Everest

UNIVERSITY

2009-2010 CATALOG

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Accredited by the Accrediting Council for Independent Colleges
and Schools (ACICS), to award diplomas, associate's degrees, bachelor's degrees, and master's
degrees (www.acics.org).

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EVEREST UNIVERSITY

BRANDON

(A Branch of the Tampa Campus)
3924 Coconut Palm Drive - Tampa, Florida 33619
(813) 621-0041; Fax (813) 623-5769

NORTH ORLANDO

(Main Campus)
5421 Diplomat Circle - Orlando, Florida 32810
(407) 628-5870; Fax (407) 628-1344

JACKSONVILLE

(A Branch of the Largo Campus)
8226 Philips Highway, Jacksonville, Florida 32256
(904) 731-4949; (877) 266-0103; Fax (904) 731-0599

ORANGE PARK

(A Branch of the Tampa Campus)
805 Wells Road - Orange Park, FL 32073
(904) 264-9122; Fax (904) 264-9952

LAKELAND

(A Branch of the Largo Campus)
995 East Memorial Boulevard, Suite 110 - Lakeland, Florida 33801
(863) 686-1444; Fax (863) 682-1077

POMPANO BEACH

(Main Campus)
225 North Federal Highway - Pompano Beach, FL 33062
(954) 783-7339; (800) 468-0168; Fax (954) 783-7964

LARGO

(Main Campus)
1199 East Bay Drive - Largo, Florida 33770-2556
(727) 725-2688; (800) 353-3687; Fax (727) 373-44122

SOUTH ORLANDO

(A Branch of the North Orlando Campus)
9200 South Park Center Loop - Orlando, Florida 32819
(407) 851-2525; Fax (407) 851-1477

MELBOURNE

(A Branch of the North Orlando Campus)
2401 North Harbor City Boulevard - Melbourne, Florida 32935
(321) 253-2929; (866) 355-2929; Fax (321) 255-2017

TAMPA

(Main Campus)
3319 W. Hillsborough Avenue - Tampa, Florida 33614
(813) 879-6000; Fax (813) 871-2483

MELBOURNE LEARNING SITE

2190 Sarno Road – Melbourne, Florida 32935
(321) 259-3211; Fax (321) 259-0797

TAMPA LEARNING SITE

3251 W. Hillsborough Avenue – Tampa, Florida 33614
(813) 932-9787; Fax (813) 932-8927

EVEREST UNIVERSITY ADMINISTRATIVE OFFICES

3012 U.S. Highway 301 North, Suite 1000
Tampa, Florida 33619
(813) 635-1900, ext. 103
(813) 246-5226 (fax)

EVEREST UNIVERSITY ONLINE

Registrar's Office
5701 E. Hillsborough Avenue
Suite 2300
Tampa, FL 33610
Phone: (813) 630-8179
Fax: (813) 902-6782

PRESIDENTS' MESSAGE

We would like to welcome you to Everest University, whose locations provide 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'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 campuses 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.

David Splitstone, Brandon Campus   Michael Beaty, North Orlando Campus   John Buck, South Orlando Campus
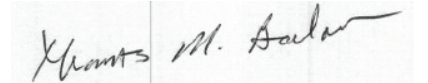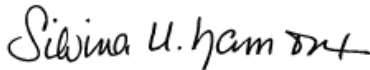
Jerry Causey, Jacksonville Campus   Bruce Jones, Orange Park Campus   Thomas M. Barlow, Tampa Campus

Silvina Lamoureux, Lakeland Campus   Peter Neigler, Largo Campus   Keith Burkhalter, Everest University Online

Mark Judge, Melbourne Campus   Ilia Martin, Pompano Beach Campus   Janis Y. Schoonmaker, President and COO

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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's, 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, the University has adopted the following goals:

- **Academics -** To provide challenging and relevant accredited undergraduate and graduate programs in a variety of career-oriented disciplines, incorporating effective educational methodologies, modern technology, and traditional and alternative instructional delivery systems, and 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 University's fiscal needs.
- **Business and Finance -** To manage and increase the University's 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 the University's programs and services to meet the needs of its students, communities, and other key stakeholders.

HISTORY

Everest University, hereinafter referred to in this publication as the "University," is a private proprietary university composed of numerous campuses in Florida, which are owned and operated by Florida Metropolitan University, Inc., located in Tampa, Florida.

Most Everest University campuses have a long, rich history of service to residents of the state of Florida. On October 17, 1996, Florida Metropolitan University, Inc., acquired Tampa College (locations in Tampa, Brandon, Lakeland, and Clearwater), Orlando College (locations in North Orlando, South Orlando, and Melbourne), and Ft. Lauderdale College. Tampa College was founded in 1890, making it the oldest business college in the state. Orlando College was established in 1953 as Jones College, Orlando; and in 1981, the name was changed to Orlando College. The South Orlando campus was created in May of 1987. The Melbourne campus was created in June of 1995. Ft. Lauderdale College can trace its roots back to 1940 with the founding of the Walsh School of Business. The College has operated under the name of Broward College and Drake College and in 1976 changed its name to Ft. Lauderdale College. The Jacksonville campus started its first class in July of 2000. The newest campus, Orange Park, started its first class in March of 2004. In November of 2007 the name of all FMU campuses was changed to Everest University

Olympia College, Merrionette Park, is a branch of the Pompano Beach campus of Everest University.

INSTITUTIONAL ACCREDITATION

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, Associate's degrees, Bachelor's degrees, and Master's degrees. The Accrediting Council for Independent Colleges and Schools 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 (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780.

For programmatic accreditation, please see the sections of this catalog containing program-specific information.

PROGRAMMATIC ACCREDITATION

The Medical Assisting programs at Everest University Brandon, Everest University Lakeland, Everest University Melbourne, Everest University North Orlando, Everest University Largo, Everest University South Orlando, and Everest University Tampa are accredited by the Commission on Accreditation of Allied Health Education Programs 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 Pharmacy Technician program at the Melbourne campus is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, Maryland, 20814, (301)657-3000, www.ashp.org.

The Surgical Technology programs of the Brandon campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST), Allied Health Education Programs, CAAHEP, 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350.

LICENSURE

Each location of the University is listed as an institution of higher education in the Directory of Higher Education.

The University is a non-sectarian, coeducational institution with authority to confer Associate's, Bachelor's, and Master's degrees and diplomas. The University is licensed by means of accreditation by the Florida Commission for Independent Education. License numbers are as below:

Pompano Beach (main)	2574	Largo (main)	2626	Orlando North (main)	2594
Tampa (main)	2627	Lakeland (branch)	2602	Orlando South (branch)	2609
Brandon (branch)	2603	Jacksonville (branch)	2966	Melbourne (branch)	2612
Orange Park (branch)	3132				

Further information may be obtained by contacting the Florida Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399, (850) 245-3200

APPROVALS

The dental assisting programs of Everest University are approved by the Florida Board of Dentistry. The massage therapy programs of Everest University's are approved by the Florida Board of Massage Therapy. The Associate Degree nursing program at the Brandon campus of Everest University is approved by the Florida Board of Nursing.

Undergraduate and graduate programs are approved by the Department of Homeland Security and by the Florida State Approving Agency for Veterans Training. All campuses are members of the Career College Association.

The Jacksonville, Lakeland, North Orlando, Largo, Pompano Beach and Tampa campuses are authorized under federal law to enroll nonimmigrant alien students.

STATEMENT OF NON-DISCRIMINATION

Everest University does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other University-administered programs.

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants, students, and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants, students, and employees who have disabilities with reasonable accommodations that do not impose undue hardship.

LIBRARY

The University libraries support the curriculum and provide information for students, faculty, and staff through on-site circulation and reference materials and through electronic access with the Central Florida Library Consortium, the Tampa Bay Library Consortium, Lexis, and WestLaw. Each location houses a collection of books and journals. In addition, students have access to the Internet and other media reference sources. Professional librarians are available at all locations to help students.

The University Online Library supports the curriculum and provides information for online students, faculty, and staff through information and reference materials and through electronic access with the Central Florida Library Consortium, the Tampa Bay Library Consortium, and the Library and Information Resources Network (LIRN).

PHYSICAL FACILITIES

The combined campus facilities of the University total over 400,000 square feet and are designed to provide an excellent learning environment, comfortable atmosphere, convenience, and accessibility. Facilities are accessible to and usable by disabled persons. Forms of special assistance available include ground-level entry to the building, access ramps, elevators, telephones, reserved parking, tutors, and counseling.

Each campus houses space for support staff, administrative and faculty offices, comfortable classrooms, libraries, and labs specifically equipped to support each location's programs of study. Since the University spans the state, it is convenient to literally every major thoroughfare and to several of the most modern airports in the nation.

Everest University, Inc. houses administrative offices that provide campus support. These are located at 3012 U.S. Highway 301 North, Suite 1000, Tampa, Florida 33619.

Brandon

The Brandon campus is located at 3924 Coconut Palm Drive in Tampa, Florida. The 49,000 square foot building houses 22 classrooms, two medical labs, a surgical tech lab, a massage therapy lab, a Nursing Skills lab, and five computer labs. In addition, there is a learning resource center with Internet access to a variety of online educational resource services, and sufficient hard bound research and subject specific publications to meet the specific needs of the students. There are administrative offices for the academic program chairs, the dean and associate dean, financial and business 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.

Jacksonville

The Jacksonville campus is located at 8226 Philips Highway in Jacksonville, Florida. The physical facility incorporates two buildings. The main building has 21,000 square feet of classrooms, laboratories, library, staff and faculty offices, testing room, student and employee lounges, storage areas, restrooms and lobby. Building B has 8,000 square feet of classrooms, laboratories, restrooms and faculty offices. The parking lot is equipped with exterior lighting during evening hours. On-site security personnel are available during the evening hours from 6 pm to 11 pm. An alarm system provides security when the campus is closed.

Lakeland

The Lakeland campus is located at 995 E. Memorial Blvd., Suite 110, in Lakeland, Florida. This facility encompasses 30,428 square feet and includes a library, a lobby, classrooms, medical and computer laboratories, staff and faculty offices, storage areas, and lounges for both students and employees.

Largo

The Largo campus is located at 2471 McMullen Booth Road, Clearwater, Florida. The physical facility incorporates 30,734 square feet of classrooms, laboratories, library, staff and faculty offices, tutor room, student and employee lounges, storage areas, and lobby. The parking lot is equipped with exterior lighting during evening hours. An alarm system provides security when the campus is closed.

Melbourne

The Melbourne campus is located at 2401 North Harbor City Blvd in Melbourne, Florida, across from the Intracoastal Waterway and ten minutes from the Atlantic Ocean. This facility, combined with the Sarno Learning Site, comprises more than 25,000 square feet and contains modern classrooms, computer labs, medical labs, video editing suites, a library, and student lounge areas, as well as administrative offices.

North Orlando

The North Orlando campus is located at 5421 Diplomat Circle in Orlando, Florida. Two buildings totaling approximately 46,000 square provide space for administrative and faculty offices, 24 classrooms, 12 labs, library, student and employee lounges, and lobby. A security guard and alarm system provide security during evening and closed hours. All parking areas are lighted and patrolled by the security guard.

Orange Park

The Orange Park campus is located at 805 Wells Road in Orange Park, Florida. The physical facility incorporates 28,000 sq. ft. of classrooms, laboratories, library, staff and faculty offices, testing room, student and employee lounges, storage areas, and lobby. The parking lot is equipped with exterior lighting during evening hours. An alarm system provides security when the campus is closed.

Pompano Beach

The Pompano Beach campus is located at 225 North Federal Highway in Pompano Beach, FL. The physical facility is an attractive eight-story building and incorporates close to 55,000 square feet including twenty-one classrooms, four computer laboratories, 4 medical laboratories, 1 massage therapy lab, bookstore, library, staff and faculty offices, testing room, one student lounges, staff lounge, conference rooms, restrooms, lobby and storage areas. The four-level, elevator equipped, parking garage is lighted and patrolled by security personnel. An alarm system provides security when campus is closed.

South Orlando

The Orlando South campus is located at 9200 Southpark Center Loop in Orlando, Florida. The physical facility is a large one story building and incorporates close to 70,000 square feet including 21 classrooms, six computer laboratories, two medical laboratories, a pharmacy tech laboratory, massage therapy laboratory, bookstore, library, staff and faculty offices, testing room, two student lounges, staff lounge, conference rooms, restrooms, lobby and storage areas. The parking lot is equipped with exterior lighting during evening hours. An alarm system provides security when campus is closed.

Tampa

The Tampa campus, known as the West Building, is located at 3319 W. Hillsborough Ave, Tampa, Florida, and across the street is its learning site, known as the East Building, located at 3251 W. Hillsborough Ave., Tampa. The two-story Hillsborough campus is about 30,000 square feet, and the one-story learning site is about 30,000 square feet. In those facilities, there are a total of 17 classrooms, 17 labs, a library, a career services suite, a bookstore, two student lounges, two reception area, administrative offices and works spaces, and storage areas. Both locations are on major thoroughfares and are easily accessed by bus or car.

ADMISSIONS

UNDERGRADUATE ADMISSIONS

Applicants to the University are encouraged to visit an Everest University campus whenever possible. Applicants who determine that they would like to apply for admission will complete an enrollment agreement. Applicants will also be required to sign an Attestation Regarding High School Graduation or Equivalency indicating they meet the University's requirements for admission unless they provide a copy of their transcript, diploma, or GED.

If other documents are required for enrollment and are not available at the time of application, students may be accepted for a limited period to allow time for receipt of official transcripts for colleges attended, CLEP scores, certificates of completion from military schools, and other required documents. Course work completed satisfactorily during this period will count toward graduation.

GENERAL ADMISSIONS REQUIREMENTS

The University admits students with high school diplomas or a recognized equivalent (such as the GED) or students beyond the age of compulsory school attendance. Students who are beyond the age of compulsory school attendance who do not have a high school diploma or its recognized equivalent are required to apply for admission to the College under the Ability to Benefit Provision (see below). All applicants are required to successfully complete a standardized, assessment examination. The Career Programs Assessment test (CPAt) is administered by the University and is designed to further ensure that the applicant has the skills necessary to successfully pursue a college-level program. Except as noted below, all undergraduate applicants are required to successfully complete the CPAt with a score of 120. Students who do not achieve a score of 120 on the CPAt may retake the test in accordance with the Retesting Requirements described below.

The CPAt is not required of 100% online students or nursing students. Students who wish to attend totally online should refer to the Online Programs section of this catalog.

Transfer students who are high school graduates or GED holders (or other recognized equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited

post-secondary institution will not be required to complete the above-referenced test unless required for admission into a specific program. Applicants who have completed the ACT with a score of at least 15 or the SAT with a combined score of at least 700 on the critical reading and math portions of the exam will not be required to complete the above-referenced test.

Certain programs have additional admission requirements. Some programs may require certification or require that the student be 18 years of age to sit for the certification or to complete an externship. These requirements are described in the program specific requirements below

Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications are reviewed. Students may apply for entry at any time. Students are responsible for meeting the requirements of the University catalog in effect at the time of enrollment. Students may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

Early Admission Requirements for High School Graduates

Applicants will be considered for conditional acceptance prior to secondary school graduation. High school seniors who are accepted on a conditional basis must sign an "Attestation Regarding High School Graduation or Equivalency" following graduation and prior to starting classes.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

Allied Health Student Disclosure - Criminal Background Check

Allied health and nursing programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standard H.R. 1.2 #5, which states: "The hospital verifies information on criminal background check if required by law and regulation or hospital policy. Rationale: This requirement pertains to staff and students as well as volunteers who work in the same capacity as staff when providing care, treatment and services" (CAMH Update 3 August, 2004).

Students enrolling in certain allied health programs will be subjected to a criminal background check which will include:
- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

The fee for this background check will be covered by financial aid for those who qualify.

Clearance for students will not be obtained where the background check identifies a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the past seven years:

Abuse of any form	Burglary	Medicare or Medical related offenses
All drug and alcohol related offenses	Concealed weapons	Possession of stolen property
Any crime against person or property	Drug paraphernalia	Sexual crimes
Assault	Fraud	Robbery
Battery	Harassment	Theft/shoplifting/extortion - including convictions for bad check charges

If an applicant has an open warrant for a crime that would otherwise be given clearance, IntelliSense will contact the person authorized to make a decision.

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion. It is the student's responsibility to contact Inteliusense to verify conditions. The University cannot contact Inteliusense.

Associate of Science, Applied Management Program

The Associate of Applied Management programs are 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. Refer to the Transfer Students section for more information regarding acceptance of prior college credits.

Bachelor of Science, Applied Management Program

The Bachelor of 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. Students may be admitted into this program who have completed an approved certificate, diploma, AS, or AAS degree in a field of applied science. Refer to the Transfer Students section for more information regarding acceptance of prior post-secondary credits.

Bachelor of Science, Criminal Justice Program

Students may be admitted into this program that have previously completed 36 or more quarter (24 semester) transferable college credits.   Students who do not have the requisite number of credits for direct admission into the Bachelors

program will be admitted into the Criminal Justice Associates program. Students who have earned an approved Associate of Arts degree may be enrolled with junior standing. Refer to the Transfer Students section for more information regarding acceptance of prior college credits.

Massage Therapy Program

In order to be admitted into the Massage Therapy Program, applicants must reach 18 years of age on or prior to their expected date of graduation. Students enrolling in Massage Therapy must also provide a completed and cleared criminal background check application and student disclosure form

ASSOCIATE DEGREE NURSING PROGRAM

All prospective students MUST submit ONE of the following:
1. Official high school transcript that reflects graduation from a US high school
2. Transcript from a foreign high school which has been translated, evaluated and notarized
3. Official GED

Additional Requirements

1. A personal interview with the Nursing Director is also part of the admission process. It is important that all documents be placed in the applicant's file prior to this interview. The applicant will need to make an appointment with the nursing department assistant to write an essay. Two, 100 words, doubled spaced typed essays are required and will be graded. The essay topics will be given to the student at the time of the writing appointment. Points will be awarded for the essays according to the grading rubric. The applicant may request a copy of the rubric prior to the writing appointment.
2. A personal interview with the Campus Nursing (CND) is also part of the admission process. The interview will be graded on a scale of 1-5. The interview with the CND is scheduled and takes place after the essay is written and graded. All documents must be placed in the applicant's file prior to the interview with the CND.
3. Ranking for admission is based on the point system (see point weight in the following table).
4. Candidates may achieve a maximum of 50 points
5. Candidates will be ranked by the number of points received.
6. Students will be selected from ranked list until approved class size is achieved.
7. A candidate who scores between 38-50 points will be eligible for an interview with the Campus Nursing Director.

Criteria	1	2	3	4	5
Previous Education High School GPA	2.0 – 2.3	2.4 - 2.7	2.8-3.0	3.1 – 3.5	3.6 – 4
College units	6-12 units	13-18 units	19-40 units	41-60 units	A.A./B.A.
College GPA	2.0-2.4	2.5-2.8	2.9 – 3.1	3.2 – 3.5	3.6 – 4
Previous Allied Health Education	Completed course	Certified	Verified paid work experience <6mo.	Verified paid work experience 6 mo to 1 yr	Verified paid work experience 1 to 5 yrs
**Entrance Examination PSB	50- 55%tile 1 X 2 = 2	56-60%tile 2 X 2 = 4	61-70%tile 3 X 2 = 6	71 – 80%tile 4 X 2 =8	Above 80%tile 5 X 2 =10
*** Basic Skills Test – COMPASS Remed RS 58-75 WS: 30-39 PreAl: 30-38	RS 75 - 80 WS 40 - 52 Pre-Alg 39–52 1 x 2 = 2	RS 81 - 85 WS 53 - 65 Pre-Alg 53-65 2 x 2 = 4	RS 86 - 90 WS 66 - 78 Pre-Alg 66-78 3 x 2 = 6	RS 91 - 95 WS 79 - 90 Pre-Alg 79-90 4 x 2 = 8	RS 96 – 100 WS 91 – 100 Pre-Alg 91–100 5 x 2 = 10
Admission Essay	Weak Essay per Grading Rubric	Basic Essay per Grading Rubric	Proficient Essay per Grading Rubric	Advanced Essay per Grading Rubric	Outstanding Essay in both form & content per Grading Rubric
Former or Continuing students of CCI program in good standing*	Enrolled but completed less than 50%	Completed 50% of the modules	Completed everything except externship	Will complete program prior to admission	Successfully completed program

* In good standing = Attendance is within class requirements; teacher recommendation; no outstanding financial aid obligations

** A 25% tile minimum average in Parts I, II, III and IV of the PSB, is required for consideration for the nursing program

COMPASS - The COMPASS testing is a series of basic skills assessments completed on a computer. Developed by American College Testing (ACT), COMPASS stands for Computer-adapted Placement Assessment and Support Services.

*** A combined minimum score of 48 on the COMPASS basic skills test is required for an applicant to progress further in the nursing program admission process. Candidates who fail to meet the minimum score on each test will be referred for remedial courses (The minimum scores for each category are:
(RS) Reading Skills 75; (WS) Writing Skills 40; Mathematics /Pre algebra 39).

Opportunities exist for Licensed Practical Nurses (LPNs) with current unencumbered licenses to enter the ADN Program.

Point Ranking:
A candidate who has between 38-50 points, at the time of the interview, will be admitted to the program. A prospective student who has less than 38 points will be placed on the waiting list. The class should be selected a minimum of 4 weeks prior to the scheduled class start. The class will consist of the students with the highest points on the list; the number of students selected will depend on the number of students approved by the board of nursing in Florida.

Psychological Services Bureau (PSB) Information
Everest University nursing program uses the PSB examination– Registered Nursing School Aptitude Examination. This test is a product of Psychological Services Bureau, Inc. Charlottesville, VA.

The PSB – Registered Nursing School Aptitude Examination is comprised of 5 tests and three subtests. These are as follows:

- Academic Aptitude Part I
- Verbal
- Arithmetic
- Nonverbal
- Spelling Part II
- Reading Comprehension Part III
- Information in the Natural Sciences Part IV
- Vocational Adjustment Index Part V

The scores are reported in two ways as a raw score (number correct) and a percentile rank.
The percentile scores will be used in the admission process. The percentile scores will be weighted as indicated below:
For example

Part I	60% x 4 = 240	
Part II	75% x 1 = 75	
Part III	80% x 2 = 160	
Part IV	70% x 2.5= 175	
Part V	50% x .5= 25	

675/100 67.5 % tile = the students score

Students are given points on the admission criteria

Percentile	Points
50 – 55%	2 [1 x 2] points
56 – 60%	4 [2 x 2] points
61 – 70%	6 [3 x 2] points
71 – 80%	8 [4 x 2] points
Above 80%	10 [5 x2] points

Points given for admission tests are weighted.

Alternate students:
Alternate students may be admitted to the program if a seat becomes available by the end of the first week of class. The alternate list will consist of 10 percent of the class size or what is allowed by the state Board of Nursing (ex. The class has 30 students so the alternate list will have 3). The alternates will be chosen from the admission criteria according to the ranking list. Students who are alternate students must be notified that they are being admitted as alternate students. By the first scheduled clinical course, the class size must be no larger than the approved number.

Student Requirements
Prior to the start of the program, students are required to have a physical examination along with additional requirements and documentation. These requirements may change or differ per individual facility requirements.   Students are required to provide:

- Current CPR card (AHA Health Care Provider –is the recommended course)
- Completed and approved Physical Examination and Medical History Form
- Documentation of current immunizations or titers documenting immunity including Hepatitis B
- Negative TB skin test or negative chest x-ray
- Completed uniform order
- Completed and cleared criminal background check application and student disclosure form
- Completed and cleared drug testing

Bachelor of Science Degree Nursing Program
Admission to the RN-BSN program requires successful completion of a Regional or Nationally Accredited Associate Degree Nursing program. Acceptance and placement in the program are dependent upon the individual's academic record and upon the number of spaces available in the program. The student must have an unrestricted license as a Registered Nurse in the state of Florida prior to enrolling in any nursing courses (quarter 2) and no grade below a "C" (2.0) on all college work attempted. Students with an active RN license must show evidence of practice as a Registered Nurse within the past 10 years.

Progression will vary depending on the amount of non-nursing courses that must be completed.

Associate degree graduates can transfer up to 60 nursing quarter hours of credit. Transfer of credit policy outlined in the Everest University Catalog will be maintained.

Diploma school graduates will be evaluated by the Campus Nursing Director on an individual basis.

Pharmacy Technician Program (Melbourne)

In order to be admitted into the Pharmacy Technician program, applicants must:
1. Be a high school graduate or have a GED
2. Pass the CPAt entrance examination
3. Complete an interview with the Program Director
4. Be in good health

Students must meet with the Pharmacy Program Chair (Director) in their first term. Students admitted to the Pharmacy Technician program at Melbourne must be high school graduates or its recognized equivalent and reach 18 years of age on or prior to their expected date of graduation.

Pharmacy Technician Program (All campuses except Melbourne)

In order to be admitted into the Pharmacy Technician program, applicants must:
1. Pass the CPAt entrance examination
2. Be in good health

Students must meet with the Pharmacy Program Chair (Director) in their first term.

Note: A high school diploma or GED is required to sit for the PTCB (Pharmacy Technician Certification Board). Although the PTCB is required in many states, it is currently not a requirement in Florida.

Radiologic Technology Program (Brandon)

In order to be admitted into the Radiologic Technology program, applicants must:
- Have completed a High School education or GED
- Have passing scores on the Radiology Entrance Examinations
- Satisfactorily pass a medical physical examination
- Clear a background screening prior to program enrollment
- Pass of a drug screen prior to program enrollment
- Have proof of Right to Work in the United States

Documentation of eligibility is required in all cases, and it is the responsibility of the student to provide this documentation. Every student must complete all of the general education requirements with a 70% or better prior to entering quarter six of the program. In order to progress in the Radiologic Technology program, a student must have a 75% or better in all Radiologic Technology Courses.

A background check is a requirement of the facility where the student will rotate through their clinical practice. Also, BLS certification, a medical physical examination, and proof of eligibility to work in the United States are requirements for the clinical facility.

A one to two page typed essay on a relevant Radiologic topic chosen, monitored and scored by the Radiologic Faculty according to an essay rubric and an interview with the Radiologic Faculty are also part of the admissions process.

Surgical Technologist Program

In order to be admitted into the Surgical Technologist program, applicants must:
- Be a high school graduate or have a GED
- Pass the CPAt entrance examination
- Complete a personal interview with the Surgical Technologist Program Director
- Pass a physical examination

Before students can begin their clinical rotation in the Surgical Technologist 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 criminal background check and 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.

ABILITY TO BENEFIT POLICY

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain diploma and associate degree programs at the school. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high school diploma or its recognized equivalent and is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Federal law requires that the school make the ability to benefit determination on the basis of the applicant's score on an ATB exam. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

GED Preparatory Program

The University provides to all students admitted under the ATB provision information on preparatory programs convenient to students for completion of their GED, local testing sites and schedules, and tutorial opportunities. The University takes reasonable steps, such as scheduling, to make the program available to its ATB students.

ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAt) by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Either the CPAt or COMPASS/ESL test may be used.

Passing scores on the CPAt are:
Language Usage 42
Reading 43, and
Numerical 41.

Student must achieve a passing score in all three skill assessments in a single testing session to be considered passing.

ATB Advising

By choosing to admit ATB students, the University has an obligation to provide the academic support services necessary for the success of each student in the program and to ensure that following completion of the program the student is ready for placement. Such support can best be provided through structured academic and career advising.

Pre-Enrollment

Prior to enrollment, all ATB students shall:
- Be provided with information on GED preparatory and completion programs
- Be advised regarding what steps the school is taking to make preparatory programs available
- Be encourage to obtain a GED prior to completion of their program
- Receive career advising to be documented using the **ATB Disclosure Form**

Post-Enrollment

All ATB students shall receive academic and career advising during their first and third evaluation periods (i.e., term, module, phase, level, or quarter). Thereafter, 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% in diploma programs. These advising sessions shall be documented using the ATB advising form.

Retesting Requirements

An applicant who has not received the required score for entrance on the CPAt under the general admissions requirement or ATB requirement, as applicable, may be offered a chance to retest when one of the following conditions is met:
1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

Retaking the CPAt

Students who do not achieve the required score on the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (a total of 4 times) before being denied admission.

Denial of Admission

A student who has been denied admission after four attempts at taking the admission or ATB test, whichever applies, must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

Delayed Admission

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter 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 or if the student has earned a high school diploma or the equivalent.

APPLICATION PROCEDURES FOR INTERNATIONAL STUDENTS

The Brandon, Jacksonville, Lakeland, Largo, North Orlando, Pompano Beach, and Tampa campuses of Everest University are authorized by the Department of Homeland Security to issue the I-20 form. International students must meet the same programmatic entrance requirements as domestic students for approved Department of Homeland Security educational programs. When students apply to Everest Institute from outside the United States, they must, in addition to submitting a School Application, submit the following material before an I-20 form can be issued. A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of evidence of financial support, and payment of appropriate tuition deposits and/or fees.

Requirements for Admission to Undergraduate Programs as an International Student

1. Evidence of High School diploma or recognized equivalent.
2. Evidence of Financial Support - The international student is required by the U.S. Citizenship & Immigration Services to satisfy the local U.S. Consulate that he or she will not need to seek employment while attending school in the United States. The student must submit a current bank statement (within the past six months) or government sponsorship letter guaranteeing payment for tuition, fees, books, housing, personal expenses, and, where appropriate, medical expenses. If the applicant is not considered financially independent, he or she is required to have a financially independent individual fill out an Affidavit of Support Form. This form is included with the international enrollment application and can be obtained at the local immigration office or local consulate.
3. Evidence of English Proficiency - Everest University requires satisfactory evidence of mastery and command of the English language from all international students whose native language is not English. Such evidence may be one of the following:
   a) TOEFL score of 450 (paper-based) or 133 (computer-based) or 45-46 (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 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.

In addition to the criteria above, all undergraduate applicants are required to successfully complete the CPAt, a standardized, national assessment examination, with a score of 120 (general admission) or higher if required for admission to a specific program.

Requirements for Admission to Intensive English

1. Evidence of High School diploma or recognized equivalent.
2. Evidence of Financial Support - The international student is required by the U.S. Citizenship & Immigration Services to satisfy the local U.S. Consulate that he or she will not need to seek employment while attending school in the United States. The student must submit a current bank statement (within the past six months) or government sponsorship letter guaranteeing payment for tuition, fees, books, housing, personal expenses, and, where appropriate, medical expenses. If the applicant is not considered financially independent, he or she is required to have a financially independent individual fill out an Affidavit of Support Form. This form is included with the international enrollment application and can be obtained at the local immigration office or local consulate.

IMPORTANT STUDENT VISA INFORMATION FOR ALL INTERNATIONAL STUDENTS

- International applicants are required to comply with all admissions requirements as stated in the catalog before they will be admitted to Everest University.
- Admitted students should arrive in the United States approximately two weeks prior to the first term of enrollment. An academic calendar gives specific dates and activities. Early arrival is necessary so that the student may locate housing, provide a local address to the Institute, participate in a new student orientation, seek advisement, and register into a program.
- The University does not provide housing; however, assistance is available to guide the students' efforts. Two to three months' rent in advance may be required for housing in the community. Students must have sufficient funds to cover all expenses while in the United States.
- Students without sufficient funds will not be permitted to register for a program until the required funds are available.
- International students on visas are normally admitted to the United States for the entire time estimated by the University for the student to complete his or her approved program of study. International visa students must fulfill the following conditions:
  - Pursue a full course of study at the educational institution they are authorized to attend and carry a full-time course load. All diploma program students are considered to be enrolled full-time. For quarter-based programs full-time is defined as taking 12 or more credits. For Graduate students, full-time is defined as taking 8 or more credits. For Intensive English students, full-time is defined as 18 or more class hours per week.
  - Take no more than one online course per term.
  - File an alien address report with the USCIS and each January and immediately whenever the student changes his or her address.
  - Report all changes of address within 10 days of the change to the University registrar.
  - Not transfer schools or work off campus without USCIS permission.
  - Maintain a current passport or visa.
- All Everest University students are required to abide by the policies, regulations, and rules of the University and the United States Citizenship and Immigration Service.

NOTE: All international students must meet immunization requirements as specified by USCIS. Contact your International Admissions Representative for additional information.

GRADUATE ADMISSIONS REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree is a prerequisite for admission to a graduate program. International students desiring admittance must have graduated with a Bachelor's degree from a college or university approved and evaluated based on United States Department of Education guidelines.

Certain prerequisite courses are necessary for the pursuit of many of the courses offered at the graduate level. Such prerequisites must have been completed before entrance into a specific course is permitted. In addition to the requirement of a Bachelor's degree, admissions requirements for the student wishing to enroll in a graduate program are listed below:
1. Provide official transcripts of all colleges or universities attended, both undergraduate and graduate.
2. Provide completed admissions forms.
3. All international students from non-English-speaking countries who are entering must present a TOEFL score of not less than 550 (213 TOEFL computer-based), or 6.0 IELTS, or equivalent, as evidence of their proficiency in reading, writing, and speaking the English language. 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 admissions status. (See "International Students" section of this catalog for further information on proof of English language proficiency.)

Requirements for Admission to Graduate Programs as an International Student

1. Graduation from a college or university approved and evaluated based on United States Department of Education guidelines with a Bachelor's degree.
2. Evidence of Financial Support - The international student is required by the U.S. Citizenship & Immigration Services to satisfy the local U.S. Consulate that he or she will not need to seek employment while attending school in the United States. The student must submit a current bank statement (within the past six months) or government sponsorship letter guaranteeing payment for tuition, fees, books, housing, personal expenses, and, where appropriate, medical expenses. If the applicant is not considered financially independent, he or she is required to have a financially independent individual fill out an Affidavit of Support Form. This form is included with the international enrollment application and can be obtained at the local immigration office or local consulate.
3. Evidence of English Proficiency - Everest University requires satisfactory evidence of mastery and command of the English language from all international students whose native language is not English. Such evidence may be one of the following:
   a. TOEFL score of 550 (paper-based) or 213 (computer-based) or 79-80 (Internet-based);
   b. Score of 6.0 on the International English Language Testing System exam (IELTS);
   c. Score of 78 on Michigan English Language Assessment Battery (MELAB);
   d. A certificate of completion of Intensive English 5 at Everest University;
   e. Earned Bachelor's degree from an accredited American post-secondary institution.
   f. Provide sufficient evidence of proficiency in reading, writing, and speaking the English language to the Graduate Academic Committee. See "Graduate Admissions Requirements."

Graduate international students are expected to meet the requirements of the Important International Student Visa Requirements given above in the section for undergraduate international students.

ACADEMIC INFORMATION FOR ALL STUDENTS

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

STUDENT CLASSIFICATIONS
Students will be classified on the basis of quarter credit hours satisfactorily earned and by the degree level of enrollment:
- **Freshman** - A student who has earned 0 through 48 quarter hours.
- **Sophomore** - A student who has earned 49-96 quarter hours.
- **Junior** - A student who has earned 97-144 quarter hours.
- **Senior** - A student who has earned 145-192 quarter hours.
- **Undergraduate** - Any student enrolled in an Associate's or Bachelor's degree program.
- **Graduate** - Any student enrolled in graduate courses and has been admitted to the graduate program.
- **Provisional Student** - A student enrolled in the graduate program who has not met the regular status student enrollment requirements of the graduate program. During provisional status, the student must complete 16 credits of graduate work at the minimum standards of progress of the graduate program.
- **Regular Status Student** - A diploma- or degree-seeking undergraduate or graduate student who is determined to be making satisfactory academic progress toward his/her degree objective.
- **Non-Regular Status Student (Extended Enrollment Status)** - A student who is allowed to continue for a period of time after he/she has been determined not to be making satisfactory academic progress. During this period, the student is not eligible for federal financial aid and will be charged tuition and fees. Students who have entered non-regular status (Extended Enrollment Status) are not eligible for graduation (cannot receive a degree) for their programs unless they satisfy all graduation requirements within the Maximum Timeframe for Completion of the program of study. Otherwise they can receive a letter of completion for the courses they have satisfactorily completed.
- **Single Subject Student** - A student who has not enrolled in a specific degree program of study but who is taking courses at the University on a course-by-course basis. These students are not eligible to participate in Federal Title IV financial assistance programs.
- **Audit Student** - A student who is enrolled in courses for which he/she will earn no credit.

TRANSFER OF CREDIT—INTO AND OUT OF EVEREST UNIVERSITY

Transfer of Credit to Everest

Following admission to the University, a student with earned college credits from another accredited institution may apply for credit transfer to the University. Apart from other criteria it may apply, the University will not accept credit for any course incompatible with the student's program of study at the University or for any course in which the student received a grade lower than a C. Undergraduate credit will be accepted only for courses that are compatible with the student's program of study at the University and for courses in which a grade of C or higher was earned. Acceptable credits earned more than 10 years ago may only be used to fulfill general education and college core requirements. Core courses program of study and medical courses have a five-year time limit for transfer. The compatibility and transferability is at the sole discretion and approval of the university's education department. No more than 50% of the total credits in a program of study may be transferred in.

Residency Requirement

Undergraduate students must complete at least 25% of all program hours in residence. Students wishing to transfer credits must have the transferor institution mail an official transcript directly to the University's Office of the Registrar. The student must insure that the University receives the transcripts prior to the end of the first term of enrollment.

Course Work Taken At Foreign Institutions

Course work taken at a foreign institution (excluding secondary school documents that are in English or Canadian or Philippines post-secondary credentials that are in English) must be evaluated for equivalence to coursework taken at a United States institution. Everest University accepts the evaluations of foreign course work from the following services:

- World Education Services, Inc., Bowling Green Station, P.O. Box 5087, New York, New York 10274-5087, (305) 358-6688, www.wes.org.
- Josef Silny & Associates, Inc., International Educational Consultants, 7101 S.W. 102 Ave., Miami, FL 33173, 305-273-1616, www.jsilny.com
- Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53202-3470, (414) 289-3400, www.ece.org
- A member of the National Association of Credential Evaluation Services. See www.naces.org for a complete list.

Veterans and Transfer Credit

The Veteran's Administration requires any student receiving veteran's benefits to provide the University with a transcript of credit from all schools previously attended. Transferring students receiving veterans benefits must submit to the University all prior education and training for evaluation. Credit will be awarded where applicable. The University will notify both the student and the Veteran's Administration/Department of Veteran Affairs regarding its evaluation.

Transfer of Old Course Credit

The University will not accept for transfer any course completed more than 10 years, or for a medical course, five years, prior to the date of the application for transfer, except at the University's sole discretion, as may be applicable to fulfill a general education or college core requirement.

Transfer of General Education Credits

Subject to certain limitations and program requirements, coursework in general education subject areas (i.e., humanities, social sciences, mathematics, and science) may be transferred at the University's discretion to fulfill the equivalent subject area general education requirements of the student's program of study. Details on this policy may be obtained in the Academic Dean's office.

Transfer Credit for Military Training

The University may award credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for evaluation.

Transfer Credit for Learning Assessment

The University 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 for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar.

Transfer Credit for Professional Certifications

The University may award some credits toward undergradute, associate, and diploma level courses for achievement of professional certifications e.g. CMA, CNE, MCSE etc.

Credit Transfer and Satisfactory Academic Progress

Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 96 quarter credit program (with a maximum time frame of 144 quarter credits) receives 12 quarter credits of transfer credit and completes 12 quarter credits in the first term of enrollment, the student will be evaluated as a student who has reached the 25% point of the program (24/96 = 25%) at the end of the first term. However, if a student receives 24 quarter credits of transfer credit and will complete 12 quarter

credits at the end of the first term, the student will be evaluated as a student who past the 25% point) of the program (36/96 = 37.5%).

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

EXPERIENTIAL LEARNING PORTFOLIO

Undergraduate and graduate 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 office. The procedures identify the courses for which credit may be earned, the application process, and the associated fees. Undergraduate credit earned through the Prior Learning Assessment program in conjunction with successful completion of Proficiency Examinations may be used to satisfy up to 50% of the credits required for program completion. Graduate students may earn up to 25% of their program through Prior Learning Assessment. A reduced credit fee is charged for life experience credit. See "Tuition and Fees" in Appendix B for details.

PROFICIENCY EXAMINATION

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. All requests for Proficiency Examinations must be approved by the appropriate Program Director and the Academic Dean. Proficiency Examinations are not available for all courses, nor will they be approved for courses in which the student has previously been or is currently enrolled after the drop/add period. Students are afforded one Proficiency Examination attempt per course. Administrative and credit fees for Proficiency Examinations are noted in the tuition and fees schedule. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with the Prior Learning Assessment Program may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of C or better will be posted to the academic transcript as PE (see "Tuition & Fees" in Appendix B).

TRANSFER OF CREDIT – PROGRAM SPECIFIC REQUIREMENTS

Medical Assisting Program

Academic Credit Transfer Policy for Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited Medical Assisting Programs

Advanced Placement, via transfer of credit, experiential learning and/or other methods, used toward completion of the Medical Assisting program must be consistent with institutional accrediting agency's relevant policy. Transfer of credit, credit for prior learning and credit by assessment must be documented in an official transcript. The Medical Assisting programs offered at the following campuses are CAAHEP approved: Brandon, Jacksonville, Lakeland, Largo, Melbourne, North Orlando, Orange Park, South Orlando and Tampa.

Nursing Programs

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.

EVEREST UNIVERSITY CONSORTIUM AGREEMENT

The Everest University Consortium Agreement provides greater scheduling flexibility by enabling students to attend a limited number of classes at an Everest University campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest University campus location through the Consortium Agreement. All attendance and grades earned for coursework taken through the Consortium Agreement will be applied to the student's academic record at the home campus. Prior to registering for classes at another Everest University location, students must receive written approval from the Academic Deans at both campuses. Complete details on the Everest University Consortium Agreement are available in the Academic Dean's office.

TRANSFER FROM EVEREST UNIVERSITY

The University neither implies nor guarantees that credits completed at the University will be accepted by other institutions. Since rules and grade requirements vary, each institution has policies that govern the acceptance of credit from other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Therefore, if the student anticipates a transfer of credits earned at Everest or enrollment in advanced studies, the student must have already inquired with those institutions from which recognition of academic work at the University will be sought. 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.

TRANSFERS TO OTHER EVEREST UNIVERSITY 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 degree 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. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar.

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

Pursuant to SCNS requirements, the University informs the student of the following:

Courses in this catalog are identified by prefixes and numbers, many of which were assigned by Florida's SCNS. This numbering system is used by all public postsecondary institutions in Florida and 31 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

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 a student 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 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 "course equivalency profiles."

Example of Course Identifier

Prefix	Level Code	Century Digit	Decade Digit	Unit Digit	Lab Code
	(first digit)	(second digit)	(third digit)	(fourth digit)	
SYG	1	0	1	0	
Sociology, General	Freshman Level at this institution	Entry-level General Sociology	Survey Course	Social Problems	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 survey course in social problems is offered by 35 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems 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, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and 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, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully complete SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. 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.

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

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. Courses with the last three digits ranging from 900-999 (e.g., ART 2905)
C. College preparatory and vocational preparatory courses
D. Internships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999
E. Applied performance or studio courses in Art, Dance, Interior Design, Music and Theatre
F. Skills courses in Criminal Justice
G. Graduate courses
H. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course

Transfer Center Assistance

Any questions regarding the transfer of credit into or from Everest University should be directed to the Transfer Center, Toll Free: 877-727-0058 in the Campus Support Center.

Assistance for SCNS Course Transfer

Questions about the Statewide Course Numbering System, appeals regarding course credit transfer decisions and assistance regarding course credit transfer should be directed to the Transfer Center, 813-635-1910 or Toll Free: 877-727-0058 in the Campus Support Center or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports (such as approved courses for various institutions and a list of participating institutions) and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427, SunCom 205-0427 or via the Internet at http://scns.fldoe.org.

DIRECTED STUDY

There may be times during the student's course of study when the student is unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts. Should such an instance arise, the student may request permission from the Program Director and Academic Dean to complete a course through directed study. If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with a syllabus, assignments, and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus. Associate's degree students may apply a maximum of eight (8) quarter credit hours earned through directed study to the major core of study. Bachelor's degree students may apply a maximum of sixteen (16) quarter credits of directed study to the major core of study. Graduate students may complete a maximum of one course (4 quarter credits) of directed study. Students may not take more than one directed study course in a single academic term.

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility. In all instances, the University 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 (5) calendar days of the date the student has notice of the adverse academic decision:

- Notice of final grades:
  - o Modular -The date the grade(s) are mailed from the school
  - o 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 supports the conclusion that the academic decision was incorrect.

Note: 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 shall convene an Appeal Committee, which should normally include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. 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 (5) calendar days of the date the appeal was received by the Academic Dean/Director of Education, and shall forward the decision to the student and the instructor within five (5) 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 (1) 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. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. 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 (5th) 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 fifth (5th) 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

Appeals of attendance violations must be made within five (5) 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 (5) 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 (5) 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 their 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 their program and that their 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 their advisor and place the student on probation.

GRADING SYSTEM AND PROGRESS REPORTS

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Everest University is in the process of converting to a new student information system called CampusVue. The CampusVue grading scale has some differences, which are indicated in the table below. As of the date of the printing of this catalog, the Melbourne campus has been converted to the CampusVue system. As campuses are converted, they will be announced in an addendum to this catalog. At schools that have not been converted to CampusVue, students

enrolled in modular allied health programs (with the exception of Massage Therapy and MIBC) receive percentage rather than letter grades.

The grading scale for the nursing program requires higher percentages in order to earn a letter grade. See the Nursing scale column in the table below.

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 (75% for Dental Assisting). However elimination of the D grade does not apply to general education and college core courses. Scores 69% or less (74% or less for Dental Assisting) in modular and Allied Health programs are considered failing grades. Courses that have been failed must be retaken. Failed courses must be repeated and are calculated as an attempt in SAP calculations.

Grade	Point Value	Meaning	Nursing Scale	Percentage Scale
A	4.0	Excellent	100-92	100-90
B	3.0	Very Good	91-84	89-80
C*	2.0	Good	83-76	79-70*
D**	1.0	Poor	N/A	69-60**
F*** or Fail†	0.0	Failing	75-0	59-0***
P or Pass†	Not Calculated	Pass (for externship or thesis classes only)		
PF	Not Calculated	Preparatory Class Failed		
PP	Not Calculated	Preparatory Class Passed		
I	Not Calculated	Incomplete		
IP	Not Calculated	In Progress (for externship 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		
WD	Not Calculated	Withdrawal during add/drop period (quarter-based programs only – not used at Melbourne)		
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		
CR	Not Calculated	Credit for Advanced Placement		
TR	Not Calculated	Transfer (Modular Programs and Campus Vue)		
T	Not Calculated	Transfer (Quarter-based Programs at non-Campus Vue locations only)		

*   The Nursing Board requires a score of 76% to pass with a C. The Dental Board requires a score of 75% to pass with a C.
**   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 below 76% is an F (failing). For Dental Assisting programs below 75% is an F (failing). For all other Allied Health Programs, F (failing) is 69-0%.
†   Campus Vue Grade

Applies To All Courses	
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 – All Campuses

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
PF	N	N	N
PP	N	N	N

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?
I	N	Y	N
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
W	N	Y	N
WD	N	N	N
WZ	N	Y	N
CR	N	Y	Y
TR	N	Y	Y
T	N	Y	Y

GPA and CGPA Calculations

The Grade Point Average (GPA) is calculated only for students receiving letter grades. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at the University. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

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. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points, and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

A grade average percentage is calculated for students receiving percentage grades. The GPA equivalent of the calculated average is given in the table above.

President's And Academic Dean's List

To recognize and encourage outstanding scholastic performance, an Academic Dean's List is published at the end of each quarter or semester. To be eligible for this honor, an undergraduate student must have earned a grade point average of at least 3.50 and must have been a full-time student during the quarter or semester. The President's List recognizes all full-time undergraduate students who have maintained a 4.0 grade point average during the term.

Incomplete Grades

A student who receives an Incomplete (I) grade may be granted up to 10 calendar days following the end of the academic term to complete the course work, at which point the final grade will be determined and will replace the incomplete grade. If the coursework is not completed within allotted number of days, the final grade will be changed to the grade that was earned.

Online Learning

The College may choose to offer certain courses online. Online courses are offered using the eCollege platform via the Internet, and interaction between the students and faculty occur using an online environment that encourages participation. Courses will generally be similar in content to the in-class mode, 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. For further information see the Online Programs section of this catalog.

Auditing Courses

Auditing of courses may be approved in advance on a space-available basis. Approval by the instructor and the Academic Dean is required. In addition, payment of normal course tuition and fees and purchasing of textbooks is required. Procedures for auditing courses are available in the Academic Dean's office. No academic credit or grades are given for audited courses.

"Who's Who Among Students in American Universities and Colleges"

The University annually submits the names of outstanding students to the annual publication "Who's Who Among Students in American Universities and Colleges." This national publication recognizes students of exceptional merit in leadership, scholarship, and extracurricular activities. Selection for membership is made by a committee of faculty and administration.

Externship Training

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. The required number of externship contact hours/quarter credit units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation. All students must be available for externship assignment during daytime hours.

Students who do not start their externship for more than 14 calendar days will be dropped from the program by the school. Externship training will be scheduled for 3, 4 or 5 days per week. Students waiting for externship placement will be considered scheduled for a 3 day per week externship.

If a student has been officially dropped by the school and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the school. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the education director and approved by the School President. Students may only be reinstated once due to extenuating circumstances.

Graduation

Commencement exercises are held at least once a year. All students completing their course work are included in the graduating class of that year. All students upon whom degrees are to be conferred are encouraged to participate in the commencement exercises.

Graduates must be current on all financial obligations, including tuition charges, fees, and other expenses, before the degree is granted. Degrees may be awarded in absentia only after Commencement Exercises are held.

All requirements for undergraduate degrees must be completed within eight (8) calendar years from the start of the initial term of enrollment. All requirements for graduate degrees must be completed within five (5) calendar years from the start of the initial term of enrollment.

Graduation with Honors

Students who have earned the requisite credits for graduation with the following grade point averages are entitled to the appropriate honors: 3.50-3.75, cum laude; 3.76-3.89, magna cum laude; 3.90 and above, summa cum laude. For percentage grades honors are earned as follows: 92.5% - 94.9%, cum laude, 95.0% - 97.5%, magna cum laude; 97.6% - 100%, summa cum laude

PROGRAM REQUIREMENTS

All students must abide by all University rules and regulations. The student is responsible for meeting the requirements of the University catalog in effect at admittance or re-admittance. The student may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. The student automatically comes under the current catalog at re-admittance after not attending for a full academic quarter.

ADD/DROP PERIOD (QUARTER-BASED PROGRAMS ONLY)

The first 14 calendar days of each academic quarter are designated as the drop/add period for students in quarter-based programs. This period allows for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. Holidays that fall during this timeframe are not counted as part of the drop/add period. Students who wish to make course changes must request approval from the Academic Dean and the Financial Aid 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 drop/add period. A student who attends a class beyond the drop/add period or who attends a class and does not drop it within the drop/add period will be charged for the class. For this reason it is important that students drop classes in a timely manner.

For students enrolling in school during the mini-term, the first seven days of the mini-term are considered the drop/add period. Holidays that fall during this timeframe are not counted as part of the drop/add period.

There is no drop/add period for modular programs or micro-terms.

WITHDRAWAL PROCEDURES

Students who must withdraw from the University are requested to notify the Academic Dean's office by telephone, in person, or in writing to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal. At the time of official notification, when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

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. Failure of students to provide official notification to the University of the intent to withdraw will delay the return of federal funds to the appropriate programs and will delay returning any other refunds that may be due.

When a student withdraws from the University, the institution will calculate for Title IV recipients how much of the federal grants and loans the student has earned for the payment period or period of enrollment. The University will also calculate the amount of tuition and fees for which the student is obligated, based on its refund policy. Depending on when the student withdraws, the tuition and fee charges may either exceed the amount of Title IV grants and loans received or be less than the amount of Title IV grants and loans received. If the amount of tuition and fee charges exceeds the amount of Title IV funds earned, the student, or parent in the case of dependent students, may owe the institution additional money for the remaining balance. The student or parent may owe back Title IV funds if the student has not earned 100% of the Title IV funds based on his or her attendance in the quarter. Further, depending on when a student withdraws, the student may owe 50% of his or her grant funds to the Title IV program.

Therefore, it is extremely important that the student understand the implications of withdrawing before completing the coursework in the quarter because it may impact the student's finances. Financial Aid Office personnel are available to provide assistance to students to determine the exact impact of early withdrawal on their repayment obligations.

If a student would like to rescind his/her official notification of withdrawal, the student needs to provide a statement in writing that he/she is continuing to participate in academically related activities and intends to complete the payment period or period of enrollment. The statement should be completed in the Academic Dean's office. If the student subsequently ceases

to attend prior to the end of the quarter, then the rescission will be cancelled, and the original date of official notification will be used unless the University can document a later date of the student's attendance at an academically related activity.

If the student is unable to begin the institution's withdrawal process or otherwise provide official notification of his/her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, a secondary party may provide notice to the Academic Dean's office. The date of withdrawal will be the date that most accurately reflects when the student ceased academic attendance due to the circumstances beyond the student's control.

READMISSION OF WITHDRAWN STUDENTS

Information concerning the readmission procedure may be obtained by calling the Academic Dean's office. If a student is permitted reentry, the student must normally meet all conditions of the catalog at the time of reentry.

ATTENDANCE POLICY

Quarter-Based Programs

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

An examination/quiz	A tutorial session
Computer-assisted instruction	Academic advising with course instructor
Completing a course assignment, including research projects and journalizing	Attending a study group
	Instructor lecture or demonstration
Participating in a field trip	Attending a guest lecture
Simulations	Participating in role play activities
Viewing instructional media	Library research
A survey evaluating the course material, text, and instructor performance	Mid-term assessment performed by faculty to evaluate student progress
Presenting material (oral or written)	

Student success relies heavily on consistent and meaningful participation in the above-defined class-related/academic activities. Collaborative learning within the curriculum prepares the student to be comfortable with the learning team concept that is prevalent in today's workplace.

Modular Programs

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

Monitoring Student Attendance

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

Should an appeal be granted, the student is not dismissed, but shall be placed on probation and monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all courses and dismissed from school, and shall not be charged for attending while the appeal was pending. Students dismissed due to an attendance violation must reapply for admission to the school.

Consecutive Absence Rule (Modular Programs Only)

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn
- All students who state they will return must:
  - Attend their next scheduled class session
  - File an appeal within five (5) calendar days of the violation
  - Have perfect attendance while the appeal is pending
- Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school

Percentage Absence Rule (Modular Programs Only)

For students who have not previously violated 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	Withdrawn from the module and dismissed from school

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

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

Should a student violate the applicable Percentage Absence Rule, the following guidelines shall be followed:
- All students who state they will not return to school shall be promptly withdrawn
- All students who state they will return must:
  - Attend class within five (5) calendar days of the violation
  - File an appeal within five (5) calendar days of the violation
  - Have perfect attendance while the appeal is pending
- Any student who has promised to return to school, but who does not return within five (5) calendar days of the violation shall be withdrawn from all courses and dismissed from school

Attendance Requirements for Veteran Students

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits. All attendance warnings or dismissals of students funded through the VA shall be reported to the VA by the certifying official for the school.

Make up Sessions

If there is a holiday during a term, the missed class will be made up on an unscheduled day and time.

Leave of Absence Policy (Modular Programs Only)

The institution 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. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. 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.

Re-admission Following a Leave of Absence

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence. Normally, the student is scheduled to return to class at 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 Director of Education provided:
- The student submits a completed **LOA Extension Request Form** before the end date of the current leave
- There is a reasonable expectation the student will return
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave
- Appropriate modules required for completion of the program will be available to the student on the date of return

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

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 cancellation/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 (see "Cancellation/Refund Policy").

Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted—forcing the borrower to begin making repayments immediately.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry;
- They may have to wait for the appropriate module to be offered;
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

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

Veterans: Leave of Absence

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. 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. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

The University 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 or briefly should see the Academic Dean.

UNDERGRADUATE ACADEMIC INFORMATION

ACADEMIC LOAD

Full time: A student taking 12 or more quarter hours toward Associate's or Bachelor's degrees will be classified as a full-time student for that term.

Three-Quarter time: A student taking 9 or more quarter hours toward Associate's or Bachelor's degrees will be classified as a three quarter-time student for that term.

Half- time: A student taking 6 or more quarter hours toward Associate's or Bachelor's degrees will be classified as a half-time student for that term.

Less than half-time: A student taking less than 6 quarter hours toward Associate's or Bachelor's degrees will be classified as a less than half-time student for that term.

REPEATING COURSES

An undergraduate student may repeat a course taken at the University in order to improve the cumulative grade point average. The credit is given for the better of the two grades earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown; however, the cumulative grade point average will be recomputed to count only the better of the two. All repeats will be charged at the current tuition rate.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

The accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:
1) The student's cumulative grade point average (CGPA)
2) The student's rate of progress toward completion (ROP)
3) The maximum time frame allowed to complete that is 150% of total number of credits in the program of study (MTF)

Evaluation Periods for Satisfactory Academic Progress

For the purpose of Accreditations and Regulatory Agencies, the evaluation points and Satisfactory Academic Progress is determined according to the following guidelines.

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. Should the 25% point or the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term.

The academic year is three academic quarter or semester in length (usually for full time students with normal course load is the completion of 36 quarter or 24 semester credits without using any transfers). Institutions may use stricter guidelines to ensure student success and early intervention when students are in jeopardy of not making SAP. Tables below are used as a guideline for this purpose. Students in jeopardy of not making SAP may be advised at any point and be placed on probation to be monitored closely.

GPA and CGPA Calculations

At the end of each academic term, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student's CGPA.

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.

Rate of Progress toward Completion (ROP) Requirements

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

frame (150%). ROP is determined by dividing the number of credit hours earned by the total number of credit hours in courses attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

> Example:
> ROP = $\dfrac{12 \text{ credit hours earned}}{24 \text{ credit hours attempted}}$ =   50%

Maximum Time Frame to Complete (MTF)

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program.   Non-credit remedial courses have no effect on the student's ROP. 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.

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted clock hours are noted in the following tables.

Satisfactory Academic Progress Tables for Modular Programs

35 Quarter Credit Hour Modular Program. Total credits that may be attempted: 52 (150% of 35).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N.A	66.7%	N/A
13-18	70%	25%	66.7%	33%
19-36	70%	65%	66.7%	66.7%
37-52	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program with percentage grades (MA, Pharm Tech). Total credits that may be attempted: 70 (150% of 47)

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-18	70%	25%	66.7%	N/A
19-24	70%	40%	66.7%	25%
25-30	70%	50%	66.7%	40%
31-36	70%	60%	66.7%	50%
37-42	70%	62%	66.7%	60%
43-48	70%	65%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

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

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.7%	N/A
19-24	2.0	0.50	66.7%	25%
25-30	2.0	0.50	66.7%	40%
31-36	2.0	1.00	66.7%	50%
37-42	2.0	1.40	66.7%	60%
43-48	2.0	1.70	66.7%	63%
49-70	N/A	2.00	N/A	66.7%

51 Quarter Credit Hour Modular Program with percentage grades (PCT). Total credits that may be attempted: 76 (150% of 51)

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-15	70%	N/A	66.7%	N/A
16-21	70%	20%	66.7%	N/A
22-27	70%	35%	66.7%	20%
28-33	70%	50%	66.7%	30%
34-39	70%	55%	66.7%	40%
40-46	70%	60%	66.7%	50%
47-52	70%	65%	66.7%	60%
53-76	N/A	70%	N/A	66.7%

55 Quarter Credit Hour Modular Program (Massage Therapy v 3-0). Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-54	2.0	1.5	66.7%	55%
55-66	2.0	1.8	66.7%	64%
67-82	N/A	2.0	N/A	66.7%

54 Quarter Credit Hour Modular Program. Total credits that may be attempted: 81 (150% of 54).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	20%	66.7%	25%
29-54	70%	60%	66.7%	55%
55-66	70%	65%	66.7%	64%
67-81	N/A	70%	N/A	66.7%

55 Quarter Credit Hour Modular Program. 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	66.7%	N/A
13-24	70%	60%	66.7%	25%
25-55	70%	63%	66.7%	55%
56-66	70%	66%	66.7%	64%
67-82	70%	70%	N/A	66.7%

59 Quarter Credit Hour Modular Program. (ELEC) Total credits that may be attempted: 88 (150% of 59).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.7%	N/A
19-30	2.0	1.00	66.7%	25%
31-42	2.0	1.25	66.7%	45%
43-54	2.0	1.50	66.7%	60%
55-66	2.0	1.75	66.7%	65%
67-77	2.0	1.90	66.7%	66.7%
78-88	N/A	2.00	N/A	66.7%

Satisfactory Academic Progress Tables for Quarter-Based Programs

76.5 Quarter Credit Hour Modular Program with percentage grades (Surg Tech). Total credits that may be attempted: 114 (150% of 76)				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-24	70%	N/A	66.7%	N/A
24.5-29	70%	20%	66.7%	N/A
29.5-37	70%	30%	66.7%	15%
37.5-42	70%	40%	66.7%	30%
42.5-50	70%	50%	66.7%	50%
50.5-57	70%	55%	66.7%	55%
57.5-63	70%	60%	66.7%	60%
63.9-69	70%	65%	66.7%	63%
69.5-114	N/A	70%	N/A	66.7%

96 Quarter Credit Hour Quarter-Based Program. 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
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

97 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 145 (150% of 97).				
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%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-145	N/A	2.0	N/A	66%

98 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 147 (150% of 98).				
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%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-147	N/A	2.0	N/A	66%

192 Quarter Credit Hour Quarter-Based Program. 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
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-288	N/A	2.0	N/A	66%

Application of Grades and Credits
- Grades A through D are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (T) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.
- Developmental courses, non-credit and remedial courses (PF, PP, CR, NC) are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGAP.
- For calculating rate of progress, F grades and W (withdrawn WI, WD, WZ) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (Incomplete, In Progress) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.

When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total clock hours for the original course and the repeated course are included in the Total Clock Hours Attempted (in the charts above) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

ACADEMIC DEFICIENCIES
Following the conclusion of each grading period, the grades of each student will be audited by the Academic Dean. As a result of this audit, it may be necessary to reschedule the student or to place the student on a status of academic probation, academic suspension, or academic dismissal.

Academic Probation
Probation is the period of time during which a student's progress is monitored under an advising plan. 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 deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan may be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next module. The student will remain on academic probation as long as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. When both the CGPA and ROP are

above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in additional tutorial sessions or developmental and remedial classes.

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.

SATISFACTORY ACADEMIC PROGRESS APPEALS

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Progress Appeals Policy given under the Student Academic Appeals Policy above.

Reinstatement Following Suspension

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.

Students who have been dismissed from a program are not eligible for readmission to that program.

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 student has made the necessary progress toward achieving the requirements. Students who have been dismissed from a program are not eligible for readmission.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the University will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

Make-Up Assignments

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

Maximum Time Frame for Veteran Students

The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Veterans Academic Probation

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The University retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. 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 who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits will be terminated.

Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the University 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 Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

REQUIREMENTS FOR GRADUATION

ALL PROGRAMS
A student must:
1. Successfully complete all courses in the program with a 2.0 (70%) grade point average within the maximum time frame for completion as stated in the school catalog.
2. Successfully complete all externship hours (if applicable).
3. Meet any additional program specific requirements as stated in The University catalog.

Associate's Degrees
To qualify for the Associate in Science degree, students are required to accomplish the following:
1. Complete the specified requirements for the program of study, to include a minimum of 24 quarter credit hours in general education and a minimum of 45 quarter credit hours in the major core.
2. Complete all coursework with a minimum grade point average of 2.0 or higher. A minimum of 25% of the program's total required credit hours must be completed in residence at the University.
3. Abide by all University rules and regulations.

Bachelor's Degrees
To qualify for a Bachelor of Science degree, students are required to accomplish the following:
1. Satisfy the specified requirements for the program of study, to include a minimum of 54 quarter credit hours in general education and a minimum of 90 quarter credit hours in major core coursework.
2. Complete all coursework with a minimum grade point average of 2.0. A minimum of 25% of the program's total required credit hours must be completed in residence at the University.
3. Abide by all University rules and regulations

TWO DEGREES
Two Bachelor's degrees may be awarded simultaneously under the following conditions:
1. Course requirements for two majors have been completed as certified by the appropriate academic credits.
2. A minimum of 48 appropriate quarter hours in residence in addition to the requirements of the first degree have been earned.

Care must be taken in scheduling for a second degree. Veteran's educational benefits, under certain circumstances, may not be available for subjects other than those specifically required for the second degree.

GRADUATE PROGRAMS ACADEMIC INFORMATION
The graduate programs were developed to enhance an individual's effectiveness. They concentrate on the development and mastery of advanced critical reasoning and analytical skills and effective written and oral communication skills for successful application in a dynamic business and administrative environment.

In addition, the graduate programs emphasize professional ethics, use of technology, and information networking and provide exposure to the international marketplace.

GRADUATE ACADEMIC LOAD
A student taking the required eight or more quarter hours in the graduate program is defined as a full-time student for that term.

GRADUATE DEGREES OFFERED
The University awards the Master of Business Administration degree with several areas of concentration and the Master of Science in Criminal Justice. Not all programs are offered at all campus locations.

To qualify for a graduate degree, students are required to accomplish the following:
1. Satisfy the prerequisite course requirements.
2. Complete all required courses with an average grade of B (grade point average of 3.0) or higher. All course work must be in the 5000 series or higher.
3. Abide by all University rules and regulations.
4. Settle all financial obligations to the University.

Students are responsible for meeting the requirements of the University catalog in effect at the time of enrollment. Students may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

GRADUATE CATEGORIES OF ENROLLMENT
A student applying to the graduate program may be classified in one of two categories: degree-seeking Regular Student or Provisional Student.

Regular Graduate Students
A degree-seeking applicant certifies his or her intention of applying for admission to a degree program at the time of making his or her initial application or upon acceptance. To qualify upon admission as a Regular Student seeking a graduate degree, the applicant must have achieved a cumulative grade point average of not less than 3.00 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) in order to become a candidate for a master's degree.

Provisional Graduate Students

Any student wishing to become a candidate for a Master's degree who does not meet the requirements to be classified as a Regular Student may enroll and matriculate as a Provisional 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 credits of graduate course work at the University with a grade point average that meets the minimum standards of progress for the graduate program. For international students admitted with Provisional Student status by the Graduate Academic Committee (see "Graduate Admissions Requirements"), 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, or has satisfactorily completed 16 credits of graduate course work at the University with a minimum GPA of 3.0. Failure to reach Regular Student status within 16 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 Student status only upon evaluation and favorable action by the Committee on Admissions for the graduate program.

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 graduate-level hours in transfer, and no graduate-level course may be transferred in which the student receive a grade below a B. Graduate students should see additional information in the "Graduate Programs Academic Information" section. Graduate students must complete at least 50% of program hours in residence.

PREREQUISITE REQUIREMENTS FOR GRADUATE PROGRAMS

While it is desirable that the student have a Bachelor's degree in the same field or one closely related to the field in which the Master's degree is sought, it is not mandatory.

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.

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. Regardless of the grade point average minimum, two or more grades of F will also result in the Academic Dismissal of the student.

A student will be permitted to attempt 15 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	3.00	N/A	66%	N/A
17 – 27	3.00	2.75	66%	50%
28 – 39	3.00	2.90	66%	60%
40 – 84	3.00	3.00	66%	65%

*The maximum number of credits that may be attempted for a 54-credit graduate program is 81 (150% of 54). The maximum number of credits that may be attempted for a 56-credit graduate program is 84 (150% of 54).

All other elements of satisfactory academic progress as outlined in the section on satisfactory academic progress are applicable to graduate programs.

In all cases of academic dismissal, the student will be notified by the Director of the Graduate School or the Academic Dean.

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.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR GRADUATE STUDENTS RECEIVING VETERNS ADMINISTRATION 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 the VA so notified.

A veteran student terminated for unsatisfactory academic progress at the graduate level may be certified to the VA to receive veteran's 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.

ADMINISTRATIVE POLICIES

UNIVERSITY REGULATIONS

Each student is given the University 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.

STUDENT CODE OF CONDUCT

Background

The College maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the College and to prepare for what the student might later expect to find in a professional-level work environment. The College maintains the right to discipline students found in violation of College policies.

The College maintains the right to discipline students found in violation of College policies in accordance with the procedures below.

The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. College Work Study students who violate the student code of conduct in the performance of their college work study duties are subject to disciplinary action/procedures.

The Campus President or designee (typically the Director of Education/Academic Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.

Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other College-related activity.

All student conduct code violations shall be documented in the student's academic record.

Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the College.

Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCi college.

Applicability

This Code of Student Conduct (Code) 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.

Generally

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

To this end, 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

CCi 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 (see below)

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

Violations of Local, State, Provincial, or Federal Law

CCi students are expected to comply with all local, state, provincial, and federal laws and violations of those laws may also constitute a violation of this Code. While a criminal charge does not mean that the student is guilty of an offense, such a charge does mean that civil authorities have determined that there is at least probable cause to believe that an offense was committed, and that the student committed it. In such instances, the School President (or designee) may conduct an inquiry and/or proceed with disciplinary action under this Code independent of any criminal proceeding.

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 CCi location (including Online)
- 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 (including Online) 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 (5) calendar days of the date of the written notice

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.

Note: Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

Examples of conditions the school may require a student to complete prior to returning from a suspension or dismissal are:
- Community Service and/or participation in educational programs
- Research assignments or special projects
- Behavioral contracts
- The loss of specific privileges (e.g., loss of automobile privileges on school premises, restricted access to computer lab or automotive machinery)
- Reimbursement or restitution for property damage
- Referral to receive outside counseling services
- Removal from school sponsored housing

Academic Dishonesty

Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to:
- Copying another's work from any source
- Allowing another to copy one's own work whether during a test or on an assignment
- Any attempt to pass off the work, data, or creative efforts of another as one's own
- Knowingly furnishing false information about one's academic performance to the school

One or more of the sanctions listed below may be imposed for academic dishonesty:
- A reduction in grade on the assignment on which the violation occurred
- No credit on the assignment, paper, test, or exam on which the violation occurred
- A failing grade for the course/module
- Suspension or Dismissal from the school

Appeal Process

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the 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 Corporate or Division Human Resources.

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

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

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

The Student Conduct Committee shall:

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

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

- Affirm the finding and sanction imposed by the 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) and PIPEDA. Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

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

Alcohol and Substance Abuse Statement

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

Student Conduct Code Violations/Formal Disciplinary Procedure

If the University has reason to believe that a student has violated the student conduct code, the University shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the University.

Other student conduct code violations shall be governed by a *progressive disciplinary procedure*. For isolated, minor student conduct code violations, the University may decide to conduct academic advising and issue a verbal reminder of the student conduct code, or to provide the student with written notice, as the University deems appropriate. The University may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the University.

First Offense - A written warning. The student shall receive a letter that describes the specific examples of the student's misconduct and the consequences if further violations occur.

Second Offense - Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

Threats to Health/Safety - Immediate dismissal. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

Appeals

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the University President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 10 days after the student receives notice

from the University that he/she has been dismissed. Students should refer to the "Campus Grievance Procedures" in the University catalog. The student who appeals a dismissal shall receive written notice of the decision. The University President's decision on an appeal shall be considered final.

Academic Integrity

- Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the University.
- If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the University as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

WEAPONS POLICY

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. This institution maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the institution and a complaint with local law enforcement.

SEXUAL HARASSMENT POLICY

The University will strive to provide and maintain an environment free of all forms of harassment. The following guidelines are issued that legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The University will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the Campus President. The Campus President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential. Please be reminded that this policy applies to students as well as employees.

DRESS CODE

Students are expected to dress in a manner that would not be construed as detrimental to the student body and the educational process at the Institute. Students are reminded that the Institute promotes a business atmosphere where instructors and guests are professionals and potential employers. Students should always be cognizant of the first impression of proper dress and grooming. The Institution does not permit any clothing which has expressed or implied offensive symbols or language.

Students in Allied Health programs may be required to wear uniforms that present a professional appearance. A professional appearance puts patients at ease, inspires confidence, and makes a good impression. The Professional Appearance standards included, but not limited to, are:

	AREA	WHAT TO DO	REASONS
PERSONAL HYGIENE	Body	Bathe or shower daily Use deodorant	Removes bacteria that could be harmful to patients Helps keep you healthy Removes odors that can make others uncomfortable
	Teeth	Brush and floss teeth and use mouthwash	Helps keep you healthy Removes odors that can make others uncomfortable
GROOMING	Hair	Away from face and off the shoulders or collar Clean No extreme colors No ornaments or decorations	Keeps hair from blocking your vision or falling on patients Does not distract co-workers or patients
	Fingernails	Clean Clear nail polish Practical length (just over top of fingers)	Long fingernails can harbor bacteria Colored nail polish is inappropriate Long or sharp fingernails can injure patients
	Makeup	Minimal	Does not distract co-workers or patients
	Perfume and Aftershave	Very little, if any	Many people are allergic to these fragrances

	AREA	WHAT TO DO	REASONS
	Jewelry	As little as possible Rings: wedding ring only Wrists: simple wristwatch only Earrings: one pair only; lower lobe of ears; small studs—no dangle earrings	Can injure patients Can harbor bacteria
DRESS	Uniform	Clean and pressed Fits properly In good condition – no tears or stains Stain-resistant material Neat, with shirt tucked in Meets office dress code Worn with undergarments (should not be visible beneath uniform)	Dirty uniform can harbor bacteria Improper fit or an untucked shirt can interfere with your work
	Stockings	Clean No holes or tears White socks acceptable	Stockings or white socks help to present a professional image
	Shoes	Comfortable and supportive Fit properly Clean and polished Laces clean No open-toe shoes or sandals No canvas shoes	Supportive shoes keep your feet comfortable when standing and walking all day Exposed feet or toes can become injured or contaminated by splashes or spills and can spread bacteria Canvas shoes stain easily, can harbor bacteria, and are not supportive
OTHER	Posture	Maintain good posture	Good posture helps you avoid injury and strain
	Miscellaneous	No gum or candy No tobacco odors Cover visible tattoos	Anything that can distract patients or co-workers should be avoided

TELEPHONES

No student will be excused from class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this rule. Cellular phones should be turned off or placed in silent mode during class. Coin-operated telephones, including telephones equipped for the hearing impaired, are available for student use on most campuses.

CHILDREN ON CAMPUS

Children are always welcome at special events of the University whenever accompanied by their parents. However, because an atmosphere conducive to learning must be maintained throughout, without disruption to the teaching and work environment, it is the policy of the University that children shall not be brought to classrooms or labs or left in lounges or offices.

IMMUNIZATION

It is recommended that all students under the age of 40 obtain MMR and meningitis vaccinations and that all medical/allied health students receive the full sequence of hepatitis B vaccinations. Medical/allied heath students must show proof of a negative tuberculosis test or negative chest x-ray if the student has had a positive tuberculosis test in the past. Although not currently a requirement, students are encouraged to obtain these immunizations and/or tests prior to entering the University.

TRANSCRIPTS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the University computer system. Permanent records are kept in paper form, microfiche, or microfilm and backed up on disc and tape. The University maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, 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 (i.e., tuition and fees due to the University are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) grants students certain rights with respect to their educational records. They are:
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. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may

be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official 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 educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

    •   School officials with legitimate educational interest;
    •   Other schools to which a student is transferring;
    •   Specified officials for audit or evaluation purposes;
    •   Appropriate parties in connection with financial aid to a student;
    •   Organizations conducting certain studies for or on behalf of the school;
    •   Accrediting organizations;
    •   To comply with a judicial order or lawfully issued subpoena;
    •   Appropriate officials in cases of health and safety emergencies; and
    •   State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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 the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Additional FERPA information is available from the institution's Business Office.

Directory Information

The institution has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA. Directory Information at this institution includes:

•   Name
•   Address
•   Telephone numbers
•   Major and/or minor fields of study
•   Diploma/Degree sought
•   Expected date of program completion
•   Expected date of graduation
•   Diplomas/Degrees conferred
•   Awards and Honors
•   Dates of attendance
•   Previous institutions attended
•   Participation in officially recognized activities
•   Photograph

Directory information may be disclosed by this institution for any purpose, without the prior consent of a student, unless the student has forbidden disclosure of such information in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar's Office. In the event that such written notification is not filed, the institution assumes that the student does not object to the release of the directory information.

Additional FERPA information is available from the institution's Business Office.

STUDENT GRIEVANCE PROCEDURES

Persons seeking to resolve classroom problems or complaints should first contact their instructor and if the problem persists, the Program Director. Unresolved complaints should be made to the Academic Dean. For other types of grievances, the student should contact the person in charge of the appropriate department. Students who feel that the complaint has not been adequately addressed should contact the Campus President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or by email at studentservices@cci.edu.

If a student feels that the University has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council or the Commission for Independent Education:

Accrediting Council for Independent Colleges and Schools	Florida Commission for Independent Education
750 First Street, N.E., Suite 980	Department of Education
Washington, DC 20002-4241	325 West Gaines Street, Suite 1414
(202) 336-6780	Tallahassee, FL 32399
	(800) 224-6684

REVISIONS TO PROGRAMS AND CHARGES

The University 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 degree or the program total is the minimum requirements for completion.

NOTE: Not all programs of study and/or courses are offered at all locations. Some programs may have limited enrollment.

INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE

Due to the rapidly changing nature of the information technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends, and curriculum revisions will be made as expeditiously as possible.

Enrollment in an information technology program offers the knowledge and skills to enter the workforce in information technology or a related field. The program is an educational program, and upon successful completion, students will earn a credential. Program completion does not necessarily lead to or guarantee any form of vendor certification.

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 University has established policies regarding campus security.

The University 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.

The University encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. It is important that school personnel are aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The University 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 and staff 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.

STATISTICAL INFORMATION

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

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. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any University activity. If a student suspects someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean or Campus 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 or employment is subject to successful completion of any prescribed counseling or treatment program.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution 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)). Institutions are 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. Notice of the right to request this information is distributed annually.

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at the University 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 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 University, including damage to University property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the University.

PAYMENT POLICY

The University requires that arrangements for payment of tuition for all courses be completed in full at the time of registration. Students may choose to pay tuition and fees by check, cash, and, at certain locations, by credit card.

The University offers the services of several private companies that offer alternative methods of paying for educational costs. The Student Finance Office personnel will assist students in budgeting a monthly payment plan using a wide range of financing alternatives. Students eligible for employer-sponsored tuition reimbursement benefits may request a deferred payment plan.

Further questions regarding these payment plans should be directed to a student accounts representative in the Student Accounts Office.

Students qualifying for state or federal financial assistance programs are allowed to use certain types of loans and/or grants to satisfy their financial obligations at the time of registration, even though the aid may not have been physically disbursed to them or posted to their accounts. Students seeking to meet their financial obligations in this manner must understand that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the University. Failure to do so may result in the student having to provide immediate payment of all applicable tuition and fees.

TUITION AND FEES

Tuition and fee information for each campus can be found in **Appendix B: Tuition and Fees** in this 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. These tuitions and fees are for on-ground students and blended on-ground/online students. Students who are completing their program of study completely on line will find tuition information in the "Online Program Tuition and Fees" section of this catalog.

The minimum full-time course load is 12 credits per quarter for undergraduate programs and 8 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. 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. The University 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 drop/add 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 official University policies. At the time of issuance, textbooks become the responsibility of the students. The University 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 University 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 The University until the student has been accepted for admission by an official of The University. If the applicant is not accepted by The University, 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 fourteenth (14th) day following the signing of the enrollment agreement or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The University 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

University 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 President at the address shown on the front of this agreement. 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 WITHDRAWALS

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The University 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 The University are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

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

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: Refunds for students who withdraw from one of the 3 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.
Students who attend the second week and then drop receive no refund.

REFUND POLICIES

This University 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, the University 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, the University 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, The University, 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. The federal Return to Title IV policy is explained below.
- Second, the University must determine how much of the tuition 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. If a state or accrediting agency refund policy applies, it will be included on this agreement.

The student will be given the benefit of the refund policy that results in the largest refund to the student.

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 the University. 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, the University will make a settlement that is reasonable and fair to both parties providing the student notifies the University in writing explaining the circumstances of the withdrawal.

Date of Withdrawal versus Date of Determination (DOD)

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

If the student ceases attendance without providing official notification due to circumstances beyond the student's control, the withdrawal date is as follows. If the withdrawal is due to circumstances beyond the student's control, the date of

withdrawal is the date the school determines is related to the circumstance beyond the student's control. Otherwise, the withdrawal date is the mid-point of the quarter or the last documented date of attendance at an academic activity, whichever is later.

For a student who officially withdraws, the DOD is the student's withdrawal date, or date of notification, whichever is later. For a student who withdraws without notification, the DOD is the date that the school becomes aware that the student has ceased attendance. For a student who withdraws after rescinding an official withdrawal, the DOD is the date the school becomes aware that the student did not, or will not, complete the period of enrollment.

For a student who withdraws without providing notification from a school that is not required to take attendance, the school must determine the withdrawal date no later than thirty (30) days after the end of the earlier of (1) the payment period or the period of enrollment (as applicable), (2) the academic year, or (3) the student's educational program.

Effect of Leaves of Absence on Refunds

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within thirty (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 the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment 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 thirty (30) days following the date of the student's 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 The School.

Federal Return of Title IV Funds Policy

The Financial Aid 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.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the student's withdrawal.

The University must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

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 Competetiveness 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 percent 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 percent 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 percent 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 Drop/Add Period	100%	0
After Institutional Drop/Add Period up to and including 25% of the Quarter	25%	75%
After 25% of the Quarter	0	100%

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Newly Admitted Students

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

Continuing Students

Continuing students called to active military duty are entitled to the following:
- If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service ("WZ")

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

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid 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.

FINANCIAL ASSISTANCE

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

STUDENT ELIGIBILITY

To receive financial assistance you must:
1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
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.

FEDERAL FINANCIAL AID PROGRAMS

The following is a description 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 school's Student Financial Planning Brochure, the school's 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

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Student eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Undergraduate students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending school.

Federal Perkins Loan

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school or drops below half-time status.

Federal Work Study (FWS)

The need-based program provides part-time employment to students who need income to help meet their costs for postsecondary education. Funds under this program are limited.

Federal Stafford Loans (FSL)

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrower up to the cost of their dependent student's education minus any other aid the student is eligible for.   The interest rate fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

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 begins six months after graduation, leaving school or dropping below half-time status.
- Student may apply on their own or with a co-borrower.

Please refer to Student Financial Planning brochure and for further information or please see one of the Student Finance Planners.

GRANTS AND SCHOLARSHIPS

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.

The Bright Futures Scholarship Program is the umbrella program for all state-funded scholarships based on academic achievement in high school. This program restructures the two existing programs--the Florida Undergraduate Scholars' Program (now the Florida Academic Scholars Award) and the Gold Seal Vocational Endorsement Scholarship Program (now the Florida Gold Seal Vocational Scholars Award)--and adds a third award--the Florida Merit Scholars Award. For graduates, the law does not change eligibility criteria currently in place for the Undergraduate Scholars' Program or the Gold Seal Vocational Endorsement Scholarship Program.

Eligibility criteria for the scholarship awards vary based on cumulative high school grade point average and SAT or ACT scores and are available at all local high schools or through the University Financial Aid Office. Applications are distributed to potential applicants by high school guidance counselors or by contacting the Technical Assistance Unit of the Florida Department of Education at 1-888-827-2004.

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. A student who is enrolled in a non-public post-secondary institution is eligible for an award equal to the amount that would be required to pay for the average tuition and fees of a public post-secondary education institution at the comparable level, plus the annual $600. The award may cover up to 45 semester or 67 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 in college 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 semester or 67 quarter credit hours per year. A student enrolled in a non-public post-secondary education institution is eligible for an award equal to the amount that would be required to pay 75% of the average tuition and fees of a public post-secondary education institution at the comparable level. 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. A student who is enrolled in a non-public post-secondary institution is eligible for an award equal to the amount that would be required to pay 75% of the average tuition and fees of a public post-secondary education institution at the comparable level. Awards are for up to 45 semester or 67 quarter credit hours per academic year. This is a two-year scholarship. A student may use the scholarship for up to 90 semester or 135 quarter credit hours. However, a recipient may become eligible to continue to a four-year degree by transferring to a Merit Scholars award upon being accepted into an upper division program and having maintained a 2.75 or higher GPA. A Gold Seal Vocational Scholar may not transfer to an Academic Scholars award. A 2.75 cumulative GPA is also required for renewal of the Gold Seal award each year.

Dream Award Program and Scholarships

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. This award is given to recognize a graduate, for whom the decision to attend a CCi school was a turning point in the graduate's life.

The Dream Award program is divided into two tiers – the **Campus Dream Award** which is managed by each campus and recognizes one graduate from each campus; and the **Corinthian Dream Award**, which is selected by Corinthian's executive team and recognizes one "ultimate" winner from the pool of Campus Dream Award winners. Eligible graduates must have graduated from a Corinthian Colleges, Inc. school within the three years prior to the nomination period and be nominated by their campus. Dream Award program scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Nominations and awards are determined by an independent panel. Scholarship awards must be used within two years of the award.

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

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

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

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

Additional information regarding this award and scholarship program may be requested from the Campus President.

Project Working Mom Scholarship

Scholarship recipients must maintain satisfactory academic progress at all times while they are participating in the Project Working Mom scholarship program.

Benefits shall not be duplicated for classes that are repeated. Benefits will not exceed 96 attempted quarter credit hours.

All classed failed or withdrawn from after drop/ add are considered an attempted hours.

Fees for labs, exemption exams, experiential learning credits, graduation and any other fees are not covered by the scholarship.

Should a scholarship recipient demonstrate unprofessional conduct while taking a class under the provisions of this program, the financial responsibility for the courses taken at the time becomes the financial responsibility of the scholarship recipient.

Continued attendance in the scholarship program is dependant upon successfully meeting all academic, attendance and all other requirements of the institution.

Two Plus Two Scholarship (Jacksonville Campus Only)
- Award: Recipients may receive up to $600 per academic award year (3 quarters) up to a maximum of $1,200 for two years.
- Eligibility: Applicants must be graduates of a Florida community college with an Associate in Science in a program that articulates with Everest University-Jacksonville baccalaureate degrees: Business, Computer Information Science, Accounting, and Criminal Justice. Applicants must have a cumulative grade point average of 2.5 or higher and must be recommended by their Program Director or faculty of their degree program.

Applicants must be citizens of the United States of America and must complete an application, which includes an essay on why they deserve this scholarship. The application must be received by Everest University-Jacksonville no later than 30 days prior to the start of any term. Official transcripts must be received no less than 20 days prior to start of any term. Applicants must agree to enroll for no less than 12 credit hours during a 12-week term and no less than 6 credit hours during a 6-week term. Recipients must maintain a 2.5 grade point average while enrolled at Everest University-Jacksonville. Representatives of Everest University-Jacksonville and Florida Community College at Jacksonville will review applications. For more information, contact the Director of Admissions, Everest University-Jacksonville.

High School Scholarships

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

Florida High School Principal Scholarships

Everest University recognizes that high school principals are better qualified to recommend those seniors whose aspirations and abilities qualify them for scholarship funds. 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, which measures competency in reading, language, and mathematics. 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, and
- Sixteen scholarships valued at $500 each.

High school seniors may obtain scholarship applications and guidelines from a participating high school guidance department, or they may call Everest University for an application. Students must fill out the application completely and provide acceptable letters of recommendation. All applicants must take the CPAt, which measures competency in reading, language, and mathematics. 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 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, and
7. Be enrolled in the subsequent winter quarter to qualify for the scholarship to be awarded.

Applications are available in the Dean's Office. Application deadline is December 15.

Sophomore Honor Scholarship
(Must have completed 48 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
(Must have completed 96 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
(Must have completed 144 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 question 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 campus Financial Aid Office for further details.

Active Duty Military Scholarships (Everest University Online Only)
Active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Active Guard/Reserve and US Coast Guard, and their dependent spouse and children are eligible to apply for an Active Duty Military scholarship. The scholarship includes a quarterly tuition stipend for active duty personnel and their dependent spouse and children.. 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 15% of tuition charged for the term. Applications may be requested from the Admissions Office.

Eligibility: Applicants must meet entrance requirements for program of study.   Applicants must be on active duty (or be a spouse or dependent child) and provide proof by submitting a copy of official military documentation prior to the start of the term.   The scholarship may be renewed from quarter to quarter so long as the recipient maintains active duty military status, remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

Continuing Education Scholarships (Everest University Online only)
Applicants must be graduates of a Corinthian Colleges Inc. School System (other than employees) with a degree that matriculate into a 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 2.50 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 required prior to the initial term; must meet provisions above for renewal award of quarterly scholarship.

Veteran's Assistance Programs
Montgomery GI Bill
If you are a veteran, service person, reservist or otherwise eligible, you may qualify for various veteran educational benefit programs. Eligibility criteria for military educational assistance and benefits available vary by state and school, so check with the Veteran's Administration (VA) to see whether you qualify.

If you are receiving VA benefits, you are still required to select one of the school's primary financing options (e.g. Financial Aid, Cash) to cover your educational costs and related expenses. All payments must be made in accordance with the school's financial policies and procedures.

The Veterans Administration offers several education assistance programs to veterans or service persons on active duty:
- Montgomery G.I. Bill
- Montgomery G.I. Bill – Selected Reserve (MGIB-SR)
- Veteran's Educational Assistance Program (VEAP)
- Survivors' and Dependents" Educational Assistance Program (DEA)
- Vocational Rehabilitation (Chapter 31)

If you have questions about these benefits, visit www.gibill.va.gov or call 1-888-GIBILL-1 (1-888-442-45551)

War Orphan Educational Assistance

This program provides financial assistance for the education of sons and daughters of veterans who died or were permanently and totally disabled in or as a result of service in the Armed Forces of the United States. Benefits are similar to those of the G.I. Bill. Widows and wives of disabled veterans may also be eligible for this program. The University will assist in preparing and submitting applications.

Vocational Rehabilitation for Veterans

Veterans disabled during war time and under certain peace time service may be eligible for educational benefits and training under this program. Applications must be filed directly with the Veterans Administration.

STUDENT SERVICES

STUDENT ADVISING

Advising encompasses several important areas of student life. Academic advising is coordinated by the Academic Dean 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.

The Career Services Office provides a wide range of services to students to assist them in preparing for their career choices. Students can schedule individual appointments with the Director of Career Services and are encouraged to avail themselves of the self-assessment process and job search.

PLACEMENT ASSISTANCE

The University maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist all students with access to the marketplace. This placement assistance is accomplished not only by presentation of graduates as potential career professionals to industry but also through aiding in the graduates' development of a positive self-image and in assessing competencies, strengths, and career expectations.

Although the University does not, in any way, guarantee employment, it is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment.

Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Offices.

ORIENTATION

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

HEALTH SERVICES

The University does not provide health services.

HOUSING

The University 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 Admissions Office.

ACADEMIC PROGRAM LOCATIONS

PROGRAMS	ON-GROUND LOCATIONS										
	Brandon	Jacksonville	Lakeland	Melbourne	North Orlando	Orange Park	Largo	Pompano Beach	South Orlando	Tampa	Online*
DIPLOMA PROGRAMS											
DENTAL ASSISTING		☑					☑				
ELECTRICIAN						☑				☑	
MASSAGE THERAPY	☑	☑	☑		☑	☑**	☑	☑	☑	☑	
MEDICAL ADMINISTRATIVE ASSISTANT		☑	☑		☑	☑	☑		☑		
MEDICAL ASSISTING	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	
MEDICAL INSURANCE BILLING & CODING		☑						☑			
PATIENT CARE TECHNICIAN								☑			
PHARMACY TECHNICIAN	☑	☑	☑				☑	☑	☑		
RHVAC						☑				☑	
ASSOCIATE'S DEGREES											
ACCOUNTING	☑	☑	☑	☑	☑		☑	☑	☑	☑	☑
APPLIED MANAGEMENT	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
ASSISTED LIVING ADMINISTRATOR				☑				☑**		☑**	
BUSINESS	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑

WITH CONCENTRATIONS***
       Business Administration
       Management
       Marketing
       International Business											

COMMERCIAL ART					☑**					☑**	
COMPUTER INFORMATION SCIENCE	☑		☑**	☑	☑		☑	☑	☑	☑	☑

WITH CONCENTRATIONS***
       Programming
       Network Administration
       Web Design											

CRIMINAL INVESTIGATIONS						☑		☑	☑	☑	☑
CRIMINAL JUSTICE	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
FILM AND VIDEO				☑	☑						
HOMELAND SECURITY								☑	☑**		☑
HOSPITALITY MANAGEMENT								☑			
MEDICAL ASSISTING	☑**	☑**	☑**	☑**	☑**	☑**	☑**	☑**	☑**	☑**	
MEDICAL INSURANCE BILLING AND CODING	☑		☑	☑	☑	☑	☑	☑**	☑	☑	☑
NURSING	☑										
PARALEGAL	☑	☑	☑	☑	☑		☑	☑	☑	☑	☑
PHARMACY TECHNICIAN	☑	☑		☑	☑			☑**	☑	☑	
RADIOLOGIC TECHNOLOGY	☑										
SURGICAL TECHNOLOGIST	☑										

PROGRAMS	ON-GROUND LOCATIONS										
	Brandon	Jacksonville	Lakeland	Melbourne	North Orlando	Orange Park	Largo	Pompano Beach	South Orlando	Tampa	Online*
BACHELOR'S DEGREES											
ACCOUNTING	☑	☑	☑	☑	☑		☑	☑	☑	☑	☑
APPLIED MANAGEMENT	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
BUSINESS	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑

WITH CONCENTRATIONS***
    Business Administration
    Management
    Marketing
    International Business											

COMPUTER INFORMATION SCIENCE	☑		☑**	☑	☑		☑	☑	☑	☑	☑
CRIMINAL JUSTICE	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
HEALTH CARE ADMINISTRATION			☑**	☑	☑		☑		☑	☑	
HIGHER EDUCATION MANAGEMENT											☑
HOMELAND SECURITY								☑**	☑**		☑
HOSPITALITY MANAGEMENT								☑			
PARALEGAL	☑		☑**	☑	☑		☑	☑	☑	☑	☑
MASTER'S DEGREES											
BUSINESS ADMINISTRATION	☑	☑	☑**	☑	☑		☑	☑	☑	☑	☑

WITH CONCENTRATIONS***
    Accounting
    Human Resources Management
    International Business
    General Management											

CRIMINAL JUSTICE	☑	☑	☑**					☑			☑

  * Online courses in this column are those programs that are available to students who are completing their education totally on line (as opposed to on-ground students who occasionally take online courses).

  ** No longer enrolling new students

  *** Concentrations offered vary by campus; please see the Academic Dean for information on the concentrations offered at a particular campus.

DIPLOMA PROGRAMS
(For programs offered via the on-line campus, please see the Online Courses section)

Dental Assisting
Diploma Program
Jacksonville and Largo campuses
8 months – 720 hours – 47 credit units

V 1

Dental assistants have become indispensable to the dental care field, and dentists have become more reliant upon the dental assistant to perform a wide range of patient procedures. And, as the need for their services continue to grow, the role and responsibilities of the dental assistant also continue to expand.

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

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

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

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

Module	Module Title	Total Contact Hours	Quarter Credit Units
MODULE A	Dental Office Emergencies and Compliance	80	6.0
MODULE B	Dental Radiography	80	6.0
MODULE C	Dental Specialties	80	6.0
MODULE D	Operatory Dentistry	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Dental Anatomy and Orthodontics	80	6.0
MODULE G	Dental Health	80	6.0
MODULE X	Dental Assisting Externship	160	5.0
	Program Totals:	720	47.0

Major Equipment:

Amalgamators	Model Vibrators	Autoclave	Oral Evacuation Equipment
Automatic and Manual Processing Equipment	Oxygen Tank	Dental Unit and Chairs	Personal Computers
DXTTR and Typodont Manikins	Ultrasonic Units	Handpieces	X-Ray Units
Model Trimmers			

Module A – Dental Office Emergencies and Compliance   **6.0 Quarter Credit Hours**
In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught.
Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B – Dental Radiography   **6.0 Quarter Credit Hours**
Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Dental Specialties   **6.0 Quarter Credit Hours**
In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D – Operatory Dentistry   **6.0 Quarter Credit Hours**
This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E – Laboratory Procedures   **6.0 Quarter Credit Hours**
In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F – Dental Anatomy and Orthodontics   **6.0 Quarter Credit Hours**
This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology are studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G – Dental Health   **6.0 Quarter Credit Hours**
Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module X – Dental Assisting Externship   **5.0 Quarter Credit Hours**
This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

Electrician
Diploma Program
Orange Park and Tampa campuses
9 months – 720 hours – 59 credit units

V 1

The commercial and residential electrical industries are constantly evolving as new industry demands require increased skill sets for electricians. Graduates need the necessary core and specialty skills to successfully meet electrician standards and be embraced by the marketplace. The Electrician diploma program teaches these skills by exploring the topics of electrical safety, tools and theory, the National Electrical Code (NEC), conduit bending, residential and commercial wiring, power distribution, advanced code concepts and motors, industrial controls, Programmable Logic Controllers (PLCs), personal development, jobsite management, fire and security alarms, voice, data, TV, signaling systems and fiber optics. Laboratory experience is an integral part of the program.

Graduates of the Electrician diploma program are qualified for entry-level positions such as commercial and residential electrician, preventive maintenance electrician, production electrician, bench electrician, repair electrician, industrial maintenance electrician, programming electrician and maintenance technician. They are also qualified for positions as field service electricians and installation electricians in any manufacturing industry and market sector that has a need for electricians.

Upon successful completion of all program modules, students will be awarded a diploma.

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Module 1:	Electrical Technology I		
EEVN030	Electrical Theory and Algebra for Trades	80/00/00/80	8.0
Module 2:	Electrical Technology II		
EEVN176	NEC/Safety/Hand Tools and Conduit Bending	40/40/00/80	6.0
Module 3:	Electrical Technology III		
EEVN174	Residential/Commercial and NEC Requirements	40/40/00/80	6.0
Module 4:	Electrical Technology IV		
EEVN271	Transformer Principles and Test Equipment	40/40/00/80	6.0
Module 5:	Electrical Technology V		
EELN208	Hazardous Locations and Power Distribution	60/20/00/80	7.0
Module 6:	Electrical Technology VI		
EEVN192	Power Distribution and Emergency Systems	60/20/00/80	7.0
Module 7:	Electrical Technology VII		
EEVN033	Motor Concepts and Jobsite Management	60/20/00/80	7.0
Module 8:	Electrical Technology VIII		
EEVN038	Advanced Industrial Controls	40/40/00/80	6.0
Module 9:	Electrical Technology IX		
EEVN039	Solid State Controls and Industrial Automation	40/40/00/80	6.0
Diploma Total		**460/260/00/720**	**59.0**

EEVN030 Electrical Theory and Algebra for Trades   **8.0 Quarter Credit Hours**
This course introduces students to fundamentals of algebra, electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement and basic electrical math. Students will study concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0.

EEVN176 NEC/Safety/Hand Tools and Conduit Bending   **6.0 Quarter Credit Hours**
This course introduces students to definitions, terms and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will study NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS) and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

EEVN174 Residential/Commercial and NEC Requirements   **6.0 Quarter Credit Hours**
This course introduces students to wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

EEVN271 Transformer Principles and Test Equipment   **6.0 Quarter Credit Hours**
This course introduces students to meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Prerequisite: None. Lecture hours: 40. Lab hours: 40

EELN208 Hazardous Locations and Power Distribution   **7.0 Quarter Credit Hours**
This course introduces students to hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Prerequisite: EEV1271. Lecture hours: 60. Lab hours: 20.

EEVN192 Power Distribution and Emergency Systems   **7.0 Quarter Credit Hours**
This course introduces students to power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, and rigging. Prerequisite: None. Lecture hours: 60. Lab hours: 20.

EEVN033 Motor Concepts and Jobsite Management   **7.0 Quarter Credit Hours**
This course introduces students to National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Prerequisite: None. Lecture hours: 60. Lab hours: 20.

EEVN038 Advanced Industrial Controls   **6.0 Quarter Credit Hours**
This course introduces students to solid state relays, timing relays, variable frequency drives, programmable solid state relays, pneumatic timers, solid state motor control, dynamic braking, NFPA 79, control transformers, HVAC controls, and starting methods. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

EEVN039 Solid State Controls and Industrial Automation   **6.0 Quarter Credit Hours**
This course introduces students to solid state devices, semiconductors, digital logic, industrial automation, programmable logic controller (PLC), hardware, applications, HMI, binary, octal, hexadecimal, grey code and PLC operation. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

Massage Therapy
Diploma Program
Brandon, Jacksonville, Lakeland, North Orlando, Largo, Pompano Beach, South Orlando, and Tampa campuses
9 months – 750 hours – 55 credit units

V 3

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. In addition, students must apply for licensing through the state of Florida, which includes passing a criminal background check.

Module Code	Module Title	Contact Hours	Quarter Credit Hours
Prerequisite course:			
MTD100	Introduction to Massage Therapy	80	6.0
Modular courses:			
MTD201	Business and Ethics	80	6.0
MTD237	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MTD263	Eastern Theory and Practice	80	6.0
MTD220	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MTD282	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MTD246	Clinical and Sports Massage	80	6.0
MTD295	Health and Wellness	80	6.0
MTD278	Massage Therapy Clinic	30	1.0
PROGRAM TOTAL:		**750**	**55.0**

* Massage Therapy Clinic hours are to be scheduled throughout the last three modules of training.
Course Content Compliance Requirements with the <u>Florida Board of Massage Therapy</u>:

MTD100 – Introduction to Massage Therapy   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. A study of the structure and function of the human body and its systems, emphasis is placed on the functional relationships of the skeletal and muscular system. Also covered are muscles of the shoulder joint. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD201 – Business and Ethics   **6.0 Quarter Credit Hours**
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, 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. This module introduces students to basic anatomy and physiology and a discussion of the components of the skeletal system, identification of bones, bony landmarks, and the muscular system. This module provides the student with the study of and an understanding of Florida massage law, including an examination of the regulatory requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes). Included in this module is a discussion on medical errors, their consequences, cost and prevention. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage 6.0 Quarter Credit Hours
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module are range of motion for hips, pre-natal, post-natal, infant & elder/geriatric massage and an understanding of the anatomy and physiology of the reproductive system.   Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD263 – Eastern Theory and Practice   **6.0 Quarter Credit Hours**
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. Students will learn and understand the theory and principle between Eastern and Western paradigms. Included is Yin and Yang theory, Qi, and other applications of Asian bodywork. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR	**6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity 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. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
MTD282 – Deep Tissue, Myofascial Release & Pin and Stretch	**6.0 Quarter Credit Hours**
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. Also covered are joints of the Spine and Thorax. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques	**6.0 Quarter Credit Hours**
This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
MTD246 – Clinical and Sports Massage	**6.0 Quarter Credit Hours**
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. Covered in this module are the endocrine and peripheral nervous systems, and muscles of the leg and foot. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
MTD295 – Health and Wellness	**6.0 Quarter Credit Hours**
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. This module presents the students with information about HIV and AIDS in accordance with the content guidelines prepared by the U.S. Center for Disease Control (CDC) and the Federal Occupation Safety and Health Administration (OSHA). HIV/AIDS and other common blood-borne pathogens and communicable diseases are studied with emphasis on the modes of transmission prevention, universal precautions and engineering/work practice controls. In addition, the student will become familiar with the use of various means of hydrotherapy. Also covered are the circulatory and respiratory systems. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
MTD278 – Massage Therapy Clinic	**1.0 Quarter Credit Hour**
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. Prerequisite: Successful completion of 6 of the 9 modules and Instructor approval. Students may be able to start the clinic prior to the 6th module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0	

Medical Administrative Assistant
Diploma Program
Jacksonville, Lakeland, Largo, North Orlando, Orange Park, and South Orlando campuses
8 months – 720 hours – 47 credit units

V 1

The objective of the Medical Administrative Assistant Program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

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

Module	Module Title	Total Clock Hours	Quarter Credit Units
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module X	Medical Administrative Assistant Externship	160	5.0
	TOTAL	720	47.0

Major Equipment: Autoclave, Calculators, Personal Computers, Patient Examination Table, Stethoscopes, Sphygmomanometer, Transcription Machine

Module A: Office Finance   **6.0 Quarter Credit Hour**
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. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module B: Patient Processing and Assisting   **6.0 Quarter Credit Hour**
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. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module C: Medical Insurance   **6.0 Quarter Credit Hour**
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. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module D: Insurance Plans and Collections   **6.0 Quarter Credit Hour**
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. Lecture Hours: 40.0 Computer/Key-boarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module E: Office Procedures   **6.0 Quarter Credit Hour**

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. 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 Hour**

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 Assisting 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. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module G: Dental Administrative Procedures   **6.0 Quarter Credit Hour**

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. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module X – Medical Administrative Assistant Externship   **5.0 Quarter Credit Hour**

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. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0   Other Hours: 160

Medical Assisting
Diploma Program
Brandon, Jacksonville, Largo, Lakeland, Melbourne, North Orlando, Orange Park, Pompano Beach, South Orlando, and Tampa campuses
8 month – 720 hours – 47 credit units

V 1

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

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.

In recent years, the medical assisting 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, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

Completion of the Medical Assisting Diploma Program is acknowledged by the awarding of a diploma.

The goal of the Medical Assisting Diploma Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Upon successful completion of this program, the graduate will be able to:

- Demonstrate professionalism and ethical behavior.
- Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- Recognize and respond to verbal and non-verbal communication, and use appropriate communication techniques.
- Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- Apply principles of infection control and use appropriate aseptic technique.
- Perform clinical responsibilities, including preparing patients for examination and procedures, preparing and administering medications as directed, collecting and processing specimens, recognizing emergencies, and performing CPR and first aid.
- Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- Instruct and teach patients methods of health promotion and disease prevention.
- Maintain accurate patient records.
- Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- Implement current procedural and diagnostic coding.
- Accurately complete bookkeeping, banking, and financial procedures.
- Demonstrate acceptable speed and accuracy in computer keyboarding.
- Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five year goals.

Module	Module Title	Total Clock Hours	Quarter Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting and Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0

Module X	Externship	160	5.0
	Program Total	720	47.0

Module A: Patient Care and Communication   **6 quarter credit hours**

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. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module B: Clinical Assisting and Pharmacology   **6 quarter credit hours**

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. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module C: Medical Insurance, Bookkeeping and Health Sciences   **6 quarter credit hours**

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. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module D: Cardiopulmonary and Electrocardiography   **6 quarter credit hours**

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.

Module E: Laboratory Procedures   **6 quarter credit hours**

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. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module F: Endocrinology and Reproduction   **6 quarter credit hours**

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. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module G: Medical Law, Ethics and Psychology   **6 quarter credit hours**

Module G covers the history and science of the medical field, as well as the medical assisting 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 leaning how to dress for success. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module X: Medical Assisting Externship   **5 quarter credit hours**

Upon successful completion of Modules A through G, Medical Assisting students participate in a 160 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting 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- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Prerequisites: Completion of Modules A-G. Lec Hrs: 000 Lab Hrs: 000 Other Hrs: 160

Medical Insurance Billing and Coding
Diploma Program
Jacksonville and Pompano Beach campuses
8 months – 720 hours – 47 credit units

V 2

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

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

The Medical Insurance Billing and Coding Program is a 720 clock hour/47.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Course Number	Course Title	Clock Hours	Credit Units
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6.0
MIBP	Practicum −OR−	160	5.0
MIBE	Externship		
PROGRAM TOTAL		**720**	**47.0**

Module MEDINTRO - Introduction to Medical Terminology, Keyboarding, Word Processing,   6.0 Quarter Credit Hours
Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel
This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   6.0 Quarter Credit Hours
Coding of the Cardiovascular and Lymphatic Systems
This module presents a study of basic medical terminology focused on the cardiovascular system and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   6.0 Quarter Credit Hours
 Coding of the Genitorurinary System
This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   6.0 Quarter Credit Hours
Coding of the Integumentary and Endocrine Systems, and Pathology
This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   6.0 Quarter Credit Hours
 Coding of the Musculoskeletal System
This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   6.0 Quarter Credit Hours
Coding of the Respiratory and Gastrointestinal Systems
This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   6.0 Quarter Credit Hours
Coding of the Sensory and Nervous Systems, and Psychology
This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

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

Module MIBP – Practicum   **5.0 Quarter Credit Hours**
Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN.
Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 160

Module MIBE – Externship   **5.0 Quarter Credit Hours**
Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 160

Patient Care Technician
Diploma Program
Pompano Beach campuses
8 months – 720 hours – 51 credit units

V 2

The Patient Care Technician Program is designed to train students to function safely and effectively as integral members of the health care delivery team. The program combines basic knowledge with applied skills mastered in both the classroom and the laboratory. In this multi- occupational program, students are cross-trained to perform any number of clinical skills from performing basic patient care skills, to performing electrocardiograms, as an EKG Technician, to collecting laboratory specimens as a Phlebotomist, or to assisting a patient to walk for the first time, as a physical therapy aide.

The Patient Care Technician can expect to find employment opportunities in hospitals, rehabilitation centers, specialty and urgent care centers, long-term and skilled nursing facilities, and staffing agencies. In addition to being qualified to work as a Patient Care Technician and Home Health Aide, graduates of this program are also qualified to work as Physical Therapy and Occupational Therapy Aides, and EKG Technician.

The program is comprised of seven modular units of learning which are made up of 80 hours of combined theory and laboratory time and one module which is referred to "clinical rotation," for a total 160 hours. During this rotation, which is completed after all theory modules, students are given the opportunity to observe and become part of the health care team as they gain hands-on experience working side-by-side with other health care practitioners.

The Patient Care Technician program provides the student with the theory and hands-on applications required to perform the following tasks:

- Demonstrate the basic principles and practices of basic patient care and safety, home health care, physical therapy and occupational therapy, phlebotomy, electrocardiography, healthcare law and ethics, communications and interpersonal skills, clerical skills, and safety.
- Recognize, spell, define, and use appropriate medical terminology, words, and abbreviations as part of the study of anatomy and physiology, microbiology, and infection control.
- Use appropriate medical and surgical asepsis and patient care skills, including those required in infection control, including universal precautions, pre- and post-operative care, scrubbing, gowning, and gloving, body mechanics, personal care, bed-making, positioning, observational and charting skills, and basic laboratory, cardiology, physical therapy, and occupational therapy skills.
- Demonstrate skills to obtain CPR certification.

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Basic Healthcare Concepts & Clerical Skills I	80	7.0
Module B	Anatomy & Physiology and Medical Terminology	80	8.0
Module C	Patient Care Skills I	80	6.0
Module D	Patient Care Skills II	80	6.0
Module E	Electrocardiography and CPR	80	6.0
Module F	Phlebotomy and Basic Laboratory Skills	80	6.0
Module G	Physical and Occupational Therapy and Clerical Skills II	80	7.0
Module X	Externship	160	5.0
PROGRAM TOTAL		**720**	**51.0**

Module A – Basic Healthcare Concepts and Clerical Skills I   **7.0 Quarter Credit Hours**
Module A provides the student with an overall understanding to the field of healthcare, particularly as it relates to the "multi-skilled" Patient Care Technician. At the end of the module, students will be able to discuss the various fields of healthcare, infection control, legal and ethical responsibilities, communication and interpersonal skills. Students will be able to identify and explain safety procedures, and skills involved in observations, recording and reporting. In this module, students will be given the opportunity to learn some of the basic clerical and administrative procedures required of the patient care technician in the hospital and health care environment. Prerequisite: None. Lec Hrs: 60 Lab Hrs: 20 Other Hrs: 0

Module B – Anatomy & Physiology and Medical Terminology   **8.0 Quarter Credit Hours**
Module B focuses on the study of anatomy and physiology and its associated terminology. At the end of the module, students will be able to identify the various body systems and through discussions, use the terminology associated with these systems. Students will be able to identify and discuss common disorders and diseases affecting each system. HIV/AIDS is also covered. Prerequisite: None. Lec Hrs: 80 Lab Hrs: 0 Other Hrs 0

Module C – Patient Care Skills I   **6.0 Quarter Credit Hours**
Module C provides the student with the theory and hands-on application involved in providing basic patient care as is required as a patient care technician. In some states, the training in this program readies the student for duties of a nursing assistant. Students will take and record vital signs, demonstrate skills for appropriate personal patient care, simulate procedures for admitting, transferring and discharging patients, and discuss restorative care and meeting the patients' physical and psycho-social needs. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module D – Patient Care Skills II   **6.0 Quarter Credit Hours**
Module D provides the student with the theory and hands-on skills involved in providing advanced patient and home health care (Home Health Aide). Students will acquire the skills to determine and discuss therapeutic diets, examine various methods to control infections, identify the components and functions of body mechanics, and simulate caring for the client/patient in the home care setting. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module E – Electrocardiography and CPR   **6.0 Quarter Credit Hours**
This module will provide the student with the theory and hands-on skills involved in electrocardiography and explore the profession. Students will perform the procedures and record electrocardiographs and demonstrate how to interpret basic EKG's for possible abnormalities. CPR CERTIFICATION IS PART OF THIS MODULE.   Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module F – Phlebotomy and Electrocardiography   **6.0 Quarter Credit Hours**
Module F will provide the student with the theory and hands-on skills involved in phlebotomy and basic lab procedures. Students will explore the profession and perform basic laboratory skills. Students will draw blood samples, collect specimen samples and perform simple laboratory procedures. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module G – Physical and Occupational Therapy and Clerical Skills II   **7.0 Quarter Credit Hours**
Module G will provide the student with the basic theory and hands-on applications involved in the field of physical therapy and occupational therapy as performed by the patient care technician, the physical therapy aide, and the occupational therapy aide. Students will identify various therapeutic modalities used in both physical therapy and occupational therapy. Students will use various types of communication devices, prepare medical bills, transcribe physician orders and perform computer-based advanced clerical skills. Prerequisite: None. Lec Hrs: 60 Lab Hrs: 20 Other Hrs 0

Module X – Externship   **5.0 Quarter Credit Hours**
After the completion of Modules A-G, students will complete their clinical rotation. The student will apply what has been learned in the classroom and laboratory to "real-life" clinical facility tasks. Students may rotate through various departments within the clinical facility to perform tasks and observe, as appropriate. These experiences will include patient care units, physical therapy, cardiology, laboratory, central service, admitting and the business office areas. Students will work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the PCT program staff. All students will be evaluated at the half-way point and the conclusion of the clinical experience. Patient care technician students must complete the clinical rotation in order to fulfill their requirements for graduation. Prerequisite: Modules A – G. Lec Hrs: 0 Lab Hrs: 0 Other Hrs: 160

Pharmacy Technician
Diploma Program
Brandon, Jacksonville, Lakeland, Largo, Pompano Beach, South Orlando, and Tampa campuses
8 months – 720 hours – 47 credit units

V 1

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

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

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

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

Module Code	Module Title	Contact Hours	Quarter Credit Hours
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice	80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
MODULE X	Clinical Externship	160	5.0
PROGRAM TOTAL:		**720**	**47.0**

Module A	**Administration of Medications and Pharmacology**	
	of the Endocrine and Lymphatic Systems	**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module B	**Aspects of Retail Pharmacy and Pharmacology of the Nervous System**	**6.0 Quarter Credit Hours**

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescriptions and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion of muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module C	**History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice**	**6.0 Quarter Credit Hours**

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module D	**Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses**	**6.0 Quarter Credit Hours**

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module E	**Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System**	**6.0 Quarter Credit Hours**

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module F	**Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System**	**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module G	**Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System**	**6.0 Quarter Credit Hours**

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module X	**Clinical Externship**	**5.0 Quarter Credit Hours**

This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of the Didactic Program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0

Residential Heating, Ventilation and Air Conditioning (RHVAC)
Diploma Program
Orange Park and Tampa campuses
9 months – 720 hours – 55 credit units

V 3

The Residential Heating, Ventilation and Air Conditioning (RHVAC) program provides students the skills required to specialize in the field of residential heating and air conditioning service and repair. Most areas of the world require some residential climate control, therefore basic construction, basic electricity, air conditioning, fuel-heating systems, heat pumps, air distribution, system application and design, system controls, and RHVAC diagnostics are taught in the program.

The RHVAC program consists of nine modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

Graduates of the program can seek employment as entry-level technicians in the residential heating, ventilation and air conditioning field, including Sheet Metal Fabrication Apprentice, Furnace Install and Repair Apprentice, Furnace Cleaner, A/C Mechanic Apprentice, and A/C Install/Service Apprentice. Intermediate and advanced positions include Electrical Heat Assembler, Heating & Air Conditioning Installation/Service, Gas Furnace Installation and Repair, Sheet Metal Mechanic, Sheet Metal Lay-Out, Sheet Metal Machine Operator, Sheet Metal Fabricator, Sheet Metal Installer, A/C Unit Tester, A/C Technician, and A/C Mechanic.

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Module 1			
CON 101N	Basic Construction	60/20/00/80	7.0
Module 2			
ACR 101N	Basic Electricity	40/40/00/80	6.0
Module 3			
ACR 106N	Air Conditioning	40/40/00/80	6.0
Module 4			
ACR 111N	Fuel Heating Systems	40/40/00/80	6.0
Module 5			
ACR 116N	Air Distribution	40/40/00/80	6.0
Module 6			
ACR 201N	Systems Controls	40/40/00/80	6.0
Module 7			
ACR 206N	Heat Pumps	40/40/00/80	6.0
Module 8			
ACR 211N	System Application and Design	40/40/00/80	6.0
Module 9			
ACR 216N	RHVAC Diagnostics	40/40/00/80	6.0
	Diploma Total	**380/340/00/720**	**55.0**

CON 101N Basic Construction   **7 Credit Hours**
This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements; basic math used in the construction trades; the use of common hand and power tools; an introduction to blueprint reading; basic rigging; communication and employability skills. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 60. Lab hours: 20.

ACR 101N Basic Electricity   **6 Credit Hours**
This course of instruction will cover basic job safety concepts, history of electricity, electrical theory, electrical power, electrical measuring, applications and electrical components. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

ACR 106N Air Conditioning   **6 Credit Hours**
This course of instruction will cover basic laws of physics and cooling theory, terms, definitions, air conditioning cycles, component operations, mechanical and electrical diagrams, standard and high efficiency Air Conditioning systems are explored. Pressure/ Temperature charts, refrigerant piping specifications and installation. Usages of various tools are covered. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

ACR 111N Fuel Heating Systems   **6 Credit Hours**
This course of instruction will cover combustion and various hydrocarbon fuels. Appliance heaters and warm air furnaces will be covered. Operation of controls, testing and servicing equipment, installation and operation is also covered. Fuel heating system diagnosis and wiring diagrams are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

ACR 116N Air Distribution   **6 Credit Hours**
Students in this course of study will learn to read blue prints, use shop math, perform load calculations, indoor air quality, and system air balancing and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to layout and fabricate HVAC air distribution systems. Prerequisite: CON 101N. Lecture hours: 40. Lab hours: 40.

ACR 201N Systems Controls   **6 Credit Hours**
This course presents electrical and electronics theory, terms, definitions, symbols, circuits, laws and formulas. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Prerequisites: CON 101N and ACR 101N. Lecture hours: 40. Lab hours: 40.

ACR 206N Heat Pumps   **6 Credit Hours**
Air properties related to HVAC and heat pump systems design are studied in this course. Component operation, systems diagrams and industry approved troubleshooting are discussed and reinforced with structured lab exercises. Prerequisites: CON 101N, ACR 101N and ACR 106N. Lecture hours: 40. Lab hours: 40

ACR 211N System Application and Design   **6 Credit Hours**
This course introduces students to various HVAC system applications. Various HVAC designs, joining and sizing of various types of piping and tubing, system charging, load calculations, wiring, safety and proper diagnostics procedures, EPA Section 608, Refrigerant handling and containment (recovery, recycling and reclaiming) and certification requirements are discussed in this course. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of residential gas heating systems. Prerequisites: CON 101N, ACR 101N and ACR 106N. Lecture hours: 40. Lab hours: 40.

ACR 216N RHVAC Diagnostics   **6 Credit Hours**
This course introduces students to RHVAC diagnostic fundamentals. Emphasis is placed on testing equipment, gas identifiers, wiring diagrams, refrigerant schematics, systems testing, load distribution and controls operation. Mechanical components, gas pipe sizing, wiring, safety and proper diagnostic procedures are taught. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of RHVAC systems. Prerequisite: CON 101N, ACR 101N, ACR 106N, ACR 111N and ACR 116N. Lecture hours: 40. Lab hours: 40.

UNDERGRADUATE CURRICULAR OFFERINGS

Accounting
Associate in Science Degree
24 months – 96 credit units
Bachelor of Science Degree
48 months – 192 credit units
Brandon, Jacksonville, Lakeland, Largo, Melbourne, North Orlando, Pompano Beach, South Orlando, and Tampa campuses

V 1

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

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

Course Code		Course	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
CGS	2167C	Computer Applications	4.0		4.0	
SLS	1321	Career Skills	2.0		2.0	
Choose from the following:			**Associate's students choose 8.0 credits**		**Bachelor's students choose 10.0 credits**	
LIS	2004	Introduction to Internet Research	2.0		2.0	
MAN	2031	Let's Talk Business	2.0		2.0	
OST	2335	Business Communications	4.0		4.0	
MTB	1103	Business Math	4.0		4.0	
OST	1141L	Keyboarding	2.0		2.0	
CGS	2510C	Applied Spreadsheets	4.0		4.0	
		TOTAL QUARTER CREDIT HOURS		**18.0**		**20.0**
MAJOR CORE REQUIREMENTS						
APA	2111	Principles of Accounting I	4.0		4.0	
APA	2121	Principles of Accounting II	4.0		4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0		4.0	
ACG	2021	Introduction to Corporate Accounting	4.0		4.0	
APA	2141	Computerized Accounting	4.0		4.0	
ACO	1806	Payroll Accounting	4.0		4.0	
ACG	2551	Non-Profit Accounting	4.0		4.0	
TAX	2000	Tax Accounting	4.0		4.0	
SLS	1392	Workplace Relationships			2.0	
MAN	1030	Introduction to Business Enterprise	4.0		4.0	
BUL	2131	Applied Business Law	4.0			
Choose two courses from the following:						
CGS	2510C	Applied Spreadsheets	4.0		4.0	
FIN	1103	Introduction to Finance	4.0		4.0	
ACG	2178	Financial Statement Analysis	4.0		4.0	
MAN	2021	Principles of Management	4.0		4.0	
Required courses for Bachelor's degree students:						
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	3241*	Business Law I -OR-			4.0	
BUL	3242*	Business Law II				
MAN	3554	Workplace Continuity and Contingency Planning			4.0	
		TOTAL QUARTER CREDIT HOURS		**48.0**		**90.0**

Course Code		Course	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
GENERAL EDUCATION CORE REQUIREMENTS						
ENC	1101	Composition I	4.0		4.0	
ENC	1102	Composition II	4.0		4.0	
MAT	1033	College Algebra	4.0		4.0	
PSY	2012	General Psychology	4.0		4.0	
SPC	2016	Oral Communications**	4.0		4.0	
AML	2000	Introduction to American Literature	4.0		4.0	
EVS	1001	Environmental Science	4.0		4.0	
SLS	1505	Basic Critical Thinking	2.0		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 QUARTER CREDIT HOURS		**30.0**		**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 QUARTER CREDIT HOURS				**20.0**
TOTAL PROGRAM CREDIT HOURS				**96.0**		**192.0**
*Students who plan to sit for the Florida CPA exam should take Business Law I and II, not Applied Business Law. **Online students will take SPCP2300 Fundamentals of Interpersonal Communication						

Applied Management
Associate of Applied Management Degree
Brandon, Jacksonville, Lakeland, Largo, Melbourne, North Orlando, Orange Park, Pompano Beach, South Orlando, and Tampa campuses
24 months – 970 hours – 96 credit units

V 1

The **Associate of Applied Management** programs are 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 Number	Course Name	Total Quarter Credit Hours
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
	Total Credit Hours	**10.0**
Major Core Requirements – All Concentrations		
MAN 1030	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
Associate's students choose 8 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 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 Credit Hours	**26**
	Total Credit Hours Required for Graduation	**96**

*Major Core Electives: Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 36 transferable major core credits will be required to select additional courses from the business and management areas.

Applied Management
Bachelor of Science Degree
Brandon, Jacksonville, Lakeland, Largo, Melbourne, North Orlando, Orange Park, Pompano Beach, South Orlando, and Tampa campuses
48 months – 192 credit units

V 1

The Bachelor of Applied Management 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	Quarter Credit Hours	
COLLEGE CORE			
CGS 2167C	Computer Applications	4.0	
MAN 2031	Let's Talk Business	2.0	
	TOTAL COLLEGE CORE		**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:		**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 2016	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**
ELECTIVE REQUIREMENT**		**40.0**	**40.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:			**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 credits from the following subject areas, with a minimum of 4 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

*Online students will replace this course with an additional General Education Elective course.

**Additional Major Core: Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 40 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 major core credits, the Elective requirement may be reduced by an equivalent number of major core credits above the 40 credit requirement. For example, a student who transfers 50 major core credits may have his/her Elective requirement reduced by 10 credits.

Upper Division Requirement: Students must complete a minimum of 60 quarter credit hours in upper division coursework. The major core requires 36 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.

Assisted Living Administrator
Associate in Science Degree
Melbourne campus
24 months – 96 credit units

V 1

The Associate in Science degree provides the graduate with comprehensive knowledge of the assisted living industry and also an administrative foundation to become an active participant in this rapidly developing field. The program provides foundational knowledge in health science and aging to prepare graduates to function as managers and advocates for the elderly. Graduates will synthesize health science knowledge with gerontological knowledge and skills and apply it to the population of elderly to improve quality of life. The program also develops the leadership and management skills of the graduates in marketing, resident care, hospitality services, and operations to be effective in the rapidly growing industry. Assisted living is a dynamic field requiring an ongoing learning process. Graduates from this program will become active participants in this expanding field by demonstrating competence through knowledge and skills learned.

This program prepares the student to function with both administrative and operational skills in a position within the assisted living industry. The program consists of 96 units of learning with an externship of 360 hours in an appropriate setting. Students utilize organizational information to examine organizational structure, roles, and functions within the community.

This program provides the 40 hour initial certification instruction required for the RCFE (Residential Care Facilities for the Elderly) administrator that may be required in some states.

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
OST	1141L	Keyboarding	2.0	
		TOTAL QUARTER CREDIT HOURS		**12.0**
MAJOR CORE REQUIREMENTS				
HSC	1564	Aging Issues I	4.0	
HSC	1565	Aging Issues II	4.0	
HSA	1810L	Externship I	6.0	
HSA	1102	Ethics of Caring for the Elderly	4.0	
HSA	1221C	Assisted Living Facility Management	5.0	
MAN	2031	Let's Talk Business	2.0	
HSA	1320	Financial & Computer Software for Assisted Living Administrators	4.0	
MEA	1006C	Therapeutic Communication	2.0	
HSA	1343C	Human Resources for Assisted Living	5.0	
HAS	1228	Assisted Living Internal Relations	4.0	
HSA	1300	Assisted Living Marketing & Outreach	4.0	
HSA	1250	Administrator Certification Course	4.0	
HSA	1902L	Externship II	6.0	
		TOTAL QUARTER CREDIT HOURS		**54.0**
GENERAL EDUCATION CORE REQUIREMENTS				
PSY	2012	General Psychology	4.0	
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SLS	1505	Basic Critical Thinking	2.0	
SPC	2016	Oral Communications	4.0	
MAT	1033	College Algebra	4.0	
EVS	1001	Environmental Science	4.0	
AML	2000	Introduction to American Literature	4.0	
		TOTAL QUARTER CREDIT HOURS		**30.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

Business
Associate in Science Degree
24 months – 96 credit units
Bachelor of Science Degree
48 months – 192 credit units
Brandon campus

V 1

The Bachelor and Associate in Science in Business programs are 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. 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, industry, and government.

Management

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

Marketing

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

International Business

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. 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	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
CGS	2167C	Computer Applications	4.0		4.0	
SLS	1321	Career Skills	2.0		2.0	
Choose appropriate credits from the following list:			**Associate's 8 credits**		**Bachelor's 10 credits**	
OST	1141L	Keyboarding	2.0		2.0	
MAN	2031	Let's Talk Business	2.0		2.0	
OST	2335	Business Communications	4.0		4.0	
LIS	2004	Introduction to Internet Research	2.0		2.0	
CGS	2501	Applied Word Processing	4.0		4.0	
CGS	2510C	Applied Spreadsheets	4.0		4.0	
MTB	1103	Business Math	4.0		4.0	
		TOTAL COLLEGE CORE CREDIT HOURS		**18.0**		**20.0**
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS						
MAN	1030	Introduction to Business Enterprise	4.0		4.0	
MAN	2021	Principles of Management	4.0		4.0	
BUL	2131	Applied Business Law	4.0		4.0	
MAN	2300	Introduction to Human Resources	4.0		4.0	
MAR	1011	Introduction to Marketing	4.0		4.0	
APA	2111	Principles of Accounting I	4.0		4.0	
APA	2121	Principles of Accounting II	4.0		4.0	
Bachelor of Science Upper Division Major Core Requirements: All Concentrations						
SLS	1392	Workplace Relationships			2.0	
MAN	3554	Workplace Continuity & Contingency Planning			4.0	

		And one of the following 4 concentrations:				
		**BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS**				
FIN	1103	Introduction to Finance	4.0		4.0	
MAN	2727	Strategic Planning for Business	4.0		4.0	
MAR	2305	Customer Relations and Servicing	4.0		4.0	
		Upper Division Business Administration Major Core				
FIN	3006	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	
MAN	4734	Contemporary Management			4.0	
GEB	4361	Management of International Business			4.0	
MAN	3100	Human Relations in Management			4.0	
		Choose 2 of the following courses:				
ACG	2178	Financial Statement Analysis	4.0		4.0	
ACG	2021	Introduction to Corporate Accounting	4.0		4.0	
SBM	2000	Small Business Management	4.0		4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0		4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48.0**		**90.0**
		OR				
		MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS				
MAR	2305	Customer Relations and Servicing	4.0		4.0	
FIN	1103	Introduction to Finance	4.0		4.0	
SBM	2000	Small Business Management	4.0		4.0	
MAN	1733	Management Today	4.0		4.0	
MAN	2604	Introduction to International Management	4.0		4.0	
		Upper Division Management Major Core				
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	
MAN	4734	Contemporary Management			4.0	
MAR	3503	Consumer Behavior			4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48.0**		**90.0**
		OR				
		MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS				
MAR	2323	Advertising	4.0		4.0	
MAR	2141	Introduction to International Marketing	4.0		4.0	
MAR	2721	Marketing on the Internet	4.0		4.0	
MAR	2305	Customer Relations and Servicing	4.0		4.0	
SBM	2000	Small Business Management	4.0		4.0	
		Upper Division Marketing Major Core				
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	4804	Marketing Administration			4.0	
MAR	3142	Global Marketing			4.0	
MAR	3231	Retailing			4.0	
MAR	4200	Marketing Channels and Distribution			4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48.0**		**90.0**
		OR				
		INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS				
MAR	2141	Introduction to International Marketing	4.0		4.0	
MAR	2721	Marketing on the Internet	4.0		4.0	

MAN	2604	Introduction to International Management	4.0		4.0	
GEB	2353	International Competitiveness	4.0		4.0	
BUL	2261	International Business Law	4.0		4.0	
Upper Division International Business Major Core						
FIN	3006	Principles of Finance			4.0	
FIN	4602	International Business and Finance			4.0	
GEB	4351	Import/Export Management			4.0	
GEB	4352	International and Comparative Industrial Relations			4.0	
GEB	4361	Management of International Business			4.0	
MAR	3503	Consumer Behavior			4.0	
MAR	3142	Global Marketing			4.0	
MAR	4156	International Marketing Analysis			4.0	
MAR	3310	Public Relations			4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48.0**		**90.0**
GENERAL EDUCATION REQUIREMENTS						
ENC	1101	Composition I	4.0		4.0	
ENC	1102	Composition II	4.0		4.0	
MAT	1033	College Algebra	4.0		4.0	
PSY	2012	General Psychology	4.0		4.0	
SPC	2016	Oral Communications*	4.0		4.0	
AML	2000	Introduction to American Literature	4.0		4.0	
EVS	1001	Environmental Science	4.0		4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
AMH	2030	20th Century American History			4.0	
STA	2014	Statistics			4.0	
ECO	3007	Macroeconomics			4.0	
ECO	3028	Microeconomics			4.0	
SOP	4005	Social Psychology			4.0	
CPO	4004	Global Politics			4.0	
SYG	2000	Principles of Sociology			4.0	
ENC	3211	Report Writing			4.0	
		TOTAL QUARTER CREDIT HOURS		**30.0**		**62.0**
APPROVED ELECTIVE REQUIREMENT						
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. A minimum of 8.0 units must be selected from general business courses.				20.0		**20.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**		**192.0**
*Totally Online students take SPCP2300 Fundamentals of Interpersonal Communication						

Business

Associate in Science Degree
24 months – 96 credit units
Bachelor of Science Degree
48 months – 192 credit units
Brandon, Jacksonville, Lakeland, Largo, Melbourne, North Orlando, Orange Park, Pompano Beach, South Orlando, and Tampa campuses

V 2

The Bachelor and Associate in Science in Business programs are 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. 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, industry, and government.

Management

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

Marketing

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

International Business

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. 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	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0			
CGS	2167C	Computer Applications	4.0		4.0	
SLS	1321	Career Skills	2.0			
Choose appropriate credits from the following list:			Associate's 4 credits			
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		4.0
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS						
MAN	1030	Introduction to Business Enterprise	4.0		4.0	
MAN	2021	Principles of Management	4.0		4.0	
BUL	2131	Applied Business Law	4.0		4.0	
MAN	2300	Introduction to Human Resources	4.0		4.0	
MAR	1011	Introduction to Marketing	4.0		4.0	
APA	2111	Principles of Accounting I	4.0		4.0	
APA	2121	Principles of Accounting II	4.0		4.0	
ECO	3007	Macroeconomics			4.0	
ECO	3028	Microeconomics			4.0	
MAN	3554	Workplace Continuity & Contingency Planning			4.0	

Prefix	Number	Title				
MANP	2501	Senior Capstone Experience- AS	4.0			
MANP	4501	Applied Management Senior Capstone Experience- BS			4.0	
And one of the following 4 concentrations:						
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
FIN	1103	Introduction to Finance	4.0		4.0	
MAR	2305	Customer Relations and Servicing	4.0		4.0	
FIN	3006	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 2 of the following courses:						
MAN	2727	Strategic Planning for Business	4.0		4.0	
ACG	2178	Financial Statement Analysis	4.0		4.0	
ACG	2021	Introduction to Corporate Accounting	4.0		4.0	
SBM	2000	Small Business Management	4.0		4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0		4.0	
		TOTAL MAJOR CORE CREDIT HOURS		48		92
OR						
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
MAR	2305	Customer Relations and Servicing	4.0		4.0	
FIN	1103	Introduction to Finance	4.0		4.0	
SBM	2000	Small Business Management	4.0		4.0	
MAN	2604	Introduction to International Management	4.0		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		48		92
OR						
MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
MAR	2323	Advertising	4.0		4.0	
MAR	2141	Introduction to International Marketing	4.0		4.0	
MAR	2721	Marketing on the Internet	4.0		4.0	
SBM	2000	Small Business Management	4.0		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	3142	Global Marketing			4.0	
MAR	3231	Retailing			4.0	
MAR	4200	Marketing Channels and Distribution			4.0	
		TOTAL MAJOR CORE CREDIT HOURS		48		92
OR						
INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
MAR	2141	Introduction to International Marketing	4.0		4.0	
MAN	2604	Introduction to International Management	4.0		4.0	
GEB	2353	International Competitiveness	4.0		4.0	
BUL	2261	International Business Law	4.0		4.0	
FIN	3006	Principles of Finance			4.0	
FIN	4602	International Business and Finance			4.0	
GEB	4351	Import/Export Management			4.0	
GEB	4352	International and Comparative Industrial Relations			4.0	

GEB	4361	Management of International Business			4.0	
MAR	3142	Global Marketing			4.0	
MAR	4156	International Marketing Analysis			4.0	
MAR	3310	Public Relations			4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48**		**92**
GENERAL EDUCATION REQUIREMENTS						
ENC	1101	Composition I	4.0		4.0	
ENC	1102	Composition II	4.0		4.0	
MAT	1033	College Algebra	4.0		4.0	
PSY	2012	General Psychology	4.0		4.0	
SPC	2016	Oral Communications*	4.0		4.0	
EVS	1001	Environmental Science	4.0		4.0	
SLS	1505	Basic Critical Thinking	2.0		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 QUARTER CREDIT HOURS		**26**		**54**
APPROVED ELECTIVE REQUIREMENT				**8**		**42**
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 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96**		**192**

*Totally Online students take SPCP2300 Fundamentals of Interpersonal Communication
** Students with less than 36 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 credits from the following subject areas, with a minimum of 4 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

Computer Information Science
Associate in Science Degree
Brandon, Lakeland, Largo, Melbourne, North Orlando, Pompano Beach, South Orlando, Tampa campuses
24 months – 96 credit units

V 2

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. AS Degree students must complete the required coursework in the major core from one of the listed areas of concentration. The following describes each area of concentration. [NOTE: Available concentrations may vary by campus. Please contact the Academic Dean at a specific campus for further information.]

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 Number	Course Name	Associates Degree Quarter Credit Hrs	
College Core Requirements			
SLS 1105	Strategies for Success	4.0	
SLS 1321	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	
	Total Quarter Credit Hours: **For Web Design students:**		**12.0** **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	
CEN 1509C	Computer Networking Fundamentals	4.0	
CGS 1763C	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 2325	Introduction to the Systems Development Life Cycle	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 credits each).		8.0	
	Programming Major Core:		**52.0**
Major Core Requirements – Network Administration Concentration			
CGS 1763C	Computer Operating Systems	4.0	
CGS 1280C	Computer Hardware Concepts	4.0	
CEN 1509C	Computer Networking Fundamentals	4.0	

CEN 1561C	Network Operating Systems-Client	4.0	
CEN 1562C	Network Operating Systems-Server	4.0	
CET 1605C	Network Routing I	4.0	
CET 2607C	Network Routing II	4.0	
CTS 2320C	Network Management	4.0	
CEN 2327C	Network Infrastructure	4.0	
CTS 2303C	Network Directory Services	4.0	
CIS 2354C	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 credits each).		8.0	
CENP 2345C	Network Security		
CISP 2475	Designing Network Security		
CENP 2420	Implementing and Administering Databases		
CENP 2450	Database Design		
	Network Administration Major Core:		**52.0**
Major Core Requirements – Web Design Concentration			
CEN 1509C	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 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).			
	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 2016	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 Quarter Credit Hours:		**24.0**
	Total Quarter Credit Hours Required for Graduation:		**96.0**

Computer Information Science
Bachelor of Science Degree
Brandon, Lakeland, Largo, Melbourne, North Orlando, Pompano Beach, South Orlando, Tampa campuses
48 months – 192 credit units

V 2

The Bachelor of Science Degree offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and data base systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven organizations, stressing the development of computer-based applications through the use of programming languages. To ensure graduation with the minimum number of courses, students should choose the CIS Programming concentration for their lower division studies.

Course Number	Course Name	Bachelors Degree Quarter Credit Hrs	
College Core Requirements			
SLS 1105	Strategies for Success	4.0	
SLS 1321	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	
	Total 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	
CEN 1509C	Computer Networking Fundamentals	4.0	
CGS 1763C	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 2325	Introduction to the Systems Development Life Cycle	4.0	
	Approved IT Electives*	8.0	
Choose two of the two-course language sequences from the choices listed (4 credits each).		16.0	
COP 2170C	Computer Programming – Visual Basic I		
COP 2171C	Computer Programming – Visual Basic II		
COP 2224C	Computer Programming – C++ I		
COP 2228C	Computer Programming – C++ II		
COP 2250C	Computer Programming – Java I		
COP 2805C	Computer Programming – Java II		
COPP 2280C	Computer Programming – C# I		
COPP 2281C	Computer Programming – C# II		
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	
CGS 4763	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	
	Programming Major Core:		**92.0**
*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).			
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 credits of the Approved Electives must be upper-division courses.			

General Education Requirements			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications	4.0	
MAT 1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
ML 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**

Criminal Investigations
Associate in Science Degree
Orange Park, Pompano Beach, South Orlando, and Tampa campuses
24 months – 96 credit units

V 1

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

Course Code		Course	Associate's Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
		TOTAL QUARTER CREDIT HOURS		**10.0**
MAJOR CORE REQUIREMENTS				
CJE	1640	Criminalistics I	4.0	
CJE	1641	Criminalistics II	4.0	
CJE	2673	Graphics & Documentation I	4.0	
CJE	2602	Graphics & Documentation II	4.0	
INVP	2310	Fingerprints Classification & Latents I	4.0	
INVP	2320	Fingerprints Classification & Latents II	4.0	
CJB	1712	Crime Scene Photography I	4.0	
CJB	1714	Crime Scene Photography II	4.0	
CJE	2676	Biological Evidence I	4.0	
CJE	2682	Biological Evidence II	4.0	
		TOTAL QUARTER CREDIT HOURS		**40.0**
The student will select 16 additional credits from the following courses:				
CJE	2678	Crime Scene Dynamics I	4.0	
CJE	2679	Crime Scene Dynamics II	4.0	
CJE	2690	Technology Crimes I	4.0	
CJE	2691	Technology Crimes II	4.0	
INVP	2600	Collecting and Presenting Audio & Visual Evidence	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
		TOTAL QUARTER CREDIT HOURS		**16.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
		TOTAL QUARTER CREDIT HOURS		**30.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

Criminal Justice
Associate in Science Degree
Brandon, Jacksonville, Lakeland, Largo, Melbourne, North Orlando, Orange Park, Pompano Beach, South Orlando, and Tampa campuses
24 months – 96 credit units

V 1

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's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	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	1024	Introduction to Criminal Justice	4.0	
CJL	2130	Criminal Evidence	4.0	
CJL	2134	Criminal Procedure and the Constitution	4.0	
CCJ	1610	Criminal Investigations	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2306	Introduction to Corrections	4.0	
CJD	2250	Introduction to Interviews and Interrogations	4.0	
DSC	2002	Introduction to Terrorism	4.0	
		TOTAL QUARTER CREDIT HOURS		**40.0**
Associate's degree students will take 12.0 credits from following courses:				
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	2016	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 QUARTER CREDIT HOURS		**34.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

Criminal Justice
Bachelor of Science Degree
Brandon, Jacksonville, Lakeland, Melbourne, North Orlando, Orange Park, Largo, Pompano Beach, South Orlando, and Tampa campuses
48 months – 192 credit units

V 2

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 or more transferable quarter (24 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 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 1024	Introduction to Criminal Justice	4.0	
CJL 2134	Criminal Procedure and the Constitution	4.0	
CCJ 1610	Criminal Investigations	4.0	
CJL 2130	Criminal Evidence	4.0	
CCJ 2306	Introduction to Corrections	4.0	
CJD 2250	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	
INVP 3500	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 2016	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**	**46.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:			**192.0**
☝ Online students must take CCJ 4127 and are not eligible for CJ Externship			

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree* will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36 semester or 54 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 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 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 credits from the following subject areas, with a minimum of 4 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 credits in the electives category.

      *To include a minimum of 54 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 2678	Crime Scene Dynamics I	4.0
CJE 2679	Crime Scene Dynamics II	4.0
CJE 2673	Graphics and Documentation I	4.0
CJE 2602	Graphics and Documentation II	4.0
CJE 2690	Technology Crimes I	4.0
CJE 2691	Technology Crimes II	4.0
CJE 2676	Biological Evidence I	4.0
	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 1110	Civil & Criminal Justice	4.0
DSC 1030	Tactical Communications	4.0
DSC 1011	Domestic & International Terrorism I	4.0
SCC 1102	Business & Ethics for Security Specialists	4.0
DSC 2210	Emergency Planning & Security Measures I	4.0
DSC 2008	Security: Principles, Planning & Procedures I	4.0
DSC 2812	Information Technology Security I	4.0
	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 campus 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		
CCJ 3666	Victimology	4
CCJ 4054	Criminal Justice Ethics and Liability	4
CCJ 3675	Women, Crime, and Criminal Justice	4
MS Bridge Courses		
CCJ 5665	Victimology	4
CCJ 5489	Ethics in Criminal Justice	4
CCJ 5672	Women, Crime, and Criminal Justice	4

Film and Video
Associate in Science Degree
Melbourne and North Orlando campuses
24 months – 96 credit units

V o

   Through specialized training in various facets of film and video production, this program prepares the graduate to enter the creative and rewarding field of motion pictures, television, and video as a freelance contractor, or for entry-level placement.

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
MAN	2031	Let's Talk Business	2.0	
CGS	2167C	Computer Applications	4.0	
		TOTAL QUARTER CREDIT HOURS		**12.0**
MAJOR CORE REQUIREMENTS				
Courses common to both North Orlando and Melbourne campuses				
FIL	1244	Electronic Field Production	4.0	
FIL	1034	History of Motion Pictures	4.0	
FIL	2724C	Computer Graphics I	4.0	
FIL	1421	Film Production I	4.0	
FIL	2246C	Post Production I	4.0	
FIL	1801	Film Criticism I	2.0	
FIL	1802	Film Criticism II	2.0	
FIL	2743C	Advanced Video Techniques	4.0	
FIL	2247C	Post Production II	4.0	
FIL	1430	Film Production II	4.0	
FIL	2104	Script Development I	4.0	
FIL	1610	Business Management of Film and Video	4.0	
In addition to common courses, Melbourne Campus students will take the following:				
FIL	1390	Special Effects and Makeup I	4.0	
FIL	2360	Documentary Production	4.0	
In addition to common courses, North Orlando Campus students will take the following:				
FIL	2482	Directing and Acting	4.0	
FIL	1243C	Production Techniques	4.0	
All students will take two additional courses from the following 4.0 credit courses:				
FIL	2482	Directing and Acting	4.0	
FIL	2360	Documentary Production	4.0	
FIL	2732C	Computer Graphics II	4.0	
FIL	2105	Script Development II	4.0	
FIL	2530	Sound (option for North Orlando only)	4.0	
FIL	2621	Multimedia and Desktop (option for North Orlando only)	4.0	
FIL	2945	Film/Video Externship	4.0	
FIL	2942C	Film/Video Production Workshop	4.0	
		TOTAL QUARTER CREDIT HOURS		**60.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
The student will select 4.0 additional credits from the following courses:				
AML	2000	Introduction to American Literature	4.0	
AMH	2070	History of Florida	4.0	
AMH	2030	20th Century American History	4.0	
WOH	2022	World History	4.0	
		TOTAL QUARTER CREDIT HOURS		**24.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

Health Care Administration
Bachelor of Science Degree
Largo, Melbourne, North Orlando, South Orlando, and Tampa campuses
48 months – 192 credit units

V o

The program in Health Care Administration is designed to provide educational opportunities for students interested in gaining a knowledge base for positions in health care not requiring specialized clinical preparation and for individuals who have completed a health professions program who desire to broaden their education in health services. The major aim of this program is to provide a knowledge base which will prepare the graduate for entry into or advancement in the health care field. Completion of the requirements results in the awarding of the Bachelor of Science degree in Health Care Administration.

The Bachelor of Science in health care administration degree program provides a broad-based background in health care, including management and finance courses. Graduates are prepared for staff support and entry-level management positions in various aspects of health systems including hospitals, nursing homes, alternative care delivery systems, insurance, and medical supply firms. Dependent on the individual's interests, skills, abilities, and/or prior experience, graduates may seek positions in managed care, extended care, home care, out-patient facilities, medical office practices, drug or medical product companies, or acute care facilities. The program is also appropriate preparation for graduate level programs such as medical library science and hospital administration.

Course Number	Course Title	Lecture Hours	Lab Hours	Other Hours	Total Contact Hours	Quarter Credit Units
COLLEGE CORE						
CGS 2167C	Computer Applications	040	0	0	040	040
SLS 1105	Strategies for Success	040	0	0	040	040
SLS 1321	Career Skills	020	0	0	020	020
TOTAL QUARTER CREDIT HOURS		**100**	**0**	**0**	**100**	**10.0**
MAJOR CORE REQUIREMENTS						
APA 2111	Principles of Accounting I	040	0	0	040	040
APA 2121	Principles of Accounting II	040	0	0	040	040
APA 2161	Introductory Cost/Managerial Accounting	040	0	0	040	040
BUL 2131	Applied Business Law	040	0	0	040	040
HSA 3222	Long Term Care Administration	040	0	0	040	040
HSA 2422	Demographic Aspects & Cultural Diversity in Health Care	040	0	0	040	040
HSA 1122	Health Care Delivery System	040	0	0	040	040
HSA 4170	Financial Management in Health Care	040	0	0	040	040
HSA 2182	Health Care Organization & Administration	040	0	0	040	040
HSC 3553	Legal Aspects/Legislation in Health Care	040	0	0	040	040
HSA 4193C	Information Systems & Computer Applications in Health Care	030	020	0	050	040
HSA 4121	Introduction to Health Statistics	040	0	0	040	040
HSA 1211	Ancillary Health Facilities	040	0	0	040	040
HSA 3140	Health Care Planning/Evaluation	040	0	0	040	040
HSA 4341	Conflict Management in Health Care	040	0	0	040	040
HSA 4930	Health Care Management Seminar	020	0	0	020	020
HSA 4502	Risk Management	040	0	0	040	040
MAN 2021	Principles of Management	040	0	0	040	040
MAN 3344	Principles of Supervision	040	0	0	040	040
MAN 4302	Management of Human Resources	040	0	0	040	040
MAN 4764	Business Policy & Strategy	040	0	0	040	040
HSA 3344	Public Policy in Health Care	040	0	0	040	040
TOTAL QUARTER CREDIT HOURS:						**86.0**
APPROVED ELECTIVE REQUIREMENTS: 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. A minimum of 4 credits must be chosen from courses related to business administration.						**40.0**
GENERAL EDUCATION REQUIREMENTS						
ENC 1101	Composition I	040	0	0	040	040
ENC 1102	Composition II	040	0	0	040	040
SPC 2016	Oral Communications	040	0	0	040	040
SPC 4451	Conference Techniques	040	0	0	040	040
MAT 1033	College Algebra	040	0	0	040	040
PSY 2012	General Psychology	040	0	0	040	040
POS 2041	American National Government	040	0	0	040	040
SYP 2742	Death & Dying	040	0	0	040	040
STA 2014	Statistics	040	0	0	040	040
SOP 4004	Social Psychology	040	0	0	040	040

ENC 3211	Report Writing	040	0	0	040	040
TOTAL QUARTER CREDIT HOURS:		**440**	**0**	**0**	**440**	**44.0**
The student will select 8.0 additional credits from the following courses:						**8.0**
DEP 3305	Adolescent Psychology	040	0	0	040	040
CLPP 3004	Adult Psychology	040	0	0	040	040
EVSP 3060	Environment Issues	040	0	0	040	040
PHI 3601	Ethics	040	0	0	040	040
PHIP 3131	Logic	040	0	0	040	040
POT 4064	Contemporary Political Theories	040	0	0	040	040
CLP 3005	Marriage & Family	040	0	0	040	040
SYGP 2550	Addictions	040	0	0	040	040
The student will select 4.0 additional credits from the following courses:						040
AML 2000	Introduction to American Literature	040	0	0	040	040
AMH 2070	History of Florida	040	0	0	040	040
AMH 2030	20th Century American History	040	0	0	040	040
WOH 2022	World History	040	0	0	040	040
GENERAL EDUCATION TOTAL:						**56.0**
PROGRAM TOTAL:						**192.0**

Homeland Security
Associate in Science Degree
24 months – 96 credit units
Bachelor of Science Degree
48 months – 192 credit units
Pompano Beach campus

V 1

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

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

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

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

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

Course Code		Course Title	Associate's Degree Quarter Credit Hrs		Bachelor's Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
SLS	1321	Career Skills	2.0		2.0	
SLS	1392	Workplace Relationships			2.0	
CGS	2167C	Computer Applications	4.0		4.0	
		TOTAL QUARTER CREDIT HOURS		**10.0**		**12.0**
MAJOR CORE REQUIREMENTS						
CJL	1110	Civil & Criminal Justice	4.0		4.0	
DSC	2210	Emergency Planning & Security Measures I	4.0		4.0	
DSC	2008	Security: Principles, Planning & Procedures I	4.0		4.0	
DSC	2010	Security: Principles, Planning & Procedures II	4.0		4.0	
DSC	1030	Tactical Communications	4.0		4.0	
DSC	1011	Domestic & International Terrorism I	4.0		4.0	
DSC	1005	Domestic & International Terrorism II	4.0		4.0	
HSSP	1610	Emergency Medical Services & Fire Operations I	4.0		4.0	
SCC	1102	Business & Ethics for Security Specialists	4.0		4.0	
DSC	2812	Information Technology Security I	4.0		4.0	
HSSP	3100	Critical Incident Management			4.0	
HSSP	3200	Facilitating Psychological Support for Catastrophic Events			4.0	
HSSP	3301	Case Study 1			1.0	
HSSP	4100	Post Catastrophic Event Documentation and Reporting			4.0	
HSSP	4200	Critical Issues in Hostage Negotiations			4.0	
HSSP	4300	Current Events in Homeland Security Management			4.0	
HSSP	3302	Case Study 2			1.0	
HSSP	3400	Anti-Terrorism Risk Assessment			4.0	
HSSP	4400	Communications and Technology Security			4.0	
CJE	4668	Computer Crime			4.0	
DSC	3214	Catastrophic Event Response Planning			4.0	
HSSP	4500	Weapons of Mass Destruction			4.0	
HSSP	4600	Mass Casualty Management Planning			4.0	
HSSP	4700	Capstone Simulation			4.0	
		TOTAL QUARTER CREDIT HOURS		**40.0**		**90.0**
The Associates and Bachelor students will select 12 additional credits from the following courses:						
DSC	2211	Emergency Planning & Security Measures II	4.0		4.0	
HSSP	1620	Emergency Medical Services & Fire Operations II	4.0		4.0	
CCJ	1610	Criminal Investigations	4.0		4.0	

CCJP	2288	Spanish for the Criminal Justice Professional	4.0		4.0	
CCJ	2679	Introduction to Victims Advocacy	4.0		4.0	
HSSP	2820	Information Technology Security II	4.0		4.0	
		TOTAL QUARTER CREDIT HOURS		**12.0**		**12.0**
The Bachelor students will select 16 additional credits from the following courses:						
HSSP	3600	Homeland Security Retreat Option			4.0	
CCJ	3666	Victimology			4.0	
CCJ	3675	Women, Crime, and Criminal Justice			4.0	
CCJ	4129	Cultural Diversity for Criminal Justice Professional			4.0	
CJL	3215	Concepts of Criminal Law			4.0	
		TOTAL QUARTER CREDIT HOURS				**16.0**
GENERAL EDUCATION CORE REQUIREMENTS						
ENC	1101	Composition I	4.0		4.0	
ENC	1102	Composition II	4.0		4.0	
SPC	2016	Oral Communications*	4.0		4.0	
SYG	2000	Principles of Sociology	4.0		4.0	
MAT	1033	College Algebra	4.0		4.0	
PSY	2012	General Psychology	4.0		4.0	
ECO	3007	Macroeconomics			4.0	
ECO	3028	Microeconomics			4.0	
STA	2014	Statistics			4.0	
SOP	4005	Social Psychology			4.0	
CPO	4004	Global Politics			4.0	
ENC	3211	Report Writing			4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
AML	2000	Introduction to American Literature	4.0		4.0	
EVS	1001	Environmental Science	4.0		4.0	
AMH	2030	20th Century American History			4.0	
		TOTAL QUARTER CREDIT HOURS		**34.0**		**62.0**
		TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		**96.0**		**192.0**

*Fully Online students take SPCP2300 Fundamentals of Interpersonal Communication in place of SPC 2016 Oral Communications

Hospitality Management
Associate in Science Degree
24 months – 96 credit units
Bachelor of Science Degree
48 months – 192 credit units
Pompano Beach campus

Vo

The Associate in Science degree in Hospitality Management prepares students for entry-level supervisory positions in the hotel and restaurant industry by providing both basic and hospitality-specific training in management, accounting, and marketing.

The Bachelor of Science degree in Hospitality Management prepares students for management positions in the hotel and restaurant industries with special emphasis on the sales, marketing, and management functions. Managers direct and coordinate the operation of hotels and restaurants to insure profit, efficiency, and quality customer service.

Course Code		Course	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
SLS	1321	Career Skills	2.0		2.0	
MAN	2031	Let's Talk Business	2.0		2.0	
CGS	2167C	Computer Applications	4.0		4.0	
		TOTAL QUARTER CREDIT HOURS		**12.0**		**12.0**
MAJOR CORE REQUIREMENTS						
APA	2111	Principles of Accounting I	4.0		4.0	
APA	2121	Principles of Accounting II	4.0		4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0		4.0	
BUL	2131	Applied Business Law	4.0		4.0	
HFT	2229	Current Issues in Hospitality Management	4.0		4.0	
HFT	1411	Front Office Procedures	4.0		4.0	
HFT	1211	Hospitality Management	4.0		4.0	
HFT	2757	Convention Management and Service	4.0		4.0	
MAN	1030	Introduction to Business Enterprise	4.0		4.0	
MAR	1011	Introduction to Marketing	4.0		4.0	
HFT	1275	Resort Management	4.0		4.0	
HFT	2351	Hospitality Purchasing Management	4.0		4.0	
HFT	2941	Hospitality Industry Externship	4.0		4.0	
APAP	3320	Accounting and Control for Hospitality			4.0	
HFT	3260	Restaurant Management			4.0	
HFT	3506	Hospitality Marketing			4.0	
HFT	3606	Laws Related to the Hospitality Industry			4.0	
HFT	3806	Food and Beverage Management			4.0	
FIN	3006	Principles of Finance			4.0	
MAN	4302	Management of Human Resources			4.0	
HFT	4475	Feasibility Study in the Hospitality Industry			4.0	
		TOTAL QUARTER CREDIT HOURS		**52.0**		**84.0**
APPROVED ELECTIVE REQUIREMENTS						
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. A minimum of 8 credits must be chosen from business management courses.					40.0	
		TOTAL QUARTER CREDIT HOURS				**40.0**
GENERAL EDUCATION CORE REQUIREMENTS						
ENC	1101	Composition I	4.0		4.0	
ENC	1102	Composition II	4.0		4.0	
SPC	2016	Oral Communications	4.0		4.0	
SYG	2000	Principles of Sociology	4.0		4.0	
MAT	1033	College Algebra	4.0		4.0	
PSY	2012	General Psychology	4.0		4.0	
POS	2041	American National Government	4.0		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	
The student will select 4.0 additional credits from the following courses:						
AML	2000	Introduction to American Literature	4.0		4.0	
AMH	2070	History of Florida	4.0		4.0	
AMH	2030	20th Century American History	4.0		4.0	
WOH	2022	World History	4.0		4.0	
		TOTAL QUARTER CREDIT HOURS		**32.0**		**56.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**		**192.0**

Medical Insurance Billing and Coding
Associate in Science Degree
Brandon, Lakeland, Largo, Melbourne, North Orlando, Orange Park, South Orlando, and Tampa campuses
24 months – 96 credit units

V 2

This 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 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.

Completion of the Medical Insurance Billing and Coding Program is acknowledged by the awarding of an A.S. Degree

Course Code	Course	Associate's Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS			
CGS 2167C	Computer Applications	4.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	TOTAL QUARTER CREDIT HOURS:		**10.0**
MAJOR CORE REQUIREMENTS			
HIM 2326C	Computer Applications for Medical Billing/Coding	4.0	
HSC 1531	Medical Terminology	4.0	
HIM 1553	Medical Law and Ethics	2.0	
BSC 2080	Anatomy and Physiology of the Body Systems	4.0	
MEA 2305	Medical Office Management and Compliance	4.0	
HIM 2260C	Introduction to Hospital Billing	4.0	
HSC 1524	Diseases of the Human Body	4.0	
HIM 2270C	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	
MEA 2246	Pharmacology for MIBC	4.0	
MEAP 2808	Externship for MIBC	4.0	
	TOTAL QUARTER CREDIT HOURS:		**60.0**
GENERAL EDUCATION REQUIREMENTS			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications*	4.0	
MAT1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
SLS 1505	Basic Critical Thinking	2.0	
EVS 1001	Environmental Science	4.0	
	TOTAL QUARTER CREDIT HOURS:		**26.0**
	PROGRAM TOTAL		**96.0**

* SPCP2300 Fundamentals of Interpersonal Communication

Nursing
Associate in Science Degree
Brandon campus
24 months – 108 credit units

V 1

Philosophy/Purpose: The Nursing Faculty of the Associate Degree Nursing Program believes that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum health.

Health is a dynamic state of wellness or system stability in which individuals adapt to changes in the internal and external environments to maintain harmony between their physiological, psychological, social-cultural, and spiritual states. Responsibility for health/illness care is shared mutually by providers and individuals receiving care. Health attainment, maintenance, restoration, and quality care are rights of each individual regardless of race, religious beliefs, nationality, social, or financial status.

Society has the responsibility to its members both individually and collectively to provide an environment that fosters health promotion, attainment, maintenance, and restoration. Society must strive to achieve optimal care within a legal and ethical framework while managing economic restraints and technological advances in health care. Environment is viewed as an open system within which the individual interacts continuously. It has both internal and external components, which are affected by changes within the physical, emotional, spiritual, economic, and cultural state of the individual.

Nursing is both an art and science and nurses provide nursing care within their scope of practice. It is a unique profession that deals with all of the dynamics affecting individuals and views the individual as a holistic being (Bio-psycho-social-spiritual). Nurses collaborate with other members of the health care team to encourage individuals to participate in their care. The foundation of nursing practice is the nursing process, which the nurse uses to assist individuals and families to attain mutually agreed upon goals.

Associate Degree nurses provide care within their scope of practice. The nursing process is used for the assessing, diagnosing, planning, implementing, and evaluating of health care services and care of the individual. Since the delivery of health care is dynamic, the registered nurse evaluates individuals based on their goal achievement, need for reassessment and refocus of priorities with the ultimate end of setting new goals. Care is given within a sound legal and ethical framework.

The associate degree nurse is expected to develop necessary skills for collaboration with members of the health care team including the client, family and/or significant others.

Teaching-Learning Process: Learning is a continuous, active lifelong process. Learning progresses sequentially from simple to complex and results in behavioral changes in cognitive, psychomotor, and affective domains. Nurses seek educational resources that provide opportunities for learning experiences that maintain and enhance knowledge and skills, as well as those that foster continued competence, nursing practice and increased professional growth.

The teaching-learning process is at its best when students actively participate in their learning experiences and take responsibility for achieving programmatic competencies. In this process the teacher is a facilitator, coach, counselor, and resource person. Furthermore, the teacher and student share the responsibility of building an atmosphere that fosters a learning community that promotes intellectual curiosity, critical and analytical thought, and individual creativity. To that end, nursing faculty uses a variety of teaching techniques to accommodate students from diverse backgrounds and experiences.

Hence, nursing education is both a system and a process. Students bring with them a broad range of experiences as well as their ability to respond to and adapt to ongoing inputs and expected behavioral changes. These inputs awaken students to their ability to deliver nursing care. The Nursing Faculty are committed to facilitating this process through their monitoring the teaching-learning environment to ensure optimal experiences and evaluating the students and program to achieve the outcome of safe and effective practitioners of nursing.

Conceptual Framework: Based on the philosophy the Nursing Faculty has selected the following concepts in which the nursing program is structured.

❖ <u>Therapeutic Nursing Interventions</u> -- The process in which nurses use their skills to assist a diverse population of clients across the lifespan with health promotion and disease prevention. These nursing actions are performed independently and collaboratively.

❖ <u>Critical Thinking</u> -- The process which employs (or utilizes) reasoning and creativity in the assessment, interpretation, analysis, synthesis, evaluation, and inference as a basis for professional nursing practice.

❖ <u>Communication</u> -- The medium by which information is received, interpreted, and transmitted as written, verbal and non-verbal interactions.

❖ <u>Health promotion</u> -- Activity by the learner that facilitates optimal health states for individuals, families and communities that sustain or increase wellness.

❖ <u>Professional Role</u> -- The developmental process by which the student learns about the standards and rules of the nursing profession established by the code of ethics, professional organizations and state regulatory agencies.

In this Associate Degree Nursing program, utilizing the conceptual framework which is based on the 5 concepts the student is introduced to the care of individuals with special and more complex needs throughout the life span. This program will prepare the nursing student to assume the role 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. Emphasis will be on the methods to become an effective leader/manager including interpersonal skills needed for effective leadership and management of the different types of organizations delivering health care and outcomes management. A graduate of this nursing program will be prepared to assume the 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.

Program Outcomes: Upon graduation the student is prepared to:
1. Integrate principles from natural sciences, humanities, social sciences and nursing when providing care to clients throughout the lifespan with diverse needs in a variety of health care settings.
2. Apply the nursing process to provide safe and competent nursing care for culturally diverse clients throughout the lifespan.
3. Implement professional communication principles with diverse client populations and the healthcare team.
4. Utilize therapeutic nursing interventions that promote wellness and assist in the prevention of illness across the lifespan.
5. Display accountability and professional values by practicing within the prescribed ethical and legal standards.
6. Demonstrate critical thinking in providing care for culturally diverse clients throughout the lifespan.

Course Code	Course	Lecture Contact Hrs	Clinical/Lab Contact Hrs	Total Hrs	Quarter Credit Hrs
Quarter I	Course Title				
BSC 1085	Anatomy & Physiology I	40	0	40	4.00
PSY 2012	General Psychology	40	0	40	4.00
MAT 1033	College Algebra	40	0	40	4.00
SLS 1105	Strategies for Success	40	0	40	4.00
	Total Hours	160	0	160	16
Quarter II					
BSC 1086	Anatomy & Physiology II	40	0	40	4.00
ENC 1101	English Composition I	40	0	40	4.00
NUR 1023	Fundamentals of Nursing	30	0	30	3.00
NUR 1023L	Fundamentals of Nursing Clinical	0	90	90	3.00
HUN 1001	Nutrition	20	0	20	2.00
	Total Hours	130	90	220	16
Quarter III					
NUR 1140	Nursing Pharmacology	30	0	30	3.00
NUR 1210	Care of Adult Client I	40	0	40	4.00
NUR 1210L	Care of Adult Client I Clinical	0	120	120	4.00
MCB 2000	Microbiology	40	0	40	4.00
	Total Hours	110	120	230	15
Quarter IV					
ENC 1102	English Composition II	40	0	40	4.00
DEP 2053	Developmental Psychology	40	0	40	4.00
NUR 1440	Maternal Child Nursing	40	0	40	4.00
NUR 1440L	Maternal Child Nursing Clinical	0	120	120	4.00
	Total Hours	120	120	240	16
Quarter V					
SYG 2000	Sociology	40	0	40	4.00
NUR 2513	Mental Health Nursing	30	0	30	3.00
NUR 2513L	Mental Health Nursing Clinical	0	90	90	3.00
NUR 2611	Contemporary Nrsg in Comm. Settings	30	0	30	3.00
NUR 2611L	Contemporary Nrsg in Comm. Settings CL.	0	90	90	3.00
	Total Hours	100	180	280	16
Quarter VI					
CGS 2167C	Computer Applications	40	0	40	4.00
MEA 1006C	Therapeutic Communications	20	0	20	2.00
NSGP 2030	Care of Adult Client II	40	0	40	4.00
NSGP 2035	Care of Adult Client II Clinical	0	120	120	4.00
	Total Hours	100	120	220	14
Quarter VII					
NSGP 2040	Advanced Nursing Care	40	0	40	4.00
NSGP 2045	Advanced Nursing Care Clinical	0	120	120	4.00
NSGP 2050	Nursing Leadership & Management	30	0	30	3.00
NSGP 2055	Nursing Leadership & Management Clinical	0	90	90	3.00
NSGP 2060	NCLEX Review	10	0	10	1.00
	Total Hours	80	210	290	15
	Total Program Hours	800	840	1640	108

Nursing
Bachelor of Science Degree
Brandon campus
18 months – 96 credit units

V 1

This program will prepare the Registered Nurse with an Associate Degree in Nursing to earn a Bachelor's of Science Degree in Nursing. This program will continue to build upon the existing Associate Degree Nursing conceptual framework. Through critical thinking the RN/BSN student will enhance systematic interventions through research and statistical methods. The student will be prepared for an expanded role as caregiver, change agent and educator. The program integrates wholistic care in a diverse population through community and public health.

Course Number	Course Title				Credit Hours
Quarter I	Quarter I	Lecture Contact Hours	Lab/Clinical Contact Hours	Total Contact Hours	Quarter Credit Hours
SLS 3130	Principles of Adult Learning	40	0	40	4.00
SPC 2016	Oral Communications	40	0	40	4.00
AML 2000	American Literature	40	0	40	4.00
STA 2014	Statistics	40	0	40	4.00
	Total Hours	**160**	**0**	**160**	**16**
Quarter II	**Quarter II**				
ENC 3211	Report Writing	40	0	40	4.00
NSGP 3805	Professional Role Transition	40	0	40	4.00
NSGP 3066 C	Physical Exam & Health Assessment	30	20	50	4.00
NSGP 3826	Ethical Legal Aspects of Nursing and Health Care	40	0	40	4.00
	Total Hours	**150**	**20**	**170**	**16**
Quarter III	**Quarter III**				
Elective **	Elective	40	0	40	4.00
NSGP 3145	Pharmacology in Nursing Practice	40	0	40	4.00
NSGP 3125	Pathophysiology for Nursing Practice	40	0	40	4.00
NSGP 4165	Nurses As Educators	40	0	40	4.00
	Total Hours	**160**	**0**	**160**	**16**
Quarter IV	**Quarter IV**				
Elective **	Elective	40	0	40	4.00
NSGP 4265	Nursing Informatics	40	0	40	4.00
NSGP 4310	Community/Public Health Nursing	40	0	40	4.00
NSGP 4310L L	Community/Public Health Nursing Clinical	0	120	120	4.00
	Total Hours	**120**	**120**	**240**	**16**
Quarter V	**Quarter V**				
Elective **	Elective	40	0	40	4.00
NSGP 4365	Nursing Research	40	0	40	4.00
NSGP 4410	Leadership and Management	40	0	40	4.00
NSGP 4410L	Leadership and Management Clinical	0	120	120	4.00
	Total Hours	**120**	**120**	**240**	**16**
Quarter VI	**Quarter VI**				
Elective **	Elective	40	0	40	4.00
NSGP 4507	Professional Role Synthesis	40	0	40	4.00
SOP 4005	Social Psychology	40	0	40	4.00
NSGP 4510 C	Senior Nurse Practicum	10	110	120	4.00
	Total Hours	**130**	**110**	**240**	**16**
	Total Program Hours	**840**	**370**	**1210**	**96**

Paralegal
Associate in Science Degree
Brandon, Jacksonville, Lakeland, Largo, Melbourne, North Orlando, Pompano Beach, South Orlando, and Tampa campuses
24 months – 96 credit units

V 1

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review, and analyze factual situations; research the law; prepare and interpret legal documents; and conduct day-to-day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course	Code	Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4.0	
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2501	Applied Word Processing	4.0	
		TOTAL 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 QUARTER CREDIT HOURS		**40.0**
The Associate's 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	2016	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 QUARTER CREDIT HOURS		**34.0**
Total Quarter Credit Hours Required for Graduation				**96.0**

Paralegal
Bachelor of Science Degree
Brandon, Largo, Melbourne, North Orlando, Pompano Beach, South Orlando, and Tampa campuses
48 months – 192 credit units

V 2

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 or more transferable quarter (24 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 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	
INVP	3500	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	2016	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			24.0	
TOTAL GENERAL EDUCATION CREDIT HOURS:				**54.0**
APPROVED ELECTIVE REQUIREMENT:				**46.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:				**192.0**

*Not offered online. Online students will replace SPC 2016 with a General Education elective.

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree* will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36 semester or 54 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 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 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 credits from the following subject areas, with a minimum of 4 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, ECOP 3013, 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 credits in the electives category.

**To include a minimum of 54 quarter credits of general education coursework taken from the Humanities, Social Sciences and Math/Science categories.

Pharmacy Technician
Associate in Science Degree
Brandon, Jacksonville, Melbourne, North Orlando, South Orlando, and Tampa campuses
24 months – 97 credit units

V 1

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.

Course Code	Course	Associate's 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	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	
HSC 1524	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 2016	Oral Communications	4.0	
GENERAL EDUCATION TOTAL QUARTER CREDIT HOURS:			**26.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:			**97.0**

Radiologic Technology
Associate in Science Degree
Brandon campus
27 months – 152.5 credit units

V 1

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 to 8, 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					
CGS 2167C	Computer Applications	30	20	0	4.0	None
SLS 1105	Strategies for Success	40	0	0	4.0	None
BSC 1085	Anatomy & Physiology I	40	0	0	4.0	None
MAT 1033	College Algebra	40	0	0	4.0	None
	TOTAL	**150**	**20**	**0**	**16.0**	
	QUARTER II					
ENC 1101	Composition I	40	0	0	4.0	None
BSC 1086	Anatomy & Physiology II	40	0	0	4.0	BSC 1085
HSC 1531	Medical Terminology	40	0	0	4.0	None
RTEP 1101	Introduction to Radiologic Technology	40	0	0	4.0	MAT 1033
	TOTAL	**160**	**0**	**0**	**16.0**	
	QUARTER III					
RTEP 1102	Radiologic Physics & Equipment	30	40	0	5.0	RTEP 1101
RTEP 1103	Radiographic Anatomy & Positioning	30	40	0	5.0	RTEP 1102
ENC 1102	Composition II	40	0	0	4.0	ENC 1101
EVS 1001	Environmental Science	40	0	0	4.0	None
	TOTAL	**140**	**80**	**0**	**18.0**	
	QUARTER IV					
RTEP 1104	Radiation Protection & Safety	40	20	0	5.0	RTEP 1103
RTEP 1105	Patient Care & Management Fundamentals	40	20	0	5.0	RTEP 1104
PSY 2012	General Psychology	40	0	0	4.0	None
RTEP 1106	Clinical Practice I	0	0	90	3.0	RTEP 1105
	TOTAL	**120**	**40**	**90**	**17.0**	
	QUARTER V					
SPC 2016	Oral Communications	40	0	0	4.0	None
RTEP 1107	Radiographic Pathology	30	0	0	3.0	RTEP 1106

RTEP 1108	Advanced Imaging Procedures		40	10	0	4.5	RTEP 1107
RTEP 1109	Clinical Practice II		0	0	90	3.0	RTEP 1108
SLS 1505	Basic Critical Thinking		20	0	0	2.0	None
		TOTAL	**130**	**10**	**90**	**16.5**	
	QUARTER VI						
RTEP 1110	Clinical Practice III		0	0	420	14.0	RTEP 1109
RTEP 1111	Film Critique I		30	0	0	3.0	RTEP 1110
		TOTAL	**30**	**0**	**420**	**17.0**	
	QUARTER VII						
RTEP 1112	Clinical Practice IV		0	0	420	14.0	RTEP 1111
RTEP 1113	Film Critique II		30	0	0	3.0	RTEP 1112
		TOTAL	**30**	**0**	**420**	**17.0**	
	QUARTER VIII						
RTEP 1114	Clinical Practice V		0	0	420	14.0	RTEP 1113
RTEP 1115	Film Critique III		30	0	0	3.0	RTEP 1114
		TOTAL	**30**	**0**	**420**	**17.0**	
	QUARTER IX						
RTEP 1116	Clinical Practice VI		0	0	420	14.0	RTEP 1115
RTEP 1117	Film Critique IV		30	0	0	3.0	RTEP 1116
RTEP 1118	Radiology Certification Review		10	0	0	1.0	RTEP 1117
		TOTAL	**40**	**0**	**420**	**18.0**	
		PROGRAM TOTAL	**830**	**150**	**1860**	**152.5**	

Surgical Technologist
Associate in Science Degree
Brandon campus
24 months – 98 credit units

V 1

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).

The program consists of 98 quarter credit hours, including college core requirements, major core requirements, and general education requirements. Two of the courses within the major core involve students going out to the clinical sites and performing hands-on skills which they were taught in the classroom. These are referred to as "clinical rotations." During these rotations, students are given the opportunity to observe and become part of the surgical team, as they gain hands-on practice working side-by-side with surgeons and other operating room personnel. 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).

*Must be a graduate of CAAHEP-approved program.

Course Code	Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS			
CGS 2167C	Computer Applications	4.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	TOTAL 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	
HSC 1524	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 QUARTER CREDIT HOURS		**64.0**
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 2016	Oral Communications	4.0	
	TOTAL QUARTER CREDIT HOURS		**24.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			**98.0**

GRADUATE CURRICULAR OFFERINGS

GRADUATE STUDIES MISSION

The basic mission of the graduate programs is acquisition of knowledge and the ever-continuing attainment and refinement of useful skills. The graduate programs emphasize initiative, independence, and critical thinking.

Business Administration
Master of Science Degree
Brandon, Jacksonville, Largo, Melbourne, North Orlando, Pompano Beach, South Orlando, and Tampa campuses
56 credit units

V 1

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 (4) courses, from any one concentration category listed: Accounting, Human Resources Management, International Business 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 fifty-six (56) 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 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.

A graduate student may include an area of concentration by completing 16 quarter credit hours from any one concentration category listed. A student electing not to choose a concentration (general MBA) would choose 16 quarter credit hours from any combination of categories listed. Please note that there are no electives in the MBA program.

Course Code		Course	Quarter Credit Hours	
ACCOUNTING CONCENTRATION*				
Students enrolled in the Accounting concentration take a minimum of 16 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 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 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 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 four 16 quarter credit hours from any combination of the courses listed for the areas of concentration above.				
		TOTAL 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.				

Criminal Justice
Master of Science Degree
Brandon, Jacksonville, and Pompano Beach campuses
54-56 credit units

V 2

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 QUARTER CREDIT HOURS		**32.0**
ELECTIVES				
The Master of Science in Criminal Justice students will select four (4) 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 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 QUARTER CREDIT HOURS		**6.0 – 8.0**
TOTAL QUARTER CREDIT HOURS REQUIRED				**54.0 – 56.0**

ONLINE PROGRAMS

The information contained in the "Online Programs" section of the catalog pertains only to online degree programs (those programs available in their entirety for strictly online study) and not to the University's traditional on-ground programs. Students who are enrolled on-ground and take online courses are subject to the same regulations as those students who take all their classes on-ground. Students enrolled in online degree programs may also be subject to the policies outlined in the remainder of this catalog. For online degree students, any discrepancies between information and policies in the online section of the catalog and those in the remainder of the catalog are resolved based on the information and policies in this online section of the catalog.

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission to the University. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other equivalency. Prospective students will also complete a distance learning quiz with which students can assess their ability to complete an online course. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications reviewed. Students may apply for admission at any time.

The CPAt is not a requirement for 100% on line students. Ability to Benefit students are ineligible to become 100% online students.

PROGRAMS AND COURSES

Description

Online programs are offered via the Internet, and interaction between the students and faculty occurs using an online environment that encourages participation. Courses will generally be identical in content to the on-ground mode, although more individual effort and initiative will be required to successfully master the material.

Requirements

Online courses are offered using the eCollege platform via the Internet, and interaction between the students and faculty occur using an online environment that encourages participation. Courses will generally be similar in content to the in-class mode, 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 a computer with a system profile that meets or exceeds the following:
  <u>Windows Systems</u>
  Windows 2000, XP, or Vista
  64 MB Ram
  28.8 kbps modem (56K recommended)
  Sound Card & 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
  or...
  <u>Mac Systems</u>
  Mac OS X or higher (in classic mode)
  32 MB RAM (64 recommended)
  28.8 kbps modem (56K recommended)
  Sound Card & Speakers
  Recommended Browser: Safari 3.0
  Recommended Browser: Mozilla Firefox 2.0
  Supported Browser: Safari 2.0
  Supported Browser: Mozilla Firefox 3.0
- Complete the application only once but check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify their email account/address with their Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as you have access to your courses;
- Understand that student participation and class activities occur weekly throughout the course.

Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

ORIENTATION

Students enrolling in the online programs will be required to participate in an online orientation course developed by Everest University. 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.

PARTICIPATION POLICY

Your education here is designed to prepare you for successful employment in the workplace. Therefore, it is critical that professional behavior be practiced at all times. This includes timely and consistent participation in all classes, meeting assignment deadlines, and meaningful participation in class-related activities.

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

An examination/quiz	A tutorial session
Computer-assisted instruction	Instructor lecture or demonstration
Presenting material (oral or written)	Attending a guest lecture
Participating in a field trip	Participating in role play activities
Simulations	Library research
Viewing instructional media	Mid-term assessment performed by faculty to evaluate student progress
A survey evaluating the course material, text, and instructor performance	Completing a course assignment, including research, projects, and journalizing

Your success relies heavily on consistent and meaningful participation in the above-defined class-related/academic activities. Importance is placed on mirroring the model of the workplace to begin reinforcing the importance of consistent participation in the classroom and the expectation of consistent attendance/participation in the workplace. Collaborative learning within the curriculum prepares you to be comfortable with the learning team concept that is prevalent in today's workplace.

ONLINE LIBRARY

The University Online Library supports the curriculum and provides information for online students, faculty, and staff through information and reference materials and through electronic access with the Central Florida Library Consortium, the Tampa Bay Library Consortium, and the Library and Information Resources Network (LIRN).

ONLINE PROGRAM TUITION AND FEES

Tuition and fees information can be found in Appendix B: Tuition and Fees in this catalog.

The tuition and fees listed in Appendix B 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 credits per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover tuition cost and fees must be completed prior to registration each quarter.

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 drop/add period by the then current tuition rate for that number of credit hours.

Tuition will be charged on a quarterly basis. A $25 down payment will be charged to all students their first quarter. The first quarter fee must be paid by cash, check, or credit card. Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found in the Tuition and Fees section of this catalog in Appendix B.

WITHDRAWAL PROCEDURES

Students finding it necessary to withdraw from the University are requested to notify the University in writing as to why and when the withdrawal is necessary and to complete all necessary paperwork with the University. Failure to do so will delay out-processing and may result in a delay of any refund that may be due the student or the funding source.

Withdrawal from any individual course must be approved by the Student Services Coordinator. Upon withdrawal, grades will be assigned in accordance with the applicable Grading System.

READMISSION OF WITHDRAWN STUDENTS

Withdrawn students requesting reentry must petition the Readmission Committee. Information concerning the readmission procedure may be obtained by calling the Online Student Services Coordinator. If a student is permitted reentry, the student must normally meet all conditions of the catalog and tuition and fee structure in effect at the time of readmission. The reentry student may petition the Online Student Services Coordinator for permission to reenter under his or her prior catalog curriculum. The Online Student Services Coordinator will make the final determination on all such petitions.

GRIEVANCE POLICY

In the event a student feels his/her rights have been violated, the following procedures should be followed:
1. The student must first try to resolve the issue with the University staff or faculty member involved.
2. If the matter is not resolved, the student should schedule a telephone meeting with the Online Dean of Student Services.
3. If the matter is still not resolved, the student should request in writing or via e-mail, through the Campus President, a grievance hearing that will give him/her an opportunity to present his/her position and supporting documentation.

This hearing will be conducted by telephone. A Grievance Committee is selected by the President and is comprised of five (5) disinterested persons from the faculty and administration, plus the President (as a non-voter). The Director of Online Learning may also be a member of the Committee. After the hearing, the Committee shall make a decision by a simple majority vote and communicate, in writing, the decision to the President. The President will notify the student of the resolution of the grievance.

Those individuals other than active students who may wish to lodge a complaint against the University are required to follow the steps below:
1. The individual must first try to resolve the issue of concern with the staff or faculty member involved.
2. If the matter is not resolved, the individual should schedule a meeting with the Online Dean of Student Services.
3. If the matter is still not resolved, the individual should request in writing a telephone meeting with the Campus President in which he/she will be given an opportunity to present his/her position and supporting documentation, if applicable. After review and consideration of the issues, the President will notify the complainant of the decision.

It is the philosophy of the University that all complaints be handled by individual campus management. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or email studentservices@cci.edu.

If a student feels that the University has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4241
(202) 336-6780

Accounting

Associate in Science Degree
24 months – 96 credit units
Bachelor of Science Degree
48 months – 192 credit units
Online campus

V 1

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

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

Course Code		Course	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
CGS	2167C	Computer Applications	4.0		4.0	
SLS	1321	Career Skills	2.0		2.0	
Associate's students choose 8 credits from the following:						
Bachelor's degree students choose 10 credits from the following:						
LIS	2004	Introduction to Internet Research	2.0		2.0	
MAN	2031	Let's Talk Business	2.0		2.0	
OST	2335	Business Communications	4.0		4.0	
MTB	1103	Business Math	4.0		4.0	
CGS	2510C	Applied Spreadsheets	4.0		4.0	
		TOTAL QUARTER CREDIT HOURS		**18.0**		**20.0**
MAJOR CORE REQUIREMENTS						
APA	2111	Principles of Accounting I	4.0		4.0	
APA	2121	Principles of Accounting II	4.0		4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0		4.0	
ACG	2021	Introduction to Corporate Accounting	4.0		4.0	
APA	2141	Computerized Accounting	4.0		4.0	
ACO	1806	Payroll Accounting	4.0		4.0	
ACG	2551	Non-Profit Accounting	4.0		4.0	
TAX	2000	Tax Accounting	4.0		4.0	
MAN	1030	Introduction to Business Enterprise	4.0		4.0	
SLS	1392	Workplace Relationships			2.0	

Course Code		Course	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
BUL	2131	Applied Business Law	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	3241	Business Law I -OR			4.0	
BUL	3242	Business Law II				
MAN	3554	Workplace Continuity & Contingency Planning			4.0	
Choose two courses from the following:						
CGS	2510C	Applied Spreadsheets	4.0		4.0	
FIN	1103	Introduction to Finance	4.0		4.0	
ACG	2178	Financial Statement Analysis	4.0		4.0	
MAN	2021	Principles of Management	4.0		4.0	
		TOTAL QUARTER CREDIT HOURS		**48.0**		**90.0**
GENERAL EDUCATION CORE REQUIREMENTS						
ENC	1101	Composition I	4.0		4.0	
ENC	1102	Composition II	4.0		4.0	
MAT	1033	College Algebra	4.0		4.0	
PSY	2012	General Psychology	4.0		4.0	
POS	2041	American National Government	4.0		4.0	
AML	2000	Introduction to American Literature	4.0		4.0	
EVS	1001	Environmental Science	4.0		4.0	
SLS	1505	Basic Critical Thinking	2.0		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 QUARTER CREDIT HOURS		**30.0**		**62.0**
APPROVED ELECTIVE REQUIREMENTS						
In consultation with the Academic Advisor, Registrar, or Academic Dean, the Bachelor's 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.					20.0	
		TOTAL QUARTER CREDIT HOURS				**20.0**
TOTAL PROGRAM CREDIT HOURS				**96.0**		**192.0**

Applied Management
Associate of Applied Management Degree
Online campus
24 months – 970 hours – 96 credit units

The **Associate of Applied Management** programs are 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 Number	Course Name	Total Quarter Credit Hours
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
	Total Credit Hours	**10.0**
Major Core Requirements – All Concentrations		
MAN 1030	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
Associate's students choose 8 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 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 Credit Hours	**26**
	Total Credit Hours Required for Graduation	**96**

*Major Core Electives: Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 36 transferable major core credits will be required to select additional courses from the business and management areas.

Applied Management
Bachelor of Applied Management Degree
Online campus
24 months – 96 credit units

V 1

The Bachelor of Applied Management 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	Quarter Credit Units	
COLLEGE CORE			
CGS 2167C	Computer Applications	4.0	
MAN 2031	Let's Talk Business	2.0	
	TOTAL COLLEGE CORE		**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	
SBM2000	Small Business Management	4.0	
MAN 3344	Principles of Supervision	4.0	
MAN 3554	Workplace Continuity & 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:		**92.0**
GENERAL EDUCATION			
SLSP 3130	Principles and Applications of Adult Learning	4.0	
ENC1101	Composition I	4.0	
ENC1102	Composition II	4.0	
SPC 2016	Oral Communications*	4.0	
MAT1033	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**
ELECTIVE REQUIREMENT**		40.0	**40.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:			**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 credits from the following subject areas, with a minimum of 4 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

*Online students will replace this course with an additional General Education Elective course.

**Additional Major Core: Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 40 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 major core credits, the Elective requirement may be reduced by an equivalent number of major core credits above the 40 credit requirement. For example, a student who transfers 50 major core credits may have his/her Elective requirement reduced by 10 credits.

Upper Division Requirement: Students must complete a minimum of 60 quarter credit hours in upper division coursework. The major core requires 36 credits of upper division, thus the remainder may come from the General Education and Elective areas. Upon admittance to the program, the student will work with an Academic Advisor to develop an approved plan to complete all requirements for the degree within the required time limits. This plan will be periodically evaluated and updated by the student and Academic Advisor.

Business
Associate in Science Degree
24 months – 96 credit units
Bachelor of Science Degree
48 months – 192 credit units
Online campus

V 1

The Bachelor and Associate in Science in Business programs are 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. 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, industry, and government.

Management

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

Marketing

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

International Business

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. 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	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0			
CGS	2167C	Computer Applications	4.0		4.0	
SLS	1321	Career Skills	2.0			
Choose appropriate credits from the following list:			**Associate's 4credits**			
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		4.0
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS						

MAN	1030	Introduction to Business Enterprise	4.0		4.0	
MAN	2021	Principles of Management	4.0		4.0	
BUL	2131	Applied Business Law	4.0		4.0	
MAN	2300	Introduction to Human Resources	4.0		4.0	
MAR	1011	Introduction to Marketing	4.0		4.0	
APA	2111	Principles of Accounting I	4.0		4.0	
APA	2121	Principles of Accounting II	4.0		4.0	
ECO	3007	Macroeconomics			4.0	
ECO	3028	Microeconomics			4.0	
MAN	3554	Workplace Continuity & Contingency Planning			4.0	
MANP	2501	Senior Capstone Experience- AS	4.0			
MANP	4501	Applied Management Senior Capstone Experience-BS			4.0	

And one of the following 4 concentrations:						
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
FIN	1103	Introduction to Finance	4.0		4.0	
MAR	2305	Customer Relations and Servicing	4.0		4.0	
FIN	3006	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 2 of the following courses:						
MAN	2727	Strategic Planning for Business	4.0		4.0	
ACG	2178	Financial Statement Analysis	4.0		4.0	
ACG	2021	Introduction to Corporate Accounting	4.0		4.0	
SBM	2000	Small Business Management	4.0		4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0		4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48**		**92**
OR						
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
MAR	2305	Customer Relations and Servicing	4.0		4.0	
FIN	1103	Introduction to Finance	4.0		4.0	
SBM	2000	Small Business Management	4.0		4.0	
MAN	2604	Introduction to International Management	4.0		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		**48**		**92**
OR						
MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
MAR	2323	Advertising	4.0		4.0	
MAR	2141	Introduction to International Marketing	4.0		4.0	
MAR	2721	Marketing on the Internet	4.0		4.0	
SBM	2000	Small Business Management	4.0		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	3142	Global Marketing			4.0	
MAR	3231	Retailing			4.0	
MAR	4200	Marketing Channels and Distribution			4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48**		**92**
OR						
INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
MAR	2141	Introduction to International Marketing	4.0		4.0	
MAN	2604	Introduction to International Management	4.0		4.0	
GEB	2353	International Competitiveness	4.0		4.0	
BUL	2261	International Business Law	4.0		4.0	
FIN	3006	Principles of Finance			4.0	
FIN	4602	International Business and Finance			4.0	
GEB	4351	Import/Export Management			4.0	
GEB	4352	International and Comparative Industrial Relations			4.0	
GEB	4361	Management of International Business			4.0	
MAR	3142	Global Marketing			4.0	
MAR	4156	International Marketing Analysis			4.0	
MAR	3310	Public Relations			4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48**		**92**
GENERAL EDUCATION REQUIREMENTS						
ENC	1101	Composition I	4.0		4.0	
ENC	1102	Composition II	4.0		4.0	
MAT	1033	College Algebra	4.0		4.0	
PSY	2012	General Psychology	4.0		4.0	
SPC	2016	Oral Communications*	4.0		4.0	
EVS	1001	Environmental Science	4.0		4.0	
SLS	1505	Basic Critical Thinking	2.0		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 QUARTER CREDIT HOURS		**26**		**54**
APPROVED ELECTIVE REQUIREMENT			8		42	
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 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96**		**192**

*Totally Online students take SPCP2300 Fundamentals of Interpersonal Communication
** Students with less than 36 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 credits from the following subject areas, with a minimum of 4 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

Computer Information Science
Associate in Science Degree
Online campus
24 months – 96 credit units

V 1

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. AS degree students 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 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 Technicians, Help Desk Technicians, PC 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's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
Choose one of the following courses (students taking Web Design concentration must take CEN 1056C and MAN 2031):				
CEN	1056C	Project Development	2.0	
MAN	2031	Let's Talk Business	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	
CEN	1509C	Computer Networking Fundamentals	4.0	
CGS	1763C	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	2325	Introduction to the Systems Development Life Cycle	4.0	
		Approved IT Electives*	8.0	
Choose one of the two-course language sequences in Visual Basic or C++ (4 credits each).			8.0	
COP	2170C	Computer Programming – Visual Basic I		
COP	2171C	Computer Programming – Visual Basic II		
COP	2224C	Computer Programming – C++ I		
COP	2228C	Computer Programming – C++ II		
		Programming Major Core		**52.0**
MAJOR CORE REQUIREMENTS – NETWORK ADMINISTRATION CONCENTRATION				
CGS	1763C	Computer Operating Systems	4.0	
CGS	1280C	Computer Hardware Concepts	4.0	
CEN	1509C	Computer Networking Fundamentals	4.0	
CEN	1561C	Network Operating Systems-Client	4.0	
CEN	1562C	Network Operating Systems-Server	4.0	
CET	1605C	Network Routing I	4.0	

CET	2607C	Network Routing II	4.0	
CTS	2320C	Network Management	4.0	
CEN	2327C	Network Infrastructure	4.0	
CTS	2303C	Network Directory Services	4.0	
CTS	2761C	Implementing and Supporting E-mail Services	4.0	
		Approved IT Electives*	8.0	
		NETWORK ADMINISTRATION MAJOR CORE		**52.0**
MAJOR CORE REQUIREMENTS – WEB DESIGN CONCENTRATION				
CEN	1509C	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 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).				
GENERAL EDUCATION REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
POS	2041	American National Government	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
AML	2000	Introduction to American Literature	4.0	
		TOTAL QUARTER CREDIT HOURS		**24.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

Computer Information Science
Bachelor of Science Degree
Online campus
48 months
192 credit units

V 1

   The Bachelor of Science degree offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and database systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven organizations, stressing the development of computer-based applications through the use of programming languages. To ensure graduation with the minimum number of courses, students should choose the CIS Programming concentration for their lower division studies.

Course Code		Course	Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
Choose one of the following courses:				
CEN	1056C	Project Development	2.0	
MAN	2031	Let's Talk Business	2.0	
		TOTAL 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	
CEN	1509C	Computer Networking Fundamentals	4.0	
CGS	1763C	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	2325	Introduction to the Systems Development Life Cycle	4.0	
		Approved IT Electives*	8.0	
Choose two of the two-course language sequences from the choices listed (4 credits each).				**16.0**
COP	2170C	Computer Programming – Visual Basic I		
COP	2171C	Computer Programming – Visual Basic II		
COP	2224C	Computer Programming – C++ I		
COP	2228C	Computer Programming – C++ II		
COP	2250C	Programming Languages – Java I		
COP	2805C	Programming Languages– Java II		
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	
CGS	4763	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	
		PROGRAMMING MAJOR CORE		**92.0**
*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).				
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 credits of the Approved Electives must be upper-division courses.				
GENERAL EDUCATION REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
POS	2041	American National Government	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**

Criminal Investigations
Associate in Science Degree
Online campus
24 months – 96 credit units

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

Course Code		Course	Associate's Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
		TOTAL QUARTER CREDIT HOURS		**10.0**
MAJOR CORE REQUIREMENTS				

CJE	1640	Criminalistics I	4.0	
CJE	1641	Criminalistics II	4.0	
CJE	2673	Graphics & Documentation I	4.0	
CJE	2602	Graphics & Documentation II	4.0	
INVP	2310	Fingerprints Classification & Latents I	4.0	
INVP	2320	Fingerprints Classification & Latents II	4.0	
CJB	1712	Crime Scene Photography I	4.0	
CJB	1714	Crime Scene Photography II	4.0	
CJE	2676	Biological Evidence I	4.0	
CJE	2682	Biological Evidence II	4.0	
CJE	2678	Crime Scene Dynamics I	4.0	
CJE	2679	Crime Scene Dynamics II	4.0	
CJE	2690	Technology Crimes I	4.0	
CJE	2691	Technology Crimes II	4.0	
		TOTAL QUARTER CREDIT HOURS		**56.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
AMH	2030	20th Century American History	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 QUARTER CREDIT HOURS		**30.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

Criminal Justice
Associate in Science Degree
Online campus
24 months – 96 credit units

V 1

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

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	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	1024	Introduction to Criminal Justice	4.0	
CJL	2130	Criminal Evidence	4.0	
CJL	2134	Criminal Procedure and the Constitution	4.0	
CCJ	1610	Criminal Investigations	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2306	Introduction to Corrections	4.0	
CJD	2250	Introduction to Interviews and Interrogations	4.0	
DSC	2002	Introduction to Terrorism	4.0	
		TOTAL QUARTER CREDIT HOURS		**40.0**
Associate's degree students will take 12.0 credits from following courses:				
CJE	2100	Policing in America	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	
POS	2041	American National Government	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 QUARTER CREDIT HOURS		**34.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

Criminal Justice
Bachelor of Science Degree (Optional concentration in Criminal Investigations or Homeland Security)
Online campus
48 months – 192 credit units

V 2

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 or more transferable quarter (24 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 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 1024	Introduction to Criminal Justice	4.0	
CJL 2134	Criminal Procedure and the Constitution	4.0	
CCJ 1610	Criminal Investigations	4.0	
CJL 2130	Criminal Evidence	4.0	
CCJ 2306	Introduction to Corrections	4.0	
CJD 2250	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	4.0	
INVP 3100	Theoretical Aspects of Conspiracy Investigations	4.0	
INVP 3500	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	
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*		28.0	
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	**46.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:			**192.0**
☝ Online students must take CCJ 4127 and are not eligible for CJ Externship.			

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree* will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36 semester or 54 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 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 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 28 credits from the following subject areas, with a minimum of 4 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 credits in the electives category.

*To include a minimum of 54 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.

CJE 2678	Crime Scene Dynamics I	4.0
CJE 2679	Crime Scene Dynamics II	4.0
CJE 2673	Graphics and Documentation I	4.0
CJE 2602	Graphics and Documentation II	4.0
CJE 2690	Technology Crimes I	4.0
CJE 2691	Technology Crimes II	4.0
CJE 2676	Biological Evidence I	4.0
	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.

CJL 1110	Civil & Criminal Justice	4.0
DSC 1030	Tactical Communications	4.0
DSC 1011	Domestic & International Terrorism I	4.0
SCC 1102	Business & Ethics for Security Specialists	4.0
DSC 2210	Emergency Planning & Security Measures I	4.0
DSC 2008	Security: Principles, Planning & Procedures I	4.0
DSC 2812	Information Technology Security I	4.0
	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 campus 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		
CCJ 3666	Victimology	4
CCJ 4054	Criminal Justice Ethics and Liability	4
CCJ 3675	Women, Crime, and Criminal Justice	4
MS Bridge Courses		
CCJ 5665	Victimology	4
CCJ 5489	Ethics in Criminal Justice	4
CCJ 5672	Women, Crime, and Criminal Justice	4

Higher Education Management
Bachelor of Science Degree
Online campus
48 months – 192 credit units

V 1

This Bachelor of Science degree program is designed to provide successful graduates with the knowledge and tools needed to assume leadership positions within the private post-secondary school industry. The program combines coverage of general concepts common to the administration of schools in the higher education environment with coursework focusing on the management of a proprietary education college. Students have the opportunity to apply and integrate the knowledge and skills learned in the program through a series of project courses that address the typical challenges facing school managers in key functional areas, including Admissions, Academics, Placement, and Finance. Students who have earned an approved Associate of Arts degree may be enrolled with junior standing and may complete the Bachelors program by earning an additional 96 credits. Note: Enrollment in the program is currently limited to employees of Corinthian Colleges, Inc.

Course Code	Course	Bachelor's Degree Quarter Credit Hours	
MAJOR CORE			
MAN 2021	Principles of Management	4.0	
BUL2131	Applied Business Law	4.0	
APA 2111	Principles of Accounting I	4.0	
APA 2121	Principles of Accounting II	4.0	
MAN 2300	Introduction to Human Resources	4.0	
MAR 1011	Introduction to Marketing	4.0	
MAR 3310	Public Relations	4.0	
MAN 3100	Human Relations in Management	4.0	
FIN 3006	Principles of Finance	4.0	
MAN 4701	Business Ethics	4.0	
PSMP 2535	Introduction to Proprietary Education	4.0	
PSMP 3105	Higher Education Regulatory Environment	4.0	
PSMP 3200	Student Services and Retention in Proprietary Education	4.0	
PSMP 3300	Admissions and Public Relations for Proprietary Education	4.0	
PSMP 3400	Career Services in Proprietary Education	4.0	
PSMP 3600	Academic Affairs and Faculty Development	4.0	
PSMP 3510	Proprietary Education Financial Management	4.0	
PSMP 4100	Finance and Investments in Proprietary Education	4.0	
PSMP 4200	Proprietary Education Management and Leadership	4.0	
PSMP 4470	Business Policy and Strategy in Proprietary Education	4.0	
PSMP 4325	Project – Admissions and Public Relations	4.0	
PSMP 4425	Project – Academic Affairs and Placement	4.0	
PSMP 4525	Project – Finance, Strategy, and Org. Leadership	4.0	
	TOTAL MAJOR CORE QUARTER CREDIT HOURS		**92.0**
GENERAL EDUCATION			
SLSP 3130	Principles and Applications of Adult Learning	4.0	
ENC1101	Composition I	4.0	
ENC1102	Composition II	4.0	
MAT1033	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*		28.0	
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**	**46.0**
TOTAL QUARTER CREDIT HOURS FOR GRADUATION:			**192.0**

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. 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 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: s**tudents must complete a minimum of 192 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 28 credits from the following subject areas, with a minimum of 4 credits taken from each area:
> - Communications/Humanities
>   - may include SPC 2016, 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 credits in the electives category.

Students may complete the requirements for the degree through a combination of transfer credit, coursework taken through the University, credit earned through the submission of an experiential learning portfolio, and credit by exam. Upon admittance to the program, the student will meet 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.

Homeland Security
Associate in Science Degree
24 months – 96 credit units
Bachelor of Science Degree
48 months – 192 credit units
Online campus

V 1

The Homeland Security program focuses on the issues of security, intelligence operations, emergency services and crisis management. The Homeland Security program is designed to serve three types of students:
- Students wishing to continue their education and pursue an upper level degree in an area of homeland security studies.
- Students wishing to secure employment in the field of corporate or government security.
- Professionals who need to increase their skills for their present duties.

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

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

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

Course Code		Course	Associate's Degree Quarter Credit Hrs		Bachelor's Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
SLS	1321	Career Skills	2.0		2.0	
SLS	1392	Workplace Relationships			2.0	
CGS	2167C	Computer Applications	4.0		4.0	
		TOTAL QUARTER CREDIT HOURS		**10.0**		**12.0**
MAJOR CORE REQUIREMENTS						
CJL	1110	Civil & Criminal Justice	4.0		4.0	
DSC	2210	Emergency Planning & Security Measures I	4.0		4.0	
DSC	2008	Security: Principles, Planning & Procedures I	4.0		4.0	
DSC	2010	Security: Principles, Planning & Procedures II	4.0		4.0	
DSC	1030	Tactical Communications	4.0		4.0	
DSC	1011	Domestic & International Terrorism I	4.0		4.0	
DSC	1005	Domestic & International Terrorism II	4.0		4.0	
HSSP	1610	Emergency Medical Services & Fire Operations I	4.0		4.0	
SCC	1102	Business & Ethics for Security Specialists	4.0		4.0	
DSC	2812	Information Technology Security I	4.0		4.0	
HSSP	3100	Critical Incident Management			4.0	
HSSP	3200	Facilitating Psychological Support for Catastrophic Events			4.0	
HSSP	3301	Case Study 1			1.0	
HSSP	4100	Post Catastrophic Event Documentation and Reporting			4.0	
HSSP	4200	Critical Issues in Hostage Negotiations			4.0	
HSSP	4300	Current Events in Homeland Security Management			4.0	
HSSP	3302	Case Study 2			1.0	
HSSP	3400	Anti-Terrorism Risk Assessment			4.0	
HSSP	4400	Communications and Technology Security			4.0	
CJE	4668	Computer Crime			4.0	
DSC	3214	Catastrophic Event Response Planning			4.0	
HSSP	4500	Weapons of Mass Destruction			4.0	
HSSP	4600	Mass Casualty Management Planning			4.0	
HSSP	4700	Capstone Simulation			4.0	
		TOTAL QUARTER CREDIT HOURS		**40.0**		**90.0**
The Associates and Bachelor students will select 12 additional credits from the following courses:						
DSC	2211	Emergency Planning & Security Measures II	4.0		4.0	
HSSP	1620	Emergency Medical Services & Fire Operations II	4.0		4.0	
CCJ	1610	Criminal Investigations	4.0		4.0	
CCJP	2288	Spanish for the Criminal Justice Professional	4.0		4.0	
CCJ	2679	Introduction to Victims Advocacy	4.0		4.0	

HSSP	2820	Information Technology Security II	4.0		4.0	
		TOTAL QUARTER CREDIT HOURS		**12.0**		**12.0**
The Bachelor students will select 16 additional credits from the following courses:						
HSSP	3600	Homeland Security Retreat Option			4.0	
CCJ	3666	Victimology			4.0	
CCJ	3675	Women, Crime, and Criminal Justice			4.0	
CCJ	4129	Cultural Diversity for Criminal Justice Professional			4.0	
CJL	3215	Concepts of Criminal Law			4.0	
TOTAL QUARTER CREDIT HOURS						**16.0**
GENERAL EDUCATION CORE REQUIREMENTS						
ENC	1101	Composition I	4.0		4.0	
ENC	1102	Composition II	4.0		4.0	
SPC	2016	Oral Communications*	4.0		4.0	
SYG	2000	Principles of Sociology	4.0		4.0	
MAT	1033	College Algebra	4.0		4.0	
PSY	2012	General Psychology	4.0		4.0	
ECO	3007	Macroeconomics			4.0	
ECO	3028	Microeconomics			4.0	
STA	2014	Statistics			4.0	
SOP	4005	Social Psychology			4.0	
CPO	4004	Global Politics			4.0	
ENC	3211	Report Writing			4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
AML	2000	Introduction to American Literature	4.0		4.0	
EVS	1001	Environmental Science	4.0		4.0	
AMH	2030	20th Century American History			4.0	
		TOTAL QUARTER CREDIT HOURS		**34.0**		**62.0**
		TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		**96.0**		**192.0**

*Fully Online students take SPCP2300 Fundamentals of Interpersonal Communication in place of SPC 2016 Oral Communications

Medical Insurance Billing and Coding
Associate in Science Degree
Online campus
24 months – 96 credit units

V 2

This 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 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.

Completion of the Medical Insurance Billing and Coding Program is acknowledged by the awarding of an A.S. Degree

Course Code	Course	Associate's Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS			
CGS 2167C	Computer Applications	4.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	TOTAL QUARTER CREDIT HOURS:		**10.0**
MAJOR CORE REQUIREMENTS			
HIM 2326C	Computer Applications for Medical Billing/Coding	4.0	
HSC 1531	Medical Terminology	4.0	
HIM 1553	Medical Law and Ethics	2.0	
BSC 2080	Anatomy and Physiology of the Body Systems	4.0	
MEA 2305	Medical Office Management and Compliance	4.0	
HIM 2260C	Introduction to Hospital Billing	4.0	
HSC 1524	Diseases of the Human Body	4.0	
HIM 2270C	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	
MEA 2246	Pharmacology for MIBC	4.0	
MEAP 2808	Externship for MIBC	4.0	
	TOTAL QUARTER CREDIT HOURS:		**60.0**
GENERAL EDUCATION REQUIREMENTS			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
POS 2041	American National Government	4.0	
MAT1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
SLS 1505	Basic Critical Thinking	2.0	
EVS 1001	Environmental Science	4.0	
	TOTAL QUARTER CREDIT HOURS:		**26.0**
	PROGRAM TOTAL		**96.0**

Paralegal
Associate in Science Degree
24 months – 96 credit units
Bachelor of Science Degree
48 months – 192 credit units
Online campus

V 1

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 Legal Assistant/Paralegal Program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

The Bachelor of Science degree in Paralegal enhances the study of law and legal research to permit the graduate to further their legal knowledge while enhancing their opportunity for career advancement.

Course Code		Course	Associate's Degree Quarter Credit Hrs		Bachelor's Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS						
CGS	2167C	Computer Applications	4.0		4.0	
SLS	1105	Strategies for Success	4.0		4.0	
SLS	1321	Career Skills	2.0		2.0	
LIS	2004	Introduction to Internet Research			2.0	
MAN	1030	Introduction to Business Enterprise	4.0		4.0	
		TOTAL QUARTER CREDIT HOURS		**14.0**		**16.0**
MAJOR CORE REQUIREMENTS						
PLA	1003	Introduction to Paralegal	4.0		4.0	
PLA	2363	Criminal Procedure and the Constitution	4.0		4.0	
PLA	1105	Legal Research and Writing I	4.0		4.0	
PLA	2106	Legal Research and Writing II	4.0		4.0	
PLA	2201	Civil Litigation I			4.0	
PLA	2224	Civil Litigation II			4.0	
PLA	2273	Torts	4.0		4.0	
PLA	2423	Contract Law	4.0		4.0	
PLA	2600	Wills, Trusts and Probate	4.0		4.0	
PLA	2800	Family Law	4.0		4.0	
PLA	2763	Law Office Management	4.0		4.0	
PLA	2203	Civil Procedure	4.0		4.0	
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	1700	Legal Ethics and Social Responsibility			4.0	
HSSP	4400	Communications and Technology Security			4.0	
SLS	1392	Workplace Relationships			2.0	
		TOTAL QUARTER CREDIT HOURS		**40.0**		**82.0**
The Associate's 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**		
In addition the Bachelor's degree student will take the following:						
PLA	4523	Law and Medicine			4.0	
PLA	2460	Bankruptcy			4.0	
PLA	2930	Contemporary Issues and Law			4.0	
PLA	2433	Business Organizations			4.0	

PLAP	4483	Administrative Law			4.0	
PLA	2610	Real Estate Law			4.0	
PLA	2631	Environmental Law			4.0	
PLAP	3210	Elder Law			4.0	
		TOTAL QUARTER CREDIT HOURS				**32.0**
GENERAL EDUCATION CORE REQUIREMENTS						
ENC	1101	Composition I	4.0		4.0	
ENC	1102	Composition II	4.0		4.0	
AMH	2030	20th Century American History	4.0		4.0	
SYG	2000	Principles of Sociology	4.0		4.0	
MAT	1033	College Algebra	4.0		4.0	
PSY	2012	General Psychology	4.0		4.0	
ECO	3007	Macroeconomics			4.0	
ECO	3028	Microeconomics			4.0	
STA	2014	Statistics			4.0	
SOP	4005	Social Psychology			4.0	
CPO	4004	Global Politics			4.0	
ENC	3211	Report Writing			4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
AML	2000	Introduction to American Literature	4.0		4.0	
EVS	1001	Environmental Science	4.0		4.0	
SPC	4451	Conference Techniques			4.0	
		TOTAL QUARTER CREDIT HOURS		**34.0**		**62.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**		**192.0**

Business Administration
Master of Science Degree
Online campus
21 months – 56 credit units

V 1

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 (4) courses, from any one concentration category listed: Accounting, Human Resources Management, International Business or General Management.

Applicants whose undergraduate degrees are in a field outside the program area 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. Undergraduate prerequisites are not considered as credit toward the completion of the fifty-six (56) 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 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.

A graduate student may include an area of concentration by completing 16 quarter credit hours from any one concentration category listed. A student electing not to choose a concentration (general MBA) would choose 16 quarter credit hours from any combination of categories listed.

Course Code		Course	Quarter Credit Hours	
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 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 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 quarter credit hours] from any combination of the courses listed for the areas of concentration above.		
TOTAL QUARTER CREDIT HOURS		**16.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		**56.0**

Criminal Justice
Master of Science Degree
Online campus
21 months – 54 or 56 credit units

V 2

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				
CJL	5528	Law and the Legal System	4.0	
CCJ	5489	Ethics in Criminal Justice	4.0	
CCJ	5019	Crime and Criminology	4.0	
CCJ	5702	Applied Research Methods	4.0	
CCJ	5006	Overview of Criminal Justice	4.0	
CCJP	5450	Critical Issues in Criminal Justice	4.0	
CCJ	5704	Statistics For Criminal Justice	4.0	
CCJ	5781	Writing for Research at the Graduate Level	2.0	
CCJP	5000	Navigating Graduate School in Justice Studies	2.0	
		TOTAL QUARTER CREDIT HOURS		**32.0**
ELECTIVES				
The Master of Science in Criminal Justice student will select four (4) additional courses from those listed below and complete a minimum of 16.0 quarter credit hours:				
CJL	5069	Modern Constitutional Theory	4.0	
CCJ	5665	Victimology	4.0	
CJC	5428	Counseling the Offender	4.0	
CCJ	5408	Interpersonal Management Skills	4.0	
CCJ	5672	Women, Crime and Criminal Justice	4.0	
CCJ	5657	Substance Use, Crime and Criminal Justice	4.0	
CJJ	5028	Juvenile Justice System	4.0	
		TOTAL QUARTER CREDIT HOURS		**16.0**
CCJP	6000	Criminal Justice Capstone	6.0	
		OR		
		two additional electives	8.0	
		TOTAL QUARTER CREDIT HOURS		**6.0 or 8.0**
TOTAL QUARTER CREDIT HOURS REQUIRED				**54.0 or 56.0**

COURSE OFFERINGS

COURSE NUMBERING SYSTEM

Everest University uses the following course numbering system:

- 0000-0099 Preparatory courses
- 1000-2999 Lower division (first and second year) courses
- 3000-4999 Upper division (third and fourth year) courses
- 5000-6999 Graduate-level courses (open to graduate or post-Bachelor students only)

Students enrolled in Associate's degree programs primarily take courses in the lower division, although they are not restricted from taking upper division courses in order to fulfill program course requirements or elective course requirements, provided prerequisites, if any, are satisfied.

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Pursuant to SCNS requirements, the University informs the student of the following:

Courses in this catalog are identified by prefixes and numbers, many of which were assigned by Florida's SCNS. This numbering system is used by all public postsecondary institutions in Florida and 31 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

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 a student 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 "course equivalency profiles."

Example of Course Identifier

Prefix	Level Code	Century Digit	Decade Digit	Unit Digit	Lab Code
	(first digit)	(second digit)	(third digit)	(fourth digit)	
SYG	1	0	1	0	
Sociology, General	Freshman Level at this institution	Entry-level General Sociology	Survey Course	Social Problems	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 survey course in social problems is offered by 35 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems 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, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and 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, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully complete SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. 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.

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
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. Courses with the last three digits ranging from 900-999 (e.g., ART 2905)
  C. College preparatory and vocational preparatory courses
  D. Internships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999
  E. Applied performance or studio courses in Art, Dance, Interior Design, Music and Theatre
  F. Skills courses in Criminal Justice
  G. Graduate courses
  H. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Transfer Center, Toll Free: 877-727-0058 in the Campus Support Center or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427, SunCom 205-0427 or via the Internet at http://scns.fldoe.org.

COURSE DESCRIPTIONS
NOT ALL COURSES LISTED ARE AVAILABLE AT ALL LOCATIONS

ACG 2021 Introduction to Corporate Accounting	**4.0 Quarter Credit Hrs**

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. Prerequisite APA 2121 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 2178 Financial Statement Analysis	**4.0 Quarter Credit Hrs**

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. Prerequisite: ACG 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 2551 Non-Profit Accounting	**4.0 Quarter Credit Hrs**

In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite: ACG 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 3073 Accounting for Managers	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 3103 Intermediate Accounting I	**4.0 Quarter Credit Hrs**

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. Prerequisite: APA 2161. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 3113 Intermediate Accounting II	**4.0 Quarter Credit Hrs**

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. Prerequisite: ACG 3103. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 3123 Intermediate Accounting III	4.0 Quarter Credit Hrs

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. Prerequisite: ACG 3113. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 3341 Cost Accounting I	4.0 Quarter Credit Hrs

This course examines the development and operation of cost accounting systems. Topics include basic cost accounting concepts and product costing techniques. Prerequisite: APA 2161. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 3351 Cost Accounting II	4.0 Quarter Credit Hrs

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. Prerequisite: ACG 3341. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 4201 Consolidation Accounting	4.0 Quarter Credit Hrs

In this course students will study the major areas of emphasis in consolidation accounting which include business combinations, consolidation procedures, and foreign currency accounting. Prerequisite: ACG 3123. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 4251 International Accounting	4.0 Quarter Credit Hrs

Examination of the environmental factors affecting international accounting concepts and standards. Cross-country differences in accounting treatment are compared. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 4632 Auditing I	4.0 Quarter Credit Hrs

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. Prerequisite: ACG 3123. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 5027 Financial Accounting	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 5216 Advanced Accounting Topics	4.0 Quarter Credit Hrs

A study of advanced accounting subjects including multinational corporations, real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting. Prerequisite: ACG 3123 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 5405 Accounting Information Systems	4.0 Quarter Credit Hrs

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. ACG 3123 or equivalent. Lec. Hrs. 040 Lab. Hrs. 000 Other Hrs. 000

ACG 5516 Governmental Accounting	4.0 Quarter Credit Hrs

An introduction to the fund-based theory and practice of accounting as applied to governmental entities and not-for-profit organizations. Prerequisite: ACG 3123 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 5647 Auditing II	4.0 Quarter Credit Hrs

A continuation of ACG 4632. 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. Prerequisite: ACG 3123 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACO 1806 Payroll Accounting	4.0 Quarter Credit Hrs

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. Prerequisite: APA 2111. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

AMH 2030 20th Century American History	4.0 Quarter Credit Hrs

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

AMH 2070 History of Florida	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

AML 2000 Introduction to American Literature	4.0 Quarter Credit Hrs

This course concentrates on the major writers of modern American literature. Prerequisite: None. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2111 Principles of Accounting I	4.0 Quarter Credit Hrs

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2121 Principles of Accounting II	4.0 Quarter Credit Hrs

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. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2141 Computerized Accounting	**4.0 Quarter Credit Hrs**

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. Prerequisite: APA 2121. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

APA 2161 Introductory Cost/Managerial Accounting	**4.0 Quarter Credit Hrs**

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. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APAP 3320 Accounting and Control for Hospitality	**4.0 Quarter Credit Hrs**

This course serves as a survey of accounting methods, controls, and practices commonly found in hotels, motels, restaurants, clubs, and institutions. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ART 1300C Principles of Drawing I	**4.0 Quarter Credit Hrs**

An introduction to the basic principles, material and techniques necessary to develop skills in drawing. Emphasis is placed on basic shapes, perspective and composition. Descriptive and proportional accuracy as well as development of observational utility is discussed. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ART 1301C Principles of Drawing II	**4.0 Quarter Credit Hrs**

An amplification of the theories introduced in Principles of Drawing I with the addition of color theory and color techniques, which are explored in practical application. Emphasis is placed on increasing students' knowledge of the visual relationship between object and image. Prerequisite: ART 1300C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ART 2330C Anatomy and Figure Drawing	**4.0 Quarter Credit Hrs**

An initial study of drawing fundamentals as they apply to the human form and its structure. Students work in various media concentrating on gesture, contour, volume, mass and proportional accuracy. Prerequisite: ART 1301C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

BSC 1085 Anatomy and Physiology I	**4.0 Quarter Credit Hrs**

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. Prerequisite: HSC 1531. Lec Hrs: 40.0 Lab Hrs: 0.0 Other Hrs: 0.0.

BSC 1086 Anatomy and Physiology II	**4.0 Quarter Credit Hrs**

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: HSC 1531 and BSC 1085. Lec Hrs: 40.0 Lab Hrs: 0.0 Other Hrs: 0.0.

BSC 2080 Anatomy and Physiology of Body Systems	**4.0 Quarter Credit Hrs**

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. Prerequisite: HSC 1524. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BUL 2131 Applied Business Law	**4.0 Quarter Credit Hrs**

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BUL 2261 International Business Law	**4.0 Quarter Credit Hrs**

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BUL 3241 Business Law I	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BUL 3242 Business Law II	**4.0 Quarter Credit Hrs**

A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, insurance, and Uniform Commercial Code. Prerequisite: BUL 3241. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CAP 2103 Biometrics	**4.0 Quarter Credit Hrs**

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. Prerequisite: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1017 Criminology	**4.0 Quarter Credit Hrs**

The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1024 Introduction to Criminal Justice	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1610 Criminal Investigations	**4.0 Quarter Credit Hrs**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1910 Career Choices in Criminal Justice	4.0 Quarter Credit Hrs
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. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 2250 Constitutional Law for the Criminal Justice Professional	4.0 Quarter Credit Hrs
This course examines the United States Constitution and its implication for criminal justice system policies and practices. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 2306 Introduction to Corrections	4.0 Quarter Credit Hrs
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 2358 Criminal Justice Communications	4.0 Quarter Credit Hrs
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 2501 Juvenile Justice	4.0 Quarter Credit Hrs
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. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 2679 Introduction to Victims Advocacy	4.0 Quarter Credit Hrs
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. Prerequisite: CCJ 1024 (None for HS Major). Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 2943 Current Issues in Criminal Justice	4.0 Quarter Credit Hrs
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 1024 for Criminal Justice majors (none for Criminal Investigation majors). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 3334 Alternatives to Incarceration	4.0 Quarter Credit Hrs
This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 3450 Criminal Justice Management	4.0 Quarter Credit Hrs
An examination of front-line supervision, executive development, administrative leadership, and recent theories and research in criminal justice management. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 3666 Victimology	4.0 Quarter Credit Hrs
This course examines criminal victimization in the United States. Topics covered include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of the victimization experience, victim treatment at the hands of the justice system, and reforms implemented to enhance the justice-system response to victimization. Prerequisite: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 3675 Women, Crime, and Criminal Justice	4.0 Quarter Credit Hrs
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. Prerequisite: CCJ 1024 (DSC 2010 for HS Major) Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 4054 Criminal Justice Ethics and Liability	4.0 Quarter Credit Hrs
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. Prerequisite: CCJ 1024 (PLA 1003 for Paralegal major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 4127 Criminal Justice in the Community	4.0 Quarter Credit Hrs
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. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 4129 Cultural Diversity for Criminal Justice Professional	4.0 Quarter Credit Hrs
This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations. Prerequisite: CCJ 1024 (DSC 2010 for HS Major; PLA 1003 for Paralegal major) Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 4656 Gang Activity and Drug Operations	4.0 Quarter Credit Hrs
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. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 5006 Overview of Criminal Justice	4.0 Quarter Credit Hrs
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 5019 Crime and Criminology	**4.0 Quarter Credit Hrs**
This course provides an examination of the major theories in criminology and their application to understanding crime and responses to the crime problem. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5405 Criminal Justice Management	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5408 Interpersonal Management Skills	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5489 Ethics in Criminal Justice	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5665 Victimology	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5657 Substance Use, Crime, and Criminal Justice	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5672 Women, Crime, and Criminal Justice	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5702 Applied Research Methods	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5704 Statistics for Criminal Justice	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5781 Writing for Research at the Graduate Level	**2.0 Quarter Credit Hrs**
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. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
CCJP 2288 Spanish for the Criminal Justice Professional	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJP 4400 Criminal Justice Senior Capstone Experience	**4.0 Quarter Credit Hrs**
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. Prerequisite: 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. Lec Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJP 4550 Criminal Justice Externship	**4.0 Quarter Credit Hrs**
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 Hrs. Lec Hrs 000 Lab Hrs. Prerequisite: 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. Lec Hrs: 000 Lab Hrs: 000 Other Hrs: 120	
CCJP 5000 Navigating Graduate School in Justice Studies	**2.0 Quarter Credit Hrs**
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. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
CCJP 5450 Critical Issues in Criminal Justice	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJP 6000 Criminal Justice Capstone	6.0 Quarter Credit Hrs

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. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000

CEN 1056C Project Development	2.0 Quarter Credit Hrs

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. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

CEN 1301C Core Technologies	4.0 Quarter Credit Hrs

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. Prerequisite: CGS 1283C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 1509C Computer Networking Fundamentals	4.0 Quarter Credit Hrs

 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. Prerequisite: None. Lec. Hrs 030 Lab Hrs. 020 Other Hrs. 000

CEN 1561C Network Operating Systems - Client	4.0 Quarter Credit Hrs

This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment. Prerequisite: CEN 1509C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 1562C Network Operating Systems - Server	4.0 Quarter Credit Hrs

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. Prerequisite: CEN 1509C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 2304C Windows NT Enterprise	4.0 Quarter Credit Hrs

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. Prerequisite: CEN 1562C Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 2327C Network Infrastructure	4.0 Quarter Credit Hrs

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. Prerequisite: CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 2328 Internet Information Server	2.0 Quarter Credit Hrs

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. Prerequisite: CEN 1301C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CEN 2506C Multiplatform Networking	4.0 Quarter Credit Hrs

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: CEN 2504C and CEN 2304C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 2507C Installation and Configuration for Networks	4.0 Quarter Credit Hrs

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. Prerequisite: CEN 1503C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CENP 1800 Diagnostics and Troubleshooting	2.0 Quarter Credit Hrs

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: CGS 1280C and CGS 1763C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CENP 2345C Network Security	4.0 Quarter Credit Hrs

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 Lecs and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. Prerequisite: CTS 2303C, CTS 2320C and CIS 2354C. Lec. Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

CENP 2420C Implementing and Administering Databases	**4.0 Quarter Credit Hrs**

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. Prerequisite: CEN 1561C and CEN 1562C. Lec Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

CENP 2450C Database Design	**4.0 Quarter Credit Hrs**

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: CEN 1561C and CEN 1562C. Lec Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

CENP 2765 PKI Concepts and Planning	**4.0 Quarter Credit Hrs**

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. Prerequisite: CIS 2354C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CENP 2770 PKI Implementation	**4.0 Quarter Credit Hrs**

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. Prerequisite: CENP 2765. Lec Hrs. 030 Lab hrs 020 Other Hrs. 000

CET 1605C Network Routing I	**4.0 Quarter Credit Hrs**

This course introduces students to internetworking using software and hardware developed by Cisco Systems Inc. Through a combination of Lecs 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. Prerequisite: CEN 1509C. Lec Hrs. 030 Lab Hrs. 020 Other Hrs 000

CET 2607C Network Routing II	**4.0 Quarter Credit Hrs**

 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. Prerequisite: CET 1605C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1006C Essentials of Communications and Document Formatting	**2.0 Quarter Credit Hrs**

This course provides instruction in both the essentials of basic writing strategies and formatting for document production. Tips for the development of correspondence such as letters and memos, electronic documents such as faxes and email, and general documents such as tabular and narrative reports are a focus of the course.   Emphasis is placed on proofreading, grammar, punctuation, capitalization style, and number usage. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS 1031C Introduction to Macintosh	**4.0 Quarter Credit Hrs**

An introduction to Macintosh computers using a graphics users environment. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1280C Computer Hardware Concepts	**4.0 Quarter Credit Hrs**

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. No prerequisite. Lec Hrs: 30. Lab Hrs: 20.

CGS 1514C Introduction to Spreadsheets	**2.0 Quarter Credit Hrs**

This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition they will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and different names, locating and opening existing spreadsheets, and creating subdirectories. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS 1524C Introduction to Presentations	**2.0 Quarter Credit Hrs**

This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a presentation. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing existing presentations. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS 1546C Introduction to Database	**2.0 Quarter Credit Hrs**

This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS 1700C Introduction to Windows 98	**4.0 Quarter Credit Hrs**

This course provides an introduction to desktop computing. There is an emphasis on learning the software applications and accessories that is a part of the Microsoft Windows 98 operating system. Essential computing skills such as using icons, creating desktop shortcuts, performing system checkups and completing minor system diagnostics will be covered. Other topics that will be discussed include computer system architecture, virus protection software, multimedia software, and the Internet. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1763C Computer Operating Systems	**4.0 Quarter Credit Hrs**

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. Prerequisite: CGS 2167C. Lec. Hrs: 30. Lab Hrs: 20 Other Hrs. 000.

CGS 1800C Web Site Design Methodology	**4.0 Quarter Credit Hrs**

This course provides the foundation for Web site design and Web page creation required by today's Web developers to design, implement and manage a Web site. The course includes Web design concepts, site development and management techniques, and basic Web technology concepts. Students will develop basic Web pages containing text, graphics, hyperlinks, tables, and frames using popular software production tools. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1821C Web Content Development	**4.0 Quarter Credit Hrs**

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. Prerequisite: CGS 1800C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1882C Beginning Web Development with FrontPage 2000	**4.0 Quarter Credit Hrs**

This course is designed to cover the major features of FrontPage 2000. Students will create and work with web components, design a navigation structure, implement active components, work with Tasks view, work with links, and format and enhance Web pages. Students will also learn how to work with tables, themes, style sheets, frames, use components and forms, use web creation shortcuts, explore graphics and animation, and finalize and publish their web sites locally or remotely over the Internet. Throughout the course, the concept of automating web creation, and sharing design patterns is heavily discussed and exercised. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2167C Computer Applications	**4.0 Quarter Credit Hrs**

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. Prerequisite: None. Lec Hrs: 30.0 Lab Hrs: 20.0 Other Hrs: 0.0

CGS 2177C E-Commerce Systems Administration	**4.0 Quarter Credit Hrs**

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. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2461C Fundamental Programming Techniques	**4.0 Quarter Credit Hrs**

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. Prerequisite: COP 2010C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2501 Applied Word Processing	**4.0 Quarter Credit Hrs**

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. Prerequisite: CGS 2167C. Lec Hrs 030 Lab Hrs 020 Other Hrs: 000

CGS 2510C Applied Spreadsheets	**4.0 Quarter Credit Hrs**

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. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2642C Intermediate Database Management	**4.0 Quarter Credit Hrs**

This course concentrates on the enhancement of database documents. Instruction is focused on the use of wizards, and the refining and management of tables, forms, and reports. Emphasis is placed on working with and designing queries. Prerequisite: CGS 1546C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000.

CGS 2820C Web Authoring	**4.0 Quarter Credit Hrs**

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. Prerequisite: CGS 1800C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2823C Advanced Web Development with FrontPage 2000	**4.0 Quarter Credit Hrs**

This is a follow up for the "Beginning Web Development Using FrontPage 2000" course, and is designed to cover the advanced and professional features of FrontPage 2000. Throughout this intensive course, students will create, and work with web enhancements such as Audio/Video additions, generate graphically rich structures and documents, implement animated components, add HTML and DHTML tables to their web sites, work with advanced features of links, and format and enhance their web pages. Having a more advanced approach now, students will learn how to troubleshoot different web components such as tables, themes, style sheets, frames, and how to use embedded tools in FrontPage 2000. Prerequisite: CGS 1882C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2877C Web Animation	**4.0 Quarter Credit Hrs**

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. Prerequisite: CGS 2820C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2910C Web Design Portfolio Project	**2.0 Quarter Credit Hrs**

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. Prerequisite: GRA 2225C and CGS 2877C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS 4702C Operating Systems Programming	**4.0 Quarter Credit Hrs**
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. Prerequisite: COP 2228C or COP 2805C or COP 2171C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 4763 Survey of Operating Systems	**4.0 Quarter Credit Hrs**
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. Prerequisite: CGS 1763C Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CGSP 1500 Introduction to Business Databases	**4.0 Quarter Credit Hrs**
This course provides an overview of databases and their uses in today's business environments. Topics include fundamentals of the database modeling, design, creation, queries, database reports, and maintenance. Prerequisite: CGS 2167C. Lec Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	
CGSP 3200 Project Management	**4.0 Quarter Credit Hrs**
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. Prerequisite: CGS 2167C and junior standing. Lec Hrs: 30. Lab Hrs: 20. OtherHrs: 0.	
CIS 2252 Ethics in Computing	**4.0 Quarter Credit Hrs**
This course investigates the moral, ethical, and legal issues surrounding computer technology. Students will explore privacy, freedom of speech, computer failures, intellectual property, hacking; and current criticisms of technology. Prerequisite: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CIS 2325 Introduction to the Systems Development Life Cycle	**4.0 Quarter Credit Hrs**
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. No prerequisite. Lec Hrs: 40. Lab Hrs: 0.	
CIS 2354C Network Security Fundamentals	**4.0 Quarter Credit Hrs**
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. Prerequisite: CEN 1509C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CIS 2356C Internet Security and Acceleration (ISA) Server	**4.0 Quarter Credit Hrs**
This course teaches students the basic concepts of proxy servers and firewalls. Students will learn how to install the Microsoft Internet Security and Acceleration (ISA) Server, setup access rules, IP packet filters, create client VPN access points and configure intrusion detection. Prerequisite: CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CIS 2513C Software Configuration Management	**4.0 Quarter Credit Hrs**
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. Prerequisite: CIS 2325. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs 000	
CIS 2614 Software Quality Assurance	**4.0 Quarter Credit Hrs**
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. Prerequisite: CIS 2325. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CIS 3303C Object-Oriented Analysis and Design	**4.0 Quarter Credit Hrs**
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. Prerequisite: CIS 2325 and COP 2170C or COP 2224C or COP 2250C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CIS 3345 Database Concepts I	**4.0 Quarter Credit Hrs**
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. Prerequisite: CIS 2325. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CIS 3512 Software Risk Management	**4.0 Quarter Credit Hrs**
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. Prerequisite: CIS 2325 and COP 2228C or COP 2805C or COP 2171C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CIS 3615 Designing Secure Software	**4.0 Quarter Credit Hrs**
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: COP 2171C or COP 2228C or COP 2805C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CIS 4328C Senior Project: Systems Implementation & Integration	**4.0 Quarter Credit Hrs**
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. Prerequisite: CIS 3303C and Senior Standing. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000.	

CIS 4329C Senior Project: Systems Analysis & Design	4.0 Quarter Credit Hrs

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: CIS 3303C and Senior Standing. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000.

CISP 1875 Novell Administration	4.0 Quarter Credit Hrs

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. Prerequisite: CEN 1509C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 2475C Network Security Design	4.0 Quarter Credit Hrs

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: CTS 2303C, CTS 2320C and CIS 2354C. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000.

CISP 3150C Current Information Technology Topics	4.0 Quarter Credit Hrs

Designed to provide opportunities through reading, Lecs, discussions, and exercises for students to improve their proficiency as information technology professionals. Course may be repeated, but students may not take the same topic more than once. Prerequisite: Junior standing and approval of instructor. L Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000.

CISP 4020 Database Concepts II	4.0 Quarter Credit Hrs

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. Prerequisite: CIS 3345. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 4820 Information Systems Management	4.0 Quarter Credit Hrs

This course teaches the information systems planning process. The relationship of business goals, policies, plans, management style, and industry conditions are emphasized. Prerequisite: CGS 1763C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJB 1712 Crime Scene Photography I	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJB 1714 Crime Scene Photography II	4.0 Quarter Credit Hrs

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). Prerequisite: CJB 1712. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJC 5328 Correctional Systems and Institutions	4.0 Quarter Credit Hrs

This 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJC 5428 Counseling the Offender	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJD 2250 Introduction to Interviews and Interrogations	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 1640 Criminalistics I	4.0 Quarter Credit Hrs

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. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJE 1641 Criminalistics II	4.0 Quarter Credit Hrs

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. Prerequisite: CJE 1640. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJE 2100 Policing in America	4.0 Quarter Credit Hrs

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. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2602 Graphics & Documentation II	4.0 Quarter Credit Hrs

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. Prerequisite: CJE 2673. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2670 Introduction to Forensics	4.0 Quarter Credit Hrs

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2673 Graphics & Documentation I	4.0 Quarter Credit Hrs

This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJE 2676 Biological Evidence I	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2678 Crime Scene Dynamics I	4.0 Quarter Credit Hrs

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. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJE 2679 Crime Scene Dynamics II	4.0 Quarter Credit Hrs

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. Prerequisite: CJE 2678. Lec. Hrs. 040 Lab Hrs 000 Other Hrs. 000

CJE 2682 Biological Evidence II	4.0 Quarter Credit Hrs

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. Prerequisite: CJE 2676. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2690 Technology Crimes I	4.0 Quarter Credit Hrs

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. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJE 2691 Technology Crimes II	4.0 Quarter Credit Hrs

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. Prerequisite: CJE 2690. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJE 4668 Computer Crime	4.0 Quarter Credit Hrs

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. Prerequisite: CCJ1024 (CGS2110 for HS Major) -or- CGS2167c (for non CJ majors) Lec Hrs: 040 Lec Hrs: 000 Other Hrs: 000

CJE 5428 Community Oriented Policing	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJJ 5028 Juvenile Justice System	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJJ 5568 Juvenile Correctional Alternative	4.0 Quarter Credit Hrs

This course will provide an overview of a broad range of community-based options available for the management and rehabilitation of delinquent youth in contemporary society. In addition, the impact of these options will be examined. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 1110 Civil & Criminal Justice	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 2130 Criminal Evidence	4.0 Quarter Credit Hrs

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. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 Lab Hrs. 000 Other Hrs. 000

CJL 2134 Criminal Procedure and the Constitution	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 3215 Concepts of Criminal Law	4.0 Quarter Credit Hrs

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. Prerequisite: CCJ 1024 (CJL 1110 for HS Major; PLA 1003 for Paralegal major). Lec. Hrs 040 Lab Hrs. 000 Other hrs. 000

CJL 5069 Modern Constitutional Theory	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 5528 Law and the Legal System	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CLP 3005 Marriage and the Family	4.0 Quarter Credit Hrs

This course, through reading, discussions, and presentations, explores the institution of marriage and the family as a system. Lec hrs 040 Lab Hrs 000 Other Hrs 000.

CLPP 3004 Adult Psychology	4.0 Quarter Credit Hrs

This course deals with the human life span as a whole and attempts to acquaint students with the processes of maturation, aging, and death. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

COEP 2041 Sophomore Parallel Work I	4.0 Quarter Credit Hrs

This course requires students to develop personal responsibility and display initiative beyond what is required in an on-campus classroom setting under the supervision of an instructor. Students, in cooperation with a co-op site supervisor and academic advisor, will develop specific on-the-job objectives to be accomplished at an approved work site. The objectives will relate students' activities on the job to learning activities of the students' major field of study in such a way that specific skills and objectives may be defined and measured. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

COEP 2042 Sophomore Parallel Work II	4.0 Quarter Credit Hrs

A continuation of COEP 2041. Students may complete two cooperative education (parallel work) courses at the sophomore level, which may be applied to their associate degree objectives as major requirements. Prerequisite: COEP 2041. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

COEP 3041 Junior Parallel Work I	4.0 Quarter Credit Hrs

A cooperative education course that utilizes the principles described in COEP 2041, Sophomore Parallel Work I, but at a higher level of expectation. Objectives must define a higher degree of responsibility and complexity. Credit earned may be applied to the major or approved elective area of the student's Bachelor degree. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

COEP 3042 Junior Parallel Work II	4.0 Quarter Credit Hrs

A continuation of COEP 3041. The student may complete two cooperative education (parallel work) courses at the junior level, which may be applied to the student's Bachelor degree objectives as major or approved elective requirements. No more than 8.0 quarter credit Hrs of parallel work courses may be assigned to the major component. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

COEP 4041 Senior Parallel Work I	4.0 Quarter Credit Hrs

A continuation of COEP 4041. The student may complete two cooperative education (parallel work) courses at the senior level, which may be applied to the student's Bachelor degree objectives as major or approved elective requirements. No more than 8.0 quarter credit Hrs pf parallel work courses may be assigned to the major component. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

COEP 4042 Senior Parallel Work II	4.0 Quarter Credit Hrs

A continuation of COEP 4041. The student may complete two cooperative education (parallel work) courses at the junior level, which may be applied to the student's Bachelor degree objectives as major or approved elective requirements. No more than 8.0 quarter credit Hrs of parallel work courses may be assigned to the major component. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

COP 2010C Programming Concepts	4.0 Quarter Credit Hrs

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

COP 2170C Computer Programming - Visual Basic I	4.0 Quarter Credit Hrs

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. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2171C Computer Programming - Visual Basic II	4.0 Quarter Credit Hrs

This course is a continuation of COP 2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COP 2170C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2224C Computer Programming - C++ I	4.0 Quarter Credit Hrs

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. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2228C Computer Programming - C++ II	**4.0 Quarter Credit Hrs**

This course is a continuation of COP 2224C, 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. Prerequisite: COP 2224C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2250C Programming Languages- Java I	**4 .0 Quarter Credit Hrs**

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. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2805C Programming Languages - Java II	**4.0 Quarter Credit Hrs**

This course is a continuation of COP 2250C. 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. Prerequisite: COP 2250C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2812C Web Development Using XML	**4.0 Quarter Credit Hrs**

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. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2840C Content Generation - Scripting Languages	**4.0 Quarter Credit Hrs**

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. Prerequisite: CGS 1821C and CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 3764C Structured Query Language	**4.0 Quarter Credit Hrs**

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. Prerequisite: CIS 3345. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs 000

COP 4724C Database Application Development	**4.0 Quarter Credit Hrs**

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: COP 2228C or COP 2805C or COP 2171C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2123 Computer Programming—COBOL I	**4.0 Quarter Credit Hrs**

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. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2127 Computer Programming—COBOL II	**4.0 Quarter Credit Hrs**

This course is a continuation of COPP 2123. 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. Prerequisite: COPP 2123. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2164 Computer Programming – RPG	**4.0 Quarter Credit Hrs**

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. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2168 Computer Programming – Advanced RPG	**4.0 Quarter Credit Hrs**

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. Prerequisite: COPP 2164. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2273 Computer Programming - Introduction to Visual C++	**4.0 Quarter Credit Hrs**

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. Prerequisite: COP 2228C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2280C Programming Languages – C# I	**4.0 Quarter Credit Hrs**

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#. Prerequisite: CGS 2461C. Lec Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

COPP 2281C Programming Languages – C# II	**4.0 Quarter Credit Hrs**

This course is a continuation of COPP 2280C, 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. Prerequisite: COPP 2280C. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000.

COPP 3175C Advanced Programming	**4.0 Quarter Credit Hrs**

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. Prerequisite: Two of the following courses: COP 2805C, COP 2228C, COP 2171C, COPP 2281C and junior standing. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000.

COPP 3180C Network Programming	**4.0 Quarter Credit Hrs**

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. Prerequisite: CEN 1509C and one of COP 2171C or COP 2228C or COP 2805C or COPP 2281C. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000.

CPO 4004 Global Politics	**4.0 Quarter Credit Hrs**

A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CRW 3010 Creative Writing	**4.0 Quarter Credit Hrs**

The purpose of this course is to develop writing and language skills needed for individual expression in literary forms. Prerequisite: ENC 1102. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CTS 2271C Intermediate Spreadsheets	**4.0 Quarter Credit Hrs**

This intermediate course concentrates on working with and modifying worksheets and workbook structure. Essential skills such as working with formulas and functions that are required to create and modify professional spreadsheets are covered. A large portion of the course is focused on working with files and formatting worksheets. Prerequisite: CGS 1514C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2281C Advanced Spreadsheets	**4.0 Quarter Credit Hrs**

This spreadsheet course concentrates on the use and modification of charts, worksheets, and objects. The enhancement and formatting of charts and worksheets is emphasized, while advanced file management skills such as linking multiple workbooks through formulas, will be taught. Prerequisite: CTS 2271C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2303C Network Directory Services	**4.0 Quarter Credit Hrs**

This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisite: CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2304C Network Directory Design	**4.0 Quarter Credit Hrs**

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. Prerequisite: CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2320C Network Management	**4.0 Quarter Credit Hrs**

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. Prerequisite: CEN 1561C AND CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2321C Linux Administration	**4.0 Quarter Credit Hrs**

This course enables students to gain an understanding of the Linux operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as a stable and flexible platform for a variety of networking applications. Students learn about desktop environments that make it easy for them to configure Linux features and programs. Prerequisite: CGS 2167C Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2431C Advanced Database Management	**4.0 Quarter Credit Hrs**

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. Prerequisite: CGS 2642C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2550C Advanced Presentations	**4.0 Quarter Credit Hrs**

This course covers the intermediate and advanced functionality of Microsoft PowerPoint. Emphasis is placed on working with text and visual elements, customizing a presentation, creating output, and delivering a presentation. The course focuses on the addition, modification, and formatting of advanced PowerPoint features. Prerequisite: CGS 1524C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2761C Implementing and Supporting E-Mail Services	**4.0 Quarter Credit Hrs**

This course provides students the ability to set up and support network e-mail services. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting widely-used e-mail server software. Prerequisite: CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

DEP 3305 Adolescent Psychology	**4.0 Quarter Credit Hrs**

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. Prerequisite: PSY 2012 General Psychology Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DEP 2053: Human Development	**4.0 Quarter Credit Hrs**

This course will explore the physical, cognitive and social- emotional processes across the life span. Prerequisites: PSY 2012. Lec Hrs. 40.0 Lab Hrs. 0.0 Other Hrs.0.0

DSC 1005 Domestic & International Terrorism II	**4.0 Quarter Credit Hrs**

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. Prerequisite: DSC 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 1011 Domestic & International Terrorism I	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 1030 Tactical Communications	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 2002 Introduction to Terrorism	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 2008 Security: Principles, Planning & Procedures I	**4.0 Quarter Credit Hrs**

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. Lec Hrs: 040 Lab Hrs. 000 Other Hrs. 000

DSC 2010 Security: Principles, Planning & Procedures II	**4.0 Quarter Credit Hrs**

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. Prerequisite: DSC 2008. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 2210 Emergency Planning & Security Measures I	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 2211 Emergency Planning & Security Measures II	**4.0 Quarter Credit Hrs**

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. Prerequisite: DSC 2210. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 2812 Information Technology Security I	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 3214 Catastrophic Event Response Planning	**4.0 Quarter Credit Hrs**

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. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

ECO 3007 Macroeconomics	**4.0 Quarter Credit Hrs**

This course is a study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECO 3028 Microeconomics	**4.0 Quarter Credit Hrs**

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECO 3703 Principles of International Economics	**4.0 Quarter Credit Hrs**

A study of the fundamentals of international trade, international monetary policies, theories of foreign exchange, the balance of payments, and the international monetary system. Prerequisite: ECO 3007. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECO 5010 Economic Analysis of the Firm	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECO 5709 International Economic Systems	**4.0 Quarter Credit Hrs**

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. Prerequisite: ECO 3007. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECOP 1021 General Economics	4.0 Quarter Credit Hrs

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. Prerequisite: None. Lec Hrs. 040, Lab Hrs. 000, Other Hrs. 000.

ECP 5705 Managerial Economics	4.0 Quarter Credit Hrs

A comprehensive examination of microeconomic data employed in management analysis and decision rendering. Prerequisite: ECO 3028 or ECO 3007 or ECO 5010 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECS 4003 Comparative Economic Systems	4.0 Quarter Credit Hrs

An advanced study of a description, analysis and appraisal of the economic theories of Capitalism, Socialism, and Communism. Prerequisite: ECO 3007. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ELSP 0181 Structures & Writing I - Level I	0.0 Quarter Credit Hrs

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. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000

ELSP 0182 Structures & Writing II - Level I	0.0 Quarter Credit Hrs

This course is a continuation of ELSP 0181. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000

ELSP 0281 Structures & Writing I - Level II	0.0 Quarter Credit Hrs

This grammar and composition section includes all of the structures presented in the Level I Structure and Writing courses. More advanced grammar and sentence structures are introduced as the student practices through composition of multi-paragraph essays. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000

ELSP 0282 Structures & Writing II - Level II	0.0 Quarter Credit Hrs

This course is a continuation of ELSP 0281. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000

ELSP 0381 Structures & Writing I - Level III	0.0 Quarter Credit Hrs

This is a grammar and writing course that progresses beyond the level covered in Levels I and II. Students continue to add to writing skills through utilization of more complex sentence structures in their writing assignments. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000

ELSP 0382 Structures & Writing II - Level III	0.0 Quarter Credit Hrs

This course is a continuation of ENSP 0381. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000

ELSP 0481 Structures & Writing I - Level IV	0.0 Quarter Credit Hrs

This is an advanced grammar and composition course that concentrates on highly sophisticated grammatical structures with applications to everyday writing, reading and conversational situations. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000

ELSP 0482 Structures & Writing II - Level IV	0.0 Quarter Credit Hrs

This course is a continuation of ELSP 0481. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000

ELSP 1900 Advanced Intensive English	0.0 Quarter Credit Hrs

This course will enable the student from a non-English speaking country to enhance his or her English skills. It is designed to prepare individuals to successfully achieve a minimum score of 550 on the TOEFL examination providing that they have already taken the TOEFL exam and achieved a minimum of 500 or its equivalent on a comparable test, such as the Michigan Test. Lec. Hrs. 144 Lab Hrs. 72 Other Hrs. 000

ELSP 1900-A Advanced Intensive English	0.0 Quarter Credit Hrs

This course is a continuation of ELSP 1900 and is designed to provide students with additional skills development and practice so that they can successfully achieve a minimum score of 550 written on the Institutional TOEFL examination. Students will be required to take the Institutional TOEFL examination for assessment of skill level during this course. This course will not count toward degree completion. Prerequisite: Must achieve a minimum of 500 TOEFL (written), 173 TOEFL (computer), 5.5 IELTS. Lec. Hrs. 90 Lab Hrs. 42 Other Hrs. 000

ENC 1101 Composition I	4.0 Quarter Credit Hrs

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1102 Composition II	4.0 Quarter Credit Hrs

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. Prerequisite: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 3211 Report Writing	4.0 Quarter Credit Hrs

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. Prerequisite: ENC 1102. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 4213 Advanced Report Writing	4.0 Quarter Credit Hrs

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. Prerequisite: ENC 3211 with a grade "C" or better, or course equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENGP 0011 Basic English Studies	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENGP 1132 English Usage	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENSP 1101 Conversation I - Level I	**0.0 Quarter Credit Hrs**
This course is designed to guide native speakers of languages other than English toward appropriate production of the consonant and vowel sounds, and the stress, intonation, and rhythm patterns of American English as encountered in everyday communicative situations. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1102 Conversation II - Level I	**0.0 Quarter Credit Hrs**
This course is a continuation of ENSP 1101. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1111 Comprehension I - Level I	**0.0 Quarter Credit Hrs**
This course is designed to assist the student in building vocabulary through reading and writing passages, with oral and written questions following all reading material. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1112 Comprehension II - Level I	**0.0 Quarter Credit Hrs**
This course is a continuation of ENSP 1111. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1201 Conversation I - Level II	**0.0 Quarter Credit Hrs**
In this course students practice English through conversation both individually and in groups. Students make oral presentations to enhance their verbal English skills. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1202 Conversation II - Level II	**0.0 Quarter Credit Hrs**
This course is a continuation of ENSP 1201. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1211 Comprehension I - Level II	**0.0 Quarter Credit Hrs**
This reading section includes all the structures used in ELSP 0281 and ELSP 0282, as well as the introduction of new vocabulary. Oral and written questions will follow each reading assignment. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1212 Comprehension II - Level II	**0.0 Quarter Credit Hrs**
This course is a continuation of ENSP 1211. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1301 Conversation I - Level III	**0.0 Quarter Credit Hrs**
This course is designed to help the student converse in English through true life situations and consumer education. Oral and listening skills are utilized. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1302 Conversation II - Level III	**0.0 Quarter Credit Hrs**
This course is a continuation of ENSP 1301. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1311 Comprehension I - Level III	**0.0 Quarter Credit Hrs**
This course includes a variety of reading assignments introducing new vocabulary words and literature of popular authors. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1312 Comprehension II - Level III	**0.0 Quarter Credit Hrs**
This course is a continuation of ENSP 1311. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1401 Conversation I - Level IV	**0.0 Quarter Credit Hrs**
This course consists of oral presentations and collaboration from television programs, news, and current events using idiomatic phrases to refine students' verbal communication skills. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1402 Conversation II - Level IV	**0.0 Quarter Credit Hrs**
This course is a continuation of ELSP 0481. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1411 Comprehension I - Level IV	**0.0 Quarter Credit Hrs**
Reading Assignments reflect the structures and vocabulary used in all previous courses and further emphasize vocabulary building techniques. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1412 Comprehension II - Level IV	**0.0 Quarter Credit Hrs**
This course is a continuation of ENSP 1411. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
EVS 1001 Environmental Science	**4.0 Quarter Credit Hrs**
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

EVSP 3060 Environmental Issues	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 1034 History of Motion Pictures	4.0 Quarter Credit Hrs

This course outlines the major events, trends, and important filmmakers and their work with an emphasis on American Cinema. Weekly discussions are followed by screenings of films that have shaped the direction of film art. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 1243C Production Techniques	4.0 Quarter Credit Hrs

This is an advanced study of production elements and the application of fundamentals. Students acquire and apply the skills of studio and remote production, post production, and control room operation. Prerequisite: FIL 1244. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FIL 1244 Electronic Field Production	4.0 Quarter Credit Hrs

This course emphasizes the principal concepts and techniques needed in production. Students acquire the skills in camera operation, audio, lighting, and other peripheral devices. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 1390 Special Effects and Makeup I	4.0 Quarter Credit Hrs

This course deals with the fundamentals of special effects and makeup. Topics include history and development of various procedures relating to special effects and makeup. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 1421 Film Production I	4.0 Quarter Credit Hrs

This course will cover the principles of the motion picture camera and the entire motion picture process. Formats such as 16mm and 35mm will be covered. Students will acquire a working knowledge of motion picture camera operation, filtration, film stocks, lighting, grip and sound equipment. Current procedures used by professional assistant camera people will be taught. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 1430 Film Production II	4.0 Quarter Credit Hrs

Students will receive training in the operation of film cameras and will learn procedures used by professional camera people in the industry. Prerequisites: FIL 1421 and FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 1610 Business Management of Film and Video	4.0 Quarter Credit Hrs

Course designed to prepare students in management and business considerations related to the video/film industry. Business aspects, budgeting, script breakdown, financing, distribution, marketing and advertising. Industry leaders in their fields provide insight to breakdown information and contacts regarding subjects emphasized. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 1801 Film Criticism I	2.0 Quarter Credit Hrs

Films produced (Circa 1980-1989) will be screened weekly, followed by a Lec and discussion analyzing the film's structural elements. Styles of editing, writing, directing, acting, cinematography, and sound will be the many styles explored. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

FIL 1802 Film Criticism II	2.0 Quarter Credit Hrs

Films produced (Circa 1990 - present) will be screened weekly, followed by a Lec and discussion analyzing the films' structural elements. Styles of editing, writing, directing, acting, cinematography, and sound will be the many styles explored. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

FIL 2104 Script Development I	4.0 Quarter Credit Hrs

This course will cover the basic concepts and elements of writing for media. From concept and design, through the final shooting script, students will develop a complete understanding of how a script is produced. Practical writing exercises will help students develop a fundamental understanding of writing. Prerequisite: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 2105 Script Development II	4.0 Quarter Credit Hrs

Students apply the methods and techniques to develop a first draft script. Emphasis will be placed on using the proper script format, developing characters, script analysis, and effective story development. Prerequisite: FIL 2104. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 2246C Post Production I	4.0 Quarter Credit Hrs

This course is designed to introduce students to the post production process. Students learn fundamental editing techniques and aesthetics. Prerequisite: FIL 1244. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FIL 2247C Post Production II	4.0 Quarter Credit Hrs

This course covers the postproduction process and provides students with the advanced skills of editing. Students learn operations of computer assisted editing. Prerequisite: FIL 2246C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FIL 2360 Documentary Production	4.0 Quarter Credit Hrs

This course explores the uses and analysis of the non-fiction film. Prerequisite: FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 2482 Directing and Acting	4.0 Quarter Credit Hrs

The fundamentals of directing and acting techniques are explored in a variety of methods. Students will work with scripts and scenes as both actors and directors. Prerequisite: FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 2530 Sound	4.0 Quarter Credit Hrs

This course emphasizes two basic aspects of audio: studio and field recording techniques, and the post production process. Prerequisite: FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 2621 Multimedia and Desktop	4.0 Quarter Credit Hrs

Course is designed to demonstrate the use of computers in the desktop world of communications. Students analyze various components of desktop solutions and create interactive and multimedia presentations. Prerequisite: FIL 2732C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FIL 2724C Computer Graphics I	4.0 Quarter Credit Hrs

Introduction to computer graphics. Students learn system operations, 2-D graphics, 2-D animation, and multimedia applications. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FIL 2732C Computer Graphics II	**4.0 Quarter Credit Hrs**
Students apply advanced computer techniques in animation. Skills acquired in Computer Graphics I will be expanded. Focus on 3-D computer modeling and animation systems. Prerequisite: FIL 2724C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
FIL 2743C Advanced Video Techniques	**4.0 Quarter Credit Hrs**
Students incorporate and demonstrate advanced skills in cameras, lighting, and sound. Various programs and projects will be produced by students. Prerequisite: FIL 1244. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
FIL 2942C Film/Video Production Workshop	**4.0 Quarter Credit Hrs**
Guidance, instruction and evaluation of film/video projects from initial concept through release. Prerequisite: FIL 2245C or FIL 1430. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
FIL 2945 Film/Video Externship	**4.0 Quarter Credit Hrs**
A practical experience that allows students to apply the knowledge and skills in an actual work environment. Prerequisite: Applications may be submitted after completion of 40 quarter credit Hrs in the major core component and minimum "C" (GPA) grade. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
FILP 2200 Film Production III	**4.0 Quarter Credit Hrs**
Practical work in sync-sound film production: creative use of camera, sound, editing and production planning. Lec and field production work required in the completion of a sync-sound film. Prerequisites: FIL 1430 and Approval of Academic Advisor or Academic Dean. Lec. Hrs. 030 Lab Hrs	
FIN 1103 Introduction to Finance	**4.0 Quarter Credit Hrs**
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 3006 Principles of Finance	**4.0 Quarter Credit Hrs**
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: MAN 2021 or HFT 1211. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 3230 Money and Banking	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 3501 Investments	**4.0 Quarter Credit Hrs**
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. Prerequisite: FIN 1103. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 4602 International Business and Finance	**4.0 Quarter Credit Hrs**
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. Prerequisite: FIN 3006. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 5609 International Finance	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 6409 Financial Management	**4.0 Quarter Credit Hrs**
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. Prerequisite: ACG 5027 or accounting principles (equivalent to APA 2111 and APA 2121) coursework at the undergraduate level. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
GEB 2353 International Competitiveness	**4.0 Quarter Credit Hrs**
A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
GEB 4351 Import/Export Management	**4.0 Quarter Credit Hrs**
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
GEB 4352 International and Comparative Industrial Relations	**4.0 Quarter Credit Hrs**
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
GEB 4361 Management of International Business	**4.0 Quarter Credit Hrs**
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. Prerequisite: MAN 1030 or MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
GRA 1117C Typography	**4.0 Quarter Credit Hrs**
An introduction to letter forms and typefaces with instruction in the rendering of lettering, both freehand and with tools. Course work also includes the study of the history, terminology and applications of typography in the contemporary graphic arts industry. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
GRA 1121C Digital Applications for Desktop Publishing	**4.0 Quarter Credit Hrs**
This course provides the student with introduction to the fundamentals of desktop publishing and its use in the field of commercial art and advertising. Prerequisite: CGS 1031C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

GRA 1122C Digital Applications for Publication Design	**4.0 Quarter Credit Hrs**

A continuation of desktop publishing, focusing on publications using graphic layout. Prerequisite: CGS 1031C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 1171C Advertising Design I	**4.0 Quarter Credit Hrs**

An introduction to the fundamentals of effective retail advertising. This course develops the design principles that are necessary for the artist to produce comprehensive layouts. Prerequisites: GRA 1117C and GRA 1852C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 1172C Advertising Design II	**4.0 Quarter Credit Hrs**

A continuation of GRA 1171C with specific emphasis on industry standards, requirements and techniques. Prerequisite: GRA 1171C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 1852C Illustration Design	**4.0 Quarter Credit Hrs**

Drawing and composition techniques with direct application to marker rendering. Prerequisite: ART 1301C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 2111C Graphic Design I	**4.0 Quarter Credit Hrs**

This course acquaints the student with the basic principles of terminology, methods and systems used to solve graphic design problems. A study of production techniques, theories of color separation and printing processes as they apply to the design function of the commercial artist. Prerequisites: GRA 1117C and GRA 1852C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 2114C Graphic Design II	**4.0 Quarter Credit Hrs**

An advanced study of design for full color, complex print-media production. Emphasis is placed on creating accurately communicative concepts for idea-driven design solutions. Includes advanced techniques in generating comprehensives using the Macintosh computer. Prerequisites: GRA 2111C and CGS 1031C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 2153C Digital Applications for Graphic Illustration	**4.0 Quarter Credit Hrs**

An introduction to techniques of drawing, illustration and layout design for advertising using digital illustrating program on the Macintosh computer. Prerequisite: CGS 1031C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 2182L Advanced Digital Applications	**2.0 Quarter Credit Hrs**

A continuation of computer techniques to enable the student to produce self promotional pieces for résumé and portfolio. Prerequisite: CGS 1031C. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

GRA 2225C Graphic Design Using Adobe Photoshop	**4.0 Quarter Credit Hrs**

This course covers the essentials of creating Web graphics using Adobe Photoshop. Technical fundamentals, tips and techniques for a wide range of graphics encountered in a typical Web design project are explored. Photos, line art, logos, banners, text-as-graphic, imported images, stock photos, and more are utilized. Prerequisite: CGS 1800C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 2940 Commercial Art Externship	**2.0 Quarter Credit Hrs**

A practical experience allowing the student to apply knowledge and skills in the actual work environment. Prerequisite: Approval of Academic Advisor or Academic Dean. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

GRA 2952 Portfolio	**2.0 Quarter Credit Hrs**

This course develops the preparation for entry into the job market including the design and mechanical preparation of a personal logo, business card, and resume. Instruction is also given in portfolio preparation and presentation as it applies to job interviewing skills. Prerequisites: GRA 2114C and student must have completed 40 quarter credit Hrs in the major core requirements. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

HFT 1211 Hospitality Management	**4.0 Quarter Credit Hrs**

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). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFT 1275 Resort Management	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFT 1411 Front Office Procedures	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFT 2229 Current Issues in Hospitality Management	**4.0 Quarter Credit Hrs**

A special study of the underlying causes and available solutions to current issues facing the hospitality industry particularly in the area of human resources: employees turnover, training and development, diversity of work force, productivity, and downsizing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFT 2351 Hospitality Purchasing Management	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFT 2757 Convention Management and Service	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFT 2941 Hospitality Industry Externship	**4.0 Quarter Credit Hrs**

Cooperative arrangements with local hotels and restaurants allow students to receive 120 clock Hrs of practical experience under the supervision of hospitality personnel. Prerequisites: All Hotel and Restaurant Management required courses, completion of 16 quarter credit Hrs in the Major Core and approval of the Academic Dean. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

HFT 3260 Restaurant Management	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFT 3506 Hospitality Marketing	**4.0 Quarter Credit Hrs**

A study of sales, promotion and marketing practices of the hospitality industry. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFT 3606 Laws Related to the Hospitality Industry	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFT 3806 Food and Beverage Management	**4.0 Quarter Credit Hrs**

This course is an overall view of the food service industry including purchasing, receiving, and issuing food and other supplies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFT 4475 Feasibility Study in the Hospitality Industry	**4.0 Quarter Credit Hrs**

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. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HIM 1553 Medical Law and Ethics	**2.0 Quarter Credit Hrs**

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. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

HIM 2260C Introduction to Hospital Billing	**4.0 Quarter Credit Hrs**

This course will cover the hospital-billing environment, including the completion of the UB-92 claim form using the Medisoft Just Claims software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and outpatient UB-92 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. ICD-9 procedural coding and prospective payment systems are introduced. Prerequisite: MEA 1301 and HIM 2272. Lec Hrs: 30.0 Lab Hrs: 20.0 Other Hrs: 0.0.

HIM 2270C Medical Finance and Insurance	**4.0 Quarter Credit Hrs**

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. Prerequisite: HIM 2272. Lec Hrs: 30.0 Lab Hrs: 20.0 Other Hrs: 0.0.

HIM 2272 Medical Insurance Billing	**4.0 Quarter Credit Hrs**

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. Prerequisite: HSC 1524. Lec. Hrs. 040 Lab Hrs 000 Other Hrs. 000

HIM 2326C Computer Applications for Medical Billing/Coding	**4.0 Quarter Credit Hrs**

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 the use of medical office management software. Students will work directly with the software for billing and coding of patient encounters for both ambulatory and inpatient hospital environments. Other medical software may be introduced. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

HIM 2346C Medical Computer Applications	**2.0 Quarter Credit Hrs**

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. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

HSA 1102 Ethics of Caring for the Elderly	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSA 1122 Health Care Delivery System	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSA 1211 Ancillary Health Facilities	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSA 1221C Assisted Living Facility Management	**5.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 020 Other Hrs. 000

HSA 1250 Administrator Certification Course	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

HSA 1288 Assisted Living Internal Relations	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

HSA 1300 Assisted Living Marketing & Outreach	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

HSA 1320 Financial & Computer Software for Assisted Living Administrators	4.0 Quarter Credit Hrs

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. Prerequisite: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSA 1343C Human Resources for Assisted Living	5.0 Quarter Credit Hrs

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. Lec. Hrs 040 Lab Hrs. 020 Other Hrs. 000

HSA 1810L Externship I	6.0 Quarter Credit Hrs

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: HSC 1564, HSC 1565. Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 180

HSA 1902L Externship II	6.0 Quarter Credit Hrs

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. Prerequisite: HAS 1810L. Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 180

HSA 2113 Health Care Delivery Systems, Issues and Transitions	4.0 Quarter Credit Hrs

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. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSA 2182 Health Care Organization and Administration	4.0 Quarter Credit Hrs

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSA 2422 Demographic Aspects and Cultural Diversity in Health Care	4.0 Quarter Credit Hrs

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSA 3140 Health Care Planning/Evaluation	4.0 Quarter Credit Hrs

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. Prerequisite: HSA 2182. Lec. Hrs 040 Lab Hrs. 000 Other Hrs. 000

HSA 3222 Long Term Care Administration	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSA 3344 Public Policy in Health Care	4.0 Quarter Credit Hrs

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSA 4121 Introduction to Health Statistics	4.0 Quarter Credit Hrs

Use of health record database for statistical and reporting purposes. Topics include inputting data and preparing reports as related to health care services. Prerequisites: MAT 1033 and STA 2014. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSA 4170 Financial Management in Health Care	4.0 Quarter Credit Hrs

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. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSA 4193C Information Systems and Computer Application in Health Care	4.0 Quarter Credit Hrs

Overview of health care information systems with emphasis on computer applications. Discussion of software and hardware requirements. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

HSA 4341 Conflict Management in Health Care	**4.0 Quarter Credit Hrs**
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 4502 Risk Management	**4.0 Quarter Credit Hrs**
Safety, liability and loss control issues with emphasis on risk retention, risk reduction, and risk transfer in health care. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 4930 Health Care Management Seminar	**2.0 Quarter Credit Hrs**
A health care management topic is selected by the instructor based upon its impact in the health care industry. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
HSC 1524 Diseases of the Human Body	**4.0 Quarter Credit Hrs**
This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisites BSC 1085, BSC 1086 (BSC 2080 for MIBC students). Lec Hrs 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
HSC 1531 Medical Terminology	**4.0 Quarter Credit Hrs**
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. Lec Hrs: 40.0 Lab Hrs: 0.0 Other Hrs: 0.0.	
HSC 1564 Aging Issues I	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
HSC 1565 Aging Issues II	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Required externship Hrs: 180 Hrs total upon completion of Aging Issues, Part II. Prerequisite: HSC 1564 (Aging Issues I).	
HSC 3553 Legal Aspects/Legislation in Health Care	**4.0 Quarter Credit Hrs**
Introduces the legislation and various legal issues affecting the health care industry. Includes legal obligations of the administration and medical staff, consent for treatment, patients' rights, admission and discharge of patients, negligence and malpractice, licensure, privacy and confidentiality and decision making. Prerequisite: BUL 2131. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 1610 Emergency Medical Services & Fire Operations I	**4.0 Quarter Credit Hrs**
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). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 1620 Emergency Medical Services & Fire Operations II	**4.0 Quarter Credit Hrs**
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. Prerequisite: HSSP 1610. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 2820 Information Technology Security II	**4.0 Quarter Credit Hrs**
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. Prerequisite: DSC 2812. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 3100 Critical Incident Management	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 3200 Facilitating Psychological Support for Catastrophic Events	**4.0 Quarter Credit Hrs**
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. Prerequisite: PSY 2012. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 3301 Case Study 1	**1.0 Quarter Credit Hrs**
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 Hrs of the program. Lec. Hrs: 010 Lab Hrs. 000 Other Hrs. 000	
HSSP 3302 Case Study 2	**1.0 Quarter Credit Hrs**
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 Hrs of the program. Lec. Hrs: 010 Lab Hrs. 000 Other Hrs. 000	
HSSP 3400 Anti-Terrorism Risk Assessment	**4.0 Quarter Credit Hrs**
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. Prerequisite: DSC 1005 Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000	

HSSP 3600 Homeland Security Retreat Option	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSSP 4100 Post Catastrophic Event Documentation and Reporting	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSSP 4200 Critical Issues in Hostage Negotiations	**4.0 Quarter Credit Hrs**

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. Prerequisite: PSY 2012. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSSP 4300 Current Events in Homeland Security Management	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSSP 4400 Communications and Technology Security	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSSP 4500 Weapons of Mass Destruction	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSSP 4600 Mass Casualty Management Planning	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSSP 4700 Capstone Simulation	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

HUM 4474 Cultural Diversity and Assimilation	**4.0 Quarter Credit Hrs**

This course explores methodology of cultural assimilation while retaining ethnic values and identity. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HUN 1001 Basic Nutrition	**2.0 Quarter Credit Hrs**

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. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

INVP 2310 Fingerprints Classification & Latents I	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

INVP 2320 Fingerprints Classification & Latents II	**4.0 Quarter Credit Hrs**

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. Prerequisite: INVP 2310. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

INVP 2600 Collecting and Presenting Audio & Visual Evidence	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

INVP 3100 Theoretical Aspects of Conspiracy Investigations	4.0 Quarter Credit Hrs
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

INVP 3300 Methodology of Economic Crimes	4.0 Quarter Credit Hrs
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

INVP 3500 Private Investigation I	4.0 Quarter Credit Hrs
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

ISM 5026 Management Information Systems	4.0 Quarter Credit Hrs
A comprehensive overview of information systems and the management of these functions. Emphasis on introducing computer hardware, software, procedures, systems, and human resources. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

LIS 2004 Introduction to Internet Research	2.0 Quarter Credit Hrs
Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to the Internet. Prerequisite: None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	

LTC 3207 Ethics and Decision Making in Long Term Care	4.0 Quarter Credit Hrs
This course will provide students an overview of the issues related to ethical dilemmas and decision-making in long term care living facilities. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

LTC 3208 Long Term Care Marketing and Outreach	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

LTC 3209 Long Term Care Licensing Review	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hr. 040 Lab Hrs. 000 Other Hrs. 000	

LTC 3210 Long Term Care Externship	10.0 Quarter Credit Hrs
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. Prerequisite: Major Core (LTC 3201, LTC 3202, LTC 3203). Lec. Hr. 000 Lab Hrs. 000 Other Hrs 300	

LTCP 3201 Introduction to Long Term Care Administration	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

LTCP 3202 Nursing Care of Older Adults in LTC	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

LTCP 3203 Aging Issues, Part I	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

LTCP 3204 Aging Issues, Part II	4.0 Quarter Credit Hrs
This course will provide students a further examination of the issues related to aging and dementia care for long term care living facility managers. Prerequisite: LTC 3203. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

LTCP 3205 Nursing Home Federal Guidelines	4.0 Quarter Credit Hrs
This course will provide students an overview of the specific LTC federal guidelines and requirements in preparation for a Department of Health Services survey. Prerequisite: None. Lec Hrs: Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

LTCP 3206 Human Resources in Long Term Care	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

MACP 3100 Discrete Mathematics	4.0 Quarter Credit Hrs
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. Prerequisite: MAT 1033. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

MAN 1030 Introduction to Business Enterprise	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

MAN 1733 Management Today	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

MAN 2021 Principles of Management	**4.0 Quarter Credit Hrs**

The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2031 Let's Talk Business	**2.0 Quarter Credit Hrs**

Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MAN 2300 Introduction to Human Resources	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2604 Introduction to International Management	**4.0 Quarter Credit Hrs**

A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2727 Strategic Planning for Business	**4.0 Quarter Credit Hrs**

Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000

MAN 2946 Externship in Management I	**4.0 Quarter Credit Hrs**

As part of the preparation for a career in management, the sophomore student is permitted to serve an externship of 120 Hrs 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, Hrs 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 credits of their program and/or have approval of the Program Director. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

MAN 3100 Human Relations in Management	**4.0 Quarter Credit Hrs**

A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. Prerequisite MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 3344 Principles of Supervision	**4.0 Quarter Credit Hrs**

A study of various aspects of the supervisor's job including work planning, organizing, leadership, decision making, and effective communication. Prerequisite MAN 2021 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 3554 Workplace Continuity and Contingency Planning	**4.0 Quarter Credit Hrs**

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4104 Women Managers	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4302 Management of Human Resources	**4.0 Quarter Credit Hrs**

An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2300 or MAN 3100 (HSA 2182 for HCA program). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4400 Labor Relations and Collective Bargaining	**4.0 Quarter Credit Hrs**

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. Prerequisite: MAN 2021 or HFT 1211. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4701 Business Ethics	**4.0 Quarter Credit Hrs**

This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4734 Contemporary Management	**4.0 Quarter Credit Hrs**

This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making. Prerequisite MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4764 Business Policy and Strategy	**4.0 Quarter Credit Hrs**

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. Prerequisite: MAN 2021 (None for HCA students). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4946 Externship in Management II	**4.0 Quarter Credit Hrs**

As part of the preparation for a career in management, students are permitted to serve in externships of 120 Hrs in management functions of financial, business, and industrial organizations or government agencies. Arrangements for the externship training provide for assignment of duties, Hrs 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 credits of their program and/or have approval of the Program Director. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

MAN 5066 Managerial Ethics	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 5140 Managerial Decision Making	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 5245 Organizational Behavior	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 5266 Management of Professionals	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 5285 Organizational Development and Change	4.0 Quarter Credit Hrs

Theory and research related to management efforts to design and implement continual developmental activities to alter climate and improve productivity and effectiveness in organizations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 5355 Managerial Assessment and Development	4.0 Quarter Credit Hrs

Foundations of measurement of managerial performance and development. Analysis of research in competence, style, ratings, and performance. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 5601 International Business	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 5910 Business Research	4.0 Quarter Credit Hrs

An in-depth study of business research methods and practices vital to the business professional. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 6307 Management of Human Resources	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 6721 Business Policy and Strategy	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 2501 Capstone Experience	4.0 Quarter Credit Hrs

This course, to be taken within the student's last 24 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. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000

MANP 4501 Applied Management Senior Capstone Experience	4.0 Quarter Credit Hrs

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. Prerequisite: MAN 2021. Lec Hrs: 040 Lab Hrs: 000 Other Hrs: 000

MAR 1011 Introduction to Marketing	4.0 Quarter Credit Hrs

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2141 Introduction to International Marketing	4.0 Quarter Credit Hrs

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. Prerequisite: MAR 1011 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2305 Customer Relations and Servicing	4.0 Quarter Credit Hrs

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2323 Advertising	**4.0 Quarter Credit Hrs**
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2721 Marketing on the Internet	**4.0 Quarter Credit Hrs**
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. Prerequisite: MAR 1011. Lec. Hrs. 030 Lab. Hrs. 020 Other Hrs. 000.	
MAR 3142 Global Marketing	**4.0 Quarter Credit Hrs**
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. Prerequisite: MAR 1011 or MAR 2141. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 3231 Retailing	**4.0 Quarter Credit Hrs**
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. Prerequisite: MAN 1030 or MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 3310 Public Relations	**4.0 Quarter Credit Hrs**
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. Prerequisite: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 3400 Salesmanship	**4.0 Quarter Credit Hrs**
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 3503 Consumer Behavior	**4.0 Quarter Credit Hrs**
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. Prerequisite: MAR 1011 or MAR 2323. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 4156 International Marketing Analysis	**4.0 Quarter Credit Hrs**
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. Prerequisite: MAR 2141 or MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 4200 Marketing Channels and Distribution	**4.0 Quarter Credit Hrs**
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. Prerequisite: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 4333 Promotional Policies and Strategies	**4.0 Quarter Credit Hrs**
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: MAR 1011 and MAR 2323. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 4613 Marketing Research	**4.0 Quarter Credit Hrs**
Research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 4804 Marketing Administration	**4.0 Quarter Credit Hrs**
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. Prerequisite: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 5153 International Marketing	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 5805 Marketing Management	**4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAT 0024 Basic Math Studies	**4.0 Quarter Credit Hrs**
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. Lec. Hrs 040 Lab Hrs. 000 Other Hrs. 000	
MAT 1033 College Algebra	**4.0 Quarter Credit Hrs**
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MCB 2000: Microbiology	**4.0 Quarter Credit Hrs**
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. Prerequisite: None Lec Hrs: 40.0 Lab Hrs: 0.0 Other Hrs: 0.0.	

MCB 2000 Microbiology and Infection Control	**4.0 Quarter Credit Hrs**

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. Prerequisite: None Lec Hrs: 40.0 Lab Hrs: 0.0 Other Hrs: 0.0.

MEA 1006C Therapeutic Communication	**2.0 Quarter Credit Hrs**

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. Lec Hrs: 20.0 Lab Hrs: 0.0 Other Hrs: 0.0.

MEA 1105 Domestic Violence	**2.0 Quarter Credit Hrs**

This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MEA 1207 Basic Clinical Procedures	**4.0 Quarter Credit Hrs**

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. Prerequisite: HSC 1524. Corequisite: MEA 1207L. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1207L Basic Clinical Procedures Lab	**2.0 Quarter Credit Hrs**

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. Prerequisite: HSC 1524. Corequisite: MEA 1207. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MEA 1226C Exams and Specialty Procedures	**4.0 Quarter Credit Hrs**

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. Prerequisite: MEA 1207, MEA 1207L. Corequisite: MEA 1226L. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1226L Exams and Specialty Procedures Lab	**2.0 Quarter Credit Hrs**

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. Prerequisite: MEA 1207, MEA 1207L. Corequisite: MEA 1226C. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MEA 1235 Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition	
4.0 Quarter Credit Hrs	

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. Prerequisite: HSC 1524. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1243L Pharmacology Lab	**2.0 Quarter Credit Hrs**

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. Prerequisite: BSC 1085, BSC 1086, HSC 1524. Corequisite: MEA 2244. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

HSC 1524 Diseases of the Human Body	**4.0 Quarter Credit Hrs**

This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisites BSC 1085, BSC 1086 (BSC 2080 for MIBC students). Lec Hrs 40.0 Lab Hrs. 0.0 Other Hrs. 0.0

MEA 1304C Medical Office Procedures	**4.0 Quarter Credit Hrs**

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. Prerequisite: HSC 1531, OST 1114L. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

MEA 2244 Pharmacology	**4.0 Quarter Credit Hrs**

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: BSC 1085, BSC 1086, and MEA1250. Corequisite: MEA1243L (No corequisite for PTN students). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 2245L Phlebotomy	**2.0 Quarter Credit Hrs**

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. Prerequisite: MEA 2260, MLS 2260L. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

MEA 2246 Pharmacology for MIBC	**4.0 Quarter Credit Hrs**

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. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000

MEA 2257L Introduction to X-ray	**4.0 Quarter Credit Hrs**

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. Prerequisite: BSC 1085, BSC 1086. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 2260 Diagnostic Procedures	**4.0 Quarter Credit Hrs**

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. Prerequisite: BSC 1085, BSC 1086, HSC 1524, MEA 1207, MEA 1207L. Corequisite: MLS 2260L. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 2285L EKG Interpretation	**2.0 Quarter Credit Hrs**

This course enables the student to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing the skill learned, the student will be able to identify and respond appropriately to life-threatening cardiac arrhythmias and EKG changes. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MEA 2305 Medical Office Management and Compliance	**4.0 Quarter Credit Hrs**

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 2337 Patient and Insurance Collection Strategies	**4.0 Quarter Credit Hrs**

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. Prerequisite: HIM 2272. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 2340 Coding Cases I (Physician Professional Services)	**2.0 Quarter Credit Hrs**

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. Prerequisite: MEA 2355. Lec. Hrs. 000 Lab Hrs 040 Other Hrs. 000

MEA 2344 Workers' Compensation & Specialties	**4.0 Quarter Credit Hrs**

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. Prerequisite: HIM 2272. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 2349L Coding Cases II (Hospital Billing)	**2.0 Quarter Credit Hrs**

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. Prerequisite: MEA 2355 and HIM 2260C. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MEA 2355 Introduction to Coding and Documentation	**4.0 Quarter Credit Hrs**

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. Prerequisite: HSC 1524, MEA 1232. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 2388 Government Payers	**4.0 Quarter Credit Hrs**

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. Prerequisite: HIM 2272. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 2561 Professional Procedures	**2.0 Quarter Credit Hrs**

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. Prerequisite: All medical classes. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MEA 2802 Medical Externship	**5.0 Quarter Credit Hrs**

This course is 160 Hrs 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. Prerequisite: All classes in the Medical Core must be completed prior to enrollment. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160

MEAP 1301 ICD-9 Coding	**4.0 Quarter Credit Hrs**

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. Prerequisite: HSC 1524 and BSC 2080. May be taken with co-requisite of HSC 1524. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000

MEAP 1305 Introduction to CPT Coding	**4.0 Quarter Credit Hrs**

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. Prerequisite: HSC 1524, HSC 1524, and BSC 2080. Lec Hrs: 40. Lab Hrs: 20 Other Hrs. 000

MEAP 2345 Third Party Payers	**4.0 Quarter Credit Hrs**

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. Prerequisite: HIM 2272. Lec Hrs: 40. Lab Hrs: 20 Other Hrs. 000

MEAP 2346 Advanced CPT Coding	**4.0 Quarter Credit Hrs**

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. Prerequisite: MEA 1305. Lec Hrs: 40. Lab Hrs: 20 Other Hrs. 000

MEAP 2348 Abstract Case Coding	**2.0 Quarter Credit Hrs**

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. Prerequisite: MEA 2346. Lec Hrs: 40. Lab Hrs: 20 Other Hrs. 000

MEAP 2808 Externship for MIBC	**4.0 Quarter Credit Hrs**

This course is 120 Hrs 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. Prerequisite: All classes in the MIBC CORE must be completed prior to enrollment. Lec Hrs 0.0 Lab Hrs 0.0 Other Hrs 120

MLS 2260L Diagnostic Procedures Lab	**2.0 Quarter Credit Hrs**

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. Prerequisite: BSC 1085, BSC 1086, HSC 1524, MEA 1207, MEA 1207L. Corequisite: MEA 2260. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MMC 4602 Mass Media	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MTB 1103 Business Math	**4.0 Quarter Credit Hrs**

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

NSGP 2030: Care of the Adult Client II	**3.0 Quarter Credit Hrs**

This course builds on the course content of NSG 1020 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: NSG 2010, 2015, 2020, 2025, and SYG 2000. Co-requisites: MEA 1006C, CGS 2167C, and NSGP 2035. Lec Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0

NSGP 2035: Care of the Adult Client II Clinical	**3.0 Quarter Credit Hrs**

The clinical portion of the course integrates the theory in caring for the adult client in multiple clinical sites. Prerequisites: NSG 2010, 2015, 2020, 2025, and SYG 2000. Co-requisite: NSGP 2030, MEA 1006C, and CGS 2167C. Lec Hrs. 0.0 Lab Hrs. 16.0 Other Hrs. 104.0

NSGP 2040: Advanced Nursing Care	**4.0 Quarter Credit Hrs**

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: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2045, 2050, 2055, and 2060. Lec Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0

NSGP 2045: Advance Nursing Care Clinical	**4.0 Quarter Credit Hrs**

The clinical portion of the course integrates the theory in by focusing on providing complex care of clients in multiple clinical sites. Prerequisites: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2040, 2050, 2055, and 2060. Lec Hrs. 0.0 Lab Hrs. 16.0 Other Hrs. 104.0

NSGP 2050: Nursing Leadership and Management	**3.0 Quarter Credit Hrs**

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: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2040, 2045, 2055 and 2060. Lec Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0

NSGP 2055: Nursing Leadership and Management Clinical	**3.0 Quarter Credit Hrs**

The clinical portion of the course integrates the theoretical aspects of nursing leadership and management in a variety of settings. Prerequisites: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2040, 2045, 2050 and 2060. Lec Hrs. 0.0 Lab Hrs. 8.0 Other Hrs. 82.0

NSGP 2060: NCLEX Review	**1.0 Quarter Credit Hrs**

This course provides a systematic review of nursing material that will prepare the student for the NCLEX-RN. Prerequisites: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2040, 2045, 2050, and 2055. Lec Hrs. 10.0 Lab Hrs. 0.0 Other Hrs. 0.0

NSGP 3066C Physical Exam and Health Assessment:	

This course focuses on techniques of physical examination and client assessment, health Emphasizes the assessment phase of the nursing process using critical thinking to enable the student to perform health evaluations of health status throughout the life span. Prerequisite: RN Licensure Co-requisites: Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

NSGP 3125 Pathophysiology for Nursing Practice:	

An in-depth study of cellular alterations in organ systems as they relate to selected disease states that impact the health of individuals. Emphasis is placed on critical thinking and decision making related to these alterations in homodynamic balance, their presentation and implications for nursing practice. Age-related, cultural, and ethnic variations will be explored. Prerequisites: RN Licensure Co-requisites: Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

NSGP 3145 Pharmacology in Nursing Practice:	

This course enhances the professional nursing student understanding of the principles of pharmacology and drug therapies, pharmacologic-therapeutic classes of drugs, and important drug information resources. Emphasis is placed on nurse's role in drug administration, the nursing process with patient teaching, application in nursing practice, and legal and ethical responsibilities for administering drugs. Prerequisites: RN Licensure Co-requisites: NSGP 3125 Lec Hrs. 040 Lab Hrs. 000 Other hrs. 000

NSGP 3805 Professional Role Transition:	

This course focuses on the nonclinical aspects of the professional nursing role. Provide introduction to informatics in relation to healthcare and analyzes various applications of information systems. Key concepts covered include theoretical models, computers in healthcare, information processing, data management, data acquisition and consumer informatics. Prerequisite: RN Licensure Co-requisites: Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

NSGP 3826 Ethical Legal Aspects of Nursing and Health Care:	

Legal and ethical aspects of the nurse's role in the delivery and management of health care are examined in this course. Focus on ethical decision-making in health care situations will be addressed. The course will explore the impact of health policy changes on nursing practice and the delivery of health care to culturally diverse clients throughout the lifespan. Prerequisite: RN Licensure Co-requisites: NSGP 3805. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

NSGP 4165 Nurses As Educators:
This course introduces the student to the theory and principles of nursing education in preparation for the teaching role in healthcare institutions. Emphasis is placed on adult learning theory, role transition of the clinical educator, practical skills, legal and ethical issues, and current trends in nursing education. Prerequisite: RN Licensure Co-requisites: Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

NSGP 4265 Nursing Informatics:
Provide introduction to informatics in relation to healthcare and analyzes various applications of information systems. Key concepts covered include theoretical models, computers in healthcare, information processing, data management, data acquisition and consumer informatics. Prerequisite: RN Licensure Co-requisites: Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

NSGP 4310 Community/Public Health Nursing:
This course introduces the concepts and principles basic to the development and maintenance of the community's health and relates them to the practice of the health professional. The epidemiological process guides the survey of current major health issues. The course focuses on the health issues of underserved, vulnerable, or culturally diverse, rural or urban communities and populations at local, state, national, and global levels. Prerequisite: RN Licensure Co-requisites: NSGP 4310L Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

NSGP 4310L Community/Public Health Nursing Clinical:
The clinical portion of the course integrates and applies the theory in a variety of community- and population-based settings with consultation and availability of multiple health care resources and in collaboration with underserved, vulnerable, or culturally diverse, rural or urban communities and populations. The nursing process guides the community/population-based assessment of current major health issues, and the design, implementation, and evaluation of a community/population-appropriate and acceptable, nursing intervention. Prerequisite: RN Licensure Co-requisites: NSGP 4310 Lec Hrs. 000 Lab Hrs. 120 Other Hrs. 000

NSGP 4365 Nursing Research:
This course is an overview of the role and scope of research as it relates to the formation of nursing knowledge and the application to nursing practice Emphasis is placed on critically evaluating nursing research studies and understanding the importance of utilizing research for evidenced based practice. Prerequisite: RN Licensure, NSGP 4265 & 3826 Co-requisites: Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

NSGP 4410 Nursing Roles: Management and Leadership:
This course introduces the management functions and leadership roles of professional registered nurses within the structure of an organization. Prerequisites: NSGP 3805, 3066C, 3826, 3145, 3125, 4165, 4265, 4265L, 4310, 4310L Co-requisites: NSGP 4365, 4410L Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

NSGP 4410L Nursing Roles: Management and Leadership Clinical:
This course introduces the practicum portion of the management functions and leadership roles of professional registered nurses within the structure of an organization. Prerequisites: NSGP 3805, 3066C, 3826, 3145, 3125, 4165, 4265, 4265L, 4310, 4310L Co-requisites: NSGP 4410, 4365 Lec Hrs. 000 Lab Hrs. 120 Other Hrs. 000

NSGP 4507 Professional Nursing Role Synthesis:
This course provides the opportunity for students to synthesize knowledge from liberal arts and nursing as basis for professional nursing practice. Students recognize the leadership role of the professional nurse in assessing, planning, implementing and evaluation nursing care in a various health care settings. Students will have the opportunity to share experiences and to discuss trends and issues which influence change in professional nursing practice. Prerequisites: NSGP 3805, 3066C, 3826, 3145, 3125, 4165, 4265, 4265L, 4310, 4310L, 4365, 4410, 4410L Co-requisites: NSGP 4510C Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

NSGP 4510C Senior Nurse Practicum:
This course provides the opportunity for students to synthesize knowledge from liberal arts and nursing as basis for professional nursing practice. Students will demonstrate synthesis of knowledge through the implementation of a change project utilizing the nursing process in a selected clinical setting. Prerequisites: NSGP 3805, 3066C, 3826, 3145, 3125, 4165, 4265, 4265L, 4310, 4310L, 4365, 4410, 4410L Co-requisites: NSGP 4507. Lec Hrs. 0000 Lab Hrs. 120 Other Hrs. 000

NUR 1023: Fundamentals of Nursing   **3.0 Quarter Credit Hrs**
Course Description: This course is designed to introduce the student to the art and science of nursing. The focus will be on the development of a beginning understanding of the nursing process and the development of fundamental nursing skills essential to the provision of professional nursing care. Prerequisite: Admission to the Nursing program and completion of BSC 1085, PSY 2012, MAT 1033 and SLS 1105. Lec Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0

NUR 1023L: Fundamentals of Nursing Clinical   **3.0 Quarter Credit Hrs**
The clinical portion of the course integrates the theory in both on-campus labs and practice in various health care agencies. Prerequisites: BSC 1085, PSY 2012, MAT 1033 and SLS 1105. Co-requisites: NUR 1023, BSC 1086, ENC 1101 and HUN 1001. Lec Hrs. 0.0 Lab Hrs. 32.0 Other Hrs. 58.0

NUR 1140: Nursing Pharmacology   **3.0 Quarter Credit Hrs**
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: NUR 1023, NUR 1023L, BSC 1086, BSC 1085, PSY 2012, MAT 1033, HUN 1001, MCB 2000. Co-requisites: NUR 1210, NUR 1210L and MCB 2000 Lec Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0

NUR 1210: Care of the Adult Client I   **4.0 Quarter Credit Hrs**
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: NUR 1023, 1023L, BSC 1085, BSC 1086, PSY 2012, MAT 1033, and HUN 1001. Co-requisites: NUR 1210L, 1140, and MCB 2000. Lec Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0

NUR 1210L: Care of the Adult Client I Clinical	4.0 Quarter Credit Hrs

The clinical portion of the course integrates the theory in a variety of settings with consultation and availability of multiple health care resources. Prerequisites: NUR 1023, 1023L, BSC 1085, BSC 1086, PSY 2012, MAT 1033 and HUN 1001. Co-requisites: NUR 1210, 1140, and MCB 2000. Lec Hrs. 0.0 Lab Hrs. 120.0 Other Hrs. 0.0

NUR 1440: Maternal and Child Nursing	4.0 Quarter Credit Hrs

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: NUR 1140, 1210, 1210L, MCB 2000. Co-requisites: NUR 1440L, ENC 1102, DEP 2053. Lec Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0

NUR 1440L: Maternal and Child Nursing Clinical	4.0 Quarter Credit Hrs

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: NUR 1140, 1210, 1210L, MCB 2000. Co-requisites: NUR 1440, ENC 1102, DEP 2053. Lec Hrs. 0.0 Lab Hrs. 120.0 Other Hrs. 0.0

NUR 2513: Mental Health Nursing	3.0 Quarter Credit Hrs

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: NSG 1030, NSG 1035, DEPP 2053. Co-requisites: NUR 2013L, 2611, 2611L and SYG 2000. Lec Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0

NUR 2513L: Mental Health Nursing Clinical	3.0 Quarter Credit Hrs

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. Prerequisite: NSG 1030, 1035 and DEPP 2053. Co-requisites: NUR 2513, 20611, 2611L and SYG 2000. Lec Hrs. 0.0 Lab Hrs. 8.0 Other Hrs. 82.0

NUR 2611: Contemporary Nursing in Community Settings	3.0 Quarter Credit Hrs

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: DEPP 2053, NSG 1030, and 1035. Co-requisites: NUR 2513, 2013L, 2611L, and SYG 2000. Lec Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0

NUR 2611L: Contemporary Nursing in Community Clinical	3.0 Quarter Credit Hrs

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: DEPP 2053, NSG 1030, and 1035. Co-requisite: NUR 2611, NUR 2513, NUR 2513L, and SYG 2000. Lec Hrs. 0.0 Lab Hrs. 8.0 Other Hrs. 82.0

OST 1141L Keyboarding	2.0 Quarter Credit Hrs

Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OST 1147C Speed-Building Skills	2.0 Quarter Credit Hrs

This course develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, random letter, symbol, and number drills. Focus of the course will be on practices such as punctuation, numbers, symbol, keypad, and word family practice. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

OST 1401C Office Operations	2.0 Quarter Credit Hrs

This course provides students with the essential knowledge and skills to be successful in today's office workplace. Students will learn to be productive team members, process information using different technologies including the Internet, and communicate effectively to both customers and other members of the organization. Topics also to be covered include using the telephone properly, preparing travel arrangements, and assisting in meeting preparation. These skills will be presented from the perspective of increasing office productivity. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

OST 1791C Electronic Communication	2.0 Quarter Credit Hrs

This course provides a complete overview of electronic communication. There is an emphasis on navigation and integration of e-mail software utilizing Microsoft Outlook. Students will become familiarized with electronic documentation, while learning important skills such as opening and Edit E-mail, sending attachments, Create contacts, managing mail, scheduling appointments, scheduling meetings, scheduling events, Create and updating tasks, integrating calendars with other office components, and printing E-mail sent documents. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

OST 2335 Business Communications	4.0 Quarter Credit Hrs

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. Prerequisite: ENC 1102 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OST 2711C Introduction to Word Processing	2.0 Quarter Credit Hrs

This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, they will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

OST 2712C Intermediate Word Processing	4.0 Quarter Credit Hrs

This intermediate course in word processing focuses on enhancing the student's ability to manipulate paragraphs and documents through the use of tabs, margins, spacing, borders, and shadings. Emphasis is placed on creating more informative and organized documents through the use of charts, graphs, tables, headers and footers. Advanced file management skills are discussed as well. Prerequisite: OST 2711C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

OST 2724C Advanced Word Processing	4.0 Quarter Credit Hrs

This course provides students with the remaining tools required to perform advanced business word processing. Upon successful completion of the course the student should be familiar with all the Microsoft Word commands and functions. There is a focus on mail merge, while more efficient and professional documents are obtained through the use of templates, wizards, and graphics. The creation and modification of such tools is discussed intensively. Prerequisite: OST 2712C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

OST 2813C Introduction to Desktop Publishing	**2.0 Quarter Credit Hrs**

This course provides an introduction to desktop publishing. There is an emphasis on terminology, and the creation and editing of simple desktop publishing files. Students will design effective publications by creating, importing, and manipulating graphics Students will also learn to use desktop publishing software tools. Prerequisite: CGS 2167C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

OST 2821C Desktop Publishing Skills	**4.0 Quarter Credit Hrs**

This course provides a complete overview of desktop publishing. The emphasis is on modifying and customizing documents through linking and embedding text, working with visual elements, adding color, importing text and graphics, as well as creating and managing libraries. Students will also learn to use desktop publishing software templates, and learn how to refine the printing process and work with scanned images. Prerequisite: OST 2822. Lec. Hrs. 10 Lab Hrs. 20 Other Hrs. 000

PGY 2890C Digital Image Manipulation	**4.0 Quarter Credit Hrs**

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. Prerequisite: CGS 1031C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PHI 3601 Ethics	**4.0 Quarter Credit Hrs**

Critical and constructive study is given to ethical thought and ideals, with emphasis upon the central assumptions of personal and social morality. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PHIP 2100 Critical Thinking	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PHIP 3131 Logic	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 1003 Introduction to Paralegal	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0000

PLA 1105 Legal Research and Writing I	**4.0 Quarter Credit Hrs**

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. Prerequisite: PLA 1003. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 1700 Legal Ethics and Social Responsibility	**4.0 Quarter Credit Hrs**

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. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2106 Legal Research and Writing II	**4.0 Quarter Credit Hrs**

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. Prerequisite: PLA 1105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 2201 Civil Litigation I	**4.0 Quarter Credit Hrs**

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. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2203 Civil Procedure	**4.0 Quarter Credit Hrs**

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. Prerequisite: PLA 1003. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2224 Civil Litigation II	**4.0 Quarter Credit Hrs**

This course follows PLA 2201, 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. Prerequisite: PLA 2201. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2273 Torts	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2363 Criminal Procedure and the Constitution	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2423 Contract Law	**4.0 Quarter Credit Hrs**

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. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2433 Business Organizations	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2460 Bankruptcy	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2483 Introduction to Administrative Law	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2600 Wills, Trusts, and Probate	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2610 Real Estate Law	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2631 Environmental Law	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2763 Law Office Management	**4.0 Quarter Credit Hrs**

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. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2800 Family Law	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2930 Contemporary Issues and Law	**4.0 Quarter Credit Hrs**

This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 3115 Legal Research and Writing III	**4.0 Quarter Credit Hrs**

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 WESTLAW. Prerequisite: PLA 2106. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 3570 International Law	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 4116 Legal Research and Writing IV	**4.0 Quarter Credit Hrs**

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. Prerequisite: PLA 3115. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 4263 Rules of Evidence	**4.0 Quarter Credit Hrs**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 4274 Advanced Tort Law	4.0 Quarter Credit Hrs

A continuation of PLA 2273. 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. Prerequisite: PLA 2273. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 4470 Employment Law	4.0 Quarter Credits Hrs

State and federal regulation of employment relationships with primary focus upon harassment laws; workers disability, unemployment compensation, wrongful discharge and discrimination. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 4473 Worker's Compensation and Employment Benefit Law	4.0 Quarter Credit Hrs

This course will identify the concepts of workman's compensation and benefit law for the paralegal. The student will compare and contrast concepts including master-servant, principal-agent, and independent contractor relationships. Statutory and regulatory matters will be discussed including Workman's Compensation, Occupational Safety and Health Act, functions of the Occupational Safety and Health Review commission and ERISA. Students will develop and understanding of work related injuries and legal consequences. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 4523 Law and Medicine	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 3210 Elder Law	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 4400 Paralegal Senior Capstone Experience	4.0 Quarter Credit Hrs

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. Prerequisite: student must be in final two quarters of the program. Lec Hrs: 40 Lab Hrs: 0 Other: 0.

PLAP 4450 Paralegal Externship	4.0 Quarter Credit Hrs

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. Lec. Hrs: 00. Lab Hrs: 00. Other Hrs: 120 Hrs.

PLAP 4483 Administrative Law	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

POS 2041 American National Government	4.0 Quarter Credit Hrs

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

POT 4064 Contemporary Political Theories	4.0 Quarter Credit Hrs

An examination of the various theoretical approaches to governing a modern state. Some of the forms covered are Fascism, Nazism, Communism, Socialism and Representative Democracy. Special attention will be focused on the changes brought to the democratic process by the Cold War and by the new role of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PSMP 2535 Introduction to Proprietary Education	4.0 Quarter Credit Hrs

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. Lec Hrs: 40. Lab Hrs: 0.

PSMP 3105 Higher Education Regulatory Environment	4.0 Quarter Credit Hrs

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. Lec Hrs: 40. Lab Hrs: 0.

PSMP 3200 Student Services and Retention in Proprietary Education	4.0 Quarter Credit Hrs

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. Lec Hrs: 40. Lab Hrs: 0.

PSMP 3300 Admissions and Public Relations for Proprietary Education	4.0 Quarter Credit Hrs

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. Lec Hrs: 40. Lab Hrs: 0.

PSMP 3400 Career Services in Proprietary Education	4.0 Quarter Credit Hrs

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. Lec Hrs: 40. Lab Hrs: 0.

PSMP 3510 Proprietary Education Financial Management   **4.0 Quarter Credit Hrs**
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. Lec Hrs: 40. Lab Hrs: 0.

PSMP 3600 Academic Affairs and Faculty Development   **4.0 Quarter Credit Hrs**
This course focuses on core areas of academic affairs and faculty development in the college environment. Areas of concentration include faculty hiring and development, understanding the role of the Registrar's office, and student retention management. Additional attention is given to curriculum development and administration, regulatory compliance, and effective reporting. This course concludes with a review and application of academic oversight and the impact of Program Advisory Committees on academic quality. Lec Hrs: 40. Lab Hrs: 0.

PSMP 4100 Finance and Investments in Proprietary Education   **4.0 Quarter Credit Hrs**
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. Lec Hrs: 40. Lab Hrs: 0.

PSMP 4200 Proprietary Education Management and Leadership   **4.0 Quarter Credit Hrs**
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. Lec Hrs: 40. Lab Hrs: 0.

PSMP 4325 Project – Admissions and Public Relations   **4.0 Quarter Credit Hrs**
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. Prerequisite: PSMP 3300. Lec Hrs: 40. Lab Hrs: 0.

PSMP 4425 Project – Academic Affairs and Placement   **4.0 Quarter Credit Hrs**
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: PSMP 3400 and PSMP 3600. Lec Hrs: 40. Lab Hrs: 0.

PSMP 4470 Business Policy and Strategy in Proprietary Education   **4.0 Quarter Credit Hrs**
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. Lec Hrs: 40. Lab Hrs: 0.

PSMP 4525 Project – Finance, Strategy, and Org. Leadership   **4.0 Quarter Credit Hrs**
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. Prerequisite: PSM 4100 and PSMP 4470. Lec Hrs: 40. Lab Hrs: 0.

PSY 2012 General Psychology   **4.0 Quarter Credit Hrs**
This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PTN 1702 Administration of Medication and the History of Pharmacy   **4.0 Quarter Credit Hrs**
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PTN 1703 Pharmaceutical Calculations   **4.0 Quarter Credit Hrs**
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. Prerequisite: PTN 1704. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PTN 1704 Professional Aspects of Pharmacy Technology   **4.0 Quarter Credit Hrs**
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 Prerequisite: PTN 1702. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PTN 1733C Pharmacy Operations   **4.0 Quarter Credit Hrs**
In this course, emphasis is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy, drug distribution process, pharmacy environments, including ambulatory and institutional pharmacy practice, and fundamentals of reading prescriptions, and infection control in the pharmacy. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 00

PTN 1740 Externship   **5.0 Quarter Credit Hrs**
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. Prerequisite: Completion of didactic program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160

PTN 1780C Administrative and Practical Aspects of Pharmacy Technology   **4.0 Quarter Credit Hrs**
This course is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in this course is use of policy and procedures manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medications errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services. Prerequisite: PTN 1702. Lec. Hrs. 030 Lab Hrs.020 Other Hrs. 000

PTNP 1200 Home Infusion Pharmacy   **2.0 Quarter Credit Hrs**
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. Prerequisite: PTNP 2020, PTNP 2030. Lec Hrs: 020 Lab Hrs: 000 Other Hrs: 000

PTNP 1300 Communication Skills in Pharmacy   **4.0 Quarter Credit Hrs**
This course is designed to provide the student with the foundation to define interpersonal communication and its various components. Student swill 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. Lec Hrs: 040 Lab Hrs: 000 Other Hrs: 000

PTNP 2020 Pharmacology I   **4.0 Quarter Credit Hrs**
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. Prerequisite: BSC 1086, HSC 1524, BSC 1085, PTN 1703. Lec Hrs: 040 Lab Hrs: 000 Other Hrs: 000

PTNP 2030 Pharmacology II   **4.0 Quarter Credit Hrs**
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. Prerequisite: BSC 1086, HSC 1524, BSC 1085, PTN 1703, PTNP 2020. Lec Hrs: 040 Lab Hrs: 000 Other Hrs: 000

PTNP 2200 Pharmacy Technology Lab   **2.0 Quarter Credit Hrs**
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. Prerequisite: BSC 1085, BSC 1086, HSC 1524, PTN 1780C, PTN 1703, PTN 1733C. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

QMB 5305 Statistics for Managers   **4.0 Quarter Credit Hrs**
A comprehensive introduction to statistical business methods in decision making. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

QMB 5355 Quantitative Methods   **4.0 Quarter Credit Hrs**
Statistical theory and problems relating to business and industry in supporting administrative decision making. Prerequisite: QMB 5305 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

QMBP 3314 Quantitative Methods   **4.0 Quarter Credit Hrs**
Quantitative techniques and analysis are examined. Topics include matrix algebra, systems of equations, linear programming, inventory models, waiting and queuing lines and simulation. Prerequisite: STA 2014 or MAT 1033 or approval of Academic Advisor or Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

RESP 3912 Research Methods   **4.0 Quarter Credit Hrs**
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. Prerequisite: STA 2014 – may be taken concurrently with this course. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

RTEP 1101: Introduction to Radiologic Technology   **4.0 Quarter Credit Units**
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. 40 Lec Hrs /0 Lab Hrs / 0 Clinical Hrs / No Prerequisite: MAT 1033

RTEP 1102: Radiologic Physics & Equipment   **5.0 Quarter Credit Units**
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. 30 Lec Hrs / 40 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1101

RTEP 1103: Radiographic Anatomy & Positioning	5.0 Quarter Credit Units
Students learn the anatomy and positioning as it relates to radiography: extremities, thorax, vertebral column, pelvic & shoulder girdles, thoracic viscera, abdomen, gastrointestinal, biliary and genitourinary tracts. Hands-on positioning labs are included in this course. 30 Lec Hrs /40 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1102	

RTEP 1104: Radiation Protection & Safety	5.0 Quarter Credit Units
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. 40 Lec Hrs / 20 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1103	

RTEP 1105: Patient Care & Management Fundamentals	5.0 Quarter Credit Units
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. 40 Lec Hrs / 20 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1104	

RTEP1106: Clinical Practice I	3.0 Quarter Credit Units
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. 0 Lec Hrs / 0 Lab Hrs / 90 Clinical Hrs / Prerequisite: RTEP 1105	

RTEP 1107: Radiographic Pathology	3.0 Quarter Credit Units
Students learn the basic principles of pathology and the radiographic appearance of diseases and injuries that are likely to be associated with imaging. 30 Lec Hrs / 0 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1106	

RTEP 1108: Advanced Imaging Procedures	4.5 Quarter Credit Units
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. 40 Lec Hrs / 10 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1107	

RTEP1109: Clinical Practice II	3.0 Quarter Credit Units
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. 0 Lec Hrs / 0 Lab Hrs / 90 Clinical Hrs / Prerequisite: RTEP 1108	

RTEP1110: Clinical Practice III	14.0 Quarter Credit Units
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. 0 Lec Hrs / 0 Lab Hrs / 420 Clinical Hrs / Prerequisite: RTEP 1109	

RTEP 1111: Film Critique I	3.0 Quarter Credit Units
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. 30 Lec Hrs / 0 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1110	

RTEP1112: Clinical Practice IV	14.0 Quarter Credit Units
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. 0 Lec Hrs / 0 Lab Hrs / 420 Clinical Hrs / Prerequisite: RTEP 1111	

RTEP 1113: Film Critique II	3.0 Quarter Credit Units
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. 30 Lec Hrs / 0 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1112	

RTEP1114: Clinical Practice V	14.0 Quarter Credit Units
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. 0 Lec Hrs / 0 Lab Hrs / 420 Clinical Hrs / Prerequisite: RTEP 1113	

RTEP 1115: Film Critique III	3.0 Quarter Credit Units
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. 30 Lec Hrs / 0 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1114	

RTEP1116: Clinical Practice VI	14.0 Quarter Credit Units
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. 0 Lec Hrs / 0 Lab Hrs / 420 Clinical Hrs / Prerequisite: RTEP 1115	

RTEP 1117: Film Critique IV   **3.0 Quarter Credit Units**
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. 30 Lec Hrs / 0 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1116

RTEP1118: Radiology Certification Review   **1.0 Quarter Credit Units**
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. 10 Lec Hrs / 0 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1117

SBM 2000 Small Business Management   **4.0 Quarter Credit Hrs**
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SCC 1102 Business & Ethics for Security Specialists   **4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1105 Strategies for Success   **4.0 Quarter Credit Hrs**
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1321 Career Skills   **2.0 Quarter Credit Hrs**
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SLS 1392 Workplace Relationships   **2.0 Quarter Credit Hrs**
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. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SLS 1505 Basic Critical Thinking   **2.0 Quarter Credit Hrs**
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. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SLSP 3130 Principles and Applications of Adult Learning   **4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SOP 4005 Social Psychology   **4.0 Quarter Credit Hrs**
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY 2012. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPC 2016 Oral Communications   **4.0 Quarter Credit Hrs**
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPC 360 Advanced Speech   **4.0 Quarter Credit Hrs**
A professional communication course emphasizing application and criticism appropriate for examining and changing communicative interaction in professional situations. Prerequisites: ENC 1102 and SPC 2016. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPC 4451 Conference Techniques   **4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPCP 2300 Fundamentals of Interpersonal Communication   **4.0 Quarter Credit Hrs**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

STA 2014 Statistics   **4.0 Quarter Credit Hrs**
This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MAT 1033. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

STS 1001 Principles and Practices of Surgical Technology   **4.0 Quarter Credit Hrs**
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

STS 2007 Surgical Pharmacology	4.0 Quarter Credit Hrs
This course is designed to provide students with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: MAT 1033. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

STS 2171C Surgical Technology I	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

STS 2172C Surgical Technology II	4.0 Quarter Credit Hrs
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. Prerequisite: STS 2171C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

STS 2173C Surgical Procedures I	6.0 Quarter Credit Hrs
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. Prerequisite: BSC 1085, BSC 1086 and HSC 1524. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000	

STS 2174C Surgical Procedures II	6.0 Quarter Credit Hrs
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. Prerequisite: STS 2173C. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000	

STS 2175C Clinical Rotation I	5.0 Quarter Credit Hrs
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. (Student must complete STS 2171C, STS 2173C, and MCB 2000 prior to taking this course). Prerequisite: STS 2171C, STS 2173C, MCB 2000. Lec. Hrs. 000 Lab Hrs. 150 Other Hrs. 000	

STS 2176C Clinical Rotation II	11.0 Quarter Credit Hrs
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: STS 2175C. Lec. Hrs. 000 Lab Hrs. 350 Other Hrs. 000	

SYG 2000 Principles of Sociology	4.0 Quarter Credit Hrs
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

SYGP 2550 Addictions	4.0 Quarter Credit Hrs
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

SYP 2742 Death and Dying	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

SYPP 3530 Crime and Delinquency	4.0 Quarter Credit Hrs
A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

TAX 2000 Tax Accounting	4.0 Quarter Credit Hrs
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

TAX 4001 Federal Taxation I	4.0 Quarter Credit Hrs
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. Prerequisite: APA 2161. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

TAX 4011 Federal Taxation II	4.0 Quarter Credit Hrs
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. Prerequisite: TAX 4001. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

TAX 6065 Tax Research and Planning	4.0 Quarter Credit Hrs
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. Prerequisite: TAX 4011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

WOH 2022 World History	4.0 Quarter Credit Hrs
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CORINTHIAN COLLEGES, INC.

Everest College
  Alhambra, CA (main campus)
  Anaheim, CA (main campus)
  Arlington, TX (branch of Everest Institute, Rochester, NY)
  Arlington, VA (branch of Everest College, Thornton, CO)
  Aurora, CO (branch of Everest College, Thornton, CO)
  Bremerton, WA (main campus)
  Burr Ridge, IL (branch of Everest College, Skokie, IL)
  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)
  Gardena, CA (main campus)
  Hayward, CA (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)
  Mesa, AZ (branch of Everest College, Phoenix, AZ)
  North Aurora, IL (branch of Everest Institute, Brighton, MA)
  Ontario, CA (main campus)
  Ontario (Metro), CA (branch of Everest College, Springfield, MO)
  Phoenix, AZ (main campus)
  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)
  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 (main campus)

Everest Institute
  Atlanta (Decatur), GA (branch of Everest Institute, Cross Lanes, WV)
  Austin, TX (branch of Everest Institute, Southfield, MI)
  Brighton, MA (main campus)
  Chelsea, MA (branch of Everest College, Alhambra, CA)

  Chesapeake, VA (branch of Everest Institute, Newport News, VA)
  Cross Lanes, WV (main campus)
  Dearborn, MI (branch of Everest Institute, Southfield, MI)
  Detroit, MI (branch of Everest Institute, Southfield, MI)
  Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
  Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL)
  Gahanna, OH (branch of Everest College, Ontario, CA)
  Grand Rapids, MI (main campus)
  Hialeah, FL (branch of Everest Institute, Miami, FL)
  Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
  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)
  Newport News, VA (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, Clearwater (Largo), FL)
  Lakeland, FL (branch of Everest University, Clearwater (Largo), FL)
  Largo, FL (main campus)
  Melbourne, FL (branch of Everest University, Orlando, FL)
  North Orlando, FL (main campus)
  Orange Park, FL (branch of Everest University, Tampa, FL)
  Clearwater (Pinellas), FL (main campus)
  South Orlando, FL (branch of Everest University, North Orlando, FL)
  Tampa, FL (main campus)

Las Vegas College
  Henderson, NV (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)
  Oakland, CA (branch of WyoTech, Fremont, CA)
  Sacramento, CA (branch of WyoTech, Laramie, WY)

EVEREST UNIVERSITY
6 Hutton Centre Drive - Suite 400 - Santa Ana, California 92707

Everest University is comprised of:

Campus	Location
Everest University – Pompano Beach	Pompano Beach, FL
Everest University – Melbourne	Melbourne, FL
Everest University – North Orlando	Orlando, FL
Everest University – South Orlando	Orlando, FL
Everest University – Tampa	Tampa, FL
Everest University – Brandon	Tampa, FL
Everest University – Lakeland	Lakeland, FL
Everest University – Largo	Clearwater, FL
Everest University – Jacksonville	Jacksonville, FL
Everest University – Orange Park	Orange Park, FL

GOVERNANCE

Everest University is owned and operated by Florida Metropolitan University, Inc., a Florida Corporation. Florida Metropolitan University, Inc., is a wholly owned subsidiary of Rhodes Colleges, Inc., a Delaware Corporation. Rhodes Colleges, Inc., is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation.

CORINTHIAN COLLEGES, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	Executive Chairman
Peter Waller	Peter Waller	Chief Executive Officer
Terry Hartshorn	Matthew Ouimet	President and Chief Operating Officer
Paul R. St. Pierre	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Linda Arey	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Skladany	William Buchanan	Executive Vice President, Marketing
Hank Adler	Beth Wilson	Executive Vice President
Alice T. Kane	David Poldoian	Chief Business Development Officier
Robert Lee	Steve Quattrociocchi	President, Online Learning
Tim Sullivan	Janis Schoonmaker	President and Chief Operating Officer, FMU Division
John M. Dionisio	Frank Stryjewski	President and Chief Operating Officer , WyoTech Division
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Paul T. Dimeo	Senior Vice President, Real Estate
	Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Rick Simpson	Senior Vice President, Academic Affairs
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
RHODES COLLEGES, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
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

APPENDIX A: ADMINISTRATION AND FACULTY

ADMINISTRATION

BRANDON

David Splitstone	President
Rod Kirkwood	Vice-President
Open	Academic Dean
Diane Maloney	Business Manager
Shandretta Pointer	Director of Admissions
Millie Reed	Director of Career Services
Dolly Brown	Director of Student Services
Open	Director of Financial Aid
Jim Jehs	Director of Business/Acct.
Phillip Gotner	Associate Academic Dean
Ingrid Zekan	Registrar
Madeline Lock	Library Director

JACKSONVILLE

Jerry Causey	President
Richard Goodpasture	Academic Dean
Tameiko Allen Grant	Associate Academic Dean
Robin Manning	Director of Admissions
Cathy Kimball	Director of Student Finance
Donna Wilhelm	Director of Student Accounts
Eva Hardrick	Director of Student Services
Karen Acevedo	Re-entry Coordinator
David Tuttle	Online Coordinator
Carmen Cordero	Registrar
Rebecca Weaver	Librarian

LAKELAND

Silvina Lamoureux	President
Allen Goff	Director of Admissions
Charity Lanier	Academic Dean
William Hoffman	Associate Academic Dean
Patricia Sabol	Director of Student Services
Melissa Charlemagne	Director of Student Finance
Open	Director of Student Accounts
Carly Thompson	Director of Career Services
Kimberly Rhodes	Re-entry Coordinator
Miriam Wilson	Online Coordinator
Stephanie Andrews	Registrar
Betty Martinez	Librarian

LARGO

Open	President
Claudine Raschi	Academic Dean
Nancy Hutchinson	Director of Student Services
Henry Johnson III	Assoc. Dean/ Graduate School of Business Department Chair
Michael Lashbrook	Associate Dean
Kevin Buskirk	Director of Admissions
David DeStrooper	Business Manager
OPEN	Director of Finance
Marty Tschiderer	Director of Career Services
Janis Feaster	Registrar Emeritus
Candice Pasqual	Library Resource Center Director

MELBOURNE

Mark W. Judge	President
Jennie Lesser	Academic Dean
Stevan McCrory	Associate Academic Dean
Elizabeth Pepmiller	Associate Academic Dean
Ida Liska	Director of Student Finance
Tim Alexander	Director of Admissions
Catherine Mallozzi	Director of Career Services
Bryan Capps	Director of Student Accounts
Renata Zgorski	Director of Student Services
Patricia O'Neal	Senior Registrar
Semeroz, Gloria	Librarian

NORTH ORLANDO

Michael Beaty	President
Karen Oporto	Vice President
Open	Academic Dean
Paul Comeau	Associate Academic Dean
JoAnn Weber	Director of Admissions
Linda Kaisrlik	Director of Student Finance
Open	Director of Career Services
Sharon Mendoza	Business Manager
Lianne Pardo-Mansfield	Director of Student Services
Jazmine Rivera	Online Coordinator
Debbie Frank	Librarian

ORANGE PARK

Bruce Jones	President
Lynell Twiner	Director of Admissions
Kristine Brown	Director of Finance
Harold Moroz	Academic Dean
Ryan Centeno	Associate Dean
Dawn Schaub	Director of Student Services
Tracy Oliver	Business Manager
Kevin Hasson	Director of Career Services
Vickie Brooks	Registrar
Gail Marion	Librarian
Yolanda Williams	On-Line Coordinator

POMPANO BEACH

Ilia Y. Martin	President
Francis Heaston	Vice President
Martin Levert	Director of Admissions
Leslie Greer	Director of Admissions
Eduardo Sama	Director of Student Accounts
Open	Director of Career Services
John W. Murphy	Director of Student Finance
John Fox	Student Finance Manager
Anie Bonilla	Academic Dean
Helaine Blum	Associate Academic Dean
Kristen Kroger	Librarian
John Ferrari, Jr.	Director of Student Services
Philip Sherman	International Admissions Manager
Indira St. Omer	Senior Registrar

SOUTH ORLANDO

John Buck	President
Sami Fanek	Vice President of Finance
Thomas Alward	Academic Dean
M. Brad Miller	Associate Dean
Sherri Williams	Director of Student Finance
Annette Cloin	Director of Admissions
Kenneth Anderson	Director of Admissions
Gerald Thompson	Director of Student Accounts
Open	Director of Student Services
Veena Garib	Director of Career Services
Carmen Monserrate	Registrar
Maria Rodriguez	Online Coordinator
Carmen Iftode	Re-entry Coordinator
Elizabeth Murphrey	Librarian
Sharon Lambert	Librarian

Deborah Mitchell	Senior Registrar	
Judith Cole	Librarian	

Thomas M. Barlow	President
Charles Zaruba	Academic Dean
Mary Weizmann	Associate Academic Dean
Theo Eggleston	Associate Academic Dean
Julia Roth	Associate Academic Dean
Stacey Appleton	Associate Academic Dean
Brian Jones	Financial Aid Director
Donald Broughton	Director of Admissions
Open	Admissions Manager
Richard Lokey	Director of Student Accounts
Bruce McCain	Director of Career Services
Lezlie Kelley	Director of Student Services
Carlette Marshall	Student Services Coordinator
William James Connolly	APEX Coordinator
Steve Rothenbuehler	Online Coordinator
Marrie Grady	Re-entry Coordinator

FACULTY

(Asterisk denotes program director)

BRANDON

Name	Discipline	Degree
Agrawal, Jagdish	Computer Information Science	PhD, Purdue University MS, Hath University of Windsor
Chinnery-Boynes, Shirlyn*	Surgical Technology	BS, Florida A&M University
Harris, Linda	Business Administration	MSA, Central Michigan University BS, University of Central Florida
Helms, Richard	Business Administration	MBA, University of New Haven BS, University of Central Florida
Higgenbothem, Ray	Criminal Justice, adjunct	MS, Rollins College BS, Florida State University
Larsen, Gerald	Criminal Justice, adjunct	MS, American Technical Institute BS Central Texas University
Parks, Thomas*	Paralegal Studies/Criminal Justice	JD, West Virginia University BS, Marshall University
Penrod, Philip*	Pharmacy Technology	BS, South Illinois University AS, Community College of the Air Force AS, Community College of the Air Force
Pingel, James	Paralegal	JD, University of Detroit BS, Michigan State University
Quinby, Kimberly*	Massage Therapy	Suncoast Center for Natural Health
Roberts, Bobby	Criminal Justice, adjunct	MS, Troy State University BS Troy State University
Taylor, Scott*	Business/Accounting	MS, Embry Riddle University BS, St. Leo College
Voightmann, Maynard*	General Education/Intensive English	MA - University Of Iowa BA - University of South Florida
Maureen Peterkin	Campus Nursing Director	M.S.N/M.B.A. University of Phoenix B.S.N. Southern College of S.D.A. A.D.N Seminole Community College
Adams, Janice	Nursing	M.P.A. Troy State University B.S.N. Old Dominion University
Banlowe, Marilyn	Nursing	M.S.N. University of South Florida B.S.N. University of South Florida A.D.N. St. Petersburg Junior College
Evans, Patricia	Nursing	M.A. Nursing Education, Ball State University B.S.N. Indiana University A.A. Nursing, Indiana University
Joseph, Darlene	Nursing	B.S.N. Florida State University M.S.N. University of South Florida
Russell, Gayle	Nursing	M.S.N. University of Maine B.S.N. University of Maine
Sun, Shan	Nursing	M.S.N. University of Kentucky B.S.N. Tianjin Medical University

JACKSONVILLE		
Program Directors		
Allen Grant, Tameiko	Associate Dean	J.D. , Vermont Law School, M.P.A., UNF
Raburn, Jack	CJ/Paralegal PD	MA CJ, UNF, BA CJ, UNF
Moorman, Diane	Business PD	MA HRDV, Webster U., BBA, EWC
Hebb, Bernadette	MAAD PD	MSN, U of Phoenix, Registered Nurse-FL, B.S. Nursing - Florida Southern College
Huskey, Lenore	Pharm. Tech. PD	CPhT - Certified Pharmacy Technician, AA Arts, FCCJ
Chasse, Raymond	MT PD	Certification, Licensed Massage Therapist--Florida
Norris, Kim	MIBC PD	Certification, NCCT. Certified Coding Specialist
O'Neil, Nanci	CIS PD	MA Computer Resources, Webster University, BS Finance, UCF
Tuttle, David	Distance Education PD	MAT in Math, GA State U., BSED in Math Ed., U of GA
Tuttle, David	General ED PD	MAT in Math, GA State U., BSED in Math Ed., U of GA
Fischer, Yvonne	APEX Success Coach	MA in Mass Communications, & BA in Public Relations, U. of North Dakota
Instructors		
Hardrick, Eva	Business	MIBA International Business, US International University MBA Marketing, US International University., BA Business Stillman University
Artley, James	Business	M.B.A. Business Administration, Nova Southeastern University , B.S. Health, University of North Florida
Ferren, Melanie	Business	EdD educational Leadership, Eastern Michigan, MBA, Eastern Michigan
Fish, David H.	Business	Ed.D. Education, Nova Southeastern U., M.B.A. Finance, Webster University M.A./M.P.A. Mgmt/HR/Public Admin. National University, B.P.A. Public Administration, National University
Keels, Stephen	Business	M.A. Economics, Univ. of Georgia B.A. Economics, Univ. of Georgia
Midgett, Donald	Business	MBA Management University of Mississippi, BS Business Lambuth College
Nagoda, Robert	Business	Ph.D. Bus. Admin., MBA
Orr, Robert	Business	MBA - Accounting, Atlanta U., BS Accounting, Bethune Cookman College
Okewusi, Kayode O.	Business	MBA - Accounting, St. Thomas U., BS Business, FL Mem Coll.
Braswell, Tanya	Criminal Justice	MS Criminal Justice, BA Psychology
Farley, Stephan	Criminal Justice	MA Security MNGMT, Webster University, BS Criminology, Florida State University
Hug, John T	Criminal Justice	J.D. Brooklyn Law School, B.S. Manhattan College
Ramos, George	Criminal Justice	MS Criminal Justice, BS CJ
Braun, David	Criminal Justice	J.D. Stetson Law School, B.A., English Lit., USF
Stewart, Jerry	Criminal Justice	Ed.D. Ed Leadership, MS CJ; BA Psychology
Pamela Tate	Dental Assisting	Florida Certified Dental Assistant Emmanuel College
Brown, Beth	Gen Ed	M.S. Sociology, VCU, B.A. Education
Miller, Dawn	Gen Ed	MA Counseling, BS Psychology
Munoz, Jose	Gen Ed	Ph.D. English, MA & BA English
Peck, Mindy	Gen Ed	MA Comm Arts, BA Comm Arts, UNF
Bolin, John P.	Gen Ed	M.A., B.A., History, UNF
Sheppard, Adele	Gen Ed	MS Psychology, Tenn. State University, BS Liberal Arts, Excelsior (SUNY)
Perez, Edwin	Gen Ed	MS, Human Services/Counseling, MBA in Management, SUNY; BS in Psychology, U of PR
Eaton, Pamela	Gen Ed	MA & BA in English, SUNY
Wylie, Dennis	Gen Ed	MS Env Science, BA Biology
Tompkins, Jacquelyn	MAAD	BSN, U of Phoenix; Registered Nurse - FL,
Burke, Rose	MIBC	Certification, CCS-P AHIMA. Certified Coding Specialist - Physician Based. Certified Compliance Prof.
Dorety, Catherine	MIBC	Certification, NCCT. Certified Coding Specialist
Duncan, Dorice	MIBC	Certification, AAPC CODER CERTIFIED
Howell, Loria	MIBC	Certification, National Center for Competency Testing (NCCT) Coding Specialist -
McNulty, Vicky	MIBC	Certification, National Center for Competency Testing (NCCT) Coding Specialist -
Rodriguez, Leslie	MIBC	Certification, National Center for Competency Testing (NCCT) Coding Specialist -
Williams, Gail	MIBC	Certification, CCS-P AHIMA. Certified Coding Specialist - Physician Based.
Collins, Gwen	MT	Certification, Licensed Massage Therapist--Florida
Tuttle, Mellanie	MT	Certification, Licensed Massage Therapist--Florida
Dean, Brian	MT	Certification, Licensed Massage Therapist--Florida
Bondurant Kenneth	MT	Certification, Licensed Massage Therapist--Florida
Saldana, Sheli Spring	MT	Certification, Licensed Massage Therapist--Florida
Saldana, Sally	MT - MAAD -Business	M.S. Management, Indiana Wesleyan University; Registered Nurse-FL, B.S. Bus Admin, Indiana Wesleyan University; A.A.S. Nursing, Tyler Jr. College; Licensed Massage Therapist--Florida
Rocha, Talia	Pharm. Tech.	CPhT - Certified Pharmacy Technician, AA Arts, FCCJ

Name	Discipline	Degree	Institution
		LAKELAND	
Berkowitz, Michael	Legal	JD BS	Syracuse University, NY Syracuse University, NY
Cobb, April	Business	MBA BA	University of Phoenix, AZ University of South Florida
Copeland, Marsha	General Education	MS BS	Florida State University Old Dominion University, VA
Costakis, Darlene	General Education	MA BA	Rollins College, FL University of Arizona
Craig, Tiffany	Legal	JD AA	Texas Southern University Florida State University
Davies, Joan	General Education	MA BA	University of Colorado Metropolitan State College
Dunlap, Dallas	Economics	MA BA	University of South Florida Wittenberg, University, OH
Ellison, Jameka	Legal	JD BA	University of Florida University of Florida
Escudero, Jose	Computer	MS BS	University of Phoenix, AZ University of Phoenix, AZ
Forbell, Michael	Criminal Justice	MBA BS	John Jay College, City University of New York John Jay College, City University of New York
Gabbard, Jeri	Massage Therapy	Certificate	Ridge Technical Center, FL
Glover, Alanna	Medical Assisting	Diploma Certificate	Practical Nursing, Travis Votech, FL Medical Assisting, Florida Career Institute
Green, Fran	Business	MBA BS	Argosy University, FL Argosy University, FL
Herring, Jeannie	Pharmacy Tech.	Certificate	Pharmacy Technician Certification Board
Hester, Debra	Medical Administrative Assisting	Certificate	Traviss Technical Center, FL
Hilliard, Melissa	Medical Assisting	AAS	Polk Community College, FL
Hoopingarner, Bruce	Medical Assisting	Certificate	Florida Career Institute, FL
Humphries, Kevin	Legal	JD BS	Stetson Law School, FL Park University, MO
Hunt, Victoria	General Education	MS BS	Nova Southeastern University, FL Webster University, IL
Kent, Kristen	Medical Assisting	AS	Florida Metropolitan University
King, Barbara	Massage Therapy	Certificate	Ridge Technical Center, FL
Leinonen, Christine	Legal	JD BS	University of Detroit University of Detroit
Maddocks, James	General Education	MS BA	San Francisco State University, CA College of Wooster, OH
Mahlan, Elaina	Medical Assisting	AS	Polk Community College, FL
Martel, Jean	Massage Therapy	Certificate	Ridge Technical Center, FL
Martinez, Mia	Medical Assisting	Diploma	Traviss Technical Center, FL
McCalip, Trinetta	General Education	MSW BA BSW AA	University of South Florida University of South Florida University of South Florida Hillsborough Community College, FL
McManus, William	Legal	JD BS	Florida Coastal School of Law Western Carolina University, NC
Miller, Tanya	Medical Assisting	Certificate	Sanford-Brown Institute
Miller-Fus, Janet	Medical Assisting	Cerftificate	The Sawyer School, NY
Milligan, Arielle	Business	MBA BA	University of Phoenix, AZ University of South Florida
Montgomery, Rita	Medical Assisting	Certificate	Florida College of Medical & Dental Careers
Murphy, Mary	Criminal Justice	MS BS AA	Rollings College, FL University of Central Florida Polk Community College, FL
Patel, Bhamini	Medical Billing and Coding	AS Certificate	Leicester University, UK American Academy of Professional Coders
Patterson, Robert	Computer	MS BS	American Intercontinental University, TX Florida Metropolitan University
Persaud, Neer	Accounting	MBA BS	Florida Southern College Florida Southern College
Pinner, Ray	Accounting	MBA BA	Nova Southeastern University, FL Tulane University, LA
Reyes, Wanda	Massage Therapy	Certificate	Traviss Technical Center, FL
Rice, Barbara	Massage Therapy	BA Certificate	SUNY Oswego, NY Sarasota School of Massage Therapy
Roberts, Jennie	Medical Assisting	AS	Arkansas Technical University, AR

Russell, Jon	Criminal Justice	MS	St. Thomas University, FL
		BS	St. Thomas University, FL
Savage, Lorenzo	Business/Marketing	MBA	University of Florida
		MA	University of Florida
		BS	University of Florida
Sheftick, Bonnie	Massage Therapy	Certificate	Ridge Technical Center, FL
Shimp, William	Business	MBA	Florida State University
		BS	Florida State University
Sowell, Jada	Medical Assisting	AS	Florida Metropolitan University
Thomas, Gregory	General Education	MS	Florida State University
		BS	University of Florida
Thomason, John	Criminal Justice	MS	St. Leo University, FL
		BS	St. Leo University, FL
		AS	St. Leo University, FL
Watts, Rita	Pharmacy Tech.	Certification	Pharmacy Technician Certification Board
Williams, Alonzo	General Education	PhD	Walden University, FL
		M.Ed	Florida A&M University
		BS	Florida A&M University
Woody-Loud, Sherrie	General Education	MS	Florida A&M University
		BS	Florida A&M University

LARGO			
Name:	**Discipline:**	**Degree:**	
Berube, Michelle	Accounting	M.Acct.	University of South Florida
		B.S.	University of South Florida
		B.A.	University of South Florida
Cozzolino, Chris	Criminal Justice	M.A.	Indiana University
		B.A.	Indiana University
Cuppari, Cher	Accounting	M.S.	Nova University
		B.A.	Nova University
Duckworth, Ron	Computer Information Science	M.S.	University of Phoenix
		B.S.	University of Phoenix
		B.A.	St. Leo University
Fuchs, Stephan	Criminal Justice	M.A.	John Jay College of Criminal Justice
		B.A.	Fordham University
Hull, John	Accounting	M.S.	University of New Haven
		B.S.	University of Bridgeport
Hutchinson, Nancy	Paralegal	J.D.	University of Denver
		B.A.	University of South Florida
Johnson III, Henry	General Education	Ed.D.	Florida Atlantic University
		Ed.S.	Florida Atlantic University
		M.Ed.	Florida Atlantic University
		B.A.	Florida Atlantic University
Kennedy, Linda	Medical Assisting	M.B.A.	University of Argosy
		M.B.A.	Florida Metropolitan University
		B.S.	Florida Metropolitan University
			Certified Medical Assistant
Lashbrook, Michael	General Education	M.A.	University of South Florida
		B.S.	University of South Florida
Ream, Donna	Paralegal	J.D.	Stetson University School of Law
		B.A.	George Mason University
Smith, Greg	Massage Therapy	L.M.T.	EduTech Centers
Sych, Tetyana	General Education	M.S.	Kharkiv's University of Radioelectronics
		B.S.	Kharkiv's University of Radioelectronics

MELBOURNE			
Name	**Discipline**	**Degree**	
Autrey, Sherry	Medical Assisting Diploma	B.S.	University of Phoenix
		A.S.	Keiser College
Baker, Terrie	Medical Assisting A.S., Pharmacy Technician, Medical Insurance Billing and Coding, Assisted Living	B.S.N.	Florida Southern College
		A.S.N.	Valencia Community College
Garavaglia, Karen	Accounting, Business, Graduate School of Business, Health Care Administration	B.S.	University of Maryland
		M.B.A.	University of Phoenix
McKinney, William	Computer Information Science	Ph.D.	University of Illinois
		B.S.	Florida Institute of Technology

Eugene, Natale	Paralegal	J.D. B.A.	New York Law School St. John University
Powell, Shaun	Medical Assisting Diploma	A.S. Diploma/Nursing	Orangeburg-Calhoun Technical College
Scrivener, Helen	Criminal Justice, Paralegal	M.S. B.A.	University of Miami University of Connecticut
Wallen, Stephen	Film/Video	M.F.A. M.A.	University of Southern California California State University, Long Beach

NORTH ORLANDO

Allied Health Instructors

Andrews, Fatima	Medical Assisting	Diploma, Central Florida College
Barnes, Ruth	Allied Health	Ed.D., Nova University Masters, Rollins College B.S., NY Institute of Technology
Bryce, Naddine	Medical Assisting	Diploma, Mandl School, N.Y.
Corcoran, Elizabeth	Medical Assisting	A.S., Orlando College
Ferro, Maria Teresa	Medical Assisting	M.D., Universitaria de Santander, Colombia M.A., Valencia Community College Certificate, Bryman School
Godinez, Gladys	Medical Assisting	Medical Assistant Certification, National School of Technology
Kerr, Lois	Medical Billing & Coding	M.A., B.A., Webster University B.B.A., Orlando College
Lawrence, Wendy	Medical Assisting	A.S., Orlando College C.N.A., H.H.A., Technical Education Center of Osceola
Mautner, Luann	Medical Assisting	Certificate, Winter Park Tech B.S.N., Southern Illinois University A.S., Parkland College
Pates, Curtis	Medical Assisting	EMT Certificate, Valencia Community College
Ramsey, Lori	Medical Assisting	Diploma, Washington Hospital School of Nursing
Smith, Rovone	Pharmacy Technician	M.A., Webster University B.S., University of Central Florida
Tullo, Alicia	Medical Billing & Coding	B.S.N., Far Eastern University, Philippines A.A., San Pedro College
Watson, Linda	Medical Billing & Coding	Diploma, Central Florida College
Youssef, Nagi	Medical Assisting	M.D., Alexandria Medical School (Egypt) M.D., E.L.F.M.G., Philadelphia

Criminal Justice/Paralegal Instructors

Anderson, Victoria	Paralegal	J.D., Barry University B.A., University of Central Florida, A.A., Seminole Community College,A.S., Florida Metropolitan University
Barker, Lauri	Paralegal	J.D., Barry University School of Law,B.S., Florida Metropolitan University
Cain, Clarence*	Criminal Justice	M.S.C.J., B.S., Rollins College, A.A., Seminole Community College
DiConsiglio, Robert	Paralegal/Criminal Justice	J.D., New York School of Law, M.A., B.A., Seton Hall University
Driscoll, Barbara	Criminal Justice	M.S., B.S., St. Leo University
Driscoll, Bob	Criminal Justice	M.S., Rollins College, M.A., B.A., University of Central Florida
Kowalski, Susan	Criminal Justice	M.P.A., M.S., B.A., University of, Central Florida
McPeck, Mitzi	Paralegal	J.D., Valparaiso School of Law, B.A., Aquinas College
Riegler, Thomas	Criminal Justice/Paralegal	J.D., Thomas M. Cooley School of Law, B.A., Grand Valley University

Masters in Business Administration Instructors

Bono, Joseph	Graduate Studies	Ph.D, M.Ed, Georgia State University BA, Queens College, CUNY
Buck, Bonnie	Graduate Studies	Ph.D, Nova Southeastern University Ed.S, Rollins College MA, BA, University of Central Florida
Nagoda, Robert	Graduate Studies	Phd, University of Arizona

Computer Information Science/ Web Engineering Instructors

Danesh, Shahab	Computer Information Science	MBA, Florida Institute of Technology BS, University of Southwestern Louisiana
McAlpin, Michael	Computer Information Science	MS, Fairleigh Dickinson University

		BS, New York Institute of Technology
Ryan, Linda	Computer Information Science	MS, Florida Institute of Technology BA, Centenary College
Siraj, Mohamed	Computer Information Science	M.B.A., B.A., University of Central Florida

Accounting Instructors

Ebohon, Daniel	Accounting	MSC, Nova Southeastern University BSC, Florida Southern College
Nagoda, Robert	Graduate Studies	Phd, University of Arizona

Film and Video Instructors

Forman, Judson	Film and Video	BA, University of Central Florida
Gunter, Matthew*	Film and Video	BA, University of Central Florida

Business Administration Instructors

Alderman, Gary	Business Administration	MS, Webster University BS, University of Central Florida
Grant, Nigel	Business Administration	M.A., Syracuse University B.S., University of the West Indies
Malekzadeh, Dar	Business Administration	MS, Rollins College BS, Indiana University
McCarthy, John	Business Administration	M.S.T., C.W. Post University B.B.A., Dowling College
Richardson-Larson, Neva*	Business Administration	MS, Florida Institute of Technology BS, Florida Southern College IAAPA Executive Management Course, Cornell University

Intensive English Instructors

Berman, Sandra	Intensive English	BS, Hofstra University
Shelbrook, Mariza	Intensive English	M.S. Ed., Shenandoah University B.A., Warner Southern College

Massage Therapy Instructors

Boyd, Brian	Massage Therapy	M.S., University of Southern Florida. B.S.B.M., University of Central Florida, L.M.T., Reese Institute
Cintron, Jennifer	Massage Therapy	Diploma, Florida College of Natural Health
Davis, Amy	Massage Therapy	LMT, Florida College of Natural Health, B.S., Warner Southern College, A.S., Tallahassee Community College
DiShaw, William	Massage Therapy	Diploma, Florida College of Natural Health
Glenn, Megan	Massage Therapy	B.S., York College of PA, Certificate, Florida School of Massage
O'Hara, Janise	Massage Therapy	M.T. Certificate, Florida College of Natural Health
Pierce, Melissa	Massage Therapy	Licensed Massage Therapist
Rodriguez, Mario*	Massage Therapy	A.S., Florida College of Natural Health
Snow, William	Massage Therapy	Certificate, Alpha Institute of the Treasure Coast

General Education Instructors

DiConsiglio, Mark	General Education	M.S.Ed, M.S., B.S., Florida State University
Hawk, Troy	General Education	M.S., Nova Southeastern University, B.S., Philadelphia University
Hill, Deborah	General Education	M.S., Troy State University
Hoopes, Lisa	General Education	Ph.D., M.S., Texas A&M University, B.S., Michigan State University
Iles, Mallory	General Education	Ph.D., University of Florida, MA, BA, University of South Florida
Lane, Deborah	General Education	M.S., St. Thomas University, B.A., University of Florida
McCrum, Don	General Education	M.A., Stetson University, B.A., University of Central Florida
Peterson, Diane	General Education	Psy.D., Adler School of Professional Psychology, M.A., College of William and Mary, B.S., Texas A & M University
Presutti, Sheri	General Education	M.A., Webster University
Reed, Cassandra*	General Education	M.S., Troy State University, B.S., Bethune-Cookman College
SanCartier, Jenny	General Education	M.A., Webster University, B.A., University of Central Florida, A.S., Polk Community College
Speener, Ronald	General Education	M.A., University of Wisconsin, B.A., St. Francis College
Tillotson, Nicole	General Education	M.S., B.S., Florida State University

ORANGE PARK

Department Chairs

Mount, Arnold	Department Chair for Criminal Investigations	JD, Barry University School of Law -Law BS, Valdosta State University - Vocational Education
Nix, Damarie	Department Chair for Criminal Justice	JD, UF- Law BS, UNF- Health Administration AA, FCCJ- General Studies

Ray, Patricia	Department Chair for Medical Insurance Billing and Coding	MPA, Troy State University -Public Administration BS, University of Maryland- Business Management RN, Jacksonville Memorial Hospital University School of Nursing
Carroll, Samuel	Department Chair for Business	ABD, Nova Southeastern University – Organizational Leadership MPA, UNF - Public Administration BBA, UNF – Business
Ziebell, John	Department Chair for General Education	MA, UNF – English BA, University of Wisconsin – English
Susan Stevenson	Department Chair for Massage Therapy	Florida Massage Therapy License Alabama Massage License
Ryan Centeno	Department Chair for Medical Assisting	Florida Community College of Jacksonville-AS-Nursing
Criminal Justice-Instructors		
Thomas Brady	Criminal Justice	MFS, George Washington University BS, Northeastern University
Michael Kahoe	Criminal Justice and Criminal Investigations	JD, University of Baltimore
Katherine Kmiec	Criminal Justice, Criminal Investigations	Tulene University Law School-Juris Doctrate Gouchee College-BA-Poly Science
Kathe Loeffler	Criminal Justice and Criminal Investigations	JD, Wake Forest University School of Law MA, University of North Florida BA, Boston University
Arnold Mount	Criminal Justice and Criminal Investigations	JD, Barry University School of Law BSED, Valdosta State University AS, City University
Damarie Nix	Criminal Justice and Criminal Investigations	JD, University of Florida BS, University of North Florida AA, Florida Community College at Jacksonville
General Education Instructors		
Ruth Anderson	General Education	MS, Hahnemann Medical College
William J. Barnes	General Education	Certification, Brewton Parker College PhD, The Pennsylvania State University MS, North Carolina State University BS, Arizona State University
John Blunck	General Education	MA, Webster University BS, Southern Illinois University
Theresa Cruz	General Education	MA, Liberty University BA, Jacksonville Theological Seminary
Sherry Doub	General Education	MS, University of Phoenix BBA, University of North Florida AA, Florida Community College at Jacksonville
Patricia Fiedler	General Education	MA, University of North Florida BA, University of North Florida AA, Florida Community College at Jacksonville
Amy Lawrence	Gen Ed, Medical	University of Phoenix-BSBM Florida College-Diploma-MA/DA-NCMA
Rita Mitchell	Gen Ed	Indiana University-MSW-Social Work Michigan State University-BS-Family Community Services
Jose Munoz	General Education	PhD, Holy Angel University MA, Holy Angel University BA, Holy Angel University
Stephen Vaughn	Gen Ed	Auburn University-MS-MIS Auburn University-BS-Oper. Mgmt
Massage Therapy Instructors		
Rafeal Sarkisov	Massage Therapy	Alpha School of Massage University of Physical Education College R.R. Tech LMT
Daniel Keller	Massage Therapy	Lindsey Hopkin Technical Education Center Florida Massage License
Diane Adams	Massage Therapy	AO5 Massage Diploma Culinary Arts Certificate
Randy Mcleod (Roddrick)	Massage Therapy	Southeastern School of Neuromuscular Therapy and Massage Bachelors in Arts-Psychology
Shermika Shanklin	Massage Therapy	Heritage Institute Alabama State University-BS in Biology
Medical Assisting Instructors		
David Epperson	Medical Assisting	MBA, University of Phoenix BS, Southern Illinois University

Hall, Debra	Medical Assisting	MN, University of Florida- Nursing BSN, University of North Florida- Nursing AS, Florida Community College- Nursing Certificate Practical Nursing, South Florida Community College- Nursing AA, FCCJ - General AS, FCCJ – Secretarial Science
Shenita Jenkins	Medical Assisting	Florida A&M University-BS-Health Care Management
Katrina Lee	Medical Assisting	MHA, University of North Florida BS, University of North Florida AA, Florida Community College at Jacksonville AS, Florida Community College at Jacksonville
Barbara Kopit	Medical Assisting	Medical College of Nebraska-MPAS VC Davis Medical School-Geriatrics Specialization Stanford Medical School-PA City/State College San Jose-BS-Occupational Therapy
Louise South	Medical Assisting	Jacksonville University-BSN FCCJ-AA
Paula Stevens	Medical Assisting	Minot State University-BSN Tampa College-AA-Medical Assistant
Judith Stebler	Medical Assisting	MS, Central Michigan University BS, Columbia Union College
Jacquelyn Ellen Tompkins	Medical Assisting	BS, University of Phoenix AS, Florida Community College at Jacksonville

POMPANO BEACH			
Name	**Discipline**	**Degree**	
Arteaga, Miguel	Massage Therapy	L.M.T	Certification, Licensed Massage Therapist, Florida
Askew-Chatfield, LaTanya	Medical Billing & Coding	B.S.	University of Phoenix
Bass, Veronica	Patient Care Technician	A.S. RN	Broward Community College Registered Nurse - Florida
Bharadwa, Daphnie	Patient Care Technician	M.S. B.S. RN	University of Phoenix University of Puerto Rico Registered Nurse - Florida
Brown, Norma	Medical Billing & Coding	B.S.	University of Alabama
Castaneda, Emilio*	Medical Assisting	M.D.	Universidad Central Del Este Certification, Medical Assistant
Chamblain, Sheila	Patient Care	B.S. A.S. RN	Florida International University Miami Dade College Registered Nurse - Florida
Davis, Michael*	Criminal Justice	M.S. B.S.	Everest University Everest University
Eisenberg, Allan	Paralegal	J.D. L.Q.C.	State University of New York State University of New York
Exavier, Madonne	Medical Assisting	Diploma	Certified Medical Assistant
Ferguson, Anna- Marie	Pharmacy Technician	C.P.H.T	Certification, Pharmacy Technician, Georgia
Gangoo, Ann- Marie	Medical Billing & Coding	B.B.A	American Intercontinental University
Ghasimi, Ahmad	Massage Therapy	L.M.T.	Certification, Licensed Massage Therapist, Florida
Golding, Alston*	Business Administration	D.B.A M.B.A B.A.	Nova Southeastern University Nova Southeastern University University of Technology
Mary Goodman	Intensive English	M.A. B.S.	Espiritu Santo University American University
Grantham, Jeremiah	Massage Therapy	L.M.T	Certification, Licensed Massage Therapist, Florida
Haynes, Lydiah*	Paralegal	J.D. B.S.	Miami University School of Law Nova Southeastern University
Kaiser, Judith	Medical Assisting	Diploma	Keiser University
Little, Kerry*	General Education	M.S. B.S.	Palm Beach Atlantic University Palm Beach Atlantic University
Mondesire, Anthony*	Computer Information System	M.S. B.I.T. A.S.	American Intercontinental University American Intercontinental University City College
Osuna, Maria*	Medical Billing & Coding	B.S.	University of Phoenix Certification, Medical Office Assistant Certification, Insurance & Coding Specialist Approved, NCCT Proctor

Oyer, David	Business	M.B.A B.S.	Nova Southeastern University Berry College
Peoples, Sonja*	Pharmacy Technician	C.P.H.T	Certification, Pharmacy Technician, Florida
Perez, Jose	Criminal Justice	Psy.D. M.S. B.S.	Carlos Albizu University Carlos Albizu University Carlos Albizu University
Pierre-Toussaint, Natacha	Medical Billing & Coding	M.S. B.S.	South University Lynn University Certification, Medical Assistant Certification, Insurance & Coding Specialist
Ramnath, Rishi	General Education	M.S. B.S.	Florida Atlantic University Florida Atlantic University
Rowe, Marina	General Education	Ph.D. B.S.	St. Petersburg State University St. Petersburg State University
Santibanez, Eugenio	Pharmacy Technician	C.P.H.T.	Certification, Pharmacy Technician, Florida
Sanders, Sean*	Massage Therapy	L.M.T.	Certification, Licensed Massage Therapist, Florida
Schmit, Bernard	Business	M.B.A B.S.	University of Miami Pepperdine University
Siegel, Jeffery	Accounting	M.A. B.B.A C.P.A.	Nova Southeastern University University of Miami Certified Public Accountant
Simon, Dennis*	Homeland Security/Crime Scene Investigation/Criminal Justice	J.D. B.A.	Detroit College of Law Michigan State University
Somnarain, Emry	Medical Assisting	M.D. B.S.	St. Mary's School of Medicine McMaster University
Tenelus, Wideline	Medical Assisting	A.S. A.S.	City College Florida Career College
Valdes, Fernando*	Medical Assisting Medical Billing & Coding	M.D.	University of Seville
Vinson, Keith*	Business	M.B.A	University of Miami
Vinson, Melissa	General Education	Ph.D. M.S. B.S.	American Academy of Clinical Sexologists Nova Southeastern University University of Florida
Wilfong, Laurie	Patient Care Technician	B.S. RN Diploma	University of Central Florida Registered Nurse - Florida Valencia Community College

Name	Discipline	Degree	
Adams, Cleverick	General Education	PhD	Troy State University
		MS	Troy State University
		BA	University of Minnesota
Aldred, Susan	Medical Administrative Assistant	AS	Everest University
Allen, Evelyn	General Education; Business	MA	Webster University
		BBA	Orlando College
Batie, James	Business	MA	Troy State University
		BA	Columbia College
Boodhoo, Ramdeo	General Education	PhD	Barry University
		MA	Southern Nazarene University
		BA	Mid-America Nazarene University
Bracknell, Steve	Criminal Justice	MA	University of Central Florida
		BA	Columbia College
Braun, Andy	Business	MA	Barry University
		MBA	Orlando College
		BS	Orlando College
Bridges, Kathleen	Computer Information Sciences	MS	University of Central Florida
		BS	University of Central Florida
Brooks, Lynn Renee	Massage Therapy	AS	Reese Institute
Buck, Bonnie	Graduate Programs	PhD	Nova Southeastern University
		EdS	Rollins College
		MA	University of Central Florida
Burch, Melanie	Medical Assisting	AS	Everest University
Camacho, Evelinda	Medical Assisting; Medical Insurance Billing and Coding	MSN	University of Phoenix
		BSN	Florida Southern College
Castillo, Maria L	Pharmacy Technician	BS	Webster University
Cedano, Mary Kathleen	Accounting	MBA	University of Phoenix
		BS	Florida Metropolitan University
Corbett, Lisa Lynne	Medical Assisting	AS	Everest University
Cottrell, Darren	Criminal Investigations	MA	University of Central Florida
		BS	Embry-Riddle Aeronautical University
Dahlke, Karissa Nicole	Pharmacy Technician	BS	University of South Florida
Davies, Joan	General Education	MA	University of Colorado
		BS	Metropolitan State College
Davis, Robert G	Massage Therapy	AS	University of Central Florida
Dediot Campina, Jose	Criminal Justice	MA	University of Central Florida
		BA	Columbia College
Denning, Jana	Massage Therapy	BS	University of Central Florida
DeWitt, R. Peter*	Graduate Programs	PhD	State University of New York
		MS	San Diego State University
		BA	Pennsylvania State University
Dicks, Timothy	General Education	MA	Iowa State University
		BA	Northern Iowa University
Druz, Ginette	Criminal Investigations	MA	University of Central Florida
		BS	University of Central Florida
Evans, Richard	Medical Assisting; Medical Insurance Billing and Coding	DO	Chicago College of Osteopathic Medicine
		BA	University of Central Florida
		BA	Southern Illinois University
Felipe, Ileana*	Business	MA	Carlos Albizu University
		BS	Miami Institute of Psychology
Gajadhar, David Rameshwar	Medical Assisting; Medical Insurance Billing and Coding	MD	University of Saskatchewan College of Medicine
		BA	University of Evansville
Gaskin, Sharon W	Pharmacy Technician	BS	Edward Waters College
Griffin, George O	General Education	MA	Auburn University
		BA	University of West Florida
Hamuicka Jr, Michael Steven	Business	MBA	Pittsburgh University
		BA	Pittsburgh University
Hill, Deborah L	General Education	MA	Troy State University
		BA	Columbia College
Hillery, Kimberly Anne	Medical Assisting	AS	Everest University
Hilliard, Allen	Graduate Programs	EdD	Rutgers University
		MA	State University College

		BA	Heidelberg College
Howlett, Paulette Marie	Business	MA	Webster University
		BA	Southampton Institute
Ithier-Nayak, Brenda	Massage Therapy	MS	Florida College of Integrated Medicine
		BS	Florida College of Integrated Medicine
Jacobs, Twanda J	Medical Assisting	AS	Everest University
Johnson, Kenyon T	Computer Information Sciences	MS	St. Mary's University
		BA	St. Mary's University
Johnson, Robin*	General Studies	MA	Florida A&M University
		BA	Florida A&M University
Kane, Aisling Marguerite	General Education	PhD	Trinity College
		MS	University of London
		BS	Trinity College
Kent, Brandi	Business	MS	Florida State University
		BA	Florida State University
		BS	Florida State University
Kent, Jean	Massage Therapy	AS	Central FL School of Massage Therapy
Mangos, Jan	Graduate Programs	DBA	Nova Southeastern University
		MS	Roosevelt University
		BA	Northern Illinois University
Martin, Daniel J	Massage Therapy	BS	North Florida University
McNamara III, James	Criminal Investigations; Criminal Justice	MS	Rollins College
		MPA	University of Central Florida
		BS	University of Central Florida
Meade, James	Criminal Justice	MS	Webster University
		BA	Columbia College
Meeks II, Gregory	Criminal Justice	JD	University of Miami
		BA	Florida A&M University
Merriwether, Keith	Paralegal	JD	New York University
		BBA	Bernard M. Baruch College
Meyer, Michael*	Medical Insurance Billing and Coding; Healthcare Administration	DO	Texas College of Osteopathic Medicine
		BA	University of Central Florida
Miller, M. Brad*	Allied Health	MD	Spartan Health Science University
		PhD	Barry University
		MS	Florida College
		BS	Florida College
Morris, Candice*	Massage Therapy	AS	Indiana University
		LMT	Florida College of Natural Health
Murdock II, Ronald	Criminal Investigations	MS	George Washington University
		BA	West Virginia University
Nagoda, Robert	Graduate Programs; Business	PhD	University of Arizona
		MBA	University of Arizona
		BS	University of Arizona
Nogrady, Matthew	Massage Therapy	AS	Florida College of Natural Health
Oesch, Nancy*	Criminal Justice; Homeland Security	MS	Michigan State University
		BS	Michigan State University
Otero, Jacklyn	Medical Assisting	AS	Everest University
Payne, Todd Scott	Criminal Justice	MS	University of Central Florida
		BS	Florida State University
Pearson, Troy	Criminal Justice	MS	University of Central Florida
		BS	University of Central Florida
Perez, Ivonne D	Medical Assisting	RMA	Everest University
Peterson, Diane	General Education	PhD	Alder School of Psychology
		MA	William & Mary
		BS	University of Texas A&M International
Phillips, Michael	Business	MBA	Baldwin-Wallace College
		BA	University of Akron
Phipps, Anthony Q	Computer Information Sciences	MA	Webster University
		BS	Nova Southeastern University
Pittari, Anthony	Business	MBA	Fairleigh Dickerson
		BA	Fairleigh Dickerson
Powell, William R	General Education; Criminal Justice	MS	University of Oklahoma
		BS	Park University
Prince, David A	Criminal Justice	MS	University of Central Florida

		BS	Columbia College
Quigley, Laura	Paralegal; Accounting	JD	Marshall-Wythe School of Law
		MLT	Georgetown University
Ratcliff, Susan	General Education	MA	Webster University
		BS	University of Central Florida
Rivera-Rosa, Jose M	Medical Assisting	AS	Everest University
Roach, Diane	Medical Assisting	AS	Everest University
Roach, Susan	Massage Therapy	AS	Florida College of Natural Health
Rodriguez, Vanessa	Criminal Investigations	MS	University of Central Florida
		BS	University of Central Florida
Rovensky, Joanne	Criminal Investigations	BA	Wisconsin University
Rueter, Steven W	Medical Insurance Billing and Coding; Healthcare Administration	MHA	Washington University
		BBA	University of Iowa
Santiago, Olga	Medical Assisting	AS	Everest University
Schaben, Deborah	General Education	MA	Webster University
		BA	University of Nebraska
Schuster, Amanda	Pharmacy Technician	BS	West Florida University
Singh, Melissa	Medical Assisting	AS	Everest University
Siverson, Scott*	Paralegal; Criminal Investigations	JD	Pace University
		BS	Pennsylvania State University
Smith, Charles	Computer Information Sciences	MBA/TM	University of Phoenix
		BS	Southern Illinois University
Speener, Ronald	General Education	MA	Wisconsin University
		BA	St. Francis College
Stefanek, Marlena	Medical Assisting	AS	Everest University
Tirado, Monica Zoe	Medical Assisting	AS	Everest University
Truitt, Richard	Paralegal	JD	Stetson University
		BS	Florida Metropolitan University
Trusselle, Patricia Ann	Medical Assisting	AS	Blue Hills Technical Institute
Wade, Stacy	Medical Insurance Billing and Coding; Healthcare Administration	MBA	University of Phoenix
		BA	University of Kentucky
Weiger, Pam	General Education	MA	George Mason University
		BA	Texas Tech
Williams, Philip	Criminal Justice	JD	Nova Southeastern University
		BA	University of Central Florida

*Denotes Program Director

TAMPA			
Name	**Discipline**	**Degree**	
Bartlett, Warren*	Computer Information Science	M.S.	University of Montana
		M.B.A.	University of Montana
		B.A.	University of South Florida
		A.A.	St. Petersburg Junior College
Boudreau, David	Electrical	Master Electrician	Commonwealth of Massachusetts
Conrad, Ruby	Intensive English	M.B.A.	Florida Metropolitan University
		B.A.	University of Calgary, Canada
		A.A.	St. John's College, Belize
Drago, Victoria, L.M.T.	Massage Therapy	Diploma	Suncoast School of Massage Therapy
Hartman, Dale, L.M.T.	Massage Therapy	J.D.	Florida State University
		M.A.	University of North Carolina
		B.A.	Bridgewater College
		Diploma	Sarasota School of Natural Healing Arts
Hewes, Kenneth, L.M.T.	Massage Therapy	Diploma	Bhakti Academy School of Massage
Komula, Mark	Computer Information Science	M.S.	Capella University
		B.A.	Andrews University
	Science	M.S.	Capella University
		B.A.	Andrews University
Jordon, George	RHVAC	Certificates	Refrigeration Service Engineers Society
Mason, Jennifer	Intensive English	M.A.	Southern Illinois University
		B.A.	Murray State University
		B.A.	Murray State University
Namiuchi, Teppei, L.M.T.	Massage Therapy	Diploma	Suncoast Center for Natural Health
		Diploma	Florida Institute of Traditional Chinese Medicine

Occhipinti, Sharon*	General Education	M.A. B.A. A.A.	University of South Florida University of South Florida Hillsborough Community College
Schreiber, Helayne*	Assisted Living Medical Insurance, Health Care Administration	M.S. B.A.	Nova Southeastern University Rollins College
Suescun, Yvonne*	Medical Administrative Assistant	Dr. in Medicine	University of Antioquia, Colombia, South America Registered Medical Assistant
Wehner, R. Patrick*	Business	M.P.A. B.A.	University of South Florida University of Wisconsin-Milwaukee
Wright, Kerwin, L.M.T.	Massage Therapy	Diploma	Boca Raton Institute
Dindial-Thompson, Heidi*	Criminal Justice	M.S. B.A. A.A.	Florida Atlantic University Florida Atlantic University Broward Community College
Seiden, Dena*	Paralegal; Criminal Investigations	J.D. B.A. A.A.	Saint Thomas University University of South Florida University of South Florida
Paskow,, Patti, L.M.T.	Massage Therapy	M.O.S. B.A. Diploma	East West College of Natural Medicine Fairleigh Dickinson University Suncoast Center for Natural Health
Cotterill, Betty*	Medical Assisting	A.S. Diploma	High-Tech Institute of Phoenix Orlando College
Beach, Constance	Pharmacy Technician	B.S.	University of South Florida
Brooks, Sandi, L.M.T.	Massage Therapy	Diploma	New School of Natural Healing Arts
Houston, Heather, L.M.T.	Massage Therapy	Diploma	Erwin Technical Center
Chamberlin, Phillip	General Education	M.A. B.A.	University of South Florida University of South Florida
Diemer, Madeline	General Education	M.A. B.A. A.A.	University of South Florida University of South Florida St. Petersburg Junior College
Ross, Minnie	Business	M.A. B.A. A.A.	University of Phoenix University of South Florida University of South Florida
Thomas, Tracy*	Business	M.B.A. B.S.	Loyola University University of New Orleans
Mann, Michelle	Criminal Justice	M.S. B.S.	Florida International University Bethune-Cookman College
Whittle, C. Ed	Paralegal	J.D. B.A.	South Texas College of Law University of South Florida
Akram, Latifah	General Education	M.Ed. B.S.	Antioch University Nova Southeastern University
Marcos, Enid	Medical Assisting	B.S. A.S.	Excelsior College Bronx Community College
Herard, Martha	Medical Assisting	Diploma	Franklin Career Institute
Monaco, Deborah	Medical Assisting	Diploma	Rasmussen College
Frederick, Tracy	Medical Assisting	Diploma	Sanford-Brown Institute
Shaffer, Tami	Medical Assisting	A.S.	Everest University
Gordy, Karen	Medical Assisting	A.S.	Everest University
Baker, Jacquelyn	Medical Assisting	A.S. Diploma	Central Florida Institute Concorde Career Institute
Myers, Lisa*	Medical Assisting	Certificate	Hernando County Adult Education
Lewis, Carolyn	Medical Administrative Assistant	A.S.	Northwestern Connecticut Community College
Johns, Latricia	Medical Administrative Assistant	Diploma	CareerCom Business College
Davies, Patricia	Intensive English	B.A.	University of South Florida
Verde, Anthony J.	Intensive English	B,A,	Pace College

ONLINE LEARNING			
Instructor	**Major**	**Degree**	**Institution**
Abbott, Laurie	Communication	MA	University of Colorado
	Communication	BA	University of Colorado
Abraham, Gail	Health Management	MS	Saint Thomas University
	Health Management	BS	Barry University
Achilles, Wendy	Accounting	PhD	Virginia Common University
	Accounting	MSA	East Carolina University
	Accounting	BSA	East Carolina University
Adams, Katie	Counselor Education	MS	Winona State University
	Psychology and Family Studies	BA	Saint Olaf College
Adler, Dana	Law	JD	Nova Southeastern University
	Psychology	BS	Carlos Albizu University
Aikman, Jaime	Education	MS	Purdue University

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	Psychology	BS	University of Illinois
Al-Marzooq, Taghreed	Computer Science	PhD	University of Houston
	Computer Science	MS	The University of Texas at Austin
	Computer Science	BA	The University of Texas at Austin
Albiston, Clayton	Business Administration	MBA	University of Phoenix
	Political Science	BA	American University Washington D.C.
Anantharamiah, Srinidhi	Economics	PhD	Utah State University
	Economics	MA	New Mexico State University
	Environmental and Business Econ	BS	Rutgers University
Anderson, Karen	Psychology	PhD	University of California, Irvine
	Social Science	MA	University of California, Irvine
	Biostatistics	MS	University of California, Los Angeles
	Psychology	AB	University of California, Irvine
Ardovini-Brooker, Dale	Criminal Justice	PhD	Sam Houston University
	Sociology	MA	Western Michigan University
	Criminal Justice	BS	State University of New York, Brockport
Arduini, Sandra Merriam	Organizational Leadership	EdD	Pepperdine University
	Organizational Management	MA	Azusa Pacific University
	Applied Management	BS	Azusa Pacific University
Armstrong-Henry, Kalena	Accounting	MA	Nova Southeastern University
	Education	M Ed	Wayne State University
	Communication	BA	The University of Michigan
Arshad-Snyder, Siti	Computer Systems Management	MS	Creighton University
	Business Administration	BS	Creighton University
Arthur, Chandra	Business Administration	MBA	Eastern University
	Public Administration/Mgmt	BA	Keuka College
Ashcraft, William	History	MA	Vermont College of Norwich University
	Liberal Arts	BS	Excelsior College
Atkins, Terrance	Mgmt of Information Systems	MS	University of Maryland
	Accounting	BBA	Temple University
Ayodele, Charles	Marketing	MBA	University of Oregon
	Marketing	BS	University of Oregon
Babb, Danielle	Information Technology Mgmt	PhD	Capella University
	Information Systems	MBA	University of Redlands
	Business Administration	BS	UC Riverside
Bagshaw, Cheryl	Engineering	MS	University of Central Florida
	Engineering	BS	University of Central Florida
Bailey, Phyllis	Nursing	MS	University of Tennessee Center for the Health Sciences
	Nursing	BS	Central Missouri State College
	Education	BS	Southeast Missouri State College
Baity, Kristie	Social Science Education	MA	Appalachian State University
	Criminal Justice Criminalistics	BS	East Carolina University
Bakalar, Aaron	Management	MS	California State University, Northridge
	Psychology/Economics	BA	UCLA
Baker, Paula	Criminology	PhD	Indiana University
	Criminal Justice	MS	University of Cincinnati
	Criminal Justice	BS	University of Cincinnati
	Legal Assisting	AS	University of Cincinnati
	MBA	MA	Drexel University
	Business Administration	BS	Widener University
Baker, William	MBA	MA	Drexel University
	Business Administration	BS	Pennsylvania Morton College
Ban, Keith	Business Administration	MBA	Washington University in St. Louis
	Economics	BA	Colgate University
Baral, Anil	Environmental Science	PhD	Arkansas State University
	Environ. Tech. and Mgmt	MS	Asian Institute of Technology
	Chemistry	MS	Tribhuvan University
	Biology	BS	Rutgers University
Barrett, Deborah	Criminal Justice	MS	University of Florida
	Criminal Justice	AS	Western Carolina University
Barrios, Manuel	Business Administration	MBA	Keller Graduate School of Management
	Project Management	MPM	Keller Graduate School of Management

	CIS	BS2	DeVry University
Batistick, Jill	International Management	MBA	American Graduate School of International Management
Bauerle, Graham	Business Administration	MBA	University of Pennsylvania
	Classical Languages	BA	University of Pennsylvania
Beemer, Lynette	Business Administration	MBA	University of Wyoming
	Business Administration	BS	University of Wyoming
Behnke, Hayden Dyer	International Management	MIM	University of Denver
	Economics/Fine Arts	BA	Vanderbilt University
Behnke, Philip	Marketing	MBA	University of Denver
	Business	BBA	University of Iowa
Benjamin, Doreen	Psychology	PsyD	Illinois School of Professional Psychology
	Clinical Psychology	MA	Illinois School of Professional Psychology
	Psychology	BS	Illinois State University
Bentley, Mara	Psychology	MA	Pepperdine University
	Business Administration HR Mgmt	BS	Cal State University Long Beach
Bergey, Lauren	Biology	MS	East Carolina University
	Biology	BS	Millersville University
Bernard, Lance	History	PhD	University of Nevada
	History	MA	San Jose State University
	History	BA	University of California, Santa Cruz
Best, Troy	Management of Technology	MS	Oregon Graduate Institute School of Science & Engineering
Bester, Matthew	Law	JD	Columbus School of Law
	Arts	BA	Syracuse University
Bevli, Sandeepa	CJ Admin	MS	CSU Los Angeles
	CJ	BA	CSU Fullerton
Bittner, Fred	Criminal Justice	MS	Troy University
	Criminal Justice Administration	BS	Myers University
Boone, Kelly	Criminal Justice	MS	Nova Southeastern University
	Public Administration	MPA	Troy University
	Criminology	BA	Saint Leo University
Boswell, James	Law	JD	University of Georgia
	English	BA	College of William and Mary
Bowling, James	Philosophy in Mathematics	PhD	University of Virginia
	Mathematics	MA	Wake Forest University
	Mathematics	BS	Oglethorpe University
Boyd, Courtney	Clinical Psychology	MA	Forest Institute of Professional Psychology
	Psychology	BA	Central Methodist College
Boyd, Kimberly	Sociology	MA	College of William and Mary
	English	BA	College of William and Mary
Branch, Lessie	Political Science	MA	The New School
	Business Administration	MBA	University of Phoenix
	Political Science	BA	Fordham University
Brashear, Romica	Information Systems Management	MS	George Washington University
	Computer Science	BS	Morgan State University
Bridglal, Erika	Counselor Education	MA	Florida A and M University
	Elementary Education	BS	Florida A and M University
Brom, Joseph	Philosophy	MA	Duquesne University
	Philosophy/Economics	BS	Townson University
	Business Administration	MBA	Waynesburg College
Brown, Dawn	Criminal Justice	MCJ	Boston University
	Administrative Justice	BA	Southern Illinois University
Brown-Warren, Tawny	Sociology	MA	Lincoln University
	Political Science	BA	Lincoln University
Brunson, Kara	International Communication	MA	American University
	Political Science	BA	Rutgers University
Bunch, Rose	Creative Writing	MFA	University of Montana,
	Art	BA	Arkansas Tech University
	English Language and Literature	BA	University of Virginia
Bungard, Patrick	Management	MA	California State University, San Bernardino
	Marketing	BA	California State University, San Bernardino
Burgos-Ruwe, Nydia	HR Development	MA	Webster University
	Psychology	BA	University of Central Florida
Burks, Jennifer	Clinical Psychology	MA	Pepperdine University
	Education	MA	Pepperdine University
	Sociology	BA	University of California Los Angeles

Burroughs, Connie	Law	JD	Saint Louis University
	English	BA	University of Missouri
Burton, Catherine	Sociology	PhD	Louisiana State University
	Criminal Justice	MA	University of South Carolina
	Political Science	BA	University of South Carolina
Bush, Priscilla	Law	JD	Texas Tech State University
	Economics	BA	Southwest Texas State University
Buxbaum, Gwen	Management	MBA	University of California, Los Angeles
	Marketing Management	BS	Syracuse University
Byk, Lynn	Counseling Psychology	PhD	New York University
	Counseling	MS	Queens College
	Communication Arts & Science	MA	Queens College
Caldarola, Richard	Business Administration	DBA	Nova Southeastern University
	Business Administration	MBA	Friends University
	English	BA	La Salle University
Callahan, Kelli	Forensic Science	MFS	National University
	Psychology	BS	Boise State University
	Anthropology	BA	Boise State University
Campbell, Harold	Criminal Justice	PhD	Claremont Graduate University
	Criminal Justice	MA	Claremont Graduate University
	Criminal Justice Admin	MA	Chapman University
	Administration of Justice	BA	Golden Gate University
Campbell, Michael	Management	PhD	Nova Southeastern University
	Public Management	MASS	Florida A& M University
	Accounting	BS	Florida A & M University
Caracci, Chris	Business Administration	MBA	Rollins College
	Religious Studies	MA	University of Leuven
	Biology	BS	Saint Meinrad College
	Theology	BA	University of Leuven
Cardott, Autumn	Educational Counseling	MA	University of Phoenix
	Elementary Education	BA	University of Wyoming
Carlson, Evelyn	Economics	MA	University Illinois at Chicago
	Economics	BS	Northern Illinois University
Carlson, Gary	Business Administration	MBA	Rosary College
	Accounting	MS	Rosary College
	Business Administration	BS	Charleston Southern College
Carney-Clark, Janet	Clinical Psychology, Psychology	MA	Antioch University
	Psychology	BS	State University of New York
Carter, James	Business Administration	MBA	Rivier College
	Management	BS	Rivier College
Cates, Anna	Curriculum Instruction/English	PhD	Indiana State University
	English	MA	Ashbury College
	English	BA	George Fox College
Cetiner, Mete	Management Information Systems	MS	Claremont University
	Information Systems	MS	Middle East Tech
	Industrial Engineering	BS	Gazi University
	English Literature	MA	University of Illinois
	English Literature	BA	University of California
Chandler, Keith	Law Enforcement Administration	MA	Western Illinois University
	Criminal Justice	BS	Michigan State University
Cheeks, James	Telecommunications Management	MS	Keller Graduate School
	Business Administration	MBA	Keller Graduate School
	Computer Information Systems	BS	DeVry University
Chen, Abel	Law	JD	Whittier School of Law
	Political Science	BA	California State University, Northridge
Chen, Emily	Organizational Management	MA	University of Phoenix
	History	BS	California Institute of Technology
Chin, Darian	Economics	MA	California State University, Los Angeles
	Economics	BA	University of Southern California
Chipman-Sullivan, Lois	Business Administration	MBA	University of Sarasota
	Liberal Arts	BS	The University of Tennessee at Martin
Ciccone, Joseph	Education	EdD	Nova Southeastern University
	Criminal Justice	MS	Jersey City State College
	Criminal Justice	BS	Jersey City State College
Ciepiela, Traci	Criminal Justice	MS	Columbia College
	Broadcasting	BA	State University of New York College at Buffalo

Clark, Elizabeth Renee	Law	JD	Stetson University
	Communication	BA	University of State Florida
Clark, Karen	Law	JD	Temple University
	Communication Arts	BA	Allegheny College
Clay, Robert Adam	Creative Writing	MFA	University of Arkansas
	English	MA	University of Southern Mississippi
	English	BA	University of Southern Mississippi
Clearfield, Tammi	Law	JD	University of Miami
	Criminal Justice	MS	Florida International University
	Criminal Justice	BA	Florida Atlantic University
Cleary, Daniel	Business Administration	MBA	University of Michigan
	Mechanical Engineering	BS	University of Michigan
Cochrane, Michael	Environmental Science	MS	Western Washington University
	Electronics Technology	BA	Western Washington University
Cohen, Michele Benjamin	Education	MA	Ohio State University
	Education	BA	Ohio State University
Collie, Fred	Public Administration	MPA	University of Texas at Arlington
	Security Studies	MA	Naval Postgraduate School
	Criminal Justice	BS	University of Texas at Tyler
Collins, Stuart	History	MA	Villanova University
	Education	MA	Villanova University
	History	BA	Villanova University
Conaway, Tracy	Marketing	MBA	Argosy University
	Telecommunications	BS	University of Denver
Connor, Martin	Law	JD	University of North Dakota
	Sociology	BA	University of Arizona
Conroy, James	Criminal Justice	MS	University of Wisconsin Platteville
	Criminal Justice	BS	St. John's University
Coplen, Joshua	Management	MBA	California State University, Chico
	Finance	BS	California State University, Chico
Coppelli, Mark	English & American Literature	MA	Washington State University in St. Louis
	English	BA	University at Buffalo, State University of New York
Coriell, Jennifer Maloon	Law	JD	The Ohio State University
	History	BA	Marietta College
Cornelius, Erwin	Political Science	MA	University of Wisconsin
	French	MA	Middlebury College
	Political Science	BA	University of Illinois
Corrales, Omar	Counseling Psychology	MA	National University
	Behavioral Science	BA	National University
Correia, Mark	Political Science	PhD	Washington State University
	Criminal Justice	MA	Washington State University
	Justice	BA	University of Alaska
Courter, Jennie	Management	M Ed	Georgian Court College
	Elementary Education	BA	Kean College
Cox, Tiffany	Law	JD	University of Utah College of Law
	Arts	BA	University of Arizona
Cuevas, Josephine	Business Administration	MBA	Keller School of Management Online
	Telecommunications	BS	DeVry University
	Liberal Arts	AA	Mount San Antonio College
Cunningham, Diane	Social Science	PhD	University of California, Irvine
	Social Science	MA	University of California, Irvine
	Economics	MA	California State University, Fullerton
	Dance	BA	University of California, Los Angeles
Curry, Janis	Criminology	MS	Florida State University
	Psychology	BA	Pledmont College
Curtis, Michael	Computer Information Systems	MS	Nova Southeastern University
	Computer Information Systems	BA	Nova Southeastern University
Dacheux, Stacy	Writing and Poetics	MFA	Naropa University, Boulder Colorado
	English	BA	University of Alabama, Tuscaloosa
Daniels, Glenn	Business Administration	MBA	University of Texas, Dallas
	Accounting	MS	University of Texas, Dallas
	Accounting	BS	Washington University
Davis, Mark	Law	JD	University of Denver College of Law
	Arts and Sciences	AB	Ohio University

Davis, Melanie	Mathematics	MS	Texas Southern University
	Accounting	BS	University of Houston Clear Lake City
Day, Danielle	Criminal Justice	MS	Nova Southeastern University
	Liberal Arts & Sciences	BA	University of Florida
De Cossio, Francisco	Business Administration	PhD	University South Carolina
	Economics	MA	University South Carolina
	Economics	BS	University South Carolina
De Luca, Peter	Information Systems	MBA	Keller Graduate School of Management
	Economics	BA	Columbia University of New York
De Santis, Jacqueline	Criminal Justice	JD	North Carolina Central University
	Paralegal	BA	Pfeiffer University
Deese, Lisa	Criminal Justice	MS	University of North Carolina at Charlotte
	Criminal Justice	BS	University of North Carolina at Charlotte
Del Carmen, Alejandro	Criminology	PhD	Florida State University
Florida State University			
	Criminology	MS	Florida State University
Florida State Universtiy			
	Criminal Justice	BS	Florida International University
DeLancey, Dayle	History of Science, Technology & Medicine	MS	The University of ManchesterSACS
	English & American Literature & Language	MA	Harvard University
	History & Literature	BA	Harvard University
DeLancey, Frenzella	English	PhD	Temple University
	English	MS	Temple University
	English	BA	Temple University
Delaney, Stephanie	Law	JD	University of San Diego
	Environmental Studies	MS	Vermont Law School
	Foreign Service	BS	Georgetown University
Dell Osso, Linda	Education	PhD	Claremont Graduate University
	Business Administration	MS	California State Polytechnic University
	Math	BS	California State Polytechnic University
Denny, Robert	Forensic science	MSFS	National University
	Criminology	BS	St. Leo University
Derwin, Ellen	Social Ecology	MA	University of California Irvine
	Psychology	BS	Denison University
DiBari, David	Criminal Justice	MCJ	University of Colorado, Colorado Springs
	Anthropology	BA	University of Colorado, CO Springs
Dittman, Michael	English	MA	Slippery Rock University
	English	BA	College of Wooster
Dolan, Jeanne	Business Administration	MBA	University of Washington
	Comparative Religion/Science	BA	University of Washington
Dolan, Mary	Psychology	PhD	Claremont University
	Psychology	MA	California State University San Bernardino
	Psychology	BA	California State University
Dollens, James	Information Systems	PhD	Nova Southeastern University
	Computer Science	MS	University of Maryland
	Mathematics	BS	Wayne State University
Dorr, Henry	Educational Administration/Leadership	PhD	University of Nebraska at Lincoln
	Human Relations	MA	Pacific Lutheran University
	Criminology	BS	University of Nebraska at Lincoln
Dorzweiler, Carla	Business Administration	MBA	University of Phoenix
	Speech Communication	BA	California State University
Dougherty, Robert	Criminal Justice	MS	Saint Joseph's University
	Criminal Justice	BA	Temple University
	Administration of Justice	AAS	Delaware County Community College
Dukes, Nicole	Speech & Interpersonal Communication	MA	New York University
	Speech Communication & Black Studies	BA	California State University, Long Beach
Durbin, Don	Criminal Justice	MS	Chicago State University
	Police Science	AAS	McHenry County College
Duwe, Grant	Criminology	PhD	The Florida State University
	Criminology	MS	The Florida State University

	Psychology	BA	University of Kansas
Dye, Crystal	Information Technology	MS	American Intercontinental University
	Psychology	BS	Milligan College
Echols, Melvin	Sociology	MA	California State University, Fullerton
	Sociology	BA	California State University, Fullerton
	English	BA	California State University, Fullerton
Elfo, William	Law	JD	Nova Southeastern University
	Criminal Justice	MS	Nova Southeastern University
	Criminal Justice	BS	Nova Southeastern University
Empie, Kristine	Criminology	PhD	Indiana University of Pennsylvania
	Business Administration	MBA	Southern New Hampshire University
	Criminal Justice	BS	Northeastern University
English, Donna	Behavioral Science	MS	California State University, Dominguez Hills
	Business/Management	BS	University of Phoenix
Ettinger, Blair	Criminal Justice	MS	Nova Southeastern University
	Legal Studies	BS	Nova Southeastern University
	Legal Studies	AAS	Miami Dade Community College
Farrow, Jaime	Biology	MS	Maryland University
	Biology	BS	North Carolina State University
Fekrat, Parvis	Statistics	MA	University of Missouri
	Electrical Engineering	BA	University of Missouri
Fernandez, Tristan	Law	JD	University of Connecticut
	Criminal Justice	MS	Northeastern University
	Justice and Law Administration	BS	Western Connecticut State University
Ferraro, Monique	Law	JD	University of Connecticut
	Criminal Justice	MS	Northeastern University
	Justice and Law Administration	BS	Western Connecticut State University
Fischer, James	Business Administration	PhD	Northcentral University
	Management of Information Systems	MBA	Northcentral University
	Sociology	BS	University of Maryland
Fisher, Maryln	Accounting	PhD	Capella University
	Tax	MS	American University
	Accounting	BS	University of Maryland
Fisher, Robert	Business	MBA	University of Southern California
	System Mgt.	MS	University of Southern California
	Mechanical Engineering	BS	Rensselaer Polytechnic Inst.
Fleming, Sheryl	Business Administration	MBA	Southeastern University
	Social Work	MSW	Howard University
	Sociology	BA	St. Mary's College of Notre Dame
Fogel, Seth	Criminal Justice	MS	California State University of Long Beach
	Biological Science	BS	University of California Berkeley
Framan, Ted	Business Administration	MBA	University of Texas
	Business Administration	BS	University of Southern California
Freeman, Eric	Business Administration	MBA	University of Portland
	Marketing	BS	Portland State University
Ganza, William	Sociology	MS	Illinois State University
	Psychology	BS	Illinois State University
Garman, Carrie	Community Counseling	MA	University of Northern Colorado
	English	BS	Arizona State University
Garmon, Jennifer	Environmental Studies	MS	University of Oregon
	Environmental Studies	BS	University of California, Santa Barbara
Garmon, John	Leadership and Human Behavior	PhD	US International University (Alliant International University)
	Business Administration	MBA	University of Redlands
	Management	BA	University of Redlands
Gensler, Howard	Law	JD	UC Berkley
	Economics	PhD	UCI
	Economics	MA	UCI
	Economics, Political Science, History, Philosophy, English	BA	UCI
Gentles, Junior	Information Systems Management	MS	Keller Graduate School of Management
	Organizational Management	BS	Hope International University
Ghalambor, Hamid	Business Administration	MBA	University of Phoenix
	Mechanical Engineering	BS	Utah State University
Ghose, Madhuchanda	Management	PhD	Georgia Institute of Technology
	Technological Systems Management	MS	State University of New York at Stony Brook

Gianna, David	Business Administration	MBA	Marist College
	Computer Science	MS	Marist College
	Electrical Engineering Technology	BS	Rochester Institute of Technology
Gil, Chaya	Law	JD	Northern Illinois University
Gillis, Kimberly	Forensic Science	MS	University of New Haven
	Psychology	BS	University of Alabama
Girten, Julie	Business Administration and Human Resources	MBA	Keller Graduate School of Management
	Computer Information Systems	BS	DeVry University
Goar, James	Writing and Poetics	MFA	Naropa University, Boulder Colorado
	Philosophy	BA	University of Arizona, Tucson
Gold, Stuart	Business Administration, Management Information Systems	PhD	North Central University
	Business Administration	MBA	Loyola University
	Liberal Arts, Mathematics, Physics	BA	Northeastern University
Goodall, Jean	Management	MA	Webster University
	Sociology	BA	University of Colorado, Boulder
Goodwin, Kimberly	Counseling Psychology	EdS	James Madison University
	Psychology	MA	James Madison University
	Psychology	BS	Virginia Polytechnic Institute
Goyden, Michael	Systems Technology	MS	Naval Postgraduate School
	Public Administration	MA	University of Northern Colorado
	Behavioral Science	BS	U.S. Air Force Academy
Graham, Juanita	Nursing Science	MS	University of Mississippi Medical Center
	Nursing Science	BS	University of Mississippi Medical Center
Gray, Dahli	Accounting	DBA	George Washington University
	Business Administration	MBA	Portland State University
	General Studies	BS	Eastern Oregon State College
Gray, Laura	Creative Writing	MFA	University Of Arkansas
	English	MA	University of Montevallo
	Political Science	BA	University of North Alabama
Gray-Baker, LaQuita	Management	MA	University of LaVerne
	Marketing	BA	CSU Dominguez Hills
	Public Administration	PhD	University of LaVerne
Greenfield, Alfred	Accounting	PhD	Virginia Commonwealth University
	Accounting	BS	Virginia Commonwealth University
Greer, Rodney	Business Information Management	MBA	City University
	Industrial Arts Technology	BA	Humboldt State University
Gressier, Pam	Law	JD	Western State University
	English	MA	University of California, Irvine
	Comparative Literature	BA	University of California, Irvine
Griff, Nathan	Counselor Education	EdS	Northern Illinois University
	Guidance & Counseling	MA	Adams State University
	Psychology	BA	Baruch College
Grossens, Tami	Social Work	MA	Grand Valley State University
	Psychology	BS	Grand Valley State University
Gruber, Baylis	Finance	MBA	Florida State University
	Finance	BS	Florida State University
Gundlach, Kim	Law	JD	Loyola Law School
	English	BA	Pennsylvania State University
Gussis, Shelly	Creative Writing	MAF	Roosevelt University
	Literature	MA	Roosevelt University
	Psychology	BS	Bradley University
Hales, Myron	Industrial Arts Education	BS	University of Wyoming
Hall, Mary	Medical Assisting	MHA	Montana State University
	Biology	BA	California State University, Stanislaus
Hamblet, Shirley	Criminology	MA	University of Texas at Arlington
	Criminal Justice	BS	University of North Texas
Hamilton, Shelia Kuhstoss	Biotechnology; Bioinformatics	MS	John Hopkins University
	Computer Science	BS	Mary Washington College
	Biology	BS	Mary Washington College
Hammond, Lois	Management	DBA	Nova Southeastern University
	Operations Management	MS	University of Arkansas
	Management	BBA	University of Arkansas
Hammond, Scott	Business Administration	MBA	Saint Leo University

	Computer Information Systems	BS	Saint Leo University
	Business Administration	BA	Saint Leo University
Hanna, Michael	Law	JD	Creighton University
	Criminal Justice	MS	Central Missouri State University
	Liberal Arts	BA	University of San Francisco
Hargiss, Kathleen	Curriculum and Instruction	PhD	University of Southern Florida
	Education	MA	Northwestern University
	Business Administration	MBA	University of Miami
	Physical Education	BS	University of Illinois
Harper, Virginia	Secondary Education	MED	Steven F Austin University
	Elementary Education	BS	East Texas State University
Harrell, Susan	Education	MA	Shenandoah University
	Sociology	BA	Mars Hill College
Hartman, Amie	Creative Writing-Playwriting	MFA	Brooklyn College at the City University of New York
	Sociology	BA	Smith College Northampton, MA
Havens, Brandy	Accounting	MBA	High Point University
	Accounting	BS	High Point University
Hayes, Anne Marie	Law	JD	Western Reserve University
	Justice and Policy Studies	BS	Guilford College
Heinrichs, Glenn	Business Administration	MBA	Purdue University
	Computer Science and Software Engineering	MS	DePaul University
	Electronic Engineering	BS	DeVry University
Henderson, Steven	Law	JD	Florida State University
	Zoology	BA	Brigham Young University
Henry, Sally	Education with distinction in Counseling	MA	Northern Arizona University
	Justice Studies	BS	Arizona State University
Herman, Lisa	Integral Studies/Learning and Change	PhD	CA Institute of Integral Studies
	Counseling	MS	California State University Hayward
	Ordinary Programme	BA	York University
Hernandez, Diego	Mental Health Counseling	MS	Nova Southeastern University
	Psychology	BA	Southeastern College of The Assemblies of God
Hill, John	Criminal Justice	MS	New Jersey City College
	General Education	BS	Thomas Edison State
Hill, Thomas	Criminal Justice	MS	University of Alabama
	Social Science	BS	Gardner-Webb University
Hirsch, Bennett	Business Administration	MBA	University of Memphis
	Economics and History	BA	State University of New York Binghamton
Hirsch, Diane	Counselor Education	MA	University of Pittsburgh
	Sociology	BS	Kent State University
Ho, Raymond	Business Administration	MBA	Golden Gate University
	Business Accounting	BS	San Francisco State University
	Business Administration	DBA	Nova Southeastern University
Hock, Dylan	Writing and Poetics	MFA	Naropa University
	English: Creative Writing	BA	Western Michigan University
Hodge, Marcie	Counseling Psychology	MA	Holy Names College
	Mass Communication	BA	California State University
Hori, Takayuki	Business Administration	MBA	Oklahoma City University
	Law	LLM	University of San Diego
	Law	LLB	Meiji University
Horodner, Barry	Mathematics	MS	Lehman College
	Education	BA	Lehman College
Hosseini, Jamaladdin	Political Science	PhD	University of Arizona
	Political Science	MA	University of Arizona
	English	BA	University of Tehran
Hull, Kurt	Business Administration	MBA	Providence College
	Accounting	BS	Providence College
Humaciu, Matthew	Mathematics	MS	California State University, Los Angeles
	Mathematics	BA	Whittier College
Huskey, Jason	Law	JD	Western State University
	Criminal Justice	BS	California State University, Long Beach
	Political Science	AA	Fullerton College
Hutson, Pamela	Criminal Justice	JD	Southern Methodist University
	Paralegal	BA	University of Texas at Dallas
Idlet, Gabrielle	Creative Writing	MFA	University of Arkansas

	Humanities: Literature	BA	Antioch University
Iglesias, Steven	Writing	MFA	School of the Arts Institute
	English	MA	California State University, Northridge
	English	BA	Cal Poly San Luis Obispo
	French	BA	California State University, Northridge
Jabbour, James	Forensic science	MS	University of New Haven
	Liberal Studies	BS	University of the State of New York
Jackson, Monica	Accounting	MS	Keller Graduate School
	Accounting	BS	North Carolina Wesleyan College
Jafari, Hamid	Biological and Agricultural Engineering	PhD	North Carolina State University
	Agricultural Engineering	MS	Iowa State University
	Mathematics	BS	Pahlavi University
Jamsa, Kris	Computer Science, Business Administration	PhD	Arizona State University
	Education	MA	Aspen University
	Business Administration	MBA	San Diego State University
	Computer Science	MS	University of Nevada
	Computer Science	BA	United States Air Force Academy
Jedruszczak, Boguslaw	Computer Information Systems	MS	University of Phoenix
	Biological Science	BS	University of California, Irvine
Jenkins, Bill	Business Administration	MBA	Pfeiffer University
	General Studies	BS	Franklin Pierce
Jennings, Patrick	Law	JD	Howard University
	Arts	MA	Central Michigan University
	Mathematics	BS	Western Michigan University
Joerg, Lisa	Psychology	PHD	Walden University
	Psychology	MS	Walden University
	Psychology	BA	Purdue University
Johnson, Bradley	Accounting	MBA	DeVry University, Keller Graduate School of Management
	Finance	BS	University of Rhode Island
Joubert, Scott	Criminal Justice	MS	Boston University
	History	BA	Worcester State College
Jung, Doranne	Public Relations	MS	Boston University
	Philosophy, Religion and Sociology	BA	Mills College
Kalayeh, Pirooz	Writing and Poetics	MFA	Naropa University, Boulder Colorado
	English	BA	University of Delaware, Newark
Kemp, James	Information Systems	MS	Keller Graduate School of Management
	Computer Information Systems	BS	DeVry University
Kennedy, Margaret	Human Resources Management	MBA	Keller Graduate School of Management
	Human Resources	BA	University of Northern Iowa
Kennedy, Peter Alan	Environmental Management	MS	University of Virginia
	Environmental Management	BA	West Coast University
Kesten, Alan	Educational Psychology	PhD	University of Texas
	Architectural Engineering	BS	University of Texas
Khatibloo, Mohammad	Criminal Justice	MA	Chapman University
	Criminal Justice	BA	Chapman University
Kim, Christopher	Law	JD	Loyola School of Law
	Criminal Justice	BA	University of Southern California
Knapp, Jane	Biological Sciences	PhD	University of Rhode Island
	Biology	MS	Worcester Polytechnic Institute
	Biology	BS	Framingham State College
Kohls, Annette	English-Creative Writing	MFA	California State University, Long Beach
	English	BA	Chapman University
Kopanic, Michael	History	PhD	University of Pittsburgh
	History	MA	University of Norte Dame
	History	BA	Youngstown State University
Kovach, Bernard	Information Systems	PhD	Nova Southeastern University
	Business Administration	MBA	California State University, Dominguez Hills
	Curriculum and Instruction	MA	University of Minnesota, Minneapolis
	Mathematics	BA	University of Minnesota, Duluth
Kuivila, John	Criminal Justice	MS	Tiffin University
	Criminal Justice Administration	BA	Myers University
Kwa, Rosemary	Comparative Literature	PhD	University of California, Irvine
	Comparative Literature	MA	University of California, Irvine

	Philosophy	BA	Tufts University
Ladner, Deborah	Biology	MS	University of South Alabama
	Biology	BS	William Carey College
Lauren, David	Law	JD	Franklin Pierce Law Center
	Education	M Ed	Keene State College
	English	BA	New England College
LaVergne, Debra	Education	MA	Northern Arizona University
	Business/Management	BS	University of Phoenix
Lavery, Kenneth	Taxation	MS	Grand Valley State University
	Liberal Studies	BA	Purdue University
Lazo, Alex	Management Information Systems	MS	California State University, Fullerton
	International Business	BA	California State University, Fullerton
Leatherbury, Linda	Accounting	PhD	The Union Institute
	Taxation	MS	Widener University
	Accounting	BS	Drexel University
Lee, Freddy	Marketing	PhD	University of British Columbia
	Electrical Engineering	BS	University of Texas at Austin
LeMoine, Monica	English	MA	University of Wisconsin
	Foreign Language/French	BA	Virginia Polytechnic Institute
Leonard, Rodney	Criminal Justice	MS	Troy University
	Criminal Justice	BS	Edinboro University of Pennsylvania
Lewis, Carlton	Criminal Justice	MS	East Carolina University
	Justice Studies	BA	North Carolina Wesleyan College
Lewis, Michael	Criminal Justice	MS	Tiffin University
	Criminal Justice	BA	Myers University
Lindgren, John	Biology	MS	California State University, Long Beach
	Psycho-Biology	BA	University of California, Santa Cruz
Lindquist, Robert	Business Administration	MBA	Northern Illinois University
	Marketing	BS	Northern Illinois University
Lisack, Thomas	English	MA	University of Notre Dame
	English, Writing Emphasis	BS	Winona State University
	Print Journalism	BA	Saint Mary's University of Minnesota
Lizano, Rolando	Management Information Systems	MS	Nova Southwestern University
	Management Information Systems	BBA	University of Memphis
	Computer Science	AS	Northwest Mississippi Junior College
Lloyd, Marshall	Law	JD	Oklahoma City University School of Law
	Criminal Justice	MS	Southwest Texas State University
	Interdisciplinary Studies	MA	Texas A&M University – Corpus Christi
	Sociology	MA	Southwest Texas State University
	Political Science	BA	Texas A&M University
	Criminal Justice	BS	Texas A&M University
Locklear, Hamilton	Criminal Justice	MS	Georgia State University
	Criminal Justice	BS	Georgia State University
Louden, Nicole Cain	Criminal Justice	MS	Saint Leo University
	Political Science	BA	University of South Florida
Lowry, Elizabeth	Creative Writing	MA	New York University
	Teaching	MS	New School for Social Research
	English	BA	University of Pennsylvania
Lunsford-Solis, Jeanne	Law	JD	Oklahoma City University, College of Law
	Business Administration	MBA	University of Texas
	Education	BS	West Virginia University
Lyncheski, Marc	Business Administration	MBA	University of Phoenix
	Communications/Advertising	MA	Marquette University
	Psychology	BS	Allegheny College
Lyncheski, Stephanie	Management	DM	University of Phoenix
	Educational Psychology	M Ed	Northern Arizona University
	Communications/Journalism	MA	Marquette University
Lynn, Elliott	Technology Management	MBA	University of Phoenix
	Telecommunication Management	BS	DeVry University
	Applied Science	AS	DeVry University
Lyon-Buchanan, David	American Studies	PhD	University of Minnesota
	English	MA	Wayne State University
	English	BA	Wayne State University
Lyons, Brenda	English Language & Literature	D.Phil	Balliol College, University of Oxford
	English	MA	University of Massachusetts, Amherst

	English	BA	University of Massachusetts, Boston
Machuca, Ana	Business Administration	MBA	Webster University
	Accounting	BS	Florida Southern College
MacLellan, Kathryn	Accounting	MS	University of Central Florida
	Psychology	BA	University of Central Florida
Manah, Stephen	Accounting/Finance	PhD	University of Birmingham, UK
	Accounting/Finance	MA	Lancaster University
	Economics/Social Studies	BS	Fourah Bay College
Mandel, Scott	Law	JD	Hofstra University
	Psychology	BA	Hofstra University
Manley, Shari	History	MA	University of Northern Iowa
	History and English	BA	University of Northern Iowa
Mannle, Andrew	Writing:Fiction	MFA	Columbia University New York, NY
	History	BA	University of California, San Diego
Mapes, Virginia	Applied Management	MS	Lesley University
	Medical Assisting	MS	Boston College
	Nursing	BS	Boston College
Marco, Christopher	Criminal Justice	MS	Saint Joseph's University
	Criminal Justice/Political Science	BA	Temple University
Martin, Robert	Physical Education	Ph.D	University of Southern California
	School Counseling	MS	University of La Verne
	School Counseling	MS	California State University, Fullerton
	Psychology	BA	California State University, Fullerton
Mason, William	Economics	MBA	New York University
	Economics	BBA	St. John's University
Matthews, John	Public Administration	MPA	University of Southern California
	Print Journalist	BA	University of Southern California
Mauser, Stephen	Criminal Justice	MS	California State University, Sacramento
	Criminal Justice Management	BA	Union Institute
Maymi, Enzo Caminotti	Business Administration	MBA	University of Phoenix
	International Business	BS	Richard Stockton College of New Jersey
McCaffery, Jack	Law	JD	Barry University
	International Taxation	LLM	Saint Thomas University
	Management	BA	National-Louis University
McCarty, Patrick	Behavioral Science	MA	University of California, LA
	History	BA	California State Dominguez Hills
McClain, Bruce	Law	JD	Case Western Reserve University
	Tax	LLM	New York University
	Accounting	BA	Hillsdale College
McDaniel, Molly	Criminal Justice	MS	Michigan State University
	Business & Organization Security Mgmt.	MA	Webster University
	Criminal Justice	BS	University of Detroit Marcy
McGill, Carla	English	PhD	University California Riverside
	English	MA	University of California, Riverside
	English	BA	CA State College San Bernardino
McLaughlin, Shirley Todd	Business Administration	DBA	Nova Southeastern University
	Management	MS	Rollins College
	Biology	BA	University of North Carolina
McRae, John	Law	JD	Michigan State University
	Business Administration	MBA	Oakland University
	Arts	MA	Oakland University
Meadows, Robert	Criminal Justice	PhD	Claremont Graduate School
	Corrections	MS	Pepperdine University
	Political Science 33	BS	Northern Arizona University
Meyer, Madeline	Health Service Administration	MBA	Nova Southeastern
	Health Service Administration	MS	Nova Southeastern
Meyer, Michael	Osteopathic Medicine	DO	Texas College of Osteopathic Medicine
	General Studies	BS	University of Central Florida
Milazzo, Nancy	Project Management	MPM	Keller Graduate School
	Business Administration	MBA	Keller Graduate School
	Business Administration and Information Systems	BS	DeVry University
Milazzo, Thomas	Information Systems Management	MS	Keller Graduate School of Management
	Project Management	MS	Keller Graduate School of Management

	Business Administration	MBA	Keller Graduate School of Management
Millazzo, Andrea	Business Administration	MBA	Baker College
	Journalism	BA	Metropolitan State College of Denver
Miller, James	Business Administration	DBA	Nova Southeastern University
	Business Administration	MBA	Widener College
	Business Administration	BA	Ursinus College
Miller, Kerry	Computer Information Systems	MBA	Baker College
	Business Management	BBA	Davenport University
Miller, Monishia-Denee'	Criminal Justice	MS	California State University, Los Angeles
	Sociology	BA	University of California, Irvine
Miller, Shawn	Accounting	MPA	The University of Texas at Austin
	Accounting and Finance	BA	University of Nevada, Las Vegas
Miller, Stuart	Computer Information science	EdS	Nova Southeastern University
	Educational Leadership	MS	Nova Southeastern University
	Psychology	BA	University of Tampa
Milne, Beth	Sociology	MA	Ball State University
	Sociology	BA	Indiana State University
Mobley, Sara	Law	JD	St. Mary's University
	Secondary Education	MA	Stephan F. Austin State University
Mohabir-McKinley, Sandra	Marketing	Mphil.	University of Strathclyde
	Marketing	BA	University of Strathclyde
Moore, Frances Lynn	Educational Administration	PhD	University of Texas
	Human Resource Management	MBA	Baker College
	Business Management	BS	University of Phoenix
Mozia, Timothy	International Studies	PhD	University of Denver
	International Relations	MS	University of Benin, Nigeria
	Political Science	BS	University of Benin, Nigeria
Mroczko, Jennifer	Management Information Systems	MS	George Washington University
	Management Information Systems	BS	University of Albany
Mullen, Kenneth	Criminal Justice	PhD	SUNY
	Criminal Justice	MS	Cal State Long Beach
	Criminal Justice	BS	Cal State Long Beach
Muller, Meredith Palmer	Law	JD	Stetson University
	International Studies	BA	Berry College
Muqri, Mohammad	Electrical and Computer Engineering	MS	University of Tennessee
Musick, David	Sociology	PhD	University of California, Riverside
	Sociology	MA	University of California, Riverside
	Sociology	BA	California State University, San Bernardino
Musil, Elizabeth	Info. Technology	MIT	American Intercontinental University
	Management	MA	Antioch University
	Liberal Studies	BA	Antioch University
Nathanson, Craig	Human Development	MA	The Fielding Grad. Institute
	Telecommunications in Mgt.	MS	Garden Gale University
	Human Relations and Org. Behavior	BA	University of San Francisco
Nawrocki, Amy	Creative Writing	MFA	University of Arkansas, Fayetteville
		BA	Sarah Lawrence College
Nelson, Dena	School Counseling	MA	Chapman University
	History/Political Science	BA	Concordia University
Norton-Peoples, Sheila	Counselor Education	MA	Florida Agriculture and Mechanical University
	Psychology and Chemistry	BS	Florida Agriculture and Mechanical University
Novotnak, Suzanne	Social Work	MA	University of Oklahoma
	Behavioral Science	BS	Oklahoma Wesleyan University
O'Bryant, Robert	Business Administration	MBA	University of Redlands
	Workforce Education	BS	Southern Illinois University
Oak, Mina	Clinical Psychology	PhD	Pacific Graduate School of Psychology
	Clinical Psychology	MS	Pacific Graduate School of Psychology
	Psychology	BA	University of California, Santa Cruz
Oakley, Jared	Marketing	MBA	University of Memphis
	Marketing	BS	University of Tennessee
Ogg, Sherry	Animal Science	PhD	University of Maryland
	Animal Science	MS	California State University
	Dairy husbandry	BS	Delaware Valley College

Ojo, David	Criminology	MS	Indiana State University
	Business Administration	MBA	National University San Diego
	Sociology	BS	Anmadu Bello University
Orazi, Catherine	Law	JD	City University of New York
	Psychology	BA	State University of New York at Stony Brook
Orner, Randell	Information Technology Management	MS	Touro University International
	Business and Technology	BS	Charter Oak State College
Oyer-Owens, Stephen	Humanities	PhD	University of Texas
	Humanities	MA	University of Chicago
	English	BA	Loyola University
Palumbo, Ralph	Accounting	DBA	Argosy University
	Accounting	MBA	Fairleigh Dickinson University
	Business Administration	BS	Montclair State University
Parham, Vera	History	MA	University of San Diego
	History	BA	University of Washington
Parker, Lorraine	Chiropractic	DC	New York Chiropractic College
	Biology	MS	University of Bridgeport
	Liberal Arts	BS	The University State of New York
Patel, Manish	Information Systems	MBA	Mercer University
	Engineering	BS	Georgia Institute of Technology
Patel, Sangita	Business Administration	MBA	San Jose State University
	Economics	BA	University of California, Berkeley
Paynter, Stephen	Business Management	MA	Central Michigan University
	Mathematics	BS	Fort Hayes State University
Pearson, January	English	MA	California State University, Fullerton
	English	BA	Concordia University
Pettler, Laura	Criminal Justice	MS	Youngtown State University
	PreProfessional Psychology	BS	Geneva College
	Biological Sciences	AA	Community College of Beaver County
Philipson, Danielle	Health Administration	MA	Cornell University
	Sociology	BA	University of California, Irvine
Picciolo, Vince	Public Administration	MPA	Nova Southeastern University
	Management of Human Resources	BS	Palm Beach Atlantic University
Pierce, Gary	Computer Information Systems	MS	Georgia State University
	Computer Information Systems	BBA	Clayton State University
Pilkington, Cyndra	Clinical Psychology	PhD	The Fielding Institute
	Ciminal Psychology	MA	The Fielding Institute
	Health Science	MHS	Armstrong Atlantic State University
	Criminal Justice	MS	Georgia Southern University
	Criminal Justice	BS	Armstrong Atlantic State University
Pinner, Raymond	Accounting	MBA	Nova Southeastern University
	Business Administration	MA	Nova Southeastern University
	Commercial Science	BA	Tulane University
Pourarian, Siamak	Business Administration	MBA	University of Phoenix
	Political Science	BA	California State University, Los Angeles
Powers, Shawn	Business & Organizational Security Mgt.	MA	Webster University
	Liberal Arts	BS	Excelsior College
Prince, Adam	Creative Writing	MFA	University of Arkansas, Fayetteville
	English	BA	Vassar College
Rabe, Sheree	Law	JD	University of Texas School of Law
	Corporate Training	MA	Texas Women's University
	Political Science	BS	Texas Women's University
Rajan, Sunil	Information Technology	MS	Capella University
	Information Systems Management	BS	University of Maryland
Ralphs, David	Criminology and Criminal Justice	MA	University of Texas
	Criminal Justice	BS	University of North Texas
Rangitsch, Joseph	Computer Science	MS	Southern College of Technology
	Systems Management	MS	UCLA
	Engineering	BS	United States Military Academy
Rarden, Barbara	Education	MS	Cardinal Stritch College
	Speech and Language Pathology	BS	Marquette University
Ravenna, Georgianna	Education	MS	University of Southern California
	English	MA	California State University, Northridge
	French	BA	University of California, Los Angeles
Rawlings, Dirk	Comm & Psychology	BA	University of California, Chico

Redmond, Timothy	Criminal Justice	MS	Nova Southeastern University
	Criminal Justice	BS	Florida International University
Reichmuth, Jessica	Biological Science	MS	State University of New Jersey
	Marine Science	BS	Coast Carolina University
Rich, Thomas	Business Administration	MBA	University of Florida
	Environmental Engineering	MS	University of Florida
	Electrical Engineering	BS	University of Florida
Richardson, Dan	Network Architecture and Design	MS	Capella University
	Network Technology	BS	Capella University
Riley, Lewis	Communications	MA	California State University, Fullerton
	Communications	BA	California State University, Fullerton
Rishidian, Mitra	Counseling	MS	California State University, Northridge
	Engineering	BS	West Coast University
Ritter, Wallace Victor	Education	PhD	Claremont Graduate School
	Business Administration	MBA	California State Polytechnic University
	History	BA	California State Polytechnic University
Roach, Erica	Business Administration	MBA	The Johns Hopkins University
	Public Management	MPM	University of Maryland
	Politics, Economics and Society	BA	State University of New York
Robison, Brian	CJ Administration	MS	Ferris State University
	Criminal Justice	BS	Ferris State University
Rodriguez, Frances	Business Administration	DBA	University of Sarasota
	Economics	MA	Middle Tennessee State University
	Psychology	BA	Saint Leo University
Rollins, John	Law	JD	American University
	Criminal Justice	BS	Fayetteville University
Rongcal-Valera, Grace	Intl. Relations	MA	University of San Diego
	English	BA	University of Philippines
Rosario, Nilda	Industrial/Organizational Psychology	MS	Capella University
	Liberal Studies in Behavioral Science	BA	Barry University
Rose, Steven	Business Administration	MBA	Wayne State University
	Finance	BBA	University of Toledo
Rosenthal, Lynne	English and Comparative Literature	Ph.D	Columbia University of New York
	English and Comparative Literature	MA	Columbia University of New York
Rothenberg, Steven	Computer Information Systems	MS	University of Denver
Rowley, Jean	Applied Mathematics	MS	California State University, Long Beach
	Engineering	BS	University of California, San Diego
Ruggieri, Paul	Business Administration	MBA	Baruch College
	Art	BS	College of Staten Island
Ryan, Joanne	Accounting	MBA	Webster University
	Management	BS	Saint Joseph's College
Ryan, Melissa	Clinical Psychology	MA	Roosevelt University
	Psychology	BA	St. Cloud State University
Sabolic, Paul	Business Administration	MBA	Pepperdine University
	History	BA	University of Washington
	Computing and Information Technology	EdD	Nova Southeastern University
Sahhar, Fady	Business Administration	MBA	University of Tennessee
	General Business	BS	University of Tennessee
Saleh, Usama	Nursing	PhD	University of Kentucky
	Nursing	MSN	University of Kentucky
	Nursing	BSN	Clarkson College
Sanders, Bob	Management Information Systems	MS	Bowie State University
	Information Systems Management	BS	University of Maryland University College
Sayler, Crystal	Medical	BS	Strayer University
Schaub, Christina	Criminal Justice	MS	California State University, Sacramento
	Criminal Justice	BS	California State University, Sacramento
Schonder, Annette	Sociology	MA	George Mason University
	Psychology	BA	George Mason University
Sconyers, Novella	Urban Studies	MA	Roosevelt University
	Sociology	BA	Northwestern University
Scully, Anna Beylin	Psychology and Neuroscience	PhD	Princeton University
	Clinical Psychology	MA	Pepperdine University
	Psychology and Neuroscience	MA	Princeton University

	Psychology	BS	University of Michigan
Searle, David	Business Administration	MBA	University of Phoenix
	Sociology	BS	Arizona State University
Sebhatu, Peter	Leadership and Organizational Behavior	PhD	United States International University
	Business Administration	MBA	National University
	Business Administration	BA	Union Institute
Seddon, Ayn Embar	Criminology	PhD	Indiana University of Pennsylvania
	Clinical Psychology	MA	Indiana University of Pennsylvania
	Philosophy	BA	University of Pittsburgh
	Psychology	BS	University of Pittsburgh
Shahin, Alireza	Mechanical Engineering	PhD	Purdue University
	Mathematics	MS	Purdue University
	Mechanical Engineering	MS	Purdue University
Shaw, Jacqueline	Computer Science	MS	The City College of New York City University of New York
	Computer Science	BA	City University of New York
Shelton, Doug	Business Administration	MBA	University of Colorado
	Finance	BS	Pennsylvania State University
Shull, Joseph	Business Administration	MS	California State University, Northridge
	Business Administration	BS	California State University, Northridge
Shumate, Stormy	Social Science, Education	MA	Appalachian State University
	Social Science Criminal Justice	BS	Gardner-Webb University
	Criminal Justice Technology	AAS	Guilford Technical Community College
Simon, Steve	Law	JD	St. Thomas University School of Law
	Public Relations	BS	University of Florida
Sinay, Shahriar	Computer Science	MS	California State University, Northridge
	Computer Science	BS	California State University, Los Angeles
Sineath, Alice	Business and Economics	MA	Appalachian State University
	Home Economics	BS	Appalachian State University
Sison, Teofilo	Business Administration	MBA	Lyceum-Northwestern University
Smith, Douglass	Business Administration	MBA	Keller Graduate School of Management
	Project Management	MPM	Keller Graduate School of Management
Smith, Gerald Andy	Forensic Science	MS	University of New Haven
	Criminal Justice	BA	University of Southern Mississippi
Smith, Gregory	Law	LLM	American University
	International Affairs	MA	American University
	Law	JD	American University
	Political science	BA	University of Maryland
Smith, Janet	English	MA	Marshall University
	English, Spanish	BA	Marshall University
Smith, Rose Mary	Counseling/Human Services	MA	University of Colorado
	Psychology	BS	University of Maryland
Smith, Stacy Ann	Business Administration/Accounting	MBA	University of Phoenix
	Business Studies, Accounting	BA	The Richard Stockton College Of New Jersey
	Office Administration	AS	Goldey Beacon College
Smith-Silber, Carolyn	Criminal Justice	MA	Monmouth University
	Criminal Justice/Sociology	BA	Rutgers
Snow, Kenneth	Business Administration, Contract Management	MBA	Florida Institute of Technology
	Accounting	BS	Athens State University
Snow, Natalya	Accounting	MBA	Sanford State University
	Accounting	MA	Keller University
Solomon, Gary	Business Administration	MBA	National University
	Marketing	BBA	Temple University
Sparks, Teresa	Writing and Poetics	MFA	Naropa University
	English	BA	West Virginia University
Spicer, Vivian	Child and Youth Studies	PhD	NOVA Southeastern University
	Liberal Studies	MA	State University of New York at Stony Brook
	Liberal Studies	BA	State University of New York at Stony Brook
Starcher, Toni	Law	JD	Capital University
	Industrial Relations	MS	West Virginia University
	Communication Studies/Political Theory	BA	West Virginia University
Starr, Judith	Education	MA	University of Phoenix
	Home Economics	BA	California State, Long Beach
Stern, Sabrina	Nursing	MS	University of Phoenix

	Liberal Studies	BS	University of Albany, State University of New York
	Nursing	AAS	University of Albany, State University of New York
Stomper, Connie	Curriculum and Teaching	EdD	Teachers College Columbia University
	Curriculum and Teaching	MA	Teachers College Columbia University
	Elementary Education	BA	University of Illinois, Urbana-Champaign
Stoner, Marilyn Smith	Integral Studies	PhD	California Institute of Integral Studies
	Nursing: Nursing Administration	MS	California State University, Dominguez Hills
	Nursing	AA	College of the Desert
Story, Lisa	Law	JD	Texas Tech University School of Law
	Psychology	BS	Louisiana State University
Stroll, John	Education	MBA	PACE Graduate School of Business
	Business Administration	BA	Columbia University
Suarez, Beatriz	English Language and Literature	MA	University of Michigan
	English	BA	Florida International University
Sull, Errol	English	MA	Niagara University
	English	BA	University of Buffalo, The State University of New York
Swadlow, Len	Law	JD	Antioch School of Law
	Elementary Education	BS	Florida International University
	Accounting	BA	University of Miami
Tanaka, Debbie	Sociology	MA	University of Nevada
	Sociology	BA	University of Hawaii
Taras, Debra	Psychology	PhD	Immaculata University
	Psychology	MS	Adelphia University
	Women's Studies	BA	Temple University
Tatusko, Andrew	Education	PhD	Seton Hall University
	Theology	ThM	Princeton Theological Seminary
	Theology	M Div	Princeton Theological Seminary
	Religion	BA	Westminister College
Taylor, Jocelyn	Learning and Instruction	EDD	UCLA
	Social Science	MA	Azusa Pacific University
	Teaching of English	BA	UCLA
Terrell, Kenneth	Business Administration	DBA	Nova Southeastern University
	Administration	MSA	Central Michigan University
	Marketing	BA	Southeastern Louisiana University
Thomas, Christine	Creative Writing	MA	University of East Anglia
	English	BA	University of California, Berkeley
Thomas, David	Computer Education	EdD	United States International University
	Person-Centered Education	MA	United States International University
	Industrial Arts	BA	California State University, Los Angeles
Thomas, Huey	Business Administration	MBA	University of Phoenix
	Industrial Engineering	BS	Southern Polytechnic State University
Thornton, Amanda Indiana Universtiy	Criminal Justice	MA	Indiana University
	Criminal Justice, Political Science	BS	University of Nebraska-Omaha
Tillotson, Jonathan	Writing	MA	DePaul University
	Germanic Studies	BA	University of Illinois
Tischler, James	Business Administration	MBA	Indiana State University of Pennsylvania
	Political Science	BA	Indiana State University of Pennsylvania
Tisserand, Cedric	Business Administration	MBA	University of La Verne
Titus, Jr., Lynn	Marine Biology	BA	Pitzer College
Tomcho, Michael	Computer Science	MA	Montclair State University
	Computer Science	BS	Montclair State University
Tosh, Nancy	Religious studies	PhD	University of Santa Barbara
	Sociology	MA	University Southern Florida
	Art	BA	Flagier College
Tvorik, Kathryn	Management	MS	Indiana Wesleyan University
	English	BA	California State University, Fullerton
Tvorik, Stephen	Management	PhD	Walden University
	Business Administration	MBA	University of La Verne
	Art Education Comp	BSEd	Ohio State University
	Photography	BFA	Ohio State University
Uralman, Engin	History	MA	Truman State University
	Education	BS	Truman State University
	Political Science	BA	Truman State University
Vasile, Robert	Information Systems Technology	MS	The University of North Carolina Charlotte
	Business Administration	BS	Concord College
Vaughan, George	Mathematics	MA	University of California, Santa Barbara

	Applied Mathematics	BA	Harvey Mudd College, Claremont
Vaughan, Robert	Master of Divinity	M Div	George Fox College
	Religion Theology	BA	Azusa Pacific University
Vaughn, Brandon	Curriculum and Instruction	PhD	University of West Florida
	Mathematics	MA	University of West Florida
	Mathematics	BA	University of West Florida
Veincentotzs, Marilyn	Organizational Psychology	PhD	Walden university
	School Psychology	MS	National University
	Psychology	BA	California State College at Los Angeles
Vidic, Pat	Medical Assisting	AA	Beverly Hospital School of Practical Nursing
Vincent, James Ray	Pupil Personnel Services	M Ed	Azusa Pacific University
	Bible	MA	Abilene Christian University
	Missions	MA	Abilene Christian University
	Religious Studies	BA	L.I.F.E. Pacific College
Voje, Jonathan	Network Security	MS	Capitol College
	History	BS	Oregon State University
Volker, Jamie	English	MA	Northern Arizona University, Flagstaff
	Journalism	BS	Northern Arizona University, Flagstaff
Walker, James	Educational HR Development	Ph.D	Texas A&M
	Criminal Justice Management	MS	Sam Houston University
	General Studies	BA	University of South Carolina
Walton, Brien	Taxation	LLM	Georgetown University
	Law	JD	University of the District of Columbia
	Psychology	BA	University of the District of Columbia
Warnock, Stephanie	Law	JD	Texas Tech University School of Law
	Nursing	BS	University of Texas Health Science Center
Watson, Robert	Finance	MBA	Indiana University
	Marketing	BS	Brigham Young University
Weber, Gretchen	Journalism	MA	New York University
	Anthropology	BA	Yale University
Weidinger, Alois	German Law	JD	Justizprufungsamt Berlin, Freie Universitat Berlin
	Taxation	MS	University of Central Florida
Weiss, Dena	Administration of Justice	MS	Virginia Commonwealth University
	Chemistry and Sociology	AB	Mary Baldwin College
West, Brian	Computer Information Systems	MS	Tarleton State University
	Criminal Justice	BS	Tarleton State University
Westover, Thomas	Business Administration	MBA	Pepperdine University
	Economics	BS	University of Wisconsin - Madison
Whitaker, Lisa	Mathematics	MA	DePaul University
	English	BA	Michigan State University
	Mathematics	BA	Michigan State University
White, Jason	General Education	PhD	University of Missouri
	Management	MBA	Rockhurst College
	Business Administration	BS	Northwest Missouri State University
Whitley, William	Education	EdD	University of Alabama
	Management	MBA	University of Houston
	Business Administration	BS	University of Alabama
Wiener, Karen	Clinical Psychology	MA	Pepperdine University
	Speech Communication	BA	California State University
	Merchandise/Marketing	AA	The Fashion Institute of Design and Merchandising
Wilkerson, Monique	Criminal Justice	MS	Georgia State University
	Criminal Justice	BS	Georgia State University
Wilkins, Penny	Management	DM	University of Phoenix
	Organizational Management	MA	University of Phoenix
	Management	BA	University of Phoenix
	Education	MS	California State University
Wilkinson, Chrysti	Applied Mathematics	MS	Florida Institute of Technology
	Mathematics	BS	Montana Tech of the University of Montana
Williams, Latasha	Psychology	MS	Capella University
	Human Services	BS	Springfield College
Williams, Travis	Business Administration	MBA	University of Phoenix
	Music Composition	BFA	California Institute of the Arts
Williams, Victoria	Information Technology	MIT	American Intercontinental University
	Organizational Management	BA	Vanguard University
Wolf, Jody	Human Resource Management	MS	Capella University
	Business Administration	BBA	Florida Metropolitan University

Wolusky, G. Anthony	Law	JD	Golden Gate University
	International Relations	MA	Salve Regina University
	Career Guidance & Counseling	M Ed	Northern Montana College
	International Affairs	BS	United States Air Force Academy
Wood, Kathy	Business Administration	MBA	Winthrop University
	Health Care Management	BSBA	Appalachian State University
	Information Technology Mnt	PhD	Capella University
Wright, Nicole	Accounting	MS	Keller Graduate School
	Accounting	BS	North Carolina Wesleyan College
Wyatt, Stacy	English	MA	Texas A and M University
	English	BA	Southwest Texas State University
Yelvington, John	Accounting	DBA	Nova Southeastern University
	Economics	MS	Auburn University
	Economics	BS	Georgia Southern University
Yoak, John	Law	JD	Stetson University
	Business Administration	MBA	Stetson University
	Business Administration	BS	University of Pittsburgh
Young, James	Education	EdD	Auburn University
	General Education Administration	EdS	Troy State University
	Business Administration	MBA	University of Maine
	Business Administration	BS	Ohio State University
Zapalski, Christopher	Law	JD	Nova Southeastern University
	Accounting	MA	Nova Southeastern University
	Business Administration	MBA	Nova Southeastern University
	Business Administration	BS	Nova Southeastern University
Zupan Jr., John	Computer Science	MS	California State University
	Computer Science	BS	Charleston Southern University

APPENDIX B: TUITION AND FEES

ON-GROUND PROGRAMS – QUARTER BASED
Undergraduate tuition per credit hour per term – Effective July 1, 2008
For currently attending students enrolled in Quarter Based Programs, the tuition increase will become effective July 13, 2009

Program	Tuition Per Credit Hour	Estimated Books per quarter
Commercial Art	$371	$400
Computer Office Technologies	$371	$400
Film and Video	$383	$400
Medical Assisting, Medical Insurance Billing & Coding, Pharmacy Technician	$371	$400
Nursing	$404	$400
Surgical Technologist	$410	$400
Associate Degree in: Accounting, Assisted Living Administrator, Business, Computer Information Science, Criminal Investigations, Criminal Justice, Homeland Security, Hospitality Management, Paralegal,	$371	$400
Bachelor Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Health Care Administration, Homeland Security, Hospitality Management, or Paralegal.	$368	$400

Graduate tuition per credit hour per term - Effective July 1, 2008

MASTER OF SCIENCE IN CRIMINAL JUSTICE	$505
MASTER OF BUSINESS ADMINISTRATION	$505

ON-GROUND PROGRAMS – TERM BASED
Undergraduate tuition per term – Effective July 1, 2008

Program	Tuition Per Term
Radiological Technology	$5,135

ON-GROUND PROGRAMS – MODULAR – Effective July 1, 2008

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Dental Assisting	9 Months	54	$14,338	$1,250
Massage Therapy	9 Months	54/55	$13,402	$1350
Medical Administrative Assistant	8 Months	47	$14,149	$1225
Medical Assisting	8 Months	47	$14,149	$1175
Medical Insurance Billing & Coding	8 Months	47	$12,649	$1875
Pharmacy Technician	8 Months	47	$13,124	$700
Electrician	9 Months	59	$13,262	$2625
Residential HVAC	9 Months	55	$14,445	$1850
Dental Assisting	9 Months	54	$14,338	$845
Patient Care	8 Months	51	$12,359	$800
Effective July 1, 2008				

Intensive English Courses (total tuition per course) Effective July 1, 2008

Advanced Intensive English – 6 weeks	$1097
Intensive English I – IV	$2,074
Intensive English V	$2,200

FEES AND PENALTIES FOR ALL PROGRAMS

Registration fee	$25	Required of all students each quarter except totally online. Does not apply to modular students.
Reentry fee	$25	Nonrefundable fee required of all applicants for re-enrollment in quarter-based programs after withdrawal has occurred.
Online learning fee (both undergrad and grad)	$100	Per course, per term in addition to regular course tuition
Criminal background check (Allied Health students)	$52	Required upon enrollment
Graduation fee for modular programs	$35	
Graduation fee for undergraduate programs	$35	
Graduation fee for graduate programs	$45	
Duplicate diploma	$25	
Return check penalty	$25	Per item
Proficiency Exam Fees	$20 $40 $50	Testing Fee Computer exams testing fee (CGS 2167C, CGSP 2080, OSTP 2725) Per credit transfer fee. Cannot be paid from Title IV financial aid funds.
Graduate culmination fee	$200	Assessed to the graduate student at time of thesis/ practicum submission, comprehensive exam administration, or externship placement
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	$35	Per quarter
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.

ONLINE PROGRAMS (For programs of study conducted totally online):

For currently attending students enrolled in Quarter Based Programs, the tuition increase will become effective August 4, 2008

Program	Tuition per Credit hour
All Online Undergraduate	$367.00
All Online Masters (MBA & MSCJ)	$498.00
One time fee for Associate's degree in Criminal Investigation $510.00 for Forensic Science Kit will be charged in the student's second year of the program.	
Tuition effective July 1, 2008	

Tuition includes cost of books and online technical fees.

ADDITIONAL ONLINE FEES (For Hybrid Students Only)

Online Learning fee	$100	Fee will be charged per course, per term.
Additional fees		Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found in the Tuition and Fees section of the catalog.

APPENDIX C: CALENDARS

FY 2008 - 2009 Academic Calendar				
Summer Term Starts		July	14	2008
Summer Term Add/Drop Deadline		July	26	2008
Mini-Term Starts		August	25	2008
Mini-Term Add/Drop Deadline		August	30	2008
Labor Day Holiday		September	1	2008
Micro-Term Starts		September	15	2008
Summer Term Ends		October	4	2008
Fall Break	From:	October	6	2008
	To:	October	11	2008
Fall Term Start		October	13	2008
Fall Term Add/Drop Deadline		October	25	2008
Thanksgiving Day Holiday	From:	November	27	2008
	To:	November	29	2008
Mini-Term Starts		November	24	2008
Mini-Term Add/Drop Deadline		December	2	2008
Micro-Term Starts		December	8	2008
Winter Holiday	From:	December	24	2008
	To:	January	1	2009
Classes Resume		January	2	2009
Fall Term Ends		January	11	2009
Winter Term Starts		January	12	2009
M.L. King Jr. Birthday Holiday		January	19	2009
Winter Term Add/Drop Deadline		January	26	2009
Presidents' Day		February	16	2009
Mini-Term Starts		February	23	2009
Mini Term Add/Drop Deadline		February	28	2009
Micro-Term Starts		March	16	2009
Winter Term Ends		April	4	2009
Spring Vacation	From:	April	6	2009
	To:	April	11	2009
Spring Term Starts		April	13	2009
Spring Term Add/Drop Deadline		April	25	2009
Memorial Day Holiday		May	25	2009
Mini-Term Starts		May	26	2009
Mini Term Add/Drop Deadline		June	1	2009
Micro-Term Starts		June	15	2009
Spring Term Ends		July	3	2009
Independence Day Holiday		July	3	2009
Summer Vacation	From:	July	6	2009
	To:	July	11	2009

FY 2009 - 2010 Academic Calendar				
Summer Term Starts		July	13	2009
Summer Term Add/Drop Deadline		July	26	2009
Mini-Term Starts		August	24	2009
Mini-Term Add/Drop Deadline		August	30	2009
Labor Day Holiday		September	7	2009
Micro-Term Starts		September	14	2009
Summer Term Ends		October	4	2009
Fall Break	From:	October	5	2009
	To:	October	11	2009
Fall Term Start		October	12	2009
Fall Term Add/Drop Deadline		October	25	2009
Thanksgiving Day Holiday	From:	November	26	2009
	To:	November	29	2009
Mini-Term Starts		November	23	2009
Mini-Term Add/Drop Deadline		December	2	2009
Micro-Term Starts		December	7	2009
Winter Holiday	From:	December	20	2009
	To:	January	3	2010
Classes Resume		January	4	2010
Fall Term Ends		January	10	2010
Winter Term Starts		January	11	2010
M.L. King Jr. Birthday Holiday		January	18	2010
Winter Term Add/Drop Deadline		January	26	2010
Presidents' Day		February	15	2010
Mini-Term Starts		February	22	2010
Mini Term Add/Drop Deadline		February	28	2010
Micro-Term Starts		March	15	2010
Winter Term Ends		April	4	2010
Spring Vacation	From:	April	4	2010
	To:	April	11	2010
Spring Term Starts		April	12	2010
Spring Term Add/Drop Deadline		April	25	2010
Memorial Day Holiday		May	31	2010
Micro-Term Starts		June	14	2010

MODULAR CALENDARS

Medical Assisting 2009 - 2010	
Start	**End**
1/29/2009	2/26/2009
2/27/2009	3/26/2009
3/30/2009	4/24/2009
4/28/2009	5/26/2009
5/28/2009	6/24/2009
6/29/2009	7/27/2009
7/29/2009	8/25/2009
8/27/2009	9/24/2009
9/28/2009	10/23/2009
10/27/2009	11/23/2009
11/24/2009	12/23/2009
12/28/2009	1/27/2010
1/28/2010	2/25/2010
2/26/2010	3/25/2010
3/26/2010	4/29/2010
4/30/2010	5/27/2010
5/28/2010	6/25/2010
6/28/2010	7/26/2010
7/27/2010	8/23/2010
8/25/2010	9/22/2010
9/23/2010	10/20/2010
10/21/2010	11/17/2010
11/18/2010	12/17/2010
12/20/2010	1/26/2011
12/28/2009	1/27/2010
1/28/2010	2/25/2010
2/26/2010	3/25/2010
3/26/2010	4/29/2010
4/30/2010	5/27/2010
5/28/2010	6/25/2010
6/28/2010	7/26/2010
7/27/2010	8/23/2010
8/25/2010	9/22/2010
9/23/2010	10/20/2010
10/21/2010	11/17/2010
11/18/2010	12/17/2010
12/20/2010	1/26/2011

Massage Therapy Day & Evening Schedule - Four-Day Week	
Monday through Thursday 2009	
Start Dates	**End Dates**
01/12/09	02/05/09
02/09/09	03/05/09
03/09/09	04/02/09
04/13/09	05/07/09
05/11/09	06/04/09
06/08/09	07/02/09
07/13/09	08/06/09
08/10/09	09/04/09

Massage Therapy & MIBD Modular Schedule 2009		
Start Date	**End Date**	**Dates Off**
1/12/2009	2/6/2009	1/19/09 MLK Day
2/9/2009	3/6/2009	2/16/09 President's Day
3/9/2009	4/3/2009	4/4 to 4/12 Spring Break
4/13/2009	5/8/2009	
5/11/2009	6/5/2009	5/25/09 Memorial Day
6/8/2009	7/3/2009	7/4/ to 7/12 Summer Break

Modular Programs 2009 - 2011	
Start Dates	**End Dates**
3/27/2009	4/23/2009
4/27/2009	5/22/2009
5/26/2009	6/22/2009
6/23/2009	7/21/2009
7/23/2009	8/19/2009
8/20/2009	9/17/2009
9/21/2009	10/16/2009
10/20/2009	11/16/2009
11/17/2009	12/16/2009
12/17/2009	1/25/2010
1/27/2010	2/24/2010
2/25/2010	3/24/2010
3/25/2010	4/21/2010
4/26/2010	5/21/2010
5/24/2010	6/21/2010
6/22/2010	7/20/2010
7/22/2010	8/18/2010
8/19/2010	9/16/2010

Dental Assisting 4 Day Schedule (Mon – Thurs) 2009 - 2010	
Start Dates	**End Dates**
3/30/2009	4/23/2009
4/27/2009	5/21/2009
5/26/2009	6/22/2009
6/23/2009	7/20/2009
7/23/2009	8/19/2009
8/20/2009	9/17/2009
9/21/2009	10/15/2009
10/20/2009	11/16/2009
11/17/2009	12/15/2009
12/17/2009	1/25/2010
1/27/2010	2/24/2010
2/25/2010	3/24/2010

9/20/2010	10/15/2010
10/19/2010	11/15/2010
11/16/2010	12/15/2010
12/16/2010	1/21/2011
1/25/2011	2/22/2011
2/23/2011	3/22/2011
3/23/2011	4/19/2011
4/21/2011	5/18/2011
5/19/2011	6/16/2011
6/20/2011	7/18/2011
7/20/2011	8/16/2011
8/17/2011	9/14/2011
9/19/2011	10/14/2011
10/18/2011	11/14/2011
11/15/2011	12/14/2011
12/15/2011	1/20/2012

Student Breaks 2009 - 2010	
Holiday	**Dates**
Winter Break	12/31-1/1/09 & 1/19/09
Spring Break	4/6-10/09
Memorial Day	5/25/2009
Independence Day	7/3/2009
Labor Day	9/7/2009
Thanksgiving	11/26/09 - 11/29/09
Christmas Break	12/23/09 – 1/3/2010
MLK Jr. Birthday	1/18/2010
Presidents Day	2/15/2010
Memorial Day	5/31/2010

Make Up Days 2009
4/18/2009
9/11/2009
11/12/2009

LAKELAND

Massage Therapy and Pharmacy Technician Programs 2008 - 2009		
Start Date	**End Date**	**Holidays and Breaks**
9/15/2008	10/16/2008	10/6-10/10/2008 Fall Break
10/20/2008	11/13/2008	
11/17/2008	12/15/2008	11/27/2008 Thanksgiving
12/17/08	1/26/09	12/16 off, 12/24-1/01 winter holiday, 1/19 MLK holiday
1/28/09	2/25/09	1/27 off, 2/16 President's Day holiday
2/26/09	3/25/09	
3/30/09	4/23/09	3/26/09 off
4/28/09	5/27/09	4/27 off, 5/25 Memorial Day holiday
05/28/09	6/24/09	06/25/09 off
06/29/09	7/23/09	7/27/09 off, 7/3 Ind. Day
07/28/09	08/24/09	08/25 off
08/26/09	09/23/09	09/07 off Labor Day, 09/24 off
09/28/09	10/22/09	
10/26/09	11/19/09	
11/23/09	12/21/09	11/26-27 Thanksgiving
12/22/09	01/26/10	12-24 through 1/1 off, Winter Holidays

Medical Assisting and Medical Administrative Assistant 2008 - 2009		
Start	**End**	**Holidays**
1/29/2009	2/26/2009	Feb 16-President's Day
2/27/2009	3/26/2009	
3/27/2009	4/29/2009	3/31-4/3 Spring Break
4/30/2009	5/28/2009	May 25-Memorial Day
5/29/2009	6/25/2009	
6/29/2009	7/27/2009	July 3-Independence Day
7/28/2009	8/24/2009	
8/26/2009	9/23/2009	Sept 7-Labor Day
9/24/2009	10/21/2009	
10/23/2009	11/19/2009	
11/20/2009	12/21/2009	Nov 26-27 Thanksgiving Break
12/22/2009	1/28/2009	Dec 24-Jan 1-Winter Break

Massage Therapy 2009	
Start	**End**
1/12/09	2/05/09
2/09/09	3/05/09
3/09/09	4/24/09
04/13/09	05/07/09
05/11/09	06/04/09
06/08/09	07/02/09
07/06/09	07/30/09
08/03/09	08/27/09
09/01/09	09/25/09
10/05/09	10/29/09
11/02/09	11/25/09

Pharmacy Technician 2009	
Start	**End**
1/12/09	2/05/09
2/09/09	3/05/09
3/09/09	4/24/09
04/13/09	05/07/09
05/11/09	06/04/09
06/08/09	07/02/09
07/06/09	07/30/09
08/03/09	08/27/09
09/01/09	09/25/09
10/05/09	10/29/09
11/02/09	11/25/09

Dental Assisting 2009	
Start	**End**
1/29/09	2/26/09
2/27/09	3/27/09
3/30/09	4/24/09
04/27/09	05/22/09
05/26/09	06/22/09
06/24/09	07/22/09
07/24/09	08/20/09
08/24/09	09/22/09
09/23/09	10/20/09
10/22/09	11/18/09
11/20/09	12/23/09

Medical Assisting 2009	
Start	**End**
1/29/09	2/26/09
2/27/09	3/27/09
3/30/09	4/24/09
04/27/09	05/22/09
05/26/09	06/22/09
06/24/09	07/22/09
07/24/09	08/20/09
08/24/09	09/22/09
09/23/09	10/20/09
10/22/09	11/18/09
11/20/09	12/23/09

Medical Administrative Assistant 2009	
Start	**End**
1/29/09	2/26/09
2/27/09	3/27/09
3/30/09	4/24/09
04/27/09	05/22/09
05/26/09	06/22/09
06/24/09	07/22/09
07/24/09	08/20/09
08/24/09	09/22/09
09/23/09	10/20/09
10/22/09	11/18/09
11/20/09	12/23/09

Massage Therapy, Pharmacy Technician 2009 Student Breaks

Jan 19 – Martin Luther King Jr. Holiday
Feb 16 – President's Holiday
Spring Break
May 25 – Memorial Day Holiday
Sept 7 – Labor Day Holiday
Fall Break
Nov 26, 27 – Thanksgiving Holiday

Dental Assisting, Medical Assisting, Medical Administrative Assistant 2009 Student Breaks

Jan 19 – Martin Luther King Jr. Holiday
Feb 16 – President's Holiday
Spring Break
May 25 – Memorial Day Holiday
Sept 7 – Labor Day Holiday
Fall Break
Nov 26, 27 – Thanksgiving Holiday

MELBOURNE

Medical Assisting Day Schedule – Five Day Week (Monday through Friday) 2009	
Start Dates	**End Dates**
1/26/09	2/23/09
2/24/09	3/23/09
3/24/09	4/20/09
4/21/09	5/18/09
5/19/09	6/16/09
6/17/09	7/14/09
7/15/09	8/11/09
8/12/09	9/09/09
9/10/09	10/07/09
10/08/09	11/04/09
11/05/09	12/04/09
12/07/09	1/12/10

Student Breaks 2009	
Holiday	**Dates**
President's Day	2/16/09
Memorial Day	5/25/09
Labor Day	09/07/09
Thanksgiving	11/26/09 – 11/27/09
Christmas/New Years	12/24/091/4/10

Modular Programs 2009	
Start Dates	**End Dates**
1/27/09	2/24/09
2/25/09	3/24/09
3/25/09	4/21/09
4/22/09	5/19/09
5/26/09	6/22/09
6/23/09	7/21/09
7/22/09	8/18/09
8/19/09	9/16/09
9/17/09	10/14/09
10/15/09	11/11/09
11/12/09	12/11/09
12/14/09	1/22/10

Student Breaks 2009	
Holiday	**Dates**
President's Day	2/16/09
Break	5/20/09 – 5/22/09
Memorial Day	5/25/09
Independence Day	7/3/09
Labor Day	09/07/09
Thanksgiving	11/26/09 – 11/27/09
Christmas/New Years	12/2/09 - 1/3/10

ORANGE PARK

Dates for all Modular Classes 2009 - 2012		
Start Date	**End Date**	**Holidays**
Dec. 29	Jan. 27	Jan. 1
Jan. 28	Feb. 25	Feb. 16
Feb. 26	March 25	May 25
March 30	April 23	July 4
April 28	May 26	Sept. 7
May 28	June 24	Nov. 26 & 27
June 29	July 23	
July 27	Aug. 20	
Aug. 25	Sept. 22	
Sept. 24	Oct. 21	
Oct. 26	Nov. 19	
Nov. 23	Dec. 21	
12/28/2009	1/25/2010	
1/27/2010	2/24/2010	
2/25/2010	3/24/2010	
3/25/2010	4/21/2010	
4/26/2010	5/21/2010	
5/24/2010	6/21/2010	
6/22/2010	7/20/2010	
7/22/2010	8/18/2010	
8/19/2010	9/16/2010	
9/20/2010	10/15/2010	
10/19/2010	11/15/2010	
11/16/2010	12/15/2010	
12/16/2010	1/21/2011	
1/25/2011	2/22/2011	
2/23/2011	3/22/2011	
3/23/2011	4/19/2011	
4/21/2011	5/18/2011	
5/19/2011	6/16/2011	
6/20/2011	7/18/2011	
7/20/2011	8/16/2011	
8/17/2011	9/14/2011	
9/19/2011	10/14/2011	
10/18/2011	11/14/2011	
11/15/2011	12/14/2011	
12/15/2011	1/20/2012	

RHVAC and EDD 2008	
Start Dates	**End Dates**
07/28	08/22
08/26	09/23
09/25	10/22
10/27	11/21
11/25	12/23

Modular start dates 2009		Modular start dates Weekend Schedule 2009		Modular start dates 2010		Modular start dates 2011	
Start Date	End Date	Start	End	Start	End	Start Date	End Date
1/28/2009	2/25/2009	1/16/2009	2/19/2009	1/27/2010	2/24/2010	1/25/2011	2/22/2011
2/26/2009	3/25/2009	2/26/2009	3/29/2009	2/25/2010	3/24/2010	2/23/2011	3/22/2011
3/26/2009	4/22/2009	4/2/2009	5/3/2009	3/25/2010	4/21/2010	3/23/2011	4/19/2011
4/27/2009	5/22/2009	5/7/2009	6/7/2009	4/26/2010	5/21/2010	4/21/2011	5/18/2011
5/26/2009	6/22/2009	6/11/2009	7/12/2009	5/24/2010	6/21/2010	5/19/2011	6/16/2011
6/23/2009	7/21/2009	7/16/2009	8/16/2009	6/22/2010	7/20/2010	6/20/2011	7/18/2011
7/23/2009	8/19/2009	8/20/2009	9/20/2009	7/22/2010	8/18/2010	7/20/2011	8/16/2011
8/20/2009	9/17/2009	9/24/2009	10/25/2009	8/19/2010	9/16/2010	8/17/2011	9/14/2011
9/21/2009	10/16/2009	10/29/2009	12/6/2009	9/20/2010	10/15/2010	9/19/2011	10/14/2011
10/20/2009	11/16/2009			10/19/2010	11/15/2010	10/18/2011	11/14/2011
11/17/2009	12/16/2009			11/16/2010	12/15/2010	11/15/2011	12/14/2011
12/17/2009	1/25/2010			12/16/2010	1/21/2011	12/15/2011	1/20/2012

All Modular Programs Monday – Friday Schedule 2009 - 2010		
Start	End	Student Breaks
12/22/08	1/28/09	12/24 – 1/1/09
1/29	2/26	1/19 MLK
2/27	3/26	5/22 – 5/27 Memorial Day
3/27	4/23	6/25
4/24	5/21	7/3 Independence Day
5/28	6/24	8/24 – 8/25
6/26	7/24	9/7 Labor Day
7/27	8/21	10/22 – 10/26
8/26	9/23	11/26 – 11/27 Thanksgiving
9/24	10/21	
10/27	11/23	
11/24/09	12/23/09	
12/28/09	1/26/10	Dec/. 31, Jan/. 1
1/27/10	2/24/10	Feb/ 15 President's Day
2/25/10	3/24/10	
3/25/10	4/21/10	
4/22/10	5/19/10	
5/20/10	6/24/10	May 24-31 break, June 25
6/28/10	7/26/10	July 2 Independence Day
7/27/10	8/23/10	
8/24/10	9/21/10	September 6 Labor day
9/22/10	10/19/10	Oct 20-22 off
10/25/10	11/19/10	
11/22/10	12/21/10	November 25, 26 Thanksgiving
12/22/10	1/26/2011	Dec/ 24-Dec/ 31 Winter break

All Modular Programs (Monday-Thursday) Start Dates 2008-2009		
Start Date	End Date	Holiday
Dec 22, 2008	Jan 28, 2009	Dec 24-Jan 1 Break; MLK Jan 19
Jan 29, 2009	Feb 26, 2009	February 16 President's Day
Mar 2, 2009	March 26, 2009	
Mar 30, 2009	April 23, 2009	
April 27, 2009	May 21, 2009	May 22-27 Memorial Day
May 28, 2009	June 24, 2009	June 25
June 29, 2009	July 23, 2009	July 3 Independence Day
July 27, 2009	Aug 20, 2009	August 24, 25 off
Aug 26, 2009	Sept 23 , 2009	September 7 Labor day
Sept 24, 2009	Oct 21, 2009	Oct 22-26 off
Oct 27, 2009	Nov 23, 2009	
Nov 24, 2009	Dec 23, 2009	November 26, 27 Thanksgiving
Dec 28, 2009	Jan 25, 2010	Dec 31, Jan 26
Jan 27, 2010	Feb 24, 2010	February 15 President's Day
Feb 25, 2010	March 24, 2010	
Mar 25, 2010	April 21, 2010	
April 22, 2010	May 19, 2010	
May 20, 2010	June 24, 2010	May24-31 break
June 28, 2010	July 22, 2010	July 2 Independence Day, July 26
July 27, 2010	Aug 23, 2010	
Aug 24, 2010	Sept 21 , 2010	September 6 Labor day

Sept 22, 2010	Oct 19, 2010	Oct 20-21 off
Oct 25, 2010	Nov 18, 2010	
Nov 22, 2010	Dec 21, 2010	November 25, 26 Thanksgiving
Dec 22, 2010	Jan 25, 2011	Dec 27-30 Winter break

TAMPA

Massage Therapy – Tampa Day & Evening Schedule - Four-Day Week Monday through Thursday 2009		
Start Dates	**End Dates**	**Holidays & Breaks**
1/12/09	2/5/09	
2/9/09	3/5/09	
3/9/09	4/2/09	Spring Break 4/6 - 4/11
4/13/09	5/7/09	
5/11/09	6/4/09	Memorial Day 5/25/09
6/8/09	7/2/09	Holiday 7/3
7/13/09	8/6/09	7/06 - 7/11Summer Break
8/10/09	7/4/09	Holiday 09/01/09

Electrician, Medical Assisting, Medical Administrative Assistant, Pharmacy Technician, Residential Heating and Air Conditioning 2009		
Start	**End**	**Student Breaks**
Dec. 29	January 27, 2009	Dec. 23-Dec. 28 Winter Break
1/29/2009	2/26/2009	1/19/09 MLK Holiday
2/27	3/26	2/19 President's Day
3/ 30	4.24	
4/28	5/26	5/25 Memorial Day
5/28	6/24	7/3 Fourth of July
6/29	7/27	7/7 Labor Day
7/29	8/25	
8/27	9/24	
9/28	10/23	
10/27	11/23	11/26 – 11/27 Thanksgiving
11/ 24	12/23	12/24 – 12/27 Winter Break
12/28/09	1/27/10	12/31/ - 1/3/10 New Year 1/18/10 MLK Holiday

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