Everest
UNIVERSITY

BRANDON COURSE CATALOG

2011 - 2012

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President's Message

We would like to welcome you to Everest University, whose location provides a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with progressive curricula from diplomas to associate and bachelor's degrees to graduate-level programs, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

Obtaining a college education gives our graduates a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the state of Florida as well as other progressive areas throughout the country.

Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for lifelong learning, and the essential skills and abilities to qualify them for their chosen career.

Building on the traditions of Tampa College (the oldest business college in Florida, founded in 1890), we have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Everest University. Therefore, we invite all interested parties to visit our campus and review our wide variety of programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

Benjamin Franklin once said, "If a man empties his purse into his head, no man can take it away from him." An investment in knowledge always pays the best interest.

Charlie Hardiman
Campus President

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About Everest University

MISSION

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

INSTITUTIONAL GOALS

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

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

INSTITUTIONAL ACCREDITATION

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

The Accrediting Council for Independent Colleges and Schools (ACICS) is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4223; (202) 336-6780.

PROGRAMMATIC ACCREDITATION

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

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 (312)704-5300, www.jrcert.org.

The Surgical Technologist program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Further information can be obtained by contacting the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727)210-2350, (727)210-2354 (fax), www.caahep.org.

LICENSURE

Everest University, Brandon (License # 2603), a branch of the Tampa campus, is licensed by means of accreditation by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free number (888)224-6684.

APPROVALS

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

MEMBERSHIPS

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

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

LIBRARY

Everest libraries are designed to support the programs offered on each of its campuses and its Everest University Online Division. Students and faculty have access to a wide variety of resources both on and off campus. All on-ground campuses have their own unique collection of books, periodicals, audio-visual materials and digital resources to support its curriculum. All students and faculty including those in its

online division have access to digital resources that include full-text general and specialized databases, internet links and other resources providing a wide variety of informational content. All on-ground campuses are staffed with librarians or trained professionals to assist in the research needs of students and faculty, and libraries are conveniently open to meet class schedules.

PHYSICAL FACILITIES

The Brandon campus is located at 3924 Coconut Palm Drive in Tampa, FL. The 49,000 square-foot building houses 22 classrooms, two medical labs, a surgical tech lab, a massage therapy lab, a nursing skills lab, five computer labs and a library. There are administrative offices for the academic program chairs, the dean and associate dean, student finance and student accounts offices, admissions department and other administrative staff personnel. There is a student lounge and a staff lounge and large outdoor courtyard for students and staff.

UNDERGRADUATE ADMISSIONS REQUIREMENTS

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

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

Criminal Background Check

- Students enrolling or re-entering into programs leading to licensure, or requiring an externship, may be subjected to a criminal background check at the point of enrollment.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.

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

Associate in Science, Applied Management Program

- Applicants must have successfully completed a diploma or certificate from an accredited post-secondary institution.

Bachelor of Science, Applied Management Program

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

Bachelor of Science, Criminal Justice Program

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

Associate in Science, Nursing Program

- High School Diploma or a GED certificate
- Pass a designated nursing entrance test(s)
- Write an essay as assigned and graded by the Nursing Department
- Complete a personal interview with the Nursing Department
- Pass a criminal background check and/or fingerprinting/drug screening

Associate in Science, Pharmacy Technician Program

- Applicants must reach 18 years of age on or prior to the expected date of graduation.
- Students must meet with the Program Director in their first term.
- Must complete a board-approved pharmacy technician training program.

Associate in Science, Radiologic Technology Program

- High School Diploma or a GED certificate
- Pass a designated entrance test(s)
- Writing an essay as assigned and graded by the Radiology Department
- Completing a personal interview with the Radiology Department
- Passing a criminal background check and/or fingerprinting/drug screening

Associate in Science, Surgical Technologist Program

- High school diploma or GED certificate
- Pass a designated entrance test(s)
- Complete an interview with the Program Director
- Pass a physical examination
- Pass a criminal background check

Before students can begin their clinical rotation in the program, students must:

- Have a physical examination clearance by a physician
- Provide proof of immunizations as required by clinical agencies (TB, measles, rubella, chicken pox)
- Pass a mandatory drug screen
- A Hepatitis B Virus (HBV) vaccination is highly recommended for the student's safety. If the student refuses the vaccine, a waiver must be signed by the student.

ACADEMIC SKILLS ASSESSMENT (ON-GROUND

STUDENTS ONLY)

All students are required to go complete the institution's assessment test. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution.

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

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

GRADUATE ADMISSIONS REQUIREMENTS

- Applicants must complete the enrollment agreement.
- Applicants must have successfully completed a bachelor's degree program from an accredited college or university. Official transcripts must be provided.
- Certain prerequisite courses are necessary for the pursuit of many courses offered at the graduate level. Such prerequisites must have been completed before entrance into a specific course.

Prerequisite Requirements for Graduate Programs

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

Graduate Categories of Enrollment

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

Regular Graduate Students (On-Ground Students Only)

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

Provisional Graduate Students (On-Ground Students Only)

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

INTERNATIONAL STUDENTS

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

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

Undergraduate Admissions Requirements for International Students

- Evidence of High School diploma or recognized equivalent.
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
  a) Bank letter verifying student's available funds (self-sponsoring)
  b) Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
  c) Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
  d) If the applicant is sponsored by his/her home country, a statement of sponsorship.

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

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

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

- International students must obtain an ACT score

of at least 15, an SAT combined score on critical reading and math of at least 700 or a CPAt score of at least 120. (This does not apply to fully online students.)

- International students must meet the same programmatic entrance requirements as domestic students.

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

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

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

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

- Graduation from a college or university approved and evaluated based on United States Department of Education guidelines with a Bachelor's degree.
- Provide official transcript of all colleges or universities attended, both undergraduate and graduate.
- Evidence of Financial Support.
- Evidence of English Proficiency (on-ground students only). Such evidence may be one of the following:

  a) TOEFL score of 550 (paper-based) or 213 (computer-based) or 79 (Internet-based);
  b) Score of 6.0 on the International English Language Testing System exam (IELTS);
  c) Score of 79 on Michigan English Language Assessment Battery (MELAB).

NOTE: Students who have not achieved the minimum TOEFL or IELTS score may be evaluated for equivalent English proficiency by the Graduate Academic Committee. Those students who successfully pass the evaluation may be granted Provisional Student admission status.

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

EVEREST REGULATIONS

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

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

DEFINITION OF CREDIT

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10.0 class hours of theory or lecture instruction a minimum of 20.0 hours of supervised laboratory instruction, or a minimum of 30.0 hours of externship practice. For online learning purposes, one quarter credit is equivalent to a minimum of 10 hours of online learning.

TRANSFER OF CREDIT—INTO AND OUT OF EVEREST

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

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

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

MAXIMUM TRANSFER CREDITS ACCEPTED

- Students enrolled in a diploma, associate or bachelor's degree program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit or prior learning credit.
- Students enrolled in a master's program may transfer no more than 24.0 quarter credits.

TRANSFER CREDIT FOR GRADUATE-LEVEL COURSES

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

COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

TRANSFER CREDIT FOR LEARNING ASSESSMENT

Everest accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean/Director of Education for the current list of approved exams and minimum scores required for transfer.

TRANSFER CREDIT FOR PROFESSIONAL CERTIFICATIONS

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

EXPERIENTIAL LEARNING PORTFOLIO

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

PROFICIENCY EXAMINATION (ON-GROUND STUDENTS ONLY)

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

TRANSFER OF CREDIT FOR NURSING PROGRAM

In order for nursing students to transfer a natural science course, the course must have been taken within the past five years. Transfer of nursing courses will be evaluated on an individual basis by the Campus Nursing Director and the Admission Committee.

Opportunities exist for Licensed Practical Nurses (LPN's) with current unencumbered licenses to enter the Associate Degree in Nursing program with advanced standing. Contact the Campus Nursing

Director for additional information.

TRANSFER FROM EVEREST TO OTHER INSTITUTIONS

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

TRANSFER TO OTHER EVEREST LOCATIONS

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

TRANSFER TO PARTICIPATING INSTITUTIONS IN FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM (SCNS)

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

ARTICULATION AGREEMENTS

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

TRANSFER CENTER ASSISTANCE

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

EVEREST CONSORTIUM AGREEMENT

The Everest Consortium Agreement enables students to attend a limited number of classes at an Everest campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement. Complete details on the Everest Consortium Agreement are available in the Academic Dean's/Director of Education's office.

ONLINE PROGRAMS AND COURSE REQUIREMENTS

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

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

Windows Systems

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

Mac Systems

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

In addition, students taking online courses must:

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

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

ORIENTATION FOR FULLY ONLINE STUDENTS

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

DIRECTED STUDY (ON-GROUND

STUDENTS ONLY)

- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Associate degree students may apply a maximum of 8.0 quarter credit hours earned through directed study to the major core of study.
- Bachelor's degree students may apply a maximum of 16.0 quarter credits of directed study to the major core of study.
- Graduate students may complete a maximum of one course (4.0 quarter credits) through directed study.
- Students may not take more than one directed study course in a single academic term.
- Diploma students are not eligible for Directed Study

GRADING SYSTEM AND PROGRESS REPORTS
(See following page for grading scale)

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

NOTE: The D grade is not used for any modules or courses that are a part of an Allied Health program, including all "core" courses offered in medical programs. A grade of 70% or higher is required to pass these courses. However elimination of the D grade does not apply to general education and college core courses. Scores of 69% or less in modular and Allied Health programs are considered failing grades. For Nursing program, scores of 75% or less are considered failing grades. Courses that have been failed must be retaken. Failed courses must be repeated and are calculated as an attempt in the Satisfactory Academic Progress calculations.

GPA AND CGPA CALCULATIONS

- Grades may be expressed as letter grades or percentage grades depending on the program.
- The Grade Point (Percent) Average (GPA) and Cumulative Grade Point (Percent) Average (CGPA) are calculated at the end of each evaluation period to determine the student's qualitative progress.
- For programs using letter grades, the Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing the quality points earned by the total credits attempted for that evaluation period. The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods.
- For programs using percentage grades, the percentage equivalencies to letter grades are provided on the following page.

STANDARDS OF SATISFACTORY ACADEMIC

PROGRESS (SAP)

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

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum timeframe allowed to complete, which is 150% of total number of credits in the program of study (MTF).

EVALUATION PERIODS FOR SAP

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

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

CGPA EFFECT ON SAP

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

RATE OF PROGRESS TOWARD COMPLETION

The school catalog contains a schedule designating the minimum percentage or amount of work that students must successfully complete at the end of each evaluation period to complete their educational program within the maximum timeframe (150%). Quantitative progress is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses.

MAXIMUM TIMEFRAME TO COMPLETE

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

Academic Information

Grade	Point Value	Meaning	Nursing Scale	Percentage Scale
A	4	Excellent	100-92	100‑90
B	3	Very Good	91-84	89‑80
C	2	Good	83-76	79‑70
D**	1	Poor	75-68**	69‑60**
F*** or Fail	0	Failing	67-0	59-0***
P or Pass	Not Calculated	Pass (for externship/Internship or thesis classes only)		
IP***	Not Calculated	In Progress (for externship/Internship or thesis courses only)		
L	Not Calculated	Leave of Absence (allowed in modular programs only)		
EL	Not Calculated	Experiential Learning Credit		
PE	Not Calculated	Pass by Proficiency Exam		
W	Not Calculated	Withdrawal		
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress		
TR	Not Calculated	Transfer		

*Not used in Allied Health Programs.
**Due to Florida Board and programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For Nursing programs, Failing is 75-0%. For all other Allied Health Programs, F (failing) is 69-0%.
***If the required linear externship/internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero credit Externship/Internship Extension course will be scheduled in the following term. Once the required hours are completed, the student's grade will be entered in both courses.

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

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

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y
F or Fail	Y	Y	N
P or Pass	N	Y	Y
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
W	N	Y	N
WZ	N	Y	N
TR	N	Y	Y

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

APPLICATION OF GRADES AND CREDITS TO SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of P, EL, or PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student transfers from, or completes, one program and enrolls in another program, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.

ACADEMIC PROBATION

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

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

NOTIFICATION OF PROBATION

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

- For programs with an Add/Drop period;

   -Students must be notified in writing by the end of the add/drop period of the probationary term; and
   -Must receive academic advising within thirty (30) days from the start date of the probationary term.

- For programs without an Add/Drop period:

   -Students must be notified in writing by the end of the first week of the probationary term; and
   -Must receive academic advising by the end of the second week of the probationary term.

SUSPENSION

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

ACADEMIC APPEALS

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

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

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

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

DISMISSAL

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

SATISFACTORY ACADEMIC PROGRESS TABLES

47.0 Quarter Credit Hour Program with letter grades. Total credits that may be attempted: 70 (150% of 47).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

55.0 Quarter Credit Hour Modular Program with letter grades. (Massage Therapy V. 3-0). Total credits that may be attempted: 82 (150% of 55).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-54	2.0	1.5	66.66%	55%
55-66	2.0	1.8	66.66%	64%
67-82	N/A	2.0	N/A	66.66%

55.0 Quarter Credit Hour Modular Program with percentage grades. Total credits that may be attempted: 82 (150% of 55).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.66%	N/A
13-24	70%	60%	66.66%	25%
25-55	70%	63%	66.66%	55%
56-66	70%	66%	66.66%	64%
67-82	70%	70%	N/A	66.66%

113.0 Quarter Credit Hour Program with letter grades. (Nursing) Total credits that may be attempted: 169 (150% of 113)

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-25	2.0	N/A	66.66%	N/A
26-40	2.0	0.2	66.66%	N/A
41-56	2.0	0.4	66.66%	20%
57-68	2.0	0.6	66.66%	25%
69-81	2.0	0.8	66.66%	35%
82-96	2.0	1.0	66.66%	45%
97-109	2.0	1.2	66.66%	50%
110-125	2.0	1.5	66.66%	55%
126-141	2.0	1.7	66.66%	60%
142-153	2.0	1.85	66.66%	65%
154-169	N/A	2.0	66.66%	66.66%

96.0, 97.0, and 98.0 Quarter Credit Hour with letter grades. Total credits that may be attempted: 144 (150% of 96).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.1	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-144	N/A	2.0	N/A	66.66%

152.5 Quarter Credit Hour Program. Total credits that may be attempted: 228.5 (150% of 152.5).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-67	2.0	1.5	66.7%	50%
68-100.5	2.0	1.75	66.7%	60%
100.6-153	2.0	2.0	66.7%	65%
154-228.5	N/A	2.0	N/A	66.7%

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR GRADUATE STUDENTS

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

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

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

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

- All other elements of Satisfactory Academic Progress as outlined in the section on Satisfactory Academic Progress are applicable to graduate programs. Additionally, all requirements for graduate degrees must be completed within five calendar years from the start of the initial term of enrollment.
- In all cases of academic dismissal, the student will be notified by the Program Director of the graduate program or the Academic Dean/Director of Education.

- When the presence of mitigating circumstances causes the student's grade point average to fall below the minimum standards, a letter from the student requesting reinstatement may be submitted to the Graduate Academic Committee for review. The Committee will determine whether a probationary reinstatement is necessary or if the decision for dismissal is warranted.

ATTENDANCE POLICY

QUARTER-BASED PROGRAMS ONLY

Verifying Enrollment and Tracking Academic-Related Activities

Enrollment for quarter-based programs is tracked during the first 21 calendar days of the term, and for a mini-term, the first fourteen calendar days, excluding scheduled breaks and holidays. Students who fail to attend a course during this period will be withdrawn from the course and students who fail to attend any courses during this period will be withdrawn from the school. In addition, student participation in academically-related activities will be tracked during the 7th and 8th week of a full term course, and the 4th week of a mini-term course. Regularly scheduled academic-related activities occur throughout the school term and participation in these activities is essential to student success. Examples of academic activities include, but are not limited to: instructor lecture, mid-term assessment, quiz, field trip and academic advising. Students who fail to participate in any academically-related events during this period shall be withdrawn from school, unless the student participates in an advising session in the 9th week of the term (5th week of the mini-term).

Add/Drop Period

- The first 14 calendar days of each academic quarter are designated as the add/drop period for students in quarter-based programs. Holidays that fall during this timeframe are not counted as part of the add/drop period. Students who wish to make course changes must request approval from the Academic Dean/Director of Education and the Student Finance Office.

- The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the add/drop period.
- For students enrolling in school during the mini-term, the first seven days of the mini-term are considered the add/drop period. Holidays that fall during this timeframe are not counted as part of the add/drop period.
- There is no add/drop period for micro-terms.

Date of Withdrawal

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

If the student ceases attendance without providing official notification due to circumstances beyond the student's control, the withdrawal date is the date that the school determines is related to the circumstance beyond the student's control. The withdrawal date for all other instances where a student withdraws without providing official notification is the mid-point of the quarter or the last documented date of attendance at an academic activity, whichever is later.

Date of Determination (DOD)

For a student who officially withdraws, the DOD is the student's withdrawal date, or date of notification, whichever is later. For a student who withdraws after rescinding an official withdrawal, the DOD is the date the school becomes aware that the student did not, or will not, complete the period of enrollment. For a student who withdraws without notification, the DOD is the date that the school becomes aware that the student has ceased attendance. In this latter case, the school must determine the withdrawal date no later than 30 days after the end of the earlier of the:

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

NURSING PROGRAM ATTENDANCE POLICY

- The program encompasses 1760 clock hours. Students are expected to schedule any appointments after school hours.
- Students who are absent from the classroom have the responsibility to acquire information that was covered during that class time.
- Students cannot miss more than six clinical days for the entire program.
- Students cannot miss more than two clinical days per quarter.
- After two absences in one quarter the student will be placed on clinical probation until the end of that quarter. While on probation the student must maintain perfect attendance.
- If the student does not have perfect attendance

while on probation they will be dismissed from the program. The student can go before the Appeals Board if they wish to return to the program.
- All missed clinical time must be made up.

MODULAR PROGRAMS ONLY

Establishing and Monitoring Student Attendance

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

Consecutive Absence Rule

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

Percentage Absence Rule

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

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Dismissed from the program

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

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Dismissed from the program

Date of Withdrawal

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

When a student is withdrawn for consecutive absences within the term or module, the date of his or her withdrawal shall be the last date of attendance (LDA). When a student is withdrawn for violating the applicable percentage absence rule, the date of his or her

withdrawal shall be the date of the violation. Students who state they will return to school must file an attendance appeal (see Appeals Policy).

Date of Determination

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

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

Attendance Records

The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five calendar days following the end of a session. Without an appeal, after the 14th calendar day following the end of the session, the computer attendance database shall be considered final.

LEAVE OF ABSENCE POLICY (Modular Programs Only)

Everest permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

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

Re-admission Following a Leave of Absence

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

Extension of LOA

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

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will

return.

- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any 12-month period calculated from the first day of the student's first leave.
- Appropriate modules required for completion of the program will be available to the student on the date of return.

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

Failure to Return from a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the refund policy. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy.

Possible Effects of Leave of Absence

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

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

When a student returns from an LOA and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned. The grade, hours and attendance for the original attempt prior to the official leave of absence are not counted for purposes of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

WITHDRAWAL PROCEDURES (All Programs)

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

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

REPEATING COURSES

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

MAKE-UP WORK

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

EXTERNSHIP TRAINING (ON-GROUND STUDENTS ONLY)

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

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

REQUIREMENTS FOR GRADUATION

- Successfully complete all courses in the program with a 2.0 (70%) cumulative grade point average (for master's degrees a 3.0 CGPA) within the maximum timeframe for completion as stated in the school catalog.
- Successfully complete all externship requirements (if applicable).
- Meet any additional program specific requirements as stated in the catalog.
- Be current on all financial obligations to the school.

Graduation

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

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

VETERANS' EDUCATION BENEFITS

Prior Credit for Veterans Affairs (VA) Beneficiaries

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

Retroactive Veterans' Benefits

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

Attendance Requirements for Veteran Students

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

Veterans' Leave of Absence (Modular Programs Only)

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

Make-Up Assignments

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

Maximum Timeframe for Veteran Students

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

Satisfactory Academic Progress for Undergraduate Students Receiving VA Benefits

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

Veterans' Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination due to failure to maintain Satisfactory Academic Progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The VA will determine whether or not to resume payments of education

benefits to a reinstated student.

Satisfactory Academic Progress for Graduate Students Receiving VA Benefits

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

APPEALS POLICY

Student Academic Appeals Policy

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility. In all instances, Everest expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five calendar days of the date the student has notice of the adverse academic decision:

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

The appeal must include:

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

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes will support the conclusion that the academic decision was incorrect. Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Upon receipt of the Academic Appeal Form, the Academic Dean/Director of Education shall convene an Appeal Committee. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five calendar days of the date the appeal was received, and shall forward the decision to the student and the instructor within five calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system within one calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

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

Assignment/Test Grades

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

Final Course Grades

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

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

Attendance Violations (Modular Programs Only)

Appeals of attendance violations must be made within five calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school:
   - The next scheduled class period (Consecutive Absence Rule violations)
   - Within five calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with

the Appeal Form

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

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

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

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete his/her program within the maximum time-frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in his/her program and that the failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

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

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

STATEMENT OF FINANCIAL OBLIGATION

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

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

TUITION AND FEES

Tuition and fee information can be found in the **Appendix B: Tuition and Fees** section of the catalog.

Quarter-Based Programs

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

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

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

Modular Programs

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

Textbooks

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

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

BUYER'S RIGHT TO CANCEL—CANCELLATION

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

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

OFFICIAL AND UNOFFICIAL WITHDRAWALS

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

If the withdrawal is due to circumstances beyond the student's control, the date of withdrawal is the date the school determines is related to the circumstance beyond the student's control. Otherwise, the withdrawal

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

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

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

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

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

REFUND POLICIES

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

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

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

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

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

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

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

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

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

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

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

TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

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

FEDERAL RETURN OF TITLE IV FUNDS POLICY

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

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

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

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

Refunds are allocated in the following order:

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

RETURN OF UNEARNED SFA PROGRAM FUNDS

The School must return the lesser of:

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

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

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

INSTITUTIONAL REFUND CALCULATION FOR FIRST-TIME STUDENTS

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

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

INSTITUTIONAL REFUND POLICY FOR CONTINUING STUDENTS IN QUARTER-BASED PROGRAMS

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

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

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Newly Admitted Students

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

Continuing Students

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

- If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does no complete following withdrawal for active military

service.

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

Continuing Modular Diploma Students

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

STUDENT FINANCING OPTIONS

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

STUDENT ELIGIBILITY

To receive financial assistance you must:

1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (if applicable);
5. If currently attending school, be making Satisfactory Academic Progress;
6. Be enrolled as a regular student in any of the school's eligible programs;
7. Not be in default on any federally-guaranteed loan;
8. have a high school diploma or its equivalent, have completed homeschooling at the postsecondary level, or have satisfactorily completed six credits of college work that are applicable to a degree or certificate offered by the school.

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

FEDERAL FINANCIAL AID PROGRAMS

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

http://studentaid.ed.gov/students/publications/student_guide/index.html

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

ALTERNATIVE FINANCING OPTIONS

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

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

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

GRANTS AND SCHOLARSHIPS

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

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

Florida Student Assistance Grant (FSAG)

The Florida Student Assistance Grant (FSAG) is available only to Florida residents demonstrating financial need and meeting certain academic requirements. The FSAG has an early application deadline and is not readily available to all. Students are advised when applications may be submitted. It is not available to any student who has received a Bachelor's degree.

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship Program establishes a lottery-funded scholarship to reward any Florida high school graduate who merits recognition of high academic achievement and who enrolls in an eligible Florida public or private post-secondary educational institution within three years of high school graduation. The program affects high school graduates as well as current award recipients who are now attending a post-secondary institution in Florida.

Eligibility criteria for the scholarship awards vary based on cumulative high school grade point average and SAT or ACT scores. Applications are distributed to potential applicants by high school guidance counselors or by contacting the Technical Assistance

Financial Information

Unit of the Florida Department of Education at (888) 827-2004.

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

- Florida Academic Scholars Award—An award equal to the amount required to pay tuition, fees and $600 annually (prorated if part time) for college-related expenses. The award may cover up to 45.0 semester or 67.0 quarter credit hours per academic year. A 3.0 cumulative GPA is required for renewal of the award each year. If a student receiving the award fails to achieve a 3.0 GPA but makes a 2.75 or higher, he or she will automatically be transferred to the Florida Merit Scholars Award level for the remainder of the college career.

- Florida Merit Scholars Award—An award equal to the amount required to pay 75% of tuition and fees for up to 45.0 semester or 67.0 quarter credit hours per year. A 2.75 cumulative GPA is required for renewal of the award each year.

- Florida Gold Seal Vocational Scholars Award—An award equal to the amount required to pay 75% of tuition and fees. This is a two-year scholarship. A student may use the scholarship for up to 90.0 semester or 135.0 Quarter Credit Hours. How-ever, a recipient may become eligible to continue to a four-year degree by transferring to a Merit Scholars award upon being accepted into an up-per division program and having maintained a 2.75 or higher GPA. A Gold Seal Vocational Scholar may not transfer to an Academic Scholars award. A 2.75 cumulative GPA is also required for renewal of the Gold Seal award each year.

DREAM AWARD PROGRAM AND SCHOLARSHIPS

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

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

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

Corinthian Dream Award: Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the October CCi Presidents Meeting. The award will include:

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

High School Scholarships

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

Florida High School Principal Scholarships

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

Other High School Scholarships

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

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

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

Everest University Annual Scholarships

Each Everest University campus annually awards honor scholarships at the end of each fall term. These

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

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

Sophomore Honor Scholarship
Applicants must have completed 48.0 credit hours.

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

Junior Honor Scholarship
Applicants must have completed 96.0 credit hours.

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

Senior Honor Scholarship
Applicants must have completed 144.0 credit hours.

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

Florida Association of Proprietary Schools and Colleges (FAPSC) Scholarship
Scholarships are available for graduating high school seniors and GED recipients. Applicants must complete an application, maintain a cumulative GPA of 2.0 or higher, and submit a 300-word essay answering three specific questions pertaining to the career field and institution they have chosen. Applicants may apply for no more than three scholarships at any single institution. Awarding of the scholarships is done through an evaluation committee assembled by FAPSC. Please contact the Student Finance Office for further details.

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

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

To be eligible, a student must

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

VETERAN'S ASSISTANCE PROGRAMS

Financial Information

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

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

MILITARY SCHOLARSHIPS

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

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

Applications may be requested from the Admissions Office.

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

Payment Schedule:

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

STATEMENT OF NON-DISCRIMINATION

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

CODE OF STUDENT CONDUCT

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

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

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

CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY

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

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

OTHER PROHIBITED CONDUCT

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

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

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

LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS

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

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

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

INQUIRY BY THE SCHOOL PRESIDENT

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

CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL

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

CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL

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

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

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

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

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Any use that violates local, state, or federal law and regulation
- Disruption or unauthorized monitoring of electronic communications
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music
- Violations of licensing agreements
- Accessing another person's account without permission
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization
- Providing information about or lists of CCi users or students to parties outside CCi without expressed written permission
- Downloading or storing company or student private information on portable computers or mobile storage devices
- Making computing resources available to any person or entity not affiliated with the school
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material
- Academic dishonesty as defined in the Code of Student Code
- Use of CCi logos, trademarks, or copyrights without prior approval
- Use for private business or commercial purposes.

COPYRIGHT POLICY

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for up to $150,000 for each separate act of infringement, and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the law.

SEXUAL HARASSMENT POLICY

Everest strives to provide and maintain an environment free of all forms of harassment. Behavior toward any student by a member of the staff, faculty or student body that constitutes unwelcome sexual advances will be dealt with quickly and vigorously and will result in disciplinary action up to and including dismissal. Any student who believes that he or she is a victim of sexual harassment should immediately notify the office of the School President. The School President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

SANCTIONS

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

Suspension – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other CCi school.

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

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the School President. Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

APPEAL PROCESS

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five calendar days of the date of the written notice. If the student files a timely appeal, the School President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the School President, the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the

Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from the Campus Support Center or Division Human Resources.

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

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

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

The Student Conduct Committee shall:

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

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

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

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

RECORD OF DISCIPLINARY MATTER

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

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

STUDENT COMPLAINT PROCEDURE

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

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

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

Students may also contact and file a complaint with the state's licensure agency at the following mailing address:

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

DRESS CODE (ON-GROUND STUDENTS ONLY)

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

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

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

   A student should submit to the Registrar's Office a

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

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

    A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

    If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

    The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor or collection agent); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

should put that request in writing to the Registrar.

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

TRANSCRIPTS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Everest maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Student academic transcripts are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation to the school. Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

whether on or off school premises or during any school activities.

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

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or School President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified. In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment is subject to successful completion of any prescribed counseling or treatment program.

STATISTICAL INFORMATION

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

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Everest is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Everest is required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request.

ORIENTATION (ON-GROUND STUDENTS ONLY)

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

HEALTH SERVICES

Everest does not provide health services.

HOUSING (ON-GROUND STUDENTS ONLY)

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

STUDENT ADVISING

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

EVEREST CARE PROGRAM

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

PLACEMENT ASSISTANCE

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

Diploma Programs *(On-Ground Only)*	
Massage Therapy	Diploma
Medical Administrative Assistant	Diploma
Medical Assistant	Diploma
Associate Degree Programs	
Accounting	Associate in Science
Applied Management	Associate in Science
Business	Associate in Science
Computer Information Science	Associate in Science
Criminal Justice	Associate in Science
Medical Assistant *(On-ground only; no longer enrolling new students)*	Associate in Science
Medical Insurance Billing and Coding	Associate in Science
Nursing *(On-ground only)*	Associate in Science
Paralegal	Associate in Science
Pharmacy Technician *(On-ground only)*	Associate in Science
Radiologic Technology *(On-ground only)*	Associate in Science
Surgical Technologist *(On-ground only)*	Associate in Science
Bachelor's Degree Programs	
Accounting	Bachelor of Science
Applied Management	Bachelor of Science
Business	Bachelor of Science
Computer Information Science	Bachelor of Science
Criminal Justice	Bachelor of Science
Paralegal	Bachelor of Science
Master's Degree Programs	
Business	Master of Business Administration
Criminal Justice	Master of Science

Massage Therapy, Diploma Program
9 Months – 750.0 Hours – 55.0 Credit Units
Version: 3.0—*(This program is available on-ground only)*

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 750-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 30-hour clinic, which the student must complete before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a massage therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage therapists may be employed in urban, suburban, and rural areas.

In order to practice massage therapy in the state of Florida, students must pass the National Certification Exam for Therapeutic Massage and Bodywork (NCBTMB), National Certification Exam for Therapeutic Massage (NCETM), or the Massage and Bodywork Licensing Exam (MBLEx). In addition, students must apply for licensing through the state of Florida, which includes passing a criminal background check.

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

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

Diploma Programs

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

MTD100 – Introduction to Massage Therapy
6.0 Quarter Credit Hours, Total Hours: 80.0
This course is designed to prepare the student for future course work in more advanced modalities presented in the program. The topics covered in this course are Joint Classification, Range of Motion of the Shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movement and Directional Terms, and Indications/Contraindications for Massage Therapy.
Prerequisites: None
Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0

MTD201 – Business and Ethics
6.0 Quarter Credit Hours, Total Hours: 80.0
This module is designed to provide students with an understanding of the job opportunities in the massage industry, while building core computer and business skills. Professionalism, ethical practice, and the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage, and integrated techniques continue to build the massage therapists practical skills.
Prerequisites: MTD100
Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0

MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage
6.0 Quarter Credit Hours, Total Hours: 80.0
This module is designed to provide the student with the theory and hands-on skills involved in practicing Swedish massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant, and elder/geriatric massage.
Prerequisites: MTD100
Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0

MTD263 – Eastern Theory and Practice
6.0 Quarter Credit Hours, Total Hours: 80.0
This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered in this module please refer to the anatomy and physiology outline.
Prerequisites: MTD100
Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0

MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR
6.0 Quarter Credit Hours, Total Hours: 80.0
This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity and beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the integumentary system and musculature of the forearms and hands.
Prerequisites: MTD100
Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0

MTD282 – Deep Tissue, Myofascial Release & Pin and Stretch
6.0 Quarter Credit Hours, Total Hours: 80.0
This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck.
Prerequisites: MTD100
Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0

MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques,
6.0 Quarter Credit Hours, Total Hours: 80.0
This module is designed to provide the student with understanding and knowledge of neuromuscular therapy (NMT)/trigger point therapy and muscle energy techniques (MET) along with the assessment skills necessary for these modalities. The student will also learn about the structure and function of the nervous system and review the muscles of the shoulder.
Prerequisites: MTD100
Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0

MTD246 – Clinical and Sports Massage
6.0 Quarter Credit Hours, Total Hours: 80.0
This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review or the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline.
Prerequisites: MTD100
Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0

MTD295 – Health and Wellness
6.0 Quarter Credit Hours, Total Hours: 80.0
This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness.
Prerequisites: MTD100
Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0

MTD278 –Massage Clinic
1.0 quarter credit Hour, Total Hours: 30.0
This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects.
Prerequisites: Successful Completion of 6 Modules
Lecture Hours: 00.0 Lab Hours:00.0 Other Hours: 30.0

Diploma Programs

Medical Administrative Assistant, Diploma Program
8 Months – 720.0 Hours – 47.0 Credit Units
Version: 1.0—*(This program is available on-ground only)*

The objective of the Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the twenty-first century medical office environment.

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

Module A—Office Finance
6.0 Quarter Credit Hours; Total Hours: 80.0
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self–directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology.
Prerequisites: None
Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0; Spelling/Skillbuilding Hours: 20.0

Module B—Patient Processing and Assisting
6.0 Quarter Credit Hours; Total Hours: 80.0
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-

directed job search process by identifying their personal career objective.
Prerequisites: None
Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0; Spelling/Skillbuilding Hours: 20.0

Module C—Medical Insurance
6.0 Quarter Credit Hours ; Total Hours: 80.0
Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field.
Prerequisites: None
Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0; Spelling/Skillbuilding Hours: 20.0

Module D—Insurance Plans and Collections
6.0 Quarter Credit Hours; Total Hours: 80.0
Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain

information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

Prerequisites: None
Lecture Hours: 40.0; Computer/Key-boarding Hours: 20.0;
Spelling/Skillbuilding Hours: 20.0

Module E—Office Procedures
6.0 Quarter Credit Hours; Total Hours: 80.0
In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

Prerequisites: None
Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;
Spelling/Skillbuilding Hours: 20.0

Module F—Patient Care and Computerized Practice Management
6.0 Quarter Credit Hours; Total Hours: 80.0
Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assistant Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring.

Prerequisites: None
Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;
Spelling/Skillbuilding Hours: 20.0

Module G—Dental Administrative Procedures
6.0 Quarter Credit Hours; Total Hours: 80.0
Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success.

Prerequisites: None
Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;
Spelling/Skillbuilding Hours: 20.0

Module X – Medical Administrative Assistant Externship
5.0 Quarter Credit Hours; Total Hours: 160.0
Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant.

Prerequisites: Completion of Modules A-G.
Lecture Hours: 00.0; Computer/Keyboarding Hours: 00.0
Spelling/Skillbuilding Hours: 00.0; Other Hours: 160.0

Diploma Programs

Medical Assistant, Diploma Program
8 Months – 720.0 Hours – 47.0 Credit Units
Version: 1.0—*(This program is available on-ground only)*

In recent years, the Medical Assistant profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, urgent care centers, nursing homes and pharmaceutical companies. The goal of the Medical Assistant Diploma Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions. Students learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

Module Code	Modular Title	Contact Hours	Quarter Credit Units
Module A	Patient Care and Communication	80.0	6.0
Module B	Clinical Assisting and Pharmacology	80.0	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80.0	6.0
Module D	Cardiopulmonary and Electrocardiography	80.0	6.0
Module E	Laboratory Procedures	80.0	6.0
Module F	Endocrinology and Reproduction	80.0	6.0
Module G	Medical Law, Ethics, and Psychology	80.0	6.0
Module X	Externship	160.0	5.0
	TOTAL PROGRAM CREDIT HOURS	**720.0**	**47.0**

Module A—Patient Care and Communication
6.0 Quarter Credit Hours, Total Hours: 80.0
Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career.
Prerequisites: None
Lecture Hours 40.0, Lab Hours: 40.0, Other Hours: 00.0

Module B—Clinical Assisting and Pharmacology
6.0 Quarter Credit Hours, Total Hours: 80.0
Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease

control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application. *Prerequisites: None*
Lecture Hours 40.0, Lab Hours: 40.0, Other Hours: 00.0

Module C—Medical Insurance, Bookkeeping and Health Sciences
6.0 Quarter Credit Hours, Total Hours: 80.0
Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful

operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field.
Prerequisites: None
Lecture Hours 40.0, Lab Hours: 40.0, Other Hours: 00.0

Module D—Cardiopulmonary and Electrocardiography
6.0 Quarter Credit Hours, Total Hours: 80.0
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.
Prerequisites: None
Lecture Hours: 40.0, Lab Hours: 40.0, Other Hours: 00.0

Module E—Laboratory Procedures
6.0 Quarter Credit Hours, Total Hours: 80.0
Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.
Prerequisites: None
Lecture Hours 40.0, Lab Hours: 40.0, Other Hours: 00.0

Module F—Endocrinology and Reproduction
6.0 Quarter Credit Hours, Total Hours: 80.0
Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential

medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring.
Prerequisites: None
Lecture Hours 40.0, Lab Hours: 40.0, Other Hours: 00.0

Module G—Medical Law, Ethics and Psychology
6.0 Quarter Credit Hours, Total Hours: 80.0
Module G covers the history and science of the medical field, as well as the Medical Assistant profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success.
Prerequisites: None
Lecture Hours 40.0, Lab Hours: 40.0, Other Hours: 00.0

Module X—Medical Assistant Externship
5.0 Quarter Credit Hours, Total Hours: 160.0
Upon successful completion of Modules A through G, Medical Assistant students participate in a 160.0 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assistant skills in working with patients. Medical Assistant externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80.0- and 160.0-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.
Prerequisites: Completion of Modules A-G.
Lecture Hours 00.0 Lab Hours: 00.0 Other Hours: 160.0

Degree Programs

Accounting, Associate in Science Degree
24 Months – 96.0 Credit Units
Version: 1.0

Accounting is the language of business, and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business, industry, and governmental accounting fields available to graduates of this program.

Modula Code		Course	Associate Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
SLS	1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
		Choose courses to total 8.0 credits from the following options:	
LIS	2004	Introduction to Internet Research	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
MTB	1103	Business Math	4.0
OST	1141L	Keyboarding*	2.0
CGS	2510C	Applied Spreadsheets	4.0
		TOTAL COLLEGE CORE QUARTER CREDIT HOURS	18.0
MAJOR CORE REQUIREMENTS			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
APA	2141	Computerized Accounting	4.0
ACO	1806	Payroll Accounting	4.0
ACG	2551	Non-Profit Accounting	4.0
TAX	2000	Tax Accounting	4.0
MAN	1030	Introduction to Business (Previously known as Introduction to Business Enterprise)	4.0
BUL	2131	Applied Business Law	4.0
		Choose courses to total of 8.0 credits from the following options:	
CGS	2510C	Applied Spreadsheets	4.0
FIN	1103	Introduction to Finance	4.0
ACG	2178	Financial Statement Analysis	4.0
MAN	2021	Principles of Management	4.0
		TOTAL MAJOR CORE QUARTER CREDIT HOURS	48.0
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications**	4.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
		TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS	30.0
		TOTAL PROGRAM CREDIT HOURS	96.0

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

Degree Programs

Accounting, Bachelor of Science Degree
48 Months – 192.0 Credit Units
Version: 1.0

Accounting is the language of business, and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business and governmental accounting fields available to graduates of this program.

The Bachelor of Science in Accounting program prepares students to measure and communicate the financial position of an enterprise, to provide advice on taxation and management services, and to perform analysis of information systems.

Course Code		Course	Bachelor's Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
SLS	1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
		Choose courses to total 10.0 credits from the following options Choose from the following:	
LIS	2004	Introduction to Internet Research	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
MTB	1103	Business Math	4.0
OST	1141L	Keyboarding**	2.0
CGS	2510C	Applied Spreadsheets	4.0
		TOTAL COLLEGE CORE QUARTER CREDIT HOURS	**20.0**
MAJOR CORE REQUIREMENTS			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
APA	2141	Computerized Accounting	4.0
ACO	1806	Payroll Accounting	4.0
ACG	2551	Non-Profit Accounting	4.0
ACG	3103	Intermediate Accounting I	4.0
ACG	3113	Intermediate Accounting II	4.0
ACG	3123	Intermediate Accounting III	4.0
ACG	3341	Cost Accounting I	4.0
ACG	3351	Cost Accounting II	4.0
ACG	4201	Consolidation Accounting	4.0
ACG	4632	Auditing I	4.0
TAX	4001	Federal Taxation I	4.0
TAX	4011	Federal Taxation II	4.0
BUL	2131	Applied Business Law -OR-	
BUL	3246	Business Law I* - OR-	4.0
BUL	3247	Business Law II*	
TAX	2000	Tax Accounting	4.0
SLS	1354	Workplace Relationships	2.0
MAN	1030	Introduction to Business (Previously known as Introduction Business Enterprise)	4.0
MAN	3554	Workplace Continuity and Contingency Planning	4.0

		Choose courses to total 8.0 credits from the following options :	
CGS	2510C	Applied Spreadsheets	4.0
FIN	1103	Introduction to Finance	4.0
ACG	2178	Financial Statement Analysis	4.0
MAN	2021	Principles of Management	4.0
		TOTAL MAJOR CORE QUARTER CREDIT HOURS	90.0
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications***	4.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
ECO	3007	Macroeconomics	4.0
ECO	3028	Microeconomics	4.0
AMH	2030	20th Century American History	4.0
SYG	2000	Principles of Sociology	4.0
CPO	4004	Global Politics	4.0
SOP	4005	Social Psychology	4.0
STA	2014	Statistics	4.0
ENC	3211	Report Writing	4.0
		TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS	**62.0**
		APPROVED ELECTIVE REQUIREMENTS	**20.0**
In consultation with the Academic Advisor, Registrar, or Academic Dean the Bachelor's degree student will select 20.0 elective credits to achieve a balanced educational program. A minimum of 8.0 credits must be selected from general business or accounting courses.			
		TOTAL PROGRAM CREDIT HOURS	**192.0**

*Students who plan to sit for the Florida CPA exam should take Business Law I and II, not Applied Business Law.
**Course not offered online.
***This course is not offered online. Fully online students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

Degree Programs

Applied Management, Associate in Science Degree
24 Months – 96.0 Credit Units
Version: 1.0

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

Course Code	Course	Associate Degree Quarter Credit Hours
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
CGS 2167C	Computer Applications	4.0
	TOTAL MAJOR CORE CREDIT HOURS	**10.0**
Major Core Requirements – All Concentrations		
MAN 1030	Introduction to Business (Previously known as Introduction to Business Enterprise)	4.0
MAN 2021	Principles of Management	4.0
APA 2111	Principles of Accounting I	4.0
BUL 2131	Applied Business Law	4.0
	Major Core Electives*	36.0
	Choose 8.0 units from the following:	
MAN 2300	Introduction to Human Resources	4.0
FIN 1103	Introduction to Finance	4.0
MAR 2305	Customer Relations and Servicing	4.0
MAR 1011	Introduction to Marketing	4.0
SBM 2000	Small Business Management	4.0
	TOTAL MAJOR CORE CREDIT HOURS	**60.0**
General Education Requirements		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
SLS 1505	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
ECOP 1021	General Economics	4.0
EVS 1001	Environmental Science	4.0
	TOTAL GENERAL EDUCATION CREDIT HOURS	**26.0**
	TOTAL PROGRAM CREDIT HOURS	**96.0**

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

Degree Programs

Applied Management, Bachelor of Science Degree
48 Months – 192.0 Credit Units
Version: 1.0

The Bachelor of Science in Applied Management program integrates the technical knowledge gained through a diploma program or applied science degree with coursework designed to prepare the student for leadership roles in their chosen field. The curriculum emphasizes the critical thinking and analytical skills necessary to solve problems in today's complex work environment. The program is open to those who have earned an approved certificate, diploma, AS, or AAS degree in a field of applied science.

Course Code	Course	Bachelor's Degree Quarter Credit Hours
COLLEGE CORE		
CGS 2167C	Computer Applications	4.0
MAN 2031	Let's Talk Business	2.0
	TOTAL COLLEGE CORE CREDIT HOURS	**6.0**
MAJOR CORE		
MAN 2021	Principles of Management	4.0
FIN 1103	Introduction to Finance	4.0
MAR 1011	Introduction to Marketing	4.0
SBM 2000	Small Business Management	4.0
MAN 3344	Principles of Supervision	4.0
MAN 3554	Workplace Continuity and Contingency Planning	4.0
MAN 3100	Human Relations in Management	4.0
ACG 3073	Accounting for Managers	4.0
MAN 4701	Business Ethics	4.0
MAN 4302	Management of Human Resources	4.0
MAR 3310	Public Relations	4.0
MAN 4734	Contemporary Management	4.0
MANP 4501	Applied Management Senior Capstone Experience	4.0
	Additional Major Core**	40.0
	TOTAL MAJOR CORE CREDIT HOURS	**92.0**
GENERAL EDUCATION		
SLSP 3130	Principles and Applications of Adult Learning	4.0
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications*	4.0
MAT 1033	College Algebra	4.0
SLS 1505	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
EVS 1001	Environmental Science	4.0
General Education Electives		
Must include at least one course from each of the following subject areas:		
• Communications/Humanities		
• Math/Science		
• Social Science		
	TOTAL GENERAL EDUCATION CREDIT HOURS:	**54.0**
	ELECTIVE REQUIREMENT**	**40.0**
	TOTAL PROGRAM CREDIT HOURS	**192.0**

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

• Communications/Humanities
  -may include ENC 3211, AML 2000
• Social Sciences

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

- Mathematics and Science
  -may include: STA 2014

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

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

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

Upper Division Requirement: Students must complete a minimum of 60.0 Quarter Credit Hours in upper division coursework. The major core requires 36.0 credits of upper division, thus the remainder may come from the General Education and Elective areas. Upon admittance to the program, the student will work with an Academic Advisor to develop an approved plan to complete all requirements for the degree within the required time limits. This plan will be periodically evaluated and updated by the student and Academic Advisor.

Degree Programs

Business, Associate in Science Degree
24 Months – 96.0 Credit Units
Version: 2.0

The Associate in Science in Business program is offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Business Administration
The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

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

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

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

Course Code		Course	Associate Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
SLS	1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
		Choose courses to total 4.0 credits from the following options:	
OST	1141L	Keyboarding*	2.0
OST	2335	Business Communications	4.0
LIS	2004	Introduction to Internet Research	2.0
CGS	2501	Applied Word Processing	4.0
CGS	2510C	Applied Spreadsheets	4.0
MTB	1103	Business Math	4.0
		TOTAL COLLEGE CORE CREDIT HOURS	**14.0**
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS			
MAN	1030	Introduction to Business (Previously known as Introduction to Business Enterprise)	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
MANP	2501	Capstone Experience	4.0
		And one of the following four concentrations:	
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
FIN	1103	Introduction to Finance	4.0
MAR	2305	Customer Relations and Servicing	4.0

Degree Programs

		Choose two of the following courses:	
MAN	2727	Strategic Planning for Business	4.0
ACG	2178	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
SBM	2000	Small Business Management	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
		TOTAL MAJOR CREDIT HOURS	**48.0**
OR			
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2305	Customer Relations and Servicing	4.0
FIN	1103	Introduction to Finance	4.0
SBM	2000	Small Business Management	4.0
MAN	2604	Introduction to International Management	4.0
		TOTAL MAJOR CORE CREDIT HOURS	**48.0**
OR			
MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2320	Advertising	4.0
MAR	2141	Introduction to International Marketing	4.0
MAR	2720	Marketing on the Internet	4.0
SBM	2000	Small Business Management	4.0
		TOTAL MAJOR CORE CREDIT HOURS	**48.0**
OR			
INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2141	Introduction to International Marketing	4.0
MAN	2604	Introduction to International Management	4.0
GEB	2353	International Competitiveness	4.0
BUL	2261	International Business Law	4.0
		TOTAL MAJOR CORE CREDIT HOURS	**48.0**
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications**	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
		TOTAL GENERAL EDUCATION CREDIT HOURS	**26.0**
APPROVED ELECTIVE REQUIREMENT			8.0
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student.			
		TOTAL PROGRAM CREDIT HOURS	**96.0**

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

Degree Programs

Business, Bachelor of Science Degree
48 Months – 192.0 Credit Units
Version: 2.0

The Bachelor of Science in Business program is offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Business Administration
The Bachelor of Science in Business with Business Administration concentration offers additional coursework in finance and investments, management, strategic planning, and other advanced topics that will prepare the graduate of this program for entry- to mid-level positions in business and government.

Management
The Bachelor of Science in Business with Management concentration offers advanced coursework in management and related topics, helping to develop the diversity of knowledge and skills necessary to attain success in the business management field. Graduates of this program will be prepared for entry to mid-level supervisory and management positions in business and government.

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

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

Course Code		Course	Bachelor's Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
CGS	2167C	Computer Applications	4.0
		TOTAL COLLEGE CORE CREDIT HOURS	**4.0**
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS			
MAN	1030	Introduction to Business (Previously known as Introduction to Business Enterprise)	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
ECO	3007	Macroeconomics	4.0
ECO	3028	Microeconomics	4.0
MAN	3554	Workplace Continuity & Contingency Planning	4.0
MANP	4501	Applied Management Senior Capstone Experience	4.0
And one of the following four concentrations:			
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
FIN	1103	Introduction to Finance	4.0
MAR	2305	Customer Relations and Servicing	4.0
FIN	3005	Principles of Finance	4.0
FIN	3501	Investments	4.0
MAR	3310	Public Relations	4.0
MAN	3344	Principles of Supervision	4.0
MAN	4701	Business Ethics	4.0
MAN	4764	Business Policy and Strategy	4.0

GEB	4361	Management of International Business	4.0
MAN	3100	Human Relations in Management	4.0
		Choose courses to total 8.0 credits from the following options :	
MAN	2727	Strategic Planning for Business	4.0
ACG	2178	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
SBM	2000	Small Business Management	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
		TOTAL MAJOR CORE CREDIT HOURS	**92.0**
OR			
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2305	Customer Relations and Servicing	4.0
FIN	1103	Introduction to Finance	4.0
SBM	2000	Small Business Management	4.0
MAN	2604	Introduction to International Management	4.0
MAN	3100	Human Relations in Management	4.0
MAN	3344	Principles of Supervision	4.0
ACG	3073	Accounting for Managers	4.0
MAN	4701	Business Ethics	4.0
MAN	4302	Management of Human Resources	4.0
MAN	4400	Labor Relations and Collective Bargaining	4.0
MAN	4764	Business Policy and Strategy	4.0
MAR	3503	Consumer Behavior	4.0
		TOTAL MAJOR CORE CREDIT HOURS	**92.0**
OR			
MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2320	Advertising	4.0
MAR	2141	Introduction to International Marketing	4.0
MAR	2720	Marketing on the Internet	4.0
SBM	2000	Small Business Management	4.0
MAR	3310	Public Relations	4.0
MAR	3400	Salesmanship	4.0
MAR	3503	Consumer Behavior	4.0
MAR	4333	Promotional Policies and Strategy	4.0
MAR	4613	Marketing Research	4.0
MAR	3156	Global Marketing	4.0
MAR	3231	Retailing	4.0
MAR	4200	Marketing Channels and Distribution	4.0
		TOTAL MAJOR CORE CREDIT HOURS	**92.0**
OR			
INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2141	Introduction to International Marketing	4.0
MAN	2604	Introduction to International Management	4.0
GEB	2353	International Competitiveness	4.0
BUL	2261	International Business Law	4.0
FIN	3005	Principles of Finance	4.0
FIN	4602	International Business and Finance	4.0
GEB	4363	Import/Export Management	4.0
GEB	4352	International and Comparative Industrial Relations	4.0
GEB	4361	Management of International Business	4.0
MAR	3156	Global Marketing	4.0
MAR	4156	International Marketing Analysis	4.0
MAR	3310	Public Relations	4.0
		TOTAL MAJOR CORE CREDIT HOURS	**92.0**

Degree Programs

GENERAL EDUCATION REQUIREMENTS				
ENC	1101	Composition I		4.0
ENC	1102	Composition II		4.0
MAT	1033	College Algebra		4.0
PSY	2012	General Psychology		4.0
SPC	2017	Oral Communications*		4.0
EVS	1001	Environmental Science		4.0
SLS	1505	Basic Critical Thinking		2.0
SLSP	3130	Principles and Applications of Adult Learning		4.0
**General Education Requirements: Must include at least one course from each of the following subject areas: Communications/Humanities, Math/Science, Social Science.				24.0
TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS				**54.0**
APPROVED ELECTIVE REQUIREMENT				42.0
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student.				
TOTAL PROGRAM CREDIT HOURS				**192.0**

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

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

**General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24.0 credits from the following subject areas, with a minimum of 4.0 credits taken from each area:
- Communications/Humanities
  -may include ENC 3211, AML 2000
- Social Sciences
  -may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041
- Mathematics and Science
  -may include: STA 2014

Degree Programs

Computer Information Science, Associate in Science Degree
24 Months – 96.0 Credit Units
Version: 2.0

The Associate in Science Degree in Computer Information Science is designed to provide the student with hands-on training in the latest data communications and computer operations technologies. Students in this program must complete the required coursework in the major core from one of the listed areas of concentration. The following describes each area of concentration.

Programming
This concentration provides coursework in computer programming and systems development, computer hardware and operating systems, as well as accounting and business courses that complement the business-oriented applications graduates will encounter in the work place. The graduate will be familiar with microcomputer applications, programming applications, and design in a programming language. This concentration prepares an individual to enter the information technology industry in a variety of job roles, including entry level programmer.

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

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

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

COP 2224C	Computer Programming – C++ I	4.0
COP 2228C	Computer Programming – C++ II	4.0
COP 2250C	Computer Programming – Java I	4.0
COP 2805C	Computer Programming –– Java II	4.0
COPP 2280C	Computer Programming – C# I	4.0
COPP 2281C	Computer Programming –– C# II	4.0
	PROGRAMMING MAJOR CORE:	**52.0**
Major Core Requirements – Network Administration Concentration		
CTS 1110C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
CNT 1003C	Computer Networking Fundamentals	4.0
CTS 1327C	Network Operating Systems-Client	4.0
CTS 1334C	Network Operating Systems-Server	4.0
CET 1605C	Network Routing I	4.0
CET 2607C	Network Routing II	4.0
CTS 2383C	Network Management	4.0
CTS 2386C	Network Infrastructure	4.0
CTS 2303C	Network Directory Services	4.0
CNT 2400C	Network Security Fundamentals	4.0
	Choose one of the following two-course network management sequences in Security or Database or other approved IT electives (4.0 credits each).	8.0
CENP 2345C	Network Security	4.0
CISP 2475C	Designing Network Security	4.0
CENP 2420C	Implementing and Administering Databases	4.0
CENP 2450C	Database Design	4.0
	NETWORK ADMINISTRATION MAJOR CORE:	**52.0**
Major Core Requirements – Web Design Concentration		
CNT 1003C	Computer Networking Fundamentals	4.0
COP 2010C	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CGS 1800C	Web Site Design Methodology	4.0
CGS 1821C	Web Content Development	4.0
COP 2840C	Content Generation – Scripting Languages	4.0
CGS 2820C	Web Authoring	4.0
CGS 2877C	Web Animation	4.0
GRA 2225C	Graphic Design Using Adobe Photoshop	4.0
CGS 2177C	E-Commerce Systems Administration	4.0
CGS 2910C	Web Design Portfolio Project	2.0
	Approved IT Electives***	8.0
	WEB DESIGN MAJOR CORE:	**50.0**
Approved Electives		**8.0**
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
General Education Requirements		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications**	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
AML 2000	Introduction to American Literature	4.0
	TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS:	**24.0**
	TOTAL PROGRAM CREDIT HOURS	**96.0**

*Course not offered online.

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

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

Degree Programs

Computer Information Science, Bachelor of Science Degree
48 Months – 192.0 Credit Units
Version: 2.0

The Bachelor of Science Degree in Computer Information Science offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and data base systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven organizations, stressing the development of computer-based applications through the use of programming languages.
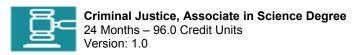
Course Code	Course	Bachelor's Degree Quarter Credit Hours
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
CGS 2167C	Computer Applications	4.0
	Choose one of the following courses:	
CEN 1056	Project Development	2.0
OST 1141L	Keyboarding*	2.0
MAN 2031	Let's Talk Business	2.0
SLS 1505	Basic Critical Thinking	2.0
	TOTAL COLLEGE CORE QUARTER CREDIT HOURS:	**12.0**
Major Core Requirements – Programming Concentration		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CNT 1003C	Computer Networking Fundamentals	4.0
CTS 1110C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
COP 2010C	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CIS 2321	Introduction to the Systems Development Life Cycle (Previously known as System Analysis Methods)	4.0
	Approved IT Electives***	8.0
	Choose two of the two-course language sequences from the choices listed (4.0 credits each).	**16.0**
COP 2170C	Computer Programming – Visual Basic I	4.0
COP 2171C	Computer Programming – Visual Basic II	4.0
COP 2224C	Computer Programming – C++ I	4.0
COP 2228C	Computer Programming – C++ II	4.0
COP 2250C	Computer Programming – Java I	4.0
COP 2805C	Computer Programming – Java II	4.0
COPP 2280C	Computer Programming – C# I	4.0
COPP 2281C	Computer Programming – C# II	4.0
Required Upper Division Courses:		
CIS 3345	Database Concepts I	4.0
COP 3764C	Structured Query Language	4.0
COP 4724C	Database Application Development	4.0
CIS 3615	Designing Secure Software	4.0
CIS 3303C	Object-Oriented Analysis and Design	4.0
CTS 4107	Survey of Operating Systems	4.0
CIS 4329C	Senior Project – Systems Analysis and Design	4.0
CIS 4328C	Senior Project – Systems Implementation and Integration	4.0
	TOTAL PROGRAMMING MAJOR CORE CREDITS	**92.0**
Approved Electives		32.0
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. 8.0 credits of the Approved Electives must be upper-division courses.		

Degree Programs

General Education Requirements		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications**	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
AML 2000	Introduction to American Literature	4.0
SYG 2000	Principles of Sociology	4.0
AMH 2030	20th Century American History	4.0
ECO 3007	Macroeconomics	4.0
ECO 3028	Microeconomics	4.0
STA 2014	Statistics	4.0
SOP 4005	Social Psychology	4.0
CPO 4004	Global Politics	4.0
ENC 3211	Report Writing	4.0
	TOTAL QUARTER CREDIT HOURS:	**56.0**
	TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:	**192.0**

*Course not offered online.

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

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

Degree Programs

Criminal Justice, Associate in Science Degree
24 Months – 96.0 Credit Units
Version: 1.0

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

Course Code		Course	Associate Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
CGS	2167C	Computer Applications	4.0
		TOTAL QUARTER CREDIT HOURS	**10.0**
MAJOR CORE REQUIREMENTS			
BUL	2131	Applied Business Law	4.0
CCJ	1017	Criminology	4.0
CCJ	1020	Introduction to Criminal Justice	4.0
CJL	2130	Criminal Evidence	4.0
CJL	2134	Criminal Procedure and the Constitution	4.0
CJE	1600	Criminal Investigations	4.0
CCJ	2358	Criminal Justice Communications	4.0
CJC	2000	Introduction to Corrections	4.0
CJE	2580	Introduction to Interviews and Interrogations	4.0
DSC	2002	Introduction to Terrorism	4.0
		TOTAL QUARTER CREDIT HOURS	**40.0**
		Associate degree students will take 12.0 credits from following courses:	
CCJ	2501	Juvenile Justice	4.0
CJE	2100	Policing in America	4.0
CCJP	2288	Spanish for the Criminal Justice Professional*	4.0
CCJ	2679	Introduction to Victims Advocacy	4.0
CCJ	2943	Current Issues in Criminal Justice	4.0
CJE	2670	Introduction to Forensics	4.0
CCJ	1910	Career Choices in Criminal Justice	4.0
		TOTAL QUARTER CREDIT HOURS	**12.0**
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications**	4.0
SYG	2000	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
		TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS	**34.0**
		TOTAL PROGRAM CREDIT HOURS	**96.0**

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

Degree Programs

Criminal Justice, Bachelor of Science Degree
48 Months – 192.0 Credit Units
Version: 2.0

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. The program is offered for students who have 36.0 or more transferable quarter (24.0 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with junior standing and can complete the Bachelors with an additional 96.0 credits. Students also have the option to pursue a concentration in Criminal Investigations or Homeland Security. See next section for details. The Criminal Justice program is not a training program for law enforcement officers.

Course Code	Course	Bachelor's Degree Quarter Credit Hours
MAJOR CORE		
CCJ 1020	Introduction to Criminal Justice	4.0
CJL 2134	Criminal Procedure and the Constitution	4.0
CJE 1600	Criminal Investigations	4.0
CJL 2130	Criminal Evidence	4.0
CJC 2000	Introduction to Corrections	4.0
CJE 2580	Introduction to Interviews and Interrogation	4.0
DSC 2002	Introduction to Terrorism	4.0
CCJ 2358	Criminal Justice Communications	4.0
CCJ 3450	Criminal Justice Management	4.0
CCJ 4656	Gang Activity and Drug Operations	4.0
CCJ 3334	Alternatives to Incarceration	4.0
DSC 3214	Catastrophic Event Response Planning	4.0
CJE 4668	Computer Crime	4.0
CJL 3215	Concepts of Criminal Law	4.0
CCJP 4400	Criminal Justice Senior Capstone Experience	4.0
CCJ 3675	Women, Crime, and Criminal Justice	4.0
CCJ 3666	Victimology	4.0
CCJ 4054	Criminal Justice Ethics and Liability	4.0
CCJ 4129	Cultural Diversity for the Criminal Justice Professional	4.0
CCJ 4127	Criminal Justice in the Community **--OR--**	4.0
CCJP 4550	Criminal Justice Externship*	
INVP 3100	Theoretical Aspects of Conspiracy Investigations	4.0
SCC 3004	Private Investigation I	4.0
INVP 3300	Methodology of Economic Crimes	4.0
	TOTAL MAJOR CORE CREDIT HOURS:	**92.0**
GENERAL EDUCATION		
SLSP 3130	Principles and Applications of Adult Learning	4.0
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications**	4.0
MAT 1033	College Algebra	4.0
SLS 1505	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
EVS 1001	Environmental Science	4.0
General Education Electives*		24.0
Must include at least one course from each of the following subject areas:		
• Communications/Humanities		
• Math/Science		
• Social Science		
	TOTAL GENERAL EDUCATION CREDIT HOURS:	**54.0**
	APPROVED ELECTIVE REQUIREMENT	**46.0**
	TOTAL PROGRAM CREDIT HOURS	**192.0**

Degree Programs

*This course is not offered online. Fully online students may take CCJ 4127 Fundamentals of Interpersonal Communication to satisfy this requirement.
**This course is not offered online. Fully online students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree* will have 96.0 transfer credits applied to the overall degree requirement of 192.0 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36.0 semester or 54.0 quarter credits of general education coursework. Transfer students in this category have satisfied all elective and general education requirements, with the exception of SLSP 3130 - Principles and Applications of Adult Learning. Students successfully completing the remaining 96.0 credits in the program will fulfill all course requirements for the Bachelors degree.

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

- **Credits requirements for degree:** students must complete a minimum of 192.0 credits in the major core, general education, and elective categories.
- **General Education Requirements***:** In addition to the courses specified in the general education section of the program outline, students must complete a total of 24.0 credits from the following subject areas, with a minimum of 4.0 credits taken from each area:
  - Communications/Humanities
    -may include ENC 3211, AML 2000
  - Social Sciences
    -may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028
  - Mathematics and Science
    -may include: STA 2014

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

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

CONCENTRATION IN INVESTIGATIONS

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

- *These courses may be available only online.*

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

Concentration in Homeland Security

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

- *These courses may be available only online.*

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

MASTER OF SCIENCE IN CRIMINAL JUSTICE BRIDGE PROGRAM

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

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

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

Bridge Program - Replace following BS coursework with related MS Coursework

CJ BS Core		
CCJ3666	Victimology	4.0
CCJ 4054	Criminal Justice Ethics and Liability	4.0
CCJ 3675	Women, Crime, and Criminal Justice	4.0
MS Bridge Courses		
CCJ5665	Victimology	4.0
CCJ5489	Ethics in Criminal Justice	4.0
CCJ5672	Women, Crime, and Criminal Justice	4.0

Degree Programs

Medical Assistant, Associate in Science Degree
24 Months – 97.0 Credit Units
Version: 1.0—*(On-ground only; no longer enrolling new students in this program)*

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

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

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

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

*This course is not offered online.

Degree Programs

Medical Insurance Billing and Coding, Associate in Science Degree
24 Months – 96.0 Credit Units
Version: 2.0

The Medical Insurance Billing and Coding Associate program is designed to provide comprehensive skills in the administrative, insurance billing, and coding area of study. The program will take the student beyond the basic information adding depth in the many specialty areas of the Medical Insurance Billing industry. The hands on practical approach will give the student the experience and confidence needed to succeed in this highly specialized field. The degree prepares the graduate to be an entry-level professional in medical offices, clinics, hospitals, and associated medical facilities.

This program consists of 96.0 quarter credit hours including college core requirements, major core requirements, and general education requirements. In addition to completion of all didactic and hands-on courses, students are also required to participate in a 120-hour externship prior to graduation from the program.

Course Code	Course	Associate Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS		
CGS2167C	Computer Applications	4.0
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
	TOTAL COLLEGE CORE QUARTER CREDIT HOURS:	**10.0**
MAJOR CORE REQUIREMENTS		
HIM 2326C	Computer Applications for MIBC	4.0
HSC 1531	Medical Terminology	4.0
HSA 1551	Medical Law and Ethics	2.0
BSC 2080	Anatomy and Physiology of the Body Systems	4.0
HIM 2512	Medical Office Management and Compliance	4.0
HIM 2260C	Introduction to Hospital Billing	4.0
HSA 1529	Diseases of the Human Body	4.0
HIM 2278C	Medical Finance and Insurance	4.0
HIM 2272	Medical Insurance Billing	4.0
MEAP 1301	Introduction to ICD-9 Coding	4.0
MEAP 1305	Introduction to CPT Coding	4.0
MEAP 2346	Advanced CPT Coding	4.0
MEAP 2345	Third Party Payers	4.0
MEAP 2348	Abstract Case Coding	2.0
MEAP 2246	Pharmacology for MIBC	4.0
MEAP 2808	Externship for MIBC*	4.0
	TOTAL MAJOR CORE QUARTER CREDIT HOURS:	**60.0**
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications**	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SLS 1505	Basic Critical Thinking	2.0
EVS 1001	Environmental Science	4.0
	TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS:	**26.0**
	TOTAL PROGRAM CREDIT HOURS	**96.0**

*This course is not offered online. Fully online students may take MAR2305 Customer Relations & Servicing to satisfy this requirement.
**This course is not offered online. Fully online students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

Degree Programs

Nursing, Associate in Science Degree
24 Months – 113.0 Credit Units
Version: 4.0—*(This program is available to on-ground students only)*

The Associate Degree Nursing program will prepare the nursing student for entry level roles of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. A graduate of this nursing program will be prepared to assume the entry level role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse and practice in entry-level staff positions in various health care agencies.

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	CLINICAL/LAB HOURS	TOTAL HOURS	TOTAL CREDIT HOURS
Quarter I					
ENC 1101	Composition I*	40.0	00.0/00.0	40.0	4.0
BSC 1085	Anatomy & Physiology I	40.0	00.0/00.0	40.0	4.0
BSC 2085L	Anatomy & Physiology I Laboratory	00.0	00.0/40.0	40.0	2.0
SLSP1110	Strategies for Nursing Success	20.0	00.0/00.0	20.0	2.0
	TOTAL HOURS	**100.0**	**00.0/40.0**	**140.0**	**12.0**
Quarter II					
BSC 1086	Anatomy & Physiology II	40.0	00.0/00.0	40.0	4.0
BSC 2086L	Anatomy & Physiology II Laboratory	00.0	00.0/40.0	40.0	2.0
NSGP 1020C	Fundamentals of Nursing I	20.0	00.0/30.0	50.0	3.0
MAT 1033	College Algebra*	40.0	00.0/00.0	40.0	4.0
	TOTAL HOURS	**100.0**	**00.0/70.0**	**170.0**	**13.0**
Quarter III					
NSGP 1022C	Fundamentals of Nursing II	10.0	50.0/10.0	70.0	3.0
MCB 2000	Microbiology	40.0	00.0/00.0	80.0	4.0
MCB 1000L	Microbiology Laboratory	00.0	00.0/40.0	40.0	2.0
HUN 1001	Nutrition	20.0	00.0/00.0	20.0	2.0
NUR 1140	Nursing Pharmacology	30.0	00.0/00.0	30.0	3.0
	TOTAL HOURS	**110.0**	**50.0/50.0**	**250.0**	**14.0**
Quarter IV	**General Psychology***	40.0	000./000.0	40.0	4.0
PSY 2012	Nursing Pharmacology	30.0	00.0/00.0	30.0	3.0
MEA 1006C	Therapeutic Communications	20.0	00.0/00.0	20.0	2.0
NUR 1210	Care of the Adult Client I	40.0	00.0/00.0	40.0	4.0
NUR 1210L	Care of the Adult Client I Clinical	00.0	100.0/20.0	120.0	4.0
	TOTAL HOURS	**90.0**	**100.0/20.0**	**210.0**	**14.0**
Quarter V					
NUR 1440	Maternal Child Nursing	40.0	00.0/00.0	40.0	4.0
NUR 1440L	Maternal Child Nursing Clinical	00.0	104.0/16.0	120.0	4.0
SYG 2000	Sociology*	40.0	00.0/00.0	40.0	4.0
DEP 2000	Developmental Psychology*	40.0	00.0/00.0	40.0	4.0
	TOTAL HOURS	**120.0**	**104.0/16.0**	**240.0**	**16.0**
Quarter VI					
NUR 2513	Mental Health Nursing	30.0	00.0/00.0	30.0	3.0
NUR 2513L	Mental Health Nursing Clinical	00.0	82.0/8.0	90.0	3.0
NUR 2611	Contemporary Nursing in Community Settings	30.0	00.0/00.0	30.0	3.0
NUR 2611L	Contemporary Nursing in Communications Settings Clinical	00.0	82.0/8.0	90.0	3.0
ENC 1102	Composition II*	40.0	00.0/00.0	40.0	4.0
	TOTAL HOURS	**100.0**	**164.0/16.0**	**280.0**	**16.0**
Quarter VII					
NUR 2212	Care of the Adult Client II	40.0	00.0/00.0	40.0	4.0
NUR 2212L	Care of the Adult Client II Clinical	00.0	104.0/16.0	120.0	4.0
CGS 2167C	Computer Applications	30.0	00.0/20.0	50.0	4.0
	TOTAL HOURS	**70.0**	**104.0/36.0**	**210.0**	**12.0**
Quarter VIII					
NUR 2244	Advanced Nursing Care	40.0	00.0/00.0	40.0	4.0
NUR 2244L	Advanced Nursing Care Clinical	00.0	104.0/16.0	120.0	4.0

NUR 2881	Nursing Leadership & Management	30.0	00.0/00.0	30.0	3.0
NUR 2881L	Nursing Leadership & Management Clinical	00.0/00.0	82.0/8.0	90.0	3.0
NUR 2960	NCLEX Review	20.0	00.0/00.0	20.0	2.0
	TOTAL HOURS	**90.0**	**186.0/24.0**	**300.0**	**16.0**
	TOTAL PROGRAM HOURS	**780.0**	**708.0/272.0**	**1760.0**	**113.0**

*General Education Course

Degree Programs

Paralegal, Associate in Science Degree
24 months – 96.0 Credit Units
Version: 1.0

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review, and analyze factual situations; research the law; prepare and interpret legal documents; and conduct day-to-day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies.

Course Code		Course	Associate Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
CGS	2167C	Computer Applications	4.0
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
CGS	2501	Applied Word Processing	4.0
		TOTAL COLLEGE CORE QUARTER CREDIT HOURS	**14.0**
MAJOR CORE REQUIREMENTS			
PLA	1003	Introduction to Paralegal	4.0
PLA	2363	Criminal Procedure and the Constitution	4.0
PLA	1105	Legal Research and Writing I	4.0
PLA	2106	Legal Research and Writing II	4.0
PLA	2273	Torts	4.0
PLA	2423	Contract Law	4.0
PLA	2600	Wills, Trusts, and Probate	4.0
PLA	2800	Family Law	4.0
PLA	2763	Law Office Management	4.0
PLA	2203	Civil Procedure	4.0
		TOTAL MAJOR CORE QUARTER CREDIT HOURS	**40.0**
		The Associate student will select 8.0 credits from the following list:	
PLA	2460	Bankruptcy	4.0
PLA	2930	Contemporary Issues and Law	4.0
PLA	2433	Business Organizations	4.0
PLA	2483	Introduction to Administrative Law	4.0
PLA	2610	Real Estate Law	4.0
PLA	2631	Environmental Law	4.0
		TOTAL QUARTER CREDIT HOURS	**8.0**
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications*	4.0
SYG	2000	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
		TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS	**34.0**
		TOTAL PROGRAM CREDIT HOURS	**96.0**

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

Degree Programs

Paralegal, Bachelor of Science Degree
48 months – 192 Credit Units
Version: 2.0

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents, and conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies.

The Bachelor of Science degree in Paralegal enhances the study of law and legal research to permit graduates to further their legal knowledge while enhancing their opportunity for career advancement. The program is offered for students who have 36.0 or more transferable quarter (24.0 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with Junior standing and can complete the bachelors with an additional 96.0 credits.

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

Course Code		Course	Bachelor's Degree Quarter Credit Hours
MAJOR CORE			
Lower division			
PLA	1003	Introduction to Paralegal	4.0
CJL	2134	Criminal Procedure and the Constitution	4.0
PLA	1105	Legal Research and Writing I	4.0
PLA	2106	Legal Research and Writing II	4.0
PLA	2201	Civil Litigation I	4.0
PLA	2224	Civil Litigation II	4.0
PLA	2273	Torts	4.0
PLA	2423	Contract Law	4.0
		MAJOR CORE LOWER DIVISION	**32.0**
Upper division			
PLA	3115	Legal Research and Writing III	4.0
PLA	3570	International Law	4.0
PLA	4473	Worker's Compensation and Employment Benefit Law	4.0
PLA	4116	Legal Research and Writing IV	4.0
PLA	4263	Rules of Evidence	4.0
PLA	4274	Advanced Tort Law	4.0
PLA	4523	Law and Medicine	4.0
PLAP	4483	Administrative Law	4.0
PLAP	3210	Elder Law	4.0
PLA	4470	Employment Law	4.0
CJL	3215	Concepts of Criminal Law	4.0
CCJ	4054	Criminal Justice Ethics and Liability	4.0
CCJ	4129	Cultural Diversity for Criminal Justice Professional	4.0
SCC	3004	Private Investigations I **OR**	4.0
PLAP	4450	Paralegal Senior Externship**	
PLAP	4400	Paralegal Senior Capstone Experience	4.0
		Major Core Upper Division	**60.0**
		TOTAL MAJOR CORE CREDIT HOURS	**92.0**
GENERAL EDUCATION			
SLSP	3130	Principles and Applications of Adult Learning	4.0
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications*	4.0
MAT	1033	College Algebra	4.0
SLS	1505	Basic Critical Thinking	2.0
PSY	2012	General Psychology	4.0
EVS	1001	Environmental Science	4.0

Degree Programs

General Education Electives*** Must include at least one course from each of the following subject areas: • Communications/Humanities • Math/Science • Social Science	24.0
TOTAL GENERAL EDUCATION CREDIT HOURS:	**54.0**
APPROVED ELECTIVE REQUIREMENT:	**46.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:	**192.0**

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

**Not offered online.

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree will have 96.0 transfer credits applied to the overall degree requirement of 192.0 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36.0 semester or 54.0 quarter credits of general education coursework. Transfer students in this category have satisfied all elective and general education requirements, with the exception of **SLSP 3130—Principles and Applications of Adult Learning**. Students successfully completing the remaining 96.0 credits in the program will fulfill all course requirements for the bachelor's degree.

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

Credits requirements for degree: students must complete a minimum of 192.0 credits in the major core, general education, and elective categories.

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

- Communications/Humanities
  -may include ENCP 3211, AML 2000
- Social Sciences
  -may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
  -may include: STA 2014

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

Degree Programs

Pharmacy Technician, Associate in Science Degree
24 months – 97.0 Credit Units
Version: 1.0—*(This program is available on-ground only)*

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

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

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

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

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

Any person who wishes to work as a pharmacy technician in the State of Florida must register with the Board of Pharmacy. Applicants for registration must submit:
- Pharmacy Technician Registration Application
- $105.00 Fee ($50.00 non-refundable application fee, $50.00 registration fee, $5.00 unlicensed application fee)
- Proof of completion of a board-approved pharmacy technician-training program.

Course Code	Course	Associate Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS		
CGS 2167C	Computer Applications	4.0
MAN 2021	Principles of Management	4.0
OST 1141L	Keyboarding*	2.0
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
	TOTAL QUARTER CREDIT HOURS:	**16.0**
MAJOR CORE REQUIREMENTS		
HUN 1001	Basic Nutrition	2.0
BSC 1086	Anatomy and Physiology II	4.0
HSC 1531	Medical Terminology	4.0
HSA 1529	Diseases of the Human Body	4.0
BSC 1085	Anatomy and Physiology I	4.0
PTN 1702	Administration of Medication and the History of Pharmacy*	4.0
PTN 1703	Pharmaceutical Calculations*	4.0
PTN 1704	Professional Aspects of Pharmacy Technology*	4.0
PTN 1740	Externship*	5.0
PTN 1780C	Administrative and Practical Aspects of Pharmacy Technology*	4.0
PTNP 1200	Home Infusion Pharmacy*	2.0
PTNP 1300	Communication Skills in Pharmacy*	4.0
PTNP 2020	Pharmacology I*	4.0
PTNP 2030	Pharmacology II*	4.0

PTNP 2200	Pharmacy Technology Lab*	2.0
	MAJOR CORE TOTAL QUARTER CREDIT HOURS:	**55.0**
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
SLS 1505	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
EVS 1001	Environmental Science	4.0
SPC 2017	Oral Communications*	4.0
	GENERAL EDUCATION TOTAL QUARTER CREDIT HOURS:	**26.0**
	TOTAL PROGRAM CREDIT HOURS	**97.0**

*This course is not offered online.

Degree Programs

Radiologic Technology, Associate in Science Degree
27 months – 144 Credit Units
Version: 2.0—*(This program is available to on-ground students only)*

The Radiologic Technology Program is designed to provide students with a broad academic and clinical background in the field of radiologic technology coupled with a firm foundation in general education. The degree prepares the entry-level graduate for a position in hospitals and medical facilities, out-patient imaging centers and urgent care clinics. The radiologic technology program provides both technical and practical training which will enable the student upon certification to function as a competent entry-level radiologic technologist. Clinical practice provides the student with hands-on training preparing them for their professional role as a radiologic technologist.

The program provides the student with the basic knowledge of and practice in routine radiography, fluoroscopy and special radiographic procedures as well as an introduction to mammography, computerized tomography (CT) and magnetic resonance imaging (MRI). An overview of ultrasound (US), nuclear medicine (NM) and other imaging modalities is provided. The basic mechanics of each modality is emphasized and explored.

The program also provides classroom instruction in Fluoroscopy. The instruction in fluoroscopy will include, but not be limited to, the following:

1. Fluoroscopy regulations and radiation safety
2. Fluoroscopy equipment
3. X-ray intensification
4. Television, including closed circuit equipment
5. Image recording and image recording equipment
6. Special fluoroscopy equipment including Digital fluoroscopy
7. Anatomy and physiology of the eye
8. Three-dimensional and radiological anatomy

During the clinical fluoroscopy instruction, students will learn and identify the following:

1. Methods of reducing dose to patients during fluoroscopic procedures
2. Methods of reducing dose to patients during fluoroscopy procedures
3. Image recording during the exposure
4. Quality control of fluoroscopy equipment

Participation in the Senior Student Presentation process is mandatory. Between quarters 6.0 to 8.0, second year students will submit a research paper on any selected modality or current program-related issue and present his/her paper to the class. Interactive class involvement is highly encouraged.

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Credit Units	Pre-Req
	QUARTER I					
RTEP 1101	Introduction to Radiologic	40.0	00.0	00.0	4.0	None
SLS 1105	Strategies for Success*	40.0	00.0	00.0	4.0	None
BSC 1085	A & P I	40.0	00.0	00.0	4.0	None
MAT 1033	College Algebra*	40.0	00.0	00.0	4.0	None
	TOTAL	**160.0**	**00.0**	**00.0**	**16.0**	
	QUARTER II					
RTEP 1111	Film Critique I	30.0	00.0	00.0	3.0	RTEP 1101
RTEP 1105	Patient Care and Management	30.0	20.0	00.0	4.0	RTEP 1101
RTEP 1106	Clinical Practice I	00.0	00.0	140.0	4.0	RTEP 1101 COREQ. 1105
BSC 1086	A & P II	40.0	00.0	00.0	4.0	BSC 1085
HSC 1531	Medical Terminology	40.0	00.0	00.0	4.0	None
	TOTAL	**140.0**	**20.0**	**140.0**	**19.0**	
	QUARTER III					
RTEP 1103	Radiographic Anatomy and Positioning	30.0	20.0	00.0	4.0	RTEP 1101 RTEP 1106
RTEP 1109	Clinical Practice II	00.0	00.0	140.0	4.0	RTEP 1106
EVS 1001	Environmental Science*	40.0	00.0	00.0	4.0	None
ENC 1101	Composition I*	40.0	00.0	00.0	4.0	None

	TOTAL	**110.0**	**20.0**	**140.0**	**16.0**	
	QUARTER IV					
RTEP 1102	Radiographic Physics and Equipment	30.0	20.0	00.0	4.0	RTEP 1101 RTEP 1106
RTEP 1110	Clinical Practice III	00.0.	00.0	140.0	4.0	RTEP 1109
ENC 1102	Composition II*	40.0	00.0	00.0	4.0	ENC 1101
PSY 2012	General Psychology*	40.0	00.0	00.0	4.0	None
	TOTAL	**110.0**	**20.0**	**140.0**	**16.0**	
	QUARTER V					
RTEP 1104	Radiographic protection and Safety	40.0	00.0	00.0	4.0	RTEP 1101 RTEP 1103
RTEP 1112	Clinical Practice IV	00.0	00.0	260.0	8.0	RTEP 1110
SPC 2017	Oral Communications**	40.0	00.0	00.0	4.0	None
	TOTAL	**80.0**	**00.0**	**260.0**	**16.0**	
	QUARTER VI					
RTEP 1107	Radiographic Pathology	30.0	00.0	00.0	3.0	RTEP 1103 RTEP 1110
RTEP 1114	Clinical Practice V	00.0	00.0	260.0	8.0	RTEP 1112
SLS 1505	Basic Critical Thinking*	20.0	00.0	00.0	2.0	None
CGS 2167c	Computer Apps	30.0	20.0	00.0	4.0	None
	TOTAL	**80.0**	**20.0**	**260.0**	**17.0**	
	QUARTER VII					
RTEP 1113	Film Critique II	30.0	00.0	00.0	3.0	RTEP 1111
RTEP 1108	Advanced Imaging Procedures	30.0	20.0	00.0	4.0	RTEP 1103 RTEP 1104
RTEP 1116	Clinical Practice VI	00.0	00.0	260.0	8.0	RTEP 1114
	TOTAL	**60.0**	**20.0**	**260.0**	**15.0**	
	QUARTER VIII					
RTEP 1115	Film Critique III	30.0	00.0	00.0	3.0	RTEP 1113
RTEP 1119	Clinical Practice VII	00.0	00.0	330.0	11.0	RTEP 1116
	TOTAL	**30.0**	**00.0**	**330.0**	**14.0**	
	QUARTER IX					
RTEP 1117	Film Critique IV	30.0	00.0	00.0	3.0	RTEP RTEP1115
RTEP 1118	Radiology Certification Review	00.0	20.0	00.0	1.0	COREQ. RTEP 1120
RTEP 1120	Clinical Practice VIII	00.0	00.0	330.0	11.0	RTEP 1119
	TOTAL	**30.0**	**20.0**	**330.0**	**15.0**	
	PROGRAM TOTAL	**800.0**	**120.0**	**1860.0**	**144.0**	

*General Education Course
**This course is not offered online.

Degree Programs

Surgical Technologist, Associate in Science Degree
24 months – 98.0 Credit Units
Version: 1.0—*(This program is available to on-ground students only)*

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions appropriately, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1390-hour program is preparation of the student to be a competent entry-level surgical technologist by achievement and demonstration of learning within the following three domains: cognitive (knowledge), affective (behavior) and psychomotor (skills). Students must document a total of 125 procedures in the first scrub solo role or with assist. Eighty of these procedures must be in the five core areas of General, Orthopedics, ENT, Gynecology and Genitourinary. The 45 remaining procedures will be in the specialty areas. The clinical case requirements must meet the Core Curriculum for Surgical Technology, 5th Edition. Student activities associated with the curriculum must be educational. Students will be required to complete 500 hours of clinical rotation for completion of this program. The 500 hours cannot be completed in the work place of the student or in a work setting where the student is being compensated for the hours.

Upon successful completion of the entire course of study, students are eligible to take the national certification exam, sponsored by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The NBSTSA awards certificates to those who demonstrate their theoretical and practical knowledge by passing the National Surgical Technologist Examination. Graduates who pass this exam earn the distinction of being able to work as a Certified Surgical Technologist (CST). To sit for the certification exam, the student must be a graduate of CAAHEP-ARC-STSA or ABHES approved program.

Course Code	Course	Associate Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS		
CGS 2167C	Computer Applications	4.0
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
	TOTAL COLLE CORE QUARTER CREDIT HOURS	10.0
MAJOR CORE REQUIREMENTS		
HSC 1531	Medical Terminology	4.0
STS 1001	Principles & Practices of Surgical Technology	4.0
BSC 1085	Anatomy & Physiology I	4.0
BSC 1086	Anatomy & Physiology II	4.0
HSA 1529	Diseases of the Human Body	4.0
MCB 2000	Microbiology & Infection Control	4.0
STS 2007	Surgical Pharmacology	4.0
STS 2171C	Surgical Technology I	4.0
STS 2172C	Surgical Technology II	4.0
STS 2173C	Surgical Procedures I	6.0
STS 2174C	Surgical Procedures II	6.0
STS 2175C	Clinical Rotation I	5.0
STS 2176C	Clinical Rotation II	11.0
	TOTAL MAJOR CORE QUARTER CREDIT HOURS	**64.**
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
EVS 1001	Environmental Science	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2017	Oral Communications*	4.0
	TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS	**24.0**
	TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	**98.0**

*This course is not offered online.

Graduate Degree Programs

Business Administration, Master of Business Administration Degree
56.0 Credit Units
Version: 1.0

The Master of Business Administration program enhances the students' effectiveness in business and industry through the continued acquisition and refinement of knowledge and skills. The MBA program emphasizes the development of critical thinking, initiative, independence, and responsibility necessary to achieve the heightened self-discipline, skill, and reasoning to become valued leaders in the business community. In addition, a graduate student may include an area of concentration by completing four courses, from any one concentration category listed: Accounting, Human Resources Management, or General Management.

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

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

Course Code		Course	Quarter Credit Hours
PREREQUISITES			
ACG	5027	Financial Accounting –OR-	4.0
APA	2111	Principles of Accounting I* -AND-	4.0
APA	2121	Principles of Accounting II*	4.0
ECO	5010	Economic Analysis of the Firm -OR-	4.0
ECO	3028	Microeconomics* -OR-	4.0
ECO	3007	Macroeconomics *	4.0
QMB	5305	Statistics for Managers –OR-	4.0
STA	2014	Statistics*	4.0

*In some instances, previous undergraduate coursework, or courses available at an Everest University campus, can suffice for or be taken in lieu of meeting graduate prerequisite course requirements. Prerequisites are not considered as credit toward the completion of the 56.0 quarter credit MBA program.

Course Code		Course	Quarter Credit Hours
GRADUATE CORE REQUIREMENTS (to be taken by all majors)			
MAN	5245	Organizational Behavior	4.0
MAN	6307	Management of Human Resources	4.0
QMB	5355	Quantitative Methods*	4.0
MAN	5910	Business Research	4.0
ISM	5026	Management Information Systems	4.0
MAN	5066	Managerial Ethics	4.0
FIN	6409	Financial Management*	4.0
ECP	5705	Managerial Economics*	4.0
MAR	5805	Marketing Management	4.0
MAN	6721	Business Policy and Strategy	4.0
		TOTAL GRADUATE CORE CREDIT HOURS	**40.0**

*All graduate students must meet prerequisite requirements prior to enrolling in selected accounting, economics, and quantitative methods coursework. Please refer to the prerequisite section for specific information.

Graduate Degree Programs

Course Code		Course	Quarter Credit Hours
ACCOUNTING CONCENTRATION*			
		Students enrolled in the Accounting concentration take a minimum of 16.0 Quarter Credit Hours from this list:	
ACG	5405	Accounting Information Systems	4.0
ACG	5216	Advanced Accounting Topics	4.0
TAX	6065	Tax Research and Planning	4.0
ACG	5647	Auditing II	4.0
ACG	5516	Governmental Accounting	4.0
		TOTAL ACCOUNTING CONCENTRATION QUARTER CREDIT HOURS	**16.0**
HUMAN RESOURCES MANAGEMENT CONCENTRATION			
MAN	5140	Managerial Decision Making	4.0
MAN	5355	Managerial Assessment and Development	4.0
MAN	5266	Management of Professionals	4.0
MAN	5285	Organizational Development and Change	4.0
		TOTAL HUMAN RESOURCES MANAGEMENT CONCENTRATION QUARTER CREDIT HOURS	**16.0**
INTERNATIONAL BUSINESS CONCENTRATION			
MAN	5601	International Business	4.0
ECO	5709	International Economic Systems	4.0
FIN	5609	International Finance	4.0
MAR	5153	International Marketing	4.0
		TOTAL INTERNATIONAL BUSINESS CONCENTRATION QUARTER CREDIT HOURS	**16.0**
GENERAL MANAGEMENT CONCENTRATION			
Students enrolled in the MBA program can elect not to choose a concentration (general management) by taking 16.0 Quarter Credit Hours from any combination of the courses listed for the areas of concentration above.			
		TOTAL GENERAL MANAGEMENT CONCENTRATION QUARTER CREDIT HOURS	**16.0**
		TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	**56.0**
*Students pursuing this concentration in anticipation of meeting state of Florida CPA requirements must complete all elective coursework (5 courses) in the Accounting Concentration.			

Graduate Degree Programs

Criminal Justice, Master of Science Degree
54-56.0 Credit Units
Version: 2.0

The Master of Science in Criminal Justice program is designed to meet the needs of a highly focused but multifaceted institution of American society, the criminal justice system. The program utilizes a multi-discipline approach to serve the variety of agencies/departments within the criminal justice community. The curriculum is designed to offer a balance of theory and application that will prove to be challenging to the student and useful in the field, and focuses on law enforcement administration, corrections, juvenile justice, drug abuse, and abuse counseling.

Course Code		Course	Quarter Credit Hours
GRADUATE CORE REQUIREMENTS			
CCJ	5006	Overview of Criminal Justice	4.0
CCJ	5019	Crime and Criminology	4.0
CCJ	5489	Ethics in Criminal Justice	4.0
CCJ	5702	Applied Research Methods	4.0
CCJ	5704	Statistics for Criminal Justice	4.0
CCJP	5000	Navigating Graduate School in Justice Studies	2.0
CCJP	5450	Critical Issues in Criminal Justice	4.0
CJL	5528	Law and the Legal System	4.0
CCJ	5781	Writing for Research at the Graduate Level	2.0
		TOTAL GRADUATE CORE QUARTER CREDIT HOURS	**32.0**
ELECTIVES			
		The Master of Science in Criminal Justice students will select four additional courses from those listed below and will complete 16.0 quarter credit hours:	
CCJ	5405	Criminal Justice Management	4.0
CCJ	5408	Interpersonal Management Skills	4.0
CCJ	5665	Victimology	4.0
CCJ	5657	Substance Use, Crime, and Criminal Justice	4.0
CCJ	5672	Women, Crime, and Criminal Justice	4.0
CJC	5328	Correctional Systems and Institutions	4.0
CJC	5428	Counseling the Offender	4.0
CJE	5428	Community Oriented Policing	4.0
CJJ	5028	Juvenile Justice System	4.0
CJL	5069	Modern Constitutional Theory	4.0
		TOTAL ELECTIVES QUARTER CREDIT HOURS	**16.0**
		Exit Vehicle: Choose one of the two options:	
CCJP	6000	Criminal Justice Capstone	6.0
OR			
		Choose two additional courses from Electives, completing 8.0 quarter credit hours	**8.0**
		TOTAL EXIT VEHICLE QUARTER CREDIT HOURS	**6.0 – 8.0**
		TOTAL PROGRAM QUARTER CREDIT HOURS	**54.0 – 56.0**

COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 28 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

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

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier:

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

GENERAL RULE FOR COURSE EQUIVALENCIES

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

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

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

THE COURSE PREFIX

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

AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

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

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

EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

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

A. Courses not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Thesis and Dissertations.
D. College preparatory and vocational preparatory courses.
E. Graduate courses.
F. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (i.e., portfolio, audition, interview, etc.).

COURSES AT NONREGIONALLY ACCREDITED INSTITUTIONS

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

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to School President or Academic Dean in the campus or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, FL 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the internet at http://scns.fldoe.org.

Course Descriptions

ACG2021 - Introduction to Corporate Accounting
4.0 Quarter Credit Hours; Total Hours: 40.0
This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations.
Prerequisites: APA2121
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG2178 - Financial Statement Analysis
4.0 Quarter Credit Hours; Total Hours: 40.0
The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds.
Prerequisites: ACG2021
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG2551 - Non-Profit Accounting
4.0 Quarter Credit Hours; Total Hours: 40.0
In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined.
Prerequisites: ACG2021
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG3073 - Accounting for Managers
4.0 Quarter Credit Hours; Total Hours: 40.0
This course teaches the student how to use and interpret accounting information in day to day management. Emphasis is placed on the general knowledge and decision making practices used by managers when addressing issues in service, financial, not-for-profit and manufacturing companies.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG3103 - Intermediate Accounting I
4.0 Quarter Credit Hours; Total Hours: 40.0
This is an upper Level course for the serious accounting student. It is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on review of the value of money and accounting for cash and receivables.
Prerequisites: APA2161
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG3113 - Intermediate Accounting II
4.0 Quarter Credit Hours; Total Hours: 40.0
This is a continuation and comprehensive study of financial accounting theory and applications. Emphasis is placed on accounting for inventories, long-term assets and liabilities, and stockholders' equity.
Prerequisites: ACG3103
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG3123 - Intermediate Accounting III
4.0 Quarter Credit Hours; Total Hours: 40.0
This is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on special topics in income determination and financial reporting. Concepts of revenue recognition, leases, pensions, accounting for income taxes and earnings per share are among the subjects to be studied.
Prerequisites: ACG3113
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG3341 - Cost Accounting I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the development and operation of cost accounting systems. Topics include basic cost accounting concepts and product costing techniques.

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

ACG3351 - Cost Accounting II
4.0 Quarter Credit Hours; Total Hours: 40.0
This is a continuation of Cost Accounting I and includes in-depth studies of techniques and issues surrounding cost allocation methods, cost and variance analysis, and complex accounting problems.
Prerequisites: ACG3341
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG4201 - Consolidation Accounting
4.0 Quarter Credit Hours; Total Hours: 40.0
In this course students will study the major areas of emphasis in consolidation accounting which include business combinations, consolidation procedures, and foreign currency accounting.
Prerequisites: ACG3123
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG4251 - International Accounting
4.0 Quarter Credit Hours; Total Hours: 40.0
Examination of the environmental factors affecting international accounting concepts and standards. Cross-country differences in accounting treatment are compared.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG4632 - Auditing I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is an overview of financial statement auditing concepts and standards. It is an introduction to the principles and procedures that enable the auditor to express an opinion on the fairness and reliability of financial statements.
Prerequisites: ACG3123
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG5027 - Financial Accounting
4.0 Quarter Credit Hours; Total Hours: 40.0
This is a survey course designed to provide an introduction and understanding of financial accounting. This course will include the basic accounting process required to make informed decisions based on financial statement information. Accounting is the language and scorecard of business.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG5216 - Advanced Accounting Topics
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of advanced accounting subjects including multinational corporations, real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting.
Prerequisites: ACG3123 or equivalent
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG5405 - Accounting Information Systems
4.0 Quarter Credit Hours; Total Hours: 40.0
Development and application of accounting information system, including analysis, design, control concepts, and implementation. Emphasis is placed upon developing students' abilities to understand the processing of accounting data in the computer environment and the controls that are necessary to assure accuracy and reliability of the data processed by the accounting system.
Prerequisites: ACG3123 or equivalent
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG5516 - Governmental Accounting
4.0 Quarter Credit Hours; Total Hours: 40.0
An introduction to the fund-based theory and practice of accounting as applied to governmental entities and not-for-profit organizations.

Course Descriptions

ACG5647 - Auditing II
4.0 Quarter Credit Hours; Total Hours: 40.0
A continuation of ACG4632. Advanced study of auditing in an EDP environment. Planning, evaluation of internal controls, use of computer audit techniques, statistical sampling, documentation, and communication of audit findings will be emphasized.
Prerequisites: ACG3123 or equivalent
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACO1806 - Payroll Accounting
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function.
Prerequisites: APA2111
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

AMH2030 - 20th Century American History
4.0 Quarter Credit Hours; Total Hours: 40.0
A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

AMH2070 - History of Florida
4.0 Quarter Credit Hours; Total Hours: 40.0
An examination of the history of the State of Florida from its origin as a Spanish colony to the present. Included is an analysis of such factors as historical tradition, climate, population, and locations as they relate to Florida's development.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

AML2000 - Introduction to American Literature
4.0 Quarter Credit Hours; Total Hours: 40.0
This course concentrates on the major writers of modern American literature.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

APA2111 - Principles of Accounting I
4.0 Quarter Credit Hours; Total Hours: 40.0
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

APA2121 - Principles of Accounting II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources.
Prerequisites: APA2111
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

APA2141 - Computerized Accounting
4.0 Quarter Credit Hours; Total Hours: 50.0
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll.
Prerequisites: APA2121
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

APA2161 - Introductory Cost/Managerial Accounting
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application.
Prerequisites: APA2121
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

APAP3320 - Accounting and Control for Hospitality
4.0 Quarter Credit Hours; Total Hours: 40.0
This course serves as a survey of accounting methods, controls, and practices commonly found in hotels, motels, restaurants, clubs, and institutions.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

BSC1085 - Anatomy and Physiology I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems.
Prerequisites: HSC1531 (Except for nursing students)
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

BSC1086 - Anatomy and Physiology II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems.
Prerequisites: HSC1531 (Except for nursing students), BSC 1085
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

BSC2080 - Anatomy and Physiology of Body Systems
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is the study of basic anatomy and physiology for the student who is preparing for a career in the health sciences. This course will provide the background science information needed for an understanding of anatomy and physiology. The content of this class begins with a description of a single cell and progresses through the various organ systems.
Prerequisites: HSC1531
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

BSC2085L - Anatomy and Physiology I Laboratory
2.0 Quarter Credit Hours; Total Hours: 40.0
This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress.
Prerequisites: None
Lecture Hours: 00.0; Lab Hours: 40.0; Other Hours: 00.0

BSC2086L - Anatomy and Physiology II Laboratory
2.0 Quarter Credit Hours; Total Hours: 40.0
This course is a continuation of BSC2085L, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune,

respiratory, urinary, and reproductive systems will also be studied.
Prerequisites: BSC2085L
Lecture Hours: 00.0; Lab Hours: 40.0; Other Hours: 00.0

BUL2131 - Applied Business Law
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

BUL2261 - International Business Law
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

BUL3246 - Business Law I
4.0 Quarter Credit Hours; Total Hours: 40.0
Law is studied in relation to the proper conduct of business, including consideration of the nature and source of law, courts, and courtroom procedure. The course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

BUL3247 - Business Law II
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, insurance, and Uniform Commercial Code.
Prerequisites: BUL3246
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CAP2103 - Biometrics
4.0 Quarter Credit Hours; Total Hours: 40.0
This course introduces biometrics, the emerging human recognition technology. Three primary characteristics of biometrics will be explored: security, convenience, and cost. These characteristics will be applied in perspective to human beings and the efficiency of using such systems as authentication mechanisms.
Prerequisites: CGS2167C
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ1017 - Criminology
4.0 Quarter Credit Hours; Total Hours: 40.0
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ1020 - Introduction to Criminal Justice
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ1910 - Career Choices in Criminal Justice
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment

opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications.
Prerequisites: CCJ1020
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ2250 - Constitutional Law for the Criminal Justice Professional
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the United States Constitution and its implication for criminal justice system policies and practices.
Prerequisites: CCJ1020
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ2358 - Criminal Justice Communications
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will introduce the students to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ2501 - Juvenile Justice
4.0 Quarter Credit Hours; Total Hours: 40.0
Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course.
Prerequisites: CCJ1020
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ2679 - Introduction to Victims Advocacy
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system.
Prerequisites: CCJ1020 (None for Homeland Security Major)
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ2943 - Current Issues in Criminal Justice
4.0 Quarter Credit Hours; Total Hours: 40.0
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1020 for Criminal Justice majors (none for Criminal Investigation majors).
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ3334 - Alternatives to Incarceration
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system.
Prerequisites: CCJ1020
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ3450 - Criminal Justice Management
4.0 Quarter Credit Hours; Total Hours: 40.0
An examination of front-line supervision, executive development, administrative leadership, and recent theories and research in criminal justice management.
Prerequisites: CCJ1020
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ3666 - Victimology
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines criminal victimization in the United States. Topics covered include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the

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nature of the victimization experience, victim treatment at the hands of the justice system, and reforms implemented to enhance the justice-system response to victimization.
Prerequisites: CCJ1020 (None for Homeland Security Major)
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ3675 - Women, Crime, and Criminal Justice
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. In addition, theories of female criminality and the general social forces influencing the treatment of women as offenders, victims, and justice system staff will be covered.
Prerequisites: CCJ1020 (DSC2010 for Homeland Security Major)
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ4054 - Criminal Justice Ethics and Liability
4.0 Quarter Credit Hours; Total Hours: 40.0
The various forms of corruption, misconduct and abuse of authority that exist within the criminal justice system will be identified and analyzed. Areas of negligence, which lead to liability, will be explored.
Prerequisites: CCJ1020 (PLA1003 for Paralegal major)
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ4127 - Criminal Justice in the Community
4.0 Quarter Credit Hours; Total Hours: 40.0
This course explores the interrelationships and role expectations among the various administrations of justice practitioners, their agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public.
Prerequisites: CCJ1020
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ4129 - Cultural Diversity for Criminal Justice Professional
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations.
Prerequisites: CCJ1020 (DSC2010 for Homeland Security Major; PLA1003 for Paralegal major)
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ4656 - Gang Activity and Drug Operations
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on the establishment of gangs, organizational structure, behavior patterns, and recruitment of members. The course also examines the criminal justice response to gang-related problems, including violence and drug trafficking.
Prerequisites: CCJ1020
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ5006 - Overview of Criminal Justice
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide students with a broad overview of criminal justice and to orient them to the field and its foundations. Focusing on the underpinnings of the administration of justice as well as contemporary issues, students will examine the criminal justice system as a whole, its component parts, and its most significant processes.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ5019 - Crime and Criminology
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides an examination of the major theories in criminology and their application to understanding crime and responses to the crime problem.
Prerequisites: None

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

CCJ5405 - Criminal Justice Management
4.0 Quarter Credit Hours; Total Hours: 40.0
Various concepts and methods of criminal justice management are explored in detail. Using a variety of justice system agencies as examples, the course will view the behavioral and functional aspects of modern supervision and examine contemporary management styles.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ5408 - Interpersonal Management Skills
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to increase knowledge and competence in managing interpersonal interaction in a variety of professional settings. Strategies and styles of conflict resolutions are examined, as well as techniques for motivating colleagues and clients.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ5489 - Ethics in Criminal Justice
4.0 Quarter Credit Hours; Total Hours: 40.0
An overview of ethical theory, doctrines, and controversies in the field of criminal justice. Emphasis will be placed upon the dilemmas faced by criminal justice practitioners seeking to make appropriate ethical judgments and decisions.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ5657 - Substance Use, Crime, and Criminal Justice
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is an examination of the social response to illegal use of mood-altering substances. Major initiation in law enforcement, courts, corrections, and substance abuse therapy will be discussed. In addition, preventive strategies will be described and evaluated, and informal methods of response to substance abuse considered.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ5665 - Victimology
4.0 Quarter Credit Hours; Total Hours: 40.0
Although most criminal justice courses are oriented around issues associated with the offender, this course will examine issues related to victimization. These topics include the historical role of victims in the formal and informal justice process, the nature and extent of modern criminal victimization, the victimization experience, victim participation in the justice system, and recent trends in transforming the role of the victim in the justice process.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ5672 - Women, Crime, and Criminal Justice
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. Theories of female criminality and the social forces influencing the treatment of women as offenders and victims will be covered. The continuing emergence of women in justice-related occupations will also be discussed.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ5702 - Applied Research Methods
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides an in-depth study of research methods designed to prepare students to conduct applied research in their major field of study in preparation for a research practicum, externship, thesis, or capstone.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

Course Descriptions

CCJ5704 - Statistics for Criminal Justice
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the major concepts, techniques, applications, and interpretations of statistical methods in criminal justice. Emphasis is placed on understanding when various statistical techniques are appropriate, and interpretation of the results of such techniques.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ5781 - Writing for Research at the Graduate Level
2.0 Quarter Credit Hours; Total Hours: 20.0
This course permits students to begin to develop skills in reading and understanding research, writing research proposals, and writing formal research reports on original research. Emphasis will be placed on two important, yet often neglected, research methodologies.
Prerequisites: None
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

CCJP2288 - Spanish for the Criminal Justice Professional
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJP4400 - Criminal Justice Senior Capstone Experience
4.0 Quarter Credit Hours; Total Hours: 40.0
The Senior Capstone course is designed to: (1) help seniors integrate the knowledge gained from their other required criminal justice courses, (2) assist them in developing analytical thinking skills through focusing on selected topics using a seminar approach, and (3) to support them in gaining a better understanding of the criminal justice profession and the role they may play in it. The capstone course will support students in learning to pose significant questions grounded in existing theory and inquiry, select and use methods appropriate to the question and research context, produce appropriate evidence, subject the evidence to analysis, respond to critiques and provide advice and comments for other's research, organize oral and written presentations in response to fair and open critiques.
Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair.
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJP4550 - Criminal Justice Externship
4.0 Quarter Credit Hours; Total Hours: 120.0
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120.0 Hours.
Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair.
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 120.0

CCJP5000 - Navigating Graduate School in Justice Studies
2.0 Quarter Credit Hours; Total Hours: 20.0
This course is designed to provide students with a basic knowledge of what the successful graduate student needs by establishing the transition from passive to active learning strategies and techniques. Transition will be achieved through addressing psychological, philosophical and mechanical processes in graduate studies.
Prerequisites: None

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

CCJP5450 - Critical Issues in Criminal Justice
4.0 Quarter Credit Hours; Total Hours: 40.0
A course designed to provide students with an opportunity to explore a variety of topics related to the field of Criminal Justice. During the term, the course will contain an overview of the problems associated with business, industry and government crime. The history and antecedent conditions related to white collar crime will be reviewed and specific behaviors will be analyzed in detail.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJP6000 - Criminal Justice Capstone
6.0 Quarter Credit Hours; Total Hours: 60.0
The Criminal Justice Capstone is a comprehensive assessment of knowledge and skills required for successful performance in a variety of related organizations. This course consists of a portfolio development project that encompasses scholastic and personal self assessment, writing, and peer review. This class must be taken during the last two quarters of the program.
Prerequisites: None
Lecture Hours: 60.0; Lab Hours: 00.0; Other Hours: 00.0

CEN1056C - Project Development
2.0 Quarter Credit Hours; Total Hours: 20.0
This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget.
Prerequisites: None
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

CEN1301C - Core Technologies
4.0 Quarter Credit Hours; Total Hours: 50.0
This course covers both Microsoft Windows NT network administration and technical support. There is an emphasis on terminology, the procedures for installing, configuring, and troubleshooting Microsoft Windows NT Server and Workstation. Students will complete administrative tasks using Microsoft Windows NT. In addition, students will use directory services, implement security procedures such as rights and permissions and audit policies.
Prerequisites: CGS1283C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CEN2304C - Windows NT Enterprise
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides advanced study of local and wide area networks using Microsoft NT networking software. It focuses on installing the Windows NT network server, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such as trust relationships, authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures, system bottlenecks and database measurement.
Prerequisites: CTS1334C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CEN2328 - Internet Information Server
2.0 Quarter Credit Hours; Total Hours: 30.0
This course prepares students to implement, administer, and manage Microsoft's Internet Information Server to provide secure, managed access for organizations to the Internet to conduct business. An emphasis of the course will be on internal communications and data access using the Internet. Important topics will be Internet and network security.

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Prerequisites: CEN1301C
Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0

CEN2506C - Multiplatform Networking
4.0 Quarter Credit Hours; Total Hours: 50.0
This course prepares students to install, configure, and troubleshoot multiple networks internetworking in a multiplatform environment. Topics such as internetworking multiple vendor network software with associated hardware requirements will be covered. Peripherals such as printers, their diagnostics, and their troubleshooting in a multiplatform environment will be covered.
Prerequisites: CEN2504C, CEN2304C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CEN2507C - Installation and Configuration for Networks
4.0 Quarter Credit Hours; Total Hours: 50.0
This course presents a practical, in-depth study of the techniques for installing, configuring, and troubleshooting hardware and software issues for networks. Students will prepare computers for networks with such activities as: 1) partitioning hard disks, 2) installing hardware such as network interface cards and cables, 3) installing software such as network operating system and drivers, and 4) adding peripherals such as printers to the network. Students will observe symptoms and then isolate problems to discern and correct network failure. Extensive practice in configuring and troubleshooting networks and installing application software.
Prerequisites: CEN1503C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CENP1800 - Diagnostics and Troubleshooting
2.0 Quarter Credit Hours; Total Hours: 30.0
This course builds on the material covered in the two prerequisites to give students experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine.
Prerequisites: CGS1280C, CTS1110C
Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0

CENP2345C - Network Security
4.0 Quarter Credit Hours; Total Hours: 50.0
This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of lecture and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications.
Prerequisites: CTS2303C, CTS2383C, CNT2400C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CENP2420C - Implementing and Administering Databases
4.0 Quarter Credit Hours; Total Hours: 50.0
This course covers essential topics necessary to enable students to set up and support a database server. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a database server.
Prerequisites: CTS1327C, CTS1334C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CENP2450C - Database Design
4.0 Quarter Credit Hours; Total Hours: 50.0
This course builds on the fundamentals of database installation and administration and focuses upon the database objects present within a scalable database server. Students will become familiar with the programming objects available within a database and learn how to plan, design, create and manipulate the objects within a database.
Prerequisites: CTS1327C , CTS1334C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CENP2765 - PKI Concepts and Planning
4.0 Quarter Credit Hours; Total Hours: 50.0
This course covers one of the most complex and required technologies in creating a trusted network infrastructure, Public Key Infrastructure (PKI) technology. Starting with an introduction to PKI, the course includes a detailed look into Cryptography, both Private and Public Key Exchange systems and into Digital Signatures and Digital Certificates.
Prerequisites: CNT2400C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CENP2770 - PKI Implementation
4.0 Quarter Credit Hours; Total Hours: 50.0
This course continues the discussion and implementation of Public Key Infrastructure (PKI) technologies to create a trusted network environment. Students will study the creation of a PKI policy and implement a PKI pilot.
Prerequisites: CENP2765
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CET1605C - Network Routing I
4.0 Quarter Credit Hours; Total Hours: 50.0
This course introduces students to internetworking using software and hardware developed by Cisco Systems Inc. Through a combination of lecture and hands-on labs, students will learn about a variety of topics related to network computing. Network architecture, network protocols, IP addressing, subnetting, the Cisco Router User Interface, switching technologies and the IP routing process are covered.
Prerequisites: CNT1003C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CET2607C - Network Routing II
4.0 Quarter Credit Hours; Total Hours: 50.0
This course expands upon the topics covered in Network Routing I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork.
Prerequisites: CET1605C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS1031C - Introduction to Macintosh
4.0 Quarter Credit Hours; Total Hours: 50.0
An introduction to Macintosh computers using a graphics users environment.
Prerequisites: None
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS1280C - Computer Hardware Concepts
4.0 Quarter Credit Hours; Total Hours: 50.0
Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine.
Prerequisites: None
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS1800C - Web Site Design Methodology
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides the foundation for Web site design and Web page creation required by today's Web developers to design, implement and manage a Web site. The course includes Web design concepts, site development and management techniques, and basic Web technology concepts. Students will develp basic Web pages containing text, graphics, hyperlinks, tables, and frames using popular software production tools.
Prerequisites: None
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

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CGS1821C - Web Content Development
4.0 Quarter Credit Hours; Total Hours: 50.0
This course covers the essential topics and tools web designers use to develop Web pages. Using a text editor and a graphical user interface (GUI) editor, students will learn to create web pages containing text, hyperlinks, graphics, tables, forms and frames. Cascading Style Sheets (CSS) and the basics of Extensible Hypertext Markup Language (XHTML) will also be covered.
Prerequisites: CGS1800C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2167C - Computer Applications
4.0 Quarter Credit Hours; Total Hours: 50.0
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use.
Prerequisites: None
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2177C - E-Commerce Systems Administration
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides an overview of how to conduct business online, as well as understand the technical issues associated with constructing an e-commerce Web site. Student will explore the similarities and differences between traditional commerce and e-commerce, and will identify e-commerce technologies at varying Levels of sophistication.
Prerequisites: None
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2461C - Fundamental Programming Techniques
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudo code, diagramming algorithms, and introduces students to the object-oriented programming methodology.
Prerequisites: COP2010C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2501 - Applied Word Processing
4.0 Quarter Credit Hours; Total Hours: 50.0
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros.
Prerequisites: CGS2167C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2510C - Applied Spreadsheets
4.0 Quarter Credit Hours; Total Hours: 50.0
This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables.
Prerequisites: CGS2167C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2820C - Web Authoring
4.0 Quarter Credit Hours; Total Hours: 50.0
Students explore the use of graphics and multimedia to develop Web-based applications. This course covers techniques for developing rich media using fundamental graphic design concepts and tools, and web page content management techniques utilizing tables, links, and dynamic content.
Prerequisites: CGS1800C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2877C - Web Animation
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides an in-depth survey of the concepts and techniques used to create Web-based multimedia. Students will plan and design sophisticated web sites, adding motion to logos, photographs, and graphics. This course also includes designing, animating and broadcasting on the Web through a variety of animation projects.
Prerequisites: CGS 2820C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2910C - Web Design Portfolio Project
2.0 Quarter Credit Hours; Total Hours: 30.0
This course is a capstone course for Web design students to combine their skills into a final portfolio project. Students will create a Web site using their Web authoring, design, content generation, animation, graphics, scripting, and e-commerce skills into a functional Web site.
Prerequisites: GRA2225C, CGS2877C
Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0

CGS4702C - Operating Systems Programming
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides an understanding of contemporary operating system concepts by integrating the principles behind the design of all operating systems with how these are put into practice in the real world. A thorough discussion of operating concepts, using code examples, algorithms, and implementation issues is applied.
Prerequisites: COP2228C or COP2281 or COP2805C or COP2171C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGSP3200 - Project Management
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides practical lessons in project management. Bringing together theory and practice, the course provides an understandable, integrated view of many concepts, skills, tools, and techniques involved in project management.
Prerequisites: CGS2167C and junior standing
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CIS2252 - Ethics in Computing
4.0 Quarter Credit Hours; Total Hours: 40.0
This course investigates the moral, ethical, and legal issues surrounding computer technology. Students will explore privacy, freedom of speech, computer failures, intellectual property, hacking; and current criticisms of technology.
Prerequisites: CGS2167C
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CIS2321 - Introduction to the Systems Development Life Cycle (Previously known as System Analysis Method)
4.0 Quarter Credit Hours; Total Hours: 40.0
This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CIS2513C - Software Configuration Management
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides an overview and understanding of the Software Configuration Management process (SCM) and how it impacts quality software. The students will learn how to create an SCM implementation plan, decide what additional SCM tools are needed, and understand how to evaluate SCM tools currently on the market.
Prerequisites: CIS2321

Course Descriptions

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

CIS2614 - Software Quality Assurance
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides an overview of the role of SWQA in a software development organization. Basic principles of software quality, standards, and issues related to implementing/-maintaining a Software Quality Assurance program are reviewed. An overview of typical tasks performed by SWQA is also presented. Upon completion, the student should have an understanding of the functions typically performed by a Software Quality Assurance program within a software development organization.
Prerequisites: CIS2321
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CIS3303C - Object-Oriented Analysis and Design
4.0 Quarter Credit Hours; Total Hours: 50.0
This course analyzes the concepts and methods used in object-oriented system development, which includes object-oriented concepts, tools, the development life cycle, modeling, analysis, design, and problem solving. Students will utilize UML (Unified Modeling Language) for object-oriented modeling.
Prerequisites: CIS2321 and COP2170C or COP2224C or COP2250C or COPP2280 or COPP2280C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CIS3345 - Database Concepts I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course presents the basic information system management concepts needed to design, build, and maintain information delivery systems. Concepts of data modeling, data management, and the role of information technology in the corporation are also addressed.
Prerequisites: CIS2321
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CIS3512 - Software Risk Management
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides a success formula for managing software risk, allowing companies to more easily deliver high-quality software on time and within budget. Also covered are the six disciplines for managing product development, steps to predictable risk management process results, and how to establish the infrastructure for a risk-aware corporate culture.
Prerequisites: CIS2321 and COP2228C or COP2805C or COP2171C
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CIS3615 - Designing Secure Software
4.0 Quarter Credit Hours; Total Hours: 40.0
This course presents perspectives and techniques to help ensure the security of essential software. It emphasizes methodologies and principles that reduce security risk early in the development life cycle. Implementation- Level issues are discussed and applied through code samples. Secure software risk assessment, design, coding and testing are covered.
Prerequisites: CIS3303 and COP2171C or COP2228C or COPP2281 or COP2805C
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CIS4328C - Senior Project: Systems Implementation and Integration
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is the second of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will develop a prototype system for delivery and implementation. Higher- Level programming languages such as C++, Visual Basic, or Java will be used.
Prerequisites: CIS3303C and Senior Standing
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CIS4329C - Senior Project: Systems Analysis and Design
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is the first of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will select, examine, analyze, design and develop a prototype system. Systems concepts of the Systems Development Life Cycle (SDLC) will be applied. The client systems will be developed through application of the methodologies and tools of systems development.
Prerequisites: CIS3303C and Senior Standing
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CISP1875 - Novell Administration
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network.
Prerequisites: CNT1003C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CISP2475C - Designing Network Security
4.0 Quarter Credit Hours; Total Hours: 50.0
This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via Lecs and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks.
Prerequisites: CTS2303C, CTS2383C, CNT2400C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CISP3150C - Current Information Technology Topics
4.0 Quarter Credit Hours; Total Hours: 50.0
Designed to provide opportunities through reading, lecture, discussions, and exercises for students to improve their proficiency as information technology professionals. Course may be repeated, but students may not take the same topic more than once.
Prerequisites: Junior standing and approval of instructor
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CISP4020 - Database Concepts II
4.0 Quarter Credit Hours; Total Hours: 50.0
This course has a strong systems emphasis and covers several advanced concepts in database systems, database analysis and design and database management. A PC-based DBMS package will be used as the basis for projects in which students will implement various parts of a relational DBMS. Key concepts: heap files, buffer manager, B+ trees, hash indexes, various join methods, and class interfaces.
Prerequisites: CIS3345
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CISP4820 - Information Systems Management
4.0 Quarter Credit Hours; Total Hours: 40.0
This course teaches the information systems planning process. The relationship of business goals, policies, plans, management style, and industry conditions are emphasized.
Prerequisites: CTS1110C
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJC2000 - Introduction to Corrections
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation

of prisoners' rights.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJC5328 - Correctional Systems and Institutions
4.0 Quarter Credit Hours; Total Hours: 40.0
The course is designed to explore contemporary correctional management and the evolution of management theory in the field. Additionally, the impact of law, the media, and society on correctional administration will be examined.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJC5428 - Counseling the Offender
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide an understanding of correctional intervention, assessment and classification. The major systems of therapeutic intervention will be examined, and the impact of the intervention strategies will be examined.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE1640 - Criminalistics I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to introduce the concepts involved in the field of Criminalistics. The students will be introduced to the concepts of "Criminalistics" from the professional and scientific disciplines dedicated to the recognition, collection, identification, and individualization of physical evidence and the application of the natural sciences to the matters of the law will be examined.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE1600 - Criminal Investigations
4.0 Quarter Credit Hours; Total Hours: 40.0
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE1641 - Criminalistics II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course continues the introduction to the concepts involved in the field of Criminalistics. The students will be introduced to the concepts of "Criminalistics" from the professional and scientific disciplines dedicated to the recognition, collection, identification, and individualization of physical evidence and the application of the natural sciences to the matters of the law will be examined.
Prerequisites: CJE1640
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE1770 - Crime Scene Photography I
4.0 Quarter Credit Hours; Total Hours: 40.0
Upon successful completion of the course, the students will be able to understand the role of a photographer in a crime scene. The students will become familiar with the history of photography and comprehend fundamental concepts of general camera use. The students will also be able to apply photography concepts and practical applications to vehicular accidents, vehicle examinations, and crimes against property.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE1772 - Crime Scene Photography II
4.0 Quarter Credit Hours; Total Hours: 40.0
Upon successful completion of the course, the students will be able to understand the role of a photographer in a crime scene. The students will comprehend fundamental concepts of general camera use and be able to apply photographic concepts and protocols to crimes against persons such as assault and homicide scenes, autopsy, and special issues covering arson, alternative light

sources, and SMAT (Scars, Marks, and Tattoos).
Prerequisites: CJE1770
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2100 - Policing in America
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future.
Prerequisites: CCJ1020
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2580 - Introduction to Interviews and Interrogations
4.0 Quarter Credit Hours; Total Hours: 40.0
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2602 - Graphics and Documentation II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is a continuation of Graphics & Documentation I and will provide the students with a further understanding of the procedures of crime scene observation, note taking and documentation. Students will also be introduced to the preparation of visual exhibits for court presentation.
Prerequisites: CJE2673
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2640 - Crime Scene Dynamics I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to introduce the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2670 - Introduction to Forensics
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies.
Prerequisites: CCJ1020
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2671 - Fingerprints Classification and Latents I
4.0 Quarter Credit Hours; Total Hours: 40.0
Upon successful completion of the course, the students will be able to understand the historical background of the science of fingerprints and legal aspects. The students will learn and be able to classify fingerprint cards using the Henry Classification System, to recognize fingerprint patterns and sections of the hand, terminology, obtain ten prints and major case prints, and to understand the New Automated Fingerprint Identification Systems. The students will also be able to individualize one fingerprint card from another.

Course Descriptions

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

CJE2672 - Fingerprints Classification and Latents II
4.0 Quarter Credit Hours; Total Hours: 40.0
Upon successful completion of the course, the students will be able to understand the historical background of the science of fingerprints. The students will learn and be able to classify fingerprint cards using the Henry Classification System, to recognize fingerprint patterns, terminology, and to understand the New Automated Fingerprint Identification Systems. The students will also be able to individualize one fingerprint card from another and to demonstrate the ability to locate, process, and recover latent prints in the field and lab.
Prerequisites: CJE2671
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2673 - Graphics and Documentation I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2676 - Biological Evidence I
4.0 Quarter Credit Hours; Total Hours: 40.0
This introductory course will introduce the students to the types of biological evidence commonly found at crime scenes and how to collect it. Specific biological evidence discussed includes blood, semen, saliva, urine, feces, hair, and fingernails. Additional topics include autopsy, the basic departments of the crime laboratory, toxicology, forensic entomology, and uncollectible biological evidence.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2679 - Crime Scene Dynamics II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course continues the introduction to the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located.
Prerequisites: CJE2640
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2682 - Biological Evidence II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will continue to discuss the biological evidence commonly found at crime scenes. Packaging, preservation, and care of biological evidence will be discussed. Chain of custody will be explained. Additional topics include DNA, case studies, courtroom testimony, and exhibits for the courtroom. Students will participate in a moot court and a mock crime scene.
Prerequisites: CJE2676
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2690 - Technology Crimes I
4.0 Quarter Credit Hours; Total Hours: 40.0
At the conclusion of this course, the students will have an understanding of technology-based crimes as they apply to modern criminal acts such as identity theft, extortion, intellectual property crimes, fraud, Internet pornography, and online gambling. Students will also examine issues of evidence involving crime scene management, chain of custody issues, and accepted investigative practices.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2691 - Technology Crimes II
4.0 Quarter Credit Hours; Total Hours: 40.0
At the conclusion of this course, the students will have an understanding of procedural law issues, investigative issues and techniques, forensics, and communications skills required to describe technology-based crimes. Students will also be able to compare and contrast the roles and responsibilities of local, state, and federal agencies responsible for investigating technology-based crimes.
Prerequisites: CJE2690
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE4668 - Computer Crime
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on the use of the computer in committing crimes, both within organizations and among private entities. It will also examine the justice system's response to this new form of deviance.
Prerequisites: CCJ1020 (CGS2110 for Homeland Security Major) -or- CGS2167C (for non Criminal Justice majors)
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE5428 - Community Oriented Policing
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides an analysis of contemporary issues in community policing. This includes an exploration of the dynamics of citizen-police interactions with regard to proactive policing methodologies. Examples of specific community policing programs will be examined through the use of a series of case studies, and the impact of community oriented policing will be discussed.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJJ5028 - Juvenile Justice System
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide students with an examination of the historical, cultural and legal foundations of juvenile justice. Current juvenile justice system practices will be discussed, and the effects of these practices analyzed.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJL1100 - Civil and Criminal Justice
4.0 Quarter Credit Hours; Total Hours: 40.0
This course introduces students to the legal and procedural issues involved in safety and security operations which present a new challenge in the field of law. Topics include an introduction to criminal and civil law, constitutional law, search and seizure, and a discussion of employment law and liability. As the ever-growing number of agencies become involved in legal issues, it is important that the student be aware of the basis of the laws and regulations in order to prepare for changes in these areas.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJL2130 - Criminal Evidence
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded.
Prerequisites: CCJ1020
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJL2134 - Criminal Procedure and the Constitution
4.0 Quarter Credit Hours; Total Hours: 40.0
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the

Constitution at work in the court system with current applications.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJL2614 - Collecting and Presenting Audio and Visual Evidence
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to introduce the concepts involved in collecting and presenting audio and visual evidence. The students will also be introduced to the documentation methods for preserving visual evidence. This course will allow the students to understand the courtroom technology available for presentation methods utilizing audio and visual means. These disciplines will include digital photography, film photography, video, voice and audio recordings.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJL3215 - Concepts of Criminal Law
4.0 Quarter Credit Hours; Total Hours: 40.0
This course covers the historical development and philosophy of criminal law. Discussion includes definitions, legal classifications of crimes, Constitutional provisions, legal research, study of case law, and significance of law as a social force.
Prerequisites: CCJ1020 (CJL1100 for Homeland Security Major; PLA1003 for Paralegal major)
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJL5069 - Modern Constitutional Theory
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides a survey of major constitutional thought and a review of primary constitutional principles. Particular emphasis is placed on the role of the Constitution in the administration of criminal justice.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJL5528 - Law and the Legal System
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides an overview of the judicial process in the United States, the structure and function of courts, and the body of law that supports that process. Federal and state courts will be covered, as well as various law-related public policy issues.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CLP3005 - Marriage and the Family
4.0 Quarter Credit Hours; Total Hours: 40.0
This course, through reading, discussions, and presentations, explores the institution of marriage and the family as a system.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CLPP3004 - Adult Psychology
4.0 Quarter Credit Hours; Total Hours: 40.0
This course deals with the human life span as a whole and attempts to acquaint students with the processes of maturation, aging, and death.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CNT1003C - Computer Networking Fundamentals
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network.
Prerequisites: None
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CNT2400C - Network Security Fundamentals
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is an introduction to the components of network security. It takes a comprehensive look at network security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data.
Prerequisites: CNT1003C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2010C - Programming Concepts
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides the student with an introduction to the fundamentals of computer problems solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

COP2170C - Computer Programming - Visual Basic I
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment.
Prerequisites: CGS2461C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2171C - Computer Programming - Visual Basic II
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is a continuation of COP2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications.
Prerequisites: COP2170C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2224C - Computer Programming - C++ I
4.0 Quarter Credit Hours; Total Hours: 50.0
This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers.
Prerequisites: CGS2461C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2228C - Computer Programming - C++ II
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is a continuation of COP2224C, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing.
Prerequisites: COP2224C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2250C - Computer Programming - Java I
4.0 Quarter Credit Hours; Total Hours: 50.0
This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java.
Prerequisites: CGS2461C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

Course Descriptions

COP2805C - Programming Languages - Java II
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is a continuation of COP2250C. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications.
Prerequisites: COP2250C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2812C - Web Development Using XML
4.0 Quarter Credit Hours; Total Hours: 50.0
Student will study the functions and relationships between XML and other members of the XML family of technologies, including XHTML, XSL, Xpath, Xlink, namespaces, schemas, and Xslt. Students will create and apply styling to XML documents in a series of hands-on labs.
Prerequisites: None
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2840C - Content Generation - Scripting Languages
4.0 Quarter Credit Hours; Total Hours: 50.0
This course covers the skills needed to design client-side, platform-independent solutions that greatly increase the value of a Web site. Students will learn how to use the most popular applications of JavaScript, including communicating with users, scripting for the JavaScript object model, controlling program flow, validating forms, animating images, targeting frames, and creating cookies.
Prerequisites: CGS1821C, CGS2461C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP3764C - Structured Query Language
4.0 Quarter Credit Hours; Total Hours: 50.0
This course introduces the student to the basic operations of the Structure Query Language (SQL). Database creation, single table queries, multi-table queries, database restrictions, and using SQL with high- Level programming languages are discussed.
Prerequisites: CIS3345
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP4724C - Database Application Development
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying the database using a host language.
Prerequisites: COP2228C or COP2805 or COPP2281 or COP2171C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COPP2123 - Computer Programming - COBOL I
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides an introduction to the COBOL programming language, concepts and syntax. COBOL is used to develop program logic for business applications. Instructor Lec and demonstration provides in-depth coverage of the COBOL language.
Prerequisites: CGS2461C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COPP2127 - Computer Programming - COBOL II
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is a continuation of COPP2123. It provides advanced COBOL programming concepts to write, compile, correct and test business applications. It also discusses how to create and update indexed files, maintain existing files and use tables.
Prerequisites: COPP2123
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COPP2164 - Computer Programming - RPG
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides the fundamentals of Report Program Generator (RPG). Topics include designing, debugging, and testing programs to include the RPG fixed logic cycle, Level breaks, overflow, multiple record processing and file output.
Prerequisites: CGS2461C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COPP2168 - Computer Programming - Advanced RPG
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is a continuation of the Computer Programming - RPG course. It provides advanced topics utilizing the Report Program Generator (RPG) programming language. Topics discussed are tables, arrays, file processing and maintenance, and interactive file processing.
Prerequisites: COPP2164
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COPP2273 - Computer Programming - Introduction to Visual C++
4.0 Quarter Credit Hours; Total Hours: 50.0
This course introduces the students to programming in Microsoft Visual C++ using the Microsoft Foundation Classes (MFC). Application development using Device Context, Event Handling, Message Processing, Menus, Toolbars, Dialogs, Collections, and Serialization using MFC with Microsoft Visual C++ is covered.
Prerequisites: COP2228C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COPP2280C - Computer Programming – C# I
4.0 Quarter Credit Hours; Total Hours: 50.0
This course teaches basic computer software development using the C# programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to C#.
Prerequisites: CGS2461C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COPP2281C - Computer Programming – C# II
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is a continuation of COPP2280C, emphasizing C#'s features and capabilities for object-oriented programming (OOP). Students focus on programming with common library classes and extending the language by creating new classes.
Prerequisites: COPP2280C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COPP3175C - Advanced Programming
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides an introduction to basic data structures, and algorithms for manipulating them, using an object-oriented programming language. It covers how to create and maintain various data structures, such as arrays, stacks, queues, linked lists, binary search trees, hash tables.
Prerequisites: COP2805C, COP2228C, COP2171C, COPP2281C, and junior standing
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COPP3180C - Network Programming
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides the student with a comprehensive guide to creating networks-based applications. Students will focus on high-Level application programming concepts, networking concepts, tools, and techniques to create robust, maintainable and efficient custom client/server applications. Basic programming concepts, networking concepts, TCP/IP, specific control structures, I/O functions, and object-oriented design are explored.
Prerequisites: CNT1003C and one of following: COP2171C or COP2228C or COP2805C or COPP2281C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CPO4004 - Global Politics
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances,

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war and peace, and the importance of ideological and economic factors.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CRW3010 - Creative Writing
4.0 Quarter Credit Hours; Total Hours: 40.0
The purpose of this course is to develop writing and language skills needed for individual expression in literary forms.
Prerequisites: ENC1102
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CTS1110C - Computer Operating Systems
4.0 Quarter Credit Hours; Total Hours: 50.0
This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems.
Prerequisites: None
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS1327C - Network Operating Systems - Client
4.0 Quarter Credit Hours; Total Hours: 50.0
This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by work-ing via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment.
Prerequisites: CNT1003C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS1334C - Network Operating Systems - Server
4.0 Quarter Credit Hours; Total Hours: 50.0
This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a network server.
Prerequisites: CNT1003C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS2303C - Network Directory Services
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database mainte-nance.
Prerequisites: CTS1334C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS2304C - Network Directory Design
4.0 Quarter Credit Hours; Total Hours: 50.0
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues.
Prerequisites: CTS1334C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS2313C - Internet Security and Acceleration (ISA) Server
4.0 Quarter Credit Hours; Total Hours: 50.0
This course teaches students the basic concepts of proxy servers and firewalls. Students will learn how to install the Microsoft Internet Security and Acceleration (ISA) Server, setup access rules, IP packet filters, create client VPN access points and configure intrusion detection.
Prerequisites: CTS1334C

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

CTS2321C - Linux Administration
4.0 Quarter Credit Hours; Total Hours: 50.0
This course enables students to gain an understanding of the Linux operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as a stable and flexible platform for a variety of networking applications. Students learn about desktop environments that make it easy for them to configure Linux features and programs.
Prerequisites: None
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS2330C - Implementing and Supporting E-Mail Services
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides students the ability to set up and support network e-mail services. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting widely-used e-mail server software.
Prerequisites: CTS1334C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS2383C - Network Management
4.0 Quarter Credit Hours; Total Hours: 50.0
Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment.
Prerequisites: CTS1327C, CTS1334C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS2386C - Network Infrastructure
4.0 Quarter Credit Hours; Total Hours: 50.0
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system.
Prerequisites: CTS1334C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS2439C - Advanced Database Management
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides instruction for the development of expert database management skills. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed.
Prerequisites: CGS2642C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS4107 - Survey of Operating Systems
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides a study of operating systems that includes memory management, processor management, disk management, scheduling, and resource retention. It addresses these topics from a workstation, server, and mainframe computer operating systems viewpoint.
Prerequisites: CTS1110C
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

DEP2000 - Developmental Psychology
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will explore the physical, cognitive and social-emotional processes across the life span.
Prerequisites: PSY2012
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

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DEPP3305 - Adolescent Psychology
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the characteristics, needs, and problems of adolescence. The course also emphasizes the principles of psychology important to those who guide adolescents, and the adjustments necessary during this life stage.
Prerequisites: PSY2012
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

DSC1005 - Domestic & International Terrorism II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course, part II, introduces participants to more advanced aspects of domestic and international terrorist organizations. The student will be introduced to federal terrorism laws, prosecution of international terrorists, handling the media, and about groups such as militias, religious extremists, outlaw biker gangs, drug cartels, and extremist groups. The student will learn about the commander's role in a terrorist incident, and about the roles of the command post.
Prerequisites: DSC1011
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

DSC1011 - Domestic and International Terrorism I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course introduces participants to various aspects of domestic and international terrorist organizations in part I. The student will be introduced to basic principles of terrorist investigations, domestic security threats, and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

DSC1030 - Tactical Communications
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to introduce the student to basic communications ranging from a conflict to communication during a catastrophic event. Topics covered include radio and cell phone communications, and planning for communication alternatives when the traditional methods of communication fail. Other face-to-face communication tactics are covered including interview and interrogation, detecting deception, and handling a conflict with confrontation.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

DSC2002 - Introduction to Terrorism
4.0 Quarter Credit Hours; Total Hours: 40.0
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

DSC2008 - Security: Principles, Planning and Procedures I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course, in part I, introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, and principles of crowd and riot control. Additional topics include threat assessment and response, and facility security and vulnerabilities.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

DSC2010 - Security: Principles, Planning and Procedures II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course continues to introduce participants to a broad, in-depth look at security planning and procedures, building upon the topics learned in Security: Principles, Planning & Procedures I. Students will learn to develop skills in substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, and security force management.
Prerequisites: DSC2008
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

DSC2210 - Emergency Planning and Security Measures I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and will identify general models for facility protection.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

DSC2211 - Emergency Planning and Security Measures II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course builds on the emergency planning and security measures learned for corporate security in Emergency Planning & Security Measures I. Students will cover emergency planning models, contingency planning exercises, damage assessment and disaster recovery planning, and employee evacuation planning. Students will chose a scenario and location for a disaster drill, create a disaster plan for the site, and will participate in the disaster drill, then review the strengths and weaknesses of the disaster plan, and the incident response during the drill.
Prerequisites: DSC2210
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

DSC2812 - Information Technology Security I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course introduces students to the components of information security best practices. Topics covered include types of attacks on information, information security services, policy and law with regard to information security, risk assessment, and how to analyze and manage risk.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

DSC3214 - Catastrophic Event Response Planning
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front end planning involved in preparation for a catastrophic event. Students will be introduced to the development of an Emergency Response Plan that will include concepts such as lookout; awareness; communications; escape; safety (LACES); training; and various agency relationships.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ECO3007 - Macroeconomics
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is a study of economics and cultural changes within the economic system, its development by free competition under the

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capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ECO3028 - Microeconomics
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ECO3703 - Principles of International Economics
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of the fundamentals of international trade, international monetary policies, theories of foreign exchange, the balance of payments, and the international monetary system.
Prerequisites: ECO3007
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ECO5010 - Economic Analysis of the Firm
4.0 Quarter Credit Hours; Total Hours: 40.0
A comprehensive examination of economics with emphasis on the economic systems of the firm, its development, market pricing theory, theory of the firm, and theories of production and distribution.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ECO5709 - International Economic Systems
4.0 Quarter Credit Hours; Total Hours: 40.0
An overview of the major economic systems in the world economy. The course covers first-hand statistical and economic data, including capital, labor and trade; market mechanisms and non-market mechanisms; current economic crises; mixed economic systems; centrally planned economic systems; global economic interdependence, and characteristics of international economic order.
Prerequisites: ECO3007
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ECOP1021 - General Economics
4.0 Quarter Credit Hours; Total Hours: 40.0
This course serves as an introduction to the principles of macro and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ECP5705 - Managerial Economics
4.0 Quarter Credit Hours; Total Hours: 40.0
A comprehensive examination of microeconomic data employed in management analysis and decision rendering.
Prerequisites: ECO3028 or ECO3007 or ECO5010 or equivalent
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ECS4003 - Comparative Economic Systems
4.0 Quarter Credit Hours; Total Hours: 40.0
An advanced study of a description, analysis and appraisal of the economic theories of Capitalism, Socialism, and Communism.
Prerequisites: ECO3007
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ELSP0181 - Structures and Writing I - Level I
0.0 Quarter Credit Hours; Total Hours: 132.0
This course acquaints students with basic grammar and sentence structure and requires utilization of knowledge gained through writing and reading assignments. This course will not count toward degree completion.

Prerequisites: None
Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0

ENC1101 - Composition I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ENC1102 - Composition II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper.
Prerequisites: ENC1101
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ENC3211 - Report Writing
4.0 Quarter Credit Hours; Total Hours: 40.0
Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation of written reports.
Prerequisites: ENC1102
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ENC4213 - Advanced Report Writing
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides a means for continued examination, analysis and preparation of written techniques. Continued emphasis on research gathering methodology, assimilation of data, and preparation of written reports are also included.
Prerequisites: ENC3211 with a grade "C" or better, or course equivalent
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ENGP0011 - Basic English Studies
4.0 Quarter Credit Hours; Total Hours: 40.0
A comprehensive review of grammar, spelling, and vocabulary intended to strengthen students' English background and to prepare students for more advanced studies. This course does not apply toward credits needed to graduate in any program. In determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ENGP1132 - English Usage
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed as a review of parts of speech and sentence structure. Students will develop skills in vocabulary building, spelling, word division, capitalization, abbreviations and proofreading.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

EVS1001 - Environmental Science
4.0 Quarter Credit Hours; Total Hours: 40.0
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

EVSP3060 - Environmental Issues
4.0 Quarter Credit Hours; Total Hours: 40.0

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This course develops an understanding for the relationship of natural processes at work in the environment. Local, national and global issues will be explored as they apply to understanding their claims on society and the marketplace.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

FIN1103 - Introduction to Finance
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

FIN3005 - Principles of Finance
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology.
Prerequisites: MAN2021 or HFT1211
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

FIN3230 - Money and Banking
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of the nature and function of money and credit instruments; the Federal Reserve System; monetary theory and fiscal policies; expansion and stabilization of the money supply.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

FIN3501 - Investments
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is a study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes that affect investment policy timing, selection and investment values.
Prerequisites: FIN1103
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

FIN4602 - International Business and Finance
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is a study of financing international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention to the Caribbean and South America is also included.
Prerequisites: FIN3005
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

FIN5609 - International Finance
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of the international dimensions of finance on both developed and underdeveloped nations, the role of multinational corporations, foreign exchange rates and markets, international sources of funds, cost of capital, financial structure, and capital budgeting for foreign projects.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

FIN6409 - Financial Management
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of the capital structure, its costs, availability, and selection. Emphasis is placed on all aspects of cash flow, particularly cash management and distribution.
Prerequisites: ACG5027 or Accounting Principles (equivalent to APA2111 and APA2121) coursework at the undergraduate level
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

GEB2353 - International Competitiveness
4.0 Quarter Credit Hours; Total Hours: 40.0

A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

GEB4352 - International and Comparative Industrial Relations
4.0 Quarter Credit Hours; Total Hours: 40.0
Examines the selected industrial relations systems of Europe, Asia and the Americas with special emphasis on differences among systems and the reasons such differences exist. The industrial relations significance of the multi-international enterprise and management problems associated with operations in diverse systems, are analyzed.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

GEB4361 - Management of International Business
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is a study of the characteristics, operation, and function of business in the global market of the 1990's. The following topics are included in the course; political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment.
Prerequisites: MAN1030 or MAN2021
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

GEB4363 - Import/Export Management
4.0 Quarter Credit Hours; Total Hours: 40.0
This course covers the functions and range of traffic management services performed by freight forwarders; changing governmental restrictions, rules and regulations applicable to different countries, ports, and trade routes; and provides complete documentation forms to facilitate and coordinate the movement of goods in international trade.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HFT1211 - Hospitality Management
4.0 Quarter Credit Hours; Total Hours: 40.0
An introduction to the hotel and restaurant industry with emphasis on organization and management. This course includes an analysis of typical internal organizational structures in the industry and the various levels of management roles and function(s).
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HFT1275 - Resort Management
4.0 Quarter Credit Hours; Total Hours: 40.0
This course offers a complete approach to the operation of resort properties. Beginning with historical development, details are presented in planning development, financial investment management and marketing that deal with the unique nature of the resort business. It also examines the future and the impact of the condominium concept, time sharing, technological change, and the increased cost of energy and transportation.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HFT1411 - Front Office Procedures
4.0 Quarter Credit Hours; Total Hours: 40.0
This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with checkout and settlement. The course also examines various elements of effective front office management paying particular attention to planning and evaluating front office operations and management.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

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HFT2229 - Current Issues in Hospitality Management
4.0 Quarter Credit Hours; Total Hours: 40.0
A special study of the underlying causes and available solutions to current issues facing the hospitality industry particularly in area of human resources: employees turnover, training and development, diversity of work force, productivity, and downsizing.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HFT2351 - Hospitality Purchasing Management
4.0 Quarter Credit Hours; Total Hours: 40.0
This course describes how to develop and implement an effective purchasing program. It focuses on issues pertaining to supplier relations and selection, negotiation, and evaluation. It includes in depth material regarding major categories of purchases.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HFT2757 - Convention Management and Service
4.0 Quarter Credit Hours; Total Hours: 40.0
This course defines the scope and segmentation of the convention and group business markets. It describes marketing and sales strategies to attract markets with specific needs and explains techniques to meet those needs as part of meeting and convention service.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HFT2941 - Hospitality Industry Externship
4.0 Quarter Credit Hours; Total Hours: 120.0
Cooperative arrangements with local hotels and restaurants allow students to receive 120 Clock Hours of practical experience under the supervision of hospitality personnel.
Prerequisites: All Hotel and Restaurant Management required courses, completion of 16 quarter credit Hours in the Major Core and approval of the Academic Dean
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 120.0

HFT3260 - Restaurant Management
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is an analysis of the principal operating problems in the restaurant field. Procedures, approaches and techniques of management are explored ranging from fast food to gourmet. Industry leaders will present successful concepts of restaurant operation.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HFT3506 - Hospitality Marketing
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of sales, promotion and marketing practices of the hospitality industry.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HFT3606 - Laws Related to the Hospitality Industry
4.0 Quarter Credit Hours; Total Hours: 40.0
An overview of laws, rules, and regulations pertaining to the hotel and restaurant industry with specific emphasis on sanitation, environmental health, and government regulatory agencies. The responsibilities of management as established by law are stressed.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HFT3806 - Food and Beverage Management
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is an overall view of the food service industry including purchasing, receiving, and issuing food and other supplies.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HFT4475 - Feasibility Study in the Hospitality Industry
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of the systematic process for evaluating the economic factors of the hospitality project and the likely results of operations before they are begun. Marketing and financial data are collected and analyzed to determine whether or not to proceed with the hospitality project under investigation.
Prerequisites: APA2121
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HIM1213 - Ancillary Health Facilities
4.0 Quarter Credit Hours; Total Hours: 40.0
The student will study health record systems in non-hospital facilities and the appropriate technical aspects and functions of the health information management technician in this environment.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HIM2260C - Introduction to Hospital Billing
4.0 Quarter Credit Hours; Total Hours: 50.0
This course will cover the hospital-billing environment, including the completion of the UB-04 claim form using the software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and outpatient UB-04 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. ICD-9 procedural coding and prospective payment systems are introduced.
Prerequisites: MEAP1301, HIM2272
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

HIM2278C - Medical Finance and Insurance
4.0 Quarter Credit Hours; Total Hours: 50.0
This course will train the student in the major medical insurances and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements bookkeeping and bank-keeping procedures will be discussed. Additionally the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught.
Prerequisites: HIM2272 for MIBC students; HSC1531 for Medical Assistant students
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

HIM2272 - Medical Insurance Billing
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will train the student in the major medical insurance and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed.
Prerequisites: HSC1531
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HIM2326C - Computer Applications for MIBC
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is designed to give the student basic computer skills and knowledge in medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment. This course will provide students with guidelines for preparing claims, including the use of medical office management software. Students will be working from source documents to do data entry, code entry and assignment, and produce clean claims. *Prerequisites: CGS2167C*
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

HIM2346C - Medical Computer Applications
2.0 Quarter Credit Hours; Total Hours: 30.0
Designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for

organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced.
Prerequisites: None
Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0

HIM2512 - Medical Office Management and Compliance
4.0 Quarter Credit Hours; Total Hours: 40.0
This course covers a broad area of topics that are essential to the Medical Office Manager. This course will prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice. Areas that will be discussed include; Personnel management, compliance, technology and the many roles of the office manager.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA1100 - Health Care Delivery System
4.0 Quarter Credit Hours; Total Hours: 40.0
A survey of the programs, services, and facilities in the continuum of health care. Emphasis is placed on the interrelationships between institutions and agencies and their roles in the prevention, diagnosis and treatment of health problems.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA1161 - Assisted Living Marketing and Outreach
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will provide students an overview of the process of marketing their facility to families, professionals and the community. Since marketing and outreach is an active activity, students will be asked to become involved in the development of strategies and the implementation of a marketing plan.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA1190 - Financial and Computer Software for Assisted Living Administrators
4.0 Quarter Credit Hours; Total Hours: 40.0
All Administrators must understand the importance of both long- and short-term goals of the organization and how to implement and change plans to meet the needs of the community and/or surrounding areas and the current economy. This course prepares students in basic budgeting and accounting, as well as understanding current computer software and systems.
Prerequisites: CGS2167C
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA1221C - Assisted Living Facility Management
5.0.0 Quarter Credit Hours; Total Hours: 60.0
This course will teach the Philosophy and Management of a Residential Care Facility for the Elderly. The manager must possess good skills in interpersonal relationships and have a basic understanding of the management of employees. The manager must also have a generalized knowledge of the structure and organization of a Residential Care Facility for the Elderly.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 20.0; Other Hours: 00.0

HSA1250 - Administrator Certifcation Course
4.0 Quarter Credit Hours; Total Hours: 40.0
The study of the state regulations, which govern the operation of a Residential Care Facility for the Elderly. The manager must have a good understanding of what a Residential Care Facility for the Elderly is, who it serves, and what the role is of the governing regulatory agency. The manager must also have the knowledge required to pass the state licensing requirements necessary to operate this type of facility.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA1228 - Assisted Living Internal Relations
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will provide students an overview of the issues related to understanding the effect of staff values, culture, and perceptions on the resident population from an internal managerial point of view. In addition, this course will examine the importance of creating an environment that is sensitive to the rights of residents.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA1343C - Human Resources for Assisted Living
5.0.0 Quarter Credit Hours; Total Hours: 60.0
The study of human resource administration and practice is an integral aspect of effective assisted living management. The managers must possess basic knowledge as a human resource generalist in order to comply with the legal mandates and licensing requirements of the state in which they operate.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 20.0; Other Hours: 00.0

HSA1551 - Medical Law and Ethics
2.0 Quarter Credit Hours; Total Hours: 20.0
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical and ethical issues in today's medical environment.
Prerequisites: None
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

HSA1650 - Ethics of Caring for the Elderly
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will provide students an overview of the issues related to ethical dilemmas and decision making in assisted living facilities relating to the elderly, their families and the staff.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA1810L - Externship I
6.0 Quarter Credit Hours; Total Hours: 180.0
This 180 hour course is designed to provide the student with an opportunity to observe the operation of an assisted living facility and to identify some of the unique needs of the senior population. The focus of this externship is on the uniqueness of the aging population and the skills required to meet their daily needs. Students will gain experience in applying classroom learning and skills through this exposure to "on the job" training.
Prerequisites: HSC1562, HSC1565
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 180.0

HSA1902L - Externship II
6.0 Quarter Credit Hours; Total Hours: 180.0
This 180 hour externship is designed to provide the student with the opportunity to observe and reflect on the classroom learning and its application and appropriateness to the assisted living setting. The focus in this externship is on the whole community and how it operates on a daily basis. The students will utilize journaling to document their experiences and interactions with the personnel at the facility.
Prerequisites: HSA1810L
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 180.0

HSA2113 - Health Care Delivery Systems, Issues and Transitions
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide the student with an overview of current health care professions, including career and labor market information. Additional topics covered include health care delivery systems, health organization structure, patient rights and quality of care, workplace behavior in health care, and decision making in the health care environment.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

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HSA2182 - Health Care Organization and Administration
4.0 Quarter Credit Hours; Total Hours: 40.0
Analyzes organizational patterns of various types of health care institutions. Introduces various administrative functions, including medical staff organization, departmental functions, policy formation, internal control systems, planning procedures, fiscal and personnel management, public relations, and the various information needs of administration.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA2422 - Demographic Aspects and Cultural Diversity in Health Care
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is an introduction and overview of the demographic issues and cultural dimensions of human systems, including worldview, kinship and social organization, healthcare beliefs, and rules of reciprocity. The goal of this course is to prepare health care administrators to deal with the wide variety of culture rules and norms that are often present in providing systems of care for diverse populations.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA3140 - Health Care Planning/Evaluation
4.0 Quarter Credit Hours; Total Hours: 40.0
Introduces models for planning and program evaluation in a health care setting including methods for identifying, gathering, and utilizing data as information for decision making.
Prerequisites: HSA2182
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA3150 - Public Policy in Health Care
4.0 Quarter Credit Hours; Total Hours: 40.0
Public policy is an integral aspect of the delivery of health care in this nation. This course examines policy formulation at the federal and state levels. Policy trends and regulatory issues are tracked and forecasted from the perspective of the provider and consumer with attention to issues of ethics and equal access.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA3222 - Long Term Care Administration
4.0 Quarter Credit Hours; Total Hours: 40.0
Current financing mechanisms and proposed solution, and the impact of government regulation on the operation of long-term care facilities. Concepts and process of patient care planning and management in long-term care facilities.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA4170 - Financial Management in Health Care
4.0 Quarter Credit Hours; Total Hours: 40.0
Studies accounting and financial management principles and their application to operational problems in the health care environment. Includes budgeting and the purposes and techniques of forecasting financial results for individual projects and the entire institution.
Prerequisites: APA 2111
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA4193C - Information Systems and Computer Application in Health Care
4.0 Quarter Credit Hours; Total Hours: 50.0
Overview of health care information systems with emphasis on computer applications. Discussion of software and hardware requirements.
Prerequisites: None
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

HSA4341 - Conflict Management in Health Care
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses upon identifying conditions in the health care field that cause conflict, modifying those conditions that contribute to escalation, and identifying appropriate methods of intervention for effective resolutions.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA4502 - Risk Management
4.0 Quarter Credit Hours; Total Hours: 40.0
Safety, liability and loss control issues with emphasis on risk retention, risk reduction, and risk transfer in health care.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA4751 - Introduction to Health Statistics
4.0 Quarter Credit Hours; Total Hours: 40.0
Use of health record database for statistical and reporting purposes. Topics include inputting data and preparing reports as related to health care services.
Prerequisites: MAT1033, STA2014
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA4930 - Health Care Management Seminar
2.0 Quarter Credit Hours; Total Hours: 20.0
A health care management topic is selected by the instructor based upon its impact in the health care industry.
Prerequisites: None
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

HSA1529 - Diseases of the Human Body
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment.
Prerequisites: BSC1085, BSC1086 (BSC2080 for MIBC students)
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSC1531 - Medical Terminology
4.0 Quarter Credit Hours; Total Hours: 40.0
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building, systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSC1562 - Aging Issues I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will provide students with an overview of the issues related to aging and some of the unique problems assisted living facilities will be challenged with during the course of providing care and service.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSC1565 - Aging Issues II
4.0 Quarter Credit Hours; Total Hours: 220.0
This course will provide students a further examination of the issues related to aging and some of the unique problems assisted living facility managers will be challenged with during the course of providing care and service.
Prerequisites: HSC1562
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSC3553 - Legal Aspects/Legislation in Health Care
4.0 Quarter Credit Hours; Total Hours: 40.0
Introduces the legislation and various legal issues affecting

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the health care industry. Includes legal obligations of the administration and medical staff, consent for treatment, patients' rights, admission and discharge of patients, negligence and malpractice, licensure, privacy and confidentiality and decision making.
Prerequisites: BUL2131
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP1610 - Emergency Medical Services and Fire Operations I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course introduces students to the knowledge and skills necessary to function as a trained First Responder to respond to patients in the pre-hospital setting. Students are trained in patient assessment and taking vital signs, handling patients' airways, and are trained in Adult and Pediatric CPR. (More advanced skills are taught in Emergency Medical Services & Fire Operations II).
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP1620 - Emergency Medical Services and Fire Operations II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course continues to introduce students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course builds on the knowledge learned in Emergency Medical Services & Fire Operations I. This course also introduces students to the concepts surrounding an organized response to fire, hazmat and evacuation operations as well as an overview of the incident command system.
Prerequisites: HSSP1610
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP2820 - Information Technology Security II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course builds on the knowledge learned in Information Technology Security I, and introduces the student to more technical information about information technology security. Topics covered include internet architecture, virtual private networks, e-commerce security, encryption, hacker techniques, and intrusion detection. It also covers the security issues of common operating systems, and compares the security of the 3 most common operating systems in the business and government world: UNIX, Windows NT, and Windows 2000.
Prerequisites: DSC2812
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP3100 - Critical Incident Management
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the concepts of critical incident management, local vs. federal responses, assessments, safety issues and roles of lead agencies. Course content will also include the Incident Management System (IMS), first responders, convergent responders and an overall awareness of the Unified Management Command concept.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP3200 - Facilitating Psychological Support for Catastrophic Events
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the concepts of psychological support after a critical incident. The relationship between catastrophic events and the interruption of basic needs will be explored. Course content will also include a discussion of causes, symptoms and agency responses to critical incident stress.
Prerequisites: PSY2012
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP3301 - Case Study I
1.0 Quarter Credit Hours; Total Hours: 10.0
This course addresses leadership issues in critical incident management by examination and evaluation of historical critical incident events. The approval of the Program Director is required if the students are not in their final 48 credit Hours of the program.
Prerequisites: None
Lecture Hours: 10.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP3302 - Case Study 2
1.0 Quarter Credit Hours; Total Hours: 10.0
This course addresses leadership issues in critical incident management by examination and evaluation of historical critical incident events. The approval of the Program Director is required if the students are not in their final 48 credit Hours of the program.
Prerequisites: None
Lecture Hours: 10.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP3400 - Anti-Terrorism Risk Assessment
4.0 Quarter Credit Hours; Total Hours: 40.0
The students will develop an understanding of the threat of terrorism and will create anti-terror risk assessments by evaluating risk, determining vulnerabilities, and analyzing reasonable processes in order to develop foundations for target protection and defense. Students will explain differences between anti-terrorism and counter-terrorism and compare and contrast how these two fields relate to each other. Exercises include application of assessment processes to terrorist based scenario.
Prerequisites: DSC1005
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP3600 - Homeland Security Retreat Option
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides cutting edge critical issues in Homeland Security presented by subject matter experts in the field. Students will participate in interactive presentation and activities. Students will participate in a role play exercise with private and public special operations personnel. The students must receive permission of the Program Director to enroll in this course.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP4100 - Post Catastrophic Event Documentation and Reporting
4.0 Quarter Credit Hours; Total Hours: 40.0
Upon completion of this course, the students will be able to understand, analyze and create components of a post catastrophic incident reporting system in a corporate, government, or international environment. The students will employ objective documentation as well as develop and deliver formal and informal presentations using appropriate media. The students will understand and apply end-user oriented report development concepts.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP4200 - Critical Issues in Hostage Negotiations
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides the student with an understanding of the dynamics of hostage negotiation scenarios and how the act of hostage taking impacts homeland security. The course addresses the psychological implications of hostage taking from the perspective of the victim and the suspect. The procedures for managing a hostage situation are discussed.
Prerequisites: PSY2012
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP4300 - Current Events in Homeland Security Management
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the importance of current events in the management of the Homeland Security process. Topics covered include threat analysis, intelligence and its uses, immigration, border security, transportation, terrorism, infrastructure, medical and public health issues, cyber and telecommunications security, and training exercises for Homeland Security. The ethical questions

about information disbursal are addressed, as well as how current events drive the policy decisions that are made regarding Homeland Security.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP4400 - Communications and Technology Security
4.0 Quarter Credit Hours; Total Hours: 40.0
This course introduces the students to the world of high technology security. Topics include risk assessment and vulnerability, planning for attacks, responses to attacks, business continuity planning, recovering from attacks, and the dangers from attacks. Network computer security best practices are also covered.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP4500 - Weapons of Mass Destruction
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the history, terminology, and types of Weapons of Mass Destruction (WMD). Course content will also include a discussion of causes, symptoms, consequences of and responses to a WMD event. Students will participate in exercises involving the decision making process, identifying WMD threats, pre- and post-attack actions, monitoring for contamination and recovery procedures.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP4600 - Mass Casualty Management Planning
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to introduce the concepts involved in planning for and managing a mass casualty and/or a mass fatality incident from the local to regional to national perspectives. Topics include natural, accidental and intentional events, analyzing local resources, and how to request and receive additional resources. Student participation is utilized throughout to share information regarding various sized communities, their resources, and different types of incidents.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP4700 - Capstone Simulation
4.0 Quarter Credit Hours; Total Hours: 60.0
This course is aimed to help students to focus upon Homeland Security and design and identify research topics. It will enhance students' written and oral communication skills relating to Homeland Security studies. The course includes presentations and discussions by students, possible guest Lecrs and field trips, and a community response reaction project. The course culminates in the presentation of preliminary research findings for the Homeland Security capstone project. The students must take this course in the final two quarters prior to program completion.
Prerequisites: None
Lecture Hours: 20.0; Lab Hours: 40.0; Other Hours: 00.0

HUM4474 - Cultural Diversity and Assimilation
4.0 Quarter Credit Hours; Total Hours: 40.0
This course explores methodology of cultural assimilation while retaining ethnic values and identity.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HUN1001 - Basic Nutrition
2.0 Quarter Credit Hours; Total Hours: 20.0
This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition, and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health.
Prerequisites: None
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

INVP3100 - Theoretical Aspects of Conspiracy Investigations
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide students with a basic and philosophical understanding of the investigatory process regarding conspiracy crime(s). The students will explore the fundamental and advanced features of investigation, duties and responsibilities of relevant criminal justice entities, information-gathering skills, collection, preservation, and testing of evidence, use of technology, and types of evidence.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

INVP3300 - Methodology of Economic Crimes
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will explore current trends in economic crimes and the investigative techniques used to combat these offenses. Relationships between victims and offenders will be examined. Students will understand motives and common methods of operation associated with economic crimes.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

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

LIS2004 - Introduction to Internet Research
2.0 Quarter Credit Hours; Total Hours: 30.0
Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to the Internet.
Prerequisites: None
Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0
LTC3207 - Ethics and Decision Making in Long Term Care
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will provide students an overview of the issues related to ethical dilemmas and decision-making in long term care living facilities.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

LTC3208 - Long Term Care Marketing and Outreach
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will provide students an overview of the process of marketing their facility to families, professionals and the community. Since marketing and outreach is an active activity, students will be asked to become involved in the development of strategies and the implementation of a marketing plan.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

LTC3209 - Long Term Care Licensing Review
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will provide students the opportunity to prepare and practice to take the long term care licensing exam. Students will spend time learning how to take the multiple choice exam, completing sections during each class and discussing the correct answers in the classroom.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

LTC3210 - Long Term Care Externship
10.0 Quarter Credit Hours; Total Hours: 30.0
This course is an out of classroom externship. Externship is a method and process in which the student can acquire firsthand knowledge and experience in the field while under the supervision of a faculty member, as well as under the direction of a long-term

care administrator or assignee.
Prerequisites: LTC3201, LTC3202, LTC3203
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 30.0

LTCP3201 - Introduction to Long Term Care Administration
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will provide students a guide to administration of long term care living facilities through the process of quality improvement, value demonstration, and staff performance.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

LTCP3202 - Nursing Care of Older Adults in LTC
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will provide students an overview of basic nursing care for residents living in long term care living facilities. The course will provide students a basis for discussing nursing diagnosis, outcomes, and interventions through the use of Lec and case studies.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

LTCP3203 - Aging Issues, Part I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will provide students an overview of the issues related to aging and some of the unique problems associated with long term care facilities.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

LTCP3204 - Aging Issues, Part II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will provide students a further examination of the issues related to aging and dementia care for long term care living facility managers.
Prerequisites: LTC3203
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

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

LTCP3206 - Human Resources in Long Term Care
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is the study of human resource administration and practice as an integral aspect of effective assisted living management. The manager must possess basic knowledge as a human resource generalist in order to comply with the legal mandates and licensing requirements of the state in which they operate.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MACP3100 - Discrete Mathematics
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides an introduction to discrete mathematics and its relations to computer science. The importance of mathematics and its relevance to a variety of applications will be explored with an analysis of various algorithms and mathematical models. Arithmetic and cryptology algorithms, modular arithmetic foundations, and basic number theory will be covered.
Prerequisites: MAT1033
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

MAN1030 - Introduction to Business (Previously known as Introduction to Business Enterprise)
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN1733 - Management Today
4.0 Quarter Credit Hours; Total Hours: 40.0
Examines and reviews classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

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

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

MAN2300 - Introduction to Human Resources
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN2604 - Introduction to International Management
4.0 Quarter Credit Hours; Total Hours: 40.0
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN2727 - Strategic Planning for Business
4.0 Quarter Credit Hours; Total Hours: 40.0
Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned.
Prerequisites: MAN1030, FIN1103, APA2121
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN2946 - Business Internship (Previously known as Introduction to Business Externships)
4.0 Quarter Credit Hours; Total Hours: 120.0
As part of the preparation for a career in management, the sophomore student is permitted to serve an externship of 120.0 hours in management functions of financial, business, and industrial organizations or government agencies acceptable to the University. Arrangements for the externship training provide for assignment of duties, Hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and

the employer.
Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24.0 credits of their program and/or have approval of the Program Director
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 120.0

MAN3100 - Human Relations in Management
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations.
Prerequisites: MAN2021
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN3344 - Principles of Supervision
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of various aspects of the supervisor's job including work planning, organizing, leadership, decision making, and effective communication.
Prerequisites: MAN2021
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN3554 - Workplace Continuity and Contingency Planning
4.0 Quarter Credit Hours; Total Hours: 40.0
This course presents an introduction to workplace continuity and contingency planning. Topics include the need for planning, analyzing the worksite, employee safety and evacuation, risk and threat analysis, operational factors, back up of systems and data, government and corporate planning, prevention, incident response, relocation, and disaster recovery.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN4104 - Women Managers
4.0 Quarter Credit Hours; Total Hours: 40.0
Designed to acquaint both male and female students with the problems women must overcome to succeed in today's business world, and includes an in-depth study of the present and future roles of women in management. The focus is on the fundamental skills and insights necessary for success and recognizes that women must simultaneously deal with problems such as role conflict, dual careers, and lack of acceptance that make the acquisition and application of these skills difficult.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN4302 - Management of Human Resources
4.0 Quarter Credit Hours; Total Hours: 40.0
An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations.
Prerequisites: MAN2300 or MAN3100 (HSA2182 for Health Care Administration program).
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN4400 - Labor Relations and Collective Bargaining
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security.
Prerequisites: MAN2021 or HFT1211
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN4701 - Business Ethics
4.0 Quarter Credit Hours; Total Hours: 40.0
This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN4734 - Contemporary Management
4.0 Quarter Credit Hours; Total Hours: 40.0
This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making.
Prerequisites: MAN2021
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN4764 - Business Policy and Strategy
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is a study of long-term strategy and planning management as it relates to the decision making process. Strategic management is introduced as the set of decisions and actions that will result in the design and activation of strategies to achieve the objectives of an organization.
Prerequisites: MAN2021
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN4946 - Externship in Management II
4.0 Quarter Credit Hours; Total Hours: 120.0
As part of the preparation for a career in management, students are permitted to serve in externships of 120.0 hours in management functions of financial, business, and industrial organizations or government agencies. Arrangements for the externship training provide for assignment of duties, Hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer.
Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24.0 credits of their program and/or have approval of the Program Director
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 120.0

MAN5066 - Managerial Ethics
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is a comprehensive, integrated approach to business ethics which incorporates the principles of critical, ethical thinking and applies them to situations and models for business decision making. The course addresses ethics from the political, social, economical and legal perspectives. A decision-making strategy, RESOLVEDD, is employed to guide students through both the basic and complex elements of an ethical analysis. The course provides a conceptual, systematic and practical study of ethics in business with the goal of developing consistent criteria as applied to changing and emerging values.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN5140 - Managerial Decision Making
4.0 Quarter Credit Hours; Total Hours: 40.0
A comprehensive overview of decisions and the decision making process used by management in a number of situations. Financial management, personnel management, production, marketing and other aspects of a business environment will be utilized to develop sound decision making practices. The course also uses an integrated approach to study the application of the concepts of management to managerial decision making and the decision making process. Student acquires "hands-on" experience through the use of contemporary case studies.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN5245 - Organizational Behavior
4.0 Quarter Credit Hours; Total Hours: 40.0
This course covers the concepts relevant to the understanding of organizational behavior theory as applied to business. Concepts such as motivation, group dynamics, leadership, communication, goal setting and organizational culture related to business will be covered.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

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MAN5266 - Management of Professionals
4.0 Quarter Credit Hours; Total Hours: 40.0
Organizational behavior of professional employees is investigated through available theories and concepts. Concentration is placed on the manager's role, especially that of matching organizational demands with individual talents and expectations.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN5285 - Organizational Development and Change
4.0 Quarter Credit Hours; Total Hours: 40.0
Theory and research related to management efforts to design and implement continual developmental activities to alter climate and improve productivity and effectiveness in organizations.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN5355 - Managerial Assessment and Development
4.0 Quarter Credit Hours; Total Hours: 40.0
Foundations of measurement of managerial performance and development. Analysis of research in competence, style, ratings, and performance.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN5601 - International Business
4.0 Quarter Credit Hours; Total Hours: 40.0
An analysis of the managerial aspects of business administration from an international perspective, including organization, production, human resources, technology, finance, marketing, accounting, capital markets, and the latest trends and strategies in global operations.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN5910 - Business Research
4.0 Quarter Credit Hours; Total Hours: 40.0
An in-depth study of business research methods and practices vital to the business professional.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN6307 - Management of Human Resources
4.0 Quarter Credit Hours; Total Hours: 40.0
This course explores and analyzes the principles, strategies, and practices of human resources management, including the various functions such as recruitment, planning, supervision, promotion, management, and control of personnel in organizational settings.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN6721 - Business Policy and Strategy
4.0 Quarter Credit Hours; Total Hours: 40.0
Business Policy and Strategy is intended to be the capstone course in strategic management for the MBA program. The course is a thorough coverage of the seismic strategy-related changes in the business environment and explores the challenges in business strategies, business organizations, and business practices being altered by globalization, the Internet, and dot-com companies. This course must be taken within the final two quarters prior to program completion.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MANP2501 - Capstone Experience
4.0 Quarter Credit Hours; Total Hours: 50.0
This course, to be taken within the student's last 24.0 credits, utilizes a portfolio approach to help document their academic achievements and knowledge acquired from their other business and management courses. This capstone course is a culminating experience in which students, through the development of a professional development portfolio, demonstrate attainment of core business competencies, and connect theory and application in preparation for entry into their chosen career.
Prerequisites: None
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

MANP4501 - Applied Management Senior Capstone Experience
4.0 Quarter Credit Hours; Total Hours: 40.0
The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field.
Prerequisites: MAN2021
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR1011 - Introduction to Marketing
4.0 Quarter Credit Hours; Total Hours: 40.0
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR2141 - Introduction to International Marketing
4.0 Quarter Credit Hours; Total Hours: 40.0
Examines the basic principles of marketing in an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems.
Prerequisites: MAR1011
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR2305 - Customer Relations and Servicing
4.0 Quarter Credit Hours; Total Hours: 40.0
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR2320 - Advertising
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR2720 - Marketing on the Internet
4.0 Quarter Credit Hours; Total Hours: 50.0
A study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet.
Prerequisites: MAR1011
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

MAR3156 - Global Marketing
4.0 Quarter Credit Hours; Total Hours: 40.0
The study of essential issues and unique considerations confronting the marketing decision makers in a global environment. Comparative advantages, disadvantages, the interdependence of global marketing, and the importance of global research and market perceptions will be analyzed.
Prerequisites: MAR1011 or MAR2141
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

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MAR3231 - Retailing
4.0 Quarter Credit Hours; Total Hours: 40.0
This course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure of the market. Emphasis is placed on the many functions of a retail business, including employee relations and customer relations.
Prerequisites: MAN1030 or MAR1011
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR3310 - Public Relations
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is a study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved in public relations are examined and discussed.
Prerequisites: MAR1011
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR3400 - Salesmanship
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of the basic principles and techniques of selling. Effective presentations and communications in selling are emphasized. Selling is studied as a marketing process in retail and industrial markets.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR3503 - Consumer Behavior
4.0 Quarter Credit Hours; Total Hours: 40.0
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions.
Prerequisites: MAR1011 or MAR2320
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR4156 - International Marketing Analysis
4.0 Quarter Credit Hours; Total Hours: 40.0
Analysis of the structure of international markets. Study of the environmental factors affecting international market opportunities, threats and strategies. Application of the principles of marketing and marketing management on an international scale.
Prerequisites: MAR2141 or MAR1011
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR4200 - Marketing Channels and Distribution
4.0 Quarter Credit Hours; Total Hours: 40.0
An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers.
Prerequisites: MAR1011
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR4333 - Promotional Policies and Strategies
4.0 Quarter Credit Hours; Total Hours: 40.0
An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions.
Prerequisites: MAR1011 and MAR2320
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR4613 - Marketing Research
4.0 Quarter Credit Hours; Total Hours: 40.0
Research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis.
Prerequisites: MAR1011
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR4804 - Marketing Administration
4.0 Quarter Credit Hours; Total Hours: 40.0
Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions; and how this activity relates to overall organizational objective.
Prerequisites: MAR1011
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR5153 - International Marketing
4.0 Quarter Credit Hours; Total Hours: 40.0
This course discusses the environment of international marketing. Primary emphasis is on international marketing research; product, promotion, distribution and pricing strategies; and present issues in international marketing.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR5805 - Marketing Management
4.0 Quarter Credit Hours; Total Hours: 40.0
A comprehensive study of marketing strategies and tactics. Essential elements are analyzed and include strategic planning and marketing; identifying and understanding the target market; market research; consumer behavior; organizational buying; market mix and segmentation. Product planning and development; advertising and sales promotion; distribution and pricing strategies are evaluated. The marketing of services and global marketing issues are also explored.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAT0024 - Basic Math Studies
4.0 Quarter Credit Hours; Total Hours: 40.0
Comprehensive review of the mathematical skills and concepts required to prepare for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. In determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAT1033 - College Algebra
4.0 Quarter Credit Hours; Total Hours: 40.0
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MCB1000L - Microbiology Laboratory
2.0 Quarter Credit Hours; Total Hours: 40.0
This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lab experience. This includes the study of viruses, bacterial pathogens and fungi.
Prerequisites: None. Co-requisite: MCB2000 for Nursing Students only
Lecture Hours: 00.0; Lab Hours: 40.0; Other Hours: 00.0

MCB2000 - Microbiology and Infection Control
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

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MEA1006C - Therapeutic Communication
2.0 Quarter Credit Hours; Total Hours: 20.0
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment.
Prerequisites: None
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

MEA1105 - Domestic Violence
2.0 Quarter Credit Hours; Total Hours: 20.0
This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community.
Prerequisites: None
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

MEA1207 - Basic Clinical Procedures
4.0 Quarter Credit Hours; Total Hours: 40.0
This course, which is designed to be taken concurrently with MEA 1207L, focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and hepatitis, infection control, and an introduction to assisting with surgeries. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures.
Prerequisites: HSA1529. Co-requisite: MEA1207L
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEA1207L - Basic Clinical Procedures Lab
2.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed for students to practice and acquire the skills learned in MEA 1207, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered.
Prerequisites: HSA1529. Co-requisite: MEA1207
Lecture Hours: 00.0; Lab Hours: 40.0; Other Hours: 00.0

MEA1226C - Exams and Specialty Procedures
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures.
Prerequisites: MEA1207, MEA1207L. Co-requisite: MEA1226L
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEA1226L - Exams and Specialty Procedures Lab
2.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed for the student to practice and acquire the skills learned in MEA 1226C, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered.
Prerequisites: MEA1207, MEA1207L. Co-requisite: MEA1226C
Lecture Hours: 00.0; Lab Hours: 40.0; Other Hours: 00.0

MEA1235 - Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, digestive and urinary systems and nutrition and metabolism.
Prerequisites: HSA1529
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEA1243L - Pharmacology Lab
2.0 Quarter Credit Hours; Total Hours: 40.0
In this course, which is designed to be taken concurrently with MEA 2244, various aspects of clinical pharmacology are discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced.
Prerequisites: BSC1085, BSC1086, HSA1529. Co-requisite: MEA2244
Lecture Hours: 00.0; Lab Hours: 40.0; Other Hours: 00.0

MEA1304C - Medical Office Procedures
4.0 Quarter Credit Hours; Total Hours: 50.0
This course introduces students to the administrative functions of the medical office or clinic. Emphasizes written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered.
Prerequisites: HSC1531, OST1114L
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

MEA2244 - Pharmacology
4.0 Quarter Credit Hours; Total Hours: 40.0
Various aspects of clinical pharmacology are discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method.
Prerequisites: BSC1085, BSC1086, HSA1529.
Co-requisite: MEA1243L (No Co-requisite for Pharmacy Technology students)
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEA2245L - Phlebotomy
2.0 Quarter Credit Hours; Total Hours: 30.0
This course is a review. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures.
Prerequisites: MEA2260, MLS2260L
Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0

MEAP2246 - Pharmacology for MIBC
4.0 Quarter Credit Hours; Total Hours: 40.0
Various aspects of clinical pharmacology are discussed including a study of associated medical terminology, anatomy and physiology and diseases based on a systems method. Various medications currently prescribed for treatment of these will be introduced as they relate to the associated systems and absorption, excretion and distribution of these drugs will be introduced as well.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEA2257L - Introduction to X-Ray
4.0 Quarter Credit Hours; Total Hours: 40.0
This course assists the student in preparing to apply to take state licensure examinations at the "basic x-ray machine operator" level. Topics will include the basic concepts of radiation, radiation protection, radiological procedures and patient positioning.
Prerequisites: BSC1085, BSC1086
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEA2260 - Diagnostic Procedures
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will present theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered.
Prerequisites: BSC1085, BSC1086, HSA1529, MEA1207, MEA1207L
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEA2285L - EKG Interpretation
2.0 Quarter Credit Hours; Total Hours: 40.0
This course enables the student to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing

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the skill learned, the student will be able to identify and respond appropriately to life-threatening cardiac arrhythmias and EKG changes.
Prerequisites: None
Lecture Hours: 00.0; Lab Hours: 40.0; Other Hours: 00.0

MEA2337 - Patient and Insurance Collection Strategies
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will be broken into two segments. First, advanced strategies for dealing with insurance carriers including EOB interpretation, follow-up practices and the appeal process. Second, convincing delinquent patients to remit payments is an art form. Developing an effective collection plan that will include reviewing your entire billing, insurance, managed care and collection process is essential to developing a successful plan.
Prerequisites: HIM2272
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEA2340 - Coding Cases I (Physician Professional Services)
2.0 Quarter Credit Hours; Total Hours: 40.0
This class is a hands-on coding practicum that will allow the student to perform practical application to the coding skills learned in the "Introduction to Coding" class. A review of the basic coding guidelines will be given, however, this class will focus on coding from case studies and operative reports using the ICD-9-CM Volume I and II, CPT-4 and HCPCS code books.
Prerequisites: MEA2355
Lecture Hours: 00.0; Lab Hours: 40.0; Other Hours: 00.0

MEA2344 - Workers' Compensation and Specialties
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will cover the workers' compensation system and its related terminology. A compensable injury under workers' compensation will be defined, as well as, how to report an injury. The various forms used by workers' compensation will be discussed. The OMFS (Official Medical Fee Schedule) will be covered.
Prerequisites: HIM2272
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEA2349L - Coding Cases II (Hospital Billing)
2.0 Quarter Credit Hours; Total Hours: 40.0
Hands on coding from hospital inpatient documentation. The student will be exposed to the coding software tools used by hospital coders. The UB-92 claim form will be utilized for these case study scenarios.
Prerequisites: MEA2355 and HIM2260C
Lecture Hours: 00.0; Lab Hours: 40.0; Other Hours: 00.0

MEA2355 - Introduction to Coding and Documentation
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will cover the basic guidelines and coding conventions in ICD-9-CM, CPT-4 and HCPCS. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers.
Prerequisites: HSA1529, MEA1232
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEA2388 - Government Payers
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will cover the billing guidelines from the various government payers that will include: Medicare; Medicaid; and Tricare. Medicaid is a state and federal program and may have different guidelines from state to state. This class will look at the Medi-Cal program model.
Prerequisites: HIM2272
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEA2561 - Professional Procedures
2.0 Quarter Credit Hours; Total Hours: 20.0
Designed to assist students as they transition from the classroom

into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as the methods of obtaining professional credentials.
Prerequisites: All medical classes
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

MEA2804 - Medical Externship
5.0 Quarter Credit Hours; Total Hours: 160
This course is 160 Hours of unpaid, supervised, practical, in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the Medical Assistant.
Prerequisites: All classes in the Medical Core must be completed prior to enrollment.
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 00.0

MEAP1301 - Introduction to ICD-9 Coding
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will cover the basic guidelines and coding conventions in ICD-9-CM. This course will focus on the professional (outpatient) guidelines. The proper diagnostic assignment based on documentation will be discussed, as well as, the proper use of multiple codes, 3 digit, 4 digit and 5 digit specificity.
Prerequisites: HSC1531, BSC2080. May be taken with co-requisite of HSA1529
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEAP1305 - Introduction to CPT Coding
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will cover the basic guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of procedure codes and associated modifiers.
Prerequisites: HSC1531, HSA1529, BSC2080
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEAP2345 - Third Party Payers
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will cover the third party payers (Managed Care, Medicare, Medicaid, Tricare and Worker's Compensation) and its related terminology. This course will give the billing and coding students, an in depth look at how third party payer's bill. It will cover the following information, rule and regulation, submission of the correct claim form, the criteria needed for each payer, the federal laws for each payer, identification of benefits or non-benefits for each third party payer, how to calculate payment, and scenario.
Prerequisites: HIM2272
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEAP2346 - Advanced CPT Coding
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will cover advanced guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers.
Prerequisites: MEAP1305
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEAP2348 - Abstract Case Coding
2.0 Quarter Credit Hours; Total Hours: 20.0
This course will cover the abstracting guidelines and coding conventions in ICD-9-CM, CPT and HCPCS coding. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of cross coding diagnoses with procedures.
Prerequisites: MEAP2346
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

Course Descriptions

MEAP2808 - Externship for MIBC
4.0 Quarter Credit Hours; Total Hours: 120.0
This course is 120 Hours of unpaid, supervised, practical, and in-service in a medical coding position at a medical clinic, medical office or billing service setting in which the student practices direct application of all administrative and coding functions of the medical biller and coder.
Prerequisites: All classes in the MIBC CORE must be completed prior to enrollment
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 120.0

MLS2260L - Diagnostic Procedures Lab
2.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures Lec, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered.
Prerequisites: BSC1085, BSC1086, HSA1529, MEA1207, MEA1207L. Co-requisite: MEA2260
Lecture Hours: 00.0; Lab Hours: 40.0; Other Hours: 00.0

MMC4602 - Mass Media
4.0 Quarter Credit Hours; Total Hours: 40.0
Covers the principles, theories, and ideas of mass media as well as the technology and creative methods used in mass media: past, present, and future. The role of mass media in business, politics, religion, entertainment, and advertising will be discussed.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MTB1103 - Business Math
4.0 Quarter Credit Hours; Total Hours: 40.0
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

NSGP1020C - Fundamentals of Nursing I
3.0 Quarter Credit Hours; Total Hours: 50.0
In this course, the student is introduced to the art and science of nursing; the philosophy and the conceptual framework of the Everest nursing program, as well as the core components of Associate Degree Nursing with a focus on professionalism, assessment and communication. The nursing process is introduced as a tool to assist students to utilize critical thinking the formulating nursing decisions. In the Nursing Skills Lab, students will learn to how to conduct a basic health interview and physical examination with clients in preparation for clinical experiences in Fundamentals of Nursing II. Characteristics of the individual, which include human development, common health problems, human needs and cultural diversity and considerations, are introduced. Students will practice basic nursing adult client care in simulated scenarios in the Nursing Skills Lab. This course provides the basic platform of knowledge, skills and caring upon which subsequent nursing courses are built.
Prerequisites: Admission to the Nursing program and completion of BSC1085, BSC2085L, SLSP1110, ENC1101.
Co-requisites: BSC1086, BSC2086L, MAT1033.
Lecture Hours: 20.0; Lab Hours: 30.0; Other Hours: 00.0

NSGP1022C - Fundamentals of Nursing II
3.0 Quarter Credit Hours; Total Hours: 70.0
This course is a continuation of the theory, nursing skills and concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Theory and procedures related to basic human needs are taught, demonstrated and practiced in class, nursing skills laboratory, and in area health care facilities.
Prerequisites: NSGP1020C, ENC1101, BSC1085, BSC2085L, BSC1086, BSC2086L, SLSP1110, MAT1033. Co-requisites: MCB2000, MCB1000L, HUN1001, PSY2012
Lecture Hours: 10.0; Lab Hours: 50.0; Other Hours: 10.0

NUR1140 - Nursing Pharmacology
3.0 Quarter Credit Hours; Total Hours: 30.0
This course is designed to provide nursing students with a knowledge of biological factors influencing drug actions, predictable effects of drugs on the physiological problem, modifiers of the predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and do commonly occur, and application of the nursing process in drug therapy.
Prerequisites: NSGP1022C, MCB2000, MCB1000L, HUN1001, PSY2012.
Co-requisites: NUR1210, NUR1210L, MEA1006
Lecture Hours: 30.0; Lab Hours: 00.0; Other Hours: 00.0

NUR1210 - Care of the Adult Client I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course addresses the standards of practice for adults requiring less complex nursing care and focuses on the use of the nursing process in assisting clients to adapt to their ever-changing health needs.
Prerequisites: NSGP1022C, NUR1140, MCB2000, MCB1000L, HUN1001.
Co-requisites: NUR1210L, MEA1006, PSY2012.
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

NUR1210L - Care of the Adult Client I Clinical
4.0 Quarter Credit Hours; Total Hours: 120.0
The clinical portion of the course integrates the theory in a variety of settings with consultation and availability of multiple health care resources.
Prerequisites: NSGP1022C, MCB2000, MCB1000L, HUN1001, PSY2012.
Co-requisites: NUR1140, NUR1210, MEA1006
Lecture Hours: 00.0; Lab Hours: 120.0; Other Hours: 00.0

NUR1440 - Maternal and Child Nursing
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development, and the family are integrated.
Prerequisites: NUR1210, NUR1210L, MEA1006, PSY2012.

Co-requisites: NUR 1440L, SYG 2000, DEP 2000.
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

NUR1440L - Maternal and Child Nursing Clinical
4.0 Quarter Credit Hours; Total Hours: 120.0
The clinical portion of the course integrates the theory in providing care with obstetric and pediatric clients in acute care agencies, community health agencies, schools, and in simulated experiences in the nursing computer and skills lab.
Prerequisites: NUR1210, NUR1210L, MEA1006, PSY2012.
Co-requisites: NUR1440, SYG2000, DEP2000.
Lecture Hours: 00.0; Lab Hours: 120.0; Other Hours: 00.0

NUR2212 - Care of the Adult Client II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course builds on the course content of NUR 1210 and focuses on the nursing care of adults with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care.
Prerequisites: NUR2513, NUR2513L, NUR2611, NUR2611L, SYG2000, DEP 2000. Co-requisites: NUR2212L, CGS2167C

Course Descriptions

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

NUR2212L - Care of the Adult Client II Clinical
4.0 Quarter Credit Hours; Total Hours: 120.0
The clinical portion of the course integrates the theory in caring for the adult client in multiple clinical sites.
Prerequisites: NUR2513, NUR2611, NUR2513L, NUR2611L, SYG2000, DEP 2000. Co-requisite: NUR2212, CGS2167C
Lecture Hours: 00.0; Lab Hours: 120.0; Other Hours: 00.0

NUR2244 - Advanced Nursing Care
4.0 Quarter Credit Hours; Total Hours: 40.0
This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with and clinical practice.
Prerequisites: NUR2212, NUR2212L, CGS2167C.
Co-requisites: NUR2244L, NUR2881, NUR2881L, NUR2960
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

NUR2244L - Advanced Nursing Care Clinical
4.0 Quarter Credit Hours; Total Hours: 120.0
The clinical portion of the course integrates the theory in by focusing on providing complex care of clients in multiple clinical sites.
Prerequisites: NUR2212, NUR2212L, CGS2167C.
Co-requisites: NUR2244, NUR2881, NUR2881L, NUR2960
Lecture Hours: 00.0; Lab Hours: 120.0; Other Hours: 00.0

NUR2513 - Mental Health Nursing
3.0 Quarter Credit Hours; Total Hours: 30.0
This course is a study of the dynamic relationship between adjustment mechanisms, stress, and their effect on the personality with a focus on the role of the nursing in mental health and illness throughout the life span.
Prerequisites: NUR1440, NUR1440L, SYG2000 , DEP2000.
Co-requisites: NUR2513L, NUR2611, NUR2611L, ENC 1102
Lecture Hours: 30.0; Lab Hours: 00.0; Other Hours: 00.0

NUR2513L - Mental Health Nursing Clinical
3.0 Quarter Credit Hours; Total Hours: 90.0
The clinical portion of the course integrates the theory in various community mental health agencies. The focus is on the role of the nurse in mental health and illness through the lifespan utilizing the nursing process.
Prerequisites: NUR1440, NUR1440L, SYG2000, DEP2000.
Co-requisites: NUR2513, NUR2611, NUR2611L, ENC1102
Lecture Hours: 00.0; Lab Hours: 90.0; Other Hours: 00.0

NUR2611 - Contemporary Nursing in Community Settings
3.0 Quarter Credit Hours; Total Hours: 30.0
This course focuses on the nursing role in the community. Emphasis is on concepts and theories related to Community Health Nursing. Special consideration is given to the community as a client with emphasis on health promotion and disease prevention.
Prerequisites: NUR1440, NUR1440L SYG2000, DEP2000.
Co-requisites: NUR 2513, NUR2513L, NUR2611L, ENC1102
Lecture Hours: 30.0; Lab Hours: 00.0; Other Hours: 00.0

NUR2611L - Contemporary Nursing in Community Clinical
3.0 Quarter Credit Hours; Total Hours: 90.0
This clinical portion of the course integrates the theory in various community settings. The focus is on nursing care for clients in alternative settings within the community and throughout the lifespan.
Prerequisites: NUR1440, NUR1440L, SYG2000, DEP2000.
Co-requisites: SYG2000, NUR2513, NUR2513L, NUR2611, ENC1102
Lecture Hours: 00.0; Lab Hours: 90.0; Other Hours: 00.0

NUR2881 - Nursing Leadership and Management
3.0 Quarter Credit Hours; Total Hours: 30.0

This course is designed to develop beginning leadership skills for the associate degree nursing students that are necessary to manage clients and health care workers.
Prerequisites: NUR2212, NUR2212L, CGS2167C.
Co-requisites: NUR2244, NUR2244L, NUR2881L, NUR2960
Lecture Hours: 30.0; Lab Hours: 00.0; Other Hours: 00.0

NUR2881L - Nursing Leadership and Management Clinical
3.0 Quarter Credit Hours; Total Hours: 90.0
The clinical portion of the course integrates the theoretical aspects of nursing leadership and management in a variety of settings.
Prerequisites: NUR2212, NUR2212L, CGS2167C.
Co-requisites: NUR2244, NUR2244L, NUR2881, NUR2960
Lecture Hours: 00.0; Lab Hours: 90.0; Other Hours: 00.0

NUR2960 - NCLEX Review
2.0 Quarter Credit Hours; Total Hours: 20.0
This course provides a systematic review of nursing material that will prepare the student for the NCLEX-RN.
Prerequisites: NUR2212, NUR2212L, CGS2167C.
Co-requisites: NUR2244, NUR2244L, NUR2881, NUR2881L
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

OST1141L - Keyboarding
2.0 Quarter Credit Hours; Total Hours: 40.0
Designed to familiarize the student with basic keyboarding and develop minimum typing skills.
Prerequisites: None
Lecture Hours: 00.0; Lab Hours: 40.0; Other Hours: 00.0

OST2335 - Business Communications
4.0 Quarter Credit Hours; Total Hours: 40.0
Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world.
Prerequisites: ENC1102
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PGY2890C - Digital Image Manipulation
4.0 Quarter Credit Hours; Total Hours: 50.0
An introduction to the image and color editing capabilities through applications on the Macintosh computer. Emphasis is placed on scanning photographs, artwork and text with discussion on basic photographic systems and techniques.
Prerequisites: CGS1031C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PHI3601 - Ethics
4.0 Quarter Credit Hours; Total Hours: 40.0
Critical and constructive study is given to ethical thought and ideals, with emphasis upon the central assumptions of personal and social morality.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PHIP2100 - Critical Thinking
4.0 Quarter Credit Hours; Total Hours: 40.0
This course addresses theoretical and practical approaches to understanding human communications and the solving of problems with emphasis on the enhancement of reasoning and argumentation skills. Students will be introduced to the concepts of truth; verification and knowledge; inductive/deductive reasoning; and common errors in informal reasoning.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PHIP3131 - Logic
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of effective thinking based on adequate evidence and following approved procedures. Emphasis is placed on

the detection of common fallacies and the method of analyzing arguments to determine their validity.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA1003 - Introduction to Paralegal
4.0 Quarter Credit Hours; Total Hours: 40.0
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA1105 - Legal Research and Writing I
4.0 Quarter Credit Hours; Total Hours: 50.0
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use primary, secondary, and CALR legal research sources to solve legal problems.
Prerequisites: PLA1003
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PLA1700 - Legal Ethics and Social Responsibility
4.0 Quarter Credit Hours; Total Hours: 40.0
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism.
Prerequisites: PLA1003
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2106 - Legal Research and Writing II
4.0 Quarter Credit Hours; Total Hours: 50.0
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources.
Prerequisites: PLA1105
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PLA2201 - Civil Litigation I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides the student with an introduction and overview to the civil litigation process, starting from the initial client interview, setting up a client file, overview of the laws governing civil procedure, drafting of pleadings, review of evidence, interviewing and investigation through the initial discovery process.
Prerequisites: PLA1003
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2203 - Civil Procedure
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues.

Prerequisites: PLA1003
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2224 - Civil Litigation II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course follows PLA2201, providing the student with a more in-depth exploration of the discovery process, including depositions, requests for admissions, request for medical examination, review and selection of expert witnesses, and discovery motions, such as motion to compel. Thus leading into pre-trial preparation, including pre-trial conference, pre-trial motion, jury investigation, trial notebook and exhibit preparation, ending with alternatives to trial, such as settlement, and alternative dispute resolution, and appeal procedures.
Prerequisites: PLA2201
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2273 - Torts
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2363 - Criminal Procedure and the Constitution
4.0 Quarter Credit Hours; Total Hours: 40.0
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2423 - Contract Law
4.0 Quarter Credit Hours; Total Hours: 40.0
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered.
Prerequisites: PLA1003
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2433 - Business Organizations
4.0 Quarter Credit Hours; Total Hours: 40.0
This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2460 - Bankruptcy
4.0 Quarter Credit Hours; Total Hours: 40.0
Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course

also teaches garnishments and other judicial attachments of property.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2483 - Introduction to Administrative Law
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2600 - Wills, Trusts, and Probate
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2610 - Real Estate Law
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2631 - Environmental Law
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2763 - Law Office Management
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology.
Prerequisites: PLA1003
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2800 - Family Law
4.0 Quarter Credit Hours; Total Hours: 40.0
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics.
Prerequisites: None

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

PLA2930 - Contemporary Issues and Law
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment.
Prerequisites: PLA1003
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA3115 - Legal Research and Writing III
4.0 Quarter Credit Hours; Total Hours: 50.0
A study of legal writing techniques and formats is presented in this course. Students practice drafting complex legal memoranda and briefs. Emphasis is placed on developing the student's ability to research federal and state law both manually and using online legal resources.
Prerequisites: PLA2106
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PLA3570 - International Law
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the following: International agreements; status of states and individuals; recognition; jurisdiction; international claims; expropriation; human rights' sovereign immunity; war and peace; law of the sea; presidential congressional power.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA4116 - Legal Research and Writing IV
4.0 Quarter Credit Hours; Total Hours: 50.0
This course provides a comprehensive review of the entire legal researching process. The further development of legal researching and writing skills is fostered with special emphasis on preparing appellate briefs for either the state or federal court system.
Prerequisites: PLA3115
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PLA4263 - Rules of Evidence
4.0 Quarter Credit Hours; Total Hours: 40.0
Introduces students to the rules of evidence as they pertain to both civil and criminal proceedings. Students are introduced to procedures for gathering evidence within the realm of legally admissible evidence rules.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA4274 - Advanced Tort Law
4.0 Quarter Credit Hours; Total Hours: 40.0
A continuation of PLA2273. This is an advanced course in the complexities of tort law in the area of product liability, professional malpractice law, negligence, invasion of privacy, and business torts.
Prerequisites: PLA2273
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA4470 - Employment Law
4.0 Quarter Credit Hours; Total Hours: 40.0
State and federal regulation of employment relationships with primary focus upon harassment laws; workers disability, unemployment compensation, wrongful discharge and discrimination.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA4473 - Worker's Compensation and Employment Benefit Law
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will identify the concepts of workman's compensation and benefit law for the paralegal. The student will compare and contrast concepts including master-servant, principal-agent, and independent contractor relationships. Statutory and regulatory matters will be discussed including Workman's Compensation, Occupational Safety and Health Act, functions of the Occupational

Course Descriptions

Safety and Health Review commission and ERISA. Students will develop and understanding of work related injuries and legal consequences.
Prerequisites: None

Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0
PLA4523 - Law and Medicine
4.0 Quarter Credit Hours; Total Hours: 40.0
This course addresses the ethical and legal issues in medical law for the paralegal professional. Students will address the issues of malpractice and "standard of care." Students will also develop understanding of legal standards of medical issues such as records, including patient charts, the use of records in courts and the rules regarding mandated reporting of maltreatment.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLAP3210 - Elder Law
4.0 Quarter Credit Hours; Total Hours: 40.0
Students will be introduced to topics in the law affecting older persons. Such topics as financial and estate planning, health care, personal planning, and protection, and consumer protection are covered.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLAP4400 - Paralegal Senior Capstone Experience
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to equip students for transition from matriculation to legal employment. Focus is placed on the completion and assembly of court and client documents that will be the basis of a portfolio representing the principle components of a Paralegal's scope of work. Documents are prepared in the various areas of law practice including federal and state civil litigation, discovery, appellate, family law, criminal law, contracts, probate, and business associations.
Prerequisites: Student must be in final two quarters of the program.
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLAP4450 - Paralegal Externship
4.0 Quarter Credit Hours; Total Hours: 120.0
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a law office or other suitable location in which Paralegals are typically employed.
Prerequisites: None
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 120.0

PLAP4483 - Administrative Law
4.0 Quarter Credit Hours; Total Hours: 40.0
Workers' Compensation and Social Security are examined in this course. The law regarding governmental agencies and their enforcement authority, with emphasis in the special problems of state administrative law, is discussed.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

POS2041 - American National Government
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSMP2535 - Introduction to Proprietary Education
4.0 Quarter Credit Hours; Total Hours: 40.0
This course introduces the student to the area of proprietary education, and lays the foundation for a greater understanding of how each of the areas within this type of education work together for the success of the student. In this class, the student will learn about the history of proprietary education, differences between this type of education and traditional post secondary schools, and the impact of the internet on education in general.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSMP3105 - Higher Education Regulatory Environment
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on the higher education regulatory environment and issues relating to it. Regulatory issues will be covered, and these include programmatic accreditation, readiness/compliance factors, self-studies, accreditation visits, and other factors as well.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSMP3200 - Student Services and Retention in Proprietary Education
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on the Student Services and retention issues within a proprietary education environment. Course content is focused on retention strategies for students, student services such as advising and handling complaints, value added services, and prevention of student problems with focus on student success.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSMP3300 - Admissions and Public Relations for Proprietary Education
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on the Admissions department and its role within a college. Attention is paid toward the importance of the relationship of the college to the community, as well as effective interaction with the local and national media. Salesmanship is also reviewed as well as admissions management issues as they relate to ethical standards within the discipline.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSMP3400 - Career Services in Proprietary Education
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on building relationships with the business community and successful student placement within these businesses. Additional attention is given to teaching mentoring skills to assist students in this process, job search techniques - both traditional and internet based, participation in job fairs in the local community, and other types of student support activities.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSMP3510 - Proprietary Education Financial Management
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on financial operations and management within a proprietary school. This includes basic administration issues, campus budgetary concerns, student financing, AR management and program cost and pricing (tuition). Additional attention is paid toward financial assistance programs including private funding sources available to proprietary schools and students. Any fees and costs above and beyond tuition are also reviewed to include their impact on students in the short and long-term.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSMP3600 - Academic Affairs and Faculty Development
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on core areas of academic affairs and faculty development in the college environment. Areas of concentration include faculty hiring and development, understanding the role of the Registrar's office, and student retention management. Additional attention is given to curriculum development and administration, regulatory compliance, and effective reporting. This

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course concludes with a review and application of academic oversight and the impact of Program Advisory Committees on academic quality.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSMP4100 - Finance and Investments in Proprietary Education
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on finance and investment issues within the proprietary school environment. The role and history of for-profit education is reviewed as well as the historic view of investment within the proprietary education community. In addition, the financial needs and goals of a proprietary school are explored, as well as management issues relating to maintaining positive relations with both community members, and regulatory bodies.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSMP4200 - Proprietary Education Management and Leadership
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on successful management issues as they relate to a proprietary school environment. Students will study the various aspects of the supervisor's job in the proprietary education environment, including work-planning, organizing, leadership, goal setting, decision-making, and effective communication. Supervising the functional departments in a proprietary school, including academic affairs, admissions, career services, and finance is also covered.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSMP4325 - Project - Admissions and Public Relations
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on the Admissions and Public Relations functions in a Proprietary School environment. In this project course, students utilize real world scenarios to develop a comprehensive approach to solving operational challenges in this functional area. Through critical analysis, students learn to apply effective techniques and best practices for the successful administration and management of these activities.
Prerequisites: PSMP3300
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSMP4425 - Project - Academic Affairs and Placement
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on the effective management of Academic Affairs and Placement in a proprietary school environment. In this project course, students utilize real world scenarios to develop a comprehensive approach to solving operational challenges commonly related to these departments. In addition, students learn to apply various techniques and best practices for the successful administration and management of these activities.
Prerequisites: PSMP3400, PSMP3600
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSMP4470 - Business Policy and Strategy in Proprietary Education
4.0 Quarter Credit Hours; Total Hours: 40.0
This course focuses on the policy and strategy of maintaining an effective proprietary school campus in today's business environment. Issues covered include defining and delivering quality, value and satisfaction to the student, faculty, and administration, creating mission statements, promoting and fostering an ethical business environment, developing both short and long term strategic business plans, and understanding the political context and dimensions of decision-making within a school/campus.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSMP4525 - Project - Finance, Strategy, and Organizational Leadership
4.0 Quarter Credit Hours; Total Hours: 40.0

This course focuses on finance, strategy, and organizational leadership in a proprietary school environment. Focus is given to learning components and best practices that are critical to the successful management of each of these activities, including the integration of related legal and regulatory considerations. Final project integrates what's been learned in these areas so that students can apply this knowledge to the solution of a real world problem in the proprietary school environment.
Prerequisites: PSM4100, PSMP4470
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSY2012 - General Psychology
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PTN1702 - Administration of Medication and the History of Pharmacy
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in the course is an overview and historical development of pharmacy and health care, organizational structure and function of the hospital, an introduction to home health care and long-term care, an overview of regulatory standards in pharmacy practice, and law and ethics as it relates to the profession of pharmacy.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PTN1703 - Pharmaceutical Calculations
4.0 Quarter Credit Hours; Total Hours: 50.0
In this course, students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications.
Prerequisites: PTN1704
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PTN1704 - Professional Aspects of Pharmacy Technology
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include pharmaceutical terminology and medical abbreviations, pharmaceutical dosage forms, and a review of basic mathematics and introduction to pharmaceutical calculations.
Prerequisites: PTN1702
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PTN1740 - Externship
5.0.0 Quarter Credit Hours; Total Hours: 160
This 160-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experience and training in the pharmacy setting and practice of skills and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites.
Prerequisites: Completion of didactic program
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 160

PTN1780C - Administrative and Practical Aspects of Pharmacy Technology
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in

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this course is use of policy and procedures manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medications errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services.
Prerequisites: PTN1702
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PTNP1200 - Home Infusion Pharmacy
2.0 Quarter Credit Hours; Total Hours: 20.0
This course will include a study of intravenous delivery of therapy in the home setting, as well as other therapies to include arterial, intraosseous, epidural, and intrathecal. It will focus on patients and their clinical needs, physician treatment plans, and the input of a variety of healthcare providers. The foundation of infusion therapy will be discussed, including anatomy, physiology, and infection control. Treatment modalities will include parenteral fluids, pharmacologic agents, nutritional solutions, and antineoplastic agents. Legal and ethical aspects of infusion practice will also be reviewed.
Prerequisites: PTNP2020, PTNP2030
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

PTNP1300 - Communication Skills in Pharmacy
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide the student with the foundation to define interpersonal communication and its various components. Students will better understand the complex process involved in effective communication. This course will provide a strong focus on the practical application of communication skills in pharmacy practice.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PTNP2020 - Pharmacology I
4.0 Quarter Credit Hours; Total Hours: 40.0
This course will include a study of the introduction to pharmacology, biological factors affecting the action of drugs, the various medications prescribed for treatment of illness and diseases; including uses, side effects, and precautions. The course is designed to include math review and dosage calculations, geriatric pharmacology, drug effects on the nervous system, skeletal muscle relaxants, local anesthetics, antipsychotics, antiepileptics, antiparkinson agents, narcotic analgesics and anti-inflammatory drugs.
Prerequisites: BSC1086, HSA1529, BSC1085, PTN1703
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PTNP2030 - Pharmacology II
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide the student with an overall understanding and orientation of the variety of drugs and their effects on different systems, indications, adverse effects, and contraindications. This will include a study of antianginal drugs, pharmacology of vascular and renal systems, diuretics, antihypertensive drugs, anticoagulants, vitamins, minerals, hypolipidemic drugs, bile acid sequestrants, drugs that affect the respiratory system, therapy of gastrointestinal disorders, introduction to the endocrine system, antimicroorganism agents, and immunopharmacology.
Prerequisites: BSC1086, HSA1529, BSC1085, PTN1703, PTNP2020
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PTNP2200 - Pharmacy Technology Lab
2.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide students with practical hands-on experiences in the pharmacy lab. Designed for students to practice and acquire various skills learned in the pharmacy technician program, under the direct supervision of the pharmacy instructor.

Students will be checked off of skills as they are mastered, including but not limited to receiving, interpreting and filling of prescriptions/medication orders for the inpatient and outpatient practice setting, I.V. Admixture of large volume and I.V. Piggyback, and syringe doses, using the laminar flow hood, inventory control systems, and patient information/profile systems. Skill competencies assigned by the instructor must be completed to pass the course.
Prerequisites: BSC1085, BSC1086, HSA1529, PTN1780C, PTN1703
Lecture Hours: 00.0; Lab Hours: 40.0; Other Hours: 00.0

QMB5305 - Statistics for Managers
4.0 Quarter Credit Hours; Total Hours: 40.0
A comprehensive introduction to statistical business methods in decision making.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

QMB5355 - Quantitative Methods
4.0 Quarter Credit Hours; Total Hours: 40.0
Statistical theory and problems relating to business and industry in supporting administrative decision making.
Prerequisites: QMB5305 or equivalent
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

QMBP3314 - Quantitative Methods
4.0 Quarter Credit Hours; Total Hours: 40.0
Quantitative techniques and analysis are examined. Topics include matrix algebra, systems of equations, linear programming, inventory models, waiting and queuing lines and simulation.
Prerequisites: STA2014 or MAT1033 or approval of Academic Advisor or Academic Dean
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

RESP3912 - Research Methods
4.0 Quarter Credit Hours; Total Hours: 50.0
An in-depth study of research methods designed to aid students in performing applied research in their major field of study in preparation for a research practicum. Research methodology and application as well as utilization of library systems and media are discussed in detail.
Prerequisites: STA2014 – may be taken concurrently with this course
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

RTEP1101 - Introduction to Radiologic Technology
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide students with an overall understanding and orientation to the field of radiologic technology. The discovery and uses of medical radiation; careers in radiology, function of health care units utilizing radiologic technology, medical ethics for radiologic technologists, sources of radiation, review of simple mathematics required for developing radiographic techniques, principles of protection and career development will all be presented and explored.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

RTEP1102 - Radiologic Physics and Equipment
4.0 Quarter Credit Hours; Total Hours: 50.0
Understanding radiologic science and physics as it applies to the study of radiography, fluoroscopy and radiotherapy. The principles and function of X-ray circuits, interaction of ionizing radiation and radiation protection are presented. Equipment utilized in the field of radiology is identified by modality and examined.
Prerequisites: RTEP1101, RTEP1106
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

RTEP1103 - Radiographic Anatomy and Positioning
4.0 Quarter Credit Hours; Total Hours: 50.0
Students learn the anatomy and positioning as it relates to radiography: extremities, thorax, vertebral column, pelvic and

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shoulder girdles, thoracic viscera, abdomen, gastrointestinal, biliary and genitourinary tracts. Hands-on positioning labs are included in this course.
Prerequisites: RTEP1101, RTEP1106
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

RTEP1104 - Radiation Protection and Safety
4.0 Quarter Credit Hours; Total Hours: 40.0
Examination of the radiosensitivity of tissues and organs, the cell theory of human biology, parts and functions of the human cell, mitosis, meiosis and molecular composition of the human body. Laboratory experiments are included in this course.
Prerequisites: RTEP1101, RTEP1103
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

RTEP1105 - Patient Care and Management Fundamentals
4.0 Quarter Credit Hours; Total Hours: 50.0
Skills that are imperative to quality patient care are studied: safety, transfer, positioning, infectious control, patient assessment, diagnostic ECG, professional organizations, administrative/management duties and responsibilities, scope of ASRT practice standards, and career development. Hands-on labs are included in this course.
Prerequisites: RTEP1101
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

RTEP1106 - Clinical Practice 1
4.0 Quarter Credit Hours; Total Hours: 140.0
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room.
Prerequisites: RTEP1101, Co-requisiteRTEP1105
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 140.0

RTEP1107 - Radiographic Pathology
3.0 Quarter Credit Hours; Total Hours: 30.0
Students are introduced to anatomy and basic principles of pathology and learn to identify radiographic appearances of diseases and injuries that are likely to be associated with imaging. Students will also learn various pathologic conditions occurring in the human body (including hereditary diseases, immune reactions, and Acquired Immune Deficiency Syndrome) and how to adequately compensate by specializing imaging techniques.
Prerequisites: RTEP1110, RTEP1103
Lecture Hours: 30.0; Lab Hours: 00.0; Other Hours: 00.0

RTEP1108 - Advanced Imagining Procedures
4.0 Quarter Credit Hours; Total Hours: 50.0
Students learn the basic elements of digital radiography, principles of computed tomography, magnetic resonance imaging, pediatric imaging, and Picture Archive and Communication Systems (PACS). Students learn cardiac, digestive tract, and vascular anatomy pertaining to contrast studies. These are covered in a relevant manner, keeping in mind to cover only those aspects which are necessary in performing contrast studies in the work environment. Types of contrast are defined and dangers and contraindications of contrast studies are provided. A discussion of anaphylactic shock and its treatment is reviewed. Hands-on labs included.
Prerequisites: RTEP1103, RTEP1104
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

RTEP1109 - Clinical Practice II
4.0 Quarter Credit Hours; Total Hours:140.0
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room.

Prerequisites: RTEP1106
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours:140.0

RTEP1110 - Clinical Practice III
4.0 Quarter Credit Hours; Total Hours:140.0
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room.
Prerequisites: RTEP1109
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours:140.0

RTEP1111 - Film Critique I
3.0 Quarter Credit Hours; Total Hours: 30.0
Students learn the characteristics of a diagnostic film, and how to distinguish the difference between an acceptable and unacceptable image. The students will study the four elements of radiographic quality: radiographic density, radiographic contrast, radiographic definition and radiographic distortion. Students are responsible for providing demonstration films for critique sessions.
Prerequisites: RTEP1101
Lecture Hours: 30.0; Lab Hours: 00.0; Other Hours: 00.0

RTEP1112 - Clinical Practice IV
8.0 Quarter Credit Hours; Total Hours: 260.0
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room.
Prerequisites: RTEP1110
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 260.0

RTEP1113 - Film Critique II
3.0 Quarter Credit Hours; Total Hours: 30.0
Students learn the characteristics of a diagnostic film, and how to distinguish the difference between an acceptable and unacceptable image. The students will study the four elements of radiographic quality: radiographic density, radiographic contrast, radiographic definition and radiographic distortion. Students are responsible for providing demonstration films for critique sessions.
Prerequisites: RTEP1111
Lecture Hours: 30.0; Lab Hours: 00.0; Other Hours: 00.0

RTEP1114 - Clinical Practice V
8.0 Quarter Credit Hours; Total Hours: 260.0
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room.
Prerequisites: RTEP1112
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 260.0

RTEP1115 - Film Critique III
3.0 Quarter Credit Hours; Total Hours: 30.0
Students learn the characteristics of a diagnostic film, and how to distinguish the difference between an acceptable and unacceptable image. The students will study the four elements of radiographic quality: radiographic density, radiographic contrast, radiographic definition and radiographic distortion. Students are responsible for providing demonstration films for critique sessions.
Prerequisites: RTEP1113
Lecture Hours: 30.0; Lab Hours: 00.0; Other Hours: 00.0

RTEP1116 - Clinical Practice VI
8.0 Quarter Credit Hours; Total Hours: 260.0
Practical instruction is acquired during clinical rotation in the

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radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room.
Prerequisites: RTEP1114
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 260.0

RTEP1117 - Film Critique IV
3.0 Quarter Credit Hours; Total Hours: 30.0
Students learn the characteristics of a diagnostic film, and how to distinguish the difference between an acceptable and unacceptable image. The students will study the four elements of radiographic quality: radiographic density, radiographic contrast, radiographic definition and radiographic distortion. Students are responsible for providing demonstration films for critique sessions.
Prerequisites: RTEP1115
Lecture Hours: 30.0; Lab Hours: 00.0; Other Hours: 00.0

RTEP1118 - Radiology Certification Review
1.0 Quarter Credit Hours; Total Hours: 20.0
Students gain an understanding of the requirements for the certification examination given by the American Registry of Radiologic Technologist, and the subject breakdown of questions on the exam. A complete program review is offered to prepare students for the certification examination.
Prerequisites: RTEP1120
Lecture Hours: 00.0; Lab Hours: 20.0; Other Hours: 00.0

RTEP1119 - Clinical Practice VII
11.0 Quarter Credit Hours; Total Hours: 330.0
Practical instruction is delivered during clinical rotation in a radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency rooms.
Prerequisites: RTEP1116
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 330.0

RTEP1120 - Clinical Practice VIII
11.0 Quarter Credit Hours; Total Hours: 330.0
Practical instruction is delivered during clinical rotation in a radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency rooms.
Prerequisites: RTEP1119
Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 330.0

SBM2000 - Small Business Management
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SCC1102 - Business and Ethics for Security Specialists
4.0 Quarter Credit Hours; Total Hours: 40.0
This course introduces the student to business management, organizational leadership and business ethics. Topics will include corporate structure and values, strategic management, leadership, ethical values, and models of ethical decision making. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Application projects will emphasize how business knowledge will help a Homeland Security Specialist.
Prerequisites: None

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

SCC3004 - Private Investigation I
4.0 Quarter Credit Hours; Total Hours: 40.0
Upon successful completion of the course, the students will be able to understand the history of private investigations. The students will be able to compare and contrast the role of a private investigator to the role of government investigators. The students will also learn to identify strategies for business development and environment and be able to analyze ethical and liability issues involving private investigations. The student will develop skills for practice techniques and surveillance.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SLS1105 - Strategies for Success
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SLS1321 - Career Skills and Portfolio Development (Previously known as Career Skills)
2.0 Quarter Credit Hours; Total Hours: 20.0
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques111, in addition to written skills and current resume preparation.
Prerequisites: None
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

SLS1354 - Workplace Relationships
2.0 Quarter Credit Hours; Total Hours: 20.0
This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks.
Prerequisites: None
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

SLS1505 - Basic Critical Thinking
2.0 Quarter Credit Hours; Total Hours: 20.0
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments.
Prerequisites: None
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

SLSP1110 - Strategies for Nursing Success
2.0 Quarter Credit Hours; Total Hours: 20.0
This course is designed to equip students for transitions in their nursing education and life. The course includes an introduction to the University and its resources, study skills, test-taking skills, and critical thinking, medical terminology, communication and written skills and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success.
Prerequisites: None
Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

SLSP3130 - Principles and Applications of Adult Learning
4.0 Quarter Credit Hours; Total Hours: 40.0

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This course offers an exploration of the principles and applications of adult learning theory, including goal-directed orientations to learning, participation factors for adult learners, and adult learner demographics. The course also addresses the connection between memory, cognition, and the brain, as they relate to the adult learning process.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SOP4005 - Social Psychology
4.0 Quarter Credit Hours; Total Hours: 40.0
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics.
Prerequisites: PSY2012
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SPC2017 - Oral Communications
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SPC3601 - Advanced Speech
4.0 Quarter Credit Hours; Total Hours: 40.0
A professional communication course emphasizing application and criticism appropriate for examining and changing communicative interaction in professional situations.
Prerequisites: ENC1102, SPC2017
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SPC4451 - Conference Techniques
4.0 Quarter Credit Hours; Total Hours: 40.0
Designed to teach students how to effectively facilitate team interaction, this course explores both the logistics of planning and developing conferences and meetings. This course also teaches the skills needed to get effective results from group meetings. Leadership traits and group dynamic skills are analyzed and applied in simulated classroom experience.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SPCP2300 - Fundamentals of Interpersonal Communications
4.0 Quarter Credit Hours; Total Hours: 40.0
The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

STA2014 - Statistics
4.0 Quarter Credit Hours; Total Hours: 40.0
This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented.
Prerequisites: MAT1033
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

STS1001 - Priniciples and Practices of Surgical Technology
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide students with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

STS2007 - Surgical Pharmacology
4.0 Quarter Credit Hours; Total Hours: 40.0
This course is designed to provide students with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology.
Prerequisites: MAT1033
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

STS2171C - Surgical Technology I
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is designed to provide students with an overall understanding and the hands-on skills involved in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient.
Prerequisites: None
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

STS2172C - Surgical Technology II
4.0 Quarter Credit Hours; Total Hours: 50.0
This course is designed to provide students with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment.
Prerequisites: STS2171C
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

STS2173C - Surgical Procedures I
6.0 Quarter Credit Hours; Total Hours: 80.0
This course is designed to provide students with the overall understanding of the theory and hands-on applications involved in general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system.
Prerequisites: BSC1085, BSC1086, HSA1529
Lecture Hours: 40.0; Lab Hours: 40.0; Other Hours: 00.0

STS2174C - Surgical Procedures II
6.0 Quarter Credit Hours; Total Hours: 80.0
This course is designed to provide students with an overall understanding of the theory and hands-on applications involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery.
Prerequisites: STS2173C
Lecture Hours: 40.0; Lab Hours: 40.0; Other Hours: 00.0

STS2175C - Clinical Rotation I
5.0.0 Quarter Credit Hours; Total Hours: 150.0
This 150-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area.
Prerequisites: STS2171C, STS2173C, MCB2000
Lecture Hours: 00.0; Lab Hours: 150; Other Hours: 00.0

STS2176C - Clinical Rotation II
11.0 Quarter Credit Hours; Total Hours: 350.0
This course is a continuation of the skills practiced in STS 2175C with continued supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students will rotate throughout the operating room, as well as other surgical and non-surgical departments, including the obstetrics delivery room, emergency room, and outpatient surgery department.
Prerequisites: STS2175C
Lecture Hours: 00.0; Lab Hours: 350.0; Other Hours: 00.0

SYG2000 - Principles of Sociology
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction.
Prerequisites: None

Course Descriptions

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

SYGP2550 - Addictions
4.0 Quarter Credit Hours; Total Hours: 40.0
An analysis of addictive behaviors concerning all relevant bio-psychosocial elements. This course will examine the commonalties of the abuse of alcohol, tobacco, food and drugs, and the therapeutic process instigated by community clinicians and their commitment to change.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SYP2742 - Death and Dying
4.0 Quarter Credit Hours; Total Hours: 40.0
This course examines the issues related to death and dying. Beliefs, rituals, and behaviors of a variety of cultures (past and present) will be examined. Special emphasis will be placed on current topics such as euthanasia, cryogenics and other individual options.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SYPP3530 - Crime and Delinquency
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

TAX2000 - Tax Accounting
4.0 Quarter Credit Hours; Total Hours: 50.0
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns.
Prerequisites: None
Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

TAX4001 - Federal Taxation I
4.0 Quarter Credit Hours; Total Hours: 40.0
A thorough study of federal income tax law and its application to individuals, partnerships, and corporations. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills needed to prepare tax returns, particularly individual tax returns.
Prerequisites: APA2161
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

TAX4011 - Federal Taxation II
4.0 Quarter Credit Hours; Total Hours: 40.0
A thorough study of federal income tax law and its application to corporations and other business entities. Special topics include property transactions, alternative minimum tax, accounting periods and methods, and international aspects of taxation.
Prerequisites: TAX4001
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

TAX6065 - Tax Research and Planning
4.0 Quarter Credit Hours; Total Hours: 40.0
A study of the legislative, administrative, and judicial sources of federal tax law. Emphasis on the use of tax research tools in locating, interpreting, and communicating tax law and on the complementary relationship between legal research and quantitative decision making.
Prerequisites: TAX4011
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

WOH2022 - World History
4.0 Quarter Credit Hours; Total Hours: 40.0
This course provides an understanding of the major historical events, which have contributed to the development of today's civilization. Course content will also include a study of the philosophical, religious, and political traditions of Western civilization.
Prerequisites: None
Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

Corinthian Colleges, Inc.

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Aurora, CO (branch of Everest College, Thornton, CO)
Atlanta West, GA (branch of Everest College, Reseda, CA)
Bedford Park, IL (branch of Everest College, Alhambra, CA)
Bremerton, WA (main campus)
Burr Ridge, IL (branch of Everest College, Skokie, IL)
Chesapeake, VA (branch of Everest College, Newport News, VA)
Chicago, IL (branch of Everest College, San Francisco, CA)
City of Industry, CA (branch of WyoTech, Long Beach, CA)
Colorado Springs, CO (main campus)
Dallas, TX (branch of Everest College, Portland, OR)
Everett, WA (branch of Everest College, Bremerton, WA)
Fife, WA (branch of Everest College, Seattle, WA)
Fort Worth, TX (branch of Everest College, Salt Lake City, UT)
Fort Worth (South), TX (branch of Everest College, Colorado, Springs, CO)
Gardena, CA (main campus)
Hayward, CA (main campus)
Henderson, NV (main campus)
Los Angeles (Wilshire), CA (main campus)
McLean, VA (branch of Everest College, Colorado Springs, CO)
Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)
Merrionette Park, IL (branch of Everest University, Pompano Beach, FL)
Milwaukee, WI (branch of Everest University, Tampa, FL)
Newport News, VA (main campus)
North Aurora, IL (branch of Everest Institute, Brighton, MA)
Ontario, CA (main campus)
Ontario (Metro), CA (branch of Everest College, Springfield, MO)
Portland, OR (main campus)
Renton, WA (main campus)
Reseda, CA (main campus)
Salt Lake City, UT (main campus)
San Bernardino, CA (main campus)
San Francisco, CA (main campus)
San Jose, CA (main campus)
Santa Ana, CA (branch of Everest College, Colorado Springs, CO)
Seattle, WA (main campus)
Skokie, IL (main campus)
Springfield, MO (main campus)
St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)
Tacoma, WA (branch of Everest College, Bremerton, WA)
Thornton, CO (main campus)
Torrance, CA (main campus)
Vancouver, WA (branch of Everest College, Portland, OR)
Vancouver, WA (branch of Everest College, Seattle, WA)
West Los Angeles, CA (branch of WyoTech, Long Beach, CA)

Everest College Phoenix
Phoenix, AZ (main campus)
Mesa, AZ (branch of Everest College Phoenix, AZ)

Everest Institute
Austin, TX (branch of Everest Institute, Southfield, MI)
Brighton, MA (main campus)
Chelsea, MA (branch of Everest College, Alhambra, CA)
Cross Lanes, WV (main campus)
Dearborn, MI (branch of Everest Institute, Southfield, MI)
Decatur, GA (branch of Everest Institute, Cross Lanes, WV)
Detroit, MI (branch of Everest Institute, Southfield, MI)

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Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL)
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Grand Rapids, MI (main campus)
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Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
Jonesboro, GA (branch of Everest College, Ontario, CA)
Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
Marietta, GA (branch of Everest College, Reseda, CA)
Miami (Kendall), FL (main campus)
Miami, FL (main campus)
Norcross, GA (branch of Everest College, Gardena, CA)
Pittsburgh, PA (main campus)
Portland (Tigard), OR (branch of Everest College, Seattle, WA)
Rochester, NY (main campus)
San Antonio, TX (main campus)
Southfield, MI (main campus)
South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
Silver Spring, MD (branch of Everest College, Portland, OR)

Everest University
Tampa (Brandon), FL (branch of Everest University, Tampa, FL)
Jacksonville, FL (branch of Everest University, Largo, FL)
Lakeland, FL (branch of Everest University, Largo, FL)
Largo, FL (main campus)
Melbourne, FL (branch of Everest University, North Orlando, FL)
North Orlando, FL (main campus)
Orange Park, FL (branch of Everest University, Tampa, FL)
Pompano Beach, FL (main campus)
South Orlando, FL (branch of Everest University, North Orlando, FL)
Tampa, FL (main campus)

WyoTech
Blairsville, PA (branch of WyoTech, Laramie, WY)
Daytona Beach, FL (main campus)
Fremont, CA (main campus)
Laramie, WY (main campus)
Long Beach, CA (main campus)
Sacramento, CA (branch of WyoTech, Laramie, WY)

Heald College
Concord, CA (main campus)
Fresno, CA (main campus)
Hayward, CA (main campus)
Honolulu, HI (branch of Heald College, San Francisco)
Modesto, CA (branch of Heald College, Hayward, CA)
Portland, OR (branch of Heald College, San Francisco)
Rancho Cordova, CA (main campus)
Roseville, CA (main campus)
Salinas, CA (main campus)
San Francisco, CA (main campus)
San Jose (Milpitas), CA (main campus)
Stockton, CA (main campus)

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Hamilton Mountain, Ontario	Sudbury, Ontario
Kitchener, Ontario	Thunder Bay, Ontario
London, Ontario	Toronto Central, Ontario
Mississauga, Ontario	Toronto College Park (South), Ontario
Nepean, Ontario	Windsor, Ontario
New Market, Ontario	

GOVERNANCE

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CORINTHIAN COLLEGES, INC.

DIRECTORS	OFFICERS, TITLE
Jack D. Massimino	Jack D. Massimino, Executive Chairman
Peter Waller	Peter Waller, Chief Executive Officer and Director
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Paul R. St. Pierre	Kenneth S. Ord, Executive Vice President and Chief Financial Officer
Linda Arey Skladany	Mark L. Pelesh, Executive Vice President, Legislative and Regulatory Affairs
Hank Adler	William Buchanan, Executive Vice President, Marketing
Alice T. Kane	Beth Wilson, Executive Vice President
Robert Lee	David Poldoian, Chief Business Development Officer
Tim Sullivan	Steve Quattrociocchi, Division President, CCi Online
John Dionisio	Janis Schoonmaker, Division President, Everest Florida Division
	Mike Benvenuti, Division President, Everest Central
	Bob Bosic, Division President, Everest West
	Dave Whiteford, Division President, Everest South
	Stan A. Mortensen, Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen, Senior Vice President, Chief Accounting Officer
	Anna Marie Dunlap, Senior Vice President, Investor Relations and Corporate Communications
	Rick Simpson, Senior Vice President and Chief Academic Officer
	Carmella Cassetta, Senior Vice President and Chief Information Officer
	Jim Wade, Senior Vice President and Chief Human Resources Officer

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Jack D. Massimino	Jack D. Massimino, Chief Executive Officer
Peter Waller	Peter Waller, President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord, Executive Vice President and Chief Financial Officer
	Beth A. Wilson, Executive Vice President, Operations
	Stan A. Mortensen, Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen, Treasurer and Assistant Secretary

FLORIDA METROPOLITAN UNIVERSITY, INC.

DIRECTORS	OFFICERS TITLE
Jack D. Massimino	Jack D. Massimino, Chief Executive Officer
Peter Waller	Janis Schoonmaker, President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord, Executive Vice President and Chief Financial Officer
	Beth A. Wilson, Executive Vice President, Operations
	Stan A. Mortensen, Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen, Treasurer and Assistant Secretary

**Everest University's Campus Support Center Headquarters is located at
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APPENDIX A:Administration and Faculty

Everest University—Brandon Campus

ADMINISTRATION	PROGRAM DIRECTORS

ADMINISTRATION

Hardiman, Charlie, President

Kirkwood, Rod, Vice President

Vang, Laurie, Academic Dean

Moore-Pizon Jr., Thomas, Associate Dean

Bock, Marianne, Associate Dean

Pointer, Shandretta, Director of Admissions

Reed, Millie, Director of Career Services

Millovitsch, Joanne, Director of Student Accounts

Lopez, Courtenay, Director of Student Finance

Brown, Dolly, Director of Student Services

PROGRAM DIRECTORS

Brown, Brenda, Medical Assisting, Diploma
BS, Remington College
AS, Andover College

Forguson, Traci, Medical Assisting, Linear
Diploma, Remington College

Jehs, James, Business, Accounting and MBA
MS, Troy State University
BS, Troy State University

Kanowitz, Seth, Criminal Justice
MS, Troy State University
BA, University of South Florida

Penrod, Philip, Pharmacy Technician and
Medical Insurance Billing and Coding
BS, South Illinois University
AS, Community College of the Air Force

Peterkin, Maureen, Nursing
MS, University of Phoenix
BS, Southern College of S.D.A.
AS, Seminole Community College

Pingel, James, Paralegal
JD, University of Detroit
BS, Michigan State University

Polovchena, Jamie,
BA, University of South Florida
Diploma, Academy of Health Sciences

Stone, Marsha, Radiology Technician
Masters of Education, University of Houston
BS, Florida State University

West, Lena, Massage Therapy and Medical Administrative
Assistant
BS, St. Leo University
Diploma, Humanities Center of Massage Therapy

FACULTY

Adams, Janice, Nursing
MPA, Troy State University
BS, Old Dominion University

Adorno, Nidia, Medical Assisting, Diploma
Diploma, Florida College of Business

Anderson, Patrick, Surgical Technologist
AA, Hillsborough Community College
Diploma, Concorde Career College

Aruda, Nancianne, Massage Therapy, Diploma
Diploma, Massage Institute of New England

Baldwin, Kristen, General Education
MA, Excelsior College
BA, University of South Florida

Belzung, Alta, Medical Insurance Billing and Coding
MS, Everest University
BA, American Inter Continental University
AS, Florida Metropolitan University

Bohannon, William, Medical Assisting, Diploma
Diploma, Concorde Career Institute

Brett, James, General Education
MA, University of South Florida
BS, University of South Florida
AS, Suffolk Community College

Brown, Nicole, Nursing
BS, Bellarmine University

APPENDIX A:Administration and Faculty

Carter, Betty, Surgical Technologist
Diploma, Up State Medical Center

Chambers, Stacie-Ann, Pharmacy Technician
BA, University of Phoenix

Coffey, Marilyn, Business
MS, John Hopkins University
BS, James Madison University

Concepcion, Melissa, Medical Assisting, Diploma
Diploma, Everest University

Cook, Denise, Paralegal
JD, Stetson University College of Law
BA, University of South Florida

D'Andrea, Stephen, Massage Therapy, Diploma
MA, University of South Florida
BA, Eckerd College
Diploma, Sun coast School of Massage

DiRose, Richard, Computer Information Science
MS, University of Phoenix
BA, Florida Metropolitan University

Dolcemascolo, Crystal, Surgical Technologist
AS, Hillsborough Community College
Diploma, Sanford Brown

Ferrante, Tammy, Business
MBA, American Inter Continental University
MS, American Inter Continental University
BA, American Inter Continental University

Fielding, James Clay, Computer Information Science
MS, University of Phoenix
BA, Samford University

Franco, Deborah, Medical Assisting, Diploma
Diploma, At Home Health Professionals

Gee, Erica, Surgical Technologist
Diploma, Concorde Career College

Guevara, Claudette, Nursing
BS, St. Petersburg College
A.D.N Hillsborough Community College

Hacker, Michelle W., Business
PhD, University of Sarasota
MBA, Florida Metropolitan University
BS, Florida Metropolitan University

Hancock, Ed, Accounting
MBA, University of Phoenix
BA, University of Florida

Harley, Rod, General Education
EdD., Argosy College
MA, Argosy College
BS, University of Central Florida

Harris, David, Pharmacy Technician

BA, University of South Florida

Helms, Richard, Business
MBA, University of New Haven
BS, University of Central Florida

Henry, Monique, Nursing
MS, University of Phoenix

Higginbotham, Ray, Criminal Justice
MS, Rollins College
BS, Florida State University

Higgins, Eron, General Education
MS, Boston College
BS, University of South Carolina

Hofley, Alison, General Education
MA, DePaul University
BA, University of Michigan

Holt, Lisa, Medical Assisting, Diploma
AS, Everest University

Hudson, Shirlee, General Education
MA, University of South Florida
BS, University of Tampa

Irvine, Robert, Medical Assisting, Diploma
BA, Lindenwood College

Johnson, Pamela, Medical Assisting, Diploma
AS, Florida Metropolitan University

Knutsen, Margarette, General Education
MS, Nova Southeastern University
BA, University of Central Oklahoma
AA, Oklahoma City Community College

Laboy, Marlena, Medical Assisting, Diploma
Diploma, Everest University

LaLande, Patricia, Medical Assisting, Diploma
Diploma, La Guardia College

Latham, Barbara, General Education
BS, Florida Atlantic University
AA, Broward Community College
AA, Community College of the Air Force

Lennon, Karen, Surgical Technologist
BS, University of Arkansas
AA, North Arkansas College
Diploma, Travis Technical Center

Lewis, Pat, Radiology Technician
Masters of Education, University of South Florida

Maduagwu, Okoroafor, General Education
MD, Moscow Medical Academy

Mangroo, Diana, Medical Assisting, Diploma
Diploma, Sun Coast College

Mention, Darlene, Nursing
MS, University of South Florida
BS, Florida State University

Mirk, Robin Patrick, Criminal Justice
JD, Emory University
MA, Georgia State University
BS, Kutztown State College

Mugharbel, Melissa, General Education
MA, University of South Florida
BS, Georgetown University

O'Gradney, Jessica, Nursing
MS, University of Tampa

Owoyemi, Akintade Samuel, General Education
MD, Obefemi Awolowo University

Parks, Thomas, Paralegal
JD, West Virginia University
BS, Marshall University

Quimby, Brian, Accounting
MBA, University of Phoenix
BA, St. Bonaventure University

Ramirez, Lauren, Medical Assisting, Diploma
BA, University of South Florida

Roberts, Bobby, Criminal Justice
MS, Troy State University
BS, Troy State University

Simmons, Calvin, Criminal Justice
MA, University of South Florida
BA, University of South Florida

Smith, Susannah, General Education
MA, University of South Florida
BA, Tulane University

Sperling, Linda, Nursing
MS, University of Phoenix

Steffes Jr., Henry, Massage Therapy, Diploma
Diploma, Sarasota School of Natural Arts

Stehman, Tracey, Nursing
MS, University of Phoenix

Sweeney, Robert, Criminal Justice
MS, University of South Florida
BA, University of South Florida
AA, Ulster County Community College

Thomas, Gregory, General Education
MS, Florida State University
BS, University of Florida

Tokley, James, General Education
M.Ed, Temple University
BA, Delaware State University

Torres, Alexander, Nursing
MS, University of Tampa
MBA, University of Tampa

Valarezo, Ashley, Massage Therapy, Diploma
AA, Hillsborough Community College
Diploma, Suncoast School of Natural Health

Weston, Jessica, Business
MBA, St Leo University
BA, University of Phoenix

APPENDIX A:Administration and Faculty

Everest University Online, a division of Everest University

ADMINISTRATION

Jon Persavich, Provost

Anne Hayburn, Director of Online Instruction

Kimberly Hoyt, Manager, Online Technologies

Nancy Vokins, Division Director, Academic Support

Meagan Jones, Manager, Academic Programs

Anne Porter, Associate Dean, Business

Win Garcia, Associate Dean, Computer Science

Joy Tiongson, Associate Dean, Justice Studies

Pat Ray, Associate Dean, Medical

EVEREST UNIVERSITY ONLINE FACULTY

Abbott, Laurie, Interpersonal Communication
MA, University of Colorado
BA, University of Colorado

Abdul-Mateen, Mikal, Life Skills
Ed.D., California State University
MA, Chapman University
MS, Chapman University
BA, Chapman University

Abernathy, Jessica, English
M.A. , Auburn University
B.S., Auburn University

Abolverdi, Parvin, Medical Insurance Billing & Coding
BS, University of Central Florida

Aboudaya, Hisham
Computers
MA, Webster University
BA, Barry University
MA, Webster University

Abraham, Gail, Medical Assisting
MS, Saint Thomas University
BS, Barry University

Abram, Sean, Medical Assisting
PhD, University of Mississippi, Medical Center
BS, Jackson State University

Abrol, Sanhita
PhD, University of University of Calcutta
MA, Indiana State University

Abramson, Jonathan, Computers
MS, American Sentinel University
MA, University of Phoenix
BA, Central Connecticut State University

Achilles, Wendy, Accounting
MSA, East Carolina University

BSA, East Carolina University
PhD, Virginia Commonwealth University

Ackerman, George, Criminal Justice
JD, Nova Southeastern University
MS, Nova Southeastern University
MBA, Nova Southeastern University
MS, Lynn University
BA, Florida Atlantic University

Adams, Cleverick, Life Skills
MS, Troy State University
BA, University of Minnesota

Adams, Katherine, Life Skills
MS, Winona State University
BA, Saint Olaf College

Adams, Mary, Accounting
MA, Nova Southeastern University
BS, Nova Southeastern University

Adler, Dana, Paralegal
JD, Nova Southeastern University
BS, Carlos Albizu University
BA, Florida Atlantic University - TR

Adler, Steven, Paralegal
JD, Nova Southeastern University
BA, Florida Atlantic University

Afzal, Forooq, Information Technology
MS, Capella University
BS, NED University of Engineering and Technology

Aguilar, Lisa, Business
MBA, American InterContinental University
BS , University of Phoenix

Ake, Christy, Psychology
MS, California State University, Fullerton
BA, California State University, Fullerton

Alam, Shah, Information Technology
MS, University of Massachusetts
BS, University of Massachusetts

Al-Marzooq, Taghreed, Computers
PhD, University of Houston
MS, The University of Texas at Austin
BA, The University of Texas at Austin

Albiston, Clayton, Business
MBA, University of Phoenix
BA, American University Washington D.C.

Aleknavicius, Lori, Psychology
PsyD, Argosy University- Orange County Campus
BS, Michigan State University

Allen, Aaron, Life Skills
M.Ed., Northern Arizona University
BA, University of Advancing Technology

Allman, Cathie, English
MA, Cal State University Fullerton
BA, Cal State University Fullerton

Altus, Bonita, Medical Insurance Billing & Coding
MS, University of Oregon
BS, Cal State University Los Angeles

Alva, Elise, Life Skills
MEd, Northern Arizona University
BGS, Northern Arizona University

Anderson, Karen, Psychology
PhD, University of California, Irvine
MA, University of California, Irvine
MS, University of California, Los Angeles
AB, University of California, Irvine

Andres, Amanda, Business
MBA, Pepperdine University
BA, University of California, Irvine

Andrews, Chris, English
MA, Cal State Fullerton
BA, Cal State Fullerton

Antoon, Denise, Paralegal
MS, Capella University
JD, University of the Pacific
BA, University of North Carolina

Anzalone, Christine, Marketing
MA, Illinois School of Professional Psychology at Argosy University
MS, Roosevelt University
BA, DePaul University

Archie, Ruqayyah, Accounting
MS, Strayer University
MBA, Alvernia University
BA, Albright College

Ardovini Brooker, Dale, Criminal Justice
PhD, Sam Houston University
MA, Western Michigan University
BS, State University of New York

Armand, Eleanor
MPA, Metropolitan College
BA, Saint Joseph College

Armstrong-Henry, Kalena, Accounting
MA, Nova Southeastern University
M Ed, Wayne State University
BA, The University of Michigan

Arshad-Snyder, Siti, Computers
MS, Creighton University
BS, Creighton University

Arthur, Chandra, Business
MBA, Eastern University
BA, Keuka College

Ashcraft, William, Government
MA, Vermont College of Norwich University
BS, Excelsior College

Ashraf, Shazia, Business
MS, California State University Bakersfield
BS, Walden University
AS, Santa Barbara City College

Assenberg, Leonard, Information Technology
MS, National University
BS, University of Phoenix

Asterino, Antonia, Paralegal
JD, Capital University Law School
MS, West Virginia University
BA, West Virginia University

Atkins, Terrance, Computers
MS, University of Maryland
BBA, Temple University

Atwood, Jonathan, Finance
MBA, University of Colorado
BS, Illinois Institute of Technology

Au, Angela, Business
MBA , University of Phoenix
BA, Seattle University

Ayodele, Charles, Marketing
MBA, University of Oregon
BS, University of Oregon

Aziz, Arshad, Medical Assisting
MPH, University of Oklahoma
MD, Punjab Medical College, University of Punjab

Babb, Danielle, Computers
PhD, Capella University
MBA, University of Redlands
BS, UC Riverside

Bagdasarian, Tammy, Interpersonal Communication
MHR, University of Oklahoma
BS, Excelsior College

Bagley, Peter, Computers
MS, University of Maryland
BS, University of Maryland

Bagshaw, Cheryl, Computers
MSE, University of Central Florida
BS, University of Central Florida

Bailey, Barbara, Criminal Justice
MS, Boston University
BS, Roger Williams University

Bailey, Christine, Information Technology
MA, Webster University
BS, Excelsior College

Bailey, Denise, Life Skills
BS, Alabama A&M University
M.Ed, Troy University

Bailey-Iddrrisu, Vannetta, General Education
MS, Nova Southeastern University
BS, Lincoln University

Baity, Kristie, Criminal Investigations
MA, Appalachian State University
BS, East Carolina University

Bakalar, Aaron, Business
MS, California State University, Northridge
BA, University of California, Los Angeles

Baker, Paula, Criminal Justice
PhD, Indiana University of Pennsylvania
MS, University of Cincinnati
BS, University of Cincinnati

Baker, William, Business
MBA, Drexel University
BS, Widener University

Ban, Keith, Finance
MBA, Washington University
BA, Colgate University

Barraza, Larry, Computers
MBA, California State University
BS, California State Polytechnic University

Barrett, Deborah, Criminal Justice
MS, University of North Florida
BS, Western Carolina University

Barrett, Diane, Homeland Security
MS, Capella University
BS, Remington College

Bascle, Kimberley, Life Skills
M Ed, University of Florida

BS, University of Miami

Batistick, Jill, Business
MBA, American Graduate School of International Management
BA, Arizona State University

Bauerle, Graham, Accounting
MBA, University of Pennsylvania
BA, University of Pennsylvania

Bauman, Paul, Science
MS, Bowling Green State University
BS, Bowling Green State University

Beall, Robert, Criminal Justice
MA, University of Colorado
BS, Metropolitan State College

Beed, David, General Education
MLS, Indiana University
MIS, Indiana University
MBA, Walden University
BA, Indiana University

Beemer, Lynette, Business
MBA, University of Wyoming
BS, University of Wyoming

Behnke, Hayden Dyer, Business
MIM, University of Denver
BA, Vanderbilt

Behnke, Philip, Marketing
MBA, University of Denver
BBA, University of Iowa

Bell, Carlie, Medical Assisting
ND, Southwest College of Naturopathic Medicine & Health Sciences
BA, The Ohio State University

Bellamy, Alphonso, Sociology
PhD, Purdue University
MS, Purdue University
BA, Case Western University

Benjamin, Doreen, Sociology
PsyD, Illinois School of Professional Psychology
MA, Illinois School of Professional Psychology
BS, Illinois State University

Benson, Charles, Finance
MBA, Dallas Baptist University
BA, University of Louisville

Benson-Raeburn, Latrice, General Education
MA, University of Phoenix
MA, Pacific Oaks College
BS, Southern University A&M

Bentley, Mara, Psychology
MA, Pepperdine University
BS, Cal State University Long Beach

MA, Pepperdine University

Bergan, Nicholas, Economics
MS, Florida State University
BA, Saint Louis University

Bergey, Lauren, Science
MS, East Carolina University
BS, Millersville University
PhD, Rutgers, the State University of New Jersey

Bernard, Dianala, Business
MBA, University of Maryland University College
BS, University of Maryland University College

Bernard, Lance, Government
PhD, University of Nevada
MA, San Jose State University
BA, University of California, Santa Cruz

Best, Troy, Computers
MS, Oregon Graduate Institute School of Science & Engineering

Bester, Matthew, Paralegal
JD, The Catholic University of America, Columbus School of Law
BA, Syracuse University

Bever-McMurphy, Beverly, Criminal Justice
MS, California State University
BS, East Texas State University

Biasca, Rod, General Education
MS, University of Buenos Aires
Med, Capella University
BS, University of Buenos Aires

Billups, John, Computers
MS, University of Colorado
BS, Hawaii Pacific University

Bittner, Fred, Criminal Justice
MS, Troy University
BS, Myers University

Blackburn, Susan, Computers
MIT, Virginia Tech
BS, Radford University

Blanson, Constance, Business
MBA, Webster University
MA, Webster University
BS, Paine College

Blizard, Clifford, Science
PhD, College of Environmental Sciences and Forestry
MS, Colorado State University
BA, Carleton College

Blythe, Richard, Homeland Security
MS, Kaplan University
BS, Youngstown State University

Bodie, Alissa, Criminal Investigations
MS, Florida Metropolitan University
BS, Arizona State University

Boggs, Robert, Higher Education Management
EdD, University of La Verne
MS, Northeastern University
BA, Cal State Long Beach

Bontempi, Elaine, Life Skills
PhD, University of Oklahoma
MEd, University of Oklahoma
BA, University of Oklahoma

Boone, Kelly, Criminal Justice
MS, Nova Southeastern University
MPA, Troy University
BA, Saint Leo University

Borgan, Natalie, Criminal Investigations
MS, University of New Haven
BS, Arizona State University

Borland, Mark, Psychology
MA, Fielding Graduate University
BA, Edinboro University of Pennsylvania

Boswell, James, Paralegal
JD, University of Georgia
BA, College of William and Mary

Bottone, Stacey, Medical Insurance Billing & Coding
MBA, Salve Regina University
BS, Charter Oak State College
Grad Cert, Salve Regina University

Bowling, James, Math
PhD, University of Virginia
MA, Wake Forest University
BS, Oglethorpe University

Bowman, Jude, Information Technology
MS, Strayer University
BS, ITT Technical Institute

Boyd, Courtney, Psychology
MA, Forest Institute of Professional Psychology
BA, Central Methodist University
PsyD, Forest Institute of Professional Psychology

Boyd, Kimberly, General Education
MA, College of William and Mary
BA, College of William and Mary
BA, Central Methodist University

Branch, Lessie, Government
MA, The New School for Social Research
MBA, University of Phoenix
BA, Fordham University

Branch, Rayco, Life Skills
MSW, University of Illinois at Urbana-Champaign
BS, University of Illinois at Urbana-Champaign

Branch, Robert, Computers
PhD, Capella University
MS, Western International University
BS, Eastern Washington University

Brashear, Romica, Computers
MS, The George Washington University
BS, Morgan State University

Braun, Andy, Business
MBA, Orlando College - North
MS, Barry University
BS, Orlando College

Bridglal, Erika, Life Skills
MEd, Florida A & M University
BS, Florida A & M University
MBA, Keller Graduate School of Management

Bridgmon, Krista, General Education
PhD, Northern Arizona University
MS, Northern Arizona University
Med, Northern Arizona University
BS, Northern Arizona University

Brom, Joseph, Life Skills
MA, Duguesne University
BS, Towson University
MBA, Waynesburg College

Brooks, William Joel, English
MA , Belmont University
MA , University of Tennessee, Knoxville
BA , University of Tennessee, Knoxville

Broschak, Megan, Life Skills
MA, Azusa Pacific University
BS, California State University, Fullerton

Brouwers, Marcel, English
Ph.D., Western Michigan University
MFA, Western Michigan University
BA, University of Illinois at Urbana-Champaign
BA, University of Illinois at Urbana-Champaigne

Brown, Chris, Paralegal
JD, Thomas M. Cooley Law School
MA, University of Phoenix
BA, Michigan State University

Brown, Dawn, Criminal Justice
MCJ, Boston University
BA, Southern Illinois University

Brown, Kimberly, Accounting
MPA, Clemson University
BSBA, University of Alabama

Brown-Warren, Tawny, Life Skills
MA, Lincoln University
BA, Lincoln University

Bruno, Lisa, Criminal Justice
JD, Massachusetts School of Law

MA, Anna Maria College
BA, Salve Regina University

Bryant, Marcae, Computers
MS, University of Phoenix
BS, University of Arkansas

Brzenchek, Robert, Homeland Security
MA, American Military University
BA, George Mason University

Buchholz, Elizabeth, Criminal Investigations
DEd, Nova Southeastern University
MPA, Florida International
BPS, Florida International

Buck, Anne Marie, Psychology
MS, Drexel University
BA , West Chester State College

Buikema, Daniel, Life Skills
MA, University of Phoenix
BA, Valparaiso University

Bullock, Kara, Life Skills
MA, National University
BS, California State University, Fullerton

Bunch, Rose, English
MFA, University of Montana
BA, Arkansas Tech University
BA, University of Virginia

Bungard, Patrick, Marketing
MBA, California State University, San Bernardino
BA, California State University, San Bernardino

Burgess, Sheila, Medical Insurance Billing & Coding
BS, Weber State University

Burgos-Ruwe, Nydia, Business
MA, Webster University
BA, University of Central Florida

Burks, Jennifer, Psychology
MA, Pepperdine University
MA, Pepperdine University
BA, University of California Los Angeles

Burrello, Daniel, English
MSCE, University of West Alabama
MFA, Queens University of Charlotte
BA, Charter Oak State College

Burroughs, Connie, Paralegal
JD, Saint Louis University
BA, University of Missouri, Rolla

Burton, Catherine, Criminal Justice
PhD, Louisiana State University
MCJ, University of South Carolina
BA, University of South Carolina
Grad Cert, University of South Carolina

Burton,Tina, Computers
MS, University of Phoenix
BA, California State University Hayward

Bush, Pearlie, Paralegal
JD, Southern University, Law Center
BA, Southern University and A&M College

Bussey, Schvon, Medical Assisting
MSN, Albany State University
BS, Albany State University

Buxbaum, Gwen, Business
MBA, University of California, Los Angeles
BS, Syracuse University

Byk, Justine, Psychology
MA, California School of Professional Psychology at Alliant
International University
BA, University of Colorado

Cain, Nicole, Criminal Investigations
MS, Saint Leo University
BA, University of South Florida

Callahan, Kelli, Criminal Investigations
MFS, National University
BS, Boise State University
BA, Boise State University

Camillo, Denise, Computers
MS, University of Phoenix
BS, Arcadia University

Caminotti, Enzo, Business
MBA, University of Phoenix
BS, The Richard Stockton College of New Jersey

Campbell, Donald, Criminal Justice
PhD, Lynn University
MS, Florida International University
BS, North Carolina Wesleyan College

Campbell, Harold, Criminal Justice
PhD, Claremont Graduate University
MA, Claremont Graduate University
MA, Chapman University
BA, Golden Gate University

Campbell, Lisa,Medical Insurance Billing & Coding
MHA, Governors State University
BA, Robert Morris University

Campbell, Malcolm, English
MA, Mississippi State University
BA, University of Mississippi

Campbell, Melissa
BS, Minnesota State University

Caracci, Christopher, Business
MBA, Rollins College
BS, Saint Meinrad College

Cardott, Autumn, Life Skills
MA, University of Phoenix
BA, University of Wyoming

Carlin, Eileen, Criminal Justice
MA, Rutgers, The State University of New Jersey
BS, Thomas Edison State College
Carlson, Evelyn, Economics
MA, University Illinois at Chicago
BS, Northern Illinois University

Carlson, Evelyn, Business
MA, University of Illinois at Chicago
BS, Thomas Edison State College

Carlson, Gary, Accounting
MBA, Dominican University (Rosary College)
MS, Dominican University (Rosary College)
BS, Charleston Southern College

Carney-Clark, Janet, Psychology
MA, Antioch University
BS, State University of New York

Cartamil, Daniel, Science
MS, California State University, Long Beach
BS, State University of New York, College of Oneonta
Ph.D, University of California, San Diego

Carter, Cheryl, English
MFA, National University
BA, Queens College

Carter, James, Computers
MBA, Rivier College
BS, Rivier College

Carter, Michelle, Medical Assisting
MBA , American Intercontinental University
BS, Valdosta State University
MBA, American Intercontinental University

Castleberry, Brian, English
MFA, Virginia Commonwealth University
BA, Oklahoma State University

Castro, Dawn, Life Skills
MA, Azusa Pacific University
BA, California State University, San Bernardino

Cates, Anna, English
MFA, National University
PhD, Indiana State University
MA, Indiana State University
BA, Asbury College

Cavan, Paul, Criminal Justice
MS, Michigan State University
BS, Michigan State University

Cayuela, Tammy, Life Skills
MA, Chapman University
BA, California State University Fullerton

Cecala, Rebecca, Science
MS, Syracuse University
BS, Allegheny College

Chance, Elaina, Life Skills
MA, Georgia Southern University
BS, Georgia Southern University

Chandler, Keith, Criminal Justice
MA, Western Illinois University
BS, Michigan State University

Chang, May, English
MA, University of Wisconsin, Oshkosh
BA, University of Wisconsin, Stevens Point

Cheeks, James, Computers
MTM, Keller Graduate School
MBA, Keller Graduate School
BS, DeVry Institute

Chen, Abel, Paralegal
JD, Whittier Law School
BA, California State University, Northridge

Cherry, Mark, English
BA, University of Tennessee
MFA, University of Arkansas

Childress, Dusty, Science
MS, University of Nebraska at Kearney
BS, Southwest Baptist University

Childs, Elaine, English
M.A. , Stephen F. Austin State University
B.A. , Texas Tech University

Chinappi, Jacqueline, Psychology
MA, Seton Hall University
BA, Empire State College
Ed Spec, Seton Hall University

Chipman-Sullivan, Lois, Medical Assisting
MBA, University of Sarasota
BA, Case Western Reserve University

Cho-Valldejuli, Julie, Criminal Justice
MS Florida Metropolitan University
BS, Loyola University Chicago

Christensen, Koni, Life Skills
MS, Utah State University
BS, Weber State University
AA, Weber State University

Christian, Anissa, Life Skills
MEd, University of Charleston
BS, Morris College
EdS, Union University

Ciccone, Joseph, Criminal Justice
EdD, Nova Southeastern University
MS, Jersey City State College
BS, Jersey City State College

Ciepiela, Traci, Criminal Justice
MS, Columbia College
BA, State University of New York College at Buffalo

Cimino, Agnes, Life Skills
MA, Azusa Pacific University
BS, California State University, Fullerton

Cimino, Richard, Business
MBA, University of California, Irvine
BS, San Diego State University

Clark, Cynthania, Business
MBA, Webster University
BA, Warner Southern College
MA, Webster University
Grad Cert, Webster University

Clark, Elizabeth, Paralegal
JD, Stetson University
BA, University of South Florida
MS, Palm Beach Atlantic University

Clark, Karen, Paralegal
JD, Temple University
BA, Allegheny College

Clay, Carroll, Information technology
MS, Capella University
BS, Colorado Technical University

Clay, Robert, English
MFA, University of Arkansas
MA, University of Southern Mississippi
BA, University of Southern Mississippi
PhD, Western Michigan University

Clearfield, Tammi, Criminal Investigations
JD, University of Miami
MS, Florida International University
BA, Florida Atlantic University

Cleaves, Urban, Government
JD, John Marshall Law School
MA, State University of New York at Binghamton
BA, Whittier College

Clements, Pryntha, Life Skills
MAE, Western Kentucky University
BS, Western Kentucky University

Cline-Pursell, Rose, Criminal Justice
MS, University of Phoenix
BA, College of the Ozarks

Coaty, Patrick, General Education
PhD, Claremont Graduate University
MA, Claremont Graduate University
BS, University of Wisconsin, Madison

Cochrane, Michael, Science
MS, Western Washington University
BA, Western Washington University

Cohen, Michele, American Literature
MA, Ohio State University
BS, Ohio State University

Cohen, Reuven, Medical Assisting
DO, Chicago College of Osteopathic Medicine
MIS, Nova Southeastern University
BA, University of Michigan

Collie, Fred, Criminal Justice
MPA, University of Texas at Arlington
MA, Naval Postgraduate School
BS, University of Texas at Tyler

Collins, Helen, Business
MBA, University of Phoenix
MA, University of Phoenix
BS, University of Central Florida

Collins, Jeremy, English
MFA, University of New Mexico
BA, University of Georgia
MA, University of Georgia

Collins, Joey, Criminal Investigations
MS, Colorado Technical University
BS, Colorado Technical University

Collins, Margo, English
PhD, University of North Texas
BA, University of New Orleans

Collins, Michael, English
MA, Drew University
MFA, Warren Wilson College
BA, Kalamazoo College

Collins, Stuart, Government
MA, Villanova University
MEd, University of Florida
BA, University of Florida

Compton, Shani, Life Skills
EdD, Argosy University
MEd, National University
BS, California State University Hayward

Conaway, Cameron, English
MFA, University of Arizona
BA, Pennsylvania State University
BA, Pennsylvania State University

Conaway, Tracy, Business
MBA, Argosy University
BPS, University of Denver

Connolly, Jerry, Criminal Justice
PhD, Capella University
MPA, Troy University
BA, Saint Leo University

Connor, Martin, Paralegal
JD, University of North Dakota

BA, University of Arizona

Conroy, James, Criminal Investigations
MS, University of Wisconsin, Platteville
BS, St. John's University

Contonis, Gayle, Life Skills
MS, National University
BA, California State University, Northridge
AA, Mt. San Antonio College

Contreras, Renee, Criminal Justice
MS, Illinois Institute of Technology
MCJ, Boston University
BS, Mountain State University

Cook, Catherine, Sociology
PhD, The Union Institute
MBA, Ft. Lauderdale College
BA, Florida State University

Cope, Frederick, English
MA, University of Alabama
BA, University of Alabama

Copeland, Amanda, Criminal Justice
MA, Indiana University
Indiana University
BS, University of Nebraska, Lincoln

Coplen, Joshua, Finance
MBA, California State University, Chico
BS, California State University, Chico

Coppelli, Mark, English
MA, Washington State University
BA, State University of New York

Corbin, Bryan, General Education
MA, Chatham University
BA, California State University, Fullerton

Cornelius, Erwin, Government
MA, University of Wisconsin
MA, Middlebury College
BA, University of Illinois, Urbana-Champaign

Cornell, Ryan, Math
MAED/CI , University of Phoenix
BS, Arizona State University

Corrales, Omar, Psychology
MA, National University
BABS, National University

Correia, Mark, Criminal Justice
PhD, Washington State University
MA, Washington State University
BA, University of Alaska

Courtaway, William, Computers
MBA, California State University
BS, California State University

Courter, Jennie, Life Skills
MA, Georgian Court College
BA, Kean College of New Jersey

Cox, Doug, English
PhD, Florida State University
MFA, Indiana University
BA, Cal Poly San Luis Obispo

Cox, Rudy, Business
Med, Tuskegee University
EdD, Clark Atlanta University
BS, Tuskegee University

Cox, Tiffany, Paralegal
JD, University of Utah
BA, University of Arizona

Craddock, Ericka, Life Skills
MEd, Jones International University
BA, University of Illinois at Chicago

Craig, William, Computers
MBA, Florida Institute of Technology
BS, Memphis State University

Cranon-Charles, Angela, Government
MA, California State University, Long Beach
AB, San Diego State University

Creech, David, Business
MBA, University of Colorado
BS, University of Maryland University College

Cronin, Gerard, Medical Assisting
DC, Life University
BS, Excelsior College

Crump, Laurel, Library Science
MLS, University of Arizona
BA, University of Oregon, Eugene

Cruz, Theresa, Criminal Justice
MS, Capella University
MA, Liberty University
BS, Excelsior College

Cuevas, Josephine, Business
MBA, Keller Graduate School of Management
BS, DeVry University
AA, Mount San Antonio College

Cunningham, Diane, Economics
PhD, University of California, Irvine
MA, University of California, Irvine
MA, California State University, Fullerton
MA, University of California, Los Angeles
BA, University of California, Los Angeles

Cunningham, Jeffrey, Paralegal
JD, Thomas M. Cooley Law School
BA, Edinboro University of Pennsylvania

Cunningham, Robert, Business

MBA, University of Phoenix
BS, University of California, San Diego

Curcio, Gina, Criminal Justice
MS, University of Massachusetts Lowell
BHS, Salem State College

Currie, Richard, Computers
M.S., Pepperdine University
M.A., University of Redlands
B.A., California State University, Fullerton

Currie, Ryan, Paralegal
JD, University of Georgia
BA, Emory University

Curry, Janis, Criminal Justice
MS, Florida State University
BA, Pledmont College

Curtis, Michael, Computers
MS, Nova Southeastern University
BS, Nova Southeastern University

D'Olive Jr, Harry, Paralegal
JD, Faulkner University
BA, University of South Alabama

Dacheux, Stacy, English
MFA, Naropa University
BA, University of Alabama

Dahbur, Kamal, Computers
PhD, DePaul University
MS, DePaul University
BS, University of Illinois at Chicago

Dailey, Michael, Homeland Security
MBA, Northcentral University
BA, St. Leo University

Dale, Jennifer, Higher Education Management
MS, Northern Illinois University
BS, Northern Illinois University

Daly, Dion, Life Skills
PhD, University at Buffalo
MS, Buffalo State College
BS, University at Buffalo

Daly, Donald, Business
MBA, University of Illinois at Urbana-Champaign
BA, The University of Michigan-Flint

Dame, Don, Computers
MS, West Coast University
BS, West Coast University

Daniels, Casey, English
M.A., University of Central Oklahoma
B.A., University of Central Oklahoma

Daniels, Glenn, Accounting
MBA, University of Texas, Dallas

MS, University of Texas, Dallas
BS, Washington University

Davis, Daryl, Computers
MS, University of Phoenix
BS, University of Central Florida

Davis, Gladys, Life Skills
MS, Springfield College
BA, University of Wisconsin

Davis, Mark, Paralegal
JD, University of Denver College of Law
AB, Ohio University

Davis, Melanie, Math
MS, Texas Southern University
BS, University of Houston Clear Lake City

Davis, Michelle
MS, University of Nebraska Medical Center
BS, University of Nebraska Medical Center

Davis, Zummuna, Psychology
MS, Capella University
BA, Chicago State University

Day, Danielle, Criminal Investigations
MS, Nova Southeastern University
BA, University of Florida

De Luca, Peter, Computers
MBA, Keller Graduate School of Management
BA, Columbia University

De Santis, Jacqueline, Paralegal
JD, North Carolina Central University
BA, Pfeiffer University

De Sola, Edgar, Medical Assisting
MD, Central University-School of
Medicine
MPH, University of South Florida

DeGarmo, Alana, Paralegal
JD, University of La Verne
BA, California State University, Northridge

DeGenova, Deena, Criminal Justice
JD, Pace University School of Law
BA, State University of New York New Paltz

DeLancey, Frenzella, English
PhD, Temple University
MA, Temple University
BA, Temple University

Dell'Osso, Linda, Math
PhD, Claremont Graduate University
MS, California State Polytechnic University
BS, California State Polytechnic University

DeLotell, Pam, Business
MBA, Lindenwood University

BA, Loyola Marymount University

Demoulin, Donald, Science
EdD, Mississippi State University
MS, Governors State University
BS, Eastern Illinois University
EdS, Southern Illinois University Edwardsville

DePlato, Justin, Government
M.A., University at Buffalo, SUNY
B.A., St. John Fisher College

Derwin, Ellen, Psychology
MA, University Califormia, Irvine
BS, Denison University
PhD, Fielding Graduate University
MA, Fielding Graduate University

Desouza, Mitra, Life Skills
MEd, University of Maryland, College Park
BA, University of California, Irvine

Dessert, Monica, General Education
MS, California State University
BA, University of California, Los Angeles

De Valentino, Jessica, General Education
MEd, Houston Baptist University
EdD, University of Houston
BS, Houston Baptist University

DeWitt, Erica, Business
MBA, University of Phoenix
BS, Florida Metropolitan University

Deyo, Arthur, Government
MA, Oklahoma State University
BS, Cogswell Polytechnical College

Di Bari, David, Criminal Justice
MCJ, University of Colorado, Colorado Springs
BA, University of Colorado, Colorado Springs

Diaz, Rosanna, Sociology
MBA, DePaul University
BS, Roosevelt University
EdD, National-Louis University

Dickinson, Amy, English
MA, California State University, Fullerton
BA, California State University, Fullerton

Dietzer, Jenna, English
MFA, University of North Carolina, Greensboro
BA, University of Florida

DiGangi, Laurel, English
MA, University of Illinois at Chicago
BA, University of Illinois at Chicago

DiMatteo-Gibson, Donna, Psychology
PhD, Alliant (California School of Professional Psychology)
MS, Alliant (California School of Professional Psychology)
MS, Alliant (California School of Professional Psychology)

BA, University of San Diego

Dittman, Michael, English
MA, Slippery Rock University
BA, College of Wooster

Dixon, Demetrius, Business
MBA, Walden University
BS, St. Leo University

Dobson, Valerie, Medical Insurance Billing & Coding
MHS, Western Carolina University
BS, Western Carolina University

Dolan, Mary, Psychology
PhD, Claremont Graduate University
MA, California State University, San Bernardino
BA, California State University, San Bernardino

Dollens, James, Computers
PhD, Nova Southeastern University
MS, University of Maryland
BS, Wayne State University

Dominguez, April, English
MA, California State University Fullerton
BA, California State University Fullerton

Doneski, Robert, Psychology
PsyD, Forest Institute of Professional Psychology
MA, Forest Institute of Professional Psychology
MS, University of Central Missouri
BS, Drury University

Doran, Jennifer, Life Skills
MA, Texas Woman's University
BS, Texas Woman's University

Dorr, Henry , Business
PhD, University of Nebraska at Lincoln
MA, Pacific Lutheran University
BS, University of Nebraska at Omaha

Dorzweiler, Carla, Business
MBA, University of Phoenix
BA, California State University, Long Beach

Dougall, Natalie, English
MFA, Mills College
BA, Eastern University

Dougherty Jr, Robert, Criminal Justice
MS, Saint Joseph's University
BA, Temple University

Drummond, Paul, Science
PhD, University of Georgia
MS, Tuskegee University
BS, Tuskegee University

Duffman, Christina, General Education
MA, Old Dominion University
BA, Old Dominion University

Duke, Patricia, Business
MS, Central Michigan University
BA, Wayne State University

Dukes, Nicole, Interpersonal Communication
MA, New York University
BA, California State University, Long Beach

Dunaetz, David, Life Skills
MA, Claremont Graduate University
Th.M., Fuller Theological Seminary
M.Div., Denver Seminary
B.S., Harvey Mudd College
MS, University of Southern California

Duncan, Aja, Life Skills
MA, Richmont Graduate University (formerly PSI)
BA, Wofford College

Dunham, Jessica, Criminal Justice
MS, University of Cincinnati
BA, Franklin College

Dunn, Sandy, General Education
MS, University of Central Florida
BA, St. Leo University

Dunne, Catherine, Accounting
MA, University of Phoenix
BA, California State University Fullerton

Dupree, Deborah, Sociology
MA, Clark Atlanta University
BA, Virginia State University

Durbin, Donald, Criminal Justice
MS, Chicago State University
AAS, McHenry County College
PhD, Kennedy-Western University

Durrant, Ellisa, Business
MBA, Salem International University
BS, Everest University

Duwe, Grant, Criminal Justice
PhD, The Florida State University
MS, The Florida State University
BA, University of Kansas

Eanes, Christina, Criminal Justice
MS, California State University, Sacramento
BS, California State University, Sacramento

Ebohon, Daniel, Accounting
MS, Nova Southeastern University
BS, Florida Southern College

Echols, Urszula, Life Skills
MSW, University of Southern California
BA, University of CA, Los Angeles

Echols Jr, Melvin, Sociology
MA, California State University, Fullerton
BA, Calfornia State University, Fullerton

BA, California State University, Fullerton

Edelman, Andrew, Criminal Justice
MS, Adelphia University
MPA, University of Southern California
MBA, University of Phoenix
EdD, Nova Southeastern University
BA, Carnegie-Mellon University

Eduartez, Lori, Medical Assisting
AS, Santa Fe Community College

Edwards, Angela, Science
MS, Illinois State University
BS, Illinois State University

Eidson, Paul, Business
PhD, Capella University
MBA, Western New England College
BS, Ohio State University

Eisen, Marc, Homeland Security
MEd, Northern Arizona University
BA, Arizona State University

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MEd, Cambridge College
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Elfo, William, Paralegal
JD, Nova Southeastern University
MS, Nova Southeastern University
BS, Nova Southeastern University

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MS, National University
BA, University of California, San Diego

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MS, Ferris State University
BS, United Arab Emirates University
DBA, California Southern University

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PhD, Indiana University of Pennsylvania
MBA, Southern New Hampshire University
BS, Northeastern University

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MA, California State University, Dominguez Hills
BS, University of Phoenix

Entrekin, Fern, General Education
MS, West Chester University
EdD Nova Southeastern University
BS, Millersville University

Erwin, Phebe, Life Skills
MA, Dallas Baptist University
BA, Texas Woman's University

Escudero, Jose, Computers
MS, University of Phoenix
BS, University of Phoenix

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MS, Emporia State University
MS, University of North Texas
MS, University of Illinois
BA, University of California, Los Angeles

Etheredge, Alisha, Science
MS, Georgia State University
BS, Spelman College

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PhD, University of Pennsylvania
MSEd, University of Pennsylvania
BA, The College of Wooster

Evans, Denise, English
MFA, Sarah Lawrence College
BA, University of California, Davis

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MA, Seton Hall University
BA, Bard College

Fahmy, Deena, Economics
MA, Wayne State University
MA, University of Windsor
BA, The American University

Fall, John, Psychology
PhD, University of California
MA, California State University, Hayward
BA, University of California, Berkeley

Fall, Rachel, Psychology
MS, California State University, East Bay (Hayward)
BS, University of California, Berkeley

Fankhanel, Kathryn, Medical Assisting
BS, Loma Linda University
MD, Loma Linda University

Farley, Toni, Computers
PhD, Arizona State University
BS, Arizona State University

Farrow, Jaime, Science
MLS, Mayland University
BS, North Carolina State University

Faul, David, Math
MS , University of Louisiana
BS, Louisiana State University

Faust, Holly, Paralegal
JD, Barry University School of Law
MBA, DeVry University
BA, Boston University

Feaster, Wanda, Medical Insurance Billing & Coding
MBA, Keller Graduate School of Management
BS, Florida A&M University

Feldman, Jeffrey, Psychology

PhD, The University of Michigan
MA, The University of Michigan
AB, University of California

Felipe, Ileana, Life Skills
MA, Carlos Albizu University
BS, Miami Institute

Ferguson, Madeline, Life Skills
MS, University Of Tennessee
BS, University Of Tennessee

Ferlin, Joseph, Life Skills
BA, John Carroll University
MEd, Kent State University

Fernandez, Tristan, Life Skills
MS, Capella University
BA , Vanguard University

Ferns, Brent, Computers
MS, Central Michigan University
BBA, Northwood University

Ferro, Maria
Medical Assisting
MD, Universitaria de Santander

Figueroa, Sheila, English
MA, University of Texas-Pan America
BA, University of Arkansas

Finch, Susan, English
MFA, Indiana University Bloomington
BA, Emory University

Fine, Sara, Life Skills
MS, Barry University
MS, Brooklyn College
BA, The City College of New York

Finley, Ian, Homeland Security
MA, Naval War College
MBA, Averett University
BS, United States Coast Guard Academy

Fischer, James, Computers
PhD, Northcentral University
MBA, Northcentral University
MA, American Military University
MA, American Military University

Fisher, Karalea, Computers
MS, Aspen University
BS, Eastern Oregon University
AA, Central Oregon Community College

Fisher, Maryln, Accounting
PhD, Capella University
MS, American University
BS, University of Maryland

Fisher, Robert, Business
MS, University of Southern California

MBA, University of Southern California
BS, Rensselaer Polytechnic Institute

Fleming, Daimen ,Criminal Justice
MS, Capella University
BS, Springfield College

Fleming, Latasha, Psychology
MS, Capella University
BS, Springfield College

Fleming, Sheryl, Finance
MBA, Southeastern University
MSW, Howard University
BA, St. Mary's College of Notre Dame

Flowers, Aaron, Life Skills
MA, National University
BA, California State University at Northridge

Fogel, Seth, Criminal Justice
MS, California State University of Long Beach
BS, University of California Berkeley

Follett, Brian ,Criminal Justice
MS , Saint Leo University
BS, Columbia Southern University

Fortune, Tivica, Life Skills
MS, Jacksonville State Unversity
BA, University of Alabama

Foster, Benjamin, English
MA, Southern Illinois University
BA, Southeast Missouri State University

Framan, Theodore, Marketing
MBA, University of Texas
BS, University of Southern California

Francisco, Dina, Life Skills
MA, University of Memphis
MSW, University of Illinois
BS, University of Illinois

Frazier, Joel, Finance
MBA, Devry University- Keller Graduate School
of Management
BA, California State University, San Bernardino

Freeman, Eric, Marketing
MBA, University of Portland
BS, Portland State University

Frick, Christopher, American Literature
PhD, University of South Carolina
MA, New Mexico State University
BA, The Colorado College

Froyd, Sean, General Education
PhD, Pacifica Graduate Institute
MA, Pacifica Graduate Institute
MA, Bemidji State University
BFA, Bemidji State University

Fulkerson, Rena, Life Skills
MA, Western Kentucky Unverstiy
BS, Brescia Unversity

Galano, Hector, Government
MA , University of California, Santa Barbara
BA, California State University Fullerton

Gambell, Julie, Life Skills
MA, Northern Arizona University
BA, Arizona State University

Ganard, Barbara, Computers
MS, University of Phoenix
BBA, Temple University

Gannaway, Annette, Sociology
MA, Lincoln University
BS, Lincoln University

Gantka, Sean, English
MA, California State University Fullerton
BA, California State University Fullerton

Ganza, William, Sociology
MS, Illinois State University
BS, Illinois State University

Garbharran, Hari, Science
PhD, Southern Illinois University
MBA, Keller Graduate School, DeVry University
MA, University of KwaZulu
BA, University of KwaZulu

Garcia, James, Sociology
MA, California State Univ. Dominguez Hills
BA, California State Univ. Dominguez Hills

Garman, Carrie, Life Skills
MA, University of Northern Colorado
BA, Arizona State University

Garmon, Jennifer, General Education
MS, University of Oregon
BA, University of California, Santa Barbara

Garmon, John, Business
MBA, University of Redlands
BA, University of Redlands

Garriga, Michael, English
MA, University of Louisville
BA, University of Mississippi
PhD, Florida State

Garvin, James, Finance
MBA, Miami University
BS, Miami University

Gee, Tammy, General Education
MA, Northern Arizona University
BA, Southwestern Oklahoma State University

Geiger, Brian, Criminal Investigations
MPA, Walden University
BA, Myers University (Chancellor)

Gentles, Junior, Computers
MISM, Keller Graduate School of Management
BS, Hope International University

Ghalambor, Hamid, Business
MBA, University of Phoenix
BS, Utah State University

Ghose, Madhuchanda, Marketing
PhD, Georgia Institute of Technology
MS, State University of New York at Stony Brook

Gianna, David, Computers
MBA, Marist College
MS, Marist College
BS, Rochester Institute of Technology

Gibson, Colin, Life Skills
EdD, Argosy University - Orange County Campus
MA, Roosevelt University
BS, Bradley University

Gibson, Lisa, American Literature
MA, University of Tennessee
BA, University of Tennessee

Gibson, YeVetta, Computers
MS, Regis University
BA, University of Illinois at Chicago

Gil, Chaya, Paralegal
JD, Northern Illinois University

Gilbert, Miron, Criminal Justice
PhD, Walden University
MS, Troy University
MPA, Troy University
BS, Albany State University

Gillespie, Patricia, Medical Insurance Billing & Coding
BS, Weber State University
AA, Central Oregon Community College

Gilliard, Jacqueline, Business
PhD, Capella University
MS, Houston Baptist University
BBA, University of Houston

Gillis, Kimberly, Criminal Investigations
MS, University of New Haven
BS, University of Alabama

Gilman, Monica, General Education
MA, Webster University
BA, University of Tampa

Gilmore, Erica, American Literature
MA, Tennessee State University
BA, Howard University

Gilmore-Byrd, Rikkisha, Life Skills
BS, Clark Atlanta University
MS, Capella University
Cert, Capella University

Girten, Julie, Business
MBA, Keller Graduate School of Management
BS, DeVry University

Givens, Charity, English
MA, Liberty University
BA, Liberty University

Gladman, Selena, Business
MBA, Bowling Green State University
BS, Bowling Green State University

Glee, Gwendolyn, Business
MBA, Webster University
BS, Voorhees College

Glenn, Roberta, Paralegal
JD, University of San Francisco
A.B., University of California, Berkeley

Glenn, Robin, Environmental Science
MS, University of Charleston
BS, Albright College

Glover, Keosha, Life Skills
MS, Argosy University
BS, Fayetteville State University

Goar, James, English
MFA, Naropa University, Boulder Colorado
BA, University of Arizona, Tuscon

Gold, Stuart, Computers
PhD, North Central University
MBA, Loyola University
BA, Northeastern University

Goldberg, David, Government
MA, Villanova University
BA, Elizabethtown College

Goodall, Jean, Business
MA, Webster University
BA, University of Colorado, Boulder

Goodman, Loren, American Literature
PhD, University of Buffalo
MA, University of Buffalo
MFA, University of Arizona, Tucson
BA, Columbia University

Goodner, Jayme, Medical Assisting
MS, University of Phoenix
BS, University of Phoenix

Goodwin, Kimberly, Psychology
EdS, James Madison University
MA, James Madison University
BS, Virginia Polytechnic Institute

Gordon, Jennifer, English
MA, Mississippi State University
BA, Mississippi State University

Gourrier, Giselle, Psychology
DPsy, California School of Professional Psychology at
Alliant University
MA, Pepperdine University
BA, University of Southern California

Goyden, Michael, Computers
MS, Naval Postrgaduate School
MA, University of Northern Colorado
BS, U.S. Air Force Academy

Graham, Juanita, Medical Assisting
MS, University of Mississippi Medical Center
BS, University of Mississippi Medical Center

Grant, Abigail, English
MA , Slippery Rock University
BA, California University of Pennsylvania

Grant-Spence, Cristal, Medical Assisting
DPM, New York College of Podiatric Medicine
BA, Howard University

Gray, Antonette, Criminal Justice
MA, Monmouth University
BA, University of the West Indies

Gray, Dahli, Business
MBA, Portland State University
DBA, George Washinton University
BS, Eastern Oregon State College

Gray, Shaun, Information Science
MS, Bellevue University
Thomas Edison State College

Gray-Baker, LaQuita, Public Administration
MS, University of La Verne
DPA, University of La Verne
BA, California State University, Dominguez Hills

Green, LaTaunia. Business
MBA, Keller Graduate School of Management
BS, Accounting

Green, Phyllis, General Education
MA, Chapman University
JD, Western State University
BA, University of Pennsylvania

Greenberg, Julie
MD, Israel Institute of Technology
MA, Touro College
Duke University

Greene, Amy, General Education
MFA, Columbia University
BA, University of Notre Dame

APPENDIX A: Administration and Faculty

Greenfield Jr, Alfred, Accounting
PhD, Virginia Commonwealth University
BS, Virginia Commonwealth University

Greer, Rodney, Information Science
MBA, City University
BA, Humboldt State University

Gressier, Pamela, General Education
MA, University of California, Irvine
JD, Western State University
BA, University of California, Irvine

Griff, Nathan, Psychology
MA, Adams State University
EdS, Northern Illinois University
BA, Psychology

Grimes, Jennifer, Criminal Justice
PhD, Arizona State University
MS, Indiana State University
BS, Indiana State University

Gruber, Baylis, Finance
MBA, Florida State University
BS, Florida State University

Gualco, David, Business
EdD, University of the Pacific
MPA, University of Southern California (USC)
MBA, Golden Gate University
BS, California State University, Fresno

Guerra, Melanie, Business
MBA, Keller Graduate School of Management
BS, DeVry University

Gulam, Fatma, Medical Insurance Billing & Coding
BS, University of Cincinnati
AA, Sinclair Community College

Gundlach, Kim, Paralegal
JD, Loyola Law School
BA, Pennsylvania State University

Gurley, Renee, English
MA, California State University San Bernardino
BA, Black Hills State University

Gussis, Shelly, English
MA, Roosevelt University
BS, Bradley University

Habig, Calvin, Life Skills
D.Min, Fuller Theological Seminary
M.Div, Emmanuel School of Religion
BS, Manhattan Bible College

Hacker, Jennifer, Criminal Investigations
JD, University of Florida College of Law
BA, University of South Florida

Hadley, Treva, Psychology
MSCE, University of West Alabama

BS, Mercer University

Hakim, Amy, Psychology
PhD, Florida International University
MS, Florida International University
BA, Florida International University

Hales, Myron, Wyotech
BS, University of Wyoming

Hall, Jeremiah, English
MA, California State University, Fullerton
BA, California State University, Fullerton

Hall, Mary, Medical Assisting
MHA, Montana State University
BA, California State University, Stanislaus

Halliday, Leah, English
MAST, Agnes Scott College
BA, Oglethorpe University

Halstead, John, Finance
MS, Boston College
BS, University of Connecticut
Ph.D., University of Connecticut

Hamblet, Shirley, Criminal Justice
MA, University of Texas at Arlington
BS, University of North Texas

Hamilton, Shelia, Science
MS, John Hopkins University
BS, Mary Washington College
BS, Mary Washington College

Hamilton, Tursha, Medical Assisting
NMD, Southwest College of Naturopathic Medicine
BS, Xavier University of La

Hamilton, Tursha, Health Sciences
NMD, Southwestern College of Naturopathic Medicine
BS, Xavier University of Louisiana

Hammond, Scott, Computers
MBA, Saint Leo University
BS, Saint Leo University
BA, Saint Leo University

Hanna, Michael, Criminal Justice
JD, Creighton University
Creighton University
MS, Central Missouri State University
BA, University of San Francisco

Hansen, Elizabeth, Science
PhD, University of Missouri
MS, University of Missouri
BS, Southern Illinois University

Hardeman, Bernadette , Life Skills
MA, Florida Agricultural and Mechanical University
BA, University of North Florida

Hargiss, Kathleen, Computers
PhD, University of South Florida
MA, Northwestern University
MBA, University of Miami
BS, University of Illinois

Hargraves Peters, Candace, English
MAEd, East Carolina University,
BS, East Carolina University,

Harper, Ashley, Accounting
MS, Louisiana State University
BS, Southeastern Louisiana University

Harper, Jeffrey, Criminal Investigations
MS, Central Michigan University
BS, Trenton State College

Harper, Virginia, Math
MEd, Steven F Austin University
BS, East Texas State University

Harrell, Sue, English
MS, Shenandoah University
BA, Mars Hill College

Harris, Aaron, Life Skills
BA, Indiana University
M.Ed., Indiana University

Harris, Monique, English
MFA, Indiana University
BA, Converse College

Harrison, Cynthia, Life Skills
MAT, Belhaven College
BA, University of Maryland University College

Hartdige, Frances, Life Skills
MA, Fuller Theological Seminary
BA, The College of Wooster

Hartman, Amy, English
MFA, Brooklyn College at the City University of New York
BA, Smith College Northampton, MA

Hatfield, Hope, Business
MBA, Baker College
MPA, Indiana Purdue University
BS, Indiana Purdue University

Hatten, Marc, Government
MA, University of Montana
BA, University of Montana

Havens, Brandy, Accounting
MBA, High Point University
BS, High Point University

Haverty, Michael, Business
MS, Kansas State University
MBA, DeVry
BS, University of Massachusetts

Hayes, Anne Marie, Paralegal
JD, Case Western Reserve University
BS, Guilford College

Hayes, Michael, Criminal Justice
MS, University of Louisville
BS, Lenior-Rhyne College

Haynes, Daniel, General Education
MDiv, Baylor University's George W. Truett
Theology Seminary
BA, Dallas Baptist University

Hazen, Alan, Criminal Investigations
MS, Eastern Kentucky University
BS, Eastern Kentucky University

Heaney, Jill, Business
MS, Duquesne University
BS, Duquesne University

Heinrichs, Glenn, Computers
MS, DePaul University
BS, DeVry University
MBA, Purdue University

Heisey, Allyson, Computers
MS, Strayer University
BA, Gallaudet University

Heisser-Metoyer, Patricia, Psychology
PhD, University of California Irvine
BA, California State University Los Angeles

Henderson, Steven, Paralegal
JD, Florida State University
BS, Brigham Young University

Henry, Barbara, Life Skills
MS, Mississippi Valley State University
BS, Mississippi Valley State University

Henry, Sally, Life Skills
MEd, Northern Arizona University
BS, Arizona State University

Herbig, Paul, Business
MBA, University of Notre Dame
BS, Rose Hulman Institute of Technology

Hernandez, Diego, Sociology
MS, Nova Southeastern University
BA, Southeastern College of The Assemblies of God
MA, Argosy University
PhD, Argosy University

Hernandez, Gabriel, Criminal Investigations
MS, John Jay College
BA, Rutgers University

Herndon, Tamia, Criminal Justice
PhD, Jackson State University
MSS, Mississippi College
BA, Tougaloo College

MEd, Peabody College of Vanderbilt University

Herrera, Michele, Sociology
EdM, Peabody College of Vanderbilt University
BA, Cornell University

Hibbert, Tamika, General Education
MS, Brooklyn College
EdD, Argosy University
BA, York College

Hicks, Reiko, Paralegal
JD, Western State University
B.S., California State Polytechnic University, Pomona

Hicks, Tasha, Business
MBA, University of Phoenix
BS, University of Phoenix

Hickson, Detra
BS, Florida A&M University

Hijazi, Ali, Accounting
MBA, University of Michigan
MS, University of Michigan
BA, University of Michigan

Hill, John, Criminal Justice
EdD, Nova Southeastern University
MA, New Jersey City University
MS, New Jersey City University

Hill, Mary Jane, Life Skills
MA, California State University San Bernardino
BA, University of California San Diego

Hirsch, Diane, Life Skills
MEd, University of Pittsburgh
BA, Kent State University

Ho, Raymond, Tax
MBA, Golden Gate University
BS, San Francisco State University
DBA, Nova Southeastern University

Hobbs, Renita, Life Skills
MA, North Carolina Central University
BA, North Carolina Central University

Hodge, Marcie, Psychology
MA, Holy Names University
BA, California State University

Hoffer, Laura, English
PhD, University of Tennessee, Knoxville
MFA, Pennsylvania State University
BA, College of Charleston/University of Charleston, S.C.

Hogens, Lakithia, Allied Health Science
BS, Albany State University

Holland-Johnson, Alicia, Education
MEd, Northwestern State University
EdD, Nova Southwestern University

BA, Northwestern State University

Holloway, Vallie, Medical Assisting
Ph.D., Florida A & M University
B.S., Florida A & M University

Holt, Michael, English
MA, Old Dominion University
BA, Saint Leo College

Hopkins, Cassandra, Life Skills
Ed.D., NOVA Southeastern University
M.Ed., University of West Georgia
BS, Auburn University

Hori, Takayuki, Tax
MBA, Oklahoma City University
LLM, University of San Diego
LLB, Meiji University

Horodner, Barry, Math
MS, Lehman College
BA, Lehman College

Hosseini, Jamaladdin, Government
PhD, University of Arizona
MA, University of Arizona
BA, University of Tehran

Hudspeth Jr., Jackie, English
MA, University of Alaska
BA, Arizona State University

Hull, Kurt, Business
MBA, Providence College
BS, Providence College

Hultgren, Patrick, English
M.A. , State University of New York at Binghamton
B.A. , University at Buffalo, State University of New York

Humaciu, Matthew, Math
MS, California State University, Los Angeles
BA, Whittier College

Hunt, Dayna, Life Skills
MA, Dominican University
BS, California Polytechnic State University

Hurd, Clifton, Marketing
MBA, Keller Graduate School of Management
BA, Lindenwood University

Hurst, Dena, Philosophy
PhD, Florida State University
MA, Florida State University
BA, Stetson University

Hurst, Viki, Life Skills
MA, University of San Diego
BA, California State University, Northridge
BA, California State University, Northridge

Hurt, Al, Science

MS, California State University
BA, California State University
BS, California State University

Huskey, Jason, Paralegal
JD, Western State University
BS, California State University, Long Beach
AA, Fullerton College
MPA, California State University-San Bernardino

Hutson, Pamela, Paralegal
JD, Southern Methodist University
BA, University of Texas at Dallas

Huwe, Michael, Chiropractic
DC, Logan College of Chiropractic

Idlet, Gabrielle, English
MFA, University of Arkansas
BA, Antioch University

Iglesias, Steven, English
MFA, School of the Art Institute of Chicago
MA, California State University, Northridge
BA, Cal Poly San Luis Obispo
BA, California State University, Northridge

Inglis, Rochelle, Biology
MS, Tuskee University
BS, Paine College

Irizarry, Myra, Government
MA, University of Texas at Dallas
MA, University of Texas at Arlington
BS, Texas Woman's University

Jabbour, James, Criminal Investigations
MS, University of New Haven
BS, University of the State of New York

Jackson, Delores, Life Skills
MA, Midwestern State University
MS, Golden Gate University
BA, Methodist College

Jackson, Julie, Math
MAM, Auburn University
BS, Xavier University

Jackson-Simons, Michelle, Information Technology
MIT, American Intercontinental University
BIT, American Intercontinental University

Jacobs, Jake, Life Skills
MA, University of Phoenix
BS, University of Phoenix

Jaafari, Hamid, Math
PhD, North Carolina State University
MS, Iowa State University of Science and Technology
MS, California State University, Northridge

Jamsa, Kris, Computers
PhD, Arizona State University

MEd, Aspen University
MBA, San Diego State University
MS, University of Nevada
BA, United States Air Force Academy

Jarrell, Charles, Marketing
MBA, West Virginia University
BSBA, West Virginia University
BSAE, West Virginia University

Javarinis, Angeliki, Accounting
MBA, Davenport University
BBA, Wayne State University

Jedruszczak, Boguslaw, Computers
MS, University of Phoenix
BS, University of California, Irvine

Jenkins, Melvin, Life Skills
MA, Lincoln University
BS, Lincoln University

Jennings, Lisa, Life Skills
PhD, University of Alabama
MSW, University of Alabama
BBA, Faulkner University

Jennings, Patrick, Paralegal
JD, Howard University
MA, Central Michigan University
BS, Western Michigan Universtiy

Johnson, Bradley, Accounting
MS, DeVry University, Keller Graduate School of Management
BS, University of Rhode Island
MBA, Devry University, Keller Graduate School

Johnson, Janice, Science
PhD, Capella
MS, Louisiana Tech University
BS, Louisiana Tech University

Johnson, Jessica, Medical Assisting
B.S. , University of Central Florida

Johnson, Johnny, Finance
MBA, Florida A&M University
BS, Florida A&M University

Johnson, Lucretia, Medical Insurance Billing & Coding
BS, University of Alabama
MSHI, University of Alabama

Johnson, Robin, Life Skills
M.S., Florida A&M University
B.S., Florida A&M University
B.S. , Florida A&M University

Johnson, Yolanda, Criminal Justice
MS, University of Alabama
BA, University of Alabama

Jones, Meagan, English

MA, California State University
BA, California State University

Jones, Michael, Computers
PhD, Walden University
MS, University of Phoenix
BS, Valdosta State

Jones Arnold, Deborah, Life Skills
MS, Capella University
BA, Bethune Cookman College

Jones, Christopher, Psychology
PhD, Northern Illinois University
MA, Northern Illinois University
BA, University of Iowa

Jones, Sherita, Accounting
MA, University of Tennessee at Chattanooga
BBA, University of Memphis

Joubert, Scott, Criminal Justice
MCJ, Boston University
BA, Worcester State College

Jung, Doranne, Business
MS, Boston University
BA, Mills College

Kalamas, Donald, Criminal Justice
MS, Tiffin University
BA, The Ohio State University

Kalayeh, Pirooz, English
MFA, Naropa University, Boulder Colorado
BA, University of Delaware, Newark

Karabekou, Maria, Criminal Justice
MS, University of Phoenix
BA, University of Phoenix

Karasy, Pamela, Medical Assisting
DO, Nova Southeastern University
BA, Florida Atlantic University
AA, Broward Community College

Kats, Yefim, General Education
MS, Electrical Engineering University
MA, Graduate School and University Center of the
City University of New York (CUNY)
BS, Electrical Engineering University

Kaur, Simranjit, Physics
PhD, Rani Durgawati University
MS, Bhoj University
MP, Ravishankar Shukla University
BS, APS University
BA, Ravishankar Shukla University

Kares, Julie, English
MA, The University of New Orleans
BA, The University of Texas

Kaveny, Fannie, Homeland Security

MS, Saint Louis University
BS, East Carolina University

Keefauver, Melinda Beth, English
M.A. , Western Carolina University
B.A., Furman University

Keith, Sonja, Life Skills
PsyD, California School of Professional Psychology (Alliant)
MEd, Wichita State University
BA, Wichita State University

Kelly, Charles, Criminal Justice
PhD, University of Southern Mississippi
MS, University of Alabama
BS, Loyola University

Kembell, Cheri, Computers
MS, Missouri State University
BS, Missouri State University

Kempson, Cherita, Life Skills
BS, University of West Georgia
MA, University of West Georgia

Kennedy, Peter, Science
BA, University of Virginia
MS, West Coast University

Kenny, Stuart, English
PhD, Baylor University
MA, St. Cloud State University
BA, St. Cloud State University

Keppler, Jason, Information Technology
MS, Northwestern University
BA, University of Illinois

Kesten, Alan, Psychology
PhD, University of Texas
BS, University of Texas

Ketchersid, Linda, Medical Assisting
MSN, University of Phoenix
BSN, University of Phoenix
AA, Long Beach City College

Ketschek, Robert, Criminal Justice
MA, Boston University
BS, Kaplan University

Khatibloo, Mohammadali, Criminal Justice
MA, Chapman University
BA, Chapman University

Kincaid, Lisa, Psychology
PhD, Walden University
MS, Walden University
BA, Purdue University

Kingsley, Hal, Marketing
MBA, University At Buffalo
MA, Emerson Graduate School of Emerson College
BFA, Long Island University

APPENDIX A:Administration and Faculty

Klingfus, Michelle, English
MA, University of Northern Iowa
BA, University of Iowa

Knapp, Jane, Science
PhD, University of Rhode Island
MS, Worcester Polytechnic Institute
BS, Framingham State College

Knecht, Lisa, Math
MA, University of South Dakota
BS, University of South Dakota

Koehle, Gregory, Criminal Justice
MS, University of Wisconsin
BS, Pennsylvania State

Kohls, Annette, English
MFA, California State University, Long Beach
BA, Chapman University

Kolich, Andrea, Government
MA, George Washington University
BA , Furman University

Kolick, Emil James, Criminal Justice
MS, Columbia Southern University
BS, Delaware Valley College

Kolowski, David, Medical Assisting
DC, Palmer College of Chiropractic
BS, University of Nebraska

Kolowski, Lauren, Medical Assisting
DC, Palmer College of Chiropractic
BS, University of Nebraska Lincoln

Konold, Kyle, Psychology
PhD, University of Nevada
MS, Southern Illinois University
BA, University of Wisconsin

Kopanic, Michael, Government
PhD, University of Pittsburgh
MA, University of Norte Dame
BA, Youngstown State University

Kordas, Brett, Life Skills
MS, Northwestern University
BA, University of Notre Dame

Kovach, Bernard, Business
PhD, Nova Southeastern University
MBA, California State University, Dominguez Hills
MA, University of Minnesota, Minneapolis
BA, University of Minnesota, Duluth

Krasny, Amber, Medical Insurance Billing & Coding
MBA, Walden University
BS, Walden University

Kraus, Richard, Criminal Investigations
MS, Boston University

BS, American InterContinental University

Kuivila, John, Criminal Justice
MS, Tiffin University
BA, Myers University

Kunze, Peter, American Literature
MA, Florida State
BA, Rowan University
BA, Rowan University

Kuthy, Daniel, Government
MA, Old Dominion University
BA, University of Virginia

Kwa, Rosemary, English
PhD, University of California, Irvine
MA, University of California, Irvine
BA, Tufts University

Ladner, Debora, Science
MS, University of South Alabama
BS, William Carey University
PhD, Jackson State University

LaDue, Laura, Psychology
PhD, Walden University
DPT, Boston University
MA, Doane College
BS, Loma Linda University

Lake, Edwina, Life Skills
MA, University of Phoenix
BS, University of Phoenix

Lamb, Karen, Interpersonal Communication
MS, Loyola University Chicago
MA, University of Maryland
BA, Valparaiso University

Lamer, Lori, Paralegal
JD, Ohio Northern University
BS, Kent State University

Lane, Deborah, Psychology
MS, St. Thomas University
BA, University of Florida

Laptad, Amy, General Education
PhD, Northcentral University
MA, Washington State University
BA, Washington State University

Larkin, Marcia, Paralegal
JD, University of Dayton
BA, University of South Florida

Lashua, Renee, Criminal Justice
MS, California State University
BS, California State University

Lauren, David, Paralegal
JD, Franklin Pierce Law Center
BA, New England College

MEd, Keene State College

LaVergne, Debra, Life Skills
MEd, Northern Arizona University
BS, University of Phoenix

Lavery, Kenneth, Accounting
MS, Grand Valley State University
BA, Purdue University

Lawler, Karen, English
MA, California Polytechnic State University
BA, California Polytechnic State University

Lawrence, Dennis, English
EdD, The University of Kansas
MA, The University of Kansas
BA, Rockhurst University

Laws, Penelope, Life Skills
EdD, Argosy University
MA, Clark Atlanta University
BS, Clayton State University

Lazo, Alex, Computers
MS, California State University, Fullerton
BA, California State University, Fullerton
PhD, Capella

Leatherbury, Linda, Tax
PhD, Union Institute & University
MS, Widener University
BS, Drexel University

Lee, Freddy, Marketing
PhD, University of British Columbia
BS, University of Texas at Austin

Lee, Kevin, Computers
MS, University of Phoenix
BS, High Point University

Lee, Nelva, Business
PhD, Touro University International
MS, Central Michigan University
BS, Wayland Baptist University

Lefebvre, Lyndsey, English
MA, California State University Fullerton
BA, California State University Fullerton

LeMoine, Monica, English
MA, University of Wisconsin
BA, Virginia Polytechnic Institute

Lemon, William, English
MA, California State University, San Marcos
BA, California State University, San Marcos

Leon, John, Computers
MS, Cal State Fullerton
BS, Cal State Fullerton

Leonard, Rodney, Criminal Justice

MS, Troy University
BA, Edinboro University of Pennsylvania

Lester, LaWanda, Accounting
MAC, Saint Thomas University
BA, Florida International University

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MS, Murray State University
BIS, Murray State University

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BA, California State University
JD, University of the Pacific

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MSEd, Purdue University
BS, University of Illinois
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Lewis, Carlton, Criminal Justice
MS, East Carolina University
BA, North Carolina Wesleyan College

Lewis, Jacquelyne, Accounting
MBA, Campbell University
BS, North Carolina Wesleyan College

Lewis, Michael, Criminal Investigations
MSCJ, Tiffin University
BA, Myers University

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MS, Westfield State College
BS, Western New England College

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MA, Saint Leo University
BA, Saint Leo University

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MAp, Chapman University
BA, Chapman University

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EdD, Nova Southeastern University
MS, Nova Southeastern University
BS, Ursinus College

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EdD, Nova Southeastern University
MS, Nova Southeastern University
BFA, New York Institute of Technology

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MBA, Northern Illinois University
BS, Northern Illinois University

Lipscomb, Allen, Life Skills
MSW, University of Southern California
BA, University of California Santa Barbara
BA, University of California Santa Barbara
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JD, Arizona State
BA, Arizona State

Little, Ann, Marketing
DBA, Cleveland State University
MBA, Western Carolina University
BS, University of North Carolina

Lizano, Rolando, Computers
MS, Nova Southwestern University
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MS, Walsh College
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JD, Oklahoma City University School of Law
MSCJ, Southwest Texas State University
MA, Texas A&M University – Corpus Christi
MAT, Southwest Texas State University
BA, Texas A&M University
BS, Texas A&M University

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MS, Georgia State University
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JD, Western State University
BA, California State University, Long Beach

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PhD, Tourou University International
PhD, Colorado State University
MS, Trinity University
MA, National University
MS, National University
MBA, National University
MPA, National University
MA, Chapman University
BA, Chapman University
MS, Chapman University
MA, Chapman University
BA, Northwestern University
BS, Thomas Edison College

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MS, University of Denver
BS, Ohio State University

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MFS, National University
BA, St. Leo University

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MBA, Jones International University
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BS, Valdosta State College

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MBA, Cardinal Stritch University
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MBA, University of Texas
BS, West Virginia University

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DM, University of Phoenix
M Ed, Northern Arizona University
MA, Marquette University
BA, Ripon College

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MBA, University of Phoenix
BS, DeVry University
AAS, DeVry University
PhD, Capella

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MS, Kean University
BS, Kean University

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PhD, University of Minnesota
MA, Wayne State University
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D.Phil, Balliol College, University of Oxford
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PhD, The University of Warwick
MA, The University of York
BA, University of Colorado

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MA, Cal State University Fullerton
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PhD, Rutgers University
BS, Columbia University
BA, Columbia University

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MBA, Webster University
BS, Florida Southern College
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MS, Keller Graduate School of Managements

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MFA, Chapman University
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MLS, University of Washington
BA, University of Washington

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MS, University of Central Florida
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M.A., Iowa State University
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PhD, Arizona State University
MA, University of Alaska
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MIT, American Intercontinental University
BBA, Loyola Marymount University

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PhD, Portland State University
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MA, Lindenwood University
BS, William Woods University

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JD, The Ohio State University
BA, Marietta College

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MS, Troy University, Florida Region Campus
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PhD, University of Birmingham, UK
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BS, Fourah Bay College

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JD, Hofstra University
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MA, University of Florida
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MA, University of Northern Iowa
BA, University of Northern Iowa
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Psy. D., Argosy University
M.A., National University
B.S., Arizona State University

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MS, Lesley University

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BS, Boston College

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MA, University of New England
BA, Washington State University

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MA, New York University
BS, New York University

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MS, Saint Joseph's University
BA, Temple University

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MS, Hawaii Pacific University
BS, Hawaii Pacific University

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MSW, University of South Carolina at Columbia
MS, Capella University
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Martin, Daniel, Computers
MIS, Roosevelt University
MBA, University of Illinois at Chicago
BS, Northern Illinois University

Martin, Donald, Medical Assisting
DC, Logan College of Chiropractic

Mason, William, Economics
MBA, New York University
BBA, St. John's University

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MA, Argosy University
BA, Illinois Institute of Technology

Matias, Richard, Information technology
MS, Capella University
BS, University of Maryland

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MPA, University of Southern California
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MS, University of Phoenix
BS, North Georgia College and State University

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MBA, University of Phoenix
BS, Metropolitan State College of Denver

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JD, Barry University School of Law
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BA, National-Louis University
DBA, Argosy

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MA, California State Dominguez Hills
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MSCJ, Tiffin University
BA, Myers University

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JD, Case Western Reserve University
LLM, New York University School of Law
BA, Hillsdale College

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MEd, Wayne State University
BS, Eastern Michigan University

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EdD, Nova Southeastern University
MS, Nova Southeastern University
BS, Florida A&M University

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MA, Webster University
BS, University of Detroit Mercy

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BS, University of Kansas
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PhD, University of Rhode Island
BS , State University of New York at Stony Brook
MS, University of Rhode Island

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MS, California State University, Northridge

BA, California State University, Northridge

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MS, Rollins College
BA, University of North Carolina

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MPA, Troy State University
BS, State University of New York, Empire

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JD, Michigan State University
MBA, Oakland University
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BS, Western Michigan University

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MS, Georgia State Univeristy
MBA, Mercer University
BBA, Mercer University

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PhD, Claremont Graduate School
MS, Pepperdine University
BS, Northern Arizona University
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BS, University of Mary Hardin Baylor

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MS, Florida International
BS, Arizona State University
BA, Arizona State University

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MA, Indiana University of Pennsylvania
BS, Duquesne University

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MPM, Keller Graduate School
MBA, Keller Graduate School
BS, DeVry University

Milazzo, Thomas, Computers
MISM, Keller Graduate School of Management
MPM, Keller Graduate School of Management
BS, Devry
MBA, Devry

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MBA, Baker College
BA, Metropolitan State College of Denver

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MA, Gannon University of Pennsylvania
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MA, University of Texas at Tyler
BFA, Sam Houston State University

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DBA, Nova Southeastern University
MBA, Widener College
BBA, Ursinus College

Miller, Kaisa, English
MFA, Naropa University
BA, Luther College

Miller, Kerry, Computers
MBA, Baker College
BBA, Davenport University

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MS, Walden University
BA, University of Central Florida

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EdS, Nova Southeastern University
MS, Nova Southeastern University

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MA, New Mexico State College
BA, Thomas Edison State College

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BS, California Polytechnic State University

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MS, Chicago State University
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Mphil., University of Strathclyde
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MS, California State University, Fullerton
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MS, Abilene Christian University
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PhD, University of Texas
MBA, Baker College
BS, University of Phoenix

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MS, California State University - Chico
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PhD, University of Cincinnati
MSW, University of Georgia
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MA, University of Arizona
EdD, Arizona State Univeristy
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MA, University of Tennessee
BA, University of Tennessee
BA, University of Tennessee

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MS, University of Phoenix
BS, University of Phoenix

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MS, Central Michigan University
MBA, University of Louisiana

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PhD, Utah State University
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PhD, University of Denver
MS, University of Benin, Nigeria
BS, University of Benin, Nigeria

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MA, University of Tennessee
BA, University of Belgrade- Serbia
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MS, George Washington University
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MS, Roosevelt University
MA , DePaul Univeristy
BA, University of Illinois at Chicago

Mujeye, Douglas, Computers
MS, Northern Kentucky University
BBA, Solusi University

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MSA, Central Michigan University
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PhD, State University of New York
MS, California State University
BS, California State University

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JD, Stetson University College of Law
BA, Berry College

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MS, University of Tenessee

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MA, California State University Fullerton
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MED, Northern Arizona University
BA, University of Arizona

Murphy, Lynn, Science
MS, West Coast University
BS, University of Connecticut

Murphy, Michael, Criminal Justice
MS, Troy State University
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Murphy, Dina, Information Technology
MIS, University of Phoenix
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MIT, American Intercontinental University
MA, Antioch University
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MBA, University of Texas at Dallas
BS, Northern Arizona University

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MA, The University of Tennessee
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MA, The Fielding Grad. Institute
MS, Garden Gale University
BA, University of San Francisco

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MS, Prairie View A&M University
MS, University of Feridriciana
MEdUniversity of Houston

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MS, Springfield College
BS, Cookman College

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MA, Chapman University
BA, Concordia University

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MA, Argosy University
BS, James Madison University

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MA, Webster University
BA, Warner Southern College

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MA, University of Central Florida
BA, Auburn University

Neuman, Amanda, General Education
MA, Central Michigan University
BA, Saginaw Valley State University

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MS, California State University San Bernardino

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MSCJ, Tiffin University
BS, Ohio Univeristy

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PhD, Walden University
MS, California Polytechnic State University
BA, University of California, Davis

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PhD, Walden University
MA, University of San Diego
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BS, University of Arizona

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MS, Tiffin University
BS, University of Cincinnati

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MA, Rutgers University
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MBA, Orlando College
BS, University of Central Florida
AA, University of Florida

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MJ, Loyola University
BSN, State University of New York

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LL.B., Case Western Reserve University
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MA, University of Oklahoma
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MBA, New York University, Stern School of Business
MA, University of Illinois
BA, Colgate University

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MBA, University of Redlands
BS, Southern Illinois University

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MBA, Bellevue University
BA, University of Wisconsin-Milwaukee

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MA, University of Central Florida
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DrHE, AT Still Unversity
MSW, Indiana University
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MFA, Naropa University
BA, Temple University

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PhD, Pacific Graduate School of Psychology
MS, Pacific Graduate School of Psychology
BA, University of California, Santa Cruz

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JD, Indiana Univeristy
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BS, University of Tennessee

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PhD, University of Maryland
MS, California State University
BS, Delaware Valley College

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PhD, University of North Texas
MA, University of North Texas
BA, Arizona State

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DrPH, University of California
MPH, University of Californina
MAT, Lewis and Clark College
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MSCJ, Tiffin University
BA, Waynesburg College

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MBA, University of Phoenix
BA, Howard University

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BS, Charter Oak State College

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BS, Lynn University

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BA, Wittenberg University

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MA, Wayne State University
MBA, Davenport University
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MFA, National University
MA, University of Phoenix
BS, College Park

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MS, Central Missouri State Univeristy
BS, Central Missouri State Univeristy

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MBA, Everest University (formerly FMU)
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PhD, University of Texas at Dallas
MA, University of Chicago
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PhD, Walden University
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MS, Bentley University
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BA, University of Washington
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MHS, Johns Hopkins University
BS, Edinboro University
BS, University of Maryland

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DC, New York Chiropratic College
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BS, The University State of New York

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MA, California State University Fullerton
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EdD, Argosy University
MED, Lynn University
BAS, University of Michigan

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MBA, Mercer University
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M.F.A., The University of Montana
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MFA, School of the Art Institute of Chicago

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MFA, Emerson College
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BS, John C. Smith University

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M.A., Lindenwood Universtiy
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BS, Pensacola Christian

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MS, Georgian Court University
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MS, Duquesne University
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MA, Wayne State University
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BS, Geneva College

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BS, Park University

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JD, St. Mary's University
BA, Stephan F. Austin State University
MA, University of Texas at Arlington

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MPA, Nova Southeastern University
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MA, George Fox Seminary/University
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MS, Georgia State University
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MHS, Armstrong Atlantic State University
MS, Georgia Southern University
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BA, University of Alabama

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MFA, University of Arkansas, Fayetteville
BA, Vassar College

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BS, San Diego State Unversity

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MA, Indiana University
BA, University of Illinois

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BS, Abilene Christian University
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MS, University of Phoenix
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BS, PALM BEACH ATLANTIC COLLEGE

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BA, University of Maine at Machias

Reason, Casey, Education
PhD, Bowling Green State University
Med, Bowling Green State University
EDS, University of Toledo
BS, Bowling Green State University

Redd, James, English
MA, Mississippi State University

BA, Mississippi State University

Redder, Daniel, Criminal Justice
MA, Boston University
BS, Keuka College

Redmond, Timothy, Criminal Justice
MS, Nova Southeastern University
BS, Florida International University

Reichmuth, Jessica, Science
MS, Rutgers
BS, Coastal Carolina University
PhD, Rutgers

Reid, Randall, Biology
MD, Loyola University Stritch School of Medicine
BS, Loyola University

Reinke, Gary, Business
BS, University of Wisconsin
MS, Central Michigan University

Relstab, Annemarie, Medical Insurance Billing & Coding
BS, Western Illinois University

Respress, Lindsey, Psychology
MS, Capella University
BS, Ashford University

Reynolds, Catherine, Life Skills
PhD, Capella University
MA, University of Phoenix
BS, Cameron University

Rhee, Jean, Tax
MBA, California State University, Los Angeles
BS, California State University, Los Angeles

Rhodes-Hicks, Dawn, Medical Assisting
DPM, Barry University of Graduate Medical Scienes
BS, Xavier University of Louisiana

Ribaya, Jeronimo, Science
Ph.D., University of California, Los Angeles
MS, University of California, Los Angeles
BS, University of California, Los Angeles

Rich, Thomas, Science
MBA, University of Florida
ME, University of Florida
BS, University of Florida

Richardson, Daniel, Computers
MS, Capella University
BS, Capella University

Richardson, Neva, Business
MS, Florida Institute of Technology
BS, Florida Southern College
Grad Cert, Strayer University
Grad Cert, Strayer University

Riddles, Allison, English

PhD, University of Southern Mississippi
MA, Ohio University
BA, Flagler College

Ridenhour, Kim, Medical Assisting
MS, University of Phoenix
BS, University of Phoenix

Ritter, Wallace Victor, Math
PhD, Claremont Graduate Univeristy
MBA, California State Polytechnic University
BA, California State Polytechnic University

Rivera, Jeffrey, Medical Assisting
BS, Mercy College
MBA, University of Phoenix

Rivera-Hainaj, Rosa, Science
PhD, Case Western Reserve
BS, University of Puerto Rico – Mayaguez

Rivers-Blackmon, Kimberly, Health Sciences
MBA, University of Phoenix
BS, Florida State University

Roach, Erica, Computers
MBA, The Johns Hopkins University
MPM, University of Maryland
BA, State University of New York

Roberson, Flora, Computers
MS, Tarleton State University
BS, Tarleton State University

Roberts, Cynthia, Math
MS, University of Texas
BS, University of Houston

Roberts, Heather, Science
PhD, Texas Tech University
MS, Baylor University
BS, Texas A&M University

Roberts, James W, Criminal Justice
MPA, Troy State University
BA, Saint Leo University

Robins, Michael, English
MFA, University of Massachusetts
BA, University of Oregon

Robinson, James, Government
Ph.D., University of California Los Angeles
M.A., University of California Los Angeles
B.A., California State University Los Angeles

Robinson, Janell, Computers
MS, University of Maryland University College
BS, University of Maryland University College

Robinson, Pamella, Sociology
MA, California State University, Dominguez Hills
BA, California State University, Dominguez Hills

Robison, Brian, Criminal Justice
MS, Ferris State University
BS, Ferris State University

Rodriguez, Frances, Business
DBA, University of Sarasota
MA, Middle Tennessee State University
BA, Saint Leo University

Rodriguez, Jessica, Life Skills
MS, California State University
BA, Concordia University

Roff, Kimberly, Life Skills
BA, Albany University
MA, Stony Brook University

Rollins, John, Homeland Security
JD, American University
BS, Fayetteville State University

Rollins-Hatcher, Mia, Medical Insurance Billing & Coding
BS, Western Kentucky University

Romero, Barbara, Life Skills
MA, University of Phoenix
BA, Arizona State University

Rongcal-Valera, Grace, Government
MA, University of San Diego
BA, University of Phillipines Diliman

Rosario, Nilda, Life Skills
MS, Capella University
BLS, Barry University

Rose, Steven, Finance
MBA, Wayne State University
BBA, University of Toledo

Rosenberg, Simone, Paralegal
JD, University of Florida
BA, University of Florida

Rosenthal, Lynne, English
Ph.D, Columbia University of New York
MA, Columbia University of New York
BA, The City College of New York

Ross, Dave, Public Administration
MPA, Golden Gate University
BA, Upper Iowa University

Ross, Marilyn, Economics
MA, University of New Mexico
BA, American University

Rothenberg, Steven, Computers
MCIS, University of Denver
BS, The City College of The CIty University of New York

Rothenbuehler, Steven, Business
MBA, Strayer University
MBA, Everest University

BA, Metropolitan State University

Rotkosky, Richard, Computers
MS, DePaul University
BS, Missouri Institute of Technology

Rowe, Rosemarie, Environmental Science
MS, University of New Hampshire
BS, University of New Hampshire

Ryan, Joanne, Accounting
MBA, Webster University
BS, Saint Joseph's College

Ryan, Melissa, Psychology
MA, Roosevelt University
BA, St. Cloud State University

Sabel, Lauren, English
M.F.A., Naropa University
B.A., Eckerd College

Sahhar, Fady, Marketing
MBA, University of Tennessee
BSBA, University of Tennessee

Saleh, Fadia, Life Skills
MA, National University
BA, California State University Fullerton

Saleh, Usama, Medical Assisting
PhD, University of Kentucky
MSN, University of Kentucky
BSN, Clarkson College

Saltman, Bethany, English
MFA, Brooklyn College of the City University of New York
BA, Antioch University Yellow Springs, Ohio

Sanders, Bob, Computers
MS, Bowie State University
BS, University of Maryland University College

Sanders, Danita, Accounting
MBA, Capella University
BS, Capella University

Sanders, LaFanya, Math
MS, Auburn University
BS, Xavier University of Louisiana

Sandusky, Craig, Business
BA, Illnois State University
MA, Illnois State University
MBA, University of Kansas

Sarakatsannis, Phillip, Finance
MBA, Xavier University
BA, Thomas Moore College

Sargent, Michael, Business
MBA, University of Wisconsin
BS, University of Wisconsin

Sarkar, Chandreyi, Science
MS, University of Calcutta
BS, University of Calcutta

Sarookhanian, Talin, Government
MA, California State University, Northridge
BA, California State University, Northridge
PhD, SUNY at Albany

Savage, Veronica, General Education
MPA, University of North Carolina
EdD, Argosy University
BA, University of North Carolina

Saxon, Linda, Life Skills
MA, University of Phoenix
MA, University of Phoenix
BS, University of Phoenix

Sayler, Crystal, Medical Insurance Billing & Coding
BS, Strayer University

Schaffer, Jason, History
MA, California State University Los Angeles
BA, Occidental College

Schager, Danielle, Life Skills
M.Ed., Northern Arizona University
BA, Arizona State University

Schilaty, Nathan, Medical Assisting
PhD, Parker College of Chiropractic
BS, Parker College of Chiropractic
BS, Parker College of Chiropractic

Schluger, Alice, Pyschology
PhD, Capella University
MA, New York University
BA, Queens College (CUNY)

Schneider, Margaret Kennedy, Business
MBA, Keller Graduate School of Management
BA, University of Northern Iowa

Schultz, Darcy Renee, English
PhD, University of Nebraska
MA, University of Nebraska
BS, Central Missouri State University

Schwartz, Belky, Life Skills
MS, University of Miami
BA, Florida International University

Sconyers, Novella, Sociology
MA, Roosevelt University
BA, Northwestern University

Scott, Angela, Business
AA, Phoenix College
BA, Arizona State University
MBA, University of Phoenix

Scott, Ericka, English
MA, University of California Riverside

BA, Western Washington University

Scott, Vivian, Business
MBA, California State Polytechnic University
BA, Humboldt State
BA, Humboldt State

Scully, Anna, Psychology
PhD, Princeton University
MA, Pepperdine University
MA, Princeton University
BS, University of Michigan

Searle, David, Business
MBA, University of Phoenix
BS, Arizona State University

Seddon, Ayn, Criminal Investigations
PhD, Indiana University of Pennsylvania
MA, Edinboro University of Pennsylvania
BA, University of Pittsburgh
BS, University of Pittsburgh

Semmar, Yassir, Psychology
PhD, Capella University
MA, California State University Long Beach
BA, San Diego State University

Serbia, Angelique, Medical Assisting
BA, University of California
MD, Tulane University

Sever, Brion, Criminal Justice
PhD, Florida State University
MS, Florida State University
BS, Florida State University

Sewkarran, Jaichand, Finance
PhD, Capella University
MBA, Touro Univeristy Intl
MBA, Iona College
MS, Iona College
BPS, Empire State College

Shaffer, Shelley, Criminal Justice
MS, Kaplan University
BS, Metropolitan State College

Shahin, Alireza, Math
PhD, Purdue University
MS, Purdue University
MS, Purdue University

Shahisaman, Mohammad, English
MA, California State University Fullerton
BA, California State University Fullerton

Shanmuganathan, Ganesh, Information Technology
MS, Penn State Great Valley
MBA, Johnson & Wales University
BA, Vivekananda College

Sharp Johnsen, Robin, Life Skills
MA, Antioch University

BA, Cal State Univ. Fullerton

Shaw, Jacqueline, Computers
MS, The City College of New York City University of New York
BA, City University of New York

Shaw, Wendell, Computers
MIS, University of Phoenix
BS, Bethel University
TC, Columbia State Comm College

Shehata, Deena, English
MFA, George Mason University
MA, Johns Hopkins University
BA, Syracuse University

Sheikh, Shahid, Business
Ed D, Pepperdine University
MBA, CA Lutheran University
BA, CA Lutheran University

Shelton, Angelina, Computers
MS, Colorado Technical University
MS, University of Redlands
BS, University of Phoenix

Shields, Molly, English
Med, University of North Florida
BA, University of Illinois

Shirley, Steven, Political Science
PhD, Old Dominion University
MA, University of Missouri
BA, Clemson University

Shoemake, Nancy, Accounting
MBA, Aspen University
BS, Louisiana Tech University

Shull, Joseph, Marketing
MS, California State University, Northridge
BS, California State University, Northridge

Shumate, Stormy, Criminal Investigations
MA, Appalachian State University
BS, Gardner-Webb University

Siemson, Aimellia, Government
MA, California State University, Fresno
BA, California State University, Fresno

Sigal, Mitchell, Criminal Investigations
MS, National University
BA, University of Southern California Irvine

Silvers, Kara, Medical Insurance Billing & Coding
MEd, Auburn University
BS, Auburn University

Simmons, Mikiko, Life Skills
MA, East Carolina University
BS, East Carolina University

Simon, Steven, Paralegal
JD, St. Thomas University School of Law
BS, University of Florida

Simpson, Lisa, Life Skills
M.Ed., University of California, Los Angeles
BA, University of California, Los Angeles

Sinay, Shahriar, Computers
MS, California State University, Northridge
BS, California State University, Los Angeles

Sineath, Alice, Accounting
MA, Appalachian State University
BS, Appalachian State University
BSBA, Appalachian State University

Sjuib, Fahlino, Economics
PhD, Kansas State University
MA, Western Illinois University
BS, Parahyangan University

Skiba, Michael, Business
MBA, University of Albany, State University of New York
BA, The College of Saint Rose

Skipper, Haley, Math
BS, University of North Dakota
MS, University of North Dakota

Slama, James, English
MFA, Fairleigh Dickinson Universtiy
BA, University of South Dakota

Slater, Angela, Paralegal
JD, New York University School of Law
B.A., Montclair State University

Sloan, Amy, American Literature
MA, University of Tennessee
BA, Baylor University

Smart, Catherine, Life Skills
MS, Capella University Online
MED, American Intercontinental University Online
BA, University of Louisiana at Monroe

Smith, Amy, Science
MS, Colorado State University
BS, Western Washington University

Smith, Denise, Medical Assisting
MS, University of Phoenix
BS, The Florida State University School of Nursing

Smith, Douglas, Computers
MBA, Keller Graduate School of Management
MPM, Keller Graduate School of Management
BGS, University of Michigan
PhD, Walden University

Smith, Gerald Andy, Criminal Investigations
MS, University of New Haven
BA, University of Southern Mississippi

Smith, Janet,English
MA, Marshall University
BA, Marshall University

Smith, Jere, Accounting
MBA , Keller Graduate School of Management
BS, University of the State of New York

Smith, Rochelle, Life Skills
MEd, State University of West Georgia
BS, Morris Brown College

Smith, Rose Mary, Psychology
MA, University of Colorado
BS, University of Maryland

Smith, Stacie, Medical Insurance Billing & Coding
MBA, Sullivan University
BA, Midway College

Smith, Stacy Ann, Accounting
MBA, University of Phoenix
BA, The Richard Stockton College Of New Jersey
BS, The Richard Stockton College Of New Jersey

Smith, Tamara, Science
PhD, Washington State University
MS, Washington State University
BS, University of California, Davis

Smith, Tonya, Medical Insurance Billing & Coding
BS, University of Alabama

Smith-Silber, Carol, Criminal Justice
MA, Monmouth University
BA, Rutgers

Snider, Zachary, Communications
MA, Long Island University
BA, Pace University

Snow, Kenneth, Accounting
MBA, Florida Institute of Technology
BS, Athens State College

Snow, Natalya, Accounting
MBA, Samford University
MA, Biysk State Pedagogical Univ.
BA, Biysk State Pedagogical Univ.

Solomon, Gary, Business
MBA, National University
BBA, Temple University

Solomon, Robert, English
MA, North Carolina Central University
BA, University of North Carolina

Somnarain, Su, Life Skills
MS, Capella University
BS, University of South Florida

Sorensen, Annabel, Information Technology

ME, Arizona State University
BA, University of Washington

Sorgi, Deborah, Life Skills
MS, St. John's University
BA, St. Francis College
EdD, University of Phoenix

Sparks, Steven, English
MA, University of Tennessee
BA, University of Tennessee

Sparks, Teresa, English
MFA, Naropa University
BA, West Virginia University

Sperling, Jonathan, Criminal Justice
MS, University of Central Florida
BA, Columbia College

Spicer, Vivian, Math
EdD, NOVA Southeastern University
MA, State University of New York at Stony Brook
BA, State University of New York at Stony Brook

Spinks, Robert, Criminal Justice
MS, University of Cincinnati
MA, University of Phoenix
BS, Excelsior College - University of the State of New York

Spivey, Robert, Criminal Justice
MA, Norwich University
BA, Ottawa University

Starcher, James, Paralegal
JD, Thomas M. Cooley Law School
BS, Franklin University

Starr, Judith, Life Skills
MA, University of Phoenix
BA, California State, Long Beach

Steere, Nancy, Computers
MS, Regis University
BS, Colorado Christian University

Stein, Paul, Criminal Investigations
PhD, University of Miami
MS, National University
MA, CUNY City College
BS, CUNY City College

Steinberg, Brian, Life Skills
MA, University of Northern Iowa
BS, Central Michigan University

Stepp, Zachary, Math
MEd, University of Florida
BS, University of Florida

Stomper, Connie, Life Skills
EdD, Teachers College Columbia University
MA, Teachers College Columbia University
BS, University of Illinois, Urbana-Champaign

Story, Lisa, Paralegal
JD, Texas Tech University School of Law
BS, Louisiana State University

Stowens, Rachel, Criminal Investigations
MFS, The George Washington University
BA, Tulane

Strauch, Michael, Criminal Investigations
MS, Nova Southeastern University
BS, Drury University

Strauss-Berta, Dawn, Medical Assisting
DC, Palmer College of Chiropractic
BA, New Jersey City University

Strickland, Amanda, Business
MS, University of Phoenix
MBA, American Intercontinental University
BS, University of Phoenix

Stroll, John, Accounting
MBA, Pace University Graduate School
BA, Columbia University

Stromberg, Scott, Information Technology
MS, Nova Southeastern University
BS, Southern Illinois University

Strother, Rachelle, Life Skills
MS, California State University, East Bay
BA, California State University, East Bay

Stuart, Latazia, Computers
MS, Nova Southeastern University
BA, Columbia Union College

Stuber, Donna, Psychology
PhD, Kansas State University
MS, Emporia State University
BS, Missouri Western State University

Suescun, Yvonne, Medical Assisting
MD, University of Antioquia

Summers, Brandi, Marketing
MEd, University of Phoenix
MBA, University of Phoenix
BS, Arizona State University

Swadlow, Len, Criminal Justice
JD, Antioch School of Law
BS, Florida International University
BBA, University of Miami

Sweeney, Shawna, Medical Insurance Billing & Coding
BA, The College of St. Scholastica
AS, Northeast Iowa Community College

Swisher, Laura, Paralegal
JD, University of Toledo
B.A., University of Toledo

Tanaka, Debbie, Socialogy
MA, University of Nevada
BA, University of Hawaii

Tanner, Cort, Criminal Justice
MS, Troy Univeristy
JD, Kaplan University (Concord Law School)
BS, University of Utah
BS, University of Utah

Tannoury, Carlo, Information Technology
MS, Bellevue University
BS, Rochester College

Taras, Debra, Psychology
PsyD, Immaculata University
MA, Adelphia University
BA, Temple University

Taylor, Bernice, Communications
MS, Roosevelt University
EdD, Northern Illinois University
BS, Roosevelt University

Taylor, Jocelyn, Life Skills
EdD, University of Southern California
MA, Azusa Pacific University
BA, University of California

Taylor, Monica, Life Skills
MS, California State University
BA, University of California, Los Angeles

Taylor, Stacey, Business
MBA, University of Phoenix
BBA, Baruch College

Taylor, Sylvester, Business
MBA, University of Phoenix
BS, Florida State University

Telesco, Grace, Criminal Justice
PhD, Fordham University
MA, John Jay College
BS, John Jay College

Temple, Angela, English
MA, St. Ambrose University
MS, Portland State University
BS, Eastern Oregon University

Terrell, Kenneth, Business
DBA, Nova Southeastern University
MSA, Central Michigan University
BA, Southeastern Louisiana University

Test, Timothy, General Education
PhD, Hampton College
MS, Utah State University
BA, Utah State University

Tetzlaff, Anne, Medical Insurance Billing & Coding
BA, University of Illinois
Cert, Medical College of Georgia

Thomas, Cedric, Criminal Justice
AA, Southwestern Community College
BA, Saint Leo University
MS, Saint Leo University

Thomas, Christine, English
MA, University of East Anglia
BA, University of California, Berkeley

Thomas, David, Computers
EdD, Alliant International University
MA, Alliant International University
BA, California State University, Los Angeles

Thomas, Huey, Business
MBA, University of Phoenix
BS, Southern Polytechnic State University

Thompson, Denise, Life Skills
MEd, Columbus State University
EdS, Columbus State University
BS, Albany State University
EdD, University of Phoenix

Thompson, Leroy, Psychology
MS, California State University
BA, University of California

Thorndike, Jean, Life Skills
PhD, Fuller Theological Seminary
MSW, University of Southern California
MA, Fuller Theological Seminary
MA, Fuller Theological Seminary
MD, Fuller Theological Seminary
BA, La Verne College

Thornhill, Jessica, Medical Insurance Billing & Coding
AA, DeVry

Thornhill, Patti, Paralegal
JD, George Mason University School of Law
BA, Old Dominion University

Tischler, James, Business
MBA, University of Pennsylvania
BA, Indiana State University of Pennsylvania

Titus Jr, Lynn, Criminal Investigations
MCJ, Boston University
BA, University of Minnesota

Tolj, Alexander, English
MA, California State University
BA, McDaniel College

Tomcho, Michael, Computers
MA, Montclair State University
BS, Montclair State University

Tonsil, Pauline, Education
PhD, Capella University
MS, Florida Institute of Technology
BS, Virginia State University

Tosh, Nancy, Sociology
PhD, University of California, Santa Barbara
MA, University South Florida
BA, Flagier College

Townsend, Tracy, Criminal Investigations
MS, Jacksonville State University
BS, Jacksonville State University

Tricic, Lejla, English
MFA, California State University Fresno
MA, California State University Fresno
BA, California State University Fresno

Troxler, Linda, English
MA, University of North Carolina
BA, University of North Carolina

Tsapara, Irene, Math
PhD, University of Illinois
MS, University of Illinois
BS, University of Patras

Turner, Chariese, Business
MS, Nova Southeastern University
EdD, Nova Southeastern University
BS, Florida State University

Turner, Jarrod, Paralegal
JD, Florida Coastal School of Law
BA, University of North Carolina
MPA, University of North Carolina

Turner, Rita, Communications
MA, University of Wisconsin
BA, University of Wisconsin

Tvorik, Kathryn, Business
MS, Indiana Wesleyan University
BS, Univeristy of LaVerne

Tvorik, Stephen, Business
PhD, Walden University
MBA, University of La Verne
BSEd, Ohio State University
BFA, Ohio State University

Tyson, Erin, English
MA, California State University Fullerton
BA, California State University Fullerton

Ulferts, Harry, Criminal Justice
MA, Western Illinois University
BA, Western Illinois University

Underwood, John, Business
MBA, University of Memphis
JD, Oak Brook College of Law
BBA, University of Memphis

Van Renselaar, Donna, Life Skills
MEd, University of Arkansas
BFA, University of Washington

Vasile, Robert, Computers
MS, The University of North Carolina Charlotte
BS, Concord College

Vasiliou, William, Life Skills
MA, The State University of New York
BA, Hofstra University

Vatisoontorn, Manusya, Computers
MS, DePaul University

Vaughan, George, Math
MA, University of California, Santa Barbara
BS, Harvey Mudd College, Claremont

Vaughan, Robert, Psychology
M Div, Western Evangelical Seminary
BA, Azusa Pacific University
DMin, George Fox University

Vaughn, Brandon, Math
EdS, University of West Florida
MA, University of West Florida
BA, University of West Florida
PhD, Florida State University

Vicario, Linda, Life Skills
MA, Anna Maria College
BA, Anna Maria College

Vincent, James Ray, Life Skills
M Ed, Azusa Pacific University
MDiv, Abilene Christian University
MM, Abilene Christian University
BA, L.I.F.E. Bible College

Volker, Jamie, English
MA, Northern Arizona University, Flagstaff
BS, Northern Arizona University, Flagstaff

Voorhees, Lisa, Life Skills
MS, University of Phoenix
BS, New York Institute of Technology

Waddell, Rosita, Medical Insurance Billing & Coding
MBA, University of Phoenix
BS, Norfolk State University

Walker, Andreana, Mathematics
MA, University of West Alabama
BS, Spelman College

Walker, James, Criminal Investigations
Ph.D, Texas A&M
MS, Sam Houston University
BGS, University of South Carolina

Walker, Maylon, Computers
MIT, American InterContinental University
BS, North Georgia College and State University

Wallace-Lewis, Dianne, English
Med, Armstrong Atlantic University

BA, Mercer University

Walmsley, Michelle, Life Skills
MSW, Virginia Commonwealth University
BA, Monmouth University

Walsh, Timothy, Paralegal
JD, University of San Diego School of Law
BA, College of the Holy Cross

Walters, Mark, Criminal Investigations
MBA, University Of Colorado
BBA, Angelo State University
AA, Howard College

Waltman, Bradley, English
M.A., Hunter College/City University of New York
B.A. , James Madison University

Walton, Brien, Paralegal
LLM, Georgetown University
JD, University of the District of Columbia
BA, University of the District of Columbia

Warner, Carl, Computers
MA, Webster University
BS, Troy University

Waters, Renee, Medical Insurance Billing & Coding
BS, Northern Michigan University

Watkins, Milette, Medical Insurance Billing & Coding
BS, Florida A&M University

Watson, Robert, Finance
MBA, Indiana University
BS, Brigham Young University

Watson, Tekeria, Accounting
MS, Strayer University
BA, Georgia Southern University

Webb, Anita, Interpersonal Communication
Ed.D., University of Southern California
MA, San Diego State University
AB, San Diego State University
AA, College of the Sequoias

Webster-Schuler, Alexandra, Medical Assisting
DC, Life University

Weidinger, Alois, Accounting
JD, Free Universitat, Berlin
MS, University of Central Florida

Weinbrot, Joel, English
MA, Florida State University
BA, Florida Atlantic Univeristy
BS, University of Miami

Weiss, Dena, Criminal Investigations
MS, Virginia Commonwealth University
BA, Mary Baldwin College

Weiss, Margo, marriage and Family Therapy
PhD, Nova Southeastern University
MS, Nova Southeastern University
MS, Barry University
BS, Florida International University

Welch, Chris, Medical Insurance Billing & Coding
MBA, Millsaps College
BBA, Millsaps College

Welker, Valerie, Medical Assisting
MS, Hardin-Simmons University
BS, University of Phoenix

Wells, Tasha, Math
MS, Florida State University
BS, University of North Florida

Wenzel, Rebecca, Criminal Justice
MA, University of Texas
BA, University of Hawaii at Manoa

West, Brian, Computers
MS, Tarleton State University
BS, Tarleton State University
MBA, The University of Texas at Arlington

Westover, Thomas, Business
MBA, Pepperdine University
BS, University of Wisconsin - Madison

Wheat, Nadine, Psychology
PhD, Capella University
MBA, St. John's University
BS, Iona College

Wheeler, William, Computers
MA, Webster University
BA, University of Central Florida

Whitaker, Christal-Joi, Psychology
MA, Pepperdine University
BA, UCLA

Whitaker, Lisa, Math
MA, DePaul University
BA, Michigan State University
BA, Michigan State Unversity

White, Jason, Government
PhD, University of Missouri
MBA, Rockhurst University
BS, Northwest Missouri State University

White, Kenneth, English
MFA, The University of Montana
BS, University of Idaho

White, Romona, Life Skills
EdD, Argosy University
MS, Mississippi State University
BS, Mississippi State University
EdSpec, Argosy University
EdSpec, Univ. of West Georgia

Whitley, Jennifer, Accounting
MS, University of Alabama
BS, University of Alabama
MBA, Keller School of Management

Whitley, William, Accounting
EdD, University of Alabama
MBA, University of Houston
BS, University of Alabama

Whitten, Conni, Public Administration
MS, Central Michigan University
EdD, Nova Southeastern University
BS, Troy State University

Wiggin, Donald, Computers
MA, Webster University
BS, New York Institute of Technology

Wilkerson, Monique, Criminal Justice
MS, Georgia State University
BS, Georgia State University

Wilkins, Penny, Life Skills
DM, University of Phoenix
MA, University of Phoenix
BA, University of Phoenix
MS, California State University

Williams, Cydney, English
MA, Loyola University
BA, Lake Forest College

Williams, Erica, Psychology
MS, Alabama State University
BS, Alabama State University

Williams, Kelly, Medical Insurance Billing & Coding
MBA, Keller Graduate School of Management - Devry
BA, Idaho State University

Williams, Michelle, Criminal Investigations
MS, National University
BS, Northern Arizona University

Williams, Nikisia, Computers
MBA, University of Phoenix
MS, University of Phoenix
BS, University of Central Florida

Williams, Patricia, Life Skills
MEd, Florida A & M University
BS, Florida A & M University

Williams, Sheneaise, Life Skills
MEd, Florida A & M University
BS, Florida A & M University

Williams, Stacie, Math
PhD, Florida State University
MS, Florida State University
BS, Florida State University

Williams, Travis, Business
MBA, University of Phoenix
BFA, California Institute of the Arts

Williams, Valencia, Psychology
Psy.D., The Chicago School of Professional Psychology
MA, Roosevelt University
BS, St. Mary-of-the-Woods College

Williams, Victoria, Computers
MIT, American Intercontinental University
BA, Vanguard University

Willsey, Rob, Information Technology
MS, Bellevue University
BS, Bellevue University

Wilmoth, Traci, English
MA, Virginia Polytechnic Institute and State University
BA, Virginia Polytechnic Institute and State University

Wilson, Linda, Computers
EdD, Nova Southeastern University
MS, Strayer University
BS, Strayer University

Wilson, Rebecca, Psychology
PsyD, California Southern University
MS, Longwood University
BS, Radford University

Wilson, Thomas, Life Skills
MS, California State University, Fullerton
BS, Colorado State University-Pueblo

Wind, Susan, Criminal Investigations
MA, Rutgers, the State University of New Jersey
BS, The University of Tampa

Winston, Shaitaisha, Education
PhD, Gallaudet University
MS, Texas Women's University
BS, Prairie View A&M University

Wiseman, Kimberly, Life Skills
M.Ed, Northern Arizona University
BS, Kutztown University

Wojcik, Jillian, Life Skills
MA, University of Central Florida
BA, University of Minnesota

Wolf, Jody, Business
MS, Capella University
BBA, Florida Metropolitan University

Wolod, Larry, Paralegal
MS, University of Hartford
JD, Potomac School of Law
LLM, Georgetown University Law Center
BS, University of Baltimore

Wolusky, G. Anthony, Paralegal
JD, Golden Gate University

MA, Salve Regina University
M Ed, Northern Montana College
BS, United States Air Force Academy

Woodburn, JoAnn, Life Skills
MS, Howard University
BA, University of Marland

Woods, Shondria, Business
MBA, American Intercontinental
BA, Grambling State University
DM, University of Phoenix

Works, Betty, Business
PhD, University of Phoenix
MBA, Georgian Court University
BS, University of Maryland

Wright, Nicole, Accounting
MS, Keller Graduate School
BS, North Carolina Wesleyan College

Wright-Smith, Annette, Science
DC, Palmer College of Chiropractic
BS, Clark Atlanta University

Wyatt, James, Psychology
MA, Texas A&M University
BS Texas State University

Wyatt, Stacy, English
MA, Texas A and M University
BA, Texas State University

Wylie, Dennis, Science
M.S., Florida Institute of Technology
B.A., Washington & Jefferson College

Wyllie, Summer, English
MA, California State University, Stanislaus
BA, Sonoma State University

Yazbec, William, English
MFA, University of Memphis
BA, Purdue University

Yesenosky, Erin, Medical Assisting
MSN, University of Phoenix
BSN, University of Pittsburgh

Yoak, John, Business
JD, Stetson University College of Law
MBA, Stetson University
BSBA, University of Pittsburgh

Yoo, Edward, English
MA, California State University
BA, California State University

Young, David, Business
MBA, Troy University
BSBA, Auburn University

Young, James, Life Skills

EdD, Auburn University
EdS, Troy State University
MBA, University of Maine
BS, Ohio State University

Young, Jennifer, Business
EdD, Spalding University
MBA, Webster University
MA, Webster University
BA, University of Louisville

Zaladonis, Michelle, English
MFA , The School of the Art Institute of Chicago
BFA, University of Central Florida

Zapalski, Christopher, Paralegal
JD, Nova Southeastern University
MA, Nova Southeastern University
MBA, Nova Southeastern University
BS, Nova Southeastern University

Zapalski, Laura, Business
MS, Keller Graduate School of Management
MA, University of South Florida
BS, Nova Southeastern University

Zappia, Susan, Library Science
MA, Cal State Dominguez Hills
MLS, University of Pittsburgh
BA, University of Pittsburgh

Zardinejad, Nooshin, English
MA, California State University Fullerton
BA, California State University Fullerton

Zimecki-Fennimore, Danielle, Education
MA, Georgian Court University
MA, Georgian Court University
BA, Thomas Edison State College

Zupan Jr, John, Computers
MS, California State University
BS, Charleston Southern University

APPENDIX B:Tuition and Fees

ON-GROUND PROGRAMS – QUARTER-BASED

Undergraduate tuition per credit hour per term – Effective July 1, 2010, For currently attending students enrolled in Quarter-Based Programs, the tuition increase will become effective July 1, 2010

Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Associate Degree in Nursing	$492	$425
Associate Degree in Radiologic Technology	$370	$275
Associate Degree in Surgical Technologist	$500	$425
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Medical Assistant, Medical Insurance Billing and Coding, Paralegal	$452	$425
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal	$390	$425

Graduate tuition per credit hour per term - Effective July 1, 2010

Master of Science in Criminal Justice	$535
Master of Business Administration*	$535
*Books and materials are estimated at	$1,750

ON-GROUND PROGRAMS – MODULAR

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	9 Months	55.0	$18,012	$1,372
Medical Administrative Assistant	8 Months	47.0	$18,180	$1,426
Medical Assistant	8 Months	47.0	$18,224	$1,261
Effective for estimated textbook pricing starting February 1, 2011 and after				

Intensive English Courses (total tuition per course) Effective July 1, 2010

Advanced Intensive English – 6 weeks	$1,163
INTENSIVE ENGLISH I – IV	$2,198
INTENSIVE ENGLISH V	$2,332

ONLINE PROGRAMS

Online Program Tuition	
The student's total tuition for a given quarter is determined by either a per quarter or per credit hour price as follows:	
• Students enrolling in all Associate and Bachelor programs with start dates of April 18, 2011 and later.	$4044 per quarter
• Active students with start dates prior to October 11, 2010. • Active students with start dates between October 11, 2010 and March 3, 2011 in all programs, with the exception of Computer Information Associates and Bachelor programs. • Students in this group enrolled in Associate and Bachelor programs may request to change to per quarter pricing. Once the request is granted, the student may not change back to per credit pricing at a later date.	$404 per credit hour for Undergraduate course $548 per credit hour for Masters course

Tuition Changes:
New students in all undergraduate programs, and students re-entering the university, will now be charged a flat tuition rate of $4044 per quarter. The tuition rate is the same regardless of the number of credits the student elects to take.

Undergraduate students that enrolled prior to the SP11 Term, with start date of 4/18/11, may elect to remain at the $404 per credit hour price, or are eligible to switch to the flat rate tuition of $4044 per quarter. These students must contact their Student Services Advisor to begin the transition.

The Graduate tuition rate of $548 per credit hour remains unchanged.

Procedure Changes:
Beginning with the Spring 2011 term (Start date 4/18/11) the following general details apply with regards to providing online (pure, not hybrid) students with a university owned laptop:

- A student has the option to accept, at no additional charge, a university owned laptop to assist in their studies.
- The laptop is provided as a tool to enhance academic success, of which the student's tuition does not include or cover any laptop associated expenses.
- To receive a laptop the student must agree to the terms in the Student Laptop Agreement and complete an Address Verification form. These forms are presented to the student through the Applicant Portal when they enroll with the university.
- In general, new and re-entry students are eligible to receive a laptop.
- If a student stops attending the university, the laptop loaned to them must be returned to the university within 14 days of the students last day of attendance. This is done at the university's expense.
- Support for the university owned laptops is provided by the university's Support Services Department located in Tempe, Arizona.
- Laptops that are not returned, or are lost or stolen, are made inoperable using the LoJack system. Fees may apply (see next item).
- If the university owned laptop is damaged, lost, or stolen, or not returned to the university in a state similar to that in which it was received, the student may be responsible for paying a deductible fee.
- When the student completes all graduation requirements and has no outstanding financial obligations to the university, ownership of the laptop is transferred to the student.

FEES AND PENALTIES FOR ALL PROGRAMS

Registration fee	$25	Required of all students each quarter. Does not apply to modular and fully online students.
Re-entry fee	$25	Nonrefundable fee required of all applicants for re-enrollment in quarter-based programs after withdrawal has occurred. Does not apply to fully online students.
Online learning fee both undergraduate and graduate	$100	Per course, per term in addition to regular course tuition. Does not apply to fully online students.
Criminal background check (Allied Health students)	$52	Required upon enrollment
Graduation fee for undergraduate programs	$35	Does not apply to fully online students.
Graduation fee for graduate programs	$45	Does not apply to fully online students.
Duplicate diploma	$25	
Return check penalty	$25	Per item
Proficiency Exam Fees	$20 $40 $50	Testing Fee Computer exams testing fee (CGS 2167C) Per credit transfer fee cannot be paid from Title IV financial aid funds.
Graduate student culmination fee	$200	Assessed to the graduate student at time of thesis/ practicum submission, comprehensive exam administration, or externship placement. This fee does not apply to fully online students.
Experiential Learning Fees: Portfolio Application Fee Per Credit Transfer Fee Appeal Fee	 $50 $100 $25	Payable upon portfolio submission. Cannot be paid from Title IV financial aid funds.
Technology fee per quarter	$35	Does not apply to fully online students.
Library fee		A fee of $0.25 per day will be charged for each day an overdue library book is not returned. When a book is more than 30 days overdue, the student will be charged the replacement cost of the book. This fee does not apply to fully online students.

APPENDIX C: Calendars

Academic Calendar 2010—2011				
Summer Term Starts		July	12	2010
Summer Term Add/drop Deadline		July	25	2010
Mini-Term Starts		August	23	2010
Mini-Term Add/drop Deadline		August	29	2010
Labor Day Holiday		September	6	2010
Micro-Term Starts		September	13	2010
Summer Term Ends		October	3	2010
Fall Break	From	October	4	2010
	To	October	10	2010
Fall Term Start		October	11	2010
Fall Term Add/drop Deadline		October	24	2010
Mini-Term Starts		November	22	2010
Thanksgiving Day Holiday	From	November	25	2010
	To	November	26	2010
Mini-Term Add/drop Deadline		December	1	2010
Micro-Term Starts		December	13	2010
Winter Holiday	From	December	23	2010
	To	January	2	2011
Classes Resume		January	3	2011
Fall Term Ends		January	9	2011
Winter Break	From	January	10	2011
	To	January	16	2011
M.L. King Jr. Birthday Holiday		January	17	2011
Winter Term Starts		January	18	2011
Winter Term Add/drop Deadline		January	31	2011
Presidents' Day		February	21	2011
Mini-Term Starts		February	28	2011
Mini Term Add/drop Deadline		March	6	2011
Micro-Term Starts		March	21	2011
Winter Term Ends		April	10	2011
Spring Vacation	From	April	11	2011
	To	April	17	2011
Spring Term Starts		April	18	2011
Spring Term Add/drop Deadline		May	2	2011
Memorial Day Holiday		May	30	2011
Mini-Term Starts		May	31	2011
Mini Term Add/drop Deadline		June	6	2011
Micro-Term Starts		June	20	2011
Independence Day Holiday		July	4	2011
Spring Term Ends		July	10	2011
Summer Vacation	From	July	11	2011
	To	July	17	2011

Academic Calendar 2011—2012				
Summer Term Starts		July	18	2011
Summer Term Add/drop Deadline		July	31	2011
Mini-Term Starts		August	29	2011
Mini-Term Add/drop Deadline		September	4	2011
Labor Day Holiday		September	5	2011
Micro-Term Starts		September	19	2011
Summer Term Ends		October	9	2011
Fall Break	From	October	10	2011
	To	October	16	2011
Fall Term Start		October	17	2011
Fall Term Add/drop Deadline		October	30	2011
Thanksgiving Day Holiday	From	November	24	2011
	To	November	25	2011
Mini-Term Starts		November	28	2011
Mini-Term Add/drop Deadline		December	4	2011
Micro-Term Starts		December	19	2011
Winter Holiday	From	December	23	2011
	To	January	2	2012
Classes Resume		January	3	2012
Fall Term Ends		January	15	2012
M.L. King Jr. Birthday Holiday		January	16	2012
Winter Term Starts		January	17	2012
Winter Term Add/drop Deadline		January	30	2012
Presidents' Day		February	20	2012
Mini-Term Starts		February	27	2012
Mini Term Add/drop Deadline		March	4	2012
Micro-Term Starts		March	19	2012
Winter Term Ends		April	8	2012
Spring Vacation	From	April	9	2012
	To	April	15	2012
Spring Term Starts		April	16	2012
Spring Term Add/drop Deadline		April	29	2012
Memorial Day Holiday		May	28	2012
Mini-Term Starts		May	29	2012
Mini Term Add/drop Deadline		June	4	2012
Micro-Term Starts		June	18	2012
Independence Day Holiday		July	4	2012
Spring Term Ends		July	8	2012
Summer Vacation	From	July	9	2012
	To	July	15	2012

APPENDIX C: Calendars

Academic Calendar 2012—2013				
Summer Term Starts		July	16	2012
Summer Term Add/drop Deadline		July	29	2012
Mini-Term Starts		August	27	2012
Mini-Term Add/drop Deadline		September	2	2012
Labor Day Holiday		September	3	2012
Micro-Term Starts		September	17	2012
Summer Term Ends		October	7	2012
Fall Break	From	October	8	2012
	To	October	14	2012
Fall Term Start		October	15	2012
Fall Term Add/drop Deadline		October	28	2012
Thanksgiving Day Holiday	From	November	22	2012
	To	November	23	2012
Mini-Term Starts		November	26	2012
Mini-Term Add/drop Deadline		December	2	2012
Micro-Term Starts		December	17	2012
Winter Holiday	From	December	22	2012
	To	January	1	2013
Classes Resume		January	2	2013
Fall Term Ends		January	13	2013
Winter Term Starts		January	14	2013
M.L. King Jr. Birthday Holiday		January	21	2013
Winter Term Add/drop Deadline		January	28	2013
Presidents' Day		February	18	2013
Mini-Term Starts		February	25	2013
Mini Term Add/drop Deadline		March	3	2013
Micro-Term Starts		March	18	2013
Winter Term Ends		April	7	2013
Spring Vacation	From	April	8	2013
	To	April	14	2013
Spring Term Starts		April	15	2013
Spring Term Add/drop Deadline		April	28	2013
Memorial Day Holiday		May	27	2013
Mini-Term Starts		May	28	2013
Mini Term Add/drop Deadline		June	3	2013
Micro-Term Starts		June	17	2013
Independence Day Holiday		July	4	2013
Spring Term Ends		July	7	2013
Summer Vacation	From	July	8	2013
	To	July	14	2013

MODULAR CALENDARS

Modular Programs 2010-2011		
Start	**End**	**Holidays/Breaks**
11/17/2010	12/16/2010	11/25/2010-
12/17/2010	01/24/2011	12/24/2010- 12/31/2010 01/17/2011
01/25/2011	02/22/2011	02/21/2011
02/23/2011	03/22/2011	
03/23/2011	04/26/2011	04/11/2011-
04/27/2011	05/24/2011	
05/25/2011	06/22/2011	05/30/2011
06/23/2011	07/21/2011	07/04/2011
07/25/2011	08/19/2011	
08/22/2011	09/19/2011	09/05/2011
09/20/2011	10/17/2011	
10/18/2011	11/14/2011	
11/15/2011	12/14/2011	11/24/2011-
12/15/201	01/20/2012	12/26/2011- 01/02/2012 01/16/2012

Massage Therapy 2010-2011		
Start	**End**	**Holidays/Breaks**
11/22/10	12/16/2010	11/25/2011- 11/26/2011
12/20/10	01/21/2011	12/24/2010- 12/31/2010 01/17/2011

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