

C A T A L O G
2019



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CATALOG RIGHTS POLICY

The Institution must retain the flexibility to improve its curriculum; therefore, course offerings may be changed during a student's education. If a course required under a previous catalog is no longer offered, a student eligible to graduate according to that catalog should consult his or her academic advisor or Dean to identify another course that may be used to fulfill the requirement. Course substitutions in the degree program are permitted only with the approval of the Dean through the department head or program director. Furthermore, the institution reserves the right to make any changes in requirements it may consider necessary and desirable by due notice in the catalog. Substitutions for discontinued courses may be authorized or required by campus administration.

Students may graduate under the catalog in effect at the time of their initial enrollment or any succeeding catalog provided the catalog is not more than seven years old upon the completion of requirements for graduation. Students who have been gone from the institution for seven years or more must enter the institution under the catalog in effect at the time of re-entry.

A student's transcript will reflect the course name, number, and credits that are in effect at the time the course is being taken by the student.

Information contained in this catalog is subject to change at the discretion of the College without prior notification.

In the event of any inconsistency between the information contained in this catalog and any other material, the information contained in the catalog (including any addenda) shall take precedence. The institution is not responsible for information or oral claims made by individuals that are contrary to the institution's published materials. Most photos included in this catalog are stock photography and do not represent actual students except where noted.

Volume 20, effective January 21, 2019. Good through and including February 19, 2020. Revised December 30, 2019.

For faculty information, please see addendum provided with this document.

I certify that this catalog is true and accurate in content and policy.

Signature

Date



GENERAL INFORMATION

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.

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 under the Stevens-Henager College name.

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 Suite 200
Boise, ID 83709
Phone: (208) 383-4540 Fax: (208) 345-6999

Independence University – Branch

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

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

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, 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 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 has ample parking for students and is 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, 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.

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, 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. Parking is located adjacent to the building.

St. George

St. George Stevens-Henager College in St. George, Utah, a branch of the West Haven (Ogden) campus, is located in the Boulder Creek Crossing development near The Summit Athletic Club and Tagg-N-Go Car wash and is easily assessable from River Road. The two-story facility has approximately 15,000 square feet finished. Both floors have lots of natural light with floor to ceiling windows. The top floor has beautiful views of downtown St. George and the entire valley.. The college has a reception area, student common area, library, kitchen, offices, and classrooms. The entire facility has wireless internet access and is handicapped-accessible.

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.

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.

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.

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 Treasurer. Directors are William C. Dennis, Todd Zywicki, Carl Barney, Eric Juhlin, Roy Hurd, and Ken Konesco.

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.

Program Modifications

The Institution prepares its students for employment in the technology, 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 admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

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 Wonderlic SLE exam is required. The minimum passing score on the Wonderlic 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
- Wonderlic 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 Technologist Program

Students seeking admission to the Surgical Technologist Associate of Occupational Studies degree 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 Wonderlic SLE exam. The minimum passing score on the Wonderlic 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 for International Students

The Murray (Salt Lake City) campus is SEVIS-certified to accept international students into undergraduate and graduate programs.

International students must meet the following additional requirements:

Applicants to an undergraduate 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.

All international 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 Completion Degree | \$24,430 |
| Master’s Degree | \$24,000 |
| 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.

All international applicants must make a refundable down payment of \$3,500 (in cash, credit card, bank wire, or money order). The \$3,500 down payment must be paid in full before an international student may begin academic courses. The remaining balance can be financed. All tuition and fees must be paid prior to graduation.

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

Applicants for a graduate program must provide a resume.

All international 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 IBT based; (ii) 6.0 on IELTS'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.

All applicants must provide a copy of their passport.

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

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 and Articulation Agreements 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 consortium and articulation agreements in place that allow 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. However, international students will not take any "fully online" courses (courses that are delivered 100% online). 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 of their first course 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.

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 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, and gain exposure to downloadable multimedia 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 contact hours as dictated by the credits awarded for the course. Contact hours are a combination of face-to-face (FTF) and online participation/attendance.
- 5-credit courses require 50 hours of contact.
- 4.5 credit courses require 46 hours of contact.

- 3, 3.5, and 4 credit courses require 40 hours of contact.
- 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).

Directed Study

In the event that a course is not available at the time a student needs a particular course to stay on track for graduation or if circumstances occur that the student must be temporarily but unavoidably absent due to such things as accident, illness, maternity or disability, directed study may be offered. Directed study is only offered with approval of the dean and requires a signed Directed study contract between the student and the school, which must be signed no later than the end of the first day of class. Directed study is not available during a student’s first term of any program and must not exceed 10% of all coursework completed for a program.

Certifications and Licenses

The College’s educational programs lead to knowledge and skills for a stated major. Certifications and licenses are generally issued by a public or private entity that may change their requirements for certification or licensure at any time. Therefore, the College cannot guarantee that its educational programs will necessarily be sufficient to obtain any certification or license issue by a public or private agency. Students should check with the state(s) where they are interested in working to determine certification and licensure requirements for that state. We encourage students to pursue certification and licensure and will reimburse students or graduates up to \$500 for the cost of certifications and licenses. 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. Certification is available for the Medical Assisting 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+. Business program students may pursue Microsoft Office Specialist certifications. An available certification for Bachelor’s level business and accounting programs is QuickBooks. An available certification for Surgical Technologists is Certified Surgical Technologist.

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.

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.



Tuition and Fees

No out-of-state tuition requirements apply.

| Associate's Programs | Total Tuition Charges (Based on # of quarter credits) |
|---|--|
| Business | \$39,425 |
| Computer Technology and Networking | \$42,408 |
| Medical Assisting | \$42,488 |
| Surgical Technologist | \$42,390 |
| Respiratory Therapy - Boise | \$49,504 |
| Respiratory Therapy - Murray (Salt Lake City) | \$49,468 |
| Nursing Education - West Haven (Ogden) Campus | \$51,188 |
| Bachelor's Programs | |
| Accounting | \$74,700 |
| Business Administration | \$74,700 |
| Computer Science | \$74,700 |
| Graphic Arts | \$74,664 |
| Networking and Information Systems Security (aka Cybersecurity and Networking) | \$74,727 |
| Software and Mobile Applications Development | \$74,520 |
| Web Design and Development | \$74,700 |
| Master's Programs | |
| Business Administration | \$29,160 |
| Healthcare Administration | \$29,095 |
| Information Systems | \$29,160 |
| 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 Stevens-Henager College Murray (Salt Lake) campus only.

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 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.

Surgical Technologist AOS Program Tuition

The tuition for the Surgical Technologist AOS 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.

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 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).

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, and Master's Degree, which have their own application and selection criteria. To be considered for a scholarship or grant, the applicant must submit all of the required paperwork at least one week prior to the start of the prospective student's first module. The exceptions to this are applicants who are applying to the Academic Scholarship, Build a Better Future Scholarship, Bachelor's Degree Scholarship, or Master's Degree Scholarship. Applicants to any of these scholarships

have until the Friday prior to the start of the module to submit all the required application paperwork.

General Policies for Scholarships and Grants

To be considered for a scholarship or grant, the applicant must submit all of the required paperwork at least one week prior to the start of the prospective student's first module. The exceptions to this are applicants who are applying to the Academic Scholarship, Build a Better Future Scholarship, Bachelor's Degree Scholarship, or Master's Degree Scholarship. Applicants to any of these scholarships have until the Friday prior to the start of the module to submit all the required application paperwork.

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 and receive \$8,000. 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.

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 PACs. This program is currently being revised. See your Campus Director for details.

Tuition Discounts

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, 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 the funds are received by the school and applied to the student's account 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

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:

- The date the institution receives notice from the student that he/she is withdrawing;
- The date the student's enrollment is terminated by the institution;
- 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:

- 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.
- 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.
- 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.
- 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.

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

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.

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.

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 |
| CAP | Capstone |

| | |
|-----|-----------------------------------|
| CHE | Chemistry |
| CMN | Communication |
| 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 |
| HCA | Healthcare Administration |
| HCS | Healthcare Science |
| HEA | Health |
| HIS | History |
| HRM | Human Resources Management |
| HSA | Health Services Administration |
| HSM | Health Services Management |
| 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 |
| NET | Networking |
| NUR | Nursing |
| OPS | Operating Systems |
| PHI | Philosophy |
| PHR | Pharmacy |
| PRG | Programming |
| PRO | Professionalism |
| PSY | Psychology |
| RAM | Research |

| | |
|-----|-----------------------|
| 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 210 | Introduction to Microbiology |
| CMN 201 | Communication and Public Speaking |
| CMN 205 | Communication and Public Speaking |
| CSS 299 | Professional Development |
| ECN 220 | Economics |
| ECN 221 | Economic Principles |
| ECN 225 | Microeconomics |

| | |
|---------|---------------------------------------|
| ENG 101 | English Composition |
| ENG 105 | English Writing Fundamentals |
| ENG 310 | Advanced Interpersonal Communication |
| ENG 315 | Advanced Interpersonal Communication |
| ETH 233 | Ethics |
| HEA 110 | Pathophysiology |
| HIS 220 | American Civilization |
| HIS 225 | American History |
| MAT 220 | College Algebra |
| MAT 225 | College Algebra |
| PHI 210 | Critical Thinking |
| PHI 315 | Critical Thinking |
| PSY 220 | Psychology |
| PSY 250 | Positive Psychology |
| PSY 255 | Psychology and Emotional Intelligence |
| RAM 110 | Research Application Methods |
| SOC 220 | Sociology |
| SOC 240 | World Cultures |
| SOC 400 | Sociology of Aging |
| STA 322 | Statistics |
| STA 325 | Statistics |

Applied general education courses in the Medical Assisting program (please see individual program listing for details):

| | |
|---------|--|
| MAT 120 | Healthcare Calculations and Accounting |
|---------|--|

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 Assisting
Surgical Technologist

Associate of Applied Science:

Respiratory Therapy

Associate of Science:

Respiratory Therapy

Associate Degree:

Nursing Education (RN)
West Haven (Ogden)

Master's Degrees: *

Healthcare Administration

*See Graduate Level Programs
section for details.

Associate of Occupational Studies Degree

Medical Assisting

Stevens-Henager College

20 Months

The Medical Assisting AOS degree program is designed to provide the students the knowledge and clinical skills for gaining entry-level employment in a medical facility in both administrative and clinical areas. Specific training is provided in preparing instruments and materials, vital signs, phlebotomy, medication preparation and administration, clinical documentation and assisting the physician with exams and procedures. Training in computer and administrative skills is also provided as they pertain to electronic health records and medical office procedures. The student will be able to function independently with administrative duties as well as clinical duties and computer functions of the office.

PROGRAM OBJECTIVES:

Upon completion of this program students demonstrate the primary duties of medical assistants in the front-office administrative and back office clinical functions of a medical office, clinic, surgical center or hospital, which include:

- Completing patient history and measuring vital signs
- Assisting with patient examinations or treatments
- Giving patients injections as directed by the physician
- Collecting routine laboratory specimens and performing basic laboratory procedures
- Completing general medical office procedures including medical records and medical reception
- Demonstrating telephone techniques and communication skills

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, 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 assisting program, they are a requirement for graduation.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

| Course No. | Course Name | Credits |
|------------|---|---------|
| APP 110 | Business Computer Fundamentals | 5.0 |
| CSS 105 | Psychology of Motivation | 5.0 |
| CSS 295 | Professional Development | 5.0 |
| EXT 101 | Externship | 5.0 |
| 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 109 | Medical Records and Communication | 3.0 |
| MED 116 | Medical Billing and Computerized Administration | 3.5 |
| MED 210 | Professional Medical Coding | 3.0 |
| MED 211 | Insurance Specialist | 3.0 |
| MED 280 | Skeletal and Muscular Systems | 4.0 |
| MED 281 | Cardiac and Respiratory Systems | 4.0 |
| MED 282 | Lymphatic, Immune, and Endocrine Systems | 4.0 |
| MED 283 | Digestive, Reproductive, and Urinary Systems | 4.0 |
| PHR 150 | Pharmacology | 3.5 |

General education courses:

| | | |
|---------|---------------------------------------|-----|
| CMN 205 | Communication and Public Speaking | 5.0 |
| ENG 105 | English Writing Fundamentals | 5.0 |
| PSY 255 | Psychology and Emotional Intelligence | 5.0 |

Applied general education courses:

| | | |
|---------|--|-----|
| MAT 120 | Healthcare Calculations and Accounting | 5.0 |
|---------|--|-----|

TOTAL MINIMUM NUMBER OF CREDITS: 94

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

Surgical Technologist

Stevens-Henager College West Haven (Ogden)

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

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

| 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

*The following Courses may be substituted:

- CSS 101 Psychology of Motivation with CSS 105 Psychology of Motivation
- CMN 201 Communication and Public Speaking with CMN 205 Communication and Public Speaking
- ENG101 English Composition with ENG 105 English Writing Fundamentals
- PSY 250 Positive Psychology with PSY 255 Psychology and Emotional Intelligence

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

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

*The following Courses may be substituted:

- CSS 101 Psychology of Motivation with CSS 105 Psychology of Motivation
- CMN 201 Communication and Public Speaking with CMN 205 Communication and Public Speaking
- ENG101 English Composition with ENG 105 English Writing Fundamentals
- PSY 250 Positive Psychology with PSY 255 Psychology and Emotional Intelligence

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

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 |

*The following Courses may be substituted:

- CSS 101 Psychology of Motivation with CSS 105 Psychology of Motivation
- CMN 201 Communication and Public Speaking with CMN 205 Communication and Public Speaking
- ENG101 English Composition with ENG 105 English Writing Fundamentals
- PSY 250 Positive Psychology with PSY 255 Psychology and Emotional Intelligence

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.

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.

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 | Sociolo | 4.0 |

TOTAL MINIMUM NUMBER OF CREDITS: 95.5

*The following Courses may be substituted:

- APP 101 Computer Fundamentals with APP 110 Business Computer Fundamentals
- ENG 101 English Composition with ENG 105 English Writing Fundamentals

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.

| | | |
|----------------|--------------------------------------|------|
| | Communication and Public Speaking | 4.00 |
| | 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 |
| | 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 |

| | 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 |
| | 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 |
| | 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

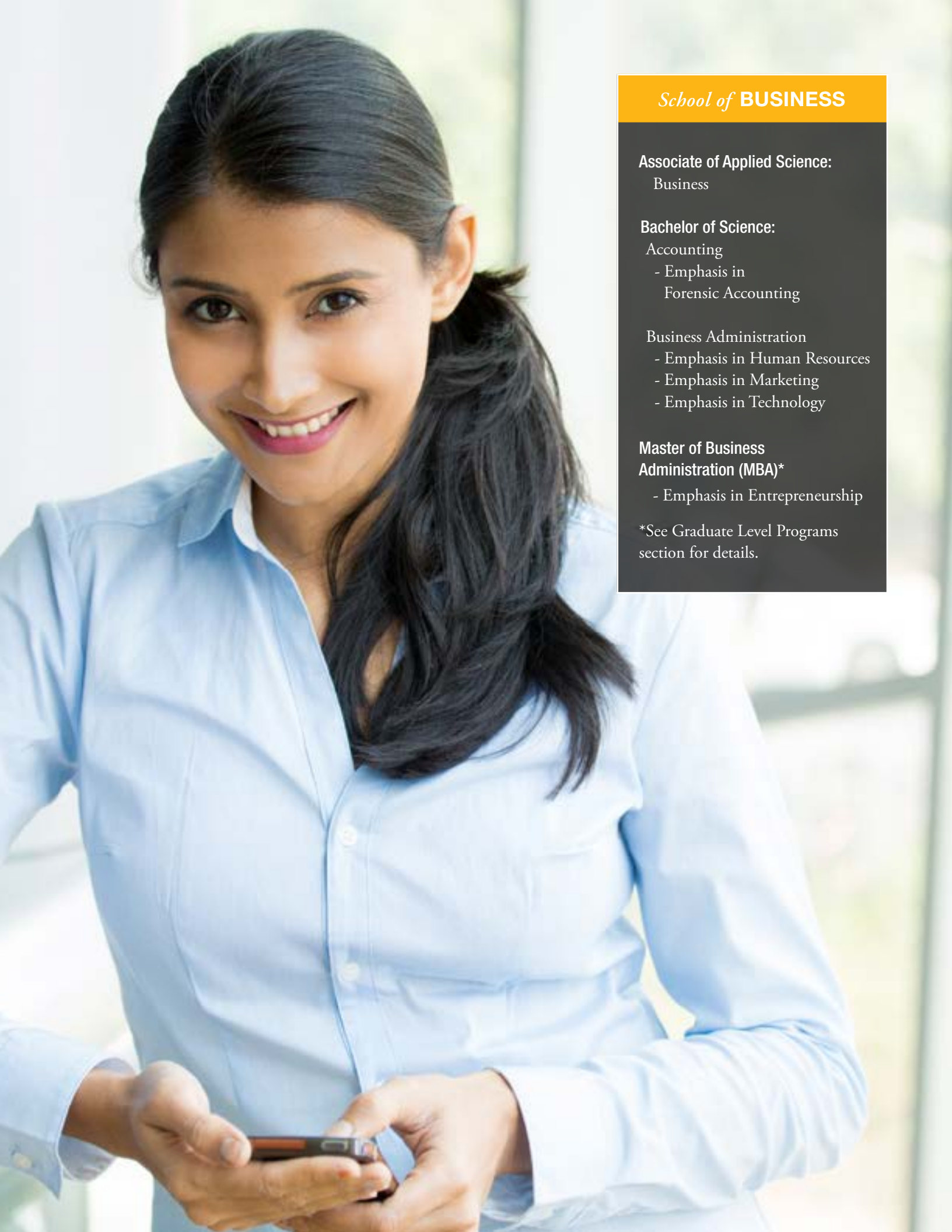
MED 109 Medical Records and Communication 3.00

MED 201 Anatomy & Physiology 4.00

MED 210 Professional Medical Coding 3.00

MED 385 Issues in Public Health 4.00





School of **BUSINESS**

Associate of Applied Science:
Business

Bachelor of Science:

Accounting
- Emphasis in
Forensic Accounting

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

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

- Emphasis in Entrepreneurship

*See Graduate Level Programs
section for details.

Associate of Applied Science Degree

Business

Stevens-Henager College (except Logan and West Haven (Ogden))

19 Months

The Business program prepares students for a variety of positions within a business setting. Due to the diversity of the program courses, the student will build a foundation in accounting, marketing, 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 customer service professionals.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

SOC code: 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 |
| 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, Leadership, and Teams | 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 105 | English Writing Fundamentals | 5.0 |
| MAT 225 | College Algebra | 5.0 |
| RAM 110 | Research Application Methods | 5.0 |

TOTAL MINIMUM NUMBER OF CREDITS: 95

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

Accounting

Stevens-Henager College Idaho Falls, Logan, West Haven (Ogden) and Murray (Salt Lake)

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.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

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 |
| MAN111 | Introduction to Business and Job Search Skills | 5.0 |
| MAN113 | Management Principles and Professional Success | 5.0 |
| MAN215 | Entrepreneurship, Motivation, Leadership, and Teams | 5.0 |
| MAN225 | Project Management | 5.0 |
| MAN234 | Business Law and Ethics | 5.0 |

General education courses:

| | | |
|---------|--------------------------------------|-----|
| CMN 205 | Communication and Public Speaking | 5.0 |
| ECN 225 | Microeconomics | 5.0 |
| ENG 105 | 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

Forensic Accounting emphasis

Stevens-Henager College Idaho Falls, Logan, West Haven (Ogden), and Murray (Salt Lake)

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

Stevens-Henager College (except St. George & Murray)

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.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

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, Leadership, and Teams | 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 |
| MAN 499 | Business Capstone | 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 105 | 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

Human Resources emphasis

Stevens-Henager College (except St. George and Murray)

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

Stevens-Henager College (except St. George & Murray)

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

Stevens-Henager College (Except St. George and Murray)

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:*

| | | |
|---------|--|-----|
| 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.





School of **TECHNOLOGY**

Associate of Applied Science:
Computer Technology and
Networking

Bachelor of Science:
Computer Science
- Emphasis in Networking and
Information Systems Security
- Emphasis in Software
and Mobile Applications
Development

Networking and Information
Systems Security

Software and Mobile Applications
Development

Master of Science:*
Information Systems

*See Graduate Level Programs
section for details.

Associate of Applied Science Degree

Computer Technology & Networking

Stevens-Henager College 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

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

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

*The following Courses may be substituted:

- APP101 Computer Fundamentals with APP110 Business Computer Fundamentals
- CSS 101 Psychology of Motivation with CSS 105 Psychology of Motivation
- CSS 299 Professional Development with CSS 295 Professional Development
- CMN 201 Communication and Public Speaking with CMN 205 Communication and Public Speaking
- ENG101 English Composition with ENG 105 English Writing Fundamentals

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

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

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

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

*The following Courses may be substituted:

- APP 101 Computer Fundamentals with APP110 Business Computer Fundamentals

- CSS 101 Psychology of Motivation with CSS 105 Psychology of Motivation
- CSS 299 Professional Development with CSS 295 Professional Development
- CMN 201 Communication and Public Speaking with CMN 205 Communication and Public Speaking
- ENG101 English Composition with ENG 105 English Writing Fundamentals

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

Networking & Information Systems Security

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

Bachelor of Science Degree

Cybersecurity and Networking

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

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

| 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

*The following Courses may be substituted:

- APP 101 Computer Fundamentals with APP 110 Business Computer Fundamentals
- CSS 101 Psychology of Motivation with CSS 105 Psychology of Motivation
- CSS 299 Professional Development with CSS 295 Professional Development
- CMN 201 Communication and Public Speaking with CMN 205 Communication and Public Speaking
- ENG 101 English Composition with ENG 105 English Writing Fundamentals

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)

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

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

| 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

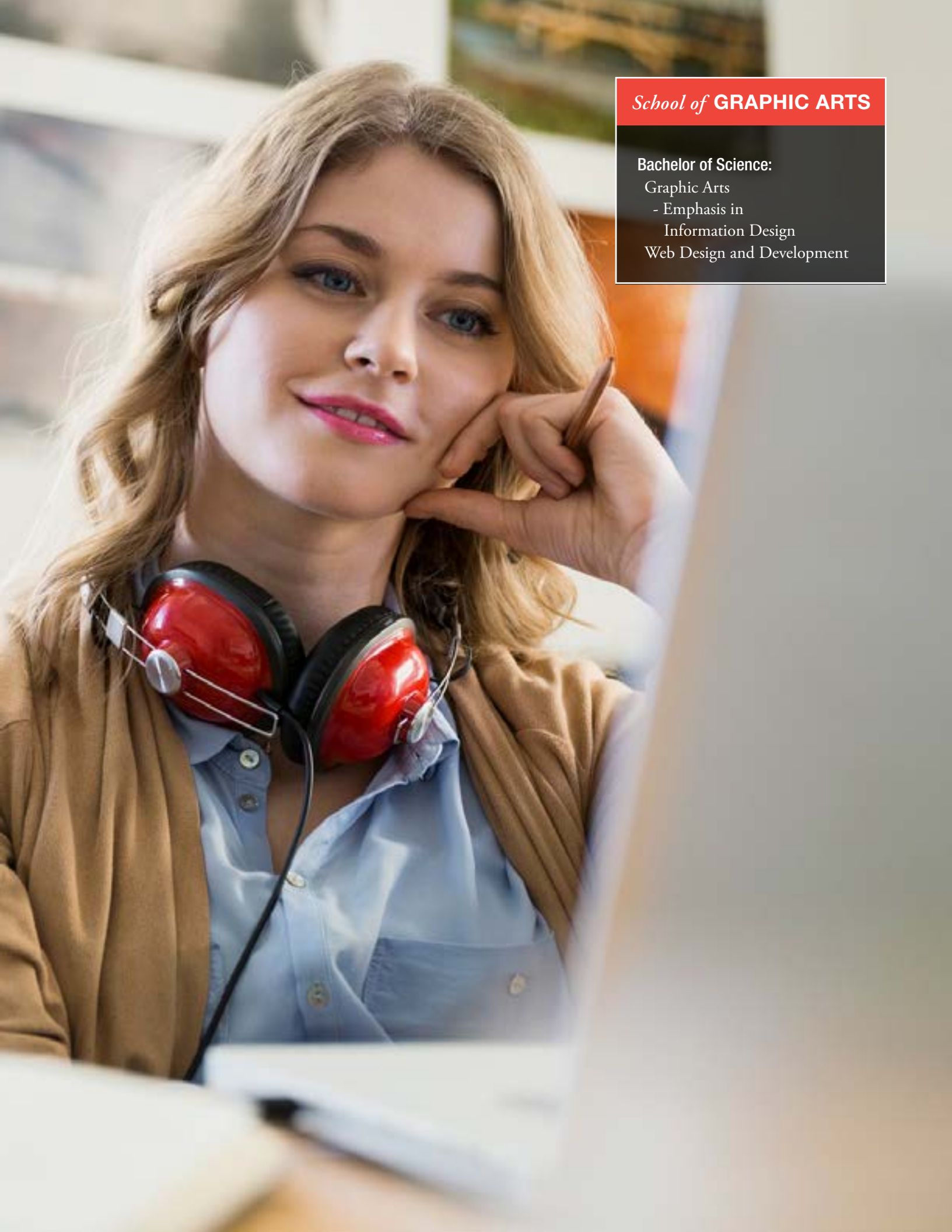
*The following Courses may be substituted:

- APP 101 Computer Fundamentals with APP 110 Business Computer Fundamentals
- CSS 101 Psychology of Motivation with CSS 105 Psychology of Motivation
- CSS 299 Professional Development with CSS 295 Professional Development
- CMN 201 Communication and Public Speaking with CMN 205 Communication and Public Speaking
- ENG 101 English Composition with ENG 105 English Writing Fundamentals

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.







School of **GRAPHIC ARTS**

Bachelor of Science:

Graphic Arts

- Emphasis in

Information Design

Web Design and Development

Bachelor of Science Degree

Graphic Arts

Stevens-Henager College Orem (Provo)

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

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

| 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 |
| 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

*The following Courses may be substituted:

- APP 101 Computer Fundamentals with APP 110 Business Computer Fundamentals
- CSS 101 Psychology of Motivation with CSS 105 Psychology of Motivation
- CSS 299 Professional Development with CSS 295 Professional Development
- CMN 201 Communication and Public Speaking with CMN 205 Communication and Public Speaking
- ENG 101 English Composition with ENG 105 English Writing Fundamentals

Information Design emphasis

Stevens-Henager College Orem (Provo)

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.

Bachelor of Science Degree

Web Design & Development

Stevens-Henager College Orem (Provo)

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

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

| 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

*The following Courses may be substituted:

- APP 101 Computer Fundamentals with APP 110 Business Computer Fundamentals
- CSS 101 Psychology of Motivation with CSS 105 Psychology of Motivation
- CSS 299 Professional Development with CSS 295 Professional Development
- CMN 201 Communication and Public Speaking with CMN 205 Communication and Public Speaking
- ENG 101 English Composition with ENG 105 English Writing Fundamentals

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.

Course Descriptions— Undergraduate Programs

Accounting

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.

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 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 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 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 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: ACC222 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: ACC300 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: ACC401 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.

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: ACC251 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.)

Biology

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 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 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.

BIS335 **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.

BIS360 – 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.

BIS400 – 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 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.

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.

Communication

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. Focus is on the preparation, presentation, and critique of various forms of oral communication. Emphasis is placed on development, delivery, presentation aids, 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 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. Such a desire for goal-oriented behavior is commonly referred to as motivation, and such motivation can propel students toward accomplishing their academic and vocational goals. Course topics include time management, problem solving, goal setting, career planning and preparation, and a range of additional student success strategies. Upon course completion, students will be more academically prepared in knowledge and practical training within an occupational area and also enhance their abilities to support their job searches and submit application documents.

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. Such a desire for goal-oriented behavior is commonly referred to as motivation, and such motivation can propel students toward accomplishing their academic and vocational goals. Course topics include time management, problem solving, goal setting, career planning and preparation, and a range

of additional student success strategies. Upon course completion, students will be more informed and better prepared to progress in their programs and in their efforts to advance their desired career goals (i.e., students will be more academically prepared in knowledge and practical training within an occupational area and also enhance their abilities to support their job searches and submitting application documents such as documents created using standard writing guideline formats).

CSS 295 **5 Credits** **Professional Development**

In this course, students apply the techniques and strategies learned within the Psychology of Motivation for more in-depth exploration of relevant employment resources, for the development of documents to submit in job application processes (e.g., resumes, cover letters, reference letters, follow up correspondence, resignation letters, and other written communications), enhancing individual verbal communication and interview skills. Students will also learn how to prioritize job search activities, and to appropriately manage and organize relevant documents and records. Upon completion of this course, students will have completed a portfolio of resources and documents to support their current and future job searches and be more informed about the strategies and processes that can more effectively support such efforts.

CSS 299 **4 Credits** **Professional Development**

In this course, students apply the techniques and strategies learned within the Psychology of Motivation for more in-depth exploration of relevant employment resources, for the development of documents to submit in job application processes, including resumes, cover letters, reference letters, follow up correspondence, and other written communications. Through the course, students will enhance individual verbal communication and interview skills. Students will also learn how to prioritize job search activities, and to appropriately manage and organize relevant documents and records. Upon completion of this course, students will have completed a portfolio of resources and documents to support their current and future job searches and be more informed about the strategies and processes that can more effectively support such efforts.

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.)

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 writing process, including prewriting, drafting, revision, and editing. Practice in research, argument, and critical 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 & 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 235 **5 Credits** **Principles of Business and Personal 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.

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.

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.

Human Resource Management

HRM211 **5 Credits** **Introduction to Human Resource 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 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 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 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 covers legal topics pertaining to the protection of computer systems, data, and users in the cyber world. Students will be introduced to the laws and legal principles regulating the use and exploitation of computers and software as objects and instruments of commerce. Students will learn about the different types of hackers and web-based crime tactics and techniques. Students will be introduced to International laws and the global impact of internet crime.

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 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 280 **3.0 Credits**
Medical Laboratory Processes

This course provides clinical testing of student knowledge attainment through practical training exercises using real-world equipment and/or supplies in an appropriate lab environment. Areas covered include complete urinalysis (i.e., physical, chemical, and microscopic analyses) and reagent testing as well as pregnancy and rapid strep testing. Upon completion of this course, students will have a better understanding of the practical application of knowledge that will enhance their abilities to perform various tasks and tests as an MA, as well as further understand how the process of analysis can inform medical determinations, overall.

LBT 295 **3.0 Credits**
Phlebotomy and Laboratory Procedures

This course is focused on the education and practical administration of procedures and protocols related to blood drawing and other hematological related procedures within an appropriately equipped lab. Special attention will be focused on health and safety issues surrounding the administration of invasive procedures and possible contamination and health hazards surrounding such administration, including the safe and sanitary use and handling of equipment/supplies and the appropriate disposal of contaminated equipment/supplies and related protocols. Upon completion of this course, students will be more informed about invasive procedures, the use and handling of contaminants in the medical setting and more prepared for entry-level employment as a Medical Assistant.

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 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 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, Leadership, and Teams

This course is an introduction to business startups 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 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 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 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, and its effect on society. 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 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 325 **5 Credits**
**Operations Management
& Problem-Solving**

This course emphasizes the best practices of operations management. Students will analyze the concepts, principles, and risks of operations management, both for manufacturing and service operations. Students will also explore core problem-solving techniques.

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 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, merchandise management, store management, and customer service. Students will also cover non-store retailing.

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.

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 organizational design and change. Students will review the effective elements of an organization, and organizational design in small, mid-size, and large organizations. This course examines the design, development, culture, and change management of organizations.

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 445 **5 Credits**
**Human Resource Standards,
Strategy & Management**

The course outlines the functions of members in a human resources (HR) department. Students will review how HR impacts strategic management, recruiting, performance management, and ethical standards. Students will also examine various federal laws and regulations that impact an employee's job search, and discuss how organizations hire.

MAN 455 **5 Credits**
International Business Management

This course addresses how legal issues, and financial and political environments can impact the global management. Students will review the challenges in conducting import and export activities, as well as how cultural differences may affect business relationships and strategies.

MAN 499 **5 Credits**
Business Capstone

Students will prepare a formal proposal in one of the following areas: accounting, sales and marketing, operations management, human resource management, or banking and finance. Once the proposal is approved, the student will prepare an original paper of research and analysis utilizing appropriate APA format. The student will then present findings and conclusions to an approved audience. (Students may select an experiential learning opportunity with Dean approval of both a location and project.)

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 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 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 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 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 120 **5 Credits**
**Healthcare Calculations
and Accounting**

This course provides a review of basic numerical concepts using the household, metric, and This course provides a review of basic numerical concepts using the household, metric, and apothecary systems. Students practice using ratios and proportions to convert between measuring systems and to calculate medication dosages. Introductory accounting principles and practices are additionally presented and discussed. Upon completion of this course, students will have more knowledge and proficiency with understanding and training related to healthcare calculations and accounting and be more prepared for entry-level employment as a Medical Assistant.

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.

Medical

MED 100 **4 Credits**
Medical Terminology, Law, and Ethics

This course introduces students to the terminology used in the medical field by first identifying/translating prefixes, suffixes and root words from their Greek and/or Latin origins, and then by further understanding how these word components when combined with other words that may/may not also have similar origins, create the terminology commonly used today in medical settings and also establish significant and standardized meanings typically used by health insurers as well as by medical biller and coders when posting information into health record files. The course also provides students with a survey of significant medical laws, ethics and bioethics

that are similarly dependent on understanding and using standardized medical terminology in statutory language and medical policy statements. Completion of this course provides students with the contexts in which medical terminology is identified and used, how such standardization of definitions and descriptions provide clarity in a variety of significant ways and permits more effective communication in the medical field.

MED 102 **3 Credits** **Medical Aseptic Procedures**

This course provides instruction and training on the importance of adherence to sanitation protocols that include hand washing, disinfection, sterilization, infection control as mandated by the federal Occupational Health & Safety Administration (OSHA) and similar state organizations across the country. Upon completion of this course, students will have a more informed understanding of federal, state and if applicable, local mandates related to workplace health and safety, as well as insights into how employer policies and insurance policies are impacted by such mandates, and how such mandates protect the health and safety of workers and patients alike in medical settings.

MED 103 **3 Credits** **Cardiopulmonary/ECG**

This course introduces students to electrocardiography diagnostic processes that record the electric activity of the heart. Students are presented with an overview and the purposes of electrocardiography devices and how to safely use such devices. Instruction and training also cover the data generated by such devices and how such data provides medical personnel with information about the structure and functioning of an individual's heart and for diagnosing cardiopulmonary irregularities. Upon completion of this course, students will have a more informed understanding of cardiopulmonary devices and procedures as well as may seek certification specialization as an EKG technician.

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, and additionally includes instruction on cultures and sensitivities related to clinical testing procedures. Demonstrations will be provided

for CLIA waived/moderate testing techniques, and hemoglobin, hematocrit, blood typing, and mono reagent testing. Upon completion students will better understand the clinical and microbiological testing processes and how to perform testing while using safe/sanitary procedures.

MED 106 **3 Credits** **Vital Signs and Emergencies**

This course provides instruction on the proper methods to use in taking patients' vital signs, including blood pressure, pulse rate, respiratory rate, temperature, height, and weight. Growth charting for children is also covered. Through the completion of the program, CPR and First Aid certification instruction/training and CPR for the Professional Rescuer and Community First Aid and Safety certification are obtainable through the American Heart Association.

MED 109 **3 Credits** **Medical Records and Communication**

This course focuses on interpersonal communications within a medical setting to enhance written and verbal skill development to support more effective medical administration and document management in medical settings. Medical Records, Problem Oriented Medical Records (POMR) and Subjective Objective Assessment Plans (SOAP) are covered as well as telephone techniques, appointment scheduling, mail handling and medical reception skills. Upon completion of this course, students will be more proficient in their verbal and written communications skills and their abilities to create and appropriately maintain medical records, to protect the integrity and confidentiality of those records and to identify strategies for more effective document and file management.

MED 116 **3.5 credits** **Medical Billing and Computerized Administration**

This course provides instruction on the fundamentals of medical office bookkeeping and accounting procedures that include patient billing and collection processes and procedures, payroll processes and procedures, and other basic office/bookkeeping tasks that are typically based upon a computer software program and/or accessed through a subscription service. Students will become familiar with using computer aided financial programs commonly used in medical offices/settings. Upon completion of the course, students will have a better understanding of

financial practices in a medical setting, and be able to demonstrate proficiencies in those areas.

MED 210 **3 Credits** **Professional Medical Coding**

This course introduces students to the fundamentals of Medical Coding and the terminology used in such processes that also include using the following coding resources: Current Procedural Terminology (CPT), International Classification of Diseases 10th revision (ICD.10), and Health Care Procedure Coding System (HCPCS). Students learn to code by using the aforementioned resources and relevant texts and reference materials available in hard copy and in digital formats. Upon completion of the course, students will have a better understanding of the principles surrounding medical coding, and relevant knowledge and practical training proficiency in using coding software programs.

MED 211 **3 Credits** **Insurance Specialist**

This course presents students with an overview of the medical insurance industry, current policy options available, how to fill out insurance forms and the procedures related to insurance filings and claims. Filling out forms and claims includes instruction using hard copy and digital formats. Upon completion of this course, students will be more informed and knowledgeable about medical insurance, in general, as well as possess proficiency in working with insurance forms and filings.

MED 280 **4.0 Credits** **Skeletal and Muscular Systems**

This course covers the structural organization and the major organs of the human skeletal and muscular systems. Normal function, pathology, disease, and treatment protocols relevant to each system will also be covered. Upon completions students will have an understanding of these systems, issues related to abnormal system functions and strategies for treating such system abnormalities.

MED 281 **4.0 Credits** **Cardiac and Respiratory Systems**

This course will describe the structural organization and major organs of the cardiac and respiratory systems. Normal function, pathology, disease, and treatments will be discussed as they relate to each system. Upon completion of this course, students will be more informed and knowledgeable about

such systems that will also enhance their preparedness and overall effectiveness for working in medical settings.

MED 282 **4.0 Credits**
Lymphatic, Immune, and Endocrine Systems

This course will describe the structural organization and major organs of the lymphatic, immune, and endocrine systems. Normal function, pathology, disease, and treatments will be discussed as they relate to each system. Upon completion of this course, students will be more informed and knowledgeable about such systems that will also enhance their preparedness and overall effectiveness for working in medical settings.

MED 283 **4.0 Credits**
Digestive, Reproductive, and Urinary Systems

This course will describe the structure organization and major organs of the digestive, reproductive, and urinary systems. Normal function, pathology, disease, and treatments will be discussed as they relate to each system. Upon completion of this course, students will be more informed and knowledgeable about such systems that will also enhance their preparedness and overall effectiveness for working in medical settings.

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.

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 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 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.)

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 locally and remotely. (Prerequisite: OPS 101)

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 150 **3.5 Credits** **Pharmacology**

Topics presented in this course include drug classifications, measuring medications and dosage calculations, administering medications, and documentation requirements related to each topic area. Instruction includes occupational math and metric conversions, use of PDRs and related medical books. Common abbreviations used in prescription writing and related legal implications/requirements are also presented. The professional role of the MA in patient education and the rights related to medication administration are additional topics addressed in the course. Upon completion of

this course, students will be more informed and knowledgeable about medications, in general, and about the appropriate and legal administration of medications.

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 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 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.

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 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 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.

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

Structures and constructs are explored and applied as students increase their knowledge of programming concepts. Students expand on their knowledge of data types and the use of variables in programming. Students will be introduced to Integrated Development Environments (IDE) and different programming languages. Students will also learn to build applications in an IDE. (Prerequisite: PRG 102)

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

Students demonstrate coding, debugging, and troubleshooting techniques using common programming languages. Students become familiar with a software development environment and tools for creating working programs. (Prerequisite: PRG103)

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 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 255 **5 Credits**
Psychology and Emotional Intelligence

This course explores the aims and methods of psychology. Students will learn about human behavior and human development. Students will also explore emotional intelligence and its application in personal and professional relationships. The focus is on recognizing and improvement emotional intelligence. Upon completions, students will develop a plan for self-management and implementation.

Research

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 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 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 Gas Therapy/Humidity and Aerosol 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 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 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 216 4 Credits **Mechanical Ventilation I**

This course focuses on the theory of invasive and non-invasive mechanical ventilation devices.

RES 236 4 Credits **Mechanical Ventilation II**

This course focuses on the application and monitoring of invasive and non-invasive mechanical ventilation devices.

RES 246 **2 Credits**
Pulmonary Rehabilitation

Overview of cardiopulmonary rehabilitation programs. Application of respiratory therapy modalities in alternate care settings.

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 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 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.

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 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: MAT 225 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, hemostasis, 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 – 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 alcohol-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
- Autoclave
- 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 Pulmonary 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.





ACADEMICS

Attendance

On Ground Attendance Policy

Attendance/participation is essential to a student's successful completion of each course, including externship.

Students attending classes on campus are expected to be on time and maintain a high attendance rate.

Students who are absent or tardy are expected to make up the scheduled academic work.

Absences are recorded from the first day of the module, regardless of the reason for the absence. If a student needs to be absent from classes, he/she is expected to contact the instructor(s) or the campus' front desk. Students may be asked for documentation concerning their absences.

Students absent without prior notification will be contacted by the college to ascertain the reason for the absence.

If the college is unable to reach a student directly, the college may contact references that the student previously provided to the college. If a student fails to return to class on or before the expiration of fourteen (14) days, then the student's enrollment must be terminated.

For safety reasons, unattended children are not allowed on campus. No

children, whether attended or unattended, are allowed in classrooms or labs during sessions.

AD Nursing Education Program

AD Nursing Education students are expected to attend every didactic class, SIM lab, and clinical assignment. In the event that a student must miss a day, the student must inform the instructor.

AD Nursing Education students may not miss more than one (1) day per course; this includes general education, science, nursing theory class, SIM lab, and clinical, or they may be failed from the program. If a student misses a day for a severe illness or emergency, then the student must notify and meet with the Dean of Nursing.

Respiratory Therapy AS /AAS and Surgical Technologist AOS Programs

Students are required to attend all classes, laboratories, and clinical sessions. In the event that a student must miss a day, then the student must inform the instructor. If a student misses a day for a severe illness or emergency, then the student must notify and meet with the Program Director.

Attendance is required for all clinical assignments. Students cannot change their clinical schedule without prior approval from the College. All absences must be made up within the current clinical rotation. Clinical tardiness is treated as an absence.

Attendance for BlendED Delivery Classes

Students completing coursework in a BlendED model are strongly encouraged to participate in all live class sessions, whether online or onground. Scheduled onground courses may include in-class activities that may not be made up if a student is not present.

Attendance Rule for New Students

If a new student does not regularly attend classes during the first five days of their first module, then the student will be reclassified as a No-Show and will be withdrawn from the program.

Students who are absent during the first week of any subsequent module need to communicate with their instructor and discuss any issues that the student may have that will impede his/her success in that module.

Students who are absent more than 25% of any module will be sent a 25% Absent Notice from the Registrar stating that the student's absences are excessive and that the student is in jeopardy of failing the course. Students who are absent more than 50% of any module will be placed on Attendance Warning Status and directed to meet with the Dean or Program Advisor in order to discuss issues and identify strategies for improving attendance.

Online Attendance Policy

Students taking a fully online course are expected to participate, at a minimum, of four (4) days each week in their course. Online course participation occurs through the college's Learning Management Systems (LMS).

Several LMS participation activities count as attendance, including: submitting homework assignments, taking assessments, online reading in the LMS course shell, participating in discussion board chats, and completing daily checkpoint activities. The daily checkpoint activities tie directly to learning objectives, with gradable questions each day, and only for that day. Completion of daily checkpoint activities is included as part of the student's online course grade.

If an online student fails to attend/participate in his/her online course for five (5) consecutive days, then the student will be contacted by Student Services about their poor attendance/participation and will be reminded/encouraged to actively attend/participate in his/her course.

If the student fails to resume attendance/participation in his/her online course, then he/she will receive a daily notice from Student Services reminding him/her to attend/participate in the course. These daily notices will also include a warning that failure to attend/participate for fourteen (14) consecutive days will result in termination from the program.

If an online student has no attendance/participation for ten (10) days, then he/she will receive an Attendance Warning Letter.

Stevens-Henager College does not accept leaves of absence.

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 most 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 and Evening Program: Classes are offered in a hybrid format which means students scheduled for face to face sessions Monday through Thursday and attend sessions online in Canvas Monday through Sunday each module. Courses can be scheduled as early as 8am and can end as late as 10pm. The period(s) students are expected to attend face to face 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.

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.

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.

Transfer of Credit

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 technology 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 based on 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.

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. 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.

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 transcribed 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.

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 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 ($\geq 74\%$) or a minimum of a “C” grade as the final course grade, excluding general education courses. Any grade less than a “C” (or $\leq 73.9\%$) 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.

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

Stevens-Henager College has partnered with Parchment® to securely order and send official electronic transcripts at a cost of \$5.00 per request (additional charges apply for printed and mailed transcripts). Current and former students can order official transcripts at: <https://www.parchment.com>

parchment.com/u/registration/6494432/account.

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 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 (3) business days following a tour of the college facilities and inspection of equipment where your education services will be provided and receive a full refund of all money paid. You will also receive a full refund within 30 days if your educational services are discontinued by the College or if your starting date is postponed by more than 90 days. International students who cancel, under any of the applicable scenarios above, will receive a full refund of any monies paid, including their \$3,500 tuition down payment within 30 days.

Cancellation After Classes Have Started

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.



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, Registrar, 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, written (via electronic or other means), or verbal abuse of another person in the college community, whether such person is a student or college staff member (such abuse includes but is not limited to profanity, threats, and violent communications). The college reserves the right to report such abuse to law enforcement;
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.

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. The first offense is failing the assignment.
2. The second offense is failing the course.
3. The third offense is dismissal.

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.

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

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 Library, or 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

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.

Notice Regarding Borrower Defense Claims

The provisions below are included pursuant to U.S. Department of Education regulations at 34 C.F.R. § 685.300(e) and (f), respectively, and shall apply to this arbitration agreement for any period during which such regulations are in effect. These provisions apply only to claims concerning acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained, and do not affect any other claim:

- (1) The college agrees that neither it nor anyone else who later becomes a party to this arbitration agreement will use it to stop a student from being part of a class action lawsuit in court. A student may file a class action lawsuit in court or may be a member of a class action lawsuit in court even if a student does not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by the college of educational services for which the Federal Direct Loan was obtained. The parties agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.
- (2) The college agrees that that neither it nor anyone else who later becomes a party to this predispute arbitration agreement will use it to stop a student from bringing a lawsuit concerning the college’s acts or omissions regarding the making of the Federal Direct Loan or the provision by the college of educational services for which the Federal Direct Loan was obtained. A student may file

a lawsuit for such a claim or may be a member of a class action lawsuit for such a claim even if a student does not file it. This provision does not apply to other claims. The parties agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

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.
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, 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.

State Specific Information

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.

Stevens-Henager College Idaho only: Students can file a complaint at any time with the Idaho State Board of Education, 650 West State Street, 3rd Floor, Boise, ID 83702; <mailto:board@osbe.idaho.gov>

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 *Programs*

School of Healthcare – Master’s:
Healthcare Administration

School of Business – Master’s:
Business Administration (MBA)
- Emphasis in Entrepreneurship

School of Technology – Master’s:
Information Systems

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 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

Students enrolled in a master's degree program 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. International students can apply to SEVIS for "Optional Practical Training" (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.

School of HEALTHCARE Graduate Programs

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.

School of BUSINESS Graduate Programs

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

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 |

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

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 function, 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 |
| MAT 610 | Quantitative Methods | 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 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.

Healthcare Science

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.

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 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.

**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 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.

Mathematics

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.

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 transcribed 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 |
|---|-----|---------|

†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 Attempted/ 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. | January 6, 2020 | Module One Begins |
| Mon. | January 20, 2020 | Holiday (Martin Luther King Day) |
| Sun. | February 2, 2020 | Module One Ends |
| Mon. | February 3, 2020 | Module Two Begins |
| Mon. | February 17, 2020 | Holiday (President's Day) |
| Sun. | March 1, 2020 | Module Two Ends |
| Mon. | March 2, 2020 | Module Three Begins |
| Sun. | March 29, 2020 | Module Three Ends |
| Mon. | March 30, 2020 | Module Four Begins |
| Sun. | April 26, 2020 | Module Four Ends |
| Mon. | April 27, 2020 | Module Five Begins |
| Sun. | May 24, 2020 | Module Five Ends |
| Mon. | May 25, 2020 | Holiday (Memorial Day) |
| Mon. | May 25, 2020 | Module Six Begins |
| Sun. | June 21, 2020 | Module Six Ends |
| Mon. | June 22, 2020 | Module Seven Begins |
| Fri. | July 3, 2020 | Holiday (Independence Day) |
| Sun. | July 19, 2020 | Module Seven Ends |
| Mon. | July 20, 2020 | Module Eight Begins |
| Fri. | July 24, 2020 | Holiday (Pioneer Day -Utah only) |
| Sun. | August 16, 2020 | Module Eight Ends |
| Mon. | August 17, 2020 | Module Nine Begins |
| Mon. | September 7, 2020 | Holiday (Labor Day) |
| Sun. | September 13, 2020 | Module Nine Ends |
| Mon. | September 14, 2020 | Module Ten Begins |
| Sun. | October 11, 2020 | Module Ten Ends |
| Mon. | October 12, 2020 | Module Eleven Begins |
| Sun. | November 8, 2020 | Module Eleven Ends |
| Mon. | November 9, 2020 | Module Twelve Begins |
| Wed. | November 11, 2020 | Holiday (Veteran's Day) |
| Thu. | November 24, 2020 | Holiday (Thanksgiving) |
| Fri. | November 25, 2020 | Holiday (Day after Thanksgiving) |
| Sun. | December 6, 2020 | Module Twelve Ends |
| Mon. | December 7, 2020 | Thirteen Begins |
| Mon. | December 21, 2020 | Winter Break Begins |
| Sun. | January 3, 2021 | Winter Break Ends |
| Sun. | January 17, 2021 | Module Thirteen Ends |

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 |



School of **HEALTHCARE**

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