, customer service and other business support service positions.

Please note: This program is available only to students who have previously enrolled in an associate's or bachelor's program through Stevens-Henager College Online and were unable to complete the program. Entry into this program requires a 2.0 cumulative GPA or an exception granted by the Re-Entry Committee.

This program is approved by ACCSC but is not eligible for Title IV funding.

Course No.	Course Name	Credits
ENG 105	English Writing Fundamentals	5.0
ACC 113	Introduction to Accounting & Workplace Relationships	5.0
APP 110	Business Computer Fundamentals	5.0
APP 111	Practical Business Spreadsheets	5.0
CSS 295	Professional Development	5.0
MAN 111	Introduction to Business & Job Search Skills	5.0
MAN 113	Management Principles & Professional Success	5.0
MAN 115	Marketing & Business Etiquette	5.0

TOTAL MINIMUM NUMBER OF CREDITS: 40.0

Associate of Applied Science Degree
Computer Programming

California College San Diego, San Diego and San Marcos

20 Months

This program of study is directed toward developing problem-solving skills. In conjunction with the understanding of computers and computer systems, these skills will enable a graduate of the program to apply his or her knowledge to finding solutions to problems that arise in the science, business, industry, government, and education sectors. The objectives of the program are as follows: to provide a solid foundation of knowledge about computers and to facilitate thinking that will permit continuing growth on the part of the graduates. Prospective students should have an aptitude for mathematics and logic and an interest in analysis and deduction. Students will study several programming languages, database design and administration, and programming for the Internet. Graduates are employed in entry-level positions as web developers and as computer programmers.

SOC code: 15-1131

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
ISS 220	Computer Law	4.0
MAN 103	Management Principles	4.0
MAN 210	Entrepreneurship	4.0
NET 103	Networking Concepts I	3.5
OPS 101	Introduction to Operating Systems	4.0
PRG 101	Solution Concepts	3.5
PRG 102	Programming Logic and Design I	3.5
PRG 103	Programming Logic and Design II	3.5
PRG 111	Web Page Programming I	3.5
PRG 140	Database Programming I	3.5
PRG 204	Programming Concepts I	3.0
PRG 205	.NET Programming I	3.0
PRG 240	Database Programming II	3.0
PRG 249	Web Page Programming II	3.5
PRG 250	Web Page Programming III	3.0

General education courses:

Course No.	Course Name	Credits
CMN 201	Communication and Public Speaking	4.0
ECN 220	Economics	4.0
ENG 101	English Composition	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0

TOTAL MINIMUM NUMBER OF CREDITS: **91.5**

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

Additional programs are offered at affiliated colleges. See the program descriptions in this catalog for further information.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Associate of Applied Science Degree
Computer Technology & Networking

California College San Diego National City (satellite) and San Marcos, CollegeAmerica Phoenix and Fort Collins, and Stevens-Henager College Boise, Orem (Provo), Murray (Salt Lake), and St. George

20 Months

This program prepares students for entry-level jobs in the computer repair and networking fields. Students are trained using current operating systems, network hardware, and Internet technology. The objectives of the program are to provide a solid foundation of knowledge about computers and to facilitate thinking that will permit continuing growth on the part of the graduates. Entry-level jobs include network administrator, computer repair technician, business computer operator, hardware and software trainer, and user support technician.

SOC code: 15-1152

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
ISS 220	Computer Law	4.0
MAN 103	Management Principles	4.0
MAN 210	Entrepreneurship	4.0

MCS 101	Computer Servicing I	3.0
MCS 102	Computer Servicing II	3.5
MCS 215	Server Administration I	3.5
NET 103	Networking Concepts I	3.5
NET 104	Networking Concepts II	3.5
NET 215	Security Concepts I	3.5
OPS 101	Introduction to Operating Systems	4.0
OPS 113	Linux Operating Systems I	3.5
OPS 213	Linux Operating Systems II	3.5
PRG 101	Solutions Concepts	3.5
PRG 102	Programming Logic and Design I	3.5
PRG 140	Database Programming I	3.5

General education courses:

CMN 201	Communication and Public Speaking	4.0
ECN 220	Economics	4.0
ENG 101	English Composition	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0

TOTAL MINIMUM NUMBER OF CREDITS: **93.0**

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing, and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Bachelor of Science Degree
Computer Science
with emphases

California College San Diego, San Diego and San Marcos, CollegeAmerica Phoenix, and Stevens-Henager College (except Boise, Idaho Falls and St. George)

36 Months

The Bachelor of Science in Computer Science is designed to graduate a computer-science professional whose diverse practical and theoretical knowledge will guide the future of programming and networking in business and industry. Objectives of the program are to ensure competencies at complex levels of programming, network administration, database management, and client interface. Computer Science graduates are employed in entry-level to mid-level positions as software developers, network administrators, web developers, computer programmers, project managers, systems analysts, and future entrepreneurs.

SOC codes: 11-3021, 15-1122, 15-1131, 15-1132, 15-1133, 15-1134, 15-1152, 15-1199

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CAP 499	Capstone	4.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
ISS 220	Computer Law	4.0
MCS 101	Computer Servicing I	3.0
MCS 102	Computer Servicing II	3.5
MCS 215	Server Administration I	3.5
MCS 315	Server Administration II	3.5
MAN 103	Management Principles	4.0
MAN 210	Entrepreneurship	4.0
NET 103	Networking Concepts I	3.5
NET 104	Networking Concepts II	3.5
NET 215	Security Concepts I	3.5
OPS 101	Introduction to Operating Systems	4.0
OPS 113	Linux Operating Systems I	3.5
PRG 101	Solutions Concepts	3.5
PRG 102	Programming Logic and Design I	3.5
PRG 103	Programming Logic and Design II	3.5
PRG 111	Web Page Programming I	3.5
PRG 140	Database Programming I	3.5
PRG 204	Programming Concepts I	3.0
PRG 249	Web Page Programming II	3.5
PRG 250	Web Page Programming III	3.0

General education courses:

CMN 201	Communication and Public Speaking	4.0
ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ENG 310	Advanced Interpersonal Communication	4.0

ETH 233	Ethics	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0
PSY 220	Psychology	4.0
SOC 240	World Cultures	4.0
STA 322	Statistics	4.0

Networking and Information Systems Security emphasis

Students earning an emphasis in Networking and Information Systems Security will be prepared to work as computer science professionals working in networking and information systems security in business and industry. Topics of the program include networking, database management, client interface, information security, and information protection. Possible areas of employment include Network Administrator, Network Designers, Helpdesk Technician/ Administrator, NSA and Government agencies, Information Systems Security Officer/Analyst, Information Technology Specialist, Cloud Computing Admin/Manager, Server Administrator, Computer Forensic Investigator, Computer Crime Investigator, Network Security Administrator, Security Architect/Analyst.

ISS 310	Information Security Management	3.5
ISS 320	Ethical Hacking	3.5
ISS 420	Introduction to Cryptography	3.5
ISS 430	Computer Forensics	3.5
MCS 415	Server Administration III	3.5
NET 315	Security Concepts II	4.0
NET 321	Network Communications I	3.5
NET 324	Network Communications II	3.5
NET 403	Network Communications III	3.5
NET 404	Network Communications IV	3.5
NET 424	Information Storage I	3.5
OPS 213	Linux Operating Systems II	3.5

Software and Mobile Applications Development emphasis

Students earning an emphasis in Software and Mobile Applications Development will be prepared to succeed in the field of developing desktop, web, and mobile applications, using programming languages and the systems development life cycle. Students learn to develop, create, and modify general computer applications software or specialized utility programs, analyze user needs and develop software solutions, and design software or customize software for client use with the aim of optimizing operational efficiency and user experience. Graduates will also be able to analyze and design databases, working individually or coordinating database development as part of a team, and supervise computer programmers. Possible areas of employment include Software Developer, Computer Applications, System Analyst, Computer Support Specialist, Web Developer/Designer, Database Administrator/Developer, Database Support/Management, Website Administrator, Mobile Applications Developer.

PRG 205	.NET Programming I	3.0
PRG 240	Database Programming II	3.0
PRG 310	Web Server Programming I	3.5
PRG 321	.NET Programming II	3.5
PRG 322	.NET Programming III	3.0
PRG 330	Mobile Applications Development I	3.5
PRG 335	Mobile Applications Development II	3.0
PRG 340	Database Programming III	3.5
PRG 351	Object Oriented Programming I	3.5
PRG 410	Web Server Programming II	3.5
PRG 412	Web Server Programming III	3.0
PRG 422	Programming Concepts II	3.5
PRG 423	Programming Concepts III	3.0

TOTAL MINIMUM NUMBER OF CREDITS: 180.0

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing, and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled

for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Bachelor of Science Degree
Health Information Management

Stevens-Henager College West Haven (Ogden)

36 Months

Health Information Management (HIM) is a key function of the healthcare delivery system in the United States. HIM provides for the maintenance of health records in hospitals, clinics, health departments, insurance companies, governmental agencies, and other settings. A Health Information Management professional works with clinical, reference, epidemiological, financial, and demographic data and is responsible for the collection, storage, use, and transmission of this information. The role of the HIM professional is becoming increasingly important as the healthcare industry continues to transition to electronic information management with electronic health records (EHRs). The Bachelor of Science in Health Information Management prepares the student for entry-level positions such as inpatient/outpatient coder, health information technologist, coding data coordinator, and clinical information systems technologist.

Course No.	Course Name	Credits
ACC 101	Fundamentals of Accounting I	3.0
ACC 102	Fundamentals of Accounting II	3.0
ACC 108	Computerized Accounting I	3.0
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
COM 102	Computerized Medical Administration	3.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
HCA 300	The Healthcare System	4.0
HCA 350	Managed Care in the 21st Century	4.0
HCA 375	Healthcare Financial Administration	4.0
HCA 432	Healthcare Economics and Policy	4.0
HCA 440	Legal and Ethical Aspects of Healthcare Administration	4.0
HCA 450	Organizational Behavior	4.0
HIM 220	Health Information Management	4.0
HIM 225	Healthcare Information Systems	4.0
HIM 230	Documentation in Healthcare and the EHR	4.0
HIM 240	Healthcare Compliance and Coding Management	4.0
HIM 340	Healthcare Databases and Data Quality	4.0

HIM 350	Healthcare Information Security	4.0
HIM 360	Healthcare Informatics	4.0
HRM 210	Introduction to Human Resources Management	4.0
HSM 210	Professional Roles and Environments in Healthcare	4.0
HSM 320	Principles of Epidemiology	4.0
HSM 410	Leadership in Healthcare	4.0
HSM 420	Quality and Performance Management and Methods	4.0
HSM 430	Healthcare Statistics and Research	4.0
HSM 499	Capstone	4.0
ISS 310	Information Security Management	3.5
MAN 103	Management Principles	4.0
MED 100	Medical Terminology, Law and Ethics	4.0
MED 108	Medical Billing	3.0
MED 210	Professional Medical Coding	3.0
MED 410	Research in Health Science	4.0
PRG 101	Solutions Concepts	3.5

General education courses:

CMN 201	Communication and Public Speaking	4.0
ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ENG 310	Advanced interpersonal Communication	4.0
ETH 233	Ethics	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 260	Logic	4.0
PSY 220	Psychology	4.0
SOC 220	Sociology	4.0
STA 322	Statistics	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 180.0

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

Bachelor of Science Degree
Health Information Management

Online through Independence University

36 Months

Health Information Management (HIM) is a key function of the healthcare delivery system in the United States. HIM provides for the maintenance of health records in hospitals, clinics, health departments, insurance companies, governmental agencies, and other settings. A Health Information Management professional works with clinical, reference, epidemiological, financial, and demographic data and is responsible for the collection, storage, use, and transmission of this information. The role of the HIM professional is becoming increasingly important as the healthcare industry continues to transition to electronic information management with electronic health records (EHRs). The Bachelor of Science in Health Information Management prepares the student for entry-level positions such as inpatient/outpatient coder, health information technologist, coding data coordinator, and clinical information systems technologist.

Course No.	Course Name	Credits
APP 110	Business Computer Fundamentals	5.0
CSS 295	Professional Development	5.0
HIM 101	Medical Terminology	5.0
HIM 102	Anatomy & Physiology	5.0
HIM 103	Introduction to Healthcare and Healthcare Documentation	5.0
HIM 204	Pathology & Pharmacology of Disease	5.0
HIM 205	Healthcare Delivery Systems	5.0
HIM 206	Legal Aspects of Health Information Technology	5.0
HIM 210	Coding with CPT	5.0
HIM 303	Healthcare Medical Records Data Management I	5.0
HIM 305	Ethics and Security in Health Information Technology	5.0
HIM 306	Healthcare Compliance Principles and Health Information Technology	5.0
HIM 307	Electronic Health Records in Healthcare Today	5.0
HIM 308	Healthcare Statistics and Research	5.0
HIM 309	Healthcare Analytics and Metrics	5.0
HIM 310	Quality Performance Improvement Concepts in Healthcare	5.0

HIM 311	ICD-10 and Health Information Management	5.0
HIM 401	ICD-10 Advanced Coding	5.0
HIM 402	Reimbursement in Health Information Technology	5.0
HIM 404	Healthcare Medical Records Data Management II	5.0
HIM 409	Data Governance	5.0
HIM 410	Human Resources in Health Information Management	5.0
HIM 411	Healthcare Finance	5.0
HIM 412	Health Information Management Administrative Principles	5.0
HIM 413	Health Information Management Leadership Principles	5.0
HIM 480	Practicum (Multi-Mod)	5.0
HIM 490	Capstone	5.0

General education courses:

CMN 205	Communication and Public Speaking	5
ECN 225	Microeconomics	5
ENG 105	English Writing Fundamentals	5
ENG 315	Advanced Interpersonal Communications	5
HIS 225	American History	5
MAT 225	College Algebra	5
PHI 315	Critical Thinking	5
RAM 110	Research Application Methods	5
STA 325	Statistics	5

TOTAL MINIMUM NUMBER OF CREDITS: 180.0

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

Bachelor of Science Degree
Networking & Information Systems Security

Stevens-Henager College West Haven (Ogden), Orem (Provo), and Murray (Salt Lake City)

Bachelor of Science Degree
Cybersecurity and Networking

Independence University, Stevens-Henager College Boise

36 Months

The Bachelor of Science in Networking and Information Systems Security is designed to graduate a computer-science professional whose diverse practical and theoretical knowledge will guide the future of networking and information-systems security in business and industry. Objectives of the program are to ensure competencies at complex levels of computer information systems operations, administration, and management, including networking, database management, client interface, information security, and information protection. Networking and Information Systems Security graduates are employed in entry-level to mid-level positions as network administrators, project managers, systems analysts, security experts and entrepreneurs.

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CAP 499	Capstone	4.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
ISS 220	Computer Law	4.0
ISS 310	Information Security Management	3.5
ISS 320	Ethical Hacking	3.5
ISS 330	Threats and Defense Mechanisms	3.5
ISS 420	Introduction to Cryptography	3.5
ISS 430	Computer Forensics	3.5
MAN 103	Management Principles	4.0
MAN 210	Entrepreneurship	4.0
MCS 101	Computer Servicing I	3.0
MCS 102	Computer Servicing II	3.5
MCS 215	Server Administration I	3.5
MCS 315	Server Administration II	3.5
MCS 415	Server Administration III	3.5
NET 103	Networking Concepts I	3.5
NET 104	Networking Concepts II	3.5
NET 215	Security Concepts I	3.5
NET 315IU	Security Concepts II	3.5
NET 321	Network Communications I	3.5
NET 324	Network Communications II	3.5
NET 335	Cloud/Mobile Computing Concepts	3.5

NET 403	Network Communications III	3.5
NET 404	Network Communications IV	3.5
NET 424	Information Storage I	3.5
NET 425	Information Storage II	3.5
OPS 101	Introduction to Operating Systems	4.0
OPS 113	Linux Operating Systems I	3.5
OPS 217	General Operating Systems	3.5
OPS 304	Electronic Communication Management	3.5
OPS 213	Linux Operating Systems II	3.5
PRG 101	Solutions Concepts	3.5
PRG 102	Programming Logic and Design I	3.5
PRG 140	Database Programming I	3.5

General education courses:

CMN 201	Communication and Public Speaking	4.0
ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ENG 310	Advanced Interpersonal Communication	4.0
ETH 233	Ethics	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0
PSY 220	Psychology	4.0
SOC 240	World Cultures	4.0
STA 322	Statistics	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 180.5

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

Bachelor of Science Degree

Software & Mobile Applications Development

Stevens-Henager College (except Idaho Falls and St. George) and online through Independence University

36 Months

The bachelor's degree program in Software and Mobile Applications Development prepares graduates to gain the skills necessary to succeed in the field of developing desktop, web, and mobile applications, using several programming languages, and using the systems development life cycle. Students learn to develop, create, and modify general computer applications software or specialized utility programs, analyze user needs and develop software solutions, and design software or customize software for client use with the aim of optimizing operational efficiency and user experience. Graduates will also be able to analyze and design databases, working individually or coordinating database development as part of a team, and supervise computer programmers. Possible employment areas include entry-level to mid-level positions as a software engineer, software developer, web developer, mobile applications developer, computer programmer, project manager, database administrator, data analyst, or entrepreneur.

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CAP 499	Capstone	4.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
ISS 220	Computer Law	4.0
MAN 103	Management Principles	4.0
MAN 210	Entrepreneurship	4.0
NET 103	Networking Concepts I	3.5
OPS 101	Introduction to Operating Systems	4.0
PRG 101	Solutions Concepts	3.5
PRG 102	Programming Logic and Design I	3.5
PRG 103	Programming Logic & Design II	3.5
PRG 111	Web Page Programming I	3.5
PRG 140	Database Programming I	3.5
PRG 204	Programming Concepts I	3.0
PRG 205	.NET Programming I	3.0
PRG 240	Database Programming II	3.0
PRG 249	Web Page Programming II	3.5
PRG 250	Web Page Programming III	3.0
PRG 301	Software Testing	3.5
PRG 305	Software Security	3.5
PRG 310	Web Server Programming I	3.5
PRG 312	Systems Analysis and Design	3.5
PRG 314	User Interaction Design	3.5
PRG 321	.NET Programming II	3.5

PRG 322	.NET Programming III	3.0
PRG 330	Mobile Applications Development I	3.5
PRG 335	Mobile Applications Development II	3.0
PRG 340	Database Programming III	3.5
PRG 343	Database Programming IV	3.5
PRG 351	Object Oriented Programming I	3.5
PRG 410	Web Server Programming II	3.5
PRG 412	Web Server Programming III	3.0
PRG 422	Programming Concepts II	3.5
PRG 423	Programming Concepts III	3.0
PRG 451	Object Oriented Programming II	3.5
PRG 452	Object Oriented Programming III	3.0

General education courses:

CMN 201	Communication and Public Speaking	4.0
ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ENG 310	Advanced Interpersonal Communication	4.0
ETH 233	Ethics	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0
PSY 220	Psychology	4.0
SOC 240	World Cultures	4.0
STA 322	Statistics	4.0

TOTAL MINIMUM NUMBER OF CREDITS: **180.0**

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

Bachelor of Science Degree
Web Design & Development

Stevens-Henager College Murray (Salt Lake), and Orem (Provo), and online through Independence University

36 Months

This program is designed to teach students the skills needed to produce web applications, interactive presentations, mobile applications, and user interfaces in a growing diversity of consumer electronics by emphasizing both front-end and back-end development. Students are required to conceptualize, code, and publish their own standards-based content for a variety of formats while working with the multiple languages used in interactive design. Employment areas include entry-level and mid-level positions in web design, mobile application design, e-learning, information design, consumer electronics development, and human/computer interaction (HCI) technologies.

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
DES 103	Beginning Vector Illustration	3.0
DES 104	Beginning Image Editing	3.0
DES 105	Page Layout Tools	3.0
DES 109	Graphic Design I	3.0
DES 113	Typography	3.0
DES 209	Graphic Design II	3.0
DES 214	e-Color Theory	3.0
DES 240	Information Design I	3.0
DES 241	Web Design I	3.0
DES 246	Digital Animation I	3.0
DES 248	Web Design II	3.0
DES 323	Intermediate Image Editing	3.0
DES 324	Intermediate Vector Illustration	3.0
DES 341	Web Design III	3.0
DES 350	Web Design and Development Business Management	4.0
DES 360	Digital Animation II	3.0
DES 380	Advanced Vector Illustration	3.0
DES 460	Advanced Image Editing	3.0
DES 490	Web/Mobile Design Capstone	4.0
MAN 210	Entrepreneurship	4.0
OPS 113	Linux Operating Systems I	3.5
OPS 303	Apache Web Server	3.5
PRG 102	Programming Logic and Design I	3.5
PRG 111	Web Page Programming I	3.5
PRG 140	Database Programming I	3.5
PRG 205	.NET Programming I	3.0
PRG 240	Database Programming II	3.0
PRG 249	Web Page Programming II	3.5

PRG 250	Web Page Programming III	3.0
PRG 310	Web Server Programming I	3.5
PRG 321	.NET Programming II	3.5
PRG 330	Mobile Applications Development I	3.5
PRG 335	Mobile Applications Development II	3.0
PRG 351	Object Oriented Programming I	3.5
PRG 410	Web Server Programming II	3.5
PRG 451	Object Oriented Programming II	3.5

General education courses:

CMN 201	Communication and Public Speaking	4.0
ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ENG 310	Advanced Interpersonal Communication	4.0
ETH 233	Ethics	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0
PHI 260	Logic	4.0
SOC 220	Sociology	4.0
STA 322	Statistics	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 180.0

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

Diploma Program

Web Design

Online through Independence University

10 Months

The Web Design Diploma program prepares students for the current job market, focusing on foundations courses in programming and design. This program can prepare individuals who have not been in the job market or need retraining to enter the job market for entry-level positions in information technology. It can also prepare students to continue their education into a baccalaureate computer science or web design program. This program can help prepare students for careers in entry-level web support

and management, contract website support, design and maintenance for small business, web site apprentice.

Please note: This program is available only to students who have previously enrolled in an associate's or bachelor's degree program through Independence University and were unable to complete the program. Entry into this program requires a 2.0 cumulative GPA or an exception granted by the Re-Entry Committee.

This program is approved by ACCSC but is not eligible for Title IV funding.

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
DES 104	Beginning Image Editing	3.0
DES 109	Graphic Design I	3.0
DES 113	Typography	3.0
PRG 102	Programming Logic and Design I	3.5
PRG 111	Web Page Programming I	3.5
PRG 140	Database Programming I	3.5
PRG 249	Web Page Programming II	3.5

TOTAL MINIMUM NUMBER OF CREDITS: 34.5
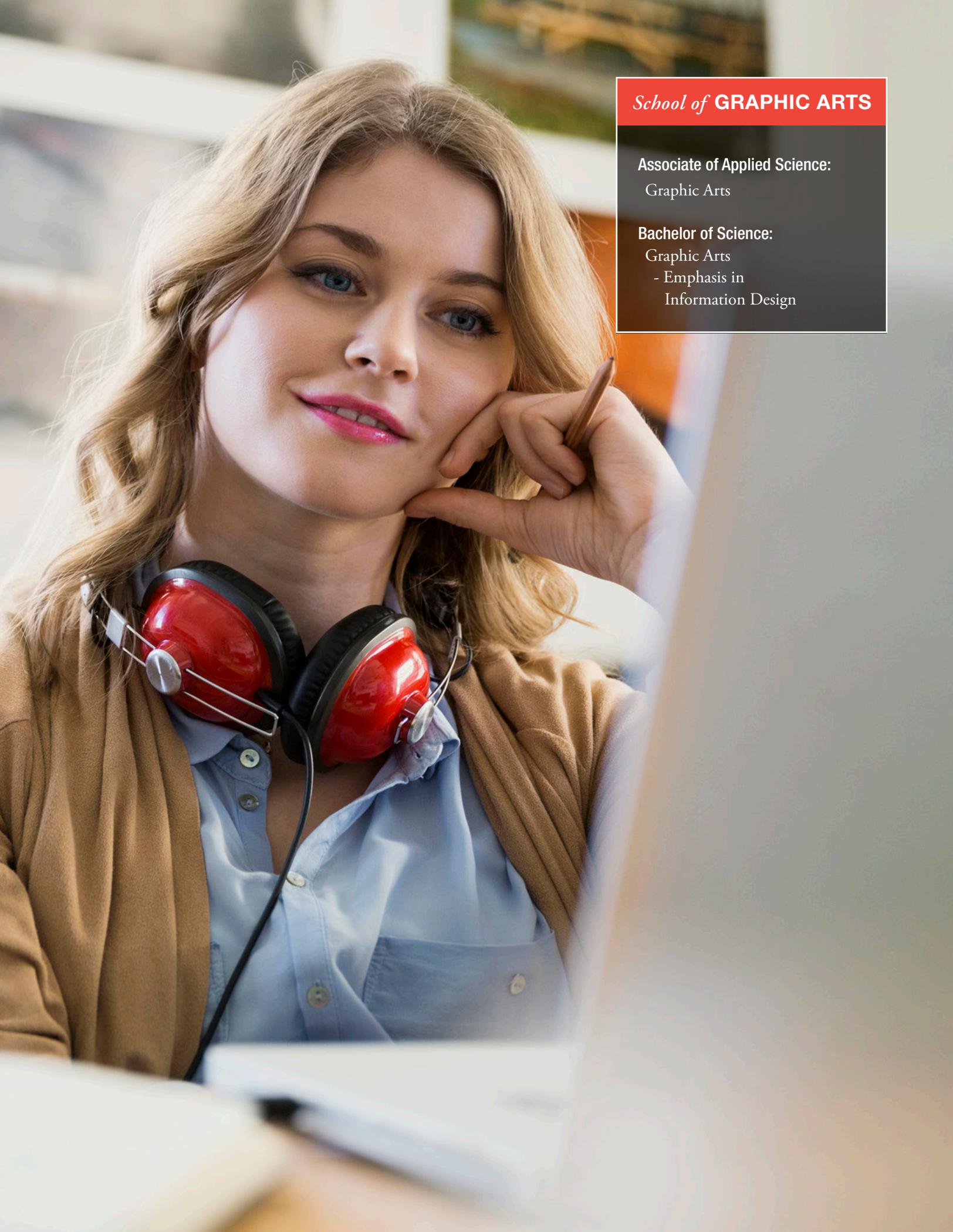
Associate of Applied Science Degree
Graphic Arts

Online through Independence University

20 Months

This program prepares students for an entry-level career in graphic arts. With a diversity of program courses, the student will build a strong foundation in all areas required to be successful in this field: advertising design, multimedia applications, web design, marketing, and graphic design. Objectives of the program are to provide the student with an integrated understanding of business and design concepts and their relationship to the field of graphic arts. Graphic arts graduates work as entry-level graphic designers, web-page designers and managers, and desktop publishers.

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
DES 103	Beginning Vector Illustration	3.0
DES 104	Beginning Image Editing	3.0
DES 105	Page Layout Tools	3.0
DES 109	Graphic Design I	3.0
DES 113	Typography	3.0
DES 114	Print Production and Color Theory	3.0
DES 209	Graphic Design II	3.0
DES 240	Information Design I	3.0
DES 241	Web Design I	3.0
DES 242	Logo and Identity Design	3.0
DES 243	Layout Design	3.0
DES 244	Package Design	3.0
DES 245	Advertising Design	3.0
DES 246	Digital Animation I	3.0
DES 248	Web Design II	3.0
DES 250	Portfolio Design	3.0
MAN 105	Marketing	4.0
MAN 210	Entrepreneurship	4.0
MAN 223	Internet Commerce	4.0
MAN 230	Advertising Principles	4.0

General education courses:

CMN 201	Communication and Public Speaking	4.0
ENG 101	English Composition	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 260	Logic	4.0
SOC 220	Sociology	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 99.5

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Bachelor of Science Degree
Graphic Arts

Stevens-Henager College Orem (Provo) and Online through Independence University

36 Months

The Bachelor of Science in Graphic Arts degree prepares students to plan, analyze, and create visual solutions to communication challenges. The combination of the study of theory and a mastery of in-studio visual communication methods enables students to get messages across in print, electronic, and film media using a variety of methods, such as color, type, illustration, photography, animation, and various print and layout techniques. Graduates can seek employment in advertising agencies, design studios, publishing houses, or corporate-communication departments in entry-level positions as a graphic designer, a production artist for a design staff, a freelance designer, or as a junior art director.

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
DES 103	Beginning Vector Illustration	3.0
DES 104	Beginning Image Editing	3.0

DES 105	Page Layout Tools	3.0		DES 240	Information Design I	3.0
DES 109	Graphic Design I	3.0		DES 241	Web Design I	3.0
DES 113	Typography	3.0		DES 242	Logo and Identity Design	3.0
DES 114	Print Production and Color Theory	3.0		DES 243	Layout Design	3.0
DES 209	Graphic Design II	3.0		DES 244	Package Design	3.0

DES 245	Advertising Design	3.0
DES 246	Digital Animation I	3.0
DES 248	Web Design II	3.0
DES 250	Portfolio Design	3.0
DES 305	Web Portfolio Design	3.0
DES 314	Advanced Color Theory	3.5
DES 323	Intermediate Image Editing	3.0
DES 324	Intermediate Vector Illustration	3.0
DES 336	Graphic Design III	3.0
DES 340	Branding and Identity	3.0
DES 344	Advanced Print Production	3.0
DES 355	Graphic Design Business Management	3.0
DES 360	Digital Animation II	3.0
DES 365	Animation Scripting	3.0
DES 370	Advanced Logo Design	3.0
DES 375	Advanced Package Design	3.0
DES 380	Advanced Vector Illustration	3.0
DES 460	Advanced Image Editing	3.0
DES 470	Advanced Advertising Design	3.0
DES 475	Digital Photography	3.0
DES 499	Design Capstone Project	3.0
MAN 210	Entrepreneurship	4.0
MAN 223	Internet Commerce	4.0
MAN 230	Advertising Principles	4.0
MAN 333	Marketing Strategies	4.0
MAN 436	Selling and Sales Management	4.0
MAN 443	Organizational Design and Change	4.0

General education courses:

CMN 201	Communication and Public Speaking	4.0
ENG 101	English Composition	4.0
ENG 310	Advanced Interpersonal Communication	4.0
ETH 233	Ethics	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0
PHI 260	Logic	4.0
PSY 220	Psychology	4.0
SOC 220	Sociology	4.0
SOC 240	World Cultures	4.0
STA 322	Statistics	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 183.0

Information Design emphasis

Stevens-Henager College Orem (Provo) and online through Independence University

The major objective of the Information Design emphasis is to ensure competency at complex levels of information design creation, adaptation, and management; attention attraction and retention optimization; cross-medium information presentation; universal design for professional design and communication; and ethical information design. Possible employment areas include entry-level to mid-level positions as a technical or professional designer, a web and mobile content developer, a document manager, an editor, a social-media creator, or an entrepreneur.

Information Design education courses:*

DES 116	Color Theory	3.0
COT 320	Professional and Technical Communication I	4.0
COT 350	Technology in Communication	4.0
COT 420	Professional and Technical Communication II	4.0
DES 342	Information Design II	3.0
DES 420	Universal Design	3.0
MKT 210	Introduction to New Media Marketing	4.0
MKT 310	Influence and Persuasion in Business	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 183.0

*The Information Design courses replace the following courses: DES 245, DES 248, DES 305, DES 340, DES 344, DES 360, DES 365, MAN 230, and MAN 333.

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Course Descriptions– Undergraduate Programs

Accounting

ACC 101　　　　　　　　3 Credits
Fundamentals of Accounting I

This course introduces the fundamental practices of generally accepted accounting principles, including debits, credits, and the accounting cycle. Students learn how to create temporary and permanent accounts and record transactions.

ACC 102　　　　　　　　3 Credits
Fundamentals of Accounting II

This course introduces preparation of worksheets and financial statements. Students learn how to balance and make adjustments and closing entries, accounts receivable and payable, and banking procedures. Topics include special journals, cash receipts, and cash payments. (Prerequisite: ACC 101 or with the consent of the Dean.)

ACC 103　　　　　　　　4 Credits
Payroll Accounting

This course presents theoretical and practical applications of payroll procedures. Topics include the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students will complete a comprehensive payroll project. (Prerequisite: ACC 101 and 102 or with the consent of the Dean.)

ACC 108　　　　　　　　3 Credits
Computerized Accounting I

This course provides a hands-on approach to learning how automated accounting systems function. Students will learn how to operate a computerized general ledger, accounts receivable, accounts payable, and payroll systems. Students will also learn how to create a company in QuickBooks, deal with customers and vendors, and how to accurately compile banking records within the software. (Prerequisites: ACC 101 and 102 or with the consent of the Dean.)

ACC 109　　　　　　　　3 Credits
Computerized Accounting II

This course explores advanced computerized accounting skills using the QuickBooks application. Students will learn a range of skills including how to conduct inventory, develop balance sheets and accounts, run payroll, and determine estimates and time tracking. Focus will be on how to create, develop, and customize a variety of QuickBooks reports and forms. (Prerequisites: ACC 101, 102, and 108 or with the consent of the Dean.)

ACC 113　　　　　　　　5 Credits
Introduction to Accounting & Workplace Relationships

This course will introduce the concepts of debit and credit and the principles of double-entry accounting. Students will analyze common business transactions, properly record them, and utilize this data to create basic financial statements. Students will explore the concepts of empowerment and accountability in the workplace and are introduced to various careers in the field.

ACC 114　　　　　　　　5 Credits
Payroll Accounting & Human Resources and Policies

This course presents practical applications of payroll procedures and human resource policies. Topics include the methods of computing wages and salaries, computing withholdings, keeping records, and the preparation of various federal and state government reports. Students are introduced to the basic functions of the human resource department. (Prerequisite: ACC 113 or with the consent of the Dean.)

ACC 201　　　　　　　　5 Credits
Accounting for Non-Accountants

This course presents a background in accounting principles and practices necessary to operate a business. The double-entry accounting system will be introduced, and common transactions discussed. Students will prepare and analyze financial statements in decision-making and performance evaluation.

ACC 212　　　　　　　　3.5 Credits
Spreadsheets

Applies the student's general understanding of accounting fundamentals to electronic spreadsheet software. Students create and analyze financial statements and other accounting templates using spreadsheet software. (Prerequisite: ACC 102 or with the consent of the Dean.)

ACC 213　　　　　　　　3 Credits
Principles of Accounting I

Focuses on a more in-depth understanding of adjustments and closing procedures. Emphasizes accounts receivable, uncollectible accounts, notes payable and receivable, and merchandise inventory. Discusses credit policies and internal control. (Prerequisite: ACC 102 or with the consent of the Dean.)

ACC 214　　　　　　　　3 Credits
Principles of Accounting II

Introduces methods of valuation of inventory and the acquisition, depreciation, and disposal of long-term assets. Corporate accounting topics include capital stock transactions, dividends, treasury stocks, corporate income taxes, capital transactions, and long-term bonds. (Prerequisite: ACC 213 or with the consent of the Dean.)

Principles of Accounting III
ACC 215　　　　　　　　3 Credits

Presents financial statement analysis, including comparative statements and ratio analysis. Covers the statement of cash flows. Special topics include departmentalized profit and cost centers and accounting for manufacturing activities. (Prerequisite: ACC 214 or with the consent of the Dean.)

ACC 216　　　　　　　　3 Credits
Principles of Accounting IV

Focuses on manufacturing topics, including job-order and process-cost accounting. Introduces standard costs and preparation of fixed and flexible budgets. Discusses the decision-making process, absorption and direct costing, and cost-revenue analysis for decision-making. (Prerequisite: ACC 215 or with the consent of the Dean.)

ACC 217　　　　　　　　4 Credits
Managerial Accounting

Covers the study of the use of accounting data internally within a firm by managers in both manufacturing and non-manufacturing businesses. Teach students to use accounting data for planning, controlling, and making decisions concerning the optimum allocation of the firm's financial resources. (Prerequisite: ACC 214 or with the consent of the Dean.)

ACC 220 — 4.5 Credits
Accounting I

This course provides an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships.

ACC 221 — 5 Credits
Fundamentals of Accounting

This course completes the accounting cycle to include preparation of a trial balance, and recording adjusting and closing entries. Students will explore accounts payable and accounts receivable topics and banking procedures. Students will explore financial statements and financial statement analysis.

ACC 222 — 5 Credits
Computerized Accounting Systems

Students are introduced to computer-based accounting software including cloud-based options. This course provides a hands-on approach to learning how automated accounting systems function. Students will learn how to operate a computerized general ledger, accounts receivable, accounts payable, and payroll systems. Students will also learn how to create a company in QuickBooks Online, work with customers and vendors, and how to accurately compile banking records within the software.

ACC 230 — 5 Credits
Managerial Accounting & Introduction to Cost Accounting

Covers the use of accounting data internally within a firm by managers in both manufacturing and non-manufacturing businesses. Teaches students to use accounting data for planning, controlling, and making decisions concerning the optimum allocation of the firm's financial resources. Students are introduced to process costing and job costing. Topics are discussed in the context of management decision-making tools. (Prerequisite: ACC 221 or with the consent of the Dean.)

ACC 233 — 3.5 Credits
Income Tax

This course is a comprehensive study of the Federal Income Tax structure. The course emphasizes individuals and case studies that will provide a thorough understanding of the taxation laws. Students learn the preparation of tax returns, supplemental forms, and schedules. (Prerequisite: ACC 101 and 102 or with the consent of the Dean.)

ACC 251 — 5 Credits
Individual Income Tax

This course addresses the individual Federal income tax structure. The course emphasizes individual and case studies that will provide a thorough understanding of the taxation laws, including discussion of state income tax laws and variations. Students learn the preparation of tax returns, supplemental forms, and schedules. (Prerequisite: ACC221 or with the consent of the Dean.)

ACC 300 — 5 Credits
Principles of Financial Accounting in Computerized Systems

This course explores advanced computerized accounting skills using the computer-based accounting software systems. Students will apply prior computerized accounting skills to more advanced transactions of inventory, payroll, time tracking, reporting, and exporting data. (Prerequisite: ACC222 or with the consent of the Dean.)

ACC 320 — 3 Credits
Intermediate Accounting I

Examines financial reporting, including additional study of income statement, balance sheet, and statement of cash flow, as well as notes and disclosures to the financial statements required under Generally Accepted Accounting Principles (GAAP). Assesses a firm's financial strength through both ratio- and cash-flow date analysis. (Prerequisite: ACC 216 or with the consent of the Dean.)

ACC 321 — 3 Credits
Intermediate Accounting II

Examines earnings management techniques and the ethical issues within GAAP requirements. Discusses business operating cycle and the importance of cash control. Evaluates application of proper revenue recognition methods, including Financial Accounting Standards Board (FASB) and International Accounting Standards Board (IASB) approaches. Contrasts inventory valuation methods and their effect on financial statements. (Prerequisite: ACC 320 or with the consent of the Dean.)

ACC 322 — 3 Credits
Intermediate Accounting III

Examines valuation of noncurrent operating assets, off-balance sheet financing, and the use of equity and short- and long-term debt for financing. Discusses GAAP and IASB standards for asset impairment, fair valuation of assets and liabilities, and proper reporting of debt and equity transactions. (Prerequisite: ACC 321 or with the consent of the Dean.)

ACC 323 — 3 Credits
Intermediate Accounting IV

Examines the complexity of recognizing purchases, transfers, and revenues from investment securities. Covers the classification of capital or operating leases, correction of errors, or changes to accounting principles. (Prerequisite: ACC 322 or with the consent of the Dean.)

ACC 325 — 5 Credits
Intermediate Accounting I – Revenue Recognition Principles

Examines earnings management techniques and the ethical issues within GAAP requirements. Discusses business operating cycle and the importance of cash control. Evaluates application of proper revenue recognition methods, including Financial Accounting Standards Board (FASB) and International Accounting Standards Board (IASB) approaches. (Prerequisite: ACC222 or with the consent of the Dean.)

ACC 330 — 5 Credits
Intermediate Accounting II – Current & Fixed Asset Management

Introduces methods of valuation of inventory and the acquisition, depreciation, and disposal of long-term assets. Contrasts inventory valuation methods and their effect on financial statements. Examines valuation of noncurrent operating assets, off-balance sheet financing, and the use of equity and short- and long-term debt for financing. Discusses GAAP and IASB standards for asset impairment, fair valuation of assets. (Prerequisite: ACC222 or with the consent of the Dean.)

ACC 331 — 5 Credits
Intermediate Accounting III – Debt and Equity Accounting

Corporate accounting topics include capital stock transactions, dividends, treasury stocks, corporate income taxes, capital transactions, and long-term

bonds. Discusses GAAP and IASB standards for proper reporting of debt and equity transactions. Examines the complexity of recognizing purchases, transfers, and revenues from investment securities. Covers the classification of capital or operating leases, correction of errors, or changes to accounting principles. (Prerequisite: ACC222 or with the consent of the Dean.)

ACC 332   3.5 Credits
Federal Tax Accounting I

This course studies Federal income tax law covering taxation of corporations, partnerships, estates, and trusts, and includes an introduction to tax research and planning. (Prerequisite: ACC 233 or with the consent of the Dean.)

ACC 333   3.5 Credits
Federal Tax Accounting II

Covers the importance of tax consequences that attach to common business transactions and how the tax law alters behavior of individuals and business entities. There is an emphasis on family financial planning. (Prerequisite: ACC 332 or with the consent of the Dean.)

ACC 335   3.5 Credits
Principles of Auditing I

Designed to acquaint the student with methods of verification, analysis and interpretation of generally accepted auditing procedures and the mechanics of planning and implementing an audit and the preparation of audits. (Prerequisite: ACC 323 or with the consent of the Dean.)

ACC 337   3 Credits
Intermediate Cost Accounting

Discusses systems analysis, design, and implementation, management control systems and current manufacturing control systems, and advanced cost analysis, including quantitative applications. Topics are discussed in the context of management decision-making tools. (Prerequisite: ACC 216 or with the consent of the Dean.)

ACC 338   3 Credits
Intermediate Computerized Accounting

A further study of accounting using popular software packages. Students will study corporate investment, taxation, and inventory solutions and analysis while applying prior computerized accounting skills. (Prerequisites: ACC 108 and ACC 337 or with the consent of the Dean.)

ACC 341   4 Credits
Fraud Examination

This course provides an overview of the behavioral research associated with occupational fraud and the methodology of fraud examination such as obtaining documentary evidence, interviewing witnesses and potential suspects, writing investigative reports, testifying to findings and forensic documentation evidence. The majority of the course is focused on detecting the most common types of occupational fraud, determining how each type of fraud is committed, and implementing prevention strategies. (Prerequisites: FIN 231, MAN 224 or with the consent of the Dean.)

ACC 342   4 Credits
Interviewing Techniques for Fraud Investigation

This course provides an overview of techniques and strategies useful in interviewing and interrogating occupational fraud suspects and other parties of interest. These techniques and strategies include interpreting the verbal and nonverbal cues of an interviewee, as well as planning, conducting, and documenting the finding from investigative interviews. (Prerequisite: ACC 341 or with the consent of the Dean.)

ACC 343   4 Credits
Legal Elements of Fraud

This course explores the legal issues associated with occupation fraud investigations with a primary emphasis on the proper preparation of a fraud report. Related topics addressed include analyzing relevant criminal and civil laws, the rights of the parties involved in an investigation, rules of evidence, and expert witnessing. (Prerequisite: ACC 341 or with the consent of the Dean.)

ACC 344   4 Credits
Corporate Governance and Internal Control Assessment

This course starts with an overview of key legislation and guidelines associated with corporate governance. This includes analyzing the components of the Committee of Sponsoring Organizations (COSO) internal control framework, the Sarbanes-Oxley Act, Statement on Auditing Standards No. 99 (SAS), and the role of the Public Company Accounting Oversight Board (PCAOB). The primary focus of the course is on identifying, documenting, analyzing, and testing internal controls in an organization as part of an effective fraud prevention program. (Prerequisite: ACC 341 or with the consent of the Dean.)

ACC 355   5 Credits
Advanced Financial Statement Reporting & Analysis

Presents financial statement analysis, including comparative statements and ratio analysis. Covers the statement of cash flows. Examines financial reporting, including additional study of income statement, balance sheet, and statement of cash flows, as well as notes and disclosures to the financial statements required under Generally Accepted Accounting Principles (GAAP). Assesses a firm's financial strength through both ratio- and cash-flow data analysis. (Prerequisite: ACC 331 or with the consent of the Dean.)

ACC 361   5 credits
Introduction to Fraud Examination

Students will discuss the types of fraud schemes, both internal and external; fraud detection and prevention; and legal issues related to fraud investigation. This course will identify the steps of the fraud investigation process, how to recognize financial statement fraud, and how to deter future fraud by recognizing red flags.

ACC 362   5 credits
Legal Elements in Fraud Examination

This course discusses the fundamental legal aspects of a fraud examination. Students will identify the employees' rights during an investigation, the legal elements of fraud, and the legal issues surrounding investigation and obtaining information.

ACC 401   5 Credits
Accounting for Business Combinations

Focuses on financial accounting and reporting for business combinations including accounting for the combination, preparation of financial statements before and after the transaction, and accounting for the consolidated entity. Includes discussion of various types of mergers and acquisitions as well as the approaches to the accounting processes. (Prerequisite: ACC 331 or with the consent of the Dean.)

ACC 402   5 Credits
Accounting for Partnerships

Discusses partnership accounting, including partnership formation, operations, and ownership changes. Covers tax implications and liabilities, including personal liability. (Prerequisite: ACC 331 or with the consent of the Dean.)

ACC 403   5 Credits
Accounting for Non-Profit and Government Organizations

This course presents the unique characteristics of governmental and not-for-profit organizations and provides the basic conceptual foundation for understanding accounting and financial reporting practices. Grants, governmental funds, business-type funds, and fiduciary funds are discussed. The course presents financial reporting by state and local governments, governmental financial performance analysis, auditing procedures, and budgets and performance measurements. (Prerequisite: ACC 331 or with the consent of the Dean.)

ACC 436   3.5 Credits
Principles of Auditing II

Provides the student information regarding the rapid and extensive changes confronting the accounting professional in the twenty-first century. Auditing theory and practice will be discussed with emphasis on professional responsibilities and abilities. (Prerequisite: ACC 335 or with the consent of the Dean.)

ACC 442   3.5 Credits
Advanced Accounting I

Focuses on financial accounting and reporting for business combinations including accounting for the combination, preparation of financial statements before and after the transaction and accounting for the consolidated entity. (Prerequisite: ACC 323 or with the consent of the Dean.)

ACC 443   3.5 Credits
Advanced Accounting II

Focuses on international accounting, including the translation of foreign subsidiaries and accounting for intercompany and foreign exchange transactions. Also explores debt restructuring and liquidations of an entity. (Prerequisite: ACC 442 or with the consent of the Dean.)

ACC 444   3.5 Credits
Advanced Accounting III

Focuses on partnership accounting, including partnership formation, operations and ownership changes and fund accounting including accounting for government and non-profit organizations. (Prerequisite: ACC 443 or with the consent of the Dean.)

ACC 452   5 Credits
Federal Income Tax for Organizations

This course studies Federal income tax law covering taxation of corporations, partnerships, estates, and trusts, and includes an introduction to tax research and planning. Covers the importance of tax consequences that attach to common business transactions and how the tax law alters behavior of business entities. (Prerequisite: ACC 331 or with the consent of the Dean.)

ACC 452   5 Credits
Federal Income Tax for Organizations

This course studies Federal income tax law covering taxation of corporations, partnerships, estates, and trusts, and includes an introduction to tax research and planning. Covers the importance of tax consequences that attach to common business transactions and how the tax law alters behavior of business entities. (Prerequisite: ACC 331 or with the consent of the Dean.)

ACC 460   5 Credits
Auditing Planning and Procedures

Designed to acquaint the student with methods of verification, analysis, and interpretation of generally accepted auditing procedures and the mechanics of planning and implementing an audit and the preparation of audits. Provides the student information regarding the rapid and extensive changes confronting the accounting professional in the twenty-first century. Auditing theory and practice will be discussed with emphasis on professional and ethical responsibilities. (Prerequisite: ACC221 or with the consent of the Dean.)

ACC 461   5 credits
Advanced Fraud Examination Techniques

This course presents advanced techniques in planning, conducting and documenting interviews information gathering. Students will learn to identify and interpret verbal and nonverbal cues during interviews. Students will discuss gathering information through various interview techniques and computer forensics.

ACC 462   5 credits
Ethics, Compliance, & Corporate Governance

Students will also evaluate fraud risk through assessment, discuss key aspects of a fraud risk management program and the development of internal controls in anti-fraud programs. This course provides an overview of legislation enacted such as Committee of Sponsoring Organizations (COSO) internal control framework, the Sarbanes-Oxley Act, Statement on Auditing Standards No. 99 (SAS), and the role of the Public Company Accounting Oversight Board (PCAOB).

ACC 480   5 Credits
Research Capstone: IFRS & GAAP

This course provides a capstone experience by challenging students to identify accounting issues, locate and research appropriate accounting concepts, standards, statements, pronouncements, or tax authorities, and then provide a thorough analysis in determination of an appropriate conclusion for the decision making process. Communication of research and analysis will require students to prepare organized and structured written papers utilizing appropriate APA format and then to present findings and conclusions to various audiences. (Prerequisite: Satisfactory completion of all general education and core courses or with the consent of the Dean.)

ACC 499   3.5 Credits
Accounting Research and Analysis

This course provides a capstone experience by challenging students to identify accounting issues, locate and research appropriate accounting concepts, standards, statements, pronouncements, or tax authorities, and then provide a thorough analysis in determination of an appropriate conclusion for the decision-making process. Communication of research and analysis will require students to prepare organized and structured written papers utilizing appropriate APA format and then to present findings and conclusions to various audiences. (Prerequisite: Satisfactory completion of all general education and core courses or with the consent of the Dean.)

Biology

BIO 101   4.5 Credits
Introduction to Biology

This course provides an integrated exploration of the fundamentals of biology with an emphasis on the application of biology to human concerns. Topics include plants, animals, microbes, the nature and the origin of life, genetics, evolution, and ecology.

BIO 110   4.5 Credits
Human Anatomy and Physiology I

This course introduces students to the structure and the function of the various body systems, including how these systems interact and affect one another. Emphasis is placed on using the precise language of the body as it relates to everyday work in a medical environment. Topics include health and disease; senses; hormones; and the integumentary, skeletal, and nervous systems.

BIO 111   4 Credits
Anatomy and Physiology

This course introduces students to the structure and the function of the various body systems and how these systems interact and affect one another. Emphasis is placed on using the precise language of the body as it relates to everyday work in a medical environment. Topics include health and disease; senses; hormones; and the integumentary; skeletal; and nervous systems.

BIO 120   4.5 Credits
Introduction to Medical Microbiology

This course introduces students to the science of microbiology with an emphasis on the connection between microbiology and human health. Topics include the activities of bacteria, viruses, and other microorganisms, as well as genetics, biotechnology, diseases, immunity, and ecology.

BIO 131   4 Credits
Cardiopulmonary and Renal Anatomy and Physiology

This course focuses on a detailed study of the structure and the function of the human cardiac, pulmonary, and renal systems. Associated medical terminology is also covered.

BIO 155   4 Credits
Patient Assessment

This course focuses on the theory and application of competent bedside assessment. Topics include interviewing, examining, and monitoring patients. Upon completion, students will be able to interpret patient data, evaluate treatment results, and discriminate abnormalities from the range of normal findings.

BIO 210   4 Credits
Introduction to Microbiology

An introduction to microorganisms, their biology, and their relationships to health, technology, and the environment, with practical applications.

Business

BUS 215   4.5 Credits
Business Law

This course introduces the multiple facets of business law including online commerce. Emphasis is placed on the basic concepts of how businesses are organized and operate within a legal environment.

Business Information Security

BIS 250   5 credits
Database Management

This course introduces students to database design and creation. Emphasis is on data dictionaries, normalization, data integrity, date modeling, and creation of simple tables, queries, reports, and forms. The course presents the fundamental concepts and techniques in database use and development as well as provides a foundation for research in databases.

BIS 301   4 Credits
Computer Technology Administration

The course focuses on high-level IT support and upgrade issues. Emphasis is placed on multiple facets of a systems-based approach to technology management including identification, acquisition, rollout, support, and replacement cycles of technology on all business levels from desktop to enterprise solutions. Disaster recovery plans will also be discussed.

BIS 310   4 Credits
Network Systems Administration

This course focuses on the general principles involved in building, setting up, configuring, and maintaining computer communities and networks. It provides a detailed look at the day-to-day operations of both network and system administration. Topics include identifying, interpreting, and evaluating system and network requirements; network and information security; backup; and recovery.

BIS 320   3.5 Credits
Productivity Software Applications

This course focuses on productivity software applications in order to give students the proficiency they need to succeed in environments that require the use of computers and the Internet. Students will be required to demonstrate the ability to effectively use the latest computer and Internet technology to achieve business objectives, increase productivity, and improve profitability. Upon completion of the course, students will be prepared to pass national certification exams in productivity software applications.

BIS 330   3.5 Credits
Web Site Management

This course focuses on the setup, the administration, and the customization of web-based content management systems including portal sites. Students are required to design and create a major website portal structure with web interfaces and a web-based payment systems page.

BIS 335   5 credits
Computer Networks & Security

This course presents an introduction to the design and analysis of computer communication networks. Topics include application layer protocols, Internet protocols, network interfaces, local and wide areas networks, wireless networks, bridging and routing, and current topics. In this course, students will learn about network attacks and vulnerabilities as well as current defenses. Topics include cryptography, confidentiality and authentication protocols, botnets, firewalls, intrusion detection systems, and communication privacy and anonymity.

BIS 340   4 Credits
Managing Emerging Technology Trends

This course focuses on decision-making considerations for adopting technology on the enterprise level. Students will examine the particular issues that drive technology innovation and adoption. Discussions may include topics of early adoption, planned obsolescence, strategic purchases, service agreements and assessing and forecasting technology trends.

BIS 350   4 Credits
Project Management

This course focuses on the practical project management skills needed to successfully define, plan, and manage projects within time, resource, and budget constraints. Topics include project scope, work breakdown structure and Gantt charts, project evaluation and review, network diagrams, scheduling techniques, cost and budget management, and resource allocation decisions. Concepts are applied using project management software.

BIS 360   5 credits
Data Communications & Management

In this course, students gain a practical understanding of relevant terminology, concepts and other information necessary to manage data communications. By the end of the course, students should be able to make intelligent decisions about the appropriate design, purchase, integration and use of data communication equipment and systems.

BIS 400   5 credits
Advanced Management of Information Systems

This course helps students see the connection between information systems and business performance. The goal of the course is to enable students to assess the opportunities and problems that managers use to add value to their organizations. It also aims to help students understand transformational changes within and across industries.

Capstone

CAP 499   4 Credits
Capstone

Students are required to complete project or write a thesis that integrates and demonstrates mastery of the basic learning objectives of the degree program. (Prerequisite: Completion of all core courses or with the consent of the Dean.)

Chemistry

CHE 101   4.5 Credits
Introduction to Chemistry

This course introduces the key concepts and methods of inorganic and organic chemistry with an emphasis on the relationship between chemistry and the environment, medicine, and the function of the human body. Students apply theoretical and practical chemistry to solve problems.

CHE 110   4 Credits
Introduction to Chemistry

Introduces the fundamentals of chemistry to students in the health sciences. Covers chemical measurements and calculations, atomic structure, chemical bonding, chemical reactions, states of matter, solutions, chemical equilibrium, acid-base systems, and introduces organic chemistry.

Communication

CMN 101   4.5 Credits
Communication Skills for the Workplace

This course develops effective communication skills for success in the workplace. Emphasis is on building students' skills in areas such as writing letters, emails, memos, and reports; composing and delivering oral presentations; listening; working in groups; using positive emphasis; and revising.

CMN 110   4.5 Credits
Health Communication

This course provides a research-based, thorough overview of health communication, balancing theory with practical advice that encourages students to develop their own communication skills. The major topics covered include the perspectives of the caregiver and the patient, culture's role in health and healing, the history of healthcare, current healthcare issues, diversity among patients, and the impact of technology on health communications.

CMN 201   4 Credits
Communication and Public Speaking

This course focuses on the principles of effective public speaking and presentation. Emphasis is placed on Development, Preparation, Delivery, Presentation Aides, and Persuasive Speaking.

CMN 205   5 Credits
Communication and Public Speaking

This course focuses on the principles of effective public speaking and presentation. Emphasis is placed on Development, Preparation, Delivery, Presentation Aides, and Persuasive Speaking.

Computer Applications

APP 101   3.5 Credits
Computer Fundamentals

This course explores the introductory use of word processing, spreadsheet, and presentation applications. Students will learn computer skills, including document and spreadsheet creation and presentation techniques.

APP 102   3 Credits
Excel Applications

This course introduces students to the use of Excel as a business tool. The course will cover the use of Excel to sort and analyze basic research data. Students will be able to develop tables, graphs and charts, complete data analysis, and understand the importance and use of Excel in their career.

APP 103   3 Credits
Word Processing and Presentations

This course explores the advanced use of word processing and presentation applications. Students will learn how to use advanced features of the application, including how to generate quality documents, use templates, and incorporate graphics and media in professional presentations. (Prerequisite: APP 101 or with the consent of the Dean.)

APP 104   3 Credits
Spreadsheet Applications

This course explores the advanced use of spreadsheets. Topics include how to generate formulas and sort and analyze basic research data. Students will learn how to use advanced features of the application, including how

to develop tables, graphs, and charts. Upon completion, students will be able to complete simple data analyses. (Prerequisite: APP 101 or with the consent of the Dean.)

APP 110   5 Credits
Business Computer Fundamentals

This course explores the introductory use of word processing, spreadsheet, and presentation applications. Students will learn computer skills, including document and spreadsheet creation and presentation techniques. Emphasis is on utilization of basic application skills to complete general business tasks.

APP 111   5 Credits
Practical Business Spreadsheets

This course introduces students to the use of Excel as a business tool. The course will cover the use of Excel to sort and analyze basic research data. Students will be able to develop tables, graphs and charts, complete data analysis, and understand the importance and use of Excel in their career. Emphasis on use of Excel to meet general business needs.

APP 126   3.5 Credits
Databases

This course introduces several current database software products and their use in business. Emphasis is placed on database terminology in the study of tables, queries, forms, and reports. Computations and expressions are used to perform database inquiries.

College Success Strategies

CSS 101   4 Credits
Psychology of Motivation

This course introduces students to the skills, characteristics, and habits that will help them be successful in a college environment and future careers. Topics include time management, problem solving, goal setting, resume writing, and a range of success skills. Upon completion, students will be able to produce a Standard APA formatted paper, navigate various online resources, and demonstrate multiple college and career success strategies.

CSS 105   5 Credits
Psychology of Motivation

This course introduces students to the skills, characteristics, and habits that will help

them be successful in a college environment and future careers. Topics include time management, problem-solving, goal setting, academic and research writing, resume writing, and a range of success skills. Upon completion, students will be able to produce a standards-based academic paper, navigate various online resources, and demonstrate multiple college and career success strategies. (Prerequisites: None.)

CSS 295   5 Credits
Professional Development

This course addresses employment search and acquisition skills. Topics include matching qualifications with job requirements, resume preparation, and job applications. Students learn how to create cover letters, follow-up letters, resignation letters, and recommendation letters. Classroom activities include discussion of basic interviewer questions and interviewing techniques.

CSS 299   4 Credits
Professional Development

This course addresses employment search and acquisition skills. Topics include matching qualifications with job requirements, resume preparation, and job applications. Students learn how to create cover letters, follow-up letters, resignation letters, and recommendation letters. Classroom activities include discussion of basic interviewer questions and interviewing techniques.

Communication in Technology

COT 320   4 Credits
Professional and Technical Communication I

This course introduces students to the nuances of professional and technical communication. Topics include the impact of medium on messages, rhetorical framing of documents, and audience analysis. Students will learn about comprehensive document creation focused on the whole text, medium, graphics, and context of a document.

COT 350   4 Credits
Technology in Communication

This course focuses on the changes taking place in the technologies of information production, distribution, storage, and display. Emphasis is placed on the interaction of these changes

with legal, social, cultural, and communication systems. Students will be required to create and adapt written and graphic design strategies for various communication technologies, including evolving technologies.

COT 420   4 Credits
Professional and Technical Communication II

This course covers the advanced topics begun in COT 320. Students will refine their audience analysis skill and create professional and technical communication texts in specific areas of business, engineering, and science. Emphasis will be placed on the ethical issues in the field of professional and technical communication and how to resolve common ethical dilemmas. (Prerequisite: COT 320 or with the consent of the Dean.)

Computer

COM 102   3 Credits
Computerized Medical Administration

This course provides the student with the training required to keep consistent with computer software that is used in the billing areas of the medical field. Topics covered are basic billing skills, conflict management, and billing collection via real life activities and simulations. Upon completion, students will be able to perform everyday computer functions in a medical office.

COM 103   3 Credits
Computerized Pharmacy Systems and Databases

This course provides students with the training required to keep consistent with computer software used in the pharmacy. Topics include prescription documentation, prescription processing, and the use of computer software in inventory management. Upon completion, students will be able to perform real life activities via simulations exhibiting basic skills in using pharmacy computer software.

Design

DES 103   3 Credits
Beginning Vector Illustration

This course focuses on vector software to produce detailed and scalable art for most applications. Upon completion, students

will be able to use the following tools and functions: selection, drawing, pen, type, transformation, distortion, layers, and path and shape modification.

DES 104   3 Credits
Beginning Image Editing

This course focuses on raster image editing software to produce images, focusing on features professionals consider the most important. Topics include creating, recreating, and editing images in preparing them for web and print. Upon completion, students will be able to demonstrate "non-destructive editing" principles and create a variety of layouts applying the major principles and elements of design.

DES 105   3 Credits
Page Layout Tools

This course builds a basic proficiency in layout and production techniques currently being used by graphic art professionals. This course enables students to utilize the principles/elements of design to create various layouts and prepare files for digital output and print production.

DES 109   3 Credits
Graphic Design I

Explore the foundations of graphic design, including the principles, elements, and the design process at the core of the graphic design discipline. The course also explores the historical and cultural influences on graphic design today.

DES 113   3 Credits
Typography

This course explores the critical role of typography in graphic design. Course projects place an emphasis on the anatomy of the letterform, the distinguishing features of different typefaces, and creative applications of type.

DES 114   3 Credits
Print Production and Color Theory

This course focuses on the technical fundamentals of producing professional print publications, including color theory and pre-press.

DES 116   3 Credits
Color Theory

This course introduces students to color theory and the application of color to social contexts.

Students will learn how color is derived in print and e-formats like CMYK and RGB. Additional emphasis is placed on fundamental color management techniques and cross-platform color strategies.

DES 209   3 Credits
Graphic Design II

The course deepens the student's understanding of principles and elements guiding graphic design. Areas of focus include the design process, developing creative briefs, broad design strategies, and client interactions.

DES 214   3 Credits
e-Color Theory

This course focuses on the technical, the aesthetic, and the sociological fundamentals of color usage in e-formats such as the Internet, mobile computing, social media, and developing e-technologies.

DES 240   3 Credits
Information Design I

This course focuses on visual representation of technical information in a variety of mediums.

DES 241   3 Credits
Web Design I

This course is an introduction to web design basics and designing and creating professional websites with a limited knowledge and ability to write HTML code. Students will create user-friendly interactive websites with creative interfaces, strong graphic images, functional site organization, and logical navigation.

DES 242   3 Credits
Logo and Identity Design

This course focuses on developing essential skills for designing logos and corporate identities.

DES 243   3 Credits
Layout Design

This course uses the principles of effective composition to create multi-page layouts.

DES 244   3 Credits
Package Design

This course focuses on designing and creating packaging with emphases placed on technical requirements.

DES 245   3 Credits
Advertising Design

This course teaches the rules of advertising design from both a creative and a business perspective, taking the project from creative brief to concept development.

DES 246   3 Credits
Digital Animation I

This course introduces basic animation skills. Topics include application and properties of common tools and the integration of audio and video in creating animation. Upon completion, students will be proficient in the functionality, interactivity, and usability of basic drawing and animating tools.

DES 248   3 Credits
Web Design II

This course focuses on designing and implementing a hypertext-based publishing site using authoring and scripting languages, content creation and management tools, and digital media tools. Emphasis is placed on capturing information using emerging web technologies that employ graphics, as well as a coded interface.

DES 250   3 Credits
Portfolio Design

This course focuses on preparing the student's portfolio in preparation for employment. The course culminates in a professional digital and print portfolio.

DES 305   3 Credits
Web Portfolio Design

This course will focus on successfully presenting work to potential clients via the Internet. Emphasis is placed on identifying strengths and weaknesses of designers and selecting works that best showcase an individual designer's talents. Students will be required to create an HTML-based Web Portfolio site to present to potential clients or employers.

DES 314   3.5 Credits
Advanced Color Theory

This course focuses on advanced color principles, terminology, and applications with an emphasis on managing color choices for graphic design projects. Students will examine the specific properties and optical perceptions of color and learn how to create

color harmonies for specific design projects based on logic and research and how color values are relevant to specific products.

DES 323   3 Credits
Intermediate Image Editing

This course builds on the concepts covered in DES 104 Image Editing. Topics include advanced color management, quick masks, photo editing, and features specific to the latest version image editing program. Upon completion, students will be able to adjust and enhance images with speed and proficiency. (Prerequisite: DES 104 or with the consent of the Dean.)

DES 324   3 Credits
Intermediate Vector Illustration

This course builds on the concepts covered in DES 103 Vector Illustration. Topics include advanced color management, use of drawing tools, logo design, file preparation, advanced typography, and features specific to the latest version of Vector Illustration software. Upon completion, students will be able to create a basic image using vector software. (Prerequisite: DES 103 or with the consent of the Dean.)

DES 336   3 Credits
Graphic Design III

This course focuses on the different styles that influence graphic design, conceptualizing projects, reinventing clichés, creating balanced layouts, distilling complex information, and motivating an audience. Course projects include creating complex grids, an annual report layout, poster and book designs, art posters, and a direct mail piece. (Prerequisites: DES 109 and 209 or with the consent of the Dean.)

DES 340   3 Credits
Branding and Identity

This course focuses on developing essential skills for designing logos, marketing materials, and advertising programs to establish and promote corporate identities. Case studies focus on giant corporations such as CBS, BMW, and Sony, and how they established their corporate images and business strategically. Course projects require designing or redesigning corporate identities for both existing companies and newly established businesses.

DES 341   3 Credits
Web Design III

This course focuses on design and development using a website Content Management System (CMS). Emphasis is placed on customizing and locally developing and testing the site for future deployment.

DES 342   3 Credits
Information Design II

This course focuses on advanced information design theories and applications with particular emphasis on ethics, strategies, and techniques of information design for small presentation venues. Mobile devices for high-speed dynamic applications are discussed. (Prerequisite: DES 240 or with the consent of the Dean.)

DES 344   3 Credits
Advanced Print Production

This course builds on concepts covered in Print Production and Color Theory. Emphasis is placed on understanding a wide range of modern print methods, including developing technologies. Advanced strategies for overcoming pre-press and print production problems are explored. Projects include multiple pre-press and production versions of print products targeted towards specific reproduction technologies and various software production preparation tools. (Prerequisite: DES 114 or with the consent of the Dean.)

DES 350   4 Credits
Web Design and Development Business Management

This course focuses on the essentials of setting up and managing a web design and development business. Strategies are discussed for finding work and marketing yourself, in addition to registering a company name, establishing an accounting system, and setting up different forms of businesses.

DES 355   3 Credits
Graphic Design Business Management

This course focuses on the essentials of setting up and managing a graphic design business. Strategies are discussed for presenting a portfolio, finding work, and marketing yourself, in addition to registering a company name, establishing an accounting system, and setting up a corporation.

Assignments include a business plan, RFP responses, basic accounting, budgeting, and developing business forms.

DES 360   3 Credits
Digital Animation II

This course focuses on drawing and animation techniques for creating compelling objects and interactive environments. Topics include applying the principles of traditional animation using the basic software toolset. Upon completion, students will be able to use scenes, movie clips, masks, and compound objects to create animated buttons, graphics, illustrations, and interfaces. (Prerequisite: DES 246 or with consent of the Dean.)

DES 365   3 Credits
Animation Scripting

This course focuses on the basics of computer programming. Topics include how to write high-level code that dynamically places, moves, and alters the elements of a design on screen. Upon completion, students will be able to build complex programs, step-by-step, and employ key programming skills and methods while building a code base. (Prerequisites: DES 246 and DES 360 or with the consent of the Dean.)

DES 370   3 Credits
Advanced Logo Design

This course exposes students to professional logo and branding design projects. Emphasis is placed on corporate identity, image, branding, and repositioning with reference to intriguing real-world case studies. Course projects offer a range of challenges from designing a logo to a company branding system, allowing students to build personal style within constraints of realistic project briefs. (Prerequisite: DES 242 or with the consent of the Dean.)

DES 375   3 Credits
Advanced Package Design

This course focuses on designing the packaging of branded products for retail display. Course projects target advanced forms of packaging solutions. Additional emphasis is placed on mass-versus-prestige applications. (Prerequisite: DES 244 or with the consent of the Dean.)

DES 380   **3 Credits**
Advanced Vector Illustration

This course builds on the principles of design in DES 103 and DES 324 to provide students with a working knowledge of a digital illustration software program. Topics include advanced features of the pen tool, gradient meshes, symbols, actions, and filters. Upon completion, students will be able to create photo-realistic illustrations and complex patterns, with an emphasis on workflow features to increase their production speed. (Prerequisites: DES 103 and DES 324 or with the consent of the Dean.)

DES 420   **3 Credits**
Universal Design

This course focuses on the universal design theory and teaches how to apply the theory to design practice with particular emphasis on e-applications and design challenges.

DES 460   **3 Credits**
Advanced Image Editing

This course builds on the principles of design in DES 104 and DES 323 to provide students with a working knowledge of an image editing software program. Topics include advanced features of image correction, masking, brushes, lighting textures, retouching, and special effects. Upon completion, students will be able to explore creative ways of producing high-impact work for print or web media and apply professional approaches to composition that are challenging on both technical and artistic levels. (Prerequisites: DES 104 and DES 323 or with consent of the Dean.)

DES 470   **3 Credits**
Advanced Advertising Design

This course focuses on the rules of advertising design from both a creative and a business perspective. Case studies include print, web, and TV media showcase advertising at work; persuasion, color psychology, and composition; copy writing and typography; and brand communication. Course projects could include ads for social media/web sites, magazines, transit/outdoor applications, printed deliverables, and a multi-part campaign.

DES 475   **3 Credits**
Digital Photography

This course focuses on advanced photography techniques, approaches to composition and lighting, correcting images using Photoshop, and printing high-quality images. Emphasis is placed on developing a solid technical understanding of the medium and identifying individual expressive vision. Advanced projects explore experimental methods for enhancing photographs with digital effects.

DES 490   **4 Credits**
Web/Mobile Design Capstone

This course requires students to demonstrate their mastery of the program objectives by producing a functional web, mobile, or e-application that encompasses all of the integrated knowledge gained from the course. The completed project can be used to demonstrate work quality to prospective employers. (Prerequisite: Completion of all core courses or with the consent of the Dean.)

DES 499   **3 Credits**
Design Capstone Project

This course requires students to complete an individual or group project that will integrate the skills learned in course work for the program as well as a portfolio that can be used to demonstrate work quality to prospective employers. (Prerequisite: Completion of all core courses or with the consent of the Dean.)

Economics

ECN 220   **4 Credits**
Economics

This course covers basic microeconomic concepts. Topics include recession and depression, the circular flow of production and consumption, the role of the market in the economy, wage and price movements, and other key points.

ECN 221   **4 Credits**
Economic Principles

Basic course in macroeconomic concepts. Topics include inflation, the cause and effects of interest rates, the dollar and the foreign trade deficit, productivity growth rate, and the federal budget deficit.

ECN 225   **5 Credits**
Microeconomics

This course covers basic microeconomic concepts. Topics include recession and depression, the circular flow of production and consumption, the role of the market in the economy, wage and price movements, the functions of markets in capitalism, and government interference in free markets. Emphasis is placed on students acquiring the critical thinking skills of economics.

English

ENG 101   **4 Credits**
English Composition

This course focuses on the principles of effective English composition with a comprehensive review and reinforcement of language arts skills. Emphasis is placed on the four essentials of writing: unity, support, coherence, and sentence skills. Practice in proofreading, editing, revision, and clear thinking is incorporated throughout the course.

ENG 105   **5 Credits**
English Writing Fundamentals

This course focuses on the principles of effective English composition with a comprehensive review and reinforcement of language arts skills. Emphasis is placed on the four essentials of writing: unity, support, coherence, and sentence skills. Practice in proofreading, editing, revision, and clear thinking is incorporated throughout the course.

ENG 310   **4 Credits**
Advanced Interpersonal Communication

This course is designed to provide students with the skills they need to be effective communicators. Students will apply interpersonal communication skills theory to various situations in order to understand the clear connections between theory, skills, and life situations they will encounter.

ENG 315   **5 Credits**
Advanced Interpersonal Communication

This course is designed to provide students with the skills they need to be effective communicators. Students will apply interpersonal communication skills theory to various situations in order to understand the clear connections between theory, skills, and life situations they will encounter.

Ethics

ETH 233 — 4 Credits
Ethics

This course is a study of ethics that is relevant to real-life work situations, introducing straight talk about ethics in the workplace. Students will develop a foundation of ethical theory, prescriptive and psychological approaches to ethical decision-making, and acceptable behaviors. The areas of ethics and the individual, managing ethics in the organization, and organizational ethics and social responsibility are examined.

Event Planning and Management

EPM 210 — 4 Credits
Fundamentals of Event and Meeting Planning

This course focuses on the fundamentals of event and meeting management, provides a general overview of the hospitality industry, and presents industry terminology. Emphasis is placed on how the event planner interacts with other professionals in the hospitality industry and identifies the key steps to planning a meeting or event.

EPM 220 — 4 Credits
Event Marketing and Management

This course examines the marketing and the management processes involved in conducting a successful event. Topics covered include developing event budgets that align with program goals and objectives, creating timelines, producing marketing plans and campaigns, and generating basic contracts. Students expand on their negotiation and project management skills and explore marketing methods that are time and cost effective.

EPM 230 — 4 Credits
Special Events

This course focuses on various types of events. Students learn how an event manager will oversee and plan appropriately for a wide variety of functions. Emphasis is placed on workshops, corporate theme parties, fundraisers, trade shows, conferences, weddings, and community and incentive programs. Additional topics include the similarities and the differences among various event types and the necessity of aligning each event type with its desired outcome.

EPM 280 — 4 Credits
Event Logistics

This project-based course introduces the specific issues of on-site management of an event or a meeting. Emphasis is placed on registration, food and beverage planning management, customer service, coordinating with venue management and personnel, and ongoing budget control. The primary outcome of this course is creating an event or a meeting proposal and may include the actual hosting of an event or a meeting.

Externship

EXT 101 — 5 Credits
Externship

The student performs a 160-hour externship (depending on state requirements) at an approved location and is supervised by the on-site professional(s) assigned to the student and by the instructor from the College. During the externship, the student gains proficiency to an employee-acceptable level in the specific program he or she is studying. All hours are volunteered and no remuneration is allowed. (Prerequisite: Satisfactory completion of all core courses or with the consent of the Dean.)

Finance

FIN 231 — 4 Credits
Principles of Finance

Emphasizes money and capital markets, investments, corporate finance, and the universal application of each for a more micro-oriented realistic approach to finance. Money, capital markets, and financial instruments begin the course study with investment theory developed to guide the student's choice of financial instruments. Concluding the course are the special finance problems of the large investor.

FIN 235 — 5 Credits
Principles of Finance

This course introduces students to the concepts of personal financial management. This course will cover personal financial management, money management, debt and income, use of credit, credit reporting, saving and investing, and basic identity theft prevention.

FIN 333 — 4 Credits
Finance

Introduces the principles and practices of financial management. The course also teaches about working capital management, financial budgeting and planning and international financing and investing decisions. The course provides a systematic treatment of the investing and financing decisions of multinational firms. (Prerequisite: FIN 231 or with the consent of the Dean.)

FIN 334 — 4 Credits
Financial Management I

Gives students pre-licensing preparation for life and health insurance. The purpose of life and health insurance, an overview of the insurance industry, contracts, policy provisions, options and riders, beneficiaries, premiums and proceeds are covered. Other topics include underwriting, annuities, Social Security, retirement plans, group health, disability, and accidental death and dismemberment.

FIN 443 — 4 Credits
Financial Management II

Introduces the student to the world of financial markets, regulatory bodies and regulations, and financial instruments. Topics include margin-credit, trading strategies, and financial planning concepts. Focus will be directed to understanding the concepts contained in the General Securities Representative license exam (Series 7). (Prerequisite: FIN 334 or with the consent of the Dean.)

FIN 444 — 4 Credits
Financial Management III

Introduces the student to the world of financial markets, regulatory bodies and regulations, and financial instruments. Topics include types of exchange orders, long and short-term capital gains taxation, and financial planning concepts. (Prerequisite: FIN 443 or with the consent of the Dean.)

FIN 445 — 4 Credits
Financial Management IV

This course focuses on a comprehensive understanding of issues surrounding solicitation and financial and estate planning concepts. The student will learn to calculate long and short capital gains. (Prerequisite: FIN 444 or with the consent of the Dean.)

Gerontology

GER 300   4 Credits
Introduction to Gerontology

This course focuses on the processes of aging and the way aging is defined chronologically, functionally, biologically, sociologically, and psychologically. A full range of gerontology concepts are introduced including the demographics of an aging population, the consequences of physical and cognitive aging, the promotion of health as a means to improve quality of life, the role of sexuality and intimacy in old age, the challenges of informal care giving, the selection of appropriate long-term care facilities, and end-of-life issues.

GER 410   4 Credits
Social Gerontology

This course focuses the social aspects of aging including changes in family dynamics, the social environment, health, economics, retirement, and elderly care issues. The major theories of aging and how they are influenced by the social and the political context are presented. Other topics include the life course transitions that occur as people move into and out of various roles associated with the family and the workplace. The demographics of an aging population tempered with an understanding of how old age is defined and end-of-life issues are also examined.

GER 420   4 Credits
The Aging Body

This course emphasizes the normal and pathological changes associated with aging in the elderly and understanding the difference between the two. Emphasis is placed on the effects of aging on the body systems including the musculoskeletal, skin, respiratory, cardiovascular, urinary, gastrointestinal, endocrine, nervous, sensory, immune, and reproductive systems. Disorders associated with each system (including diabetes, cancer, dementia/Alzheimer's) are presented in context of the aging body. The nutritional and medication considerations associated with these disorders are also covered.

GER 430   4 Credits
Enhancing the Life of the Older Adult

This course explores the promotion of healthy aging. The student will be able to distinguish the physical versus the emotional aspects of aging. An emphasis on health education as a means to enhance the life of the elderly is emphasized. Topics include health behavior selections, clinical preventative services, and the positive impact of exercise, nutritional habits, and weight management. In addition, health promotion considerations provided by alternative medicines, social support, and community health programs are examined.

GER 440   3.0 Credits
Long-Term Care Options for an Aging Population

This course examines the full continuum of long-term care and society's response to the needs and the demands of the aging baby boomer demographic. The full spectrum of long-term care options are covered including housing, home care, retirement homes, assisted living, Medicare, Medicaid, social security, and long-term care insurance. Long-term care quality, associated ethical issues, government regulations/responsibilities and technology impacts are also examined. The course concludes with a look at how current trends of long-term care may impact the future care of an aging population.

GER 450   4 Credits
Case Studies in Gerontology

This course examines the long-term options available to the aging population. Topics include analyzing several case studies representing the various diseases and disabilities of the elderly, the disease process, and treatment. Upon completion, the student will be able to identify the specific options and services available in the community and determine if long-term care placement is necessary. (Prerequisites: GER 300, GER 410, and GER 420 or with the consent of the Dean.)

GER 498   4 Credits
Gerontology Capstone

This course provides the student with the opportunity to choose a health care facility or agency where they can observe day-to-day operations guided by the director of that facility/agency. In addition to the on-site experience, the student will research related data regarding the health care issues of their chosen facility/agency. Experience and research culminates in a final Portfolio Research Paper. (Prerequisite: Satisfactory completion of all core courses or with the consent of the Dean.)

GER 499   4 Credits
Gerontology Externship

This course consists of 20 hours of classroom experience and 80 hours of on-site clinical experience. The first portion of this course reviews the care of the elderly from a health care professional's perspective and prepares the students for their on-site experience in a gerontology setting. The 80 hours of on-site experience exposes the student to all the departments in order to gain an understanding of the full continuum of gerontology from a health care professional's perspective. The externship will be supervised on a weekly basis by the on-site professional(s) assigned to the student and by their instructor. Throughout their externship students will periodically meet as a group in a classroom environment to discuss experiences and lessons learned.

Health

HEA 110   4 Credits
Pathophysiology

Studies pathophysiological etiology and mechanisms that cause disease and alter physiological control and function of organs and organ systems. Emphasizes the gross histopathological and physiological alterations that occur in various disease states.

Health Information Management

HIM 101   5 Credits
Medical Terminology

Medical terminology is a language used to describe the human body, as well as its conditions. In this course, students will learn how to combine words to create meaningful medical terms, utilize correct spelling as well as to comprehend a variety of definitions. Coursework includes a survey of all major body systems including: musculoskeletal, respiratory, circulatory, digestive, reproductive and the urinary system. This course is an essential foundation for the health professional and serves to prepare individuals for a career in the medical field.

HIM 102   5 Credits
Anatomy & Physiology

Explaining the basic principles of anatomy and physiology with an emphasis on the relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis is essential to the health profession. This course includes information on all body systems along with the common conditions that affect them such as neoplasms, hypertension, and injuries. Finally, an overview on the most common procedures performed to treat injury and illness will be explained.

HIM 103   5 Credits
Introduction to Healthcare and Healthcare Documentation

This course is designed to focus on an introduction to the health record content and documentation those most common to the healthcare field. Through a variety of activities, students will explore the contents within the health record, general requirements for the primary documentation and examine forms specific to facilities.

HIM 204   5 Credits
Pathology & Pharmacology of Disease

This course provides students with an overview of health and disease in the human body. The course includes information on disease processes and the influence on the human body. The student will explore the role of Health Information Technology in the health and disease process.

HIM 205   5 Credits
Healthcare Delivery Systems

This course provides an introduction to healthcare delivery in the United States from a systems theory perspective. Topics of study include the types of professionals employed in healthcare, the institutions that provide services across the care continuum, and the effects of internal and external environments on the healthcare delivery system. Developments in the evolution of healthcare in the U.S. and changes in the current healthcare environment are also examined.

HIM 206   5 Credits
Legal Aspects of Health Information Technology

This course introduces the health information management profession and departmental functions related to legal aspects. It covers the basic functions, content, and structure of the healthcare record as well as paper and electronic medical record systems and management. Various aspects related to health record documentation guidelines and standards are explored as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers are also addressed. This course also emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA.

HIM 210   5 Credits
Coding with CPT

This course will expand on the clinical classification systems through the use of Current Procedural Terminology (CPT) coding principles. Assignments and practical examples of patient records will provide practice in coding and sequencing of CPT codes. Exercises allow students to apply guidelines for Evaluation and Management (E/M) coding and will include modifier assignment, in addition to the purpose and use of the Healthcare Common Procedure Coding System (HCPCS). The applications of coding principles are also explored through the use of software tools.

HIM 220   4 Credits
Healthcare Information Management

This course focuses on the basic guidelines of content and structure, analysis, assessment, and improvement of information critical to every health care organization. Topics include changes in the healthcare field, current practices in use, and computerization of record operations and systems.

HIM 225   4 Credits
Healthcare Information Systems

This course focuses on the most important classes of healthcare information systems. Topics covered include patient-care management, billing, research, integrated healthcare data, and epidemiology systems.

HIM 230   4 Credits
Documentation in Healthcare and the EMR

This course focuses on trends in the development of standardized patient records and electronic medical records (EMR) for a variety of health-related applications. Topics covered include privacy, confidentiality, protection, and standardization.

HIM 240   4 Credits
Healthcare Compliance and Coding Management

This course focuses on the skills and the concepts used in analyzing the structure and the organization of the coding function, including performance and process improvement, staff recruitment and retention, and reporting issues. Emphasis is placed on building competencies in structuring, developing, and implementing a compliance program within a healthcare organization including internal and external auditing and program evaluation.

HIM 303   5 Credits
Healthcare Records Data Management I

This course focuses on the methods to collect, access, and retrieve and retaining health data and patient medical records. Topics include, but are not limited to the master patient index, record indentification, and filing systems.

HIM 305   5 Credits
Ethics and Security in Health Information Technology

This course focuses on health-related information, its transferability and the secure manner in which it is in compliance with national and international legislation and agreements. This course also introduces standards for electronic-healthcare information security and explores the challenges of e-healthcare information and security policy technologies.

HIM 306   5 Credits
Healthcare Compliance Principles and Health Information Technology

This course focuses on compliance and regulatory trends that impact decisions made within health information management.

Topics include, but are not limited to, HIPAA, fraud and abuse, coding auditing and compliance, and clincial documentation improvement practices.

HIM 307   5 Credits
Electronic Health Records in Healthcare Today

This course focuses on trends in the development of standardized patient records and electronic medical records (EMR) for a variety of health related applications. Topics covered include privacy, confidentiality, protection, and standardization as relates to the role of the Health Information Manager.

HIM 308   5 Credits
Healthcare Statistics & Research

This course focuses on the compilation, the analysis, the presentation, and the maintenance of healthcare research and statistical techniques. Institutional Review Board (IRB) processes, research protocol monitoring, and knowledge-based research techniques are reviewed. Emphasis is placed on the use of basic statistical principles, indices, databases, registries, vital statistics, descriptive statistical models, and the use of data analysis for decision-making.

HIM 309   5 Credits
Healthcare Analytics and Metrics

This course addresses the use of data in health information management. In addition, the course focuses on decision making strategies for using data within health information management.

HIM 310   5 Credits
Quality Performance Improvement Concepts in Healthcare

This course provides an overview of the rules and regulations that govern quality improvement within healthcare. The course reviews the integration of quality improvement models and strategies that assist with implementing quality improvement, utilization managment, and risk management initiatives.

HIM 311   5 Credits
ICD-10 and Health Information Management

This course will cover clinical vocabularies and classification systems, as well as the principles and guidelines for using ICD to code diagnoses. Students will gain an understanding of ICD as it is used in an inpatient setting and the severity of illness and case mix analysis systems . Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored through the use of software tools.

HIM 340   4 Credits
Healthcare Databases and Data Quality

This course focuses on the design and the use of healthcare and medical databases. It provides hands-on experience with the design and the use of databases, the review and the analysis of databases, and database management systems. Data quality and data integrity concepts and issues are covered. (Prerequisites: HIM 220 and HIM 230 or with the consent of the Dean.)

HIM 350   4 Credits
Healthcare Information Security

This course focuses on health-related information, its transferability and the secure manner in which it is in compliance with national and international legislation and agreements. This course also introduces standards for electronic-healthcare information security and explores the challenges of e-healthcare information and security policy technologies. (Prerequisites: HIM 220, HIM 225, and HIM 230 or with the consent of the Dean.)

HIM 360   4 Credits
Healthcare Informatics

The focus of this course is on the application and the use of information technology to support clinical and managerial decision-making in healthcare. Emphasis is placed on the information technology that supports the delivery of services including the collection, the storage, the retrieval, and the communication of data; safeguards used to protect information systems; ethical and legal issues; and information management to promote patient safety and quality of care. Information literacy and basic hardware and software concepts are addressed. Fundamental software applications including spreadsheets and healthcare databases are considered. (Prerequisites: HIM 220, HIM 225, HIM 230, and HIM 240 or

with the consent of the Dean.)

HIM 401   5 Credits
ICD-10 Advanced Coding

This course provides an advanced overview of ICD-10 coding principles and conceptsa and emphasizes the use of proper assignment of codes for diagnoses and procedures. In addition, use of coding encoder systems is provided.

HIM 402   5 Credits
Reimbursement in Health Information Technology

This course provides emphasizes the use of proper assignment of codes for diagnoses and procedures. In addition, use of coding encoder systems is provided.

HIM 404   5 Credits
Healthcare Records Data Management II

This course builds on the methods to collect, access, and retrieve and retaining health data and patient medical records. Topics include, but are not limted to record retention, disaster planning, electronic document management, data governance, health information exchange (HIE), health data registries, voice recognition, and transcription.

HIM 409   5 Credits
Data Governance

This course addresses the transition from paper-based and hybrid medical records to electronic health records. Information Governance principles, concepts, and models are used to address the transition and management of electronic data. Topics include, but are not limited to, record retention, data architecture, data analytics, data integrity, and enterprise content management.

HIM 410   5 Credits
Human Resources in Health Information Management

This course examines the role of the health information management professional as a strategic partner in managing healthcare organizations. Management and leadership functions such as recruitment, selection, development, appraisal, retention, and

compensation are addressed. Current issues such as diversity training and sexual harassment policies are analyzed within the course.

HIM 411 — 5 Credits
Healthcare Finance

This web-based course is to prepare healthcare professionals for the responsibilities in maintaining a well -managed healthcare department/healthcare organization. This course provides a detailed understanding of health care financial management for decision - making. The course blends accounting and finance concepts to enhance the healthcare professional's decision - making skills. Topics covered include types of budgets; financial statements commonly used in healthcare environments; staffing; inventory and depreciation concepts; cost classifications; and trend analysis. The course will enhance the student's decision - making skills by utilizing case studies and practical applications to real world situations.

HIM 412 — 5 Credits
Health Information Management Administrative Principles

This course introduces the health information management profession and departmental functions related to filing and numbering methods, records management, retention and storage, and forms design. It covers the basic functions, content, and structure of the healthcare record as well as paper and electronic medical record systems and management. Various aspects related to health record documentation guidelines and standards are explored as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers are also addressed.

HIM 413 — 5 Credits
Health Information Management Leadership Principles

This course provides an analysis of the health information management professional's role within the healthcare environment. In addition, the course addresses the application of current principles, concepts, and models used for strategic planning and forecasting, leadership, motivation, diversity and inclusion, and change management.

HIM 480 — 5 Credits
Practicum

This course includes a comprehensive review of all courses addressed within the health information management program. Application of current principles, concepts, regulations, rules and guidelines are bridged into the practicum experience in a hospital or related organization.

HIM 490 — 5 Credits
Capstone

This course requires students to complete a variety of healthcare-projects and written assignments that are designed to bridge theoretical concepts with real-word healthcare experiences. In addition, the course requires analysis of career interests in a chosen field that will be used to develop a detailed project proposal to be presented within the course.

Health Services Management

HSM 210 — 4 Credits
Professional Roles and Environments in Healthcare

This course discusses the organization, the leadership, and the management environments in the healthcare industry. Attention is paid to national and international/multinational functions. Trends, structures, and issues affecting the healthcare delivery system will be discussed with emphasis placed on the development of leading, managing, decision-making and problem- solving roles within these settings.

HSM 315 — 4.5 Credits
The American Healthcare System

This course provides students with a current overview of the changing roles and the component parts of the U.S. healthcare system. Emphasis will be placed on analyzing the technical, the economic, the political, and the social forces responsible for these changes. Resources, systems processes, outcomes, and health policy are also addressed.

HSM 320 — 4 Credits
Principles of Epidemiology

This course focuses on the principles governing the study and the practice of epidemiology. Consideration is given to the various methods available to health professionals for selecting and measuring factors of interest, describing their distribution, detecting associations, and identifying populations at risk. The features, the advantages, and the limitations of common epidemiologic research designs are addressed. This course also examines the cultural and the behavioral issues that influence the management and the delivery of healthcare services and provides a framework for assessing the effect of culture and behavior in a variety of settings and situations.

HSM 335 — 4.5 Credits
Management in the Healthcare Industry

This course provides a complete overview of proven management techniques, principles, and procedures.

HSM 410 — 4 Credits
Leadership in Healthcare

This course focuses on both traditional and emerging management and leadership theories. Emphasis is placed on the student's future role in meeting the needs of private, public, and nonprofit organizations. Healthcare executives from local institutions and facilities will discuss current and impending issues in healthcare, regulatory, monetary, and social issues.

HSM 420 — 4 Credits
Quality and Performance Management and Methods

This course focuses on the peer review process and the role health information plays in evaluating patient care and healthcare delivery. The components of quality improvement programs in healthcare facilities, including quality assessment, continuous quality improvement, risk management, and critical pathways/clinical pathways are discussed. The course also reviews the role of health information management professionals in compliance programs.

HSM 430 — 4 Credits
Healthcare Statistics and Research

This course focuses on the compilation, the analysis, the presentation, and the maintenance of healthcare research and statistical techniques. Institutional Review Board (IRB) processes, research protocol monitoring, and knowledge-based research techniques are reviewed. Emphasis is placed on the use of basic statistical principles, indices, databases, registries, vital statistics, descriptive statistical models, and the use of data analysis for decision-making. (Prerequisite: STA 322 or with the consent of the Dean.)

HSM 489   2.5 Credits
Practicum I

This course provides students with an opportunity to develop, in conjunction with their approved preceptor, the practicum project they will implement. Students will begin working on the implementation of the approved project. (Prerequisite: Completion of all coursework or with the consent of the Dean.)

HSM 490   2.5 Credits
Practicum II

This course provides students with an opportunity to continue working on implementation of their approved practicum project. Students will complete the project and submit their final report as outlined in the internship agreement. (Prerequisite: HSM 489 or with the consent of the Dean.)

HSM 499   4 Credits
Capstone

This final course requires students to demonstrate mastery of the knowledge and the skills necessary to successfully perform in the workplace. Students will develop a project plan and a timeline with their Program Chair/Associate Dean during the final academic year and will present their finished work to other HIM students and faculty members. (Prerequisite: Completion of all core courses or with the consent of the Dean.)

Healthcare Administration

HCA 120   4 Credits
Fieldwork in Health Careers

This course provides opportunities for students to build an understanding of the healthcare system using experiential and online learning methods. Students will learn about healthcare careers and enhance leadership skills.

HCA 220   4 Credits
Introduction to Healthcare Management

This course will provide students with a basic overview of the necessary skills and knowledge for a career in healthcare management. A broad overview, with a healthcare perspective, will be presented on such topics as leadership, managing employees, communications and marketing, quality, finance, legal, ethical, and cultural issues and strategic planning.

HCA 300   4 Credits
The Healthcare System

A study of the U.S. healthcare system to help students understand the critical issues facing healthcare in its ever-changing environment, and to gain a sense of the complex multidimensional nature of healthcare delivery in the United States.

HCA 320   4 Credits
Healthcare Professional Practice Standards

This course presents an overview of regulatory statutes, licensure requirements, accreditation and other professional practice standards that affect healthcare organizations.

HCA 340   4 Credits
Public Health Communication

This course introduces the use of health and communication theory and social marketing strategies to create effective, evidence-based, culturally appropriate health communication messages and campaigns.

HCA 350   4 Credits
Managed Care in the 21st Century

This course examines the economic and delivery challenges in healthcare in our current and future environment. The complex relationship among vital healthcare delivery systems, government, agencies, insurance entities, and providers are explored. The historic and contemporary trends affecting HMOs, IPA, PPS and other healthcare delivery systems are evaluated. The crucial legal and ethical considerations, including legislation governing healthcare management are covered.

HCA 375   4 Credits
Healthcare Financial Administration

This course is designed to build upon the concepts introduced in basic accounting courses and develops proficiency in applying administrative financial techniques in healthcare decision-making. (Prerequisite: ACC 101and ACC 102 or with the consent of the Dean; the prerequisite for students enrolled in the Health Services Management program is ACC 220)

HCA 430   4 Credits
Healthcare Reimbursement Systems and Policies

This course covers the history and functioning of healthcare reimbursement systems. Emphasis is placed on the policies and procedures of government and major third party systems.

HCA 432   4 Credits
Healthcare Economics and Policy

Discussion and analysis of the economic models controlling healthcare markets with subsequent investigation of the complex federal, state, and local policies and policymaking processes which result from those models in the U.S. healthcare systems.

HCA 440   4 Credits
Legal and Ethical Aspects of Healthcare Administration

Review of legal responsibilities of physicians, other healthcare workers, and healthcare institutions and means by which health-related laws and regulations are developed and implemented. Issues involved in healthcare professional ethics are discussed and evaluated.

HCA 450   4 Credits
Organizational Behavior

This course examines organizational change including what effective managers can do to understand and anticipate such change and to respond accordingly. Topics include concepts in organizational behavior; learning, motivation and performance; groups and organizational design; and organizational processes.

HCA 460   4 Credits
Health Facility Operations

A review of long-term care facility operations utilizing simulations. Students make operational decisions utilizing financial statements, census reports, staffing schedules, and other relevant factors. Prepares students for specific types of situations and questions encountered on the long-term care administrator licensing examination. (Prerequisite: HCA 300 or with the consent of the Dean.)

HCA 462   4 Credits
Long-term Care Administration

Application of health administration core curriculum to specific practice issues in the long-term care setting. Setting specific organization structures, relationships with healthcare providers, services offered, financial management issues, and regulatory issues are investigated. (Prerequisites: HCA 300 and

HCA 440; prerequisite requirement does not apply to students enrolled in the Healthcare Administration Gerontology emphasis or with the consent of the Dean.)

HCA 474   4 Credits
Senior Seminar

A course for seniors designed to provide integration and application of theory through a project that integrates and demonstrates mastery of the basic learning objectives of the degree program through applied research and analysis. This course provides students with the opportunity to analyze and develop strategies and/or proposals aimed at improving healthcare in their local communities. (Prerequisite: Satisfactory completion of all HCA courses or with the consent of the Dean.)

HCA 477   4 Credits
Senior Seminar

A course for seniors designed to provide integration and application of theory through their choice of a project or externship. The project integrates and demonstrates mastery of the basic learning objectives of the degree program through applied research and analysis. It provides students with the opportunity to analyze and develop strategies and/or proposals aimed at improving healthcare in their local communities. Alternatively, students may perform a 120-hour externship at an approved location, supervised by the on-site professional(s) assigned to the student and by the instructor from the College. During the externship, the student gains proficiency to an employee-acceptable level. All hours are volunteered and no remuneration is allowed. (Prerequisite: Satisfactory completion of all core courses or with the consent of the Dean)

HCA 499   5 Credits
Externship

The student performs a 150-hour externship at an approved location and is supervised by the on-site professional(s) assigned to the student and by the instructor from the College. During the externship, the student gains proficiency to an employee-acceptable level in the specific program he or she is studying. All hours are volunteered and no remuneration is allowed.

Healthcare Science

HCS 440   4 Credits
Home Healthcare

Home health is one of the fastest growing areas in healthcare, reflecting the shift from hospital to home care. This course will provide you with information on working with individual clients of all ages, integrating family/caregiver issues, and using environmental and community resources to promote optimal well-being to home health patients.

History

HIS 220   4 Credits
American Civilization

This course covers the history of the United States from the American Revolution to the present. Emphasis is on the economic, political, and social development of our country.

HIS 225   5 Credits
American History

This course covers American history from colonization to the present. Emphasis is on the relevance of cultural, economic, political, and social developments in the United States.

HIS 300   4 Credits
U.S. History Since the Civil War

This course offers students an overview of how America transformed itself, in a relatively short time, from a land inhabited by hunter-gatherer and agricultural Native American societies into the most powerful industrial nation on earth. The student will learn how dominant and subordinate groups have affected the shifting balance of power in America since 1863. Major topics include: Reconstruction, the frontier, the 1890s, America's transition to an industrial society, Progressivism, World War I, the 1920s, the Great Depression and the New Deal, World War II, the Cold War, Vietnam, economic and social change in the late 20th century, and power and politics since 1974.

Human Resource Management

HRM 210   4 Credits
Introduction to Human Resources Management

This course introduces the major human resources management functions in organizations. Emphasis is placed on staffing; training and development; employee relations; labor relations; employment law; workplace health, safety and security; compensation and benefits; job analysis; and job design.

HRM 211   5 Credits
Introduction to Human Resources Management

This course introduces the human resources management functions in organizations. Emphasis is placed on staffing; training and development; employee relations; workplace health, safety and security; compensation and benefits; and job analysis.

HRM 220   3.5 Credits
Staffing Management

This course focuses on developing the strategic structure necessary for providing corporations with the human resources needed to achieve organizational goals. Students learn strategies and techniques for planning, recruiting, selecting, training, and retaining employees. (Prerequisite: HRM 210 or with the consent of the Dean.)

HRM 250   5 credits
Workforce Management, Labor Issues, & Dispute Resolution

In this course, students are presented with institutional processes that maximize performance levels and competency for an organization. The course covers the activities needed to maintain a productive workforce, such as field service management, human resource management, performance and training management, data collection, recruiting, budgeting, forecasting, scheduling, and analytics. Students learn the principles of conflict resolution, and the techniques for productive conflict management

HRM 300   3.5 Credits
Training and Development

This course examines training and organizational

development techniques and strategies. Topics include needs assessment; design, development, and delivery of training content; and evaluation of learning outcomes for individuals and organizations. (Prerequisite: HRM 210 or with the consent of the Dean.)

HRM 310   4 Credits
Compensation and Benefits

This course examines the compensation and the benefit plans used to attract, retain, and motivate employees. Topics include compensation management issues such as calculating pay increases; merit pay; pay-for-performance; incentives/bonuses; profit sharing; and analyzing, interpreting and incorporating comparative salary survey data. Students will also evaluate employee benefits such as paid time off, retirement plans, health and wellness benefits, flexible work models, and regulatory issues that influence pay and benefits management. (Prerequisite: HRM 210 or with the consent of the Dean.)

HRM 320   3.5 Credits
Human Resources Information Systems

This course focuses on using technology to develop, maintain, and manage human resources information. Topics include HR software applications, database fundamentals, privacy and confidentiality issues, vendor evaluation, system and software development, design issues, and strategies for gaining user acceptance. (Prerequisites APP 101 and HRM 210 or with the consent of the Dean.)

HRM 340   5 credits
Human Resources Training & Development

This course provides students with an overview of the role of training and development in human resource management. The key elements covered include needs analysis, program design, development, administration, delivery and program evaluation. Other topics include adult learning theory, transfer of training, career planning, counseling, training techniques, and trends in training.

HRM 400   4 Credits
Employment Law

This course examines legal issues in the workplace, addressing employment laws that impact the human resource

function involved in the employer/employee relationship. Topics include discrimination, affirmative action, harassment, equal employment opportunity, employment agreements, and other legal issues that shape the motivation, production, and rights of employees. (Prerequisites: MAN 224 and HRM 210 or with the consent of the Dean.)

HRM 410   4 Credits
Conflict Resolution in the Workplace

This course examines conflict resolution issues in a corporate environment. Topics include negotiation skills, facilitation skills, employee relations, labor relations, group communication process, and diversity management issues. (Prerequisite: HRM 210 or with the consent of the Dean.)

HRM 420   4 Credits
Organizational Development and Workforce Planning

This course focuses on external business realities as well as how value is defined by key stakeholders both inside and outside the company. This course presents practical tools for leveraging this knowledge to create HR practices; building organizational capabilities; designing HR strategy; and marshaling resources that create value for customers, investors, executives, and employees. (Prerequisite: HRM 210 or with the consent of the Dean.)

HRM 430   3 Credits
Human Resources Capstone

This course requires the student to demonstrate their mastery of human resources knowledge by creating a model situation with solutions for common human resource challenges. Students will use all of the integrated knowledge gained from classroom and project experiences throughout the program to complete the capstone. (Prerequisite: Completion of all technical courses or with the consent of the Dean.)

HRM 450   5 credits
Compensation & Benefit Administration

This course identifies a framework for implementing compensation and benefits systems to attract and retain a high performance workforce. The course focuses on the role of human resources in managing

competitive rewards and pay plans. Specific topics include compensation administration, job evaluation and pay structures, base and incentive pay, increases and bonuses, executive compensation, and employee benefits plans including required, voluntary, and retirement plans. A review of various compensation influences such as laws and regulations is also covered.

HRM 460   5 credits
Employee Recruitment & Retention

This course examines the fundamentals of successful recruitment, staffing, and retention. The course focuses on job analysis, behavioral interviewing, assessing candidates, background investigations, legislative compliance, equal employment opportunity and Affirmative Action requirements. The course presents economic conditions that impact staffing, short-term and long-term strategy and planning, internal and external recruiting, and career planning.

Information Systems Security

ISS 220   4 Credits
Computer Law

This course focuses on legal topics pertaining to the kinds of intellectual property most relevant to computers (copyrights, patents, and trade secrets), computer-related contracts, electronic transactions, computer fraud, hacking and negligence, privacy, and the use and the abuse of computer-related evidence. Emphasis is placed on the laws and the legal principles regulating the use and the exploitation of computers and software as objects and instruments of commerce.

ISS 310   3.5 Credits
Information Security Management

This course focuses on the management of information technology security. Emphasis is placed on access control systems and methodology, business continuity and disaster recovery planning, legal issues in information system security, ethics, computer operations security, physical security, and security architecture using current standards and models.

ISS 320   3.5 Credits
Ethical Hacking

This course teaches students how to think and act like a hacker in order to identify weaknesses in networks before malicious intruders can take advantage of them.

Emphasis is placed on the methodologies and the tools used by hackers, as well as the ethics of white-hat hacking and present reports on evidence of weaknesses and assurances that information systems security controls are in place.

ISS 330   3.5 Credits
Threats and Defense Mechanisms

This course focuses on the expansive list of technological and computer threats including trojans, viruses and worms, sniffers, phishing, social engineering threats, denial of service threats, and vulnerabilities. Emphasis is placed on the countermeasures and the defense mechanisms necessary to protect valuable resources and information in the technology world.

ISS 420   3.5 Credits
Introduction to Cryptography

This course focuses on modern cryptography and security. Emphasis is placed on various cryptographic tools like symmetric and public-key encryption schemes, signature schemes, message authentication schemes, and identification protocols. Students will be introduced to the fundamental cryptographic tools used to identify the security needs of a system and use existing cryptographic mechanisms to secure organizational systems.

ISS 430   3.5 Credits
Computer Forensics

This course focuses on identifying, tracking, and prosecuting cyber-crime. Emphasis is placed on ethics, professional responsibility, and chain of command when a computer crime is investigated. Additional topics include advanced techniques in computer investigation and analysis, computer hacking, forensic investigation, and computer intruder profiling with interest in generating potential legal evidence. Students are exposed to the process of detecting attacks and collecting evidence in a forensically sound manner.

Laboratory

LBT 204   3 Credits
Phlebotomy and Hematological Procedures

This course presents fundamental knowledge of hematology and blood draws using the vacutainer, capillary collection, single-draw, and double-draw methods. Topics include

blood glucose testing, hemoglobin, blood typing, order of draw, as well as the anatomy and physiology of the circulatory system. Upon completion students will be able to use correct drawing methods for different hematological procedures.

LBT 205   3 Credits
Medical Laboratory Procedures

Introduces the fundamental knowledge of hematology and complete hematology tests, including WBC and RBC, differential counts, blood smears and staining techniques, hemoglobin, hematocrit, blood typing, blood glucose, sedimentation rates, and mono reagent testing.

LBT 280   3 Credits
Medical Laboratory Processes

Provides the student with an opportunity to practice his or her clinical testing knowledge. Complete urinalysis (physical, chemical, and microscopic) and reagent testing, including pregnancy and rapid strep testing, are taught. Students will observe these skills in actual clinical laboratory conditions.

LBT 285   3   Credits
Phlebotomy

Covers how to draw blood using vacutainer, butterfly, and syringe methods. Students will learn the correct vacutainer tube to use for different hematological procedures. Students will observe these skills in actual medical facility conditions.

LBT 295   3 Credits
Phlebotomy and Laboratory Procedures

This course introduces syringe draws and practices vacutainer methods using butterfly needles. Topics include normal and abnormal results, research of common laboratory testing in relation to diseases and disorders of the organ systems, and variations of adult and pediatric draws. Specimen labeling and laboratory paperwork will be taught. Upon completion students will have accomplished the required number of venipunctures in preparation for national or state guidelines.

Management

MAN 103   4 Credits
Management Principles

This course is an introduction to the basic principles of management as it applies to formal organizations. Students are introduced to the importance of effective management within organizations. The traditional management framework is used to provide essential skills in planning, organizing, staffing, directing, and controlling.

MAN 104   4 Credits
Business Practices

This course analyzes the major business activities of marketing, production, financial/information management, and personnel. Students learn the operation of a business by focusing on ownership, business operations, and career opportunities.

MAN 105   4 Credits
Marketing

This course focuses on business activities necessary to match products and markets. Marketing functions such as purchasing, distribution, consumer analysis, promotion, and pricing are discussed.

MAN 111   5 Credits
Introduction to Business & Job Search Skills

This course introduces students to essential areas and functions of business. Additional topics include networking and job search strategies.

MAN 113   5 Credits
Management Principles & Professional Success

An introduction to the basic principles of management. Students are introduced to the importance of effective management within organizations. The course will cover professional success fundamentals.

MAN 115   5 Credits
Marketing & Business Etiquette

This course introduces students to the activities necessary to attract, gain, and retain a target audience. The course will cover product, people, place, price, and promotion. Addresses professional appearance, quality work relationships, and personal skills in business etiquette.

MAN 120 — 4 Credits
Introduction to Retail Sales Management

This course focuses on the fundamentals of retail sales and management and relevant operations. Emphasis is placed on successful sales, marketing strategies, understanding consumer behavior, and decision-making processes. Additional topics include staffing, financial metrics, merchandising, buying and planning, logistics, and customer service.

MAN 150 — 4 Credits
Business Calculations

This course explores the application of business math used in the business and accounting industry. It focuses on the mathematical processes and the day-to-day operations of any business. Students will learn about percentages, sales commissions, discounts and markup. Topics include banking, payroll, taxes, and insurance. Upon completion, students will be able to calculate simple and compound interest, inventory and turnover, and depreciation and measurement.

MAN 201 — 4 Credits
Supervision

This course introduces students to the duties and responsibilities of being a supervisor. Topics include employee motivation, conflict management, decision-making skills, and human resource functions. Students will learn about daily operations, challenges, and legal aspects of first-level management.

MAN 205 — 5 Credits
Supervision, Conflict, Negotiations, and Accountability

The course focuses on skills and competencies of effective supervision. It is designed to provide the framework and foundation of what it takes to be a first-line supervisor. This course reviews the importance of employee coaching, performance reviews, and organizational change management. This course introduces students to workplace conflict resolution. The course will cover negotiation strategies for managing workplace harassment and violence.

MAN 210 — 4 Credits
Entrepreneurship

This course is a career-related overview of business startups, idea identification, value proposition, and competitive advantages in a student's area of specialization. Students will be able to identify and evaluate new business ideas, learn how to prepare and evaluate business plans, and identify capital sources for new ventures.

MAN 215 — 5 Credits
Entrepreneurship, Motivation, and Leadership

This course is an introduction to business start-ups and competitive advantage in the business market. The student will be able to identify and evaluate new business ideas, identify capital sources for new entrepreneurial ventures, and elements of a business plan. Students will learn about resources for business plan development. The student will be introduced to basic leadership styles and employee motivation.

MAN 220 — 4.5 Credits
Project Management

In this course, students examine the aspects of project management. Emphasis will be placed on project management topics such as project management practices, project planning, project communication, project monitoring, project budgeting, project scheduling, project completion, and project management information systems.

MAN 225 — 5 Credits
Project Management

In this course, students examine the aspects of project management. Emphasis will be placed on project management topics such as project management practices, planning, internal and external communication, monitoring, budgeting, scheduling, completion, and project management information systems.

MAN 222 — 4 Credits
Investment Principles

Focuses on real estate investments, both private and commercial. Terminology, mortgage and other financing means, valuation and appraisal concepts are discussed.

MAN 223 — 4 Credits
Internet Commerce

Introduces Internet commerce basics and focuses on business concepts and applying technology in order to be successful. Other topics include globalizing a company, marketing and advertising, market trends, vendor solutions, credit card verification systems, security auction technologies, storefronts, and overall technology architecture. Students will learn to utilize Internet commerce solutions from process re-engineering to deployment and testing.

MAN 224 — 4 Credits
Business Law

This course explores the legal problems facing businesses such as court procedures, contracts, and property law. Students learn the intricacies of fair credit reporting, the Privacy Act, and the legalities of business relationships.

MAN 230 — 4 Credits
Advertising Principles

This course presents a general introduction to advertising, its function, and role within the business world. Students learn advertising techniques and how to develop an advertising plan.

MAN 234 — 5 Credits
Business Law & Ethics

This course surveys the various legal issues that impact the business environment. The course will help students gain understanding into the American legal system. Students will be introduced to the concept of ethics in the workplace and social responsibility. The course will cover the impact of ethics in personal and professional situations along with ethical decision-making, workplace diversity, and politics.

MAN 235 — 5 Credits
Advertising Fundamentals & Strategies

This course introduces students to advertising and its function and role within the business world, including social impacts. The course will cover advancements in, and impacts from, technology and social media. Students learn advertising techniques and how to develop an advertising plan.

MAN 240 — 4 Credits
Communications In Selling

This course focuses on the importance of how superior communication skills can lead to a successful career in retail sales management. In this course, students learn how to create an experience that builds customer loyalty. Topics include an overview of selling and service, elements of managing the sales and service process, the importance of measuring sales and service performance, the elements of

transaction security, and proactive customer service.

MAN 242   4 Credits
Procurement, Logistics, and Merchandising

This course focuses on the business management aspects of the retail sales process. Topics for discussion include buying and procurement strategies for businesses of various sizes, logistics and supply chain management, merchandising strategies and tasks, pricing, and promotional structures for maximizing profitability.

MAN 244   4 Credits
Managing Retail Teams

This course addresses the fundamental skills necessary for leading a sales team, particularly within the retail environment. Emphasis is placed on the HR functions encountered by retail sales such as interviewing, hiring, and training new team members. Additional topics include ideas for team motivation, basic loss prevention and security procedures, and the importance of balancing all operational demands placed on a retail sales manager.

MAN 301   5 Credits
Business Communication

This course deepens the students' understanding of business and professional communication. Students will explore strategies for communication as a management tool, including rhetorical choices for diverse audiences. The student will practice developing effective oral and written messages.

MAN 324   4 Credits
Operations Management

Explores long-range and short-range problems in operations management, both for manufacturing and for service operations. Emphasizes understanding these problems and the practical applications of quantitative techniques relative to them. Realistic case studies stress logical analysis, both quantitative and qualitative, and the presentation of results.

MAN 325   5 Credits
Operations Management & Problem-Solving

This course introduces the concepts, principles, and risks of operations management, both for manufacturing and service operations. Emphasizes the understanding of operations management best practices. Students will explore core problem-solving techniques.

MAN 331   4.5 Credits
Principles of Management

This course introduces students to management philosophies in today's changing world. Topics include globalization, ethics, diversity, customer service, and innovation from a managerial perspective.

MAN 332   4.5 Credits
Human Resource Management

This course focuses on human resource management skills used by business managers in day-to-day operations. Emphasis is placed on the different aspects of human resource management and practices. Problem-solving and critical-thinking skills are applied to assignments.

MAN 333   4 Credits
Marketing Strategies

This course provides a comprehensive examination of the major components of marketing strategy and how they affect a company's profitability and marketplace position. Core elements are integrated to create a cohesive marketing strategy within the context of an effective overall business strategy. Emphasis is placed on the competitive dynamics and on the integration of marketing strategy into the overall business strategy. Additionally, this course provides the framework for analyzing customer preferences and enhancing customer relationships while building and managing brand equity with effective market communication.

MAN 335   3 Credits
Retail Marketing Principles

This course provides an overview of the general principles regarding the organization of retail stores and sound merchandising. Topics include distribution of function, channels (wholesale, retail, and Internet), and provide a good understanding of the elements of managing a successful retail business. (Prerequisite: MAN 105 or with the consent of the Dean.)

MAN 336   5 Credits
Retail Marketing Organization and Processes

This course overviews the general principles regarding the organization of retail stores and effective merchandising. Topics include distribution channels, promotion, pricing, store layout, visual merchandising, and customer service. Students will also cover non-store retailing.

MAN 350   4 Credits
Management Planning Principles

This course addresses the principles of various planning topics including strategic planning (mission, vision, objectives, and strategies), long- and short-term operational planning, and development of business plans. (Prerequisite: MAN 103 or with the consent of the Dean.)

MAN 355   5 Credits
Strategic & Operational Management Planning

This course addresses the principles of business planning. Topics including both strategic planning and long- and short-term operational planning. Students will explore differences in tactical and strategic planning and how the two complement each other. Students will develop elements of a strategic plan for a business.

MAN 435   5 Credits
Sales & Customer Relationship Management

This course is designed to help students develop a working understanding of selling processes and sales management. Topics include strategy, prospect planning, account management, negotiation, and professional communication. Students will explore customer relationship management (CRM) ideas and software program strategies.

MAN 436   4 Credits
Selling and Sales Management

This course is designed to help students develop a working understanding of selling processes and sales management. Topics include strategy, sales program planning, account management, sales force organization, training, and leadership. Upon completion, students will be able to organize and manage a sales force and accounts, train personnel, use ethical leadership, and apply best practices in sales.

MAN 440   **5 Credits**
Organizational Design, Evolution and Change Management

This course focuses on developing strategies and structures that impact organizations. Students will review effective organizational design in both traditional and innovative organizations. This course reviews interventions, organizational growth, and the process of expansion or contraction.

MAN 443   **4 Credits**
Organizational Design and Change

Focuses on developing strategies and structures that align organizations with their industry environments. Adapting to changes in technology, power structures, and competition

is studied as well as planning and implementing changes in internal systems and processes.

MAN 444   **4 Credits**
Human Resources Management

Studies the application of psychology to the problems of personnel management. The student is expected to grasp a working knowledge of the basic operative functions of procuring, developing, maintaining and utilizing a labor force sufficient to meet the minimum entry-level requirements of employment in personnel work.

MAN 445   **5 Credits**
Human Resource Standards, Strategy & Management

The course outlines the functions of members in a human resources (HR) department. It reviews how HR impacts strategic management, performance, recruiting, performance management, and ethical standards. The student will examine various federal and state laws and regulations that affect how an organization operates.

MAN 450   **4 Credits**
International Business Principles

This course addresses differences associated with global management, challenges in conducting import and export activities, as well as important cultural differences that may affect the business relationship. (Prerequisite: MAN 103 or with the consent of the Dean.)

MAN 455   **5 Credits**
International Business Management

This course addresses how legal, financial, political, and cultural concerns impact international business management. Students will evaluate how to determine current conditions and forecasts related to specific international business opportunities and threats.

Marketing

MKT 210   **4 Credits**
Introduction to New Media Marketing

This course focuses on using social media for competitive advantage, effectively managing and integrating social media into the marketing mix. Emphasis is placed on combining persuasive marketing with technology to influence human behaviors and attitudes that guide socially interactive marketing strategies. New media marketing puts social media to work for business. The course also explores social media's strongest existing strategies: viral marketing, social networking, mobile marketing, online communities, wikis, and blogs. (Prerequisite: MAN 105 or with the consent of the Dean for the Business Administration, New Media Marketing emphasis)

MKT 230   **4 Credits**
Technology in Marketing

This course focuses on different social media platforms emphasizing their application for marketing purposes. Students will be required to demonstrate the ability to apply sound marketing skills in order to meet specific objectives by technology platform. (Prerequisite: MAN 105 or with the consent of the Dean.)

MKT 235   **5 Credits**
Technology in Marketing and Branding Strategy

This course will explore a range of digital marketing methods, with an emphasis on increased understanding of capabilities, pros and cons, and digital marketing best practices. The course will explore the history of the Internet and how it has changed business, marketing, and communication. Students will learn strategies for positive customer experiences online and digital customer retention.

MKT 240   **4 Credits**
Using Social Media for Business

This course focuses on the growth and the impact of social media as a marketing and communication tool. Students use various social media tools, which may include web forums, blogs, wikis, texting, instant messaging, Facebook, Twitter, RSS feeds, and emerging technologies. Upon completion of the course, students will be able to identify when to apply particular social media strategies and tools to reach specific business objectives.

MKT 260   **5 credits**
Marketing Channels

This course provides an overview of the general principles regarding sound merchandising. This course provides students with the opportunity to analyze, design, and evaluate various marketing channel structures and decisions. Topics include channels, including wholesale, retail, and Internet; developing and managing marketing channels, and electronic and franchise marketing channels. Upon completion, students will be able to identify the most applicable channel(s) for marketing based on the product or service.

MKT 310   **4 Credits**
Influence and Persuasion in Business

This course examines models of influence for leveraging behaviors for rapid and profound change. Topics include how to become a trusted opinion leader and effectively access markets. Upon completion, students will be able to apply the behavioral and communication skills needed for driving persuasive change.

MKT 315   **5 Credits**
Influence and Persuasion for Business

This course will define and review techniques associated with influence and persuasion. Students will identify and explore how these techniques can be used with personal communication, professional communication and with marketing. Students will be asked to develop a marketing plan for an organization that uses the techniques described in the course.

MKT 340   **5 credits**
Brand Marketing Strategy

This course provides a comprehensive examination of the major components of marketing strategy and how they affect a company's profitability and marketplace position. Additionally, this course provides the

framework for analyzing customer preferences and enhancing customer relationships while building and managing brand equity with effective market communication by outlining processes in building and sustaining inspired brands. Topics include branding fundamentals, branding strategies, and new branding applications. Upon completion, students will be able to distinguish between brand equity and brand value, identify key factors in managing an established brand, and discuss the key components in extending a brand.

MKT 350 5 credits
Consumer Behavior

This course focuses on internal and external factors that influence consumer decision-making, including how technological and social trends of recent years have affected marketing communications by necessitating new communication strategies, innovative advertising approaches, and novel delivery tools. Topics include motivation, memory, attitude, and culture within the context of buyer behavior, as well as branding, market segmentation and positioning, customer insight, and the execution of marketing communications through appropriate media technologies. Upon completion, students will be able to competently discuss and apply contemporary integrated marketing communication techniques, and assess how different psychological and sociological components affect purchasing decisions.

MKT 351 4.5 Credits
Principles of Marketing

This course introduces students to the concepts, the analyses, and the activities that surround marketing a product. Emphasis is placed on providing practice in assessing and in solving marketing problems.

MKT 360 5 credits
Content Marketing

This course covers the emphasis in marketing placed on creative content development and distribution. Content marketing involves providing information that tells a story using relevant marketing materials in written, video, audio, and other formats that are shared with target audiences through various marketing channels (e.g., social media, blogs, e-mail). Topics include Search Engine Optimization (SEO), strategy, communication, Content Management Systems (CMS), and thought

leadership. Upon completion, students will be able to identify and describe various content marketing approaches, create content that tells a compelling story for a new or existing product or service, set up a blog, and post a blog entry using a CMS.

Mathematics

MAT 220 4 Credits
College Algebra

This course covers introductory algebraic expressions, formulas, and solving equations. Students learn graphing, numerical sets, exponents, radicals, and inequalities.

MAT 225 5 Credits
College Algebra

This course covers introductory algebraic expressions, formulas, and solving equations. Students learn graphing, numerical sets, exponents, radicals, and inequalities.

MAT 420 4.5 Credits
Statistics for Healthcare Professionals

This course provides students with an introductory level foundation of statistical concepts related to healthcare research and practice. Topics include data organization and management, statistical significance, and common parametric/non-parametric statistical techniques, such as t-tests, correlation, and chi-square. Emphasis is placed on conceptual understanding, correct application, and interpretation of statistical tests and their results.

Medical

MED 100 4 Credits
Medical Terminology, Law, and Ethics

Introduces terminology that is specific to the medical profession. Course enables students to translate prefixes, suffixes, and root words from their Greek and Latin word parts. Elements will be able to be combined into medical terms. Course also covers medical laws, ethics, and bioethics.

MED 102 3 Credits
Medical Aseptic Procedures

Teaches aseptic technique, including proper hand washing. Disinfection and sterilization is taught, along with universal (standard) precautions and infection control as specified by OSHA.

MED 103 3 Credits
Cardiopulmonary/ECG

Covers electrocardiography, standardization of the ECG, identifying artifacts, recognition of arrhythmia, and 12-lead ECG. The student may certify as an ECG technician after satisfactorily passing this class.

MED 103IU 4.5 Credits
Medical Terminology for Healthcare Professionals

This course focuses on medical terminology including the definition, the pronunciation, the spelling, and the abbreviation of medical terms. Emphasis is placed on how medical terms are formed and the major word parts from which many of the terms are formed.

MED 104 3 Credits
Medical Clinical Procedures

Focuses on clinical and microbiological testing. Microscope use is taught, along with specimen collection and cultures and sensitivities. Gram-staining procedures are also taught.

MED 105 3 Credits
Microbiology and Clinical Procedures

This course focuses on clinical and microbiological testing. Topics include an introduction to the microscope, specimen collection, Gram staining procedures, as well as cultures and sensitivities. Demonstrations will be provided for CLIA waived/moderate testing techniques, hemoglobin, hematocrit, blood typing, and mono reagent testing. Upon completion students will be able to explain the fundamentals of microbiology and microbiological testing.

MED 106 3 Credits
Vital Signs and Emergencies

Presents the proper way of taking patients' vital signs (including blood pressure, pulse rate, respiratory rate, temperature, height, and weight). Growth charting for children is also covered. CPR for the Professional Rescuer and Community First Aid and Safety are taught and certified through the American Heart Association.

MED 108 3 Credits
Medical Billing

Introduces the fundamentals of medical office bookkeeping procedures that include patient

statement billing and collection procedures, payroll, and basic office transactions on the purchase of expendable and non-expendable equipment. Students will learn the daily financial functions that would occur within the medical office.

MED 109   3 Credits
Medical Records and Communication

Prepares the student to work with the medical community and patients using interpersonal communication, developing both written and verbal skills. Introduces the student to work performed in medical administration. Medical records including Problem Oriented Medical Record (POMR) and Subjective Objective Assessment Plan (SOAP) are covered as well as telephone techniques, appointment scheduling, mail handling and medical reception skills.

MED 111   3 Credits
Fundamentals of Anatomy and Physiology

This is part of a two part course series covering anatomy and physiology of the major systems of the body. Topics of this course include organization of the body, integumentary, skeletal, muscular, nervous systems, and special senses. Upon completion student will be able to demonstrate an understanding of the principles of anatomy and physiology and their interrelationship.

MED 122   2 Credits
Medical Asepsis

This course discusses the concepts of medical and surgical asepsis and aseptic technique, and a review proper hand washing techniques. Disinfection and sterilization of surgical instruments, assisting in minor surgical procedures are taught, along with universal (standard) precautions and infection control as specified by OSHA.

MED 123   2 Credits
Introduction to Electrocardiography

This course covers basic cardiopulmonary anatomy and physiology, electrocardiography, standardization of the ECG, identifying artifacts, recognition of arrhythmia, and 12-lead ECG.

MED 124   4 Credits
Office Clinical Procedures I

This course focuses on clinical laboratory procedures performed in out-patient medical offices or medical clinics. The fundamentals of urine analysis and microbiological testing will be introduced. Microscope use is taught, along with specimen collection and cultures and sensitivities. Gram-staining procedures and theory are discussed.

MED 126   2 Credits
Assisting and Documenting Physical Examination

This course presents the proper techniques of a complete patient examination, including taking patients' vital signs (including blood pressure, pulse rate, respiratory rate, temperature, height, and weight). The proper procedures for obtaining growth charting for children, patient history, and complete physicals are covered. Patient confidentiality and HIPAA regulatory compliance will be covered.

MED 200   3 Credits
Principles of Anatomy and Physiology

This is part of a two part course series covering anatomy and physiology of the major systems of the body. Topics of this course include the cardiovascular, respiratory, reproductive, digestive, and endocrine systems. Upon completion student will be able to demonstrate an understanding of the principles of anatomy and physiology and their interrelationship.

MED 201   4 credits
Anatomy and Physiology

This course covers the anatomy and physiology of the major systems of the body. Topics include the integumentary system, the muscle and skeletal systems, the nervous system, the reproductive system, the digestive system, and the endocrine system. Upon completion students will be able to explain the basic organization and general plan of the body including cells, membranes, and tissues.

MED 203   4 credits
Anatomy and Physiology

This course introduces the basics and advanced human anatomy and physiology including anatomical terminology, basic biochemistry, cells and tissues, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Introduces

common human processes. Prepares nursing students to take HEA 110 - Pathophysiology.

MED 210   3 Credits
Professional Medical Coding

Introduces the student to CPT (Current Procedural Terminology), ICD.10 (International Classification of Diseases 9th and 10th revisions) and HCPCS (Health Care Procedure Coding System). Within this course the student will learn to code through reference books and electronic format. This course will better prepare students for certification.

MED 211   3 Credits
Insurance Specialist

Covers medical insurance and insurance filing. Students learn to properly fill out insurance forms and understand electronic claim submission. Students also learn about different health insurance programs, government programs, and managed-care programs.

MED 225   4 Credits
Office Clinical Procedures II

This course introduces the fundamental knowledge of hematology and complete hematology tests, including WBC and RBC, differential counts, blood smears and staining techniques, hemoglobin, hematocrit, blood typing, blood glucose, sedimentation rates, and mono reagent testing. This course also covers how to draw blood using vacutainer, butterfly, and syringe methods. Students will learn the correct vacutainer tube to use for different hematological procedures. Students will observe these skills in actual medical facility conditions. (Prerequisite: MED 124 or with the consent of the Dean.)

MED 230   4.5 Credits
Medical Insurance

Covers medical insurance and insurance filing. Students learn to properly fill out insurance forms and understand electronic claim submissions. Students also learn about different health insurance programs, government programs, and managed-care programs.

MED 299   4 Credits
Clinical Applications Capstone

This course provides an opportunity for students to demonstrate mastery of the program subject matter. Students are required to perform skills and explain concepts, processes, and theory presented throughout

the program with a professional level of competency prior to externship placement. (Prerequisites: Satisfactory completion of all core courses except EXT 101 or with the consent of the Dean.)

MED 380   4 Credits
Human Pathology

This course provides an overview of acute and chronic diseases, how these diseases affect the human body, and actions one might take to reduce the risk.

MED 385   4 Credits
Issues in Public Health

This course provides the student with an in-depth study of selected contemporary health problems. It examines the contributing social, psychological, physical, legal, and cultural factors in health.

MED 410   4 Credits
Research in Health Science

This course provides students with a structured process to evaluate the health research literature. The course demonstrates the components that go into a meaningful study and teaches students to identify clues to potential study flaws. Students also learn ways to apply solid evidence in the health sciences.

Medical Specialties Clinical

MSC 298   3 Credits
Clinical Procedures I

Upon completion of this course the student will perform and demonstrate the competencies for specific clinical procedures for the following specialties: drug administration, vital signs, assisting with physical examinations, patient assessment, documentation, preparing the patient for specialty examination, and aseptic procedures. Certification requirements will be completed. (Prerequisites: MED 122, MED 126, PHR 127 or with the consent of the Dean.)

MSC 299   4 Credits
Clinical Procedures II

Upon completion of this course the student will perform and demonstrate the competencies for CLIA waived and moderate complexity clinical procedures for the following specialties: complete urinalysis, complete hematology procedures, electrocardiography with 3 and 12 lead cardiogram, introduction to strip reading,

and phlebotomy including vacutainer and butterfly techniques. Certification requirements will be completed. (Prerequisites: MED 123, MED 124, MED 225 or with the consent of the Dean.)

Microcomputer Systems

MCS 101   3 Credits
Computer Servicing I

This course introduces the proper procedures for assembly and disassembly of a computer system, software, and components. Safety concepts and procedures are covered, including electrostatic discharge (ESD) and electrical shock hazards. Students are introduced to the proper tools necessary to assemble and disassemble a computer. Cables and connectors are identified and case styles are covered. In this course, a student will disassemble a computer and identify all components. The student will then properly assemble the computer and verify proper operation.

MCS 102   3.5 Credits
Computer Servicing II

This course focuses on diagnosis and repair of computer systems. Passive and preventive maintenance procedures are studied. This course also includes theory and practice in upgrade and configuration of computer systems, including addition of memory, pointing device interfacing, hard drives, printers, modems, and multimedia upgrade kits. (Prerequisite: MCS 101 or with the consent of the Dean.)

MCS 213   3.5 Credits
Workstation Administration

Focuses on installation, configuration, and administration of workstation operating systems. Students install, upgrade, and configure workstations while working with file systems, devices, drivers, accounts, and protocols. (Prerequisite: OPS 101 or with the consent of the Dean.)

MCS 215   3.5 Credits
Server Administration I

This course helps prepare students for the Microsoft certification exam. Topics include working with disks, accounts, system resources, and virtualization. Upon completion, students will be able to install, upgrade, and configure Windows Server. (Prerequisite: OPS 101 or with the consent of the Dean.)

MCS 315   3.5 Credits
Server Administration II

This course helps prepare students for the Microsoft certification exam. Topics include implementing, managing, maintaining, and provisioning services and infrastructure. Upon completion, students will have the skills and knowledge necessary to administer a Windows Server infrastructure in an enterprise environment. (Prerequisite: MCS 215 or with the consent of the Dean.)

MCS 415   3.5 Credits
Server Administration III

This course helps prepare students for the Microsoft certification exam. Topics include advanced administration for disaster recovery/ fault tolerance, network load balancing, clustering, and certificate services. Upon completion, students will be able to show mastery of advanced configuration tasks necessary to deploy, manage, and maintain Windows Server infrastructure in an enterprise environment. (Prerequisite: MCS 315 or with the consent of the Dean.)

Networking

NET 103   3.5 Credits
Networking Concepts I

Introduces networking concepts, history, and technology. Students learn vocabulary and network terminology and are trained to identify components of a network. Different types of topologies and protocols are covered.

NET 104   3.5 Credits
Networking Concepts II

Introduces wireless standards, remote access, and WAN technologies. Students will understand threats, firewalls, and basic security in small networks and learn to monitor and manage network operations. Students will learn the process of troubleshooting and documentation. (Prerequisite: NET 103 or with the consent of the Dean.)

NET 215   3.5 Credits
Security Concepts I

This course concentrates on general security concepts, communication security, infrastructure security, basics of cryptography, and operational/ organizational security.

NET 315   4 Credits
Security Concepts II

Covers implementing and administering security on a server. (Prerequisite: NET 215 or with the consent of the Dean.)

NET 315IU   3.5 Credits
Security Concepts II

Covers implementing and administering security on a server. (Prerequisite: NET 215 or with consent of the Dean.)

NET 321   3.5 Credits
Network Communications I

Examines switch and router communications and configurations. Students learn network types, network media, switching and routing fundamentals, TCP/IP, IP addressing and routing, WAN technologies, operating and configuring switch and router operating systems, and managing network environments. (Prerequisite: NET 104 or with the consent of the Dean.)

NET 324   3.5 Credits
Network Communications II

Students select, connect, configure, and troubleshoot various switch and router networking devices. Concepts include extending switched networks with VLANs, determining IP routes, managing IP traffic with access lists, establishing point-to-point connections, and establishing frame relay connections. (Prerequisite: NET 321 or with the consent of the Dean.)

NET 335   3.5 Credits
Cloud/Mobile Computing Concepts

This course introduces students to mobile and cloud computing concepts. Emphasis is placed on communication issues in ad-hoc and infrastructure networks as well as communication properties, protocols, data formats and concrete technologies. Additional topics include supporting hardware, devices, and components.

NET 403   3.5 Credits
Network Communications III

Students explore and examine advanced switching, access control lists, IP routing, and will learn to troubleshoot routing. (Prerequisite: NET 324 or with the consent of the Dean.)

NET 404   3.5 Credits
Network Communications IV

Students will configure and verify Frame Relay, utilize advanced TCP/IP techniques, and describe security threats. This course concludes with the CCNA practice Certification Exam. (Prerequisite: NET 403 or with the consent of the Dean.)

NET 424   3.5 Credits
Information Storage I

In this course, students examine and explore Information Storage concepts, the data center environment, RAID systems, and Intelligent Storage Systems. Students also examine and explore Fiber Channel Storage Area Networks (FC SANs), IP SANs, Network Attached Storage (NAS), and object-based storage. (Prerequisite: NET 324 or with the consent of the Dean.)

NET 425   3.5 Credits
Information Storage II

Increases students' knowledge of Information Storage Networks. Introduces the in depth concepts of Business Continuity, backup and archive, local replication of data, remote replication of data, cloud computing, storage security, and information storage management tasks. (Prerequisite: NET 424)

Nursing

NUR 302   4 Credits
Professional Role Development

Students explore and define issues related to professional practice, ethics, career planning, personal goal setting, and empowerment of self and others. Students will learn concepts concerning job performance, performance expectations and evaluation, stress management, and lifelong professional development.

NUR 303   4 Credits
Theoretical Foundations in Nursing

Students are introduced to nursing research as it relates to changing and improving nursing practice. Emphasis is placed on preparing students to evaluate current nursing literature for scientific and clinical merit in order to solve clinical problems and improve practice. Topics include: fundamentals of research, steps in the research process, research design, data collection and analysis, and critical appraisal and utilization of nursing research. Critical thinking and problem solving skills are developed and emphasized throughout the course.

NUR 304   4 Credits
Health Assessment

Students develop the necessary skills to conduct a holistic health assessment across the life span. Course covers health history-taking, cultural consideration, nutrition and mental health assessment, physical examination, health promotion, and clinical assessment tools. Critical thinking, communication, and documentation skills for client charting are emphasized.

NUR 305   4 Credits
Health Promotion and Disease Prevention

An introduction to the strategies/tactics for preventing disease and promoting health in both individuals and populations. Course components include: relevance of concepts from psychology, sociology, economics and anthropology; planning, implementation and evaluation models; health assessment and disease management technologies; and health education. Illustrative case applications include: heart/cardiovascular disease, fitness and weight control, HIV, and accidents.

NUR 306   4 Credits
Pharmacology

This course focuses on the clinical usage of drugs commonly used in healthcare settings. Topics include pharmacokinetics, pharmacodynamics, pharmacotherapeutics, interactions, drug classes and patient variables as they relate to pharmacology. The students will examine drug classifications, drug therapy, adverse reactions, drug and food interactions, and patient education.

NUR 307   4 Credits
Community and Family Health

This course is designed to provide students with the knowledge and skills that are essential in working with communities to assess, develop, implement, and evaluate community change strategies that will promote improved health, intervention strategy design, wellness promotion and disease prevention, and issues in providing healthcare to diverse populations.

NUR 308   4 Credits
Concepts of Professional Nursing

This course prepares nurses for their unique position as healthcare professionals. The framework for professional practice is discussed as nurses examine their roles and how it relates to health promoter, teacher-learner, leader-manager, research consumer, advocate, colleague, and collaborator.

NUR 401   4 Credits
Psychological Aspects of Illness and Disability

This course introduces you to the mental and emotional aspects of illness. You will address the relationship between stress and illness, the patient-physician relationship, treatment compliance, and care for the terminally ill.

NUR 402   4 Credits
Critical Issues in Nursing

This course focuses on examining the past, current and future impact of selected themes related to healthcare in general and nursing practice at the local, national, and international levels. Emphasis is placed on the longitudinal nature of many contemporary issues and trends that have a direct impact on the development of nursing science, practice, and education.

NUR 403   4 Credits
Nursing Informatics

This course introduces applications of informatics systems to nursing practice, education, research, and administration. Practical use of computer technology based health applications to identify, gather, process, and manage information will be explored as it relates to nursing practice.

NUR 404   4 Credits
Instructional and Evaluation Methods of Nursing Education

This course focuses on the instruction and evaluation process in a clinical environment. Emphasis is placed on the evaluation and the grading of students in the clinical setting; measurement strategies; and related socio-cultural, ethical and legal issues.

NUR 405   4 Credits
Nursing Management and Leadership

This course discusses management and leadership. It explores the relationship between leadership principles, management principles, (e.g., strategy development, motivation of employees, communicating with subordinates and supervisors, establishing goals, reinforcing values, monitoring performance and providing feedback, etc.) and success in healthcare administration.

NUR 406   4 Credits
Managed Healthcare

This course focuses on managed care organizations and various provider payment models/capitation in order for the nurse case manager to make appropriate management decisions when working in healthcare delivery.

NUR 407   4 Credits
Utilization Management

This course introduces the basic concepts of healthcare utilization and risk management. Concepts include risk management, patient safety, quality patient care, and the influence of error in both patient care and financial management. This course also includes valuable information about mitigating risk and maximizing resource utilization.

NUR 408   4 Credits
Legal and Ethical Aspects of Healthcare Administration

Ethics is the study of morals, character, and human dignity. Ethics provide us with moral principles or universal rules that let us know what to do. Ethics also involves how individuals decide to live, within what accepted and desirable principles, and in harmony with the environment and one another. This text includes an introduction to law and the application of ethical theories, principles, virtues and values.

NUR 409   4 Credits
Evidence-Based Practice

This course focuses on clinical reasoning and clinical outcomes, information systems and management, and evidence-based practice. Evidence-based practice promotes the development of skills in using the research process to define clinical research problems with application to practice.

NUR 412   4 Credits
Introduction to Nursing Research

Students are introduced to nursing research as it relates to changing and improving nursing practice. Emphasis is placed on preparing students to evaluate current nursing literature for scientific and clinical merit in order to solve clinical problems and improve practice. Topics include fundamentals of research, steps in the research process, research design, data collection and analysis, and critical appraisal and utilization of nursing research. Critical thinking and problem solving skills are developed and emphasized throughout the course. (Prerequisite: STA 322 or equivalent or with the consent of the Dean.)

NUR 413   4 Credits
Nursing Practicum

Students learn skills and knowledge for nursing, evidence-based patient care, holistic, and comprehensive healthcare delivery. Students integrate clinical examples and develop skills for evaluating care plan delivery models, thinking critically, empowering teams, resolving conflicts, coaching and mentoring, exhibiting clinical competence, allocating resources, and ensuring and measuring productivity and efficiency. (Prerequisite: Completion of all core courses and general education courses or with the consent of the Dean.)

NUR 490   4 Credits
Capstone Project

This course is designed to provide the student with the opportunity to apply both the theoretical foundations and clinical knowledge of nursing science to a self-directed scholarly project of the student's choice. The student will select a topic, which will be approved by the instructor, and then the student and instructor will agree upon a measurable course of study that allows the student to identify learning needs, while engaging in scholarly activities which will enhance the professional practice of the learner and synthesize the information learned in pursuit of the bachelor's degree. (Prerequisite: Completion of all core courses and general education courses or with the consent of the Dean.)

NUR 1119   15 Credits
Fundamentals in Nursing

This 12-week course deals with the care of the aging client, caring through the lifespan, and

clients with special needs. Human Flourishing will be addressed using Evidence-base Practice (EBP) and applying this to the health of the individual, family and the community. Patient-Centered Care (PCC) of the aging adult is addressed by emphasizing nursing skills such as health assessment, stress and coping, and basic nursing skills; basic human needs such as hygiene, comfort, and activity, as well as skills in oxygen therapy, post-surgical care, palliative care, orthopedic measures, diagnostic procedures, and other skills to aid the patient in meeting basic human needs. The way care is administered to the patient is found in the health care delivery systems, continuity of care, and home health chapters. Professional Identity and Values are included in the introduction to and history of nursing.

NUR 1140   5 Credits
Maternal-Newborn Nursing

This 8-week course builds on the concepts of previous nursing courses with emphasis on utilizing the Nursing Process in dealing with women's health focus during childbearing years, antepartum, intrapartum, postpartum, and the health of newborns. Students will explore the concepts of health promotion, disease prevention, and alterations in health related to women in these phases and the newborn infant. Emphasis is on whole person care of the client. Management and planning of the Nursing Process will include concepts from a variety of culturally diverse settings to include nursing in the community. (Prerequisite: NUR 2120 or with the consent of the Dean.)

NUR 1150   5 Credits
Pediatric Nursing

This 8-week course builds on previously mastered medical-surgical content with an application to the pediatric population. It provides a strong knowledge base to assist the student in the development of critical thinking skills. Emphasis is placed on common issues and pediatric-specific content. The course includes nursing care plans that summarize issue- or system-related content. Nursing process is discussed with each disorder with an emphasis on health promotion. We will also learn full head-to-toe assessment techniques during the SIM LAB portion of the course. You will need to pass off the assessment skills in the SIM LAB. Prerequisite: (NUR 1140 or with the consent of the Dean.)

NUR 2120   12 Credits
Medical-Surgical Nursing

This 12-week course is designed to provide a comprehensive overview as well as examination into critical concepts related to medical-surgical nursing. The students will be exposed to numerous health problems that are commonly found nationally as well as worldwide. These health problems will be described in pathophysiological detail and further expounded upon to provide an emphasis of the dynamic nursing roles needed to care for individuals with complex health conditions. Mobilizing key aspects of the nursing process, students will begin to understand the correlation of disease management through the collaborative approach of the nursing/medical team. Skills include a head-to-toe physical assessment, pharmaceutical interventions, medical-surgical care modalities that address the care of the medical-surgical client. Prerequisite: (NUR 1119 or with the consent of the Dean.)

NUR 2140   5 Credits
Mental Health Nursing

This 8-week course uses the biopsychosocial model to provide a contemporary holistic framework for delivering nursing care to individuals and families living within tumultuous societies. An emphasis on the recovery model is presented throughout the course materials. Current advances in psychiatric care, psychiatric nursing care, and nursing education are presented. (Prerequisite: NUR 1150 or with the consent of the Dean.)

NUR 2220   12 Credits
Advanced Medical-Surgical Nursing

This 8-week course provides an understanding of the nurse's role in health and illness within evolving practice environments and across the spectrum of health and illness. The course expands on the use of the nursing process when caring for critically ill patients, and will address nursing care issues from a physiologic, pathophysiologic, and psychosocial context. The nursing skills addressed in this class will include: comprehensive head to toe physical assessment, advanced pharmaceutical interventions, advanced medical-surgical care modalities, advanced use of clinical technology, and other specialty care areas that address the care of the medical-surgical client.

Nursing students will advance in their roles as provider of care, manager of care, and a member of the discipline of nursing using up-to-date knowledge to apply critical thinking and clinical reasoning. (Prerequisite: NUR 2140 or with the consent of the Dean.)

NUR 2221   2 Credits
Leadership & Management in Nursing

The first three weeks of this 8-week course builds on previously mastered medical-surgical content with an application to leadership and management. It provides a strong knowledge base to assist the student in the development of critical thinking skills. Emphasis is placed on common leadership and management issues. The remaining five weeks of the course will be utilized for NCLEX review and HESI preparation. (Prerequisite: NUR 2220 or with the consent of the Dean and is taught concurrently with NUR2250.)

NUR 2250   4 Credits
Nursing Practicum

This 8-week course is the preceptorship for the students. The student will work with a nurse in the clinical setting. The student will follow the nurse and learn the routine of being a professional nurse. By the end of the preceptorship, the student should be able to do the normal duties of the nurse with minimal supervision.

The student should be able work independently in the clinical setting and work as a professional.

The student will follow the code of ethics, work within her scope of practice, use critical thinking skills, use effective communication skills, coordinate patient care with other healthcare team members and disciplines, demonstrate professional behavior, and be a mentor to others, while incorporating evidence-based research into patient care. (Prerequisite: NUR 2220 or with the consent of the Dean and is taught concurrently with NUR2221.)

Nursing Assistant

CNA 111   3 Credits
Nursing Assistant Theory

Teaches basic nursing care for patients who are hospitalized or in extended-care facilities.

CNA 112 — 3 Credits
Nurse Assisting Practice

This class continues the instruction of Nurse Assisting Theory, including care of the daily activities of the long-term care resident, skills for assisting the resident including feeding, toileting, exercise techniques and psycho-social issues. (Prerequisite: CNA 111 or with the consent of the Dean.)

CNA 112 UT — 3.5 Credits
Nurse Assisting Practice

This class continues the instruction of Nurse Assisting Theory, including care of the daily activities of the long-term care resident, skills for assisting the resident including feeding, toileting, exercise techniques and psycho-social issues. (Prerequisite: CNA 111 or with consent of the Dean.)

MNA 111 — 3 Credits
Nursing Assistant Theory

Teaches basic nursing care for patients who are hospitalized or in extended-care facilities.

MNA 112 — 3 Credits
Nurse Assisting Practice

This class continues the instruction of Nurse Assisting Theory, including care of the daily activities of the long-term care resident, skills for assisting the resident including feeding, toileting, exercise techniques and psycho-social issues. (Prerequisite: MNA 111 or with the consent of the Dean.)

Operating Systems

OPS 101 — 4 Credits
Introduction to Operating Systems

This course helps prepare students for the Windows certification exam. Topics include installing and upgrading Windows as well as configuring hardware, applications, and network connectivity. Upon completion, students will be able to perform configuration and support for computers, devices, users, and associated network and security resources.

OPS 113 — 3.5 Credits
Linux Operating Systems I

This course is an introduction to the Linux operating system. Topics include X Window system, clients, networking, the shell, and scripting. Upon completion, students will be able to install, configure, and administer the Linux operating system.

OPS 213 — 3.5 Credits
Linux Operating Systems II

This course covers advanced concepts of the Linux operating system. Topics include installation, management, configuration, security, documentation, and hardware of the operating system. Upon completion, students will be able to demonstrate proficiency with all topic areas in a hands-on environment. (Prerequisite: OPS 113 or with the consent of the Dean.)

OPS 217 — 3.5 Credits
General Operating Systems

This course addresses advanced concepts in the installation, configuration, management, and security of a selected server operating system. Students learn to configure and manage advanced network services in a hands-on environment, using Windows Active Directory. Planning, documentation, troubleshooting, and security concepts are covered. (Prerequisite: OPS 101 or with the consent of the Dean.)

OPS 303 — 3.5 Credits
Apache Web Server

This course expounds on previous Linux concepts and provides new content on Apache Web Server. Topics include installing and configuring virtual machine software, Ubuntu Server, and Virtual Hosts. Upon completion, students will be able to install and configure Apache Web Server on Windows Server. (Prerequisite: OPS 113 or with the consent of the Dean.)

OPS 304 — 3.5 Credits
Electronic Communication Management

Covers the installation, configuration, and administration of electronic communication. Students learn about electronic communication in a network environment, how to configure electronic communication for a group of users, and common administration tasks. (Prerequisite: NET 103 or NET 104, or with consent of the Dean)

Pharmacy

PHR 101 — 4.5 Credits
Introduction to Pharmacology

This course introduces students to pharmacology with an emphasis on drug therapy and drug interaction. Topics include drug classifications, drug therapy, adverse reactions, drug and food interactions, and patient education.

PHR 107 — 3 Credits
Drug Administration

This course covers fundamental information on drug administration. Topics include administration of drugs, including injectable (subcutaneous, intradermal,and intramuscular) methods, and different injection sites. Upon completion students will be able to properly withdraw medication, calculate dosages, and calibrate syringes.

PHR 127 — 2 Credits
Principles of Drug Administration

This course covers fundamental information on drug administration. Proper technique of drug administration, including injectable (subcutaneous, intradermal, and intramuscular) methods are taught. Technique for withdrawing medication, calculation of dosages, syringe calibrations, and different injection sites are also taught in the course.

PHR 200 — 3 Credits
Pharmacy Essentials

This course covers the essential concepts of pharmacy and pharmaceutical terminology. Topics include pharmacy rules of the state and how they impact the role of the pharmacy technician, regulatory standards in pharmacy practice, and ethical considerations for the pharmacy technician. Upon completions students will be able to identify the various categories of non-prescription products and over-the-counter (OTC) drugs and perform counseling related to those items.

PHR 208 — 4 Credits
Principles of Pharmacy Technology

This course covers the basics of being a pharmacy technician in the community and hospital pharmacy. Topics include routes and forms of administration and pharmaceutical calculations. Upon completion students will recognize and understand the steps required to

prepare, package, and dispense medications.

PHR 209   **3 Credits**
Pharmacy Technology Applications

This course covers the therapeutic applications of drugs and common adverse drug reactions. Topics include biopharmaceutics, different characteristics and actions of drugs, and infection control. Upon completion students will recognize and understand the steps required for sterile preparations and compounding.

Philosophy

PHI 210   **4 Credits**
Critical Thinking

This course is designed as an interdisciplinary approach to critical thinking in a modern world. This course will challenge students to learn how to reflect, identify previous assumptions, and be able to analyze and apply common problem-solving techniques associated with the task of thinking critically and challenging the everyday norms.

PHI 221   **4 Credits**
Introduction to Logic

This course focuses on the techniques for determining the validity of arguments and analyzing problems in the world. Topics include a discussion of informal fallacies, Aristotelian logic, and symbolic logic.

PHI 260   **4 Credits**
Logic

This course has a focus on Logic and the biases by which we are governed. Students will learn about and recognize the various fallacies found in their world. This course will challenge students to reason deductively and inductively, for and against rational behaviors.

PHI 310   **4 Credits**
Critical Thinking

This course is designed to provide an interdisciplinary approach to critical thinking and challenges the student to question his or her own assumptions through analysis of the most common problems associated with everyday reasoning. The course explains the fundamental concepts, describes the most common barriers to critical thinking and offers strategies for overcoming those barriers.

PHI 315   **5 Credits**
Critical Thinking

This course is designed as an interdisciplinary approach to critical thinking in a modern world. This course will challenge students to learn how to reflect, identify previous assumptions, and be able to analyze and apply common problem-solving techniques associated with the task of thinking critically and challenging the everyday norms.

PHI 400   **4 Credits**
Modern Issues in Ethics

This course provides students with a comprehensive introduction to a broad array of the most pressing contemporary debates in medical ethics. The student examines the social contexts within which these debates arise. Topics include: the foundation of bioethics, research ethics and informed consent, truth telling and confidentiality (medical record confidentiality), genetic control, application of scarce medical resources, impaired infants and medical futility, and euthanasia.

Physics

PHY 101   **4.5 Credits**
Introduction to Physics

This course introduces students to the key concepts and methods of physics Emphasis is placed on how physical concepts apply to everyday phenomena.

Professionalism

PRO 131   **1 Credit**
Professional Success

This course introduces students to the concepts of professionalism in the business environment. The course will cover professional attitude, goal setting, dress, etiquette, electronic communication, and social media footprint. Students will be able to clearly organize their thoughts and write short business memos.

PRO 132   **1 Credit**
Interview Preparation

This course introduces students to some of the interpersonal strategies used in networking. Concepts include verbal communication skills, listening skills, and presentation skills. Upon completion of the course students will be able to do an elevator pitch and prepare for and perform an informational interview.

PRO 150   **1 Credit**
Business Communication

This course introduces students to the concepts of effective communication in the workplace. The course will cover the communication process, forms of communication and emotion-based communication in the workplace. Students will be equipped to communicate professionally, respect personal space, control the influence of emotion on communication, and professionally express themselves through various forms of communication.

PRO 209   **1 Credit**
Business Etiquette

This course introduces students to the concepts of business etiquette. The course will cover basic business etiquette as it relates to professional appearance and networking. Students will be prepared to present themselves professionally.

PRO 211   **1 Credit**
Professional Branding

This course introduces students to the concepts of professional branding. The course will cover personality, attitude, self-efficacy, personal goal setting, life planning, and setting priorities.

PRO 212   **1 Credit**
Job Search Skills

This course will introduce the student to job search strategies by evaluating the resources and tools that are available and how best use them. The course examines the ultimate goal of a job search to secure an interview that leads to obtaining a desired job.

PRO 213   **1 Credit**
Personal Financial Management

This course introduces students to the concepts of personal financial management. The course will cover personal financial management, money management, debt and income, use of credit, credit reporting, saving and investing, and basic identity theft prevention.

PRO 219   **1 Credit**
Business, Ethics, and Diversity

This course introduces students to the concept of ethics in the workplace. The course will cover the impact of ethics in personal and professional situations, ethical decision making, workplace diversity, and politics.

PRO 221   1 Credit
Electronic Business Communication

This course examines the venues of electronic communication to include e-mail, mobile devices, texting, instant messaging, blogs, wikis and audio and video conferencing.

PRO 222   1 Credit
Time and Stress Management

This course introduces students to the concepts of time and stress management. The course will cover the types of stress, the impact of stress on performance, methods for coping and managing stress, time management, and techniques for organizing to optimize efficiency and performance.

PRO 223   1 Credit
Human Resources and Policies

This course introduces students to the basic functions of the human resource department. The course will cover the primary components of employee orientation, employment status, and the concepts of employment-at-will and right-to-revise clauses.

PRO 229   1 Credit
Accountability and Workplace Relationships

This course introduces students to the concepts of empowerment and accountability in the workplace. This course will cover the impact of empowerment and accountability on the customer, employee and the company.

PRO 297   1 Credit
Motivation, Leadership, and Teams

This course introduces students to the concepts of motivation, leadership, and working with teams. The course will cover achieving results through motivation, leadership styles, and team dynamics.

PRO 298   1 Credit
Conflict and Negotiation

This course introduces students to the nature of conflict and how to manage and/or resolve conflict to reflect well on both the employee and the organization. The course will cover negotiation strategies for managing workplace harassment and violence.

PRO 299   1 Credit

Quality Organization and Service

This course introduces students to the connection between productivity, quality, and excellent customer service. The course will cover thecorrelation between profitability and productivity.

Programming

PRG 101   3.5 Credits
Solution Concepts

Introduces students to project management. Topics include analysis of business requirements, development and deployment cycles, creating project plans for successful delivery, implementation of risk management techniques and mitigation strategies, scheduling task cycles, and implementing monitoring tools and controls to track project progress.

PRG 102   3.5 Credits
Programming Logic and Design I

Introduces elementary programming concepts. Areas of study include an introduction to the history of programming and programming languages, flow charts, and logic structures.

PRG 103   3.5 Credits
Programming Logic and Design II

Increases student knowledge of programming concepts (i.e., flowcharts, logic structures). Structures and basic programming constructs are explored and applied. Students are introduced to data types and use of variables in programming. (Prerequisite: PRG 102 or with the consent of the Dean.)

PRG 111   3.5 Credits
Web Page Programming I

This course introduces students to basic web programming languages and concepts. Topics include HTML tags, elements, images, lists, tables, links, and multimedia. Upon completion, students will be able to construct documents to create a website.

PRG 140   3.5 Credits
Database Programming I

Students are introduced to the fundamentals of Structured Query Language. This course focuses on the basic techniques of SQL as it applies to data retrieval and manipulation.

PRG 204   3 Credits

Programming Concepts I

Using a common language students demonstrate programming, debugging, and troubleshooting techniques. Students become familiar with a software development environment and tools for creating working programs.

PRG 205   3 Credits
.NET Programming I

This course introduces students to the .NET framework. Students will use a selected programming language to learn and implement common programming concepts. Students also become familiar with a .NET integrated development environment (IDE).

PRG 240   3 Credits
Database Programming II

Expands student knowledge of database concepts utilizing best practices. Students write web applications with full database connectivity features. (Prerequisite: PRG 140 or with the consent of the Dean.)

PRG 249   3.5 Credits
Web Page Programming II

This is an intermediate course on web development that builds on students' knowledge of web programming languages and concepts. Topics include CSS, JavaScript, intermediate HTML tags, elements, images, lists, tables, links, and multimedia. Upon completion, students will be able to enhance the creation and management of websites. (Prerequisite: PRG 111 or with the consent of the Dean.)

PRG 250   3 Credits
Web Page Programming III

This is an advanced course on web development that builds on students' knowledge of web programming languages and concepts. Topics include CSS, JavaScript, advanced HTML tags, elements, images, lists, tables, links, and multimedia. Upon completion, students will be able to master their creation and management of websites. (Prerequisite: PRG 249 or with the consent of the Dean.)

PRG 301   3.5 Credits
Software Testing

In this course students explore and examine the advanced concepts of current software

testing practices including how to structure a software testing project, methods for testing software and how to report results. Students will participate in a software testing project.

PRG 305   3.5 Credits
Software Security

This course will familiarize students with current software vulnerabilities and methods to safeguard against attacks. Students will write programs with an emphasis on security and allow them to implement best security practices.

PRG 310   3.5 Credits
Web Server Programming I

Introduces the students to fundamentals of dynamic web application programming Server Components and ADO, client server-side applications, de-bugging, security, scripting, data validation, cookies, and cross-browser compatibility are discussed. (Prerequisite for Computer Science: PRG 204; for Web Design and Development: PRG 102 or with the consent of the Dean.)

PRG 312   4 Credits
Systems Analysis and Design

In this course students explore and examine the process of identifying and developing systems to meet the needs of end users. Topics covered include requirements gathering, feature identification, logical and physical design.

PRG 314   3.5 Credits
User Interaction Design

In this course students analyze concepts of user interaction and methodology. Students will use what they learn to design the user interaction for software and web and mobile applications.

PRG 321   3.5 Credits
.NET Programming II

This course expands students' knowledge of object-oriented programming concepts and enhances their ability to create programs using the .NET framework. This course also includes Windows programming concepts. (Prerequisite: PRG 205 or with the consent of the Dean.)

PRG 322   3 Credits
.NET Programming III

This course gives students the opportunity

to practice the concepts taught in .NET Programming I and II. Students will complete the course with a .NET application that can be used as part of their career portfolio. (Prerequisite: PRG 321 or with the consent of the Dean.)

PRG 330   3.5 Credits
Mobile Applications Development I

In this course students explore and examine the advanced concepts of programming mobile applications. Students will learn how to configure the mobile development environment and build basic applications for mobile devices.

PRG 335   3 Credits
Mobile Applications Development II

This course expands students' knowledge of mobile applications development. Students will design, code, and publish a working mobile application that can be used as part of their career portfolio. (Prerequisite: PRG 330 or with the consent of the Dean.)

PRG 340   3.5 Credits
Database Programming III

In this course students explore and examine the advanced concepts of Structured Query Language (SQL) concepts and Procedural Language (PL)/SQL. Students will learn to install and configure an Oracle database. Students will also learn database automation techniques, including triggers, functions, and stored procedures. (Prerequisite for Computer Science: PRG 240; for Web Design and Development: PRG 140 or with the consent of the Dean.)

PRG 343   3.5 Credits
Database Programming IV

This course gives students the opportunity to practice the concepts taught in Database Programming I, II, and III. Students will complete the course with a completed database that can be used as part of their career portfolio. (Prerequisite: PRG 340 or with the consent of the Dean.)

PRG 351   3.5 Credits
Object Oriented Programming I

In this course, students will learn to program in an object oriented programming environment. Topics covered include objects, classes, fields, functions, and class scope.

PRG 410   3.5 Credits
Web Server Programming II

This course expands students' understanding of server-based Web application programming. Students will build more robust Web-based applications that contain Web controls, connect to databases, and maintain application session state. (Prerequisite: PRG 310 or with the consent of the Dean.)

PRG 412   3 Credits
Web Server Programming III

This course gives students a chance to focus their efforts on a specific Web application that will require outside research and learning. Students will complete the course with a Web application that can be used as part of their career portfolio. (Prerequisite: PRG 410 or with the consent of the Dean.)

PRG 422   3.5 Credits
Programming Concepts II

This course continues students' examination and exploration of the software development process. Students will create larger and more sophisticated software applications. Students will continue to develop tier skills in developing, debugging, documenting and troubleshooting programs they have written. This course will also focus on object-oriented programming concepts. (Prerequisite: PRG 204 or with the consent of the Dean.)

PRG 423   3 Credits
Programming Concepts III

This course builds upon the concepts taught in Programming Concepts I. It addresses common program design issues that require the use of standard data structures, sorting algorithms, and search algorithms. (Prerequisite: PRG 422 or with the consent of the Dean.)

PRG 451   3.5 Credits
Object Oriented Programming II

This course expands on object-oriented programming concepts. Topics covered include modularity, inheritance, polymorphism, overloading, and overriding. (Prerequisite: PRG 351 or with the consent of the Dean.)

RG 452   3 Credits
Object Oriented Programming III

This course gives students the opportunity

to practice the concepts taught in Object Oriented Programming I and II. Students will complete an object-oriented application that can be used as part of their career portfolio. (Prerequisite: PRG 451, or with consent of the Dean)

Psychology

PSY 105   4.5 Credits
Introduction to Psychology

This course introduces students to the science of psychology, beginning with the tiny cells that make up the brain and nervous system and extending to an examination of how people and groups interact with one another. Topics include consciousness, learning and memory, thinking, motivation, emotion, and psychological disorders and their treatment.

PSY 203   4 Credits
Personal and Professional Relations

Covers factors that may affect the student's personal lifestyle, stress management, methods of coping, as well as accountability for personal actions and obligations. In addition, the impact of professional organizations and various health agencies and their effect on health delivery will be covered. Job seeking, employment retention, and CPR certification are also discussed.

PSY 220   4 Credits
Psychology

Explores the aims and methods of psychology. Concepts covered in the course include human behavior, learning theories, memory, and human development.

PSY 250   4 Credits
Positive Psychology

Explores emotional intelligence and its application in personal, professional, and communal relationships. Focus is on recognizing and improving emotional intelligence and developing a plan for self-management and implementation.

PSY 400   4 Credits
Biological Psychology

This course introduces the student to the intricate relationship between biology and psychology. The student is exposed to the emerging field of biopsychology in which fascinating new discoveries are constantly being made. Major topics include: anatomy of the nervous system, plasticity of the brain, sensory systems and attention, wakefulness and sleeping, emotional behaviors, the biology of learning and memory, and psychological disorders.

Radiology

RAD 113   3.5 Credits
Limited Radiology

Includes study of equipment operations, radiation physics, technical aspects of radiography, pro-duction of radiation, imaging equipment, film exposure, and film processing. (Prerequisite: MED 100 or with the consent of the Dean.)

RAD 114   3 Credits
Practical Radiology

Study of radiation protection, patient-care management, positioning of bones for both upper and lower extremities and chest. Exposure factors, charts, and medical law and ethics also are studied. (Prerequisite: MED 100 or with the consent of the Dean.)

RAD 218   3.5 Credits
Advanced Limited Radiography I

Completes the study of x-ray physics and includes the production of X rays. Covers responsible use of radiation protection measures for patients and personnel, including the effects of radiation and the bioeffects of radiation exposure. Radiation-protection laboratory experiments focus on dose reduction to patients and methods of reducing the dose to personnel.

RAD 220   3.5 Credits
Advanced Limited Radiography II

Includes advanced torso-skeletal anatomy and positioning. Course also covers the radiographic films, processing of the films, and critiquing films for troubleshooting. The student attends 10 hours of general radiation laboratory. (Prerequisite: RAD 218 or with the consent of the Dean.)

Research

RAM 101   4 Credits
Research Application Methods

This course explores real world applications in statistics. Topics covered will be analyzing and creating graphs, survey techniques, preparing surveys and analysis of data. Emphasis will be placed on understanding the use of graphs, surveys and the importance of statistical analysis in a business setting.

RAM 110   5 Credits
Research Application Methods

This course explores real world applications in statistics. Topics covered will be analyzing and creating graphs, survey techniques, preparing surveys and analysis of data. Emphasis will be placed on understanding the use of graphs, surveys and the importance of statistical analysis in a business setting.

Respiratory Care Management

RCM 300   4.5 Credits
Respiratory Care Management and Leadership

This course reviews management concepts essential to the understanding of the organizational environment within which healthcare managers perform their various managerial functions. It will review, and challenge when necessary, classical theory and concepts. It focuses on relatively new concepts and trends in organizational management. It is designed to help develop a solid base of understanding of the traditional core management functions of planning, decision making, organizing, staffing and controlling as well as the emerging functions of coaching, counseling, teaching and facilitating. It reviews the practical managerial skills of budgeting, team development, conflict resolution, training and development, good communication and human resources management, all skills that are essential for the smooth and efficient management of today's organizations. Each subject in the course will be related directly to Advanced Respiratory Care Practice through weekly discussions.

RCM 310   4.5 Credits
Respiratory Care Marketing and Strategic Planning

This course examines the healthcare planning process, including the concepts and procedures, strategies, problem solving and decision-making. Students gain a firm understanding of the importance of marketing in healthcare organizations, with specific applications to the Respiratory Care Department.

RCM 320   **4.5 Credits**
Respiratory Care Financial Management

This course is designed to provide the student with an understanding of accounting and financial management concepts/techniques to health service organizations. Course components include: distinctive accounting and financial characteristics of health services organizations; interpreting basic financial statements; financial ratios analysis; government and voluntary regulatory agency compliance; and evaluating financial performance. Each course subject is applied directly to the Respiratory Care Department through weekly discussions.

RCM 340   **4.5 Credits**
Respiratory Care Information Systems

Success as an Advanced Respiratory Care Practitioner depends on communication and documentation skills. Good communication, with patients, families, colleagues, and supervisors is crucial. Retrieving and documenting information is a critical part of every practitioner's day. This course looks at health care information systems and how they relate to Advanced Respiratory Care Practice.

RCM 420   **4.5 Credits**
Respiratory Care in a Managed Care Environment

This course is an introduction to the history, structure, and management issues associated with health maintenance organizations (HMOs), preferred provider organizations (PPOs), and other managed care options. Each subject is applied directly to Advanced Respiratory Care Practice through weekly discussion topics.

RCM 440   **4.5 Credits**
Managing Long-Term Care across the Continuum

This course examines the management of long-term care (LTC) services in America, including the history of long-term care, characteristics of an ideal LTC system, nursing services, sub-acute care, assisted living, senior housing, community-based services, integration, external control, key ethical issues, governance, marketing and future trends. Students gain a firm understanding of the importance of long-term care in the future of U.S. healthcare delivery, with specific applications to the Respiratory Care services each week.

RCM 470   **4.5 Credits**
Respiratory Care Management Boot Camp

Respiratory Care Management Boot Camp applies specific management/leadership theories and practices to the direction and management of a respiratory care or cardiopulmonary department, including the managerial functions of department organization/structure, budgeting, controlling, staffing, coordinating, measuring performance, and developing staff members. Leadership and skills pertinent to these functions, as well as effective communication and professionalism, are included in the course. The practical topic of how to prepare oneself for a position in respiratory care management is also addressed.

Respiratory Care Practice

RCP 300   **4.5 Credits**
Introduction to Healthcare Research

This course is an introduction to evidence-based medicine in the context of respiratory care research. Topics covered in this course include basic research principles such as the scientific method, the ethical considerations involving research, conducting literature searches, and critically evaluating published reports.

RCP 320   **4.5 Credits**
Healthcare Research in Practice

This course is a continuation of evidence-based medicine in the context of respiratory care research. Focusing on quantitative analysis, topics covered in this course are writing the protocol, data collection, basic statistical concepts, and basic methodology including correlation, t-Tests, ANOVA and regression.

RCP 330   **4.5 Credits**
Health Professional as Educator I

Part I of this course on the Health Professional as Educator is a comprehensive examination the practical issues health professionals confront as they strive to provide effective patient and family education. The course focuses on issues such as perspectives on teaching and learning, and the characteristics of the learner.

RCP 335   **4.5 Credits**
Health Professional as Educator II

The second part of this course continues the focus on practical issues health professionals face in providing effective patient and family education. The course continues with a focus on the characteristics of the learner, as well as techniques and strategies for teaching and learning. (Prerequisite: RCP 330 or with the consent of the Dean.)

RCP 340   **4.5 Credits**
Advanced Patient Assessment

This course is to provide knowledge to build and develop a strong foundation of assessment skills necessary in daily clinical practice. Course content will present a knowledge base of major respiratory diseases and competency in the patient assessment process through a case study approach.

RCP 350   **4.5 Credits**
Advanced Cardiopulmonary Diagnostics

This course presents Advanced Cardiopulmonary Diagnostics, including Respiratory Monitoring, Hemodynamic Monitoring, Cardiac Assessment, Blood Chemistry, Hematology, Imaging of the Thorax, Specialized Pulmonary Function Testing, Interventional Pulmonary Procedures, Polysomnography, Nutritional Assessment and Cardiopulmonary Exercise Assessment. Special emphasis is placed on advanced aspects of these diagnostics, which are not typically presented, in ASRT level Respiratory Care training programs.

RCP 360   **4.5 Credits**
Advanced Cardiopulmonary Pathology I

This course presents a detailed discussion of the etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, detection and treatment of cardiopulmonary diseases. The Advanced Respiratory Care Practitioner presents diseases and disorders in a "Grand Rounds" Case Study approach with strong emphasis on assessment and treatment recommendations.

RCP 365   **4.5 Credits**
Advanced Cardiopulmonary Pathology II

This course continues from Advanced Cardiopulmonary Pathology I the detailed discussion of the etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, detection and treatment of cardiopulmonary diseases. The Advanced Respiratory Care Practitioner presents a new group of diseases and disorders in a "Grand Rounds" Case Study approach with strong emphasis on assessment and treatment recommendations. (Prerequisite: RCP 360 or with the consent of the Dean.)

RCP 410   4.5 Credits
Advanced Neonatal-Pediatric Pathology

This course covers the diversity of respiratory problems encountered by neonates and children. Each disorder is discussed in terms of presentation, pathophysiology and diagnosis. Aspects of treatment are also introduced to prepare the student for the Advanced Neonatal/Pediatric Therapeutics course, which follows. Emphasis in Advanced Neonatal/Pediatric Pathology is placed on recent innovations in neonatal/pediatric respiratory diagnosis and treatment. Congenital cardiac and pulmonary anomalies, which occur in roughly 4% of all live births, are also addressed herein.

RCP 415   4.5 Credits
Advanced Neonatal-Pediatric Diagnostics/Therapeutics

This course covers the diversity of respiratory therapeutics and procedures now available for the treatment of infants and children. Special problems in the treatment of premature neonates are also presented. Emphasis is placed on advances in oxygenation, continuous positive airway pressure, mechanical ventilation, noninvasive positive pressure ventilation, high frequency ventilation, high frequency oscillatory ventilation, extracorporeal membrane oxygenation and surfactant therapy. Congenital cardiac and pulmonary anomalies and their treatment are also addressed herein. For each therapeutic modality, the indications, benefits, contradictions, monitoring considerations and adverse effects are thoroughly presented. Clinical Practice Guidelines for each modality are included in this discussion.

RCP 420   4.5 Credits
Principles and Practices of Disease

Management

This course presents principles and practices of disease management, and explores the role for Advanced Respiratory Care Practitioners in this growing field of medicine. Also considered are expanding roles for RTs in establishing and implementing protocols, clinical practice guidelines and pathways for care.

RCP 430   4.5 Credits
Case Management in Acute and Critical Care

This course presents principles and practices of case management and disease management, with emphasis on the acute care setting. It includes clinical, legal, and ethical responsibilities of those involved in managing patient care. Specific examples of Case Management and Disease Management in respiratory disorders are presented. Readings from the AARC Respiratory Care Journal are utilized in the discussion forum for this course.

RCP 440   4.5 Credits
Case Management across the Continuum of Care

This course continues the discussion of Case Management and Disease Management. In this course the continuum of care is emphasized to include home care settings, long-term care settings, LTACH hospitals and other sites of care. Specific examples of Case Management and Disease Management in respiratory disorders are presented. Readings from the AARC Respiratory Care Journal are utilized in the discussion forum for this course.

RCP 450   4.5 Credits
Advances in Emergency Response and Preparedness

This course is designed to help healthcare workers understand their role in providing continuous care for patients in the event of an emergency and recognizing types of emergencies and disasters. The course will also demonstrate the importance and knowledge to implement a Rapid Response Team within a hospital.

RCP 460   4.5 Credits
Advances in Critical Care Medicine

This course presents advances in Critical Care Medicine, and the role of the Advanced Respiratory Care Practitioner in this setting. It includes advanced respiratory/hemodynamic monitoring, state-of-the-art mechanical ventilation practices, noninvasive ventilation, as well as treatment of acute lung injury, ARDS, cardiac failure, trauma, burn/inhalation injury and other disorders commonly seen in the critical care environment. A new credential being offered by the National Board for Respiratory Care, Adult Critical Care specialization, is also presented for those interested in pursuing this professional designation.

Respiratory Therapy

RES 105   4 Credits
Introduction to Respiratory Therapy, Microbiology, and Infection Control

This course is an introduction to cardiopulmonary care. Topics include asepsis and the control of infectious disease in the healthcare setting. Upon completion, students will be able to describe and apply infection control strategies to include sterilization and disinfection.

RES 111   3 Credits
Airway Management

This course focuses on the theory, the application, and the monitoring of emergency and chronic management of the airway. Emphasis is placed on the theory and the practice of basic cardiopulmonary resuscitation for medical professionals. Students fulfill the CPR section of this module by presenting a copy of a current American Heart Association Provider "C" card to the university. (Prerequisites: BIO 131, BIO 155, CSS 101, MED 100, RES 105, and SCI 101 or with the consent of the Dean.)

RES 116   3 Credits
Airway Management

This course focuses on the theory, application, and monitoring of airway management.

RES 118   2 Credits
Cardiopulmonary Pharmacology I

This is part one of two courses focusing on the general principles of pharmacology with an emphasis on drugs affecting the cardiopulmonary system. Topics include adrenergic bronchodilators, anticholinergic bronchodilators, xanthines, and mucus-controlling medications. Upon completion, students will be able to discuss the indications, contraindications, effects, and common usage of frequently prescribed cardiopulmonary medications.

RES 119   2 Credits

Cardiopulmonary Pharmacology II

This is part two of two courses focusing on the general principles of pharmacology with an emphasis on drugs affecting the cardiopulmonary system. Topics include surfactant agents, corticosteroids, pediatric drugs, skeletal muscle relaxants, diuretics, and cardiovascular medications. Upon completion, students will be able to discuss the indications, contraindications, effects, and common usage of frequently prescribed cardiopulmonary medications. (Prerequisite: RES 118 or with the consent of the Dean.)

RES 121   2 Credits
Medical Gases/Aerosol and Humidity Therapy I

This course focuses on the therapeutic application and the monitoring of oxygen and specialized gas mixtures including the physical principles of gases, gas storage, delivery, and medical gas therapy.

RES 122   2 Credits
Medical Gases/Aerosol and Humidity Therapy II

This course focuses on the therapeutic application of humidity, bland aerosols, and aerosol drug therapy including the characteristics of aerosols, the hazards of aerosol therapy, aerosol delivery systems, and therapy protocols and controlling environmental contamination. (Prerequisite: RES 121 or with the consent of the Dean.)

RES 125   3 Credits
Medical Gas Therapy/Humidity and Aerosol Therapy

The therapeutic application and monitoring of oxygen and specialized gas mixtures. Introduction to hyperbaric medical procedures.

RES 128   3 Credits
Arterial Blood Gases/Advanced Cardiopulmonary Physiology

This course focuses on the theory, application, and interpretation of blood gas analysis and associated clinical cardiopulmonary physiology determinations.

RES 129   2 Credits

Medical Gases/Aerosol and Humidity Therapy - Clinical Practicum

This clinical practicum focuses on gas pressure and flow regulation, oxygen analysis, oxygen therapy, oxygen tents, oxygen hoods, aerosol generators and aerosol medication delivery. (Prerequisites: RES 121 and RES 122 or with consent of the Dean.)

RES 131   3 Credits
Lung Expansion Therapy/Bronchial Hygiene

This course focuses on the theory, the application, and the monitoring of modern lung expansion modalities, humidification concerns, coughing techniques, chest physical therapy, and autogenic drainage techniques.

RES 137   2 Credits
Cardiopulmonary Pathophysiology I

This is part one of two courses focusing on the etiology and the pathophysiology of pulmonary-related disorders. Topics include the signs and symptoms of each disease process as well as assessment and treatment strategies. Upon completion, students will be able to discuss the necessary elements required for formulating and modifying appropriate treatment plans. (Prerequisite: BIO 155 or with the consent of the Dean.)

RES 138   2 Credits
Cardiopulmonary Pathophysiology II

This is part two of two courses focusing on the etiology and the pathophysiology of cardiovascular-related disorders, as well as advanced management of pulmonary-related disorders. Topics include the signs and symptoms of each disease process, as well as assessment and treatment strategies. Upon completion, students will be able to discuss the necessary elements required for formulating and modifying appropriate treatment plans. (Prerequisite: RES 137 or with the consent of the Dean.)

RES 139   2 Credits
Lung Expansion Therapy/Bronchial Hygiene - Clinical Practicum

This practicum emphasizes both simulated and direct patient care activities as described in the procedural competency evaluation of lung expansion therapy and bronchial hygiene. (Prerequisite: RES 131 or with the consent of the Dean.)

RES 141   2 Credits
Arterial Blood Gases/Applied Cardiopulmonary Physiology I

This course focuses on the arterial blood gas report, which is the mainstay in diagnosing and managing clinical oxygenation and acid-base disorders. The first clue to an oxygenation or acid-base disturbance may be an abnormal blood gas report. The ABG report may serve as a gauge with respect to the appropriateness or effectiveness of therapy. RES 141 attempts to explore the different areas associated with understanding the physiology that is foundational to blood gas assessment. These areas include but are not limited to: (1) blood gas physiology and (2) applied cardiopulmonary physiology.

RES 142   2 Credits
Arterial Blood Gases/Applied Cardiopulmonary Physiology II

The ABG report may serve as a gauge with respect to the appropriateness or effectiveness of therapy. RES 142 attempts to explore the different areas associated with creating a reliable report for this purpose. The focus of this course is to introduce the student into the steps and the processes needed to accurately provide appropriate interpretation of blood gas results.(Prerequisite: RES 141 or with the consent of the Dean.)

RES 145   3 Credits
Pulmonary Function Testing and Cardiopulmonary Diagnostics

Theory, application, and current American Thoracic Society standards for spirometry, diffusion studies, and other advanced diagnostic studies.

RES 147   2 Credits
Airway Management - Clinical Practicum

This practicum requires students to complete both simulated and direct patient care activities as described in the procedural competency evaluation of airway management and CPR. (Prerequisite: RES 111 or with the consent of the Dean.)

RES 149   2 Credits
Arterial Blood Gases/Applied Cardiopulmonary Physiology - Clinical Practicum

This practicum focuses on both the simulated and the direct patient care activities as described in the procedural competency evaluation of arterial blood gas sampling, analysis, and interpretation. (Prerequisites: RES 141 and RES 142 or with the

consent of the Dean.)

RES 159   2 Credits
Patient Assessment - Clinical Practicum

This course provides an on-site clinical practicum experience. Topics include standard precautions, isolation, sterilization/disinfection, medical records, patient interviews, vital signs, chest assessment, auscultation, pulmonary mechanics, EKG, CXR, and spirometry screening. Upon completion, students will be able to demonstrate competence in the skills needed in assessing patients. (Prerequisite: All pre-clinical requirements)

RES 196   11 Credits
Clinical Experience I

Documented hands-on patient-care experience with the advanced skills required of a respiratory therapist in a variety of settings. Includes documentation of appropriate physician interaction. Successful completion requires submission of all assigned laboratory and clinical competency documentation sheets.

RES 205   3 Credits
Lung Hyperinflation Therapy/Bronchial Hygiene Therapy

This course focuses on the theory and application of lung hyperinflation along with non-invasive ventilation techniques.

RES 211   2 Credits
Advanced Pulmonary Function Testing

This course focuses on the theory, the application, and the current American Thoracic Society standards for spirometry, diffusion studies, and other advanced diagnostic studies.

RES 216   4 Credits
Mechanical Ventilation I

This course focuses on the theory of invasive and non-invasive mechanical ventilation devices.

RES 231   3 Credits
Pulmonary Rehab/Alternative Site Care

This course focuses on the goals, the implementation, and the monitoring of cardiopulmonary rehabilitation programs. Emphasis is placed on the application of respiratory therapy modalities to home care, subacute care, and skilled nursing.

RES 236   4 Credits
Mechanical Ventilation II

This course focuses on the application and monitoring of invasive and non-invasive mechanical ventilation devices.

RES 239   1 Credit
Pulmonary Rehab/Alternative Site Care - Clinical Practicum

This practicum requires students to complete both simulated and direct patient care activities as described in the procedural competency evaluation of pulmonary rehabilitation and alternate site care. (Prerequisite: RES 231 or with the consent of the Dean.)

RES 241   3 Credits
Mechanical Ventilation I

This course focuses on the theory of invasive and non-invasive mechanical ventilation devices. Emphasis is placed on advanced theory including inverse I:E ratio ventilation, permissive hypercapnea, independent lung ventilation, and negative pressure ventilation.

RES 242   3 Credits
Mechanical Ventilation II

This course focuses on the monitoring and the managing of patients on mechanical ventilation. Emphasis is placed on correcting gas exchange abnormalities, calculating pulmonary mechanics and muscle strength, identifying types of monitoring for various clinical conditions, interpreting ventilator graphics, and recommending modifications to therapies based on the patient's condition and monitored values. (Prerequisite: RES 241 or with the consent of the Dean.)

RES 246   2 Credits
Pulmonary Rehabilitation

Overview of cardiopulmonary rehabilitation programs. Application of respiratory therapy modalities in alternate care settings.

RES 249   2 Credits
Mechanical Ventilation - Clinical Practicum I

This clinical practicum emphasizes both simulated and direct patient care activities as described in the procedural competency evaluation of basic concepts of mechanical ventilation setup. (Prerequisites: RES 241 and RES 242 or with the consent of the Dean.)

RES 251   2 Credits
Mechanical Ventilation III

This course focuses on the application of mechanical ventilation theory and monitoring. Emphasis is placed on acute lung injury, pulmonary edema, multiple system organ failure, and adult respiratory distress syndrome. Improving oxygenation using noninvasive positive pressure ventilation is addressed while goals, indications, patient selection, complications, and equipment are considered. Application and monitoring of invasive and non-invasive mechanical ventilation devices is required. Additional topics include the advanced modalities of inverse I:E ratio ventilation, independent lung ventilation, and negative pressure ventilation. (Prerequisite: RES 242 or with the consent of the Dean.)

RES 256   4 Credits
Neonatal and Pediatric Care

This course focuses on the theory and application of the care of pediatric and perinatal patients.

RES 257   2 Credits
Mechanical Ventilation - Clinical Practicum II

This practicum focuses on the completion of both simulated and direct patient care activities as described in the procedural competency evaluation of basic concepts of mechanical ventilation assessment, monitoring, and adjustment to meet therapeutic goals. (Prerequisite: RES 249 and RES 251 or with the consent of the Dean.)

RES 258   2 Credits
Intermediate Clinical Practicum I

This Practicum focuses on both the simulated and the direct patient care activities as described in the procedural competency for evaluation, assessment, therapeutic intervention and monitoring of patients who are being managed and treated in acute and critical care areas of hospitals.

RES 259   1 Credit
Intermediate Clinical Practicum II

This practicum focuses on both the simulated and the direct patient care activities as described in the procedural competency for evaluation, assessment, therapeutic intervention and monitoring of patients who are being managed and treated in acute and critical care areas of hospitals. (Prerequisite: RES 258 or with the consent of the Dean.)

RES 261 — 2 Credits
Neonatal and Pediatric Care I

This course focuses on the theory and the application of the physiology, the pathophysiology, the monitoring, and the care of pediatric and perinatal patients including laboratory and physical examination.

RES 262 — 2 Credits
Neonatal and Pediatric Care II

This course focuses on the theory and the application of the physiology, the pathophysiology, the monitoring, and the care of pediatric and perinatal patients including laboratory and physical examination. Application of critical respiratory care for pediatrics and infants is also discussed. (Prerequisite: RES 261 or with the consent of the Dean.)

RES 269 — 2 Credits
Neonatal and Pediatric Care - Clinical Practicum

This practicum focuses on completing both the simulated and the direct patient care activities as described in the procedural competency for evaluation, assessment, therapeutic intervention and monitoring of pediatric and perinatal patients including mechanical ventilation setup and monitoring. (Prerequisites: RES 261 and RES 262 or with the consent of the Dean.)

RES 271 — 3 Credits
Advanced Cardiopulmonary Resuscitation / Advanced Skills

This course focuses on the theory and the application of advanced resuscitation modalities and special procedures for adult, pediatric, and neonatal patients including land/air patient transport. (Prerequisite: RES 111 or with the consent of the Dean.)

RES 276 — 3 Credits
Advanced Cardiac Life Support/ Multi-skilled RT

Theory and application of advanced resuscitation modalities and special procedures. Review of theory and case scenarios in cardiopulmonary patient care.

RES 281 — 2 Credits
Application of Cardiopulmonary Diagnostics and Monitoring I

The course introduces the application of critical thinking to cardiopulmonary monitoring and diagnostic testing

RES 282 — 2 Credits
Application of Cardiopulmonary Diagnostics and Monitoring II

The course introduces the student to the application of critical thinking as it relates to cardiopulmonary monitoring and diagnostic testing. Course content involves the application of hemodynamic monitoring and application of clinical simulation exercises. (Prerequisite: RES 281 or with the consent of the Dean.)

RES 289 — 2 Credits
Application of Cardiopulmonary Diagnostics and Monitoring - Clinical Practicum

This practicum focuses on completing both simulated and direct patient care activities as described in the procedural competency for evaluation and assessment of hemodynamic monitoring of critical-care patients. (Prerequisites: RES 281 and RES 282 or with the consent of the Dean.)

RES 291 — 11 Credits
Clinical Experience II

Documented hands-on patient-care experience with the advanced skills required of a respiratory therapist in a variety of settings. Includes documentation of appropriate physician interaction. Successful completion requires submission of all assigned laboratory and clinical competency documentation sheets.

RES 292 — 16.5 Credits
Clinical Experience II

Documented hands-on patient-care experience with the advanced skills required of a respiratory therapist in a variety of settings. Includes documentation of appropriate physician interaction. Successful completion requires submission of all assigned laboratory and clinical competency documentation sheets.

RES 298 — 2 Credits
Case Studies and Board Review

This course focuses on respiratory therapist methods of information gathering and decision making when caring for patients. Topics include patient evaluation, pulmonary diagnostic testing, airway care, mechanical ventilation, emergency care, medical gas therapy, and pathophysiology. Upon completion, students will be able to demonstrate competency by passing the National Board of Respiratory Care TMC Self-assessment Exam.

RES 299 — 1 Credits
Advanced Clinical Practicum

Students will be required to complete all remaining procedural competencies from earlier clinical rotations. Emphasis will be placed on clinical simulations and completing the remaining clinical practice-related activities. Students are also given an opportunity to review their course of study in preparation for the NBRC exam through application of a practice NBRC exam.

RES 300 — 4 Credits
Advanced Clinical Practice

This course deals with the applications of advanced clinical practice and the issues and challenges facing future practitioners. It includes cardiopulmonary diagnostics, principles of disease management, patient education, evidence-based respiratory care, and research. (Prerequisite: RES 196, 291, or 292 or with the consent of the Dean.)

RES 330 — 4 Credits
Applied Clinical Education

This course deals with the applications of adult education in the clinical setting. It includes clinical program design, strategies of clinical teaching, clinical evaluation, inter-rater reliability, student advisement, and clinical teaching practicum. (Prerequisite: RES 196, 291, or 292 or with the consent of the Dean.)

RES 350 — 4 Credits
Specialty Clinical Practice I

This course provides the student the option to explore the different specialties in respiratory care, including neonatal pediatric specialty (NPS), certified asthma educator (AE-C), and COPD educator. (Prerequisite: RES 196, 291, or 292 or with the consent of the Dean.)

RES 352 — 4 Credits
Specialty Clinical Practice II

This course provides the student the option to explore the different specialties in respiratory care, including pulmonary function technology (PFT), adult care specialty (ACCS), and sleep disorders specialty (SDS). (Prerequisite: RES 196, 291, or 292 or with the consent of the Dean.)

RES 498 — 4 Credits

Respiratory Care Capstone

This course gives the student the opportunity to demonstrate mastery of the theory and practice of respiratory therapy by applying the knowledge and skills learned in respiratory therapy coursework. The capstone experience enables a student to select a project of interest to them in the field of respiratory therapy. The capstone course requires a project report (10 pages, minimum) that illustrates the cumulative integrated knowledge gained from classroom and project experiences. (Prerequisites: Completion of all technical courses or with the consent of the Dean.)

Science

SCI 101   4 Credits
Math, Chemistry, and Physical Sciences for Respiratory Therapy

An overview of mathematical and algebraic calculations, basic chemistry and physics as they relate to respiratory-care sciences.

Sociology

SOC 110   4.5 Credits
Death and Dying

This course focuses on the social and cultural aspects of death, dying, and bereavement. Topics include ethical issues, the dying child, suicide, and the process of grief and bereavement.

SOC 220   4 Credits
Sociology

This course addresses the relationships among different social institutions. It examines the dynamics in social groups. Topics covered include the concepts of control, inequity, and change within social groups.

SOC 240   4 Credits
World Cultures

This course is designed to provide students with a background on cultural intelligence and its relevancy in the workplace. Students will explore the various cultures they belong to and how these impact their perceptions. Students will also learn how self-efficacy and the concept of self influence cultural intelligence. Student emphasis will focus on improving cultural intelligence skills to positively impact their personal and professional lives.

SOC 400   4 Credits
Sociology of Aging

This course contains an interdisciplinary approach that provides the concepts, information, and examples students need to achieve a basic understanding of aging as a social process. This course addresses a broad range of societal issues and covers concepts associated with an aging population. It examines the concept of aging on both an individual and societal level. Major topics include: the history of aging in America; physical aging; psychological aspects of aging; personal adaptation to aging; death and dying; community social services; how aging affects personal needs and resources; and government responses to the needs of aging.

Statistics

STA 322   4 Credits
Statistics

This course focuses on the practical skills needed in statistics analysis. Topics include distributions, relationships, randomness, inference, proportions, regression, and variance. Emphasis is placed on understanding the use of statistical methods and the demands of statistical practice. (Prerequisite: MAT 220 or with the consent of the Dean.)

STA 325   5 Credits
Statistics

This course focuses on the practical skills needed in statistics analysis. Topics include distributions, relationships, randomness, inference, proportions, regression, and variance. Emphasis is placed on understanding the use of statistical methods and the demands of statistical practice. (Prerequisite: MAT220 or with the consent of the Dean.)

Surgical Technologist

SUR 101   4 Credits
Anatomy, Physiology, and Terminology

Intermediate-level, surgically detailed study of anatomy and physiology. Body planes and regions, organization, and terminology complete this course.

SUR 102   3 Credits
Surgical Technology/Patient Care Concepts

Surgical technologist's job description and the surgical team member's role in the hospital or surgical center. Surgical environmental hazards and personnel safety practices, using OSHA regulations and AORN recommended practices. Interpret ethical, moral, and legal responsibilities, assess patient needs, and learn pre- and post-operative routines. Identify and demonstrate proper handling, labeling, preserving, and storing of different types of specimens. Thermoregulatory devices, methods of hemostasis and blood replacement, principles of urinary catheterization, surgical use of laser technology, and management of emergency procedures. (Prerequisite: SUR 101 or with the consent of the Dean.)

SUR 201   4 Credits
Intermediate Anatomy and Physiology

Intermediate-level, surgically detailed continuing study of the anatomy and physiology of systems of the body. (Prerequisite: SUR 101 or with the consent of the Dean.)

SUR 203   3 Credits
Microbiology and Infection Control

Various theories, fields of study, and the historical development of the field of microbiology as well as introduction to the CDC Universal Precautions recommendations and OSHA's Blood borne Pathogens standard. Use of the microscope as well as the structure, characteristics, and the life and death of different microorganisms. Host invasion, immune and general defense mechanisms. Physical and chemical methods used to protect patients and workers from invasion by pathogenic microbes, as well as how tissues react and are restored to normal function following trauma. This course also teaches related pathophysiology to surgical interventions, analyzing the relationship between cell pathology and disease, and examining hemodynamic disorders, inflammation, and infection.

SUR 204   3 Credits
General and Minimal Surgical Procedures

Surgical procedures performed in general surgery and in minimal access surgery. Instruments that are used interchangeably in different surgical procedures. Use of a laparoscope. Introduction to general surgical instrumentation of exposure of the anatomy, hemostatis, dissection, removal of tissue, and suturing. (Prerequisite: SUR 102 or with the consent of the Dean.)

SUR 205   3 Credits
Surgical Pharmacology

Conversion from the metric system to the apothecaries' system and performance of basic mathematical calculations. Mixing, identifying, and measuring drugs for patient use through the guidance of the registered nurse, possible anesthetic complications, emergency procedures and the surgical technologist's responsibility in an emergency situation.

Proper handling of drugs, administration of anesthesia, and the surgical technologist's limits and responsibilities in the area of medication administration. Clinical manifestations and emergency procedures.

SUR 206   3 Credits
Asepsis and the Surgical Environment

Concepts of asepsis, sources of contamination, and the principles of antisepsis and their application. Surgical conscience and principles of antisepsis and disinfection. Principles of the practice of aseptic technique, using AORN recommended practices. Operation of sterilizers, soaking instruments or scopes, and disinfecting the surgical suite. Surgical hand scrub, gowning, and gloving techniques. (Prerequisite: SUR 203 or with the consent of the Dean.)

SUR 207   3 Credits
Surgical Instrumentation and Supplies

Identification of basic instruments by type, function, and name, and demonstration of care, handling, and techniques of assembly. Proper preparation and handling of suture materials, stapling devices, and surgical equipment. Setting up the back table, circulating, and counting procedures. (Prerequisite: SUR 102 or with the consent of the Dean.)

SUR 208   3 Credits
Systematic Surgical Procedures I

Instruments and supplies used to perform various procedures of surgery dealing with genitourinary, obstetrics and gynecology, and orthopedics. Surgical procedures associated with each system. Trays and instrumentation needed to perform individual procedures. Various positions and forms of draping to accomplish these surgical procedures. (Prerequisite: SUR 207 or with the consent of the Dean.)

SUR 209   3 Credits
Systematic Surgical Procedures II

Instruments and supplies used to perform procedures of surgery, dealing with neurological, cardiologic, and vascular surgery. Surgical procedures associated with each system. Trays and instrumentation needed to perform individual procedures, and various positions and forms of draping to accomplish these surgical procedures. (Prerequisite: SUR 207 or with the consent of the Dean.)

SUR 210   3 Credits

Sensory and Plastic Surgical Procedures

Ophthalmic surgical procedures; otorhinolaryngologic surgery; oral surgery; maxillofacial surgery; plastic and reconstructive surgery; breast surgery, relevant anatomy, indication for surgery, patient preparation, special equipment, tissue replacement material and supplies. Purpose and expected outcome and possible complications for the procedure specific to the body systems being taught. Patient preparation, draping, preparation of trays and instruments, and setting up equipment. (Prerequisite: SUR 207 or with the consent of the Dean.)

SUR 211   15 Credits
Clinical Externship and Practicum

460 hours of clinical externship working in the operating room suite of a hospital, ambulatory surgical center, or private physician's office or clinic. Students are supervised very closely during this course by licensed professionals and preceptors and by the college's clinical instructors. Students convene weekly for certification review, discussion, problem solving, and review of any areas of difficulty. Students receive regular evaluations of skills acquisition by the preceptors and college clinical instructors. Upon successful completion of SUR 211, students will be eligible to take the National Board of Surgical Technologist and Surgical Assisting examination for the Surgical Technologist. (Prerequisites: Satisfactory completion of all core courses and PSY 203 or with the consent of the Dean.)

SUR 222   3 Credits
Surgical Suite Operations

From an operations management view, the workings of the surgical suite are explored. From ordering of instruments and supplies to scheduling and staffing, the student becomes responsible for the efficiency of the surgical suite. Preoperative, intraoperative, and postoperative duties are discussed, as well as circulation duties during surgical procedures.

SUR 223   3 Credits
Surgical Robotics, Physics, and Electronics

The learner will identify and perform basic computer operating skills, as well as develop a basic understanding of electricity, physics, and surgical robotics.

SUR 224   3 Credits
Medical Surgical Nursing

Medical surgical nursing will be explored as related to ambulatory surgery, trends in surgery, anesthesia, and postoperative patient care/pain management.

SUR 225   4 Credits
Surgical Interventions

An overview of perioperative nursing will be presented. A discussion of surgical interventions to include abdominal incisions and exposure. Also the trauma, pediatric, and geriatric surgical patient will be studied.

SUR 226   3 Credits
Surgical Seminar

Comprehensive review of surgical modalities and procedures. (Prerequisites: SUR 208, SUR 209, and SUR 210 or with the consent of the Dean.)

Equipment – Undergradutate Programs

The following is a list of equipment typically found at each campus. The amount and type of equipment varies based on the size of the campus and the programs offered.

Basic Clinical Equipment Inventory

- Oxygen bottles
- Centrifuge with tubes
- Incubator
- Refrigerator
- IV stands with sample IV bag and tubing
- Suture removal instruments
- Probes
- Curretts
- Exam tables
- Pulmonary testing equipment
- Heart chart
- Vascular system chart
- Digestive system chart
- Male reproductive system chart
- Autonomic nervous system chart
- Female reproductive system chart
- Respiration system chart
- Muscular system chart
- AMBU bags (various sizes)
- Hand held suction with catheters
- Triangular bandages
- Blue pads
- 70% rubbing alchohol-dispensers
- Infant tape measure
- Metal vaginal speculum
- Biohazard waste cans
- Snellen eye chart
- Ishihara's color chart
- Electric powered hospital bed
- Wheel chair
- Shower/camode chair
- Manual hospital bed
- Donated recliner
- Skeleton
- EKG machines
- Wall BP cuffs
- Med cabinets
- Portable shampoo tray
- Portable air tank
- Scale
- Auto clave
- Small fridge
- Automated hemoglobin A1C machine
- Automated coagucheck

- OSHA regulations hand-out
- CLIA regulations hand-out
- QA documentation form
- Hazardous materials classification labels
- MSDS sample data sheets
- CDC reportable disease forms
- Prepared slides of various bacteria
- Disposable gowns
- Glass slides
- Gram stain reagents
- Inoculating loops
- Media samplers
- Staining rack
- Antimicrobial susceptibility test discs
- 24-hour culture on agar
- Bacitracin disk
- Susceptibility testing disks
- Lab and requisition form
- Normal saline solution
- Specimen transport packaging
- Prepared slides of various normal and abnormal urine components.
- Sedi-stain

Patient Exam Equipment Inventory

- Metal vaginal speculum
- Tuning fork
- Reflex hammer
- Patient gowns
- Anal speculum

Mannequins Equipment Inventory

- Adult CPR mannequin
- Infant CPR mannequin
- OB mannequin
- Catheterization and enema mannequin
- Latex vein simular
- Latex arm (for injection and phlebotomy with simulated blood)
- Plastic anatomical skeletons

Emergency, First Aid, Vital Signs Equipment Inventory

- Stiff neck collars
- Epi-pen (discharged)
- Blackboards
- Splinting kits
- Mast pants
- Defibrillator (fully functional with trainer.)
- KED (kendrick extrication device)
- Hare traction splint
- 3 Sizes blood pressure cuffs (aneroid)
- Stethoscopes
- Double stethoscopes

Phlebotomy and Blood Work Equipment Inventory

- Glucometer
- Microspin centrifuge
- Butterfly winged infusion sets
- Hematocrit tubs
- Sealing clay
- Hemocue
- Microcuvettes
- Plastic HCT tubes
- Vacutainer 21 G needle
- Cholestoral testing equipment
- Capillary lancets with microlet lacing device
- Sharps containers
- Test strips
- Vacutainer multisample adapter
- Phlebotomy chairs
- Side tables

Radiology Equipment Inventory

- X-Ray view boxes
- Files of used X-ray films
- X-ray unit
- X-ray table
- Chest bucky
- Light box
- Lead aprons, blockers and shields
- Processor
- Lead film box
- Skeletons
- Phantoms

Surgical Technology Equipment Inventory

- Autoclave
- Scissors
- Forceps without teeth
- Hemostats
- Retractors
- Scaplels (disposable)
- Sutures
- Sterilization pouch
- Surgical scrub brush/sponge
- Surgical blades
- Suture removal kit
- Stable removal kit
- Wound forceps
- Needle holders
- Nail clippers
- Metal sponge clamps
- Towel clamp
- Staple remover
- Knife handle

Mico Biology & Urinalysis Equipment Inventory

- Urometer
- Refractometer
- Microscopes
- Chlamydia collection kits
- HIV oral specimen
- Culture swabs
- Chemstrips 10
- Microscope slides
- Glucoscreen
- Inoculation loops
- Agar plates

Cardio Pulminary Equipment Inventory

- Fully functional ECGs

Respiratory therapy Equipment Inventory

- Adult and infant ventilators
- Positive pressure breathing therapy equipment
- Oxygen delivery device
- Pulmonary function testing equipment
- Patient simulators
- Miscellaneous oxygen and aerosol delivery devices
- Miscellaneous supplies (inhalers, nebulizer, etc.)

IT Equipment Inventory

- Phones
- HP laptops
- Desktops
- Color inkjet printer
- 44" plot printer
- Monochrome printers
- Color laser printers
- Copy machines
- 32" TV
- 42" TV
- Switches
- Projectors
- DVD/VCR
- Interactive whiteboard module
- Scanner
- ID card printer
- Cash register
- Servers
- Uninterruptible power supplies
- Routers
- Intercom system
- 19" server cabinet
- 19" two-post rack for switches, routers, and patch panels
- Dell415r file servers
- Cisco 2901 ISR routers

- Cisco 24-port 100mb managed switches with power and Ethernet capabilities
- Cisco 10-port gigabit managed switches with power and Ethernet capabilities
- Multi-port patch panels
- Cisco Aeronet wireless access point
- Windows server 2008 R2
- Exchange server 2008
- CentOS6.x
- Software access for lab Sim and DreamSpark

Computer Repair and Maintenance Inventory

- Anti-static workbenches and seating
- Assortment of computers and laptops used for disassembly and repair practice
- A wide assortment of computer main boards, sound cards, video cards, network cards, keyboards, mice and other parts used to build and repair computers.

Equipment for Student Use – Stevens-Henager College

Equipment and training aids that are available to students include, but are not limited to, the following:

- Library of research materials
- Online resource library containing more than 120,000 articles and related materials
- Current industry periodicals
- Professional software for training
- Computer lab for individual and group work:
- Computers, printers, and Internet access or laptops
- RT lab (Boise and Murray (Salt Lake City) campuses)
- Medical labs

Upon enrollment, all new students, except for I-20 and Master's students, receive a laptop to use when class starts and may keep it when they graduate at no additional charge.

Equipment for Student Use – CollegeAmerica AZ

Equipment and training aids that are available to students include, but are not limited to, the following:

- Library of research materials
- Online resource library containing more than 120,000 articles and related materials
- Current industry periodicals
- Professional software for training
- Fully-equipped medical lab including: phlebotomy kits; microscopes; EKG machine; exam tables; skeletons; hospital beds; CPR "Annies"; training manikin; centrifuge

- Miscellaneous medical supplies
- Computer lab for individual and group work:
- Computers; printers; and Internet access

Upon enrollment, all new students, except for I-20 students, receive a laptop to use when class starts and may keep it when they graduate at no additional charge.

Equipment for Student Use – CollegeAmerica CO

Equipment and training aids that are available to students include, but are not limited to, the following:

- Library of research materials
- Online resource library containing more than 120,000 articles and related materials
- Current industry periodicals
- Professional software for training
- Fully-equipped medical lab including: phlebotomy kits; microscopes; EKG machine; miscellaneous medical supplies
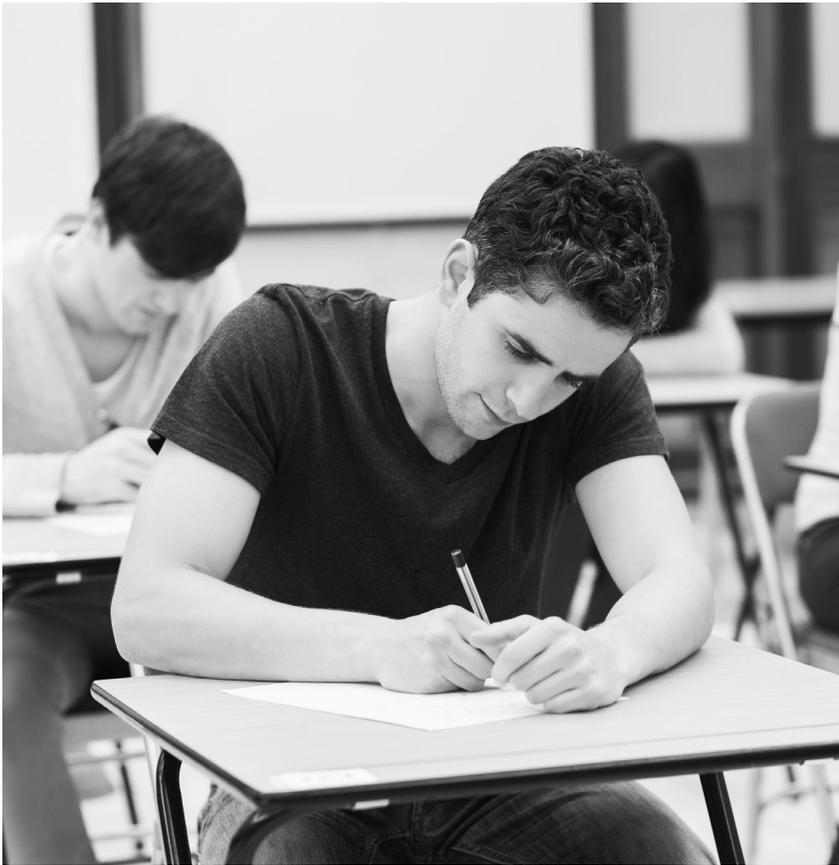- Computer lab for individual and group work: computers; printers; and Internet access

Upon enrollment, all new students receive a laptop to use when class starts and may keep it when they graduate at no additional charge.

Equipment for Student Use – California College San Diego

Equipment and training aids that are available to students include, but are not limited to, the following:

- An extensive collection of print and electronic resources
- Current industry periodicals
- Professional software for training
- Medical lab including: exam tables; skeleton; CPR "Annies"; centrifuge; microscopes; phlebotomy kits; EKG machine; and miscellaneous medical supplies (syringes, splints, bandages, etc.)
- Respiratory therapy lab including: adult and infant ventilators; positive pressure breathing therapy equipment; oxygen delivery devices; pulmonary function testing equipment; patient simulators; miscellaneous oxygen and aerosol delivery devices; miscellaneous supplies (inhalers, nebulizer, etc.)
- Computer lab for individual and group work
- Computers; software; printers; and Internet access
-

- X-ray unit; X-ray table; Chest bucky; light box; densitometer; sensitometer; lead apron, blockers and shields; processor; lead film box; and phantoms (humerus, ulna, radius; femur; and pelvis)

Upon enrollment, all new students receive a laptop to use when class starts and may keep it when they graduate at no additional charge.

Equipment Facilities

Equipment – Independence University

Independence University (branch of Stevens-Henager College West Haven (Ogden)) is located near a major freeway with easy access for employees and students. The resident program is housed with classroom space and administrative offices.

IU currently shares in the leasing of systems and services through Rackspace and Canvas. These include the following shared servers: Canvas, Email, Domain Controller, Web Server, File Server, two database servers (Canvas and CampusVue), and terminal servers for accessing the CampusVue application. Rackspace provides cooling, power, data backup, monitoring, hardware support, bandwidth (connectivity) and security for the leased systems.

Attendance

Students should be present and on time for all classes.

While circumstances beyond the control of the student may make it impossible for him or her to attend a class, excessive absenteeism will result in administrative action as outlined below.

Should a student not attend any classes during the first week of their first module, the Institution will take administrative action, which may include termination from the course or program. If a student does not post any attendance for 14 consecutive days, he/she will be dropped from school.

Faculty may outline any requirements regarding attendance and tardiness in their course syllabi.

For safety reasons, unattended children are not allowed on campus. No children, whether attended or unattended, are allowed in classrooms or labs during sessions.

California College San Diego, CollegeAmerica, Stevens-Henager College, and Independence University do not accept leaves of absence.

Student Online Attendance Requirements and Procedures:

1. Students must log on, participate and complete the assignment in each course enrolled the first week of the module in order to avoid termination from the course(s) or program due to lack of attendance.

2. It is required that students log in and participate each week.* Attendance for online classes is defined as logging in plus participating in class while online. Students are required to participate in discussions each week of the module by posting a response to the questions posted by instructors. Students should refer to the course Syllabus for specific discussion posting requirements. It is suggested that students check the threaded discussions on a daily basis to continue dialogue by responding to those who have posted previous postings.

3. Students who are unable to meet the attendance requirements must communicate immediately via email with the instructor. Instructors may make provisions to accommodate students based on the circumstances (valid documentation is required.)

4. Students who do not post any attendance for 14 consecutive days will be dropped from school. If a learner has technical problems, he or she must communicate this problem immediately to his or her instructor and campus Dean to avoid being terminated from the course.

5. Online instructors may bring student attendance issues to the campus Dean for assistance in making contact with the student if the student is concurrently enrolled online and on-ground.

*IU defines a week as 7 days starting Monday and ending the following Sunday, except for the last week of the module, which ends midnight Saturday.

Class Size

Class size will vary. The maximum scheduled for laboratory classes is 25, and the maximum scheduled for lecture classes is 60 students. The maximum scheduled for online classes is 45 students.

Class Schedule

Classes are offered in a classroom format and certain courses are available by hybrid and by online instruction.

Course delivery methods:

1. Face-to-Face: Each course meets face to face at a specific time and location.

2. Asynchronous Distance: Internet-based courses that are not time or location specific. A student interacts with the coursework, prepared by an instructor, using the Internet and our Learning Management System.

3. Synchronous Distance: Internet courses that are time but not location specific (i.e., classes are scheduled for a specific time but can be accessed via the Internet). Students interact in real-time with classmates and the instructor using the Internet and a software product called Zoom. Zoom allows the students to ask questions either verbally or through text and get responses immediately.

4. Hybrid: a hybrid course involves elements of both face-to-face and online (distance) delivery methods.

Scheduling

Courses are scheduled so that students should be able to complete all program requirements on time unless the student fails courses, fails to achieve core requirements, or withdraws and re-enters. Students with transfer credits may experience disruptions in their schedule. If any of these circumstances occur, the institution will make every effort to schedule the student with a full schedule each module; however, courses will not be scheduled simply to facilitate the student who has interrupted his or her schedule. Students are urged to do everything possible not to interrupt their schedule.

Day Program: Classes are regularly scheduled Monday through Thursday. The day class schedule is from 8:30 a.m. to 2:30 p.m., with appropriate scheduled breaks. Hours may vary by campus. Please check with your campus for scheduled hours. The period(s) students are expected to attend class meetings can vary from module to module depending upon the number of courses into which an individual student is scheduled and the delivery method used for that course. Afternoons Monday through Thursday, Friday, or Saturday class meetings may be scheduled as needed for courses and for enrichment, tutoring, advising, and externship or lab activities.

Evening Program: Classes are regularly scheduled Monday through Thursday. The evening class schedule is divided into two periods and runs from 6:00 p.m. to 10:00 p.m., with scheduled breaks. Classes may also be scheduled on Friday and Saturday between 8 a.m. and 8 p.m. Hours may vary by campus. Please check with your campus for scheduled hours. The period(s) students are expected to attend class meetings can vary from module to module depending upon the number of courses for which an individual student is scheduled and the delivery method used for that course. Friday or Saturday class meetings may be scheduled as needed for courses and for enrichment, tutoring, advising, and externship or lab activities.

Evening Program for Nursing Courses: Classes are scheduled Monday through Thursday from 4:30 p.m. until 10 p.m., with scheduled breaks. Two periods are scheduled each four-week period (module). The first period is scheduled from 4:30 p.m. to 7:25 p.m., and the second period is scheduled from 7:30 p.m. to 10:00 p.m.

Clinical: The times and locations of clinical rotations are variable and depend upon hospital demands. In their clinical rotations, students will spend 36 hours per week at a clinical setting (hours and schedules vary by site, but students should plan on working the day shift), and four hours per week of case study review at the campus. Due to the dynamic and limited nature of the clinical environment, students do not necessarily receive their choice of clinical sites. Students, at their own expense, may have to travel to participate in clinical rotations.

Externship Requirements

Externships must be attended during normal office hours only, and students are responsible for transportation to the externship site. Students are not paid any salary or stipend during an externship. Some employers may make an offer of employment at the end of the externship, but employment is not guaranteed. Externships are assigned by the campus to provide general experience in a field of training but not specific experience within a field. Students may not expect to receive an externship in any specialization within a given field.

Although the Institution tries to take into consideration specific location and/or skill preferences, externship sites are assigned based on availability. Continuing availability

may be compromised due to certain factors beyond the Institution's control, including local economic conditions, state regulatory actions, failure of students to attend externships or meet site guidelines, and unreasonable student demands for alternative sites. Students must comply with any and all conditions prescribed by the sites, the Institution, the state accrediting body, or any other third party regarding attendance, conduct, and participation at the sites. If an extern is dismissed from more than one site, the extern will then be responsible for securing a new site.

There may be situations where a student desires a specific certification following graduation that requires the completion of externship hours or clinical work beyond what is offered in the program. The institution will assist the graduate with these requirements but makes no promise or guarantee as to the availability of additional externship sites or clinical opportunities.

If you have prior misdemeanor or felony convictions, you may be subject to denial of externships, employment opportunities, and/or professional licensure. You are advised that, in order to comply with clinical or employment requirements, you may be required by some hospitals or businesses to undergo a criminal background check and/or drug screening.

Course Load: Students will routinely be scheduled in courses totaling at least 18 quarter credits every sixteen weeks (except Nurse Education courses). However, course loads may vary from module to module depending upon the student's program, academic performance, and other variables.

Make-Up Work

Students who have been absent are expected to make up all missed work prior to returning to classes and to proceed with the new course material in the original sequence. Courses are normally delivered by the traditional lecture/lab instructor-led method. In special circumstances, these same courses may be delivered in an alternative style.

Denver campus: The Dean or Campus Director may approve a tutorial method of making up a course. The student who is approved for this method will be assigned to a faculty member who will work individually with the student to cover the exact course material presented in a lecture/lab situation. There will be no variance in the content or assignments.

Transfer of Credit for Undergraduate Programs

Credit Transfer from Another College

Credits from other institutions which are accredited by an agency recognized by the U.S. Department of Education may transfer when the course submitted for consideration is of comparable scope and content to the campus's own courses. International credits will be reviewed on an individual basis. Transfer of credit is at the judgment and discretion of the Dean and/or the Campus Director. The institution does not currently have any formal articulation agreements to accept credit from other schools. The maximum transfer credits allowable from other institutions are:

To associate's degree programs: No more than 75% of the credits may be transferred. Transferred credits must be C- or better except in the Nursing prerequisite courses, which must be C+ or better for Stevens-Henager College West Haven (Ogden) students. Nursing courses are generally not transferable. A grade of C is required for Respiratory Therapy credits. Credits in core courses may not be more than 15 years old and credits in core technical courses may not be more than 8 years old. General education courses have no time limit. Credits within the time limits may still be rejected if appropriate for educational relevancy.

To online associate's program – Respiratory Therapy: Students who hold a current NBRC Certified Respiratory Therapist (CRT) credential will have the prerequisite and introductory block of courses transferred in. Students who hold a current NBRC Registered Respiratory Therapist (RRT) credential will have the prerequisite, introductory, and intermediate block of courses transferred in. Students with a current CRT and RRT are also eligible to submit official transcripts for possible General Education transfer credit. Prerequisite courses and General Education courses require a B grade or better and core courses require a C grade or better in order to be eligible for transfer credit.

To receive transfer credit for a prerequisite or a core course within the Associate of Science in Respiratory Therapy program, with the exception of BIO 111 and MED 101, a transfer course must have been taken within the last five years to count toward the degree. To receive transfer credit for a core course, the completed course(s) must be from a CoARC approved institution.

Applicants to the Associate of Science in Respiratory Therapy program seeking to transfer RT-specific credits from previously attended colleges or universities must follow the process below in order to get transfer credits and clinical hours approved:

- The applicant must submit high school/GED transcripts and official transcripts from all previously attended colleges/universities.

The applicant must submit syllabi (not course descriptions) for all previously completed RT courses, labeled with corresponding course code.

- To get clinical hours waived, applicants need to have a letter sent from the department supervisor at the hospital/clinical site where the hours were completed. The letter, on official hospital/clinical site letterhead, needs to include information on how many hours and what tasks were completed during the clinical rotation. The letter can be faxed to the attention of IU's RT Clinical Director at (866) 990-0053. Any questions regarding waivers of clinical hours can be directed to the RT Department at clinical. work@independence.edu.

To a bachelor's degree program: No more than 75% of the credits may be transferred. Transferred credits must be C- or better (B for nursing and C for Respiratory Therapy). Credits in core courses may not be more than 15 years old and credits in core technical courses may not be more than 8 years old. General education courses have no time limit. Credits within the time limits may still be rejected if appropriate for educational relevancy.

Transfer Credit Process

The applicant must supply a college transcript for transfer of credit to occur. For courses that do not match the institution's current courses, a catalog or course syllabus must be provided.

Course Numbering

Generally, 100- and 200-level courses are for associate's-level work, 300- and 400-level courses are for bachelor's-level work, and 500- and 600-level courses are for master's-level work. In transferring in credits, no 100- and 200-level courses may be used to satisfy our 300- and 400- or 500- and 600-level courses. However, 300- and 400- or 500- and 600-level courses for another accredited institution may be used to satisfy 100- and 200-level courses at our institution if the course descriptions are similar.

Course Credits

A sufficient number of credits earned from the transferring institution must equal the credits we grant for a course. Example: a sociology course transferred to us must be 4 quarter credits or 3 semester credits to satisfy our sociology course requirements. (Semester credits x 1.5 = quarter credits).

Continuing Education Units/Seminars

Credits for Continuing Education Units (CEUs) or seminars may not be transferred to satisfy courses at our colleges. A student who has continuing education units and/or seminars in courses scheduled in the student's program, may challenge the course by passing the examination with a score of 90% or greater. If the student passes the examination, the student will receive a grade of PE on his or her transcript.

CLEP, DANTES, AP, and Certification Credit

The college may award credit to students who score at or above established levels on College-Level Examination Program (CLEP), Defense Activities for Non-traditional Education Support (DANTES) examinations, Advanced Placement (AP), and college recognized certifications (i.e., Cisco, Microsoft, A+, etc.). Some core courses may not be transferable (i.e., medical clinical core courses). Information regarding specific CLEP, DANTES, and AP equivalents/scores may be obtained from the Dean or Campus Director. Tuition is adjusted accordingly.

Pass by Exam

Students may challenge out of a course by taking a competency examination. To successfully earn credits the student must score 90% or better on the challenge exam. The challenge exam must be completed and scored before or during the first day of the module in which the course is scheduled. Courses passed by challenge exam will be awarded a "PE" (Pass by Exam) grade, will not count as attempted credits and are not eligible for VA benefits or federal financial aid. There will be no charge to the student for courses passed by examination.

California College San Diego only: To help improve outcomes on Therapist Multiple Choice (TMC) and Clinical Simulation Exam (CSE), students are not permitted to challenge out of RES 298 by taking a competency examination except with consent of the Dean.

Prior Learning Assessment

A student may be eligible for college credit earned through life experience. These experiences may happen through work, the military, community related activities, free online education such as MOOC, or other independent studies. The following process applies to PLA credit:

1. The student must be in good standing (academic, financial, and conduct) with the college in order for an application to be processed.

2. The student must complete the Prior Learning Assessment Form and a portfolio and submit these to the dean at least thirty (30) days prior to being scheduled for the course.

3. The portfolio must include the following:

   a. Name of course, course description (from catalog), and the course objectives;

   b. Cover letter that summarizes why the student believes he/she has experience demonstrating mastery of the course objectives (usually one page);

   c. A statement or short report (1-3 pages) for each course objective explaining how the student has experience that demonstrates mastery of the course objectives; and

   d. Supporting documents including resume, performance reviews, certifications and awards.

The Prior Learning Assessment Form and portfolio are reviewed by the academic staff to determine whether the submitted materials demonstrate that the student has mastered the learning objectives of the course.

If the portfolio is approved, credit for the course is awarded with a "PE" (Pass) grade. PLA courses do not count as attempted credits.

Credit Transfer to Other Colleges

Graduates or students who are considering transferring from the college to other institutions should recognize that programs at the college are specifically tailored to career preparation. Courses that make up such programs are not generally transferable to other colleges, particularly in programs that emphasize general or liberal education. It should also be noted that in any transfer situation, regardless of the colleges involved, **the acceptance of credits is at the sole discretion of the accepting college and our Institution makes no representations whatsoever concerning the transferability of any college credits to any other institution. Our Institution's credits generally are not transferable to other colleges** unless a written articulation agreement between our institution and another institution has been negotiated. See the director of admissions or the Campus Director for details of any articulation agreements.

California College San Diego only: Notice concerning transferability of credits and credentials earned at our institution.

The transferability of credits you earn at CCSD is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in any of our programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CCSD to determine if your credits or degree, diploma or certificate will transfer.

Credit Transfer from Affiliated Colleges

Graduates or students who are transferring within the affiliated college system will have their credits automatically accepted. Graduates of associate's degree programs within the affiliated college system may transfer credits to an applicable full bachelor's degree, not a bachelor's completion degree.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA), and satisfactory academic progress (SAP) status transfer with the student. In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation. Likewise, a student who transfers from one campus to another with a GPA that warrants honor status will retain that status at his or her new campus.

California College San Diego has an articulation agreement with Kaplan College for students wishing to receive credit for their Medical Specialties program in order to enroll in the X-ray Technician program at Kaplan.

Credit Transfer for Veterans, Active-Duty, Reserve/Guard, and Dependents

The institution maintains a written record of the previous education and training of veterans or eligible persons. No more than 25% of a transfer student's prior academic work will be accepted towards a degree, with the training period shortened proportionately. The veteran or eligible person will be notified of prior credit granted.

Special Conditions for Students Eligible for Military Benefits

The institution requires, for academic residency, a minimum of 25 percent of the degree requirements for all degrees to be completed in residency at any time for active-duty servicemembers, reservists, and National Guardsmen, and their dependents.

With respect to transfer of credit, the institution recognize and use the ACE Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service, and awards credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations and/or those

transcripted by the community college of the Air Force, when applicable to a servicemember's program.

Program Transfers

Efforts are made to direct students to the program of study best suited to achieving skills and competency; however, at times a student may request a program transfer.

All credits earned in the original program that apply to the new program will be automatically accepted. All grades associated with credits earned in the original program will be calculated towards satisfactory academic progress in the new program.

Students are required to apply in writing to the Dean of Education for a program transfer, and must be approved by a Financial Planning Officer and the Dean of Education. Any exception to this policy is at the discretion of the Dean.

Credit by Examination

Students may wish to challenge a course by taking a competency examination. To successfully pass a challenge exam the student must score 90% or better on the final test. The college may award credit to students who pass the college challenge exam in a specific course. The student must challenge the course and the test must be completed and scored before or during the first day of the module. Credit received will be treated similar to transfer credit (with a grade of PE being assigned to the course).Tuition adjustment will be made for Pass by Examination. Federal aid will not be issued for courses Passed by Examination.

California College San Diego only: A grade may be earned as a result of taking a challenge examination (PE grade) and passing with 90% or better. GPA is not affected by PE grades. Financial aid cannot be issued for a grade of PE.

The notation of IP (In Progress, Passing) will be posted for students who have obtained passing grades at the end of the first month of an extended course. An IP grade is a placeholder for partial courses and is not part of the GPA calculation since a grade is not earned until the end of the course.

Satisfactory progress and successful course completion is not affected by the PE grade or the IP grade.

Due to licensure requirements for the respiratory therapy profession, respiratory therapy students must achieve 74% or better in their prerequisite and core RES courses, and a cumulative score of 74% or better for the entirety of the program.

Respiratory therapy students should see the Registrar or the Respiratory Therapy Program Director for complete details.

General Grading Guideline for Undergraduate Programs

Grade	%	Grade Points	Explanation
A	94–100	4.0	Excellent
A-	90–93	3.7	
B+	87–89	3.4	
B	84–86	3.0	Very Good

Passing grade point average (CGPA) for Associate Degree in Nursing Education students.†

Passing grade for prerequisite, clinical, and general education courses for online Associate Degree in Respiratory Therapy students.

B-	80–83	2.7	
C+	77–79	2.4	
C	74–76	2.0	Average

Passing grade for Respiratory Therapy students.

Passing grade for core courses for online Associate Degree in Respiratory Therapy students.

C-	70–73	1.7	
D+	67–69	1.4	
D	64–66	1.0	Poor
D-	60–63	.7	

Passing grade for Associate's and BS degree programs, other than the Associate Degree in Respiratory Therapy and the Associate Degree in Nursing; grades for state licensing requirements may vary from graduation requirements.

F	59 or below	0	Failing
I		0	Incomplete

Turns to F within four weeks of end of module if work is not completed for an academic grade.

PE		**	Passing by exam
IP		**	Attempted, partial completion
P		N/A	Passing

Used for on-ground Respiratory Therapy (Boise and San Diego campuses) and Associate's in Nursing clinical grades.

W		*	Withdrawal
T		N/A	Transfer of credits from another educational institution
◆			Transfer of credits from an affiliated educational institution

†Students in the Associate Degree in Nursing Education program must achieve an overall average of B or better in all courses and maintain a GPA of 3.0 or better throughout the program.

*See Course Withdrawal section.

**PE grades are issued for courses taken by exam. Both PE and IP do not affect the GPA calculation.

Previous Grading System:

Grade	%	GPA	Explanation
P*	-	4.0	Passing

(P* is used for Respiratory Therapy clinical grades.)

WP/WF		N/A	Withdrawal (Pass/Fail)
NA		N/A	Not Attempted

NOTE: PE, IP, W, WP, WF, P, and T do not affect the GPA calculation.

Respiratory Therapy On-ground Grading Guideline:

Students are expected to master all courses in the curriculum. To assure proficiency in the subject matter, it is imperative that each Respiratory Therapy student demonstrate a satisfactory level of performance (≥ 74%) or a minimum of a "C" grade as the final course grade, excluding general education courses. Any grade less than a "C" (or ≤ 73.9%) is considered failing the course. If a student fails a course, he/she will not be allowed to continue on in the program until the class has been successfully passed. Students must maintain a cumulative GPA of 2.5 in order to sit for the exit exam (WRRT SAE) and graduate from the RT program.

The only exception to this policy is any course that is graded on a pass/fail basis.

Independence University Grading Guidelines:

Students enrolled in the Associate of Science in Respiratory Therapy program must maintain a cumulative GPA of 2.5 in order to sit for the exit exams (CRT SAE and WRRT SAE) and graduate from the Associate of Science in Respiratory Therapy program.

Students in a master's program must earn a 2.0 or better in master's level courses in order to count them toward graduation.

Incompletes

Incomplete grades are counted as credits attempted and affect the maximum time frame, but do not affect the grade point average. An incomplete (I) grade may be issued to a student who is passing a course but who has not completed all required work. The student will be allowed four weeks to complete the coursework. When the coursework is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F".

When calculating the GPA for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F". The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credit hours attempted. If the incomplete prevents a student from meeting graduation requirements, the student will not be eligible for employment assistance services.

Non-credit Remedial Courses

Non-credit remedial courses do not affect satisfactory academic progress. The student does not earn an academic grade, nor is the non-credit remedial course counted toward the maximum time frame.

Prerequisite Courses

If a student fails a course that is a prerequisite for another course (conditional course), the student must successfully complete the prerequisite course before taking the conditional course; there are no exceptions to this policy. If a student fails a course that is not a prerequisite for another course, the student may continue in the program and repeat the course at a later date, provided that the maximum time frame standards are not exceeded.

Grade Reports

The students can print a report of their grades electronically through the student portal. For purposes of academic progress and graduation, the cumulative GPA from the student transcript is used.

Student Records

All student records are kept for at least five years from the last date of attendance unless they are subject to a U.S. Department of Education program review that is outstanding beyond such five-year period, in which case the records are kept until the completion of the review. To review records, students or alumni should contact the campus registrar.

Transcript Policy

Students may receive two official transcripts at no charge. Students may apply for additional transcripts for a $5 charge each. Graduates from Independence University may request a diploma replacement for a $25 fee.

A student with a hold on their financial account is not eligible to receive either an unofficial or official transcript until the hold is resolved.

Grades of transferred courses from other institutions are recorded as a "T" grade and do not contribute to quality points in calculating the student's cumulative GPA at our colleges.

Family Educational Rights and Privacy Act of 1974

In compliance with the Family Educational Rights and Privacy Act, which became law on November 19, 1974, the College hereby notifies all students of their rights in connection with educational records maintained by the College. All students are entitled to review their educational records maintained by the institution by making a request to the Campus Director. Within forty-five (45) days after the request is made, the educational records of the student will be made available to the student. If the student believes that information in the educational records is inaccurate or misleading or violates the privacy or other rights of the student, the student may request that the institution amend the records. If the institution refuses to amend the educational records of the student, the institution will inform the student of the right to a hearing to seek the correction of information in the educational records. At the hearing, the student will be afforded an opportunity to present evidence that is relevant to the issues, and the student may be assisted or represented by an individual of his or her choice at his or her own expense, including an attorney.

The decision of the institution shall be based solely upon the evidence presented at the hearing. If, as a result of the hearing, the student believes that the information is not accurate, is misleading, or otherwise is in violation of the privacy or other rights of the student, the student has the right to place in the educational records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the institution.

The institution maintains student records on the campus premises for a period of not less than five years. The institution maintains student transcripts in perpetuity.

A student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

A student has 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, DC 20202-5920

http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Satisfactory Academic Progress for Undergraduate Programs

Standards of Satisfactory Academic Progress

All students, including VA students, must progress satisfactorily toward meeting graduation requirements. Academic progress is measured in two ways: (a) grade point average, and (b) course completion. The academic progress of each student will be reviewed at the end of every term. A student is considered to be making academic progress if his or her grade point average is above the minimum requirement and the student has successfully completed at least 67% of the credits attempted, otherwise known as the completion rate standard. The evaluation points, grade point average standard, and the completion rate standard are provided in the table listed.

Required Evaluation Point	Minimum CGPA with 67% of Credits Attempted/ Completed
(Bachelor's Degree Program)	
First term	1.0
Second term	1.5
Third term	1.8
Fourth term	2.0
End of each term until 150%	2.0
(Associate of Applied Science and Occupational Associate's Degree Program, except for Associate Degree in Nursing Education, and Associate's Degree in Respiratory Therapy)	
First term	1.0
Second term	1.5
Third term	2.0
Graduation	2.0
150% of the program	2.0
(Associate Degree in Nursing Education – Stevens-Henager College West Haven (Ogden) only)	
First term	2.7
Second term	2.8
Third term	3.0

Graduation	3.0
150% of the program	3.0
(Associate's in Respiratory Therapy)	
First term	2.0
Second term	2.5
Third term	2.5
Graduation	2.5
150% of the program	2.5

Associate Degree in Nursing Education Stevens-Henager College West Haven (Ogden) only

Nursing students must maintain minimal grades of B in all core nursing courses, and receive a Pass grade in laboratory, simulation, and clinical experiences. Nursing students must satisfactorily perform all nursing skills as measured by skills assessment forms, receive favorable evaluations by the faculty, and receive a passing score on the final exams for the course according to individual course requirements. To be eligible for graduation and to complete the ADN program, nursing students must achieve a proficiency level of 900 or greater on the HESI exit exam.

Maximum Time Frame

Students must complete their program within one and one half times the credit hours required to complete the program. Students must complete 67% of their credits attempted in each evaluation period in order to meet satisfactory academic progress standards. The student must complete the program within the maximum time frame in order to graduate.

For example, if a program requires 90 credit hours to graduate, the student can take up to 135 credits in order to complete the program. Taking extra credits occurs primarily when a student has to repeat a course. Students who reach their maximum time frame and have not graduated must be dismissed from the institution.

Calculation of SAP

Satisfactory progress and successful course, completion is not affected by "passed by examination" (PE).

Incomplete grades are counted as credits attempted and affect the maximum time frame but do not affect the grade point average. When calculating the GPA for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F".

Pass/fail courses, credit/no-credit courses, and courses assigned a grade of IP are counted as credits attempted and affect the maximum time frame but are not considered in the grade point average calculation. Non-credit remedial courses do not affect satisfactory academic progress. The student does not earn an academic grade, nor is the non-credit remedial course counted toward the maximum time frame.

A withdrawal grade (W) is counted as credit attempted, but not completed, and will adversely affect a student's satisfactory academic progress. A grade of W does not affect the student's cumulative GPA (CGPA).

In the case of a program transfer, all credits earned in the original program that apply to the new program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits earned in the original program that apply to the new program will be calculated toward satisfactory academic progress in the new program as credit completed and also contribute to quality points in calculating the student's cumulative GPA.

In the case of a previously earned credential, all credits earned in the program that apply to the current program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits awarded in the earned credential that apply to the current program will be calculated toward satisfactory academic progress in the current program as credit completed and also contribute to quality points in calculating the student's cumulative GPA.

Grades of accepted transferred courses from other institutions, including those from previous credentials, are recorded as a "T" grade and count as credit completed, but do not contribute to quality points in calculating the student's cumulative GPA at our colleges.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA), and satisfactory academic progress (SAP) status transfer with the student. In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation.

Course Repetitions

Programs are not designed to facilitate course repetitions due to the short, fast-paced, and intense nature of the coursework. If a student fails a course or earns a non-passing grade (see General Grading Guidelines), that course could be repeated, provided it is offered again within the maximum time frame. The Dean or Program Director must approve all course repetitions. Each attempt is recorded on the student transcript but only the highest grade is reflected in the cumulative GPA. Each attempt at the course would be counted as a "course attempted" in the calculations for successful course completion and maximum time frame. Repeating a course in a program

will result in the assessment of tuition charges at the current credit hour rate. A course may be taken a maximum of three times. If a student fails a course or earns a non-passing grade three times, he or she will be dismissed from the school. [Associate Degree in Nursing Education program, West Haven (Ogden) only: A course may be taken a maximum of two times. If a student fails a course two times, he or she will be dismissed from the school.]

Satisfactory Progress Verification

When financial aid electronic disbursement rosters are received, the financial aid officer at Central Financial Aid (CFA) quickly checks that the student is eligible for the disbursement. If the student does not have the required time and credits, it is so documented on the student's academic record.

The Director of Financial Aid at CFA is fully responsible and accountable for verifying and documenting that the student is entitled to the funds by checking the required time and credits correlating to satisfactory progress.

Financial Aid Warning

To ensure a student's success in a program, the grade point average and completion rate are reviewed by the Dean at the end of each evaluation point. If a student is in danger of falling below the required standards of academic progress, the student is advised. If a student fails to achieve the required GPA and/or fails to complete 67% of the credits attempted in an evaluation period, the student will be placed on Financial Aid Warning Status for the next evaluation period. A student on Financial Aid Warning Status will have until the next evaluation point to meet the minimum standards of academic progress. Students on Financial Aid Warning Status remain eligible for financial aid funding.

Dismissal

Student termination may result from unsatisfactory academic progress, unsatisfactory course completion, failure to achieve the appropriate proficiency level within the prescribed timeframe, use of controlled substances on campus, carrying of weapons on campus, conduct detrimental to the institution, failure to comply with financial aid regulations, or non-observance of other student regulations. A student who is dismissed may appeal to the Campus Director of the College, who will make the final determination.

Students may be terminated from the institution, without a right to appeal, after 14 consecutive days of non-attendance. However, the student will be allowed to petition for readmission.

Dismissal for Unsatisfactory Academic Progress

If a student on Financial Aid Warning Status fails to achieve the minimum standards of academic progress at the end of the next evaluation period, the student immediately becomes ineligible for federal financial aid and is dismissed (immediate dismissal is suspended if the student files an appeal). A student who fails to meet SAP standards at the end of their FAWS period may file an appeal (see next section) with the Appeals Panel. The Appeals Panel will determine if the student is eligible for continued enrollment and access to federal financial aid. If a student's appeal is denied, the student is dismissed.

Appeal

A student dismissed for failing to meet the minimum standards of academic progress has the right to appeal the dismissal. The appeal must be done in writing and submitted in the form of a letter to the Dean. The letter must include the following:

1. Explain the reasons why the student was unable to meet the minimum standards of academic progress including any mitigating circumstances;

2. Provide documentation in support of any mitigating circumstances;

3. Describe what has changed that will allow the student to be able to meet the minimum standards of academic progress; and

4. Detail what the student will do moving forward to ensure that he or she will be successful in his or her program of study and will be able to achieve the requirements for graduation.

The appeal will be reviewed by a institution Appeals Panel. The student may be requested to meet with the Panel to discuss the appeal and provide additional information. Once the appeal letter and documentation are reviewed, the student will be notified if his or her appeal has been granted or denied.

If the appeal is granted, the student may be reinstated to his or her program of study. The student is placed on academic probation for one evaluation period, and during that time, access to financial aid is reestablished. If the appeal is denied, the student will not be allowed to reenter institution nor will the student be allowed to transfer to an affiliated institution within the system.

Financial Aid Probation

When a student is placed on Financial Aid Probation Status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain satisfactory academic progress. The plan may include but is not limited to mandatory tutoring, scheduled advising sessions, extra course assignments, repeating a course for which the student received a failing grade, repeating a course from which the student withdrew;

2. Sign the academic plan (a copy of the plan will be kept in the student's file); and

3. Meet weekly with the Associate Dean to review how well the student is advancing on the academic plan, and how well he or she is progressing in meeting the minimum standards of academic progress.

If a student on Financial Aid Probation Status does not achieve the minimum standards of academic progress at the end of the evaluation period established in the written academic plan, the student is dismissed from the institution and cannot appeal the dismissal. Access to financial aid is suspended. Additionally, if the student at any point in the evaluation period does not perform as required based on the academic plan, the student may be dismissed from the institution sooner than the end of the evaluation period.

Campuses are required to promptly notify the Veterans Administration when a student receiving VA benefits is placed on academic probation.

Mitigating Circumstances

Mitigating circumstances are those conditions which the student has little control over, and most often have an adverse effect on academic progress. Mitigating circumstances must be documented and are limited to the list below:

1. Death of an immediate family member;

2. Illness of an immediate family member where the student Is the primary caretaker or is the primary source of financial support;

3. Student illness requiring hospitalization;

4. Abusive relationship;

5. Prolonged divorce proceeding;

6. Previously undocumented disability;

7. Work-related transfer during the evaluation period;

8. Change in work schedule during the evaluation period;

9. Unexpected loss of employment;

10. Natural disaster;

11. Financial hardship such as foreclosure or eviction; and

12. Loss of transportation where there is no alternative transportation.

Cancellation and Withdrawal

Cancelling Enrollment Prior to Starting Class

If you are not accepted into the College, your enrollment agreement will be cancelled, and the College will refund all money paid within 30 days. You may cancel the enrollment agreement within three (3) business days (except if you have started classes) and receive a full refund of all money paid within 30 days. If you have not visited the institution prior to enrollment, you may withdraw without penalty within three business days following a tour of the college facilities and inspection of equipment where your education services will be provided. You will also receive a full refund within 30 days if your educational services are discontinued by the College (except in cases where the College ceases operation) or if your starting date is postponed by more than 90 days. International Students who cancel, will receive a full refund of their tuition down payment ($3,500) within 30 days.

Postponement of Starting Date

Colorado Campuses

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

a) Whether the postponement is for the convenience of the school or the student; and,

b) The deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of the prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.

Cancellation After Classes Have Started

Colleges Located in Arizona, Colorado, Idaho, and Utah Only

You may cancel enrollment for any reason up until midnight of the fifth day of scheduled classes in the first module of the first academic year, and the institution will refund any monies paid, minus an administrative fee of $150.00 and any charges for books and equipment not returned and uniforms issued. Thereafter, you may terminate your enrollment by giving written notice to the institution. Such notice is effective when the institution receives the notice. The written notice of cancellation need not take any particular form.

Colleges Located in California Only

You may cancel enrollment for any reason up until midnight of the first day of classes in the first academic year, or seven days after enrollment, whichever is the longer, and the institution will refund any monies paid, minus an administrative fee of $150.00 and any charges for books and equipment not returned and uniforms issued. Thereafter, you may terminate your enrollment by giving written notice to the institution. Such notice is effective when the institution receives the notice. The written notice of cancellation need not take any particular form.

False Start Period

The first three weeks of attendance is considered an evaluation period that allows both the college and the student to determine if the educational program is a good fit. At the end of the three-week period, if either the college or the student determines that the student may not have the commitment, readiness, desire, or ability to succeed in the program, the student's enrollment will be cancelled, all charges will be removed from the student's ledger, and any payments received will be refunded.

Course Withdrawal

A student who withdraws from a course receives a grade of W. A student may officially withdraw by the first Friday at the end of the first week of the module.

All courses with a final grade of W are considered attempted credits and will be charged tuition accordingly. PELL and SEOG can be awarded for courses given a grade of W.

Since a grade of W is counted as credit hours attempted but not completed, it will adversely affect a student's Satisfactory Academic Progress (See Standards of Satisfactory Progress). A grade of W does not affect the student's cumulative GPA (CGPA).

A grade of W may only be issued in the following circumstances:

- A student has attended at least one day of the class during the first week of the module and then formally withdraws with the Registrar before the end of the first week of the module.

- A student has attended beyond the first week of the module, is in good standing (good attendance and passing grades), and is forced to withdraw due to extenuating circumstances which are limited to verified medical problems (either with the student or his or her immediate family), military obligations, jury duty, or death in the family that causes extended hardship. If a student attends beyond the first week of the module and then withdraws for reasons other than those listed above, a grade of F will be issued. An F grade academically lowers the student's grade point average and adversely affects the student's academic progress.

Program Withdrawal

Students who find it necessary to withdraw from a program should have an interview with one of the following: Dean, Dean of Students, Registrar, Dean of Continuing Education, or Associate Dean of their program. The student is also required to have an exit interview with a representative of the Financial Aid Office. If a student provides notice of withdrawal in writing, the date on which the notice is mailed with appropriate postage is the date of withdrawal.

Readmission

Readmission to the institution following dismissal or withdrawal will be at the sole discretion of the institution. Students whose enrollment has been terminated may appeal the termination to the Campus Director or the Dean in writing for reinstatement. The written request should contain a summary of why the student feels he or she should be readmitted. All students seeking re-entry must participate in a readmission interview with an Admissions Consultant, and complete the Re-entry Applicant Questionnaire. The Campus Director or Dean shall review all requests on a case-by-case basis. Mitigating circumstances will be taken into consideration. However, the institution reserves the right to refuse to readmit any student who does not meet the institution's academic or behavioral standards.

Re-establishing Eligibility for Federal Funds

If a student is allowed to return to the institution after being dismissed for unsatisfactory progress, he or she may reenter and must meet the above requirements before receiving Title IV aid. The student must make financial arrangements with the institution to pay for courses while reestablishing eligibility for federal funds. Once the student has met the requirements listed in the Financial Aid Probation subsection above, Title IV aid will be reinstated. If the student does not meet the satisfactory progress requirements during the probationary period of one academic year, he or she will be dismissed from the institution. The student may appeal the decision for dismissal in writing for mitigating circumstances. However, if a student cannot finish the program within the maximum time frame of 150%, then he or she will not be allowed to re-enter.

Student Conduct

Students at the institution are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses:

1. Interruption or any manner of interference with the normal operation of the college;

2. Destruction, damage, or misuse of college equipment, facilities, or property;

3. Illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in college-related activities;

4. Illegal possession, use, or furnishing of drugs while on campus or while involved in college-related activities;

5. Physical or verbal abuse of another person in the college community;

6. Theft of another's property occurring on college premises;

7. Participation in hazing;

8. Academic cheating or plagiarism;

9. commission of other offenses (including use of inappropriate Internet material) that in the opinion of administration may be contrary to the best interest of the college community.

Sanctions that may be imposed are:

1. Warning
2. Suspension
3. Expulsion

When appropriate, the institution will issue warnings prior to dismissing a student for poor conduct. The institution, however, may dismiss a student without warning if the offense is serious. The Campus Director makes the decision as to the seriousness of any offense. Additionally, termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges. In accordance with state law, California College San Diego observes a no-smoking policy in the school buildings.

Academic Dishonesty

Cheating is defined as the giving or receiving of aid, whether written, oral or otherwise, in order for a student to receive undeserved credit on class work, homework, tests or any other assignment that is his or her own responsibility.

Plagiarism violates the central core of the college's educational philosophy. It involves stealing another person's work and claiming it as your own. It occurs whenever one directly copies another person's intellectual effort and integrates it into his/her class work without giving proper credit to the author.

Paraphrasing is defined as "a restatement of a text or passage giving the meaning in another form." (Webster's New Universal Unabridged Dictionary, 1996). When one paraphrases but intentionally omits authorship of the work, this too is a violation of academic honesty.

As a student, you have an individual responsibility to understand what cheating, plagiarism, and improper paraphrasing are. You must also be aware that the consequences for doing any of these activities are severe. Whenever you have doubt about what constitutes cheating, plagiarism, or paraphrasing, contact your instructor. With the advent of the Internet, the potential for cheating by simply cutting and pasting information into your paper is tempting. Be aware that these dishonest activities will not be tolerated and instructors have access to increasingly sophisticated search engines to "test" the validity of your work. Plagiarism, in particular, is easily traced. Don't do it.

Consequences: Upon finding that a student has violated the policies on Academic Honesty, the consequences will be:

1. For the first offense, the student will receive a failing grade. The student will be required to repeat the entire course if completion of the course is needed to graduate.

2. Upon a second offense, the student will immediately and permanently be expelled.

Dress Code

Students are required to dress modestly and in appropriate professional dress according to each program. Consult orientation materials for specifics on each program's dress code. Failure to comply with the program dress code could result in suspension of employment assistance privileges.

Graduation Requirements and Awards for Undergraduate Programs

To be eligible for graduation, students must meet the following requirements:

1. Pass with a D- grade or higher all core and non-core courses (except for Nursing courses, core Respiratory Therapy courses, and prerequisite, core, and general education courses for the online Associate Degree in Respiratory Therapy).

2. Attain a 2.0 cumulative grade point average (3.0 for Nursing Education students and 2.5 for Respiratory Therapy students).

3. Pass the number of credit hours required for the program within the maximum time frame.

4. Satisfy all financial obligations.

5. Complete the National Board of Respiratory Care's Comprehensive/Secure Written Registry Self-Assessment Exam (Respiratory Therapy students only).

English for Academic Purposes Program Graduation Requirements

Successful completion of EAP 300 and all prerequisites with a minimum grade of 80% in each course is required for graduation from the EAP program. A certificate of English proficiency will be conferred to graduates of the EAP program.

Degrees/Diplomas Granted

Upon fulfillment of the graduation requirements, the student will be issued the appropriate degree or diploma, indicating satisfactory completion and passing of all program requirements. The institution offers programs leading to a diploma, an Associate of Occupational Studies degree, an Associate of Applied Science degree, an Associate of Science degree, a Bachelor of Science degree, and a Master's degree. Students should check with the campus of choice to see what degrees are available. CollegeAmerica Arizona only: Upon fulfillment of the graduation requirements, the student will be issued the appropriate degree, indicating satisfactory completion and passing of all program requirements. CollegeAmerica offers programs leading to an Associate of Applied Science, Associate of Science, Associate of Occupational Studies degree, or a Bachelor of Science degree.

Graduation Honors

A student may graduate with honors as follows:

- Summa Cum Laude for graduating with a 3.91 cumulative GPA.
- Magna Cum Laude for graduating with a cumulative GPA between 3.76 and 3.90
- Cum Laude for graduating with a cumulative GPA between 3.50 and 3.75.

Student Services

Tutoring

Any student at any time can request tutoring through the Student Services office, the Dean's office, or the department head's office. Tutoring will be provided at no cost to the student by an advanced student, teaching assistant, instructor, or staff member.

Advising

Advising is an important service at the college. Each campus has administrators who guide students through problems that may arise while enrolled at the college. The administrator may enlist the expertise of community resource groups, associate deans of programs, the Dean, faculty members, the Director of Financial Aid, or the Director of Career Services in resolving student problems, whether personal or scholastic in nature.

Career Services

Students and graduates of the College are encouraged to utilize the assistance of the Career Services department throughout their academic and professional careers; there is no charge for the utilization of these services. The Career Services department mission is to assist students and graduates in making informed decisions about their careers, identify employment opportunities, and provide assistance with the skills needed to complete a successful career search. Planning a career is a long-term process, and students are encouraged to understand and use the services available to them throughout their education. The College does not guarantee employment but can provide networking techniques, contacts, potential interviews, and guidance during the job seeking process. The Career Services department does not offer a resume-writing service, but rather provides models from which a student can write his or her own resume. The Career Services staff provides guidance and assistance to students and graduates in their career pursuits by providing feedback for a strong and effective resume and engaging in sound networking practices.

Graduates experiencing difficulty in securing employment have the opportunity to audit one or more courses at the College, at no charge, to update professional skills, employment techniques, and social interaction.

A graduate requesting career services after a significant period of time away from the College should be current in vocational skills and conceptual understanding aligned with the program in which he or she graduated and therefore may elect to audit one or more courses at the College at no charge.

The College reserves the right to deny career services to any past or present students. Such denial can be based upon student conduct that may be significantly detrimental to the integrity of the College, such as failing to pass a drug test, being fired from previous employment for illegal or immoral acts, committing acts against company policy, or being subject to a felony investigation or conviction. Students with a felony conviction may find it more difficult to secure satisfactory employment. Even some misdemeanors prevent employment depending upon the field being pursued.

Library

The Learning Resource Center is available for student use each day during college hours. Videos, books, periodicals, reserved readings, and Internet services are available. A trained librarian or library assistant is available during library hours to assist each student.

Honors

Several campuses of the colleges participate in the Future Business Leaders of America and the Alpha Beta Kappa National Honor Society. Students must be nominated to these select groups by the college faculty. Each award is based on academic standing as well as professionalism at the college.

Campus Security

The college strives to provide a safe environment for our students' learning experience. Our facilities are located in business settings, and trespassing laws are enforced on our premises. If a crime is committed on our premises, college personnel are available to assist students.

Pursuant to the requirements of the U.S. Department of Education, colleges publish all known occurrences of crimes committed on campus. These statistics are available in the Financial Aid Office and are also part of the orientation materials. In the event of a crime, an incident report must be completed, and a police report may be filed. Any and all occurrences of crime committed on the campus should be reported immediately to the administration of the college. In the event a sexual assault should occur on campus, the victim and any witnesses present are to report the crime to campus officials immediately. In order that the crime can be fully investigated, the police will be contacted.

The college provides timely written information on personal safety and anti-crime measures as they become available. An annual report is available for all students and personnel of the college.

Sexual Harassment

Sexual harassment is an offense. Sexual harassment is defined as any unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. If a student or employee has been the victim of any sexual offense, including sexual harassment, on campus or during a college-related activity, the offense must be reported at once to the Campus Director or administrator in charge. An investigation will be conducted.

Copyrighted Materials Policy and Sanctions

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing and the unauthorized use of the college's information and its technology systems, may subject a student to civil and criminal liabilities and penalties of federal copyright laws.

Students engaging in unauthorized use of copyrighted materials, including peer-to-peer file sharing, illegal downloading, or unauthorized distribution of copyrighted materials using the school's information-technology system, may face termination from the institution. In addition, the student may face criminal penalties as summarized below. This list is not all-inclusive, and the student needs to be aware of the severe sanctions imposed on violators of these policies.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to a copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages of "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringement. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, at its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Sections 504, and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov, especially theFAQs at www.copyright.gov/help/faq.

Student Complaint/Grievance Procedure

Student Complaint Hotline

A student who has questions or concerns that have not been fully addressed by the campus staff can contact the Student Hotline at 877-402-0954; or via email to:
wehearyou@stevenshenager.edu
wehearyou@collegeamerica.edu
wehearyou@independence.edu, or
wehearyou@cc-sd.edu
or via regular mail to Student Hotline, 4021 South 700 East, Suite 400, Salt Lake City, UT 84107.

Alternative Dispute Resolution

While no one expects disputes and conflicts, sometimes they do occur, and it is in the best interests of the parties to resolve the dispute in the simplest, fastest, and least-expensive manner. The student therefore agrees to follow the three steps below:

Step One: Any and all disputes, conflicts, problems, controversies, or claims of any kind without exception arising from or connected to enrollment and attendance at the College ("dispute") should first be taken up with the Campus Director. If the dispute is not then resolved, a written statement should be made of each party's position and submitted to the Corporate Chief Executive Officer for a final decision. The parties may proceed to Step Two if the dispute is not resolved in Step One.

Step Two: The parties agree that any dispute should be resolved through mediation. Any such mediation will be held in the city in which the student resides. The parties agree to attend and make a sincere and good faith effort to resolve the dispute through this mediation.

Step Three: Jury Waiver and Agreement to Binding, Individual Arbitration

Both parties forever waive rights to a trial by jury and elect instead to submit all disputes (claims) to the binding, confidential decision of a single arbitrator. At the student's election, the arbitration shall be conducted by the Better Business Bureau ("BBB") or by the American Arbitration Association ("AAA") under its Supplementary Procedures for Consumer-Related Disputes ("Consumer Rules"). The substantive law in the state in which the college is located shall be applied to the proceeding, except to the extent that federal substantive law would apply to any claim. The arbitration conducted under this agreement shall be governed by the Federal Arbitration Act, 9 U.S.C. § 1, etseq.

Any proceeding relating to the interpretation, enforcement, or validity of this agreement, including proceedings relating to any award, shall be decided by the arbitrator and not by the court. Both parties agree that each provision is severable from this arbitration agreement and that all other terms shall remain in force.

Terms of Arbitration

1. Neither party shall file a lawsuit against the other in any court, and parties agree that any suit filed in a court shall be promptly dismissed by the court in favor of arbitration. Both parties agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

2. The costs of the arbitration filing fee, arbitrator's compensation, and facilities fees that exceed the applicable court-filing fee will be paid equally by the student and the college. The student will not be responsible for arbitration fees if the student proves hardship and, if represented by an attorney, he or she does not advance clients' litigation costs. In that instance, the arbitration fees will be paid by the college. The arbitrator has power to award the prevailing party attorney fees and costs if a claim is based on a statute providing such fees to any party. All fees, including the opposing party's attorney fees, shall be paid by any party whose claims are determined by the arbitrator to be frivolous.

3. The student agrees that any dispute or claim he or she may bring shall be brought solely in his or her individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, or consolidated action.

4. Any remedy available from a court under the law shall be available in the arbitration. The arbitrator(s) shall not have the power to commit any error of material fact, in law, or in legal reasoning, and such error shall be corrected on appeal as provided below.

5. To the extent the student has outstanding federal student loan obligations incurred in connection with his or her enrollment at the college, any arbitration award providing monetary damages shall direct that those damages be first paid toward those student loan obligations.

6. Nothing in this agreement prohibits a student from filing a complaint with the state regulatory agency. A student may, but need not, be represented by an attorney at arbitration. Students enrolled at a college in California are strongly encouraged to utilize the

grievance procedure set forth in steps one and two prior to initiating arbitration.

7. Except as specifically required by the laws of the state in which this arbitration is executed, the fact of and all aspects of this arbitration and the underlying dispute shall be kept strictly confidential by the parties, their representatives, and the BBB or the AAA.

8. If a student desires to initiate arbitration, he or she shall first contact the Campus Director, who will provide the student with a copy of the BBB Rules or the AAA Consumer Rules. Information about the BBB arbitration process and rules can be obtained at www.bbb.org or 703-276-0100. Information about the AAA arbitration process and the Consumer Rules can be obtained at www.adr.org or 1-800-778-7879. The student shall contact the BBB or the AAA, which will provide the appropriate forms and detailed instructions. The student shall disclose this document to the BBB or the AAA.

9. Notwithstanding that the arbitration will be binding, if the college or the student loses in arbitration, appeal shall be made in California or Arizona to a court of competent jurisdiction if permitted by applicable law; otherwise, the appeal shall be made to a three-member arbitration appeal panel. That review shall examine the arbitration award for error as described in item four above. The notice of appeal must be in writing and served on the other party and on the BBB or the AAA within 10 days of the date of the award. The notice of appeal must specify those elements of the arbitration award that are being appealed and must contain a statement of the grounds for the appeal. Both parties shall participate in the selection of the panel. The fees and expenses of the appeal tribunal and the BBB or the AAA shall be paid in full by the appealing party. Once the notice of appeal is timely served, the arbitration award shall no longer be considered final for purposes of seeking judicial enforcement, modification, or annulment under the applicable arbitration statute. Following the appeal process, the decision rendered by the appellate arbitrators may be entered in any court having jurisdiction and, in California and Arizona, in the superior court of the state.

Information for Specific States

Stevens-Henager College Logan, Orem (Provo), and West Haven (Ogden) Medical Specialties students only: If a student has unsuccessfully attempted to resolve a complaint with the College regarding the C.N.A. training program (part of the Medical Specialties AOS degree program), the test site, or with the Utah Nursing Assistant Registry (UNAR), the student should fill out the complaint form located at www.utahcna.com. Upon receipt of the complaint, UNAR will determine what, if anything, can be done to resolve the issue. Please note that under no circumstances will your testing results, renewal or certification be impacted if you file a complaint, even if the complaint is against the UNAR.

Stevens-Henager College Utah only: The student can at any time file a complaint with the Utah Division of Consumer Protection, 160 East 300 South, 2nd floor, P.O. Box 146704, Salt Lake City, Utah 84114, 801-530-6601.

CollegeAmerica Arizona Only: The Campus Director will provide the contact information for the CEO, who will use reasonable efforts to resolve the dispute within thirty days.

If the student complaint cannot be resolved after exhausting the college's grievance procedure, the student can file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the state board for further details: 1740 West Adams St., Suite 3008, Phoenix, Arizona 85007; telephone 602-542-5709; www.azppse.gov. The parties can proceed to step two if the dispute is not resolved in step one.

CollegeAmerica Colorado Only: The Colorado campuses of CollegeAmerica are approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational School ("DPOS") Board. Complaints or claims pursuant to Section 12-59-118, C.R.S. or Section 12-59-115(6)(a), C.R.S, may be filed in writing with the Board within two years after the student discontinues his or her training at the school, or at any time prior to the commencement of training. Other complaints may be filed in writing with the Board within two years of the date the alleged injury and its cause were known or should have been known. The student must file all complaints in writing. No action regarding third party complaints is required, except as required by Section 12-59-115 (6)(a), C.R.S. The DPOS address, phone number, and website address are as follows: 1600 Broadway, Suite 2200, Denver, CO 80202; telephone 303-862-3001; http://www.highered. colorado.gov/dpos.

California College San Diego Only: Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95833; www.bppe.ca.gov; phone (916) 431-6959; fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 431-6959 or by completing a complaint form, which can be obtained on the Bureau's website at www.bppe.ca.gov.

The Bureau for Private Postsecondary Education requires us to notify students of the following: California College San Diego is not pending a petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11.

The BBB can be contacted at the following locations near the campuses:

BBB of Denver / Boulder Colorado
www: http://denver.bbb.org
Email: info@denver.bbb.org

BBB of Southern Colorado
www: http://southerncolorado.bbb.org
Email: info@bbbsc.org

BBB Serving Northern Colorado
www: http://wynco.bbb.org
Email: info@wynco.bbb.org

BBB Serving the Snake River Region
www: http://boise.bbb.org
Email: info@boise.bbb.org

ACCSC Grievance Policy

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student can consider contacting the Accrediting Commission. All complaints considered by the commission must be in written form, with permission from the complainant(s) for the commission 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 and will be notified of the commission's final resolution. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201; 703-247-4212; www.accsc.org. A copy of the commission's complaint form is available at the school and can be obtained by contacting the Campus Director.
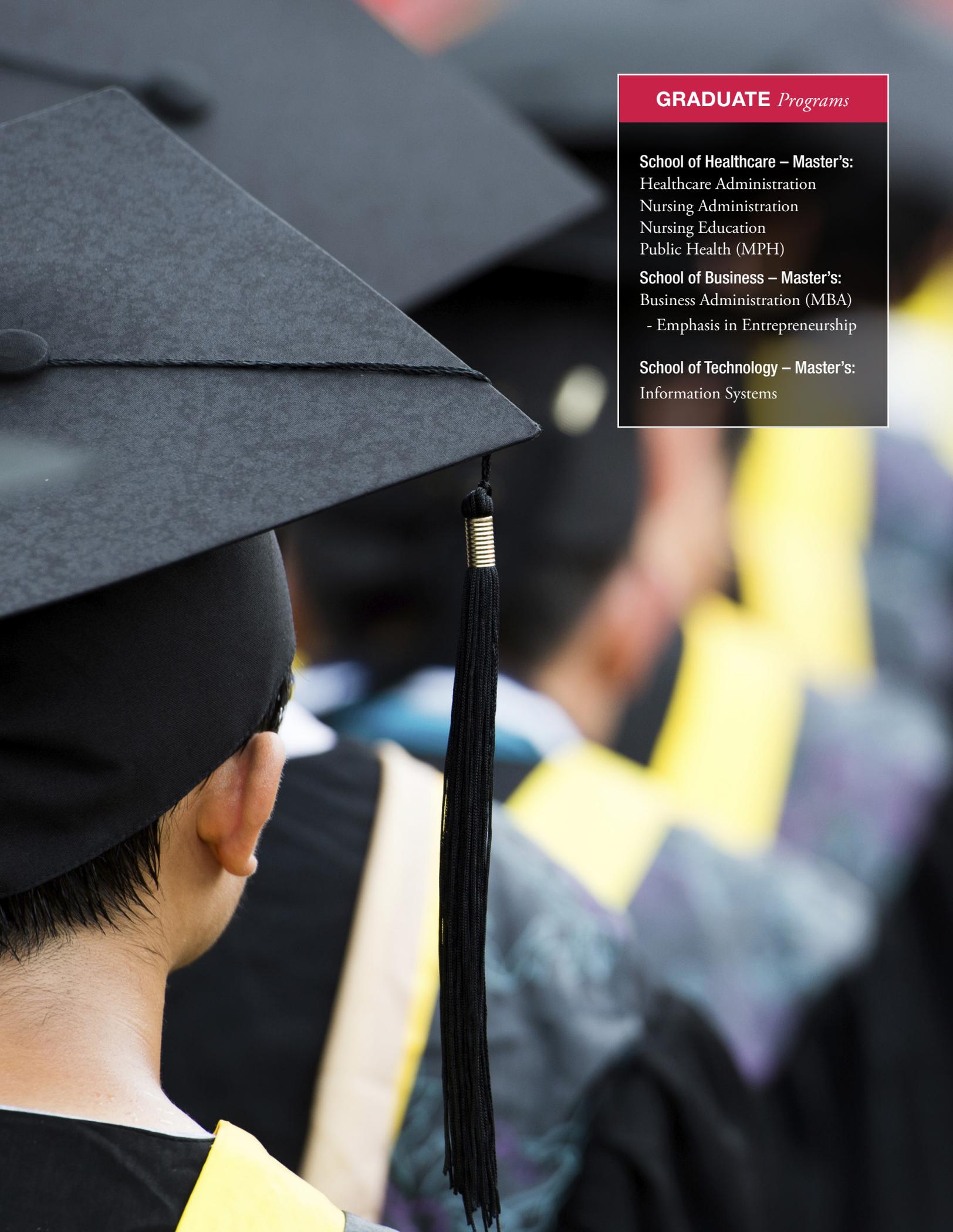
Graduate Level Admissions Requirements

Applicants for admission must have graduated from an accredited high school, private secondary school, or have completed the equivalent (GED, HiSET, or TASC). The student must also provide a copy of their bachelor's degree transcript. Transcripts from a foreign country must be translated and evaluated to demonstrate high school and/or bachelor's degree equivalence as applicable.

Applicants to the master's programs must have earned a baccalaureate degree from an accredited institution of higher education and must provide a copy of their college transcript. Applicants must have an undergraduate GPA of 2.5 from an institution accredited by an agency that is recognized by the U.S. Department of Education. Except for international students, applicants must provide a 500-word, double-spaced personal-statement essay on why they will be successful students in a master's program, including a description of their career goals and their expectations upon graduation. The MBA program is offered both by distance education and on campus in the evening program.

Students seeking admission to a Master's degree program must have Internet access and successfully complete the Computer Literacy Assessment with a score of 14 or higher.

Admissions Requirements – Master's in Nursing Education or Nursing Administration – Independence University

Students seeking admission to the Nursing Education and Nursing Administration Master's degree programs must hold a valid unrestricted registered nurse license.

Admissions Requirements – Master's Degree Programs - Stevens-Henager College Murray (Salt Lake City)

Domestic on-ground students seeking admission to any Master's degree program offered at the Salt Lake campus must have the following in a discipline directly related to the master's degree for which admittance is sought:

- a bachelor's degree in a directly related discipline.
- at least five years' work experience directly related to the master's degree program.

Candidates who do not meet the requirements will not be considered for admission to a master's degree program.

International Admissions Requirements – Master's Degree

Bachelor's degrees received from other countries must be submitted with a translation attesting that they are equivalent to bachelor's degrees received in the U.S. International students must meet the following additional requirements:

1. Applicants to a master's program must provide proof of a bachelor's degree or its equivalent that has been translated into English and evaluated by a credential evaluation service.

2. Applicants to a master's program must provide proof of financial support in one of the following forms: (i) copy of current bank statement that amounts to at least $24,000; (ii) letter of support from sponsor with a copy of his or her current bank statement that amounts to at least $24,000; or (iii) I-34 (U.S. Sponsor) with a copy of his or her bank statement that amounts to at least $24,000. The funds must be in U.S. currency or the equivalent. If an applicant plans on bringing dependents (spouse/children) to the United States, the applicant

   must add an additional $8,000 per family member over and above the minimum financial support amount.

   For example, an applicant who wishes to bring a spouse and one child must indicate a level of support of $40,000 ($24,000 + $8,000 + $8,000) when seeking admission to the master's degree program.

3. Applicants to a master's program must make a refundable tuition deposit of $3,500 prior to enrollment.

4. Applicants must provide two professional or academic letters of recommendation.

5. Applicants must provide a resume.

6. Applicants must provide evidence of English proficiency in one of the following ways: (i) minimum TOEFL score of 71 iBT-based or (ii) 6.0 on IELTS or (iii) 53 on PTE, or approved equivalent.

7. Applicants must provide a copy of their passport.

8. Applicants who are planning to bring a spouse and/or children must also provide a copy of their spouse and/or children's passport.

For information on enrollment cancellation or termination, please refer to the Cancellation and Withdrawal, Cancellation After Classes Have Started, and Refund Policy sections of this catalog.

Graduate Level Admissions Procedures

To apply for enrollment, the student submits the completed application to the Director of Admissions. The student should also request a copy of their bachelor's degree transcript

be sent to the Director of Admissions. A foreign graduate must provide a translated and evaluated copy of a transcript.

International Students

The Murray (Salt Lake City) campus is authorized under federal law to enroll non-immigrant alien students.

International students coming into the master's program are required to take one Cultural Assimilation course: WS01 - Employment in the United States.

Curricular Practical Training

International students enrolled in the institution's master's degree programs are required to participate in Curricular Practical Training (CPT). Students participating in CPT are required as part of their curriculum to work with one of the College's approved CPT employment partners in a position related to their field of study. The student's employer pays wages directly to the student. Students can apply to SEVIS for OPT 90 days prior to CPT completion.

Graduate Degree Programs

Stevens-Henager College – Murray (Salt Lake City) only

Master's Degrees:

Business Administration (MBA)
  - Emphasis in Entrepreneurship
Healthcare Administration
Information Systems

Students enrolled in the above master's degree programs are required to immediately participate in Curricular Practical Training (CPT). Students participating in CPT are required as part of their curriculum to work in a position related to their field of study with one of the College's approved CPT employment partners. The student's employer pays wages directly to the student. Students can apply to SEVIS for OPT 90 days prior to CPT completion.

Independence University

Master's Degrees:

Business Administration (MBA)
  - Emphasis in Entrepreneurship
Healthcare Administration
Information Systems

Nursing Administration
Nursing Education
Public Health (MPH)

The institution reserves the right to vary the order in which courses are offered within each program, to update and make changes to the subject matter, schedules, and course material, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

School of HEALTHCARE
Graduate Programs

Master of Science Degree
Healthcare Administration

Online through Independence University

15 Months

The Master of Healthcare Administration program is designed to provide education and research activities that will teach the student to develop or recognize opportunities to make health-services delivery more effective or efficient. Students enrolled in the program will receive instruction on processes for evaluating and improving health policy. Graduates are employed as entry-level senior health-service administrators or policy analysts. The level of position attained will vary according to the background and experience the graduate brings to the job.

Course No.	Course Name	Credits
ECN 642	Healthcare Economics and Policy Analysis	4.0
FIN 655	Healthcare Finance	4.0
HCA 542	Issues in Managed Care	4.0
HCA 550	Organizational Behavior	4.0
HCA 600	Management Practices for the Healthcare Professional	4.5
HCA 640	Healthcare Administration and Policy	4.5
HCA 675	Healthcare Personnel Administration	4.0
HCA 690	Final Project/Thesis	4.0
HCS 618	The Healthcare System	4.0
HSA 544	Outcomes Assessment and Quality Management	4.0
HSA 552	Healthcare Information Systems	4.0
HSM 515	Legal Considerations in Healthcare Delivery	4.5
HSM 520	Healthcare Marketing and Planning	4.0
MAT 610	Quantitative Methods	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 57.5

With the Dean's permission, students can replace any one of the HSM courses with NUR 585.

Master of Science Degree
Healthcare Administration

Stevens-Henager College Murray (Salt Lake City)

15 Months

The Master of Healthcare Administration program is designed to provide education and research activities that will teach the student to develop or recognize opportunities to make health-services delivery more effective or efficient. Students enrolled in the program will receive instruction on processes for evaluating and improving health policy. Graduates are employed as entry-level senior health-service administrators or policy analysts. The level of position attained will vary according to the background and experience the graduate brings to the job.

Course No.	Course Name	Credits
CPT 600	Curricular Practical Training	4.0
ECN 642	Healthcare Economics and Policy Analysis	4.0
FIN 655	Healthcare Finance	4.0
HCA 542	Issues in Managed Care	4.0
HCA 550	Organizational Behavior	4.0
HCA 600	Management Practices for the Healthcare Professional	4.5
HCA 640	Healthcare Administration and Policy	4.5
HCA 675	Healthcare Personnel Administration	4.0
HCS 618	The Healthcare System	4.0
HSA 544	Outcomes Assessment and Quality Management	4.0
HSA 552	Healthcare Information Systems	4.0
HSM 515	Legal Considerations in Healthcare Delivery	4.5
HSM 520	Healthcare Marketing and Planning	4.0
MAT 610	Quantitative Methods	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 57.5

With the Dean's permission, students can replace any one of the HSM courses with NUR 585.

Master of Science Degree
Nursing Administration

Online through Independence University

15 Months

The Nursing Administration graduate program prepares nurses for administrative leadership and management roles in managed care, home healthcare, long-term care, and professional and other health-related organizations. Program content focuses on management and organizational theory, ethical and legal issues, and healthcare delivery systems, as well as health policy, information systems, and the management of human, material, and fiscal resources. Graduates are employed as entry-level management of nursing personnel in hospitals, clinics, and private healthcare facilities.

Candidates for the Nursing Administration program must have a nursing license and a bachelor's degree.

Course No.	Course Name	Credits
HSA 544	Outcomes Assessment and Quality Management	4.0
HSA 552	Healthcare Information Systems	4.0
NUR 502	Health Services Financial Management	4.0
NUR 505	The Nurse's Role in Health Services Marketing	4.0
NUR 515	Legal and Ethical Considerations in Nursing Practice	4.0
NUR 602	Advanced Nursing Theory	4.0
NUR 603	Leadership Theory	4.0
NUR 604	Issues in Nursing	4.0
NUR 605	Research and Evaluation Methods	4.0
NUR 606	Pathophysiology	4.0
NUR 608	Advanced Pharmacology	4.0
NUR 611	Nursing Administration	4.0
NUR 612	Nursing Administration Practicum	4.0
NUR 690	Nursing Capstone	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 56.0

Master of Science Degree
Nursing Education

Online through Independence University

15 Months

The Master of Science in Nursing Education (MSNE) graduate program prepares nurses to be a nurse educator in

a variety of settings, including higher education, vocational education, staff development, and patient education. Program content focuses on preparing graduates to be conversant with theory and current trends in nursing, and it provides an opportunity for students to confront important issues in education and develop skills as educators.

Candidates for the Nursing Education program must have a nursing license and a bachelor's degree.

Course No.	Course Name	Credits
HSA 544	Outcomes Assessment and Quality Management	4.0
NUR 503	Teaching Critical Thinking and Clinical Decisions	4.0
NUR 504	Technologies for Nursing Education and Practice	4.0
NUR 515	Legal and Ethical Considerations in Nursing Practice	4.0
NUR 602	Advanced Nursing Theory	4.0
NUR 603	Leadership Theory	4.0
NUR 604	Issues in Nursing	4.0
NUR 605	Research and Evaluation Methods	4.0
NUR 606	Pathophysiology	4.0
NUR 608	Advanced Pharmacology	4.0
NUR 609	Instructional Strategies	4.0
NUR 610	Evaluation Strategies	4.0
NUR 613	Nurse Education Practicum	4.0
NUR 690	Nursing Capstone	4.0

TOTAL MINIMUM NUMBER OF CREDITS: **56.0**

With the Dean's permission, students may replace any one of the HSA courses with NUR 585.

Master of Public Health
Public Health

Online through Independence University

16 Months

The Masters in Public Health program is designed to provide a solid foundation in the core disciplines of public health: biostatistics, epidemiology, environmental health sciences, health services administration, and social/behavioral sciences. Graduates are employed in management positions in both the public and private sectors. Graduates employed in the public sector work in local, state, or federal health departments, and in university systems as researchers. Graduates employed in a non-profit organization work in positions that promote health advocacy and policy, while other public-health professionals work in the private sector for pharmaceutical companies or for health insurance companies.

Course No.	Course Name	Credits
HCS 513	Management Practices for the Health Professional	5.0
HCS 524	Nutrition for Public Health	3.0
HCS 530	Community Health	4.5
HCS 532	Concepts and Issues in Environmental Health	4.5
HCS 554	Health Program Evaluation	4.5
HCS 614	Public Health Internship I (Preparation)	1.0
HCS 615	Public Health Internship II (Development)	1.5
HCS 616	Public Health Internship III (Implementation)	5.0
HCS 625	Research and Evaluation Methods I	2.0
HCS 626	Research and Evaluation Methods II	2.5
HCS 630	Intro to Epidemiology	3.0
HCS 691	Final Project/Thesis I (Preparation)	3.0
HCS 692	Final Project/Thesis II (Proposal)	3.0
HCS 693	Final Project/Thesis III (Final Defense)	3.0
HWP 508	Health Communication	3.0
HWP 620	Developing Health Promotion Programs	4.5
MAT 525	Biostatistics for Healthcare Professionals I	2.5
MAT 526	Biostatistics for Healthcare Professionals II	2.5

TOTAL MINIMUM NUMBER OF CREDITS: **58.0**

School of BUSINESS
Graduate Programs

Master of Business Administration Degree
Business Administration (MBA)

Online through Independence University

15 Months

The Master of Business Administration program is designed to provide the knowledge and skills needed to become an effective manager in a variety of organizational settings. It is a comprehensive program designed to provide graduates with the background to advance in their career rather than training to target a particular job within an organization. The broad goal of the program is to provide students with the foundations in content and competencies that will support their development as effective managers in a variety of organizational settings.

Course No.	Course Name	Credits
MBA 601	Financial Accounting for Management	4.0
MBA 602	Dynamics of the Organization	4.0
MBA 603	Marketing Management	4.0
MBA 604	Corporate Finance	4.0
MBA 605	Information Technology and Society	4.0
MBA 606	Communication Dynamics for Professionals	4.0
MBA 607	International Management	4.0
MBA 608	Statistics for Management	4.0
MBA 609	Applications in Economic Analysis	4.0
MBA 610	General Management	4.0
MBA 611	Developing Business Strategy	4.0
MBA 612	Leadership Theory	4.0

MBA 613	Advanced Human Resource Management	4.0
MBA 614	Capstone Project	4.0
MBA 630	Operations Management	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 60.0

Entrepreneurship emphasis

This emphasis is designed to prepare students to launch a new business or foster new business initiatives within established organizations. The program provides a broad overview of business concepts, including essential foundational knowledge of management principles and practices. It also features specific training to help students develop the skills to launch successful new ventures.

Entrepreneurship education courses:*

MBA 615	Entrepreneurial Management	4.0
MBA 620	Business Plans	4.0
MBA 625	Financing the Entrepreneurial Venture	4.0

MBA 640	Current Topics in Entrepreneurial Leadership	4.0
MBA 650	Entrepreneurship Capstone Project	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 60.0

*The Entrepreneurship courses replace the following courses: MBA 607, MBA 610, MBA 612, MBA 613, and MBA 614.

Master of Business Administration Degree

Business Administration (MBA)

Stevens-Henager College Murray (Salt Lake City)

15 Months

The Master of Business Administration program is designed to provide the knowledge and skills needed to become an effective manager in a variety of organizational settings. It is a comprehensive program designed to provide graduates with the background to advance in their career rather than training to target a particular job within an organization. The broad goal of the program is to provide students with the foundations in content and competencies that will support their development as effective managers in a variety of organizational settings.

Course No.	Course Name	Credits
CPT 600	Curricular Practical Training	4.0
MBA 601	Financial Accounting for Management	4.0
MBA 602	Dynamics of the Organization	4.0
MBA 603	Marketing Management	4.0
MBA 604	Corporate Finance	4.0
MBA 605	Information Technology and Society	4.0
MBA 606	Communication Dynamics for Professionals	4.0
MBA 607	International Management	4.0
MBA 608	Statistics for Management	4.0
MBA 609	Applications in Economic Analysis	4.0
MBA 610	General Management	4.0
MBA 611	Developing Business Strategy	4.0
MBA 612	Leadership Theory	4.0
MBA 613	Advanced Human Resource Management	4.0
MBA 630	Operations Management	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 60.0

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MBA 620	Business Plans	4.0
MBA 625	Financing the Entrepreneurial Venture	4.0
MBA 640	Current Topics in Entrepreneurial Leadership	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 60.0

*The Entrepreneurship courses replace the following courses: MBA 607, MBA 610, MBA 612, and MBA 613.

School of TECHNOLOGY *Graduate Programs*

Master of Science Degree
Information Systems

Online through Independence University

15 Months

The Master of Science in Information Systems addresses the growing need for professionals who need to possess both analytical skills and business acumen with the goal of improving business through information technology and management. These professionals must be familiar with the theory and practice of storing, organizing, retrieving, and analyzing information in a variety of settings. Technical expertise alone is not sufficient for success, and students will need to be skilled in the topics of understanding how to organize information, analyze user information, and design or evaluate information systems that allow for efficient and effective user interaction. In addition, they will need to be able to provide and assure the quality and value of information to decision makers, understand the economic and social environment in which their organizations functions, and be familiar with relevant issues in law, economics, ethics, and management. Typical positions filled by a professional with a master of science in information systems include; positions within the office of the chief information officer (CIO),

information technology/information systems/information management director, systems analyst, systems architect, and strategic technologist.

Course No.	Course Name	Credits
MBA 601	Financial Accounting for Management	4.0
MBA 603	Marketing Management	4.0
MBA 612	Leadership Theory	4.0
MBA 613	Advanced Human Resource Management	4.0
MIS 550	Systems Analysis and Design	4.0
MIS 560	Storage Area Network Architecture and Management	4.0
MIS 570	Management Information Systems	4.0
MIS 580	Information Systems Security	4.0
MIS 590	IT Project Management	4.0
MIS 640	Technology in Research Methods	4.0
MIS 650	Data Management, Analysis and Reporting	4.0
MIS 660	Human Computer Interaction	4.0
MIS 670	Information Systems Strategic Planning	4.0
MIS 680	Decision Support Systems and Methods	4.0
MIS 690	Information Systems Capstone Project	4.0

TOTAL MINIMUM NUMBER OF CREDITS: 60.0

Master of Science Degree
Information Systems

Stevens-Henager College Murray (Salt Lake City)

15 Months

The Master of Science in Information Systems addresses the growing need for professionals who need to possess both analytical skills and business acumen with the goal of improving business through information technology and management. These professionals must be familiar with the theory and practice of storing, organizing, retrieving, and analyzing information in a variety of settings. Technical expertise alone is not sufficient for success, and students will need to be skilled in the topics of understanding how to organize information, analyze user information, and design or evaluate information systems that allow for efficient and effective user interaction. In addition, they will need to be able to provide and assure the quality and value of information to decision makers, understand the economic and social environment in which their organizations functions, and be familiar with relevant issues in law, economics, ethics, and management. Typical positions filled by a professional with a master of science in information systems include; positions

within the office of the chief information officer (CIO), information technology/information systems/information management director, systems analyst, systems architect, and strategic technologist.

Course No.	Course Name	Credits
CPT 600	Curricular Practical Training	4.0
MBA 601	Financial Accounting for Management	4.0
MBA 603	Marketing Management	4.0
MBA 612	Leadership Theory	4.0
MBA 613	Advanced Human Resource Management	4.0
MIS 550	Systems Analysis and Design	4.0
MIS 560	Storage Area Network Architecture and Management	4.0
MIS 570	Management Information Systems	4.0
MIS 580	Information Systems Security	4.0
MIS 590	IT Project Management	4.0
MIS 650	Data Management, Analysis and Reporting	4.0
MIS 660	Human Computer Interaction	4.0
MIS 670	Information Systems Strategic Planning	4.0
MIS 680	Decision Support Systems and Methods	4.0

TOTAL MINIMUM NUMBER OF CREDITS: **60.0**

Graduate Program Course Descriptions

Curricular Practical Training

CPT 600   4 Credits
Curricular Practical Training

Students demonstrate the integration of the skills and concepts learned throughout the duration of the program in cooperative work experiences and produce work-related experiences in academic papers and assignments per the specific projects and assignments noted in each course throughout the program. Students are required to begin working in an approved work experience in the first term of enrollment and throughout their program of study. (Corequisite: all courses associated with the program or with the consent of the Dean.)

Economics

ECN 642   4 Credits
Healthcare Economics and Policy Analysis

This course discusses microeconomic theory, including demand and production, analysis of health-care markets, anti-trust issues, hospital and physician service markets, the role of insurance, cost-effectiveness analysis, and government policy.

Finance

FIN 655   4 Credits
Healthcare Finance

This course addresses financial decisions healthcare professionals make on a daily basis. Students will assess financially viable options for a healthcare organization, the impact of the Medicare payment system, and diagnosis-related groups on the healthcare industry.

Health and Wellness Promotion

HWP 508   3 Credits
Health Communication

This course provides an introduction to current health communication theory and issues. Students will examine topics in health communication such as interpersonal communications, public relations and advocacy, community mobilization, professional medical communications, and constituency relations along with exploration of skills in program planning, implementation, and evaluation.

HWP 620   4.5 Credits
Developing Health Promotion Programs

This course provides students with a foundation of health promotion program planning, implementation, and evaluation from both theoretical and practical perspectives. Topics include assessing needs, implementation strategies, and evaluation.

Health Services Administration

HSA 544   4 Credits
Outcomes Assessment and Quality Management

This course addresses why healthcare institutions are responsible for the management and continuous improvement of quality in all aspects of their operation. It exposes the student to the processes and quality tools used to develop effective quality management programs as well as to assess current practices. It also covers how to evaluate outcomes data for interpretation to various audiences.

HSA 552   4 Credits
Healthcare Information Systems

This course is designed to prepare students for management oversight, administrative design, acquisition of, and implementation of, information technology systems. The course emphasizes basic knowledge of information systems in a healthcare environment. A component of the course is a team-based information technology strategic plan.

Health Services Management

HSM 515   4.5 Credits
Legal Considerations in Healthcare Delivery

This course addresses the variety of legal questions and issues confronting healthcare professionals today. The course includes such topics as liability, confidentiality of records, informed consent, contracts, patient rights, employee rights, and legal testimony.

HSM 520   4 Credits
Healthcare Marketing and Planning

This course examines the planning process including the concepts and procedures of strategies, problem solving, and decision-making. It also addresses the importance of marketing in healthcare organizations.

Healthcare Administration

HCA 542   4 Credits
Issues in Managed Care

This course serves as an introduction to the history, structure, and management issues associated with health maintenance organizations (HMOs), preferred provider organizations (PPOs), and other managed care options.

HCA 550   4 Credits
Organizational Behavior

This course examines organizational change including what effective managers can do to understand and anticipate such change and to respond accordingly. Topics include concepts in organizational behavior, learning, motivation and performance, groups and organizational design, and organizational processes.

HCA 600   4.5 Credits
Management Practices for the Healthcare Professional

In this course, the student will assess current management practices, as well as examine organizational and managerial theories for planning, organizing, directing, and controlling the functions of healthcare administration.

HCA 640   4.5 Credits
Healthcare Administration and Policy

This course provides a thorough overview of the American healthcare system. Topics include identification of the nation's healthcare needs and the effect of the interaction of health, government, and politics on meeting the identified needs.

HCA 675   4 Credits
Healthcare Personnel Administration

This course addresses the policies, methods, and techniques utilized in public and health organizations relating to human resource systems. Topics include; recruitment, employment planning and forecasting, managing diversity, testing, interviewing, the training process, organizing teams, appraising performance, establishing strategic pay plans, financial incentives, benefits, labor relations, collective bargaining, and employee security.

HCA 690   4 Credits
Final Project/Thesis

Students, individually or in teams, produce a professional project or thesis that demonstrates the integration of the skills and concepts learned throughout the duration of the program. (Prerequisite: Completion of all core courses or with the consent of the Dean.)

Healthcare Science

HCS 513   5 Credits
Management Practices for the Health Professional

Healthcare in the United States combines an explanation of population health with a comprehensive introduction to health services delivery. This course will look at the healthcare system in the US, with an emphasis on healthcare reform legislation and its implications for the future. By combining basic concepts in population health with coverage of health services, the course offers an in-depth look at the healthcare administration in the US, including the challenges facing those who manage health service personnel and organizations. This course will review concepts such as cost sharing, HMO enrollment, and rationing of services.

HCS 524   3 Credits
Nutrition for Public Health

This course provides students with opportunity to apply methods and techniques for educating individuals about nutrition. Concepts that help improve the health of the whole population and teach high-risk subgroups within the population will be examined. An emphasis is placed on health promotion and disease prevention through improved nutrition. Students will review integrated community efforts for improved nutrition with leadership demonstrated by government offices.

HCS 530   4.5 Credits
Community Health

This course provides students with an opportunity to acquire the knowledge and skills that are essential in working with communities, to assess, develop, implement, and evaluate community change strategies that will promote improved health status. This course addresses population-based programs that emphasize primary, secondary, and tertiary prevention of health problems. Students will examine concepts of community, public health, and health policy affecting culturally diverse and vulnerable populations.

HCS 532   4.5 Credits
Concepts and Issues in Environmental Health

This course provides students with a solid foundation in scientific approaches to environmental and occupational health problems and solutions. Presentations regarding controversial issues will be presented from both sides of the spectrum. Topics covered include air and water quality, vector control, waste management, food sanitation, population-related concerns, lead poisoning, and the prevention and treatment of work-related injuries and illness.

HCS 554   4.5 Credits
Health Program Evaluation

This course provides students with an introduction to the nature of program planning and evaluation, with an insight into some of the problems and opportunities associated with evaluating program effectiveness. Students progress through an evaluation process in order to experience both practical and theoretical aspects of assessing health program performance and outcomes. Course components include strategies for developing evaluation questions, standards, and designs; designing program evaluations; data gathering and analysis; report writing; and employing evaluation results to improve program performance.

HCS 614   1 Credit
Public Health Internship I (Preparation)

The course provides students with an opportunity begin searching for the sponsoring organization and preceptor for the implementation of their internship. Students will select and have their preceptor approved, and begin development of their internship project. (Prerequisites: HCS 513, HCS 524, HCS 530, HCS 532, HCS 554, HCS 625, HCS 626, HCS 630, HWP 508, HWP 620, MAT 525, and MAT 526 or with the consent of the Dean.)

HCS 615   1.5 Credits
Public Health Internship II (Development)

The course provides students with an opportunity to develop in conjunction with their approved preceptor the internship project they will implement. Students will work to complete the internship agreement and have all forms completed. Students may begin working on the implementation if time permits. (Prerequisite: HCS 614 or with the consent of the Dean.)

HCS 616   5 Credits
Public Health Internship III (Implementation)

The course provides students with an opportunity to implement their approved internship project. Students will complete the project and submit their final report as an outline in the internship agreement. (Prerequisites: HCS 614, 615 or with the consent of the Dean.)

HCS 618   4 Credits
The Healthcare System

This course is a comprehensive course covering the full spectrum of healthcare services, identifying up-to-the-minute trends, and analyzing options for future policy.

HCS 625   2 Credits
Research and Evaluation Methods I

The course provides students with a fundamental knowledge of the basic approach to research. Students will begin by developing a research question/problem, reviewing the literature and developing a literature review. Although research methods may vary slightly from subject area and field of research, the basic approach is the same, whether community health research, clinical/

medical research, research in the areas of health promotion or public health, the basic approach is the same.

HCS 626   2.5 Credits
Research and Evaluation Methods II

This course expands the students experience in research and evaluation methods. Student will move forward from their developed research question/problem and literature review to developing methodology for conducting, evaluating, and interpreting research results. Students will be asked to complete a research report at the end of this course. (Prerequisite: HCS 625 or with the consent of the Dean.)

HCS 630   3 Credits
Intro to Epidemiology

This course provides students with the necessary knowledge to move through the approaches, methodology, and uses of epidemiology both from a theoretical and practical perspective. This course prepares students to understand and apply the principles of epidemiological methods in the study of disease causation and to describe current trends and applications.

HCS 691   3 Credits
Final Project/Thesis I (Preparation)

This course provides students with intensive opportunity to demonstrate mastery by integrating knowledge, skills, and principles studied throughout their Master's of Public Health program. It is a demonstration of student's ability to develop an idea, and apply a theory to real-life public health problems. The overarching goal is to expand and evaluate the depth and breadth of expertise and to demonstrate the interconnection among knowledge, skills, and principles brought to bear on real-life situations. In this course, the student will select their sponsoring organization, outside committee members, develop a thesis topic and research question/ problem, and complete the literature review. (Prerequisite: All program courses with the exception of HCS 692 and HCS 693 or with the consent of the Dean.)

HCS 692   3 Credits
Final Project/Thesis II (Proposal)

This course provides students with intensive opportunity to demonstrate mastery by integrating knowledge, skills, and principles studied throughout their Master's of Public Health program. It is a demonstration of student's ability to develop an idea, and apply a theory to real-life public health problems. The overarching goal is to expand and evaluate the depth and breadth of expertise and to demonstrate the interconnection among knowledge, skills, and principles brought to bear on real-life situations. In this course the student will complete their thesis proposal and begin data collection. (Prerequisite: HCS 691 or with the consent of the Dean.).

HCS 693   3 Credits
Final Project/Thesis III (Final Defense)

This course provides students with intensive opportunity to demonstrate mastery by integrating knowledge, skills, and principles studied throughout their Master's of Public Health program. It is a demonstration of student's ability to develop an idea, and apply a theory to real-life public health problems. The overarching goal is to expand and evaluate the depth and breadth of expertise and to demonstrate the interconnection among knowledge, skills, and principles brought to bear on real-life situations. In this course, the student will write up their results and discussion sections of the thesis. Students will present the final thesis document for defense. (Prerequisites: HCS 691, HCS 692 or with the consent of the Dean.)

Information Systems

MIS 550   4 Credits
Systems Analysis and Design

This course focuses on systems analysis and design with emphasis on information systems development and the latest systems development methods, tools, and techniques in systems analysis and design. Topics include systems analysis fundamentals, the role of the systems analyst, understanding and modeling organizational systems, process specifications and structured decisions, and quality assurance and implementation.

MIS 560   4 Credits
Storage Area Network Architecture and Management

This course focuses on storage networking and how Storage Area Networks (SANs) can help consolidate conventional server storage onto networks, how they make applications highly available no matter how much data is being stored, and how they make data access and management faster and easier. Additional emphasis is placed on the evolution of the technology and SANs, applications for SANs, storage networking and what it means for the information processing architecture of an enterprise, and issues for implementation and adoption.

MIS 570   4 Credits
Management Information Systems

This course introduces students to management information systems essential for creating competitive firms, managing global corporations, and providing useful products and services to customers. Emphasis is placed on the digital integration of the firm through enterprise applications, management of the supply chain, customer relationships, and enterprise systems.

MIS 580   4 Credits
Information Systems Security

This course focuses on the managerial aspects of information security such as access control models, information security governance, and information security program assessment and metrics. Topics include information-assurance plans and strategies, providing training for security awareness, configuration security management, information assurance (IA), and legal issues.

MIS 590   4 Credits
IT Project Management

This course presents an understandable, integrated view of the many concepts, skills, tools, and techniques involved in information technology project management. Topics include analysis of business requirements, development and deployment cycles, creating project plans for successful delivery, implementation of risk management techniques and mitigation strategies, scheduling task cycles, implementing monitoring tools, and controls to track project progress.

MIS 640 4 Credits
Technology in Research Methods

This course will provide an opportunity for participants to establish or advance their understanding of research through critical exploration of research language and approaches. The course introduces the language of research, principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. Participants will use these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in forming their understanding of their work, social, local and global environment.

MIS 650 4 Credits
Data Management, Analysis and Reporting

This course introduces students to information data management, analysis, and reporting methodologies in business. Emphasis is placed on the various performance measurement methods used in business and shows their practical impact on business outcomes. Students will learn how to collect information, summarize, analyze, present, and interpret data using current software tools.

MIS 660 4 Credits
Human Computer Interaction

This course introduces students to the world of human-computer interaction and takes students through the process of developing effective interactive information technologies. Emphasis is placed on accessibility and diversity, aging, literacy, hearing, vision, physical disabilities, and children. Additional topics include sensor-based interactions, tangible interfaces, augmented cognition, cognition under stress, ubiquitous and wearable computing, and privacy and security.

MIS 670 4 Credits
Information Systems Strategic Planning

This course provides an introduction to the information systems used in the strategic planning process and methodologies, which drive business information management/ information technology strategy and computing architecture. Topics include the concepts, the

techniques, and the templates for analyzing, organizing, communicating, and implementing an information systems strategy.

MIS 680 4 Credits
Decision Support Systems and Methods

This course provides students with up-to-date techniques and insight into management support system technologies. Emphasis is placed on how support system technologies can be used for better decision making while focusing on the Executive Information Systems (EIS) intended to facilitate and support the information and decision-making needs of senior executives.

MIS 690 4 credits
Information Systems Capstone Project

Students are required to complete a project or write a thesis that integrates and demonstrates their mastery of the learning objectives and the integration of the skills and concepts of the degree program. (Prerequisite: Completion of all core courses or with the consent of the Dean.)

Master of Business Administration

MBA 601 4 Credits
Financial Accounting for Management

An examination of accounting procedures related to recording, reporting, analyzing, and interpreting financial data. Applies accounting concepts and perspectives to financial and business decisions. Emphasis is placed on applying technical accounting procedures in the evaluation and analysis of business events.

MBA 602 4 Credits
Dynamics of the Organization

A survey of the concepts and practices of organizational development. A variety of organizational models is presented with applications to relevant business cases. Course features cases and readings devoted to the environmental, technological, and interpersonal elements of an organization's operation.

MBA 603 4 Credits
Marketing Management

The development and execution of a company's marketing plan are emphasized in this course. All elements of the marketing organization are reviewed, and their contributions to an effective marketing effort are analyzed. Emphasis is placed on the impacts of telecommunications and information technology on marketing.

MBA 604 4 Credits
Corporate Finance

In this course, the student conducts an examination of advanced concepts in financial management. Application of financial concepts and techniques to relevant business cases is emphasized. Financial management's evolving role in industry is presented. Financial strategies are presented in the context of a company's overall strategic objectives.

MBA 605 4 Credits
Information Technology and Society

This course covers the key elements in information technology and their application to business and social organizations. Explores the nature of computing and telecommunications and their impact on societal structures. Rapid, complex change induced by information technology and its influence on decision-making is emphasized. Course features readings, cases, and discussion of information technology's impact on industry.

MBA 606 4 Credits
Communication Dynamics for Professionals

A practical approach to communication theory, this course enables students to understand and apply the principles of communication to organizational encounters. Various strategies for effective communication are provided, including inter- and intra-personal settings. Emphasis is placed on improving communication performance by applying strategies for enhanced communication.

MBA 607 4 Credits
International Management

A presentation of the conceptual and practical skills required of a manager in the global arena. Business and trade concepts, international risk, multinational strategies, and cross-cultural management concepts are this course's cornerstone concepts. Students are presented with organizational and operational models appropriate to managing an entity in a global setting.

MBA 608   4 Credits
Statistics for Management

An in-depth treatment of statistical procedures used in the analysis of business issues and problems. Students are encouraged to think about business issues and challenges from a scientific, statistical point of view. Tools of statistical analysis for business are presented and applied to relevant business cases. Course features readings, cases, and discussion of statistical models and analysis for industry.

MBA 609   4 Credits
Applications in Economic Analysis

Focuses on application of micro- and macro-economic concepts to organizational decision-making. The scientific analysis of economic variables in internal and external environments is emphasized. Relationships between economic events and their impact on organizational performance are presented.

MBA 610   4 Credits
General Management

This course focuses on managing concepts that are utilized in the dynamic environment of industry. Issues and practices related to managing the enterprise are presented and applied. The manager's role in the organization's environment is emphasized.

MBA 611   4 Credits
Developing Business Strategy

Explores the development, formulation, and implementation of business strategies. Students are exposed to environmental considerations for organizational strategy and the impact of change dynamics and challenges of competition and bureaucracy on organizational strategy.

MBA 612   4 Credits
Leadership Theory

This course addresses the theory and practice of leadership in organizations. Explores traditional and modern theories of leadership, as well as the practical application of these theories in the workplace. In addition to covering the traditional concepts of leadership in organizations, this course takes an in-depth look at the power and influence a leader has over the organization and its members.

MBA 613   4 Credits
Advanced Human Resource Management

This course covers the major aspects of human resource management. It provides an assessment of the human resource management field. Topics include: equal employment opportunity, job analysis, strategic planning, recruitment, selection, and training and performance appraisal. Also covers compensation, benefits, safety and health, and labor-management relations.

MBA 614   4 Credits
Capstone Project

Students are required to complete a project or write a thesis that integrates and demonstrates mastery of the basic learning objectives of the degree program. (Prerequisite: Completion of all core courses or with the consent of the Dean.)

MBA 615   4 Credits
Entrepreneurial Management

This course introduces the issues faced by those who wish to start a business or launch a new initiative in an existing business. Students will learn how to identify potentially valuable opportunities, obtain the resources necessary to pursue an opportunity, create a viable organization, and manage and grow the business into a sustainable enterprise.

MBA 620   4 Credits
Business Plans

This course is designed to provide the student with skills for formulating and preparing a written guide to starting and running a business successfully. The course emphasizes the role the business plan plays in loan applications and venture funding, promoting growth, and providing a map for the entrepreneur to follow.

MBA 625   4 Credits
Financing the Entrepreneurial Venture

This course is designed to help the entrepreneur make better financing and investment decisions in startup business settings. Various funding alternatives for startup ventures will be examined, including a risk/benefit analysis of equity and debt financing options.

MBA 630   4 Credits
Operations Management

This course examines business-process issues that drive quality, customer satisfaction, efficiency and productivity. Topics include value-chain management, logistics, forecasting, capacity planning, inventory control, project management, process improvement and quality management.

MBA 640   4 Credits
Current Topics in Entrepreneurial Leadership

Recognized experts speak on entrepreneurial management topics of interest ranging from industry challenges and opportunities, legal and ethical issues, leadership, strategy, technology, etc.

MBA 650   4 Credits
Entrepreneurship Capstone Project

Students will complete a project that integrates and demonstrates mastery of the learning objectives of the degree program. (Prerequisite: Completion of all core courses)

Mathematics

MAT 525   2.5 Credits
Biostatistics for Healthcare Professionals I

This course provides students with fundamental statistical concepts related to healthcare research and practice. Topics include statistical methods most frequently used in healthcare literature, including data organization and management, key principles of statistical inference, and common parametric and non-parametric statistical techniques (z-tests, t-tests, and ANOVAs). Emphasis is placed on conceptual understanding, correct application, and interpretation of statistical tests and their results.

MAT 526   2.5 Credits
Biostatistics for Healthcare Professionals II

This course continues with fundamental statistical concepts related to healthcare research and practice. Topics include correlation, linear regression, chi-square and other non-parametric statistical tests. Emphasis is placed on

conceptual understanding, correct application, and interpretation of statistical tests and their results. (Prerequisite: MAT 525)

MAT 610   4 Credits
Quantitative Methods

This course introduces mathematical and statistical analysis as related to business information, including profit and inventory analysis. Theory, tools, and techniques involved with information systems as used by management are introduced. Other topics include research design, data collection and organization, sampling, inferential statistical methods, and results interpretation.

Nursing

NUR 502   4 Credits
Health Services Financial Management

This course is designed to provide the student nurse with an understanding of accounting and financial management concepts/techniques to health service organizations. Course components include: distinctive accounting and financial characteristics of health services organizations; interpreting basic financial statements; financial ratios analysis; government and voluntary regulatory agency compliance; and evaluating financial performance.

NUR 503   4 Credits
Teaching Critical Thinking and Clinical Decisions

This course is designed to prepare the prospective nurse faculty or staff educator with the theoretical principles, processes, and instructional skills to promote critical thinking that results in appropriate clinical decision-making when interacting with student nurses and staff in the classroom and clinical settings. Techniques for facilitation of learning will be emphasized.

NUR 504   4 Credits
Technologies for Nursing Education and Practice

The purpose of this course is to expand on technology skills that support the nurse educator in the learning environment. This course prepares the student educator with the skills to utilize available technology for the development of resident course work, on-line course work for the academic setting, program development for staff and patient education, and the preparation for community outreach programs.

NUR 505   4 Credits
The Nurse's Role in Health Services Marketing

Focuses on aligning health service offerings with the demands of markets in order to maximize customer/client value and organizational competitive advantage. Course components include: nature of the marketing function, market analysis, fundamentals of individual and organizational buying behavior, elements of the tactical marketing mix (service offering design, price, promotion and customer acquisition channels), marketing plans and the role of nursing in the marketing plan, and differences in services, product markets, and marketing.

NUR 515   4 Credits
Legal and Ethical Considerations in Nursing Practice

This course addresses a variety of legal and ethical questions confronting nursing in professional practice. The course addresses such topics as liability, confidentiality, informed consent, contracts, patients rights, and the role the nurse has in ethically managing these factors in healthcare delivery.

NUR 585   4 Credits
Contemporary Issues in Gerontology

The course provides students with an overview of current issues and concepts in the field of gerontology, including theories of aging and public policy, law and the elderly, aging and chronic disease, home health, long-term care, elder abuse, finances and the elderly, caregiver issues, and centenarians. Students investigate selected contemporary issues in adulthood and old age, such as family and friend relationships; work and retirement; political, legal, and economic issues.

NUR 602   4 Credits
Advanced Nursing Theory

This course provides the foundation necessary to understand what nursing theory is and how it is used in nursing. The development, analysis, and evaluation of nursing theory will be emphasized. Grand and middle range theories will be discussed, with an overview of several of those currently in use. The focus of this course is on the application of theory in nursing practice.

NUR 603   4 Credits
Leadership Theory

This course will address the theory and practice of leadership in organizations. Traditional and modern theories of leadership will be explored, as well as the practical application of these theories in the workplace. In addition to covering the traditional concepts of leadership in organizations, this course will take an in-depth look at the power and influence a leader has over the organization and its members.

NUR 604   4 Credits
Issues in Nursing

The focus of the course is on the examination and analysis of current trends as they relate to advanced nursing practice. Selected factors in healthcare delivery and the legal, moral, and ethical implications for actual practice will be examined. A study of systems, leadership and organization, and their application to healthcare, including entrepreneurial programs, are presented. Concepts of public policy and the impact of selected organizations' policies will be examined as they relate to advanced nursing practice.

NUR 605   4 Credits
Research and Evaluation Methods

This course provides the student with the information and skills necessary for engaging in scholarly inquiry, utilizing information resources, evaluating research, identifying problems, measuring outcomes in practical settings, and using research findings for clinical decision making. Topics include: principles of problem analysis, how to confront decisions related to the design of a research study, and how to critically examine approved research methods.

NUR 606   4 Credits

Pathophysiology

This course is designed to provide the student with a fundamental understanding of the process of advanced health assessment and assessment of pathophysiological processes, including the mechanism of disease, correlating risk factors, and causes to lifestyle, genetic, and environmental factors. The student will identify disease manifestations, complications, and integrate advanced health information, reason towards a diagnosis, and make recommendations for optimal health, disease prevention, and therapies.

NUR 608   4 Credits
Advanced Pharmacology

The focus of this course is on the clinical use of drugs commonly used in primary care settings, for practitioners, educators, and managers. Pharmacokinetics, pharmacodynamics, and pharmacotherapeutics of selected categories of drugs are explored. Students will explore the effects of such variables as age, race, and gender and their effect upon their relationship to specific prescribing practices.

NUR 609   4 Credits
Instructional Strategies

In this course, students examine the instructional process, with an emphasis on learning theories, the learning environment, and instructional strategies. Students are encouraged to explore creative use of pedagogical and andragogical methodologies and tools to meet the diverse needs of multi-generational learners.

NUR 610   4 Credits
Evaluation Strategies

In this course, students examine the evaluation process. After studying the role of the nurse educators, the student will self-evaluate for core competencies in the academic nurse educator role. Further, the student will study the evaluation process, measurement strategies, and related socio-cultural, ethical, and legal issues for evaluating learners. The theories and evidence that support mentoring faculty will be discussed, and the student will evaluate the environment of nursing education in academia.

NUR 611   4 Credits
Nursing Administration

This course provides nursing administration theory and foundational knowledge to ensure that sound management concepts are integrated into healthcare delivery decisions. Students synthesize current management techniques and leadership theory into practical applications for nursing practice.

NUR 612   4 Credits
Nursing Administration Practicum

Students learn skills and knowledge for nursing administration based on a foundation of sound management theory as it relates to healthcare delivery. Students integrate clinical examples and develop skills for evaluating care plan delivery models; thinking critically; empowering teams; resolving conflicts; coaching and mentoring; educating staff and assessing clinical competence; allocating resources; and ensuring and measuring productivity and efficiency. (Prerequisite: Completion of all core courses and specialty courses.)

NUR 613   4 Credits
Nursing Education Practicum

In this course, students are expected to integrate previous knowledge and theory to develop proficiency in the role of nurse educator. Students collaborate with experienced nursing faculty to develop an individualized plan of study related to their educational interest and provide practical evidence of the student's ability to deliver the plan of study. (Prerequisite: Completion of all core courses and specialty courses.)

NUR 690   4 Credits
Nursing Capstone

Students will complete a project that integrates and demonstrates a mastery of the learning objectives of the degree program. (Prerequisite: Completion of all core courses and specialty courses or with the consent of the Dean.)

Transfer of Credit for Graduate Programs

Credit Transfer from Another College

Credits from other institutions which are accredited by an agency recognized by the U.S. Department of Education may transfer when the course submitted for consideration is of comparable scope and content to the campus's own courses. International credits will be reviewed on an individual basis. Transfer of credit is at the judgment and discretion of the Dean and/or the Campus Director. The maximum transfer credits allowable from other institutions is:

To master's degree programs (from other accredited master's degree programs): No more than 25% of the credits may be transferred. Tuition will be adjusted accordingly. Transferred credits must be B- or better and will be accepted as long as the credit was earned from an accredited institution. Applicants enrolling into the master's degree program must have earned a baccalaureate degree in an associated field which will be recognized as long as it was earned from an accredited institution whose accrediting agency is recognized by the U.S. Department of Education. Bachelor's degrees received from other countries must be submitted with a translation attesting that they are equivalent to bachelor's degrees received in the U.S. There is no time limit for bachelor's degrees which are applied to the master's program. All transferred core courses must be earned within the past 8 years.

Transfer Credit Process

The applicant must supply a college transcript for transfer of credit to occur. For courses that do not match the institution's current courses, a catalog or course syllabus must be provided.

Course Numbering

Generally, 100- and 200-level courses are for associate's-level work, 300- and 400-level courses are for bachelor's-level work, and 500- and 600-level courses are for master's-level work. In transferring in credits, no 100- and 200-level courses may be used to satisfy our 300- and 400- or 500- and 600-level courses.

Course Credits

A sufficient number of credits earned from the transferring institution must equal the credits we grant for a course. Example: a sociology course transferred to us must be 4 quarter credits or 3 semester credits to satisfy our sociology course requirements. (Semester credits x 1.5 = quarter credits).

Continuing Education Units/Seminars

Credits for Continuing Education Units (CEUs) or seminars may not be transferred to satisfy courses at our colleges. A student who has continuing education units and/or seminars in courses scheduled in the student's program, may challenge the course by passing the examination with a score of 90% or greater. If the student passes the examination, the student will receive a grade of PE on his or her transcript.

CLEP, DANTES, AP, and Certification Credit

The college may award credit to students who score at or above established levels on College-Level Examination Program (CLEP), Defense Activities for Non-traditional Education Support (DANTES) examinations, Advanced Placement (AP), and college recognized certifications (i.e., Cisco, Microsoft, A+, etc.). Some core courses may not be transferable (i.e., medical clinical core courses). Information regarding specific CLEP, DANTES, and AP equivalents/scores may be obtained from the Dean or Campus Director. Tuition is adjusted accordingly.

Pass by Exam

Students may challenge out of a course by taking a competency examination. To successfully earn credits the student must score 90% or better on the challenge exam. The challenge exam must be completed and scored before or during the first day of the module in which the course is scheduled. Courses passed by challenge exam will be awarded a "PE" (Pass by Exam) grade, will not count as attempted credits and are not eligible for VA benefits or federal financial aid. There will be no charge to the student for courses passed by examination.

Prior Learning Assessment

A student may be eligible for college credit earned through life experience. These experiences may happen through work, the military, community related activities, free online education such as MOOC, or other independent studies. The following process applies to PLA credit:

1. The student must be in good standing (academic, financial, and conduct) with the college in order for an application to be processed.

2. The student must complete the Prior Learning Assessment Form and a portfolio and submit these to the dean at least thirty (30) days prior to being scheduled for the course.

3. The portfolio must include the following:

   a. Name of course, course description (from catalog), and the course objectives;

   b. Cover letter that summarizes why the student believes he/she has experience demonstrating mastery of the course objectives (usually one page);

   c. A statement or short report (1-3 pages) for each course objective explaining how the student has experience that demonstrates mastery of the course objectives; and

   d. Supporting documents including resume, performance reviews, certifications and awards.

The Prior Learning Assessment Form and portfolio are reviewed by the academic staff to determine whether the submitted materials demonstrate that the student has mastered the learning objectives of the course.

If the portfolio is approved, credit for the course is awarded with a "PE" (Pass) grade. PLA courses do not count as attempted credits.

Credit Transfer to Other Colleges

Graduates or students who are considering transferring from the college to other institutions should recognize that programs at the college are specifically tailored to career preparation. Courses that make up such programs are not generally transferable to other colleges, particularly in programs that emphasize general or liberal education. It should also be noted that in any transfer situation, regardless of the colleges involved, **the acceptance of credits is at the sole discretion of the accepting college and our Institution makes no representations whatsoever concerning the transferability of any college credits to any other institution. Our Institution's credits generally are not transferable to other colleges** unless a written articulation agreement between our institution and another institution has been negotiated. See the director of admissions or the Campus Director for details of any articulation agreements.

Credit Transfer from Affiliated Colleges

Graduates or students who are transferring within the affiliated college system will have their credits automatically accepted. The same grade requirements as for students transferring credits from outside the system apply.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA), and satisfactory academic progress (SAP) status transfer with the student.

In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation. Likewise, a student who transfers from one campus to another with a GPA that warrants honor status will retain that status at his or her new campus.

Credit Transfer for Veterans, Active-Duty, Reserve/Guard, and Dependents

The institution maintains a written record of the previous education and training of veterans or eligible persons. No more than 25% of a transfer student's prior academic work will be accepted towards a degree, with the training period shortened proportionately. The veteran or eligible person will be notified of prior credit granted.

Special Conditions for Students Eligible for Military Benefits

The institution requires, for academic residency, a minimum of 25 percent of the degree requirements for all degrees to be completed in residency at any time for active-duty servicemembers, reservists, and National Guardsmen, and their dependents.

With respect to transfer of credit, the institution recognize and use the ACE Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service, and awards credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations and/or those transcripted by the community college of the Air Force, when applicable to a servicemember's program.

Program Transfers

Efforts are made to direct students to the program of study best suited to achieving skills and competency; however, at times a student may request a program transfer.

All credits earned in the original program that apply to the new program will be automatically accepted. All grades associated with credits earned in the original program will be calculated towards satisfactory academic progress in the new program (note: failing grades received in the original program will be applied and may adversely affect academic progress).

Students are required to apply in writing to the Dean of Education for a program transfer, and must be approved by a Financial Planning Officer and the Dean of Education. Any exception to this policy is at the discretion of the Dean.

Grading Guideline for Graduate Programs

Grade	%	Grade Points	Explanation
A	94–100	4.0	Excellent
A-	90–93	3.7	
B+	87–89	3.4	
B	84–86	3.0	Very Good

Passing grade point average (CGPA) for Master's degree students.†

B-	80–83	2.7	
C+	77–79	2.4	
C	74–76	2.0	Average

Passing grade for Master's † students.

C-	70–73	1.7	
D+	67–69	1.4	
D	64–66	1.0	Poor
D-	60–63	.7	
F	59 or below	0	Failing
I		0	Incomplete

Turns to F within four weeks of end of module if work is not completed for an academic grade.

PE	**	Passing by exam
IP	**	Passing

In Progress, Partial Course Completed

P	N/A	Passing
W	*	Withdrawal
T	N/A	Transfer of credits from another educational institution
◆		Transfer of credits from an affiliated educational institution

†Students in a master's program must earn a 2.0 or better in master's level courses, and have a 3.0 GPA, in order to graduate.

*See Course Withdrawal section.

**PE grades are issued for courses taken by exam. Both PE and IP do not affect the GPA calculation.

Satisfactory Academic Progress for Graduate Programs

Standards of Satisfactory Academic Progress

All students, including VA students, must progress satisfactorily toward meeting graduation requirements. Academic progress is measured in two ways: (a) grade point average, and (b) course completion. The academic progress of each student will be reviewed at the end of every term. A student is considered to be making academic progress if his or her grade point average is above the minimum requirement and the student has successfully completed at least 67% of the credits attempted, otherwise known as the completion rate standard. The evaluation points, grade point average standard, and the completion rate standard are provided in the table listed.

Required Evaluation Point	Minimum CGPA with 67% of Credits Attemplted/ Completed
(Master's Degree Program)	
First term	2.5
Second term	3.0
Graduation	3.0
150% of the program	3.0

Maximum Time Frame

Students must complete their program within one and one half times the credit hours required to complete the program. Students must complete 67% of their credits attempted in each evaluation period in order to meet satisfactory academic progress standards. The student must complete the program within the maximum time frame in order to graduate.

For example, if a program requires 90 credit hours to graduate, the student can take up to 135 credits in order to complete the program. Taking extra credits occurs primarily when a student has to repeat a course. Students who reach their maximum time frame and have not graduated must be dismissed from the institution.

Calculation of SAP

Satisfactory progress and successful course completion is not affected by "passed by examination" (PE).

Incomplete grades are counted as credits attempted and affect the maximum time frame but do not affect the grade

point average. When calculating the GPA for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F".

Pass/fail courses, credit/no-credit courses, and courses assigned a grade of IP are counted as credits attempted and affect the maximum time frame but are not considered in the grade point average calculation. Non-credit remedial courses do not affect satisfactory academic progress. The student does not earn an academic grade, nor is the non-credit remedial course counted toward the maximum time frame.

A withdrawal grade (W) is counted as credit attempted, but not completed, and will adversely affect a student's satisfactory academic progress. A grade of W does not affect the student's cumulative GPA (CGPA).

In the case of a program transfer, all credits earned in the original program that apply to the new program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits earned in the original program that apply to the new program will be calculated toward satisfactory academic progress in the new program as credit completed and also contribute to quality points in calculating the student's cumulative GPA.

In the case of a previously earned credential, all credits earned in the program that apply to the current program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits awarded in the earned credential that apply to the current program will be calculated toward satisfactory academic progress in the current program as credit completed and also contribute to quality points in calculating the student's cumulative GPA.

Grades of accepted transferred courses from other institutions, including those from previous credentials, are recorded as a "T" grade and count as credit completed, but do not contribute to quality points in calculating the student's cumulative GPA at our colleges.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA), and satisfactory academic progress (SAP) status transfer with the student. In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation.

Course Repetitions

Programs are not designed to facilitate course repetitions due to the short, fast-paced, and intense nature of the coursework. If a student fails a course or earns a grade in a course below

a "C", that course could be repeated, provided it is offered again within the maximum time frame. The Dean or Program Director must approve all course repetitions. Each attempt is recorded on the student transcript but only the highest grade is reflected in the cumulative GPA. Each attempt at the course would be counted as a "course attempted" in the calculations for successful course completion and maximum time frame. Repeating a course in a program will result in the assessment of tuition charges at the current credit hour rate. A course may be taken a maximum of three times. If a student fails a course three times, he or she will be dismissed from the school.

Satisfactory Progress Verification

When financial aid electronic disbursement rosters are received, the financial aid officer at Central Financial Aid (CFA) quickly checks that the student is eligible for the disbursement. If the student does not have the required time and credits, it is so documented on the student's academic record.

The Director of Financial Aid at CFA is fully responsible and accountable for verifying and documenting that the student is entitled to the funds by checking the required time and credits correlating to satisfactory progress.

Financial Aid Warning

To ensure a student's success in a program, the grade point average and completion rate are reviewed by the Dean at the end of each evaluation point. If a student is in danger of falling below the required standards of academic progress, the student is advised. If a student fails to achieve the required GPA and/or fails to complete 67% of the credits attempted in an evaluation period, the student will be placed on Financial Aid Warning Status for the next evaluation period. A student on Financial Aid Warning Status will have until the next evaluation point to meet the minimum standards of academic progress. Students on Financial Aid Warning Status remain eligible for financial aid funding.

Dismissal

Student termination may result from unsatisfactory academic progress, unsatisfactory course completion, failure to achieve the appropriate proficiency level within the prescribed timeframe, use of controlled substances on campus, carrying of weapons on campus, conduct detrimental to the institution, failure to comply with financial aid regulations, or non-observance of other student regulations. A student who is dismissed may appeal to the Campus Director of the

College, who will make the final determination.

Students may be terminated from the institution, without a right to appeal, after 14 consecutive days of non-attendance. However, the student will be allowed to petition for readmission.

Dismissal for Unsatisfactory Academic Progress

If a student on Financial Aid Warning Status fails to achieve the minimum standards of academic progress at the end of the next evaluation period, the student immediately becomes ineligible for federal financial aid and is dismissed (immediate dismissal is suspended if the student files an appeal). A student who fails to meet SAP standards at the end of their FAWS period may file an appeal (see next section) with the Appeals Panel. The Appeals Panel will determine if the student is eligible for continued enrollment and access to federal financial aid. If a student's appeal is denied, the student is dismissed.

Appeal

A student dismissed for failing to meet the minimum standards of academic progress has the right to appeal the dismissal. The appeal must be done in writing and submitted in the form of a letter to the Dean. The letter must include the following:

1. Explain the reasons why the student was unable to meet the minimum standards of academic progress including any mitigating circumstances;

2. Provide documentation in support of any mitigating circumstances;

3. Describe what has changed that will allow the student to be able to meet the minimum standards of academic progress; and

4. Detail what the student will do moving forward to ensure that he or she will be successful in his or her program of study and will be able to achieve the requirements for graduation.

The appeal will be reviewed by a institution Appeals Panel. The student may be requested to meet with the Panel to discuss the appeal and provide additional information. Once the appeal letter and documentation are reviewed, the student will be notified if his or her appeal has been granted or denied.

If the appeal is granted, the student may be reinstated to his or her program of study. The student is placed on academic probation for one evaluation period, and during that time,

access to financial aid is reestablished. If the appeal is denied, the student will not be allowed to reenter institution nor will the student be allowed to transfer to an affiliated institution within the system.

Financial Aid Probation

When a student is placed on Financial Aid Probation Status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain satisfactory academic progress. The plan may include but is not limited to mandatory tutoring, scheduled advising sessions, extra course assignments, repeating a course for which the student received a failing grade, repeating a course from which the student withdrew;

2. Sign the academic plan (a copy of the plan will be kept in the student's file); and

3. Meet weekly with the Associate Dean to review how well the student is advancing on the academic plan, and how well he or she is progressing in meeting the minimum standards of academic progress.

If a student on Financial Aid Probation Status does not achieve the minimum standards of academic progress at the end of the evaluation period established in the written academic plan, the student is dismissed from the institution and cannot appeal the dismissal. Access to financial aid is suspended. Additionally, if the student at any point in the evaluation period does not perform as required based on the academic plan, the student may be dismissed from the institution sooner than the end of the evaluation period.

Campuses are required to promptly notify the Veterans Administration when a student receiving VA benefits is placed on academic probation.

Mitigating Circumstances

Mitigating circumstances are those conditions which the student has little control over, and most often have an adverse effect on academic progress. Mitigating circumstances must be documented and are limited to the list below:

1. Death of an immediate family member;

2. Illness of an immediate family member where the student Is the primary caretaker or is the primary source of financial support;

3. Student illness requiring hospitalization;

4. Abusive relationship;

5. Prolonged divorce proceeding;

6. Previously undocumented disability;

7. Work-related transfer during the evaluation period;

8. Change in work schedule during the evaluation period;

9. Unexpected loss of employment;

10. Natural disaster;

11. Financial hardship such as foreclosure or eviction; and

12. Loss of transportation where there is no alternative transportation.

Graduation Requirements and Awards for Graduate Programs

To be eligible for graduation, students must meet the following requirements:

1. Pass with a C grade or higher all core and non-core courses

2. Attain a 3.0 cumulative grade point average

3. Pass the number of credit hours required for the program within the maximum time frame.

4. Satisfy all financial obligations.

Degrees Granted

Upon fulfillment of the graduation requirements, the student will be issued the appropriate degree, indicating satisfactory completion and passing of all program requirements.

Graduation Honors

A student may graduate with honors as follows:

- Summa Cum Laude for graduating with a 3.91 cumulative GPA.

- Magna Cum Laude for graduating with a cumulative GPA between 3.76 and 3.90.

- Cum Laude for graduating with a cumulative GPA between 3.50 and 3. 75.

Academic Calendar

Day	Date	Event
Mon.	February 5, 2018	Module Two Begins
Mon.	February 19, 2018	**Holiday (Presidents' Day)**
Fri.	March 2, 2018	Module Two Ends
Mon.	March 5, 2018	Module Three Begins
Fri.	March 30, 2018	Module Three Ends
Mon.	April 2, 2018	Module Four Begins
Fri.	April 27, 2018	Module Four Ends
Mon.	April 30, 2018	Module Five Begins
Fri.	May 25, 2018	Module Five Ends
Mon.	May 28, 2018	Module Six Begins
Mon.	May 28, 2018	**Holiday (Memorial Day)**
Fri.	June 22, 2018	Module Six Ends
Mon.	June 25, 2018	Module Seven Begins
Wed.	July 4, 2018	**Holiday (Independence Day)**
Fri.	July 20, 2018	Module Seven Ends
Mon.	July 23, 2018	Module Eight Begins
Fri.	August 17, 2018	Module Eight Ends
Mon.	August 20, 2018	Module Nine Begins
Mon.	September 2, 2018	**Holiday (Labor Day)**
Fri.	September 14, 2018	Module Nine Ends
Mon.	September 17, 2018	Module Ten Begins
Fri.	October 12, 2018	Module Ten Ends
Mon.	October 15, 2018	Module Eleven Begins
Fri.	November 9, 2018	Module Eleven Ends
Mon.	November 12, 2018	Module Twelve Begins
Mon.	November 12, 2018	**Holiday (Veteran's Day)**
Thu.	November 22, 2018	**Holiday (Thanksgiving)**
Fri.	November 23, 2018	**Holiday (Day after Thanksgiving)**
Fri.	December 7, 2018	Module Twelve Ends
Mon.	December 10, 2018	Module Thirteen Begins
Sat.	December 22, 2018	**Winter Break Begins**
Tue.	January 1, 2019	**Holiday (New Year's Day)**
Sun.	January 6, 2019	**Winter Break Ends**
Fri.	January 18, 2019	Module Thirteen Ends
Mon.	January 21, 2019	**Holiday (Martin Luther King Day)**

Calendar is subject to change

Holidays

New Year's Day

Martin Luther King Day

Presidents' Day

Memorial Day

Independence Day

Pioneer Day (Utah only)

Labor Day

Veteran's Day

Thanksgiving

Day after Thanksgiving

Christmas

Please note that the module for students taking a course fully online ends on the Saturday following the end date listed in the calendar above.

For administration and staff information, please contact the campus.

For faculty information, please see the addendum provided with this document.

School of **HEALTHCARE**

School of **BUSINESS**

School of **TECHNOLOGY**

School of **GRAPHIC ARTS**