

# Everest

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UNIVERSITY

**LARGO COURSE CATALOG**

**2011 - 2012**

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## **President's Message**

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

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

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

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

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

A handwritten signature in black ink, appearing to read "Lori LeGrow". The signature is fluid and cursive, with a large loop at the bottom.

Lori LeGrow  
Campus President

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### MISSION

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

### INSTITUTIONAL GOALS

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

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

### HISTORY

The Largo campus was formerly known as Tampa College. Founded in 1890, Tampa College is the oldest business college in the state. It became Florida Metropolitan University in 1996 and ultimately Everest University in 2007.

### INSTITUTIONAL ACCREDITATION

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

The Accrediting Council for Independent Colleges and Schools (ACICS) is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for

Independent Colleges and Schools is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4223; (202) 336-6780.

### PROGRAMMATIC ACCREDITATION

The Medical Assistant diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assistant 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](http://www.caahep.org).

### LICENSURE

Everest University, Largo main campus (License # 2626) is licensed by means of accreditation by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free number (888)224-6684.

### APPROVALS

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

### MEMBERSHIPS

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

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

### LIBRARY

Everest libraries are designed to support the programs offered on each of its campuses and its Everest University Online Division. Students and faculty have access to a wide variety of resources both on and off campus. Every campus has its own unique collection of books, periodicals, audio-visual materials and digital resources to support its curriculum. All students and faculty including those in its online division have access to digital resources that include full-text general and specialized databases, internet links and other resources providing a wide variety of informational content. Campuses are staffed with librarians or trained professionals to assist in the research needs of students and faculty, and libraries are conveniently open to meet class schedules.

### **PHYSICAL FACILITIES**

The Largo campus is located at 1199 East Bay Drive in Largo, Florida. The physical facility incorporates 42,000 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.

### UNDERGRADUATE ADMISSIONS REQUIREMENTS

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

### PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

#### Criminal Background Check

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

#### Massage Therapy Diploma Program

- Applicants must reach 18 years of age on or prior to the expected date of graduation.
- Applicants must pass a criminal background check and complete a student disclosure form.

#### Pharmacy Technician Diploma Program

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

#### Associate in Science, Applied Management Program

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

#### Bachelor of Science, Applied Management Program

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

#### Bachelor of Science, Criminal Justice Program

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

### ACADEMIC SKILLS ASSESSMENT

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

### ABILITY TO BENEFIT POLICY (RE-ENTRY STUDENTS ONLY)

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

### GRADUATE ADMISSIONS REQUIREMENTS

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

#### Prerequisite Requirements for Graduate Programs

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

#### Graduate Categories of Enrollment

## Admissions Information

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

### Regular Graduate Students

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

### Provisional Graduate Students

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

## INTERNATIONAL STUDENTS

- Everest University is authorized by the Department of Homeland Security to issue the Form I-20 to international students.
- A Form I-20 will be sent to the applicant upon acceptance, receipt of evidence of financial support, and payment of appropriate tuition deposits and/or fees.

### Undergraduate Admissions Requirements for International Students

- Evidence of High School diploma or recognized equivalent.
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
  - a) Bank letter verifying student's available funds (self-sponsoring)
  - b) Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
  - c) Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
  - d) If the applicant is sponsored by his/her home country, a statement of sponsorship
- Evidence of English Proficiency if the student's first language is not English. Such evidence may be one of the following:
  - a) TOEFL score of 450 (paper-based) or 133 (computer-based) or 45 (Internet-based);
  - b) Completion of Level 107 from a designated English Language School Center (ELS);
  - c) Score of 5.0 on the International English Language Testing System exam (IELTS);
  - d) Score of 60 on Michigan English Language Assessment Battery (MELAB);
  - e) A certificate of completion of Intensive English 4 at an Everest University;
  - f) Graduation from high school in the United States or an official copy of a GED;

g) Graduation from an American high school abroad where curriculum is delivered in English.

- International students must obtain an ACT score of at least 15, an SAT combined score on critical reading and math of at least 700 or a CPAT score of at least 120.
- International students must meet the same programmatic entrance requirements as domestic students.

### Graduate Admissions Requirements for International Students

- Graduation from a college or university approved and evaluated based on United States Department of Education guidelines with a Bachelor's degree.
- Provide official transcript of all colleges or universities attended, both undergraduate and graduate.
- Evidence of Financial Support.
- Evidence of English Proficiency. Such evidence may be one of the following:
  - a) TOEFL score of 550 (paper-based) or 213 (computer-based) or 79 (Internet-based);
  - b) Score of 6.0 on the International English Language Testing System exam (IELTS);
  - c) Score of 79 on Michigan English Language Assessment Battery (MELAB).

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

### Graduate Admission Requirements for Provisional International Graduate Students

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



### EVEREST REGULATIONS

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

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

### DEFINITION OF CREDIT

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

### TRANSFER OF CREDIT—INTO AND OUT OF EVEREST

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

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

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

### MAXIMUM TRANSFER CREDITS ACCEPTED

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

### TRANSFER CREDIT FOR GRADUATE-LEVEL COURSES

- A student attempting to transfer a graduate-level course from another accredited institution must provide evidence that the course is related in con-

tent to the program of study at the University.

- The University will accept no more than 24.0 graduate-level hours in transfer, and no graduate-level course may be transferred in which the student received a grade below a B.

### COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS

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

### TRANSFER CREDIT FOR LEARNING ASSESSMENT

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

### TRANSFER CREDIT FOR PROFESSIONAL CERTIFICATIONS

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

### EXPERIENTIAL LEARNING PORTFOLIO

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

### PROFICIENCY EXAMINATION

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

### TRANSFER FROM EVEREST TO OTHER INSTITUTIONS

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

### TRANSFER TO OTHER EVEREST LOCATIONS

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

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

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

### ARTICULATION AGREEMENTS

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

### TRANSFER CENTER ASSISTANCE

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

### EVEREST CONSORTIUM AGREEMENT

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

### ONLINE PROGRAMS AND COURSE REQUIREMENTS

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

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

#### Windows Systems

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

#### Mac Systems

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

#### **In addition, students taking online courses must:**

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

#### **DIRECTED STUDY**

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

## Academic Information

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### GRADING SYSTEM AND PROGRESS REPORTS

(See following page for grading scale)

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

NOTE: The D grade is not used for any modules or courses that are a part of an Allied Health program, including all "core" courses offered in medical programs. A grade of 70% or higher is required to pass these courses (75% for Dental Assistant). However elimination of the D grade does not apply to general education and college core courses. Scores of 69% or less (74% or less for Dental Assistant) 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 the Satisfactory Academic Progress calculations.

### GPA AND CGPA CALCULATIONS

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

### STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

### EVALUATION PERIODS FOR SAP

Satisfactory Academic Progress is measured at the end of each academic term, which includes the 25%

point, the midpoint, the end of each academic year, and the end of the program. Students in jeopardy of not making SAP may be advised at any point and be placed on probation to be monitored closely.

### CGPA EFFECT ON SAP

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

### RATE OF PROGRESS TOWARD COMPLETION

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

### MAXIMUM TIMEFRAME TO COMPLETE

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

## Academic Information

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

\*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 Dental Assistant program, F (failing) 75-0%. For all other Allied Health Programs, F (failing) is 69-0%.

\*\*\*\*If the required linear externship/internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero credit Externship/Internship Extension course will be scheduled in the following term. Once the required hours are completed, the student's grade will be entered in both courses.

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

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

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

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

#### **APPLICATION OF GRADES AND CREDITS TO SAP**

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

#### **ACADEMIC PROBATION**

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

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

#### **NOTIFICATION OF PROBATION**

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

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

- For programs without an Add/Drop period:
  - Students must be notified in writing by the end of the first week of the probationary term; and
  - Must receive academic advising by the end of the second week of the probationary term.

#### **SUSPENSION**

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

#### **ACADEMIC APPEALS**

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

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

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

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

#### **DISMISSAL**

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

**Academic Information**

**SATISFACTORY ACADEMIC PROGRESS TABLES**

47.0 Quarter Credit Hour Dental Program with percentage grades. Total credits that may be attempted: 70 (150% of 47)				
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	75%	N/A	66.66%	N/A
13-18	75%	40%	66.66%	N/A
19-24	75%	53%	66.66%	25%
25-30	75%	60%	66.66%	40%
31-36	75%	65%	66.66%	50%
37-42	75%	69%	66.66%	60%
43-48	75%	72%	66.66%	63%
49-70	N/A	75%	N/A	66.66%

47.0 Quarter Credit Hour Program with letter grades. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

47.0 Quarter Credit Hour Modular Program with percentage grades . Total credits that may be attempted: 70 (150% of 47)				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.66%	N/A
13-18	70%	25%	66.66%	N/A
19-24	70%	40%	66.66%	25%
25-30	70%	50%	66.66%	40%
31-36	70%	60%	66.66%	50%
37-42	70%	62%	66.66%	60%
43-48	70%	65%	66.66%	63%
49-70	N/A	70%	N/A	66.66%

55.0 Quarter Credit Hour Modular Program with letter grades. (Massage Therapy V. 3-0). Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-54	2.0	1.5	66.66%	55%
55-66	2.0	1.8	66.66%	64%
67-82	N/A	2.0	N/A	66.66%

55.0 Quarter Credit Hour Modular Program with percentage grades. Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.66%	N/A
13-24	70%	60%	66.66%	25%
25-55	70%	63%	66.66%	55%
56-66	70%	66%	66.66%	64%
67-82	70%	70%	N/A	66.66%

96.0, 97.0, and 98.0 Quarter Credit Hour with letter grades. 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
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.1	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-144	N/A	2.0	N/A	66.66%

## Academic Information

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

### STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR GRADUATE STUDENTS

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

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

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

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

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

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

### ATTENDANCE POLICY

#### QUARTER-BASED PROGRAMS ONLY

#### Verifying Enrollment and Tracking Academic-Related Activities

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

#### Add/Drop Period

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

## Academic Information

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

### Date of Withdrawal

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

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

### Date of Determination (DOD)

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

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

## MODULAR PROGRAMS ONLY

### Establishing and Monitoring Student Attendance

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

### Consecutive Absence Rule

When a student's absences from any course or module exceed 14 consecutive calendar days, excluding holidays and scheduled breaks, the faculty shall notify

the Academic Dean/Director of Education, who shall ultimately be responsible for determining whether the student plans to return to school or has withdrawn.

### Percentage Absence Rule

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

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

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

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

### Date of Withdrawal

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

When a student is withdrawn for consecutive absences within the term or module, the date of his or her withdrawal shall be the last date of attendance (LDA). When a student is withdrawn for violating the applicable percentage absence rule, the date of his or her withdrawal shall be the date of the violation. Students who state they will return to school must file an attendance appeal (see Appeals Policy).

### Date of Determination

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

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

### Attendance Records

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



### LEAVE OF ABSENCE POLICY (Modular Programs Only)

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

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

#### Re-admission Following a Leave of Absence

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

#### Extension of LOA

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

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

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

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

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

the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy.

#### Possible Effects of Leave of Absence

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

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

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

#### WITHDRAWAL PROCEDURES (All Programs)

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

#### REPEATING COURSES

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

#### MAKE-UP WORK

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

#### EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students enrolled in programs that require an externship are expected to begin that portion of the

## Academic Information

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program. Externships must be successfully completed within three months from the date students begin their externship. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

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

### REQUIREMENTS FOR GRADUATION

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

### Graduation

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

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

### VETERANS' EDUCATION BENEFITS

#### Prior Credit for Veterans Affairs (VA) Beneficiaries

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

#### Retroactive Veterans' Benefits

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

#### Attendance Requirements for Veteran Students

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

#### Veterans' Leave of Absence (Modular Programs Only)

A student will be granted no more than one leave of absence for a maximum period of 60 days. A written

request must be made in advance or the absence will be considered unexcused. VA will be notified immediately when a veteran student is granted leave.

### Make-Up Assignments

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

### Maximum Timeframe for Veteran Students

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

### Satisfactory Academic Progress for Undergraduate Students Receiving VA Benefits

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

### Veterans' Reinstatement after Successful Appeal of Termination

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

### Satisfactory Academic Progress for Graduate Students Receiving VA Benefits

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

### APPEALS POLICY

#### Student Academic Appeals Policy

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

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

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

The appeal must include:

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

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

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

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

#### Assignment/Test Grades

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

#### Final Course Grades

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

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

#### Attendance Violations (Modular Programs Only)

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

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

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

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

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

#### Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete his/her program within the maximum timeframe 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

## **Academic Information**

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succeed in his/her program and that the failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

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

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

### STATEMENT OF FINANCIAL OBLIGATION

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

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

### TUITION AND FEES

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

#### Quarter-Based Programs

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

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

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

#### Modular Programs

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

#### Textbooks

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

Students are responsible for the cost of their textbooks and the cost of any shipping charges.

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

### BUYER'S RIGHT TO CANCEL—CANCELLATION

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

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

### OFFICIAL AND UNOFFICIAL WITHDRAWALS

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

If the withdrawal is due to circumstances beyond the student's control, the date of withdrawal is the date the school determines is related to the circumstance beyond the student's control. Otherwise, the withdrawal date is the mid-point of the quarter or the last docu-

## Financial Information

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mented date of attendance at an academic activity, whichever is later.

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

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

**Micro-Terms:** Refunds for students who withdraw from one of the three week micro-terms will receive refunds based on the following calculation.

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

### REFUND POLICIES

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

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

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

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

Any unpaid balance of tuition and fees that remains after calculating the tuition refund and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to Everest. Monthly payment plans can be set up if the student cannot pay the entire balance in one lump sum.

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

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

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

### EFFECT OF LEAVES OF ABSENCE ON REFUNDS (Modular Programs Only)

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

### TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

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

### FEDERAL RETURN OF TITLE IV FUNDS POLICY

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

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

## Financial Information

lation of tuition may create a balance of tuition due. This balance will be due and payable by the student.

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

Refunds are allocated in the following order:

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

### RETURN OF UNEARNED SFA PROGRAM FUNDS

The School must return the lesser of:

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

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

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

### INSTITUTIONAL REFUND CALCULATION FOR FIRST-TIME STUDENTS

The School will perform a pro-rata refund calculation for first-time students who terminate their training after the Add/Drop period but before completing more than 60% of the period of enrollment. Under a pro-rata refund calculation, the school is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal

date). The percentage of weeks attended is rounded up to the nearest 10% and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60% of the period of enrollment. Students who terminate their training during the Institutional Add/Drop Period will receive a 100% refund.

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

### INSTITUTIONAL REFUND POLICY FOR CONTINUING STUDENTS IN QUARTER-BASED PROGRAMS

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

For Withdrawal During	Refunded to the Student	Amount Retained by the School
Institutional Add/Drop Period	100%	0
After Institutional 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.

Note: The pro rata refund will be calculated as follows:

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The total number of scheduled classroom hours up to and including the student's LDA divided by the total number of classroom hours in the program.

### Continuing Modular Diploma Students

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

### STUDENT FINANCING OPTIONS

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

### STUDENT ELIGIBILITY

To receive financial assistance you must:

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

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

### FEDERAL FINANCIAL AID PROGRAMS

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

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

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Perkins Loan
- Federal Work Study (FWS)

- Federal Direct Stafford Loan (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Academic Competitiveness Grant (ACG)
- National Science and Mathematics Access to Retain Talent (SMART) Grant

### ALTERNATIVE FINANCING OPTIONS

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

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

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

### GRANTS AND SCHOLARSHIPS

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

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

#### Florida Student Assistance Grant (FSAG)

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

#### Florida Bright Futures Scholarship Program

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

Eligibility criteria for the scholarship awards vary based on cumulative high school grade point average and SAT or ACT scores. Applications are distributed to potential applicants by high school guidance counselors or by contacting the Technical Assistance Unit of the Florida Department of Education at (888) 827-2004.



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

- **Florida Academic Scholars Award**—An award equal to the amount required to pay tuition, fees and \$600 annually (prorated if part time) for college-related expenses. The award may cover up to 45.0 semester or 67.0 quarter credit hours per academic year. A 3.0 cumulative GPA is required for renewal of the award each year. If a student receiving the award fails to achieve a 3.0 GPA but makes a 2.75 or higher, he or she will automatically be transferred to the Florida Merit Scholars Award level for the remainder of the college career.
- **Florida Merit Scholars Award**—An award equal to the amount required to pay 75% of tuition and fees for up to 45.0 semester or 67.0 quarter credit hours per year. A 2.75 cumulative GPA is required for renewal of the award each year.
- **Florida Gold Seal Vocational Scholars Award**—An award equal to the amount required to pay 75% of tuition and fees. This is a two-year scholarship. A student may use the scholarship for up to 90.0 semester or 135.0 Quarter Credit Hours. However, a recipient may become eligible to continue to a four-year degree by transferring to a Merit Scholars award upon being accepted into an upper division program and having maintained a 2.75 or higher GPA. A Gold Seal Vocational Scholar may not transfer to an Academic Scholars award. A 2.75 cumulative GPA is also required for renewal of the Gold Seal award each year.

### DREAM AWARD PROGRAM AND SCHOLARSHIPS

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

**Campus Dream Award:** Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to August 1 each year. Selection of the nominee is based on a review of recent 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
5. A nomination to the Association of Private Sector Colleges and Universities (APSCU) Great Award

### High School Scholarships

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

#### Florida High School Principal Scholarships

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

#### Other High School Scholarships

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

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

High school seniors may obtain scholarship 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. Those who receive the top scores will be invited to submit an essay. If a recipient chooses not to accept the award, the next qualified student, as determined by an independent panel, will receive the scholarship.

#### Everest University Annual Scholarships

Each Everest University campus annually awards honor scholarships at the end of each fall term. These honor scholarships consist of a \$750 and a \$500 tuition credit for two sophomores, two juniors and two

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seniors (annual scholarship awards total \$1,250 per category). To be eligible for one of the scholarships, the student must:

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

### Sophomore Honor Scholarship

Applicants must have completed 48.0 credit hours.

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

### Junior Honor Scholarship

Applicants must have completed 96.0 credit hours.

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

### Senior Honor Scholarship

Applicants must have completed 144.0 credit hours.

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

### Florida Association of Proprietary Schools and Colleges (FAPSC) Scholarship

Scholarships are available for graduating high school seniors and GED recipients. Applicants must complete an application, maintain a cumulative GPA of 2.0 or higher, and submit a 300-word essay answering three specific questions pertaining to the career field and

institution they have chosen. Applicants may apply for no more than three scholarships at any single institution. Awarding of the scholarships is done through an evaluation committee assembled by FAPSC. Please contact the Student Finance Office for further details.

### VETERANS' ASSISTANCE PROGRAMS

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

- The Montgomery GI Bill—Active Duty:  
[http://www.gibill.va.gov/pamphlets/ch30/ch30\\_pamphlet.pdf](http://www.gibill.va.gov/pamphlets/ch30/ch30_pamphlet.pdf)
- The Montgomery GI Bill—Selected Reserve:  
[http://www.gibill.va.gov/pamphlets/ch1606/ch1606\\_pamphlet.pdf](http://www.gibill.va.gov/pamphlets/ch1606/ch1606_pamphlet.pdf)
- Dependents' Educational Assistance Program (DEA):  
[http://www.gibill.va.gov/pamphlets/ch35/ch35\\_pamphlet.pdf](http://www.gibill.va.gov/pamphlets/ch35/ch35_pamphlet.pdf)
- Veterans' Educational Assistance Program (VEAP):  
[http://www.gibill.va.gov/pamphlets/ch32/ch32\\_pamphlet.pdf](http://www.gibill.va.gov/pamphlets/ch32/ch32_pamphlet.pdf)
- Reserve Educational Assistance Program (REAP):  
[http://www.gibill.va.gov/pamphlets/ch1607ch1607\\_pamphlet.pdf](http://www.gibill.va.gov/pamphlets/ch1607ch1607_pamphlet.pdf)
- The Post-9/11 GI Bill:  
[http://www.gibill.va.gov/pamphlets/ch33/ch33\\_pamphlet.pdf](http://www.gibill.va.gov/pamphlets/ch33/ch33_pamphlet.pdf)
- U.S. Army:  
<http://www.goarmy.com/benefits/education.jsp>
- U.S. Navy:  
<http://www.navy.com/navy/joining/education-opportunities.html>
- U.S. Air Force:  
<http://www.airforce.com/opportunities/enlisted/education> or [www.airforce.com/opportunities/officer/education](http://www.airforce.com/opportunities/officer/education)
- Marine Corps:  
[http://www.marines.com/main/index/quality\\_citizens/benefit\\_of\\_services/education](http://www.marines.com/main/index/quality_citizens/benefit_of_services/education)

### MILITARY SCHOLARSHIPS

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

The Scholarship includes a quarterly tuition stipend applied as a credit to the student's account and no cash payments will be awarded to the student. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards

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may not exceed 50% of tuition charged for the term. The scholarship is non-transferrable and non-substitutable and cannot be combined with any other program. The scholarship or program with the greatest benefit to the student will be applied.

### Applications may be requested from the Admissions Office.

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

### Payment Schedule:

Member Status	Military Scholarship Amount
<b>US Military Service Member</b> - Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard, and Reservists	50% Military Scholarship
<b>Military Spouse</b> - spouses of active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, and US Coast Guard	10% Military Scholarship
<b>Veteran</b> - veterans using VA education benefits	10% Military Scholarship
<b>Military Dependents</b> - military dependents using VA education benefits	10% Military Scholarship

### STATEMENT OF NON-DISCRIMINATION

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

### CODE OF STUDENT CONDUCT

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

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

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

### CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY

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

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

### OTHER PROHIBITED CONDUCT

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

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

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

### LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS

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

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

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

### INQUIRY BY THE SCHOOL PRESIDENT

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

### CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL

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

### CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL

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

## Administrative Policies

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

### ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

### STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

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

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

### COPYRIGHT POLICY

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

### SEXUAL HARASSMENT POLICY

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

### SANCTIONS

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

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

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

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

### APPEAL PROCESS

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

## Administrative Policies

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

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

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

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

The Student Conduct Committee shall:

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

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

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

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

### RECORD OF DISCIPLINARY MATTER

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

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement

authorities for investigation and prosecution. Additionally, disciplinary records may be reported to third parties as applicable (e.g. Veteran's Affairs).

### STUDENT COMPLAINT PROCEDURE

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

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

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

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

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

### DRESS CODE

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

### NOTIFICATION OF RIGHTS UNDER FERPA

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

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

A student should submit to the Registrar's Office a

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

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

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

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

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

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

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

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

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

should put that request in writing to the Registrar.

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

### TRANSCRIPTS

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

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

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

### CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

## **Administrative Policies**

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

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

### **DRUG AWARENESS**

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

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

### **STATISTICAL INFORMATION**

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

### **CAMPUS COMPLETION RATE REPORTS**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Everest is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Everest is required to make this completion or graduation rate data readily available to students approximately 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.



## **Student Services**

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### **ORIENTATION**

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

### **HEALTH SERVICES**

Everest does not provide health services.

### **HOUSING**

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

### **STUDENT ADVISING**

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

### **EVEREST CARE PROGRAM**

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

### **PLACEMENT ASSISTANCE**

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

## Programs Offered

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<b>Diploma Programs</b>	
Dental Assistant	Diploma
Massage Therapy	Diploma
Medical Administrative Assistant	Diploma
Medical Assistant	Diploma
Pharmacy Technician	Diploma
<b>Associate Degree Programs</b>	
Accounting	Associate in Science
Applied Management	Associate in Science
Business	Associate in Science
Computer Information Science	Associate in Science
Criminal Justice	Associate in Science
Medical Assistant <i>(No longer enrolling new students)</i>	Associate in Science
Medical Insurance Billing and Coding	Associate in Science
Paralegal	Associate in Science
<b>Bachelor's Degree Programs</b>	
Accounting	Bachelor of Science
Applied Management	Bachelor of Science
Business	Bachelor of Science
Computer Information Science	Bachelor of Science
Criminal Justice	Bachelor of Science
Paralegal	Bachelor of Science
<b>Master's Degree Programs</b>	
Business	Master of Business Administration

## Diploma Programs



### Dental Assistant, Diploma Program

8 Months – 720.0 Hours – 47.0 Credit Units

Version: 1.0

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 Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists and dental 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, operator dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

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

Module Code	Modular Title	Contact Hours	Quarter Credit Units
MODULE A	Dental Office Emergencies and Compliance	80.0	6.0
MODULE B	Dental Radiography	80.0	6.0
MODULE C	Dental Specialties	80.0	6.0
MODULE D	Operatory Dentistry	80.0	6.0
MODULE E	Laboratory Procedures	80.0	6.0
MODULE F	Dental Anatomy and Orthodontics	80.0	6.0
MODULE G	Dental Health	80.0	6.0
MODULE X	Dental Assistant Externship	160.0	5.0
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>720.0</b>	<b>47.0</b>

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

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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 operator 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 com-

promised patients are presented. Career development skills are also taught.

*Prerequisite: None*

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

#### Module B – Dental Radiography

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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

## Diploma Programs

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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: 00.0**

### Module C – Dental Specialties

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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: 00.0**

### Module D – Operatory Dentistry

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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: 00.0**

### Module E – Laboratory Procedures

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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: 00.0**

### Module F – Dental Anatomy and Orthodontics

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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: 00.0**

### Module G – Dental Health

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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: 00.0**

### Module X – Dental Assistant Externship

**5.0 Quarter Credit Hours; Total Hours: 160.0**

This module is 160.0 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 Assistant.

*Prerequisite: Completion of Modules A-G.*

**Lecture Hours: 0.0; Lab Hours: 0.0; Other Hours: 160.0**

## Diploma Programs



### Massage Therapy, Diploma Program

9 Months – 750.0 Hours – 55.0 Credit Units

Version: 3.0

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

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

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

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

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

## Diploma Programs

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

#### **MTD100 – Introduction to Massage Therapy**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

This course is designed to prepare the student for future course work in more advanced modalities presented in the program. The topics covered in this course are Joint Classification, Range of Motion of the Shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movement and Directional Terms, and Indications/Contraindications for Massage Therapy.

*Prerequisites: None*

**Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0**

#### **MTD201 – Business and Ethics**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

This module is designed to provide students with an understanding of the job opportunities in the massage industry, while building core computer and business skills. Professionalism, ethical practice, and the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage, and integrated techniques continue to build the massage therapists practical skills.

*Prerequisites: MTD100*

**Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0**

#### **MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

This module is designed to provide the student with the theory and hands-on skills involved in practicing Swedish massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant, and elder/geriatric massage.

*Prerequisites: MTD100*

**Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0**

#### **MTD263 – Eastern Theory and Practice**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered in this module please refer to the anatomy and physiology outline.

*Prerequisites: MTD100*

**Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0**

#### **MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity and beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the integumentary system and musculature of the forearms and hands.

*Prerequisites: MTD100*

**Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0**

#### **MTD282 – Deep Tissue, Myofascial Release & Pin and Stretch**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques

will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck.

*Prerequisites: MTD100*

**Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0**

#### **MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques,**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

This module is designed to provide the student with understanding and knowledge of neuromuscular therapy (NMT)/trigger point therapy and muscle energy techniques (MET) along with the assessment skills necessary for these modalities. The student will also learn about the structure and function of the nervous system and review the muscles of the shoulder.

*Prerequisites: MTD100*

**Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0**

#### **MTD246 – Clinical and Sports Massage**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline.

*Prerequisites: MTD100*

**Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0**

#### **MTD295 – Health and Wellness**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness.

*Prerequisites: MTD100*

**Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0**

#### **MTD278 –Massage Clinic**

**1.0 quarter credit Hour, Total Hours: 30.0**

This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects.

*Prerequisites: Successful Completion of 6 Modules*

**Lecture Hours: 00.0 Lab Hours:00.0 Other Hours: 30.0**



### Medical Administrative Assistant, Diploma Program

8 Months – 720.0 Hours – 47.0 Credit Units

Version: 1.0

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

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

#### Module A—Office Finance

**6.0 Quarter Credit Hours; Total Hours: 80.0**

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology.

*Prerequisites: None*

**Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0; Spelling/Skillbuilding Hours: 20.0**

#### Module B—Patient Processing and Assisting

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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

the self-directed job search process by identifying their personal career objective.

*Prerequisites: None*

**Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0; Spelling/Skillbuilding Hours: 20.0**

#### Module C—Medical Insurance

**6.0 Quarter Credit Hours; Total Hours: 80.0**

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field.

*Prerequisites: None*

**Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0; Spelling/Skillbuilding Hours: 20.0**

#### Module D—Insurance Plans and Collections

**6.0 Quarter Credit Hours; Total Hours: 80.0**

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain

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

*Prerequisites: None*

**Lecture Hours: 40.0; Computer/Key-boarding Hours: 20.0;  
Spelling/Skillbuilding Hours: 20.0**

### **Module E—Office Procedures**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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

*Prerequisites: None*

**Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;  
Spelling/Skillbuilding Hours: 20.0**

### **Module F—Patient Care and Computerized Practice Management**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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

*Prerequisites: None*

**Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;  
Spelling/Skillbuilding Hours: 20.0**

### **Module G—Dental Administrative Procedures**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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

*Prerequisites: None*

**Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;  
Spelling/Skillbuilding Hours: 20.0**

### **Module X – Medical Administrative Assistant Externship**

**5.0 Quarter Credit Hours; Total Hours: 160.0**

Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant.

*Prerequisites: Completion of Modules A-G.*

**Lecture Hours: 00.0; Computer/Keyboarding Hours: 00.0  
Spelling/Skillbuilding Hours: 00.0; Other Hours: 160.0**



## Diploma Programs



### Medical Assistant, Diploma Program

8 Months – 720.0 Hours – 47.0 Credit Units

Version: 1.0

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

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

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

#### Module A—Patient Care and Communication

**6.0 Quarter Credit Hours, Total Hours: 80.0**

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career.

*Prerequisites: None*

**Lecture Hours 40.0, Lab Hours: 40.0, Other Hours: 00.0**

#### Module B—Clinical Assisting and Pharmacology

**6.0 Quarter Credit Hours, Total Hours: 80.0**

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease

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

**Lecture Hours 40.0, Lab Hours: 40.0, Other Hours: 00.0**

#### Module C—Medical Insurance, Bookkeeping and Health Sciences

**6.0 Quarter Credit Hours, Total Hours: 80.0**

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful

## Diploma Programs

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

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field.

*Prerequisites: None*

**Lecture Hours 40.0, Lab Hours: 40.0, Other Hours: 00.0**

### **Module D—Cardiopulmonary and Electrocardiography**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

*Prerequisites: None*

**Lecture Hours: 40.0, Lab Hours: 40.0, Other Hours: 00.0**

### **Module E—Laboratory Procedures**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

*Prerequisites: None*

**Lecture Hours 40.0, Lab Hours: 40.0, Other Hours: 00.0**

### **Module F—Endocrinology and Reproduction**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

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

medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring.

*Prerequisites: None*

**Lecture Hours 40.0, Lab Hours: 40.0, Other Hours: 00.0**

### **Module G—Medical Law, Ethics and Psychology**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

Module G covers the history and science of the medical field, as well as the Medical Assistant profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success.

*Prerequisites: None*

**Lecture Hours 40.0, Lab Hours: 40.0, Other Hours: 00.0**

### **Module X—Medical Assistant Externship**

**5.0 Quarter Credit Hours, Total Hours: 160.0**

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

*Prerequisites: Completion of Modules A-G.*

**Lecture Hours 00.0 Lab Hours: 00.0 Other Hours: 160.0**

## Diploma Programs



### Pharmacy Technician, Diploma Program

8 Months – 720.0 Hours – 47.0 Credit Units

Version: 1.0

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 are prepared to become active participants in this growing field by exhibiting competence through knowledge and skills learned through completion of this program.

Any person who wishes to work as a pharmacy technician in the State of Florida must register with the Board of Pharmacy. Applicants for registration must submit:

- Pharmacy Technician Registration Application
- \$105.00 Fee (\$50.00 non-refundable application fee, \$50.00 registration fee, \$5.00 unlicensed application fee)
- Proof of completion of a board-approved pharmacy technician-training program.

Module Code	Modular Title	Contact Hours	Quarter Credit Units
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80.0	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80.0	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice	80.0	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80.0	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80.0	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80.0	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80.0	6.0
MODULE X	Clinical Externship	160.0	5.0
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>720.0</b>	<b>47.0</b>

#### Module A—Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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

## Diploma Programs

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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.

*Prerequisites: None*

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

### **Module B—Aspects of Retail Pharmacy and Pharmacology of the Nervous System**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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.

*Prerequisites: None*

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

### **Module C—History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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.

*Prerequisites: None*

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

### **Module D—Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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.

*Prerequisites: None*

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

### **Module E—Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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.

*Prerequisites: None*

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

### **Module F—Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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.

*Prerequisites: None*

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

### **Module G—Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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.

*Prerequisites: None*

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

### **Module X—Clinical Externship**

**5.0 Quarter Credit Hours; Total Hours: 160.0**

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: 00.0 Lab Hours: 00.0 Other Hours: 160.0**

## Degree Programs



### Accounting, Associate in Science Degree

24 Months – 96.0 Credit Units

Version: 1.0

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

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

\*Course not offered online.

## Degree Programs



### Accounting, Bachelor of Science Degree

48 Months – 192.0 Credit Units

Version: 1.0—(No longer enrolling new students in this program)

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

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

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

## Degree Programs

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

\*Students who plan to sit for the Florida CPA exam should take Business Law I and II, not Applied Business Law.

\*\*Course not offered online.

## Degree Programs



### Applied Management, Associate in Science Degree

24 Months – 96.0 Credit Units

Version: 1.0

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

Course Code	Course	Associate Degree Quarter Credit Hours
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
CGS 2167C	Computer Applications	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>		<b>10.0</b>
Major Core Requirements – All Concentrations		
MAN 1030	Introduction to Business (Previously known as Introduction to Business Enterprise)	4.0
MAN 2021	Principles of Management	4.0
APA 2111	Principles of Accounting I	4.0
BUL 2131	Applied Business Law	4.0
	Major Core Electives*	36.0
Choose 8.0 units from the following:		
MAN 2300	Introduction to Human Resources	4.0
FIN 1103	Introduction to Finance	4.0
MAR 2305	Customer Relations and Servicing	4.0
MAR 1011	Introduction to Marketing	4.0
SBM 2000	Small Business Management	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>		<b>60.0</b>
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
<b>TOTAL GENERAL EDUCATION CREDIT HOURS</b>		<b>26.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>96.0</b>

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



## Degree Programs



### Applied Management, Bachelor of Science Degree

48 Months – 192.0 Credit Units

Version: 1.0

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

Course Code	Course	Bachelor's Degree Quarter Credit Hours
<b>COLLEGE CORE</b>		
CGS 2167C	Computer Applications	4.0
MAN 2031	Let's Talk Business	2.0
<b>TOTAL COLLEGE CORE CREDIT HOURS</b>		<b>6.0</b>
<b>MAJOR CORE</b>		
MAN 2021	Principles of Management	4.0
FIN 1103	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
<b>TOTAL MAJOR CORE CREDIT HOURS</b>		<b>92.0</b>
<b>GENERAL EDUCATION</b>		
SLSP 3130	Principles and Applications of Adult Learning	4.0
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications*	4.0
MAT 1033	College Algebra	4.0
SLS 1505	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
EVS 1001	Environmental Science	4.0
General Education Electives		24.0
Must include at least one course from each of the following subject areas:		
<ul style="list-style-type: none"> <li>• Communications/Humanities</li> <li>• Math/Science</li> <li>• Social Science</li> </ul>		
<b>TOTAL GENERAL EDUCATION CREDIT HOURS:</b>		<b>54.0</b>
<b>ELECTIVE REQUIREMENT**</b>		<b>40.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>192.0</b>

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

- Communications/Humanities  
-may include ENC 3211, AML 2000
- Social Sciences  
-may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028

## Degree Programs

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- Mathematics and Science  
-may include: STA 2014

\*Course not offered online.

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

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

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

## Degree Programs



### Business, Associate in Science Degree

24 Months – 96.0 Credit Units

Version: 2.0

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

#### Business Administration

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

#### Management

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

#### Marketing

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

#### International Business

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

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

## Degree Programs

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

\*Course not offered online.

## Degree Programs



### Business, Bachelor of Science Degree

48 Months – 192.0 Credit Units

Version: 2.0

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

#### Business Administration

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

#### Management

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

#### Marketing

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

#### International Business

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

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

## Degree Programs

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

## Degree Programs

GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications**	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
SLSP	3130	Principles and Applications of Adult Learning	4.0
General Education Requirements Must include at least one course from each of the following subject areas: Communications/Humanities, Math/Science, Social Science.			24.0
<b>TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS</b>			<b>54.0</b>
APPROVED ELECTIVE REQUIREMENT			42.0
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student.			
<b>TOTAL PROGRAM CREDIT HOURS</b>			<b>192.0</b>
<p>**This course is not offered online.</p> <p>Students with less than 36.0 credits upon admission to the BS program are required to take SLS1105 Strategies for Success as an elective in the first term of enrollment.</p> <p>General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24.0 credits from the following subject areas, with a minimum of 4.0 credits taken from each area:</p> <ul style="list-style-type: none"> <li>• Communications/Humanities -may include ENC 3211, AML 2000</li> <li>• Social Sciences -may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041</li> <li>• Mathematics and Science -may include: STA 2014</li> </ul>			

## Degree Programs



### Computer Information Science, Associate in Science Degree

24 Months – 96.0 Credit Units

Version: 2.0

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

#### Programming

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

#### Network Administration

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

#### Web Design

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

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



## Degree Programs

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

\*Course not offered online. \*\*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, CNT, COP, CTS and CET prefixes).

## Degree Programs



### Computer Information Science, Bachelor of Science Degree

48 Months – 192.0 Credit Units

Version: 2.0

The Bachelor of Science Degree in Computer Information Science offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and data base systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven organizations, stressing the development of computer-based applications through the use of programming languages.

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

## Degree Programs

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

\*Course not offered online.

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

## Degree Programs



### Criminal Justice, Associate in Science Degree

24 Months – 96.0 Credit Units

Version: 1.0

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

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

\*Course not offered online.

## Degree Programs



### Criminal Justice, Bachelor of Science Degree

48 Months – 192.0 Credit Units

Version: 2.0

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

Course Code	Course	Bachelor's Degree Quarter Credit Hours
<b>MAJOR CORE</b>		
CCJ 1020	Introduction to Criminal Justice	4.0
CJL 2134	Criminal Procedure and the Constitution	4.0
CJE 1600	Criminal Investigations	4.0
CJL 2130	Criminal Evidence	4.0
CJC 2000	Introduction to Corrections	4.0
CJE 2580	Introduction to Interviews and 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	4.0
INVP 3100	Theoretical Aspects of Conspiracy Investigations	4.0
SCC 3004	Private Investigation I	4.0
INVP 3300	Methodology of Economic Crimes	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS:</b>		<b>92.0</b>
<b>GENERAL EDUCATION</b>		
SLSP 3130	Principles and Applications of Adult Learning	4.0
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications*	4.0
MAT 1033	College Algebra	4.0
SLS 1505	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
EVS 1001	Environmental Science	4.0
<b>General Education Electives**</b>		<b>24.0</b>
Must include at least one course from each of the following subject areas:		
<ul style="list-style-type: none"> <li>• Communications/Humanities</li> <li>• Math/Science</li> <li>• Social Science</li> </ul>		
<b>TOTAL GENERAL EDUCATION CREDIT HOURS:</b>		<b>54.0</b>
<b>APPROVED ELECTIVE REQUIREMENT</b>		<b>46.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>192.0</b>

## Degree Programs

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\*This course is not offered online.

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

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

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

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

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

### CONCENTRATION IN INVESTIGATIONS

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

- *These courses may be available only online.*

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

### Concentration in Homeland Security

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

- *These courses may be available only online.*

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

## Degree Programs



### Medical Assistant, Associate in Science Degree

24 Months – 97.0 Credit Units

Version: 1.0—(No longer enrolling new students in this program)

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

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

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

## Degree Programs

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

\*This course is not offered online.



## Degree Programs



### Medical Insurance Billing and Coding, Associate in Science Degree

24 Months – 96.0 Credit Units

Version: 2.0

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

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

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

\*This course is not offered online.

## Degree Programs



### Paralegal, Associate in Science Degree

24 months – 96.0 Credit Units

Version: 1.0

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

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

\*This course is not offered online.

## Degree Programs



### Paralegal, Bachelor of Science Degree

48 months – 192 Credit Units

Version: 2.0

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

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

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

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

## Degree Programs

<b>General Education Electives**</b> Must include at least one course from each of the following subject areas: <ul style="list-style-type: none"><li>• Communications/Humanities</li><li>• Math/Science</li><li>• Social Science</li></ul>	24.0
<b>TOTAL GENERAL EDUCATION CREDIT HOURS:</b>	<b>54.0</b>
<b>APPROVED ELECTIVE REQUIREMENT:</b>	<b>46.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:</b>	<b>192.0</b>

\*This course is not offered online.

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

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

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

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

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

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

## Graduate Degree Programs



### Business Administration, Master of Business Administration Degree

56.0 Credit Units

Version: 1.0

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

Applicants from all bachelor's degree fields can 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 transcribed 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
<b>PREREQUISITES</b>			
ACG	5027	Financial Accounting –OR-	4.0
APA	2111	Principles of Accounting I* -AND-	4.0
APA	2121	Principles of Accounting II*	4.0
ECO	5010	Economic Analysis of the Firm -OR-	4.0
ECO	3028	Microeconomics* -OR-	4.0
ECO	3007	Macroeconomics *	4.0
QMB	5305	Statistics for Managers –OR-	4.0
STA	2014	Statistics*	4.0

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

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

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

## Graduate Degree Programs

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

## Course Offerings

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### COURSE NUMBERING SYSTEM

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

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

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

#### Example of Course Identifier:

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

### GENERAL RULE FOR COURSE EQUIVALENCIES

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

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

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

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

## Course Offerings

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### THE COURSE PREFIX

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

### AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

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

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

### EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

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

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

### COURSES AT NONREGIONALLY ACCREDITED INSTITUTIONS

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

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



## Course Descriptions

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### **ACG2021 - Introduction to Corporate Accounting**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations.

*Prerequisites: APA2121*

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

### **ACG2178 - Financial Statement Analysis**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds.

*Prerequisites: ACG2021*

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

### **ACG2551 - Non-Profit Accounting**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined.

*Prerequisites: ACG2021*

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

### **ACG3073 - Accounting for Managers**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course teaches the student how to use and interpret accounting information in day to day management. Emphasis is placed on the general knowledge and decision making practices used by managers when addressing issues in service, financial, not-for-profit and manufacturing companies.

*Prerequisites: None*

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

### **ACG3103 - Intermediate Accounting I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This is an upper Level course for the serious accounting student. It is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on review of the value of money and accounting for cash and receivables.

*Prerequisites: APA2161*

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

### **ACG3113 - Intermediate Accounting II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This is a continuation and comprehensive study of financial accounting theory and applications. Emphasis is placed on accounting for inventories, long-term assets and liabilities, and stockholders' equity.

*Prerequisites: ACG3103*

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

### **ACG3123 - Intermediate Accounting III**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on special topics in income determination and financial reporting. Concepts of revenue recognition, leases, pensions, accounting for income taxes and earnings per share are among the subjects to be studied.

*Prerequisites: ACG3113*

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

### **ACG3341 - Cost Accounting I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the development and operation of cost accounting systems. Topics include basic cost accounting concepts and product costing techniques.

*Prerequisites: APA2161*

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

### **ACG3351 - Cost Accounting II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This is a continuation of Cost Accounting I and includes in-depth studies of techniques and issues surrounding cost allocation methods, cost and variance analysis, and complex accounting problems.

*Prerequisites: ACG3341*

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

### **ACG4201 - Consolidation Accounting**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

In this course students will study the major areas of emphasis in consolidation accounting which include business combinations, consolidation procedures, and foreign currency accounting.

*Prerequisites: ACG3123*

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

### **ACG4251 - International Accounting**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Examination of the environmental factors affecting international accounting concepts and standards. Cross-country differences in accounting treatment are compared.

*Prerequisites: None*

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

### **ACG4632 - Auditing I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is an overview of financial statement auditing concepts and standards. It is an introduction to the principles and procedures that enable the auditor to express an opinion on the fairness and reliability of financial statements.

*Prerequisites: ACG3123*

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

### **ACG5027 - Financial Accounting**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This is a survey course designed to provide an introduction and understanding of financial accounting. This course will include the basic accounting process required to make informed decisions based on financial statement information. Accounting is the language and scorecard of business.

*Prerequisites: None*

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

### **ACG5216 - Advanced Accounting Topics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of advanced accounting subjects including multinational corporations, real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting.

*Prerequisites: ACG3123 or equivalent*

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

### **ACG5405 - Accounting Information Systems**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Development and application of accounting information system, including analysis, design, control concepts, and implementation. Emphasis is placed upon developing students' abilities to understand the processing of accounting data in the computer environment and the controls that are necessary to assure accuracy and reliability of the data processed by the accounting system.

*Prerequisites: ACG3123 or equivalent*

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

### **ACG5516 - Governmental Accounting**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

An introduction to the fund-based theory and practice of accounting as applied to governmental entities and not-for-profit organizations.

## Course Descriptions

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*Prerequisites: ACG3123 or equivalent*

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

### **ACG5647 - Auditing II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A continuation of ACG4632. Advanced study of auditing in an EDP environment. Planning, evaluation of internal controls, use of computer audit techniques, statistical sampling, documentation, and communication of audit findings will be emphasized.

*Prerequisites: ACG3123 or equivalent*

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

### **ACO1806 - Payroll Accounting**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function.

*Prerequisites: APA2111*

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

### **AMH2030 - 20th Century American History**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism.

*Prerequisites: None*

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

### **AMH2070 - History of Florida**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

An examination of the history of the State of Florida from its origin as a Spanish colony to the present. Included is an analysis of such factors as historical tradition, climate, population, and locations as they relate to Florida's development.

*Prerequisites: None*

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

### **AML2000 - Introduction to American Literature**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course concentrates on the major writers of modern American literature.

*Prerequisites: None*

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

### **APA2111 - Principles of Accounting I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted.

*Prerequisites: None*

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

### **APA2121 - Principles of Accounting II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources.

*Prerequisites: APA2111*

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

### **APA2141 - Computerized Accounting**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting

software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll.

*Prerequisites: APA2121*

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

### **APA2161 - Introductory Cost/Managerial Accounting**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application.

*Prerequisites: APA2121*

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

### **APAP3320 - Accounting and Control for Hospitality**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course serves as a survey of accounting methods, controls, and practices commonly found in hotels, motels, restaurants, clubs, and institutions.

*Prerequisites: None*

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

### **BSC1085 - Anatomy and Physiology I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems.

*Prerequisites: HSC1531 (Except for nursing students)*

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

### **BSC1086 - Anatomy and Physiology II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems.

*Prerequisites: HSC1531 (Except for nursing students), BSC 1085*

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

### **BSC2080 - Anatomy and Physiology of Body Systems**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is the study of basic anatomy and physiology for the student who is preparing for a career in the health sciences. This course will provide the background science information needed for an understanding of anatomy and physiology. The content of this class begins with a description of a single cell and progresses through the various organ systems.

*Prerequisites: HSC1531*

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

### **BSC2085L - Anatomy and Physiology I Laboratory**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress.

*Prerequisites: None*

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

### **BSC2086L - Anatomy and Physiology II Laboratory**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

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

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respiratory, urinary, and reproductive systems will also be studied.

*Prerequisites:* BSC2085

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

### **BUL2131 - Applied Business Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed.

*Prerequisites:* None

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

### **BUL2261 - International Business Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies.

*Prerequisites:* None

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

### **BUL3246 - Business Law I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Law is studied in relation to the proper conduct of business, including consideration of the nature and source of law, courts, and courtroom procedure. The course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations.

*Prerequisites:* None

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

### **BUL3247 - Business Law II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, insurance, and Uniform Commercial Code.

*Prerequisites:* BUL3246

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

### **CAP2103 - Biometrics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces biometrics, the emerging human recognition technology. Three primary characteristics of biometrics will be explored: security, convenience, and cost. These characteristics will be applied in perspective to human beings and the efficiency of using such systems as authentication mechanisms.

*Prerequisites:* CGS2167C

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

### **CCJ1017 - Criminology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime.

*Prerequisites:* None

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

### **CCJ1020 - Introduction to Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system.

*Prerequisites:* None

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

### **CCJ1910 - Career Choices in Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment

opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications.

*Prerequisites:* CCJ1020

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

### **CCJ2250 - Constitutional Law for the Criminal Justice Professional**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the United States Constitution and its implication for criminal justice system policies and practices.

*Prerequisites:* CCJ1020

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

### **CCJ2358 - Criminal Justice Communications**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will introduce the students to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course.

*Prerequisites:* None

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

### **CCJ2501 - Juvenile Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course.

*Prerequisites:* CCJ1020

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

### **CCJ2679 - Introduction to Victims Advocacy**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system.

*Prerequisites:* CCJ1020 (None for Homeland Security Major)

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

### **CCJ2943 - Current Issues in Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1020 for Criminal Justice majors (none for Criminal Investigation majors).

*Prerequisites:* None

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

### **CCJ3334 - Alternatives to Incarceration**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system.

*Prerequisites:* CCJ1020

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

### **CCJ3450 - Criminal Justice Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

An examination of front-line supervision, executive development, administrative leadership, and recent theories and research in criminal justice management.

*Prerequisites:* CCJ1020

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

### **CCJ3666 - Victimology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines criminal victimization in the United States. Topics covered include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the

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nature of the victimization experience, victim treatment at the hands of the justice system, and reforms implemented to enhance the justice-system response to victimization.

*Prerequisites: CCJ1020 (None for Homeland Security Major)*

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

### **CCJ3675 - Women, Crime, and Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. In addition, theories of female criminality and the general social forces influencing the treatment of women as offenders, victims, and justice system staff will be covered.

*Prerequisites: CCJ1020 (DSC2010 for Homeland Security Major)*

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

### **CCJ4054 - Criminal Justice Ethics and Liability**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The various forms of corruption, misconduct and abuse of authority that exist within the criminal justice system will be identified and analyzed. Areas of negligence, which lead to liability, will be explored.

*Prerequisites: CCJ1020 (PLA1003 for Paralegal major)*

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

### **CCJ4127 - Criminal Justice in the Community**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course explores the interrelationships and role expectations among the various administrations of justice practitioners, their agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public.

*Prerequisites: CCJ1020*

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

### **CCJ4129 - Cultural Diversity for Criminal Justice Professional**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations.

*Prerequisites: CCJ1020 (DSC2010 for Homeland Security Major; PLA1003 for Paralegal major)*

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

### **CCJ4656 - Gang Activity and Drug Operations**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on the establishment of gangs, organizational structure, behavior patterns, and recruitment of members. The course also examines the criminal justice response to gang-related problems, including violence and drug trafficking.

*Prerequisites: CCJ1020*

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

### **CCJ5006 - Overview of Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to provide students with a broad overview of criminal justice and to orient them to the field and its foundations. Focusing on the underpinnings of the administration of justice as well as contemporary issues, students will examine the criminal justice system as a whole, its component parts, and its most significant processes.

*Prerequisites: None*

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

### **CCJ5019 - Crime and Criminology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides an examination of the major theories in criminology and their application to understanding crime and responses to the crime problem.

*Prerequisites: None*

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

### **CCJ5405 - Criminal Justice Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Various concepts and methods of criminal justice management are explored in detail. Using a variety of justice system agencies as examples, the course will view the behavioral and functional aspects of modern supervision and examine contemporary management styles.

*Prerequisites: None*

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

### **CCJ5408 - Interpersonal Management Skills**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to increase knowledge and competence in managing interpersonal interaction in a variety of professional settings. Strategies and styles of conflict resolutions are examined, as well as techniques for motivating colleagues and clients.

*Prerequisites: None*

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

### **CCJ5489 - Ethics in Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

An overview of ethical theory, doctrines, and controversies in the field of criminal justice. Emphasis will be placed upon the dilemmas faced by criminal justice practitioners seeking to make appropriate ethical judgments and decisions.

*Prerequisites: None*

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

### **CCJ5657 - Substance Use, Crime, and Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is an examination of the social response to illegal use of mood-altering substances. Major initiation in law enforcement, courts, corrections, and substance abuse therapy will be discussed. In addition, preventive strategies will be described and evaluated, and informal methods of response to substance abuse considered.

*Prerequisites: None*

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

### **CCJ5665 - Victimology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Although most criminal justice courses are oriented around issues associated with the offender, this course will examine issues related to victimization. These topics include the historical role of victims in the formal and informal justice process, the nature and extent of modern criminal victimization, the victimization experience, victim participation in the justice system, and recent trends in transforming the role of the victim in the justice process.

*Prerequisites: None*

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

### **CCJ5672 - Women, Crime, and Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. Theories of female criminality and the social forces influencing the treatment of women as offenders and victims will be covered. The continuing emergence of women in justice-related occupations will also be discussed.

*Prerequisites: None*

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

### **CCJ5702 - Applied Research Methods**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides an in-depth study of research methods designed to prepare students to conduct applied research in their major field of study in preparation for a research practicum, externship, thesis, or capstone.

*Prerequisites: None*

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

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### CCJ5704 - Statistics for Criminal Justice

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the major concepts, techniques, applications, and interpretations of statistical methods in criminal justice. Emphasis is placed on understanding when various statistical techniques are appropriate, and interpretation of the results of such techniques.

*Prerequisites: None*

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

### CCJ5781 - Writing for Research at the Graduate Level

**2.0 Quarter Credit Hours; Total Hours: 20.0**

This course permits students to begin to develop skills in reading and understanding research, writing research proposals, and writing formal research reports on original research. Emphasis will be placed on two important, yet often neglected, research methodologies.

*Prerequisites: None*

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

### CCJP2288 - Spanish for the Criminal Justice Professional

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments.

*Prerequisites: None*

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

### CCJP4400 - Criminal Justice Senior Capstone Experience

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The Senior Capstone course is designed to: (1) help seniors integrate the knowledge gained from their other required criminal justice courses, (2) assist them in developing analytical thinking skills through focusing on selected topics using a seminar approach, and (3) to support them in gaining a better understanding of the criminal justice profession and the role they may play in it. The capstone course will support students in learning to pose significant questions grounded in existing theory and inquiry, select and use methods appropriate to the question and research context, produce appropriate evidence, subject the evidence to analysis, respond to critiques and provide advice and comments for other's research, organize oral and written presentations in response to fair and open critiques.

*Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair.*

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

### CCJP4550 - Criminal Justice Externship

**4.0 Quarter Credit Hours; Total Hours: 120.0**

This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120.0 Hours.

*Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair.*

**Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 120.0**

### CCJP5000 - Navigating Graduate School in Justice Studies

**2.0 Quarter Credit Hours; Total Hours: 20.0**

This course is designed to provide students with a basic knowledge of what the successful graduate student needs by establishing the transition from passive to active learning strategies and techniques. Transition will be achieved through addressing psychological, philosophical and mechanical processes in graduate studies.

*Prerequisites: None*

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

### CCJP5450 - Critical Issues in Criminal Justice

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A course designed to provide students with an opportunity to explore a variety of topics related to the field of Criminal Justice. During the term, the course will contain an overview of the problems associated with business, industry and government crime. The history and antecedent conditions related to white collar crime will be reviewed and specific behaviors will be analyzed in detail.

*Prerequisites: None*

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

### CCJP6000 - Criminal Justice Capstone

**6.0 Quarter Credit Hours; Total Hours: 60.0**

The Criminal Justice Capstone is a comprehensive assessment of knowledge and skills required for successful performance in a variety of related organizations. This course consists of a portfolio development project that encompasses scholastic and personal self assessment, writing, and peer review. This class must be taken during the last two quarters of the program.

*Prerequisites: None*

**Lecture Hours: 60.0; Lab Hours: 00.0; Other Hours: 00.0**

### CEN1056C - Project Development

**2.0 Quarter Credit Hours; Total Hours: 20.0**

This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget.

*Prerequisites: None*

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

### CEN1301C - Core Technologies

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers both Microsoft Windows NT network administration and technical support. There is an emphasis on terminology, the procedures for installing, configuring, and troubleshooting Microsoft Windows NT Server and Workstation. Students will complete administrative tasks using Microsoft Windows NT. In addition, students will use directory services, implement security procedures such as rights and permissions and audit policies.

*Prerequisites: CGS1283C*

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

### CEN2304C - Windows NT Enterprise

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides advanced study of local and wide area networks using Microsoft NT networking software. It focuses on installing the Windows NT network server, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such as trust relationships, authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures, system bottlenecks and database measurement.

*Prerequisites: CTS1334C*

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

### CEN2328 - Internet Information Server

**2.0 Quarter Credit Hours; Total Hours: 30.0**

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

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*Prerequisites: CEN1301C*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **CEN2506C - Multiplatform Networking**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course prepares students to install, configure, and troubleshoot multiple networks internetworking in a multiplatform environment. Topics such as internetworking multiple vendor network software with associated hardware requirements will be covered. Peripherals such as printers, their diagnostics, and their troubleshooting in a multiplatform environment will be covered.

*Prerequisites: CEN2504C, CEN2304C*

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

### **CEN2507C - Installation and Configuration for Networks**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course presents a practical, in-depth study of the techniques for installing, configuring, and troubleshooting hardware and software issues for networks. Students will prepare computers for networks with such activities as: 1) partitioning hard disks, 2) installing hardware such as network interface cards and cables, 3) installing software such as network operating system and drivers, and 4) adding peripherals such as printers to the network. Students will observe symptoms and then isolate problems to discern and correct network failure. Extensive practice in configuring and troubleshooting networks and installing application software.

*Prerequisites: CEN1503C*

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

### **CENP1800 - Diagnostics and Troubleshooting**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

This course builds on the material covered in the two prerequisites to give students experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine.

*Prerequisites: CGS1280C, CTS1110C*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **CENP2345C - Network Security**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of lecture and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications.

*Prerequisites: CTS2303C, CTS2383C, CNT2400C*

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

### **CENP2420C - Implementing and Administering Databases**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers essential topics necessary to enable students to set up and support a database server. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a database server.

*Prerequisites: CTS1327C, CTS1334C*

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

### **CENP2450C - Database Design**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course builds on the fundamentals of database installation and administration and focuses upon the database objects present within a scalable database server. Students will become familiar with the programming objects available within a database and learn how to plan, design, create and manipulate the objects within a database.

*Prerequisites: CTS1327C, CTS1334C*

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

### **CENP2765 - PKI Concepts and Planning**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers one of the most complex and required technologies in creating a trusted network infrastructure, Public Key Infrastructure (PKI) technology. Starting with an introduction to PKI, the course includes a detailed look into Cryptography, both Private and Public Key Exchange systems and into Digital Signatures and Digital Certificates.

*Prerequisites: CNT2400C*

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

### **CENP2770 - PKI Implementation**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course continues the discussion and implementation of Public Key Infrastructure (PKI) technologies to create a trusted network environment. Students will study the creation of a PKI policy and implement a PKI pilot.

*Prerequisites: CENP2765*

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

### **CET1605C - Network Routing I**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course introduces students to internetworking using software and hardware developed by Cisco Systems Inc. Through a combination of lecture and hands-on labs, students will learn about a variety of topics related to network computing. Network architecture, network protocols, IP addressing, subnetting, the Cisco Router User Interface, switching technologies and the IP routing process are covered.

*Prerequisites: CNT1003C*

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

### **CET2607C - Network Routing II**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course expands upon the topics covered in Network Routing I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork.

*Prerequisites: CET1605C*

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

### **CGS1006C - Essentials of Communications and Document Formatting**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

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.

*Prerequisites: None*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **CGS1031C - Introduction to Macintosh**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

An introduction to Macintosh computers using a graphics users environment.

*Prerequisites: None*

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

### **CGS1280C - Computer Hardware Concepts**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine.

*Prerequisites: None*

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

### **CGS1514C - Introduction to Spreadsheets**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

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.

*Prerequisites: None*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **CGS1524C - Introduction to Presentations**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

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.

*Prerequisites: None*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **CGS1546C - Introduction to Database**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

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.

*Prerequisites: None*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **CGS1700C - Introduction to Windows 98**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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.

*Prerequisites: None*

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

### **CGS1800C - Web Site Design Methodology**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides the foundation for Web site design and Web page creation required by today's Web developers to design, implement and manage a Web site. The course includes Web design concepts, site development and management techniques, and basic Web technology concepts. Students will develop basic Web pages containing text, graphics, hyperlinks, tables, and frames using popular software production tools.

*Prerequisites: None*

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

### **CGS1821C - Web Content Development**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers the essential topics and tools web designers use to develop Web pages. Using a text editor and a graphical user interface (GUI) editor, students will learn to create web pages containing text, hyperlinks, graphics, tables, forms and frames. Cascading Style Sheets (CSS) and the basics of Extensible Hypertext Markup Language (XHTML) will also be covered.

*Prerequisites: CGS1800C*

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

### **CGS1882C - Beginning Web Development with FrontPage 2000**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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.

*Prerequisites: None*

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

### **CGS2167C - Computer Applications**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use.

*Prerequisites: None*

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

### **CGS2177C - E-Commerce Systems Administration**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an overview of how to conduct business online, as well as understand the technical issues associated with constructing an e-commerce Web site. Student will explore the similarities and differences between traditional commerce and e-commerce, and will identify e-commerce technologies at varying levels of sophistication.

*Prerequisites: None*

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

### **CGS2461C - Fundamental Programming Techniques**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudo code, diagramming algorithms, and introduces students to the object-oriented programming methodology.

*Prerequisites: COP2010C*

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

### **CGS2501 - Applied Word Processing**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros.

*Prerequisites: CGS2167C*

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

### **CGS2510C - Applied Spreadsheets**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables.

*Prerequisites: CGS2167C*

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

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### **CGS2642C - Intermediate Database Management**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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.

*Prerequisites: CGS1546C*

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

### **CGS2820C - Web Authoring**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

Students explore the use of graphics and multimedia to develop Web-based applications. This course covers techniques for developing rich media using fundamental graphic design concepts and tools, and web page content management techniques utilizing tables, links, and dynamic content.

*Prerequisites: CGS1800C*

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

### **CGS2823C - Advanced Web Development with FrontPage 2000**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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.

*Prerequisites: CGS1882C*

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

### **CGS2877C - Web Animation**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an in-depth survey of the concepts and techniques used to create Web-based multimedia. Students will plan and design sophisticated web sites, adding motion to logos, photographs, and graphics. This course also includes designing, animating and broadcasting on the Web through a variety of animation projects.

*Prerequisites: CGS 2820C*

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

### **CGS2910C - Web Design Portfolio Project**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

This course is a capstone course for Web design students to combine their skills into a final portfolio project. Students will create a Web site using their Web authoring, design, content generation, animation, graphics, scripting, and e-commerce skills into a functional Web site.

*Prerequisites: GRA2225C, CGS2877C*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **CGS4702C - Operating Systems Programming**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an understanding of contemporary operating system concepts by integrating the principles behind the design of all operating systems with how these are put into practice in the real world. A thorough discussion of operating concepts, using code examples, algorithms, and implementation issues is applied.

*Prerequisites: COP2228C or COP2281 or COP2805C or COP2171C*

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

### **CGSP1500 - Introduction to Business Databases**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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.

*Prerequisites: CGS2167C*

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

### **CGSP3200 - Project Management**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides practical lessons in project management. Bringing together theory and practice, the course provides an understandable, integrated view of many concepts, skills, tools, and techniques involved in project management.

*Prerequisites: CGS2167C and junior standing*

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

### **CIS2252 - Ethics in Computing**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course investigates the moral, ethical, and legal issues surrounding computer technology. Students will explore privacy, freedom of speech, computer failures, intellectual property, hacking; and current criticisms of technology.

*Prerequisites: CGS2167C*

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

### **CIS2321 - Introduction to the Systems Development Life Cycle (Previously known as System Analysis Methods)**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance.

*Prerequisites: None*

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

### **CIS2513C - Software Configuration Management**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an overview and understanding of the Software Configuration Management process (SCM) and how it impacts quality software. The students will learn how to create an SCM implementation plan, decide what additional SCM tools are needed, and understand how to evaluate SCM tools currently on the market.

*Prerequisites: CIS2321*

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

### **CIS2614 - Software Quality Assurance**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides an overview of the role of SWQA in a software development organization. Basic principles of software quality, standards, and issues related to implementing/-maintaining a Software Quality Assurance program are reviewed. An overview of typical tasks performed by SWQA is also presented. Upon completion, the student should have an understanding of the functions typically performed by a Software Quality Assurance program within a software development organization.

*Prerequisites: CIS2321*

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

### **CIS3303C - Object-Oriented Analysis and Design**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course analyzes the concepts and methods used in object-oriented system development, which includes object-oriented concepts, tools, the development life cycle, modeling, analysis, design, and problem solving. Students will utilize UML (Unified Modeling Language) for object-oriented modeling.

*Prerequisites: CIS2321 and COP2170C or COP2224C or COP2250C or COPP2280 or COPP2280C*

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

### **CIS3345 - Database Concepts I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course presents the basic information system management concepts needed to design, build, and maintain information delivery systems. Concepts of data modeling, data management,



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and the role of information technology in the corporation are also addressed.

*Prerequisites:* CIS2321

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

### **CIS3512 - Software Risk Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides a success formula for managing software risk, allowing companies to more easily deliver high-quality software on time and within budget. Also covered are the six disciplines for managing product development, steps to predictable risk management process results, and how to establish the infrastructure for a risk-aware corporate culture.

*Prerequisites:* CIS2321 and COP2228C or COP2805C or COP2171C

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

### **CIS3615 - Designing Secure Software**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course presents perspectives and techniques to help ensure the security of essential software. It emphasizes methodologies and principles that reduce security risk early in the development life cycle. Implementation- Level issues are discussed and applied through code samples. Secure software risk assessment, design, coding and testing are covered.

*Prerequisites:* CIS3303 and COP2171C or COP2228C or COP2281 or COP2805C

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

### **CIS4328C - Senior Project: Systems Implementation and Integration**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course is the second of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will develop a prototype system for delivery and implementation. Higher- Level programming languages such as C++, Visual Basic, or Java will be used.

*Prerequisites:* CIS3303C and Senior Standing

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

### **CIS4329C - Senior Project: Systems Analysis and Design**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course is the first of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will select, examine, analyze, design and develop a prototype system. Systems concepts of the Systems Development Life Cycle (SDLC) will be applied. The client systems will be developed through application of the methodologies and tools of systems development.

*Prerequisites:* CIS3303C and Senior Standing

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

### **CISP1875 - Novell Administration**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network.

*Prerequisites:* CNT1003C

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

### **CISP2475C - Designing Network Security**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via Lects and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks.

*Prerequisites:* CTS2303C, CTS2383C, CNT2400C

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

### **CISP3150C - Current Information Technology Topics**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

Designed to provide opportunities through reading, lecture, discussions, and exercises for students to improve their proficiency as information technology professionals. Course may be repeated, but students may not take the same topic more than once.

*Prerequisites:* Junior standing and approval of instructor

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

### **CISP4020 - Database Concepts II**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course has a strong systems emphasis and covers several advanced concepts in database systems, database analysis and design and database management. A PC-based DBMS package will be used as the basis for projects in which students will implement various parts of a relational DBMS. Key concepts: heap files, buffer manager, B+ trees, hash indexes, various join methods, and class interfaces.

*Prerequisites:* CIS3345

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

### **CISP4820 - Information Systems Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course teaches the information systems planning process. The relationship of business goals, policies, plans, management style, and industry conditions are emphasized.

*Prerequisites:* CTS1110C

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

### **CJC2000 - Introduction to Corrections**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights.

*Prerequisites:* None

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

### **CJE1600 - Criminal Investigations**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included.

*Prerequisites:* None

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

### **CJE1770 - Crime Scene Photography I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Upon successful completion of the course, the students will be able to understand the role of a photographer in a crime scene. The students will become familiar with the history of photography and comprehend fundamental concepts of general camera use. The students will also be able to apply photography concepts and practical applications to vehicular accidents, vehicle examinations, and crimes against property.

*Prerequisites:* None

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

### **CJE1772 - Crime Scene Photography II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Upon successful completion of the course, the students will be able to understand the role of a photographer in a crime scene. The students will comprehend fundamental concepts of general camera use and be able to apply photographic concepts and protocols to crimes against persons such as assault and homicide scenes, autopsies, and special issues covering arson, alternative light

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sources, and SMAT (Scars, Marks, and Tattoos).

*Prerequisites:* CJE1770

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

### **CJE2100 - Policing in America**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future.

*Prerequisites:* CCJ1020

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

### **CJE2602 - Graphics and Documentation II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a continuation of Graphics & Documentation I and will provide the students with a further understanding of the procedures of crime scene observation, note taking and documentation. Students will also be introduced to the preparation of visual exhibits for court presentation.

*Prerequisites:* CJE2673

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

### **CJE2580 - Introduction to Interviews and Interrogations**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed.

*Prerequisites:* None

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

### **CJE2670 - Introduction to Forensics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies.

*Prerequisites:* CCJ1020

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

### **CJE2673 - Graphics and Documentation I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing.

*Prerequisites:* None

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

### **CJE2676 - Biological Evidence I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This introductory course will introduce the students to the types of biological evidence commonly found at crime scenes and how to collect it. Specific biological evidence discussed includes blood, semen, saliva, urine, feces, hair, and fingernails. Additional topics include autopsy, the basic departments of the crime laboratory, toxicology, forensic entomology, and uncollectible biological evidence.

*Prerequisites:* None

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

### **CJE2640 - Crime Scene Dynamics I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to introduce the investigative concepts involved in the "Crime Scene Dynamics" of processing the

aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located.

*Prerequisites:* None

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

### **CJE2679 - Crime Scene Dynamics II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course continues the introduction to the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located.

*Prerequisites:* CJE2640

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

### **CJE2690 - Technology Crimes I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

At the conclusion of this course, the students will have an understanding of technology-based crimes as they apply to modern criminal acts such as identity theft, extortion, intellectual property crimes, fraud, Internet pornography, and online gambling. Students will also examine issues of evidence involving crime scene management, chain of custody issues, and accepted investigative practices.

*Prerequisites:* None

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

### **CJE2691 - Technology Crimes II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

At the conclusion of this course, the students will have an understanding of procedural law issues, investigative issues and techniques, forensics, and communications skills required to describe technology-based crimes. Students will also be able to compare and contrast the roles and responsibilities of local, state, and federal agencies responsible for investigating technology-based crimes.

*Prerequisites:* CJE2690

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

### **CJE4668 - Computer Crime**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on the use of the computer in committing crimes, both within organizations and among private entities. It will also examine the justice system's response to this new form of deviance.

*Prerequisites:* CCJ1020 (CGS2110 for Homeland Security Major) -or- CGS2167C (for non Criminal Justice majors)

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

### **CJL1100 - Civil and Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces students to the legal and procedural issues involved in safety and security operations which present a new challenge in the field of law. Topics include an introduction to criminal and civil law, constitutional law, search and seizure, and a discussion of employment law and liability. As the ever-growing number of agencies become involved in legal issues, it is important that the student be aware of the basis of the laws and regulations in order to prepare for changes in these areas.

*Prerequisites:* None

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

### **CJL2130 - Criminal Evidence**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on the nature of evidence as it relates to the

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pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded.

*Prerequisites:* C CJ1020

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

### **CJL2134 - Criminal Procedure and the Constitution**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications.

*Prerequisites:* None

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

### **CJL3215 - Concepts of Criminal Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course covers the historical development and philosophy of criminal law. Discussion includes definitions, legal classifications of crimes, Constitutional provisions, legal research, study of case law, and significance of law as a social force.

*Prerequisites:* C CJ1020 (CJL1100 for Homeland Security Major; PLA1003 for Paralegal major)

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

### **CLPP3004 - Adult Psychology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course deals with the human life span as a whole and attempts to acquaint students with the processes of maturation, aging, and death.

*Prerequisites:* None

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

### **CNT1003C - Computer Networking Fundamentals**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network.

*Prerequisites:* None

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

### **CNT2400C - Network Security Fundamentals**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course is an introduction to the components of network security. It takes a comprehensive look at network security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data.

*Prerequisites:* CNT1003C

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

### **COP2010C - Programming Concepts**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides the student with an introduction to the fundamentals of computer problems solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored.

*Prerequisites:* None

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

### **COP2170C - Computer Programming - Visual Basic I**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows

environment.

*Prerequisites:* CGS2461C

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

### **COP2171C - Computer Programming - Visual Basic II**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course is a continuation of COP2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications.

*Prerequisites:* COP2170C

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

### **COP2224C - Computer Programming - C++ I**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers.

*Prerequisites:* CGS2461C

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

### **COP2228C - Computer Programming - C++ II**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course is a continuation of COP2224C, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing.

*Prerequisites:* COP2224C

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

### **COP2250C - Computer Programming - Java I**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java.

*Prerequisites:* CGS2461C

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

### **COP2805C - Programming Languages - Java II**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course is a continuation of COP2250C. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications.

*Prerequisites:* COP2250C

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

### **COP2812C - Web Development Using XML**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

Student will study the functions and relationships between XML and other members of the XML family of technologies, including XHTML, XSL, Xpath, Xlink, namespaces, schemas, and Xslt. Students will create and apply styling to XML documents in a series of hands-on labs.

*Prerequisites:* None

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

### **COP2840C - Content Generation - Scripting Languages**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers the skills needed to design client-side, platform-independent solutions that greatly increase the value of a Web site. Students will learn how to use the most popular applications of JavaScript, including communicating with users, scripting for the

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JavaScript object model, controlling program flow, validating forms, animating images, targeting frames, and creating cookies.

*Prerequisites:* CGS1821C, CGS2461C

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

### **COP3764C - Structured Query Language**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course introduces the student to the basic operations of the Structure Query Language (SQL). Database creation, single table queries, multi-table queries, database restrictions, and using SQL with high-level programming languages are discussed.

*Prerequisites:* CIS3345

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

### **COP4724C - Database Application Development**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying the database using a host language.

*Prerequisites:* COP2228C or COP2805C or COPP2281 or COP2171C

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

### **COPP2123 - Computer Programming - COBOL I**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an introduction to the COBOL programming language, concepts and syntax. COBOL is used to develop program logic for business applications. Instructor Lec and demonstration provides in-depth coverage of the COBOL language.

*Prerequisites:* CGS2461C

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

### **COPP2127 - Computer Programming - COBOL II**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course is a continuation of COPP2123. It provides advanced COBOL programming concepts to write, compile, correct and test business applications. It also discusses how to create and update indexed files, maintain existing files and use tables.

*Prerequisites:* COPP2123

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

### **COPP2164 - Computer Programming - RPG**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides the fundamentals of Report Program Generator (RPG). Topics include designing, debugging, and testing programs to include the RPG fixed logic cycle, Level breaks, overflow, multiple record processing and file output.

*Prerequisites:* CGS2461C

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

### **COPP2168 - Computer Programming - Advanced RPG**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course is a continuation of the Computer Programming - RPG course. It provides advanced topics utilizing the Report Program Generator (RPG) programming language. Topics discussed are tables, arrays, file processing and maintenance, and interactive file processing.

*Prerequisites:* COPP2164

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

### **COPP2273 - Computer Programming - Introduction to Visual C++**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course introduces the students to programming in Microsoft Visual C++ using the Microsoft Foundation Classes (MFC). Application development using Device Context, Event Handling, Message Processing, Menus, Toolbars, Dialogs, Collections, and Serialization using MFC with Microsoft Visual C++ is covered.

*Prerequisites:* COP2228C

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

### **COPP2280C - Computer Programming – C# I**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course teaches basic computer software development using

the C# programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to C#.

*Prerequisites:* CGS2461C

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

### **COPP2281C - Computer Programming – C# II**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course is a continuation of COPP2280C, emphasizing C#'s features and capabilities for object-oriented programming (OOP). Students focus on programming with common library classes and extending the language by creating new classes.

*Prerequisites:* COPP2280C

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

### **COPP3175C - Advanced Programming**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an introduction to basic data structures, and algorithms for manipulating them, using an object-oriented programming language. It covers how to create and maintain various data structures, such as arrays, stacks, queues, linked lists, binary search trees, hash tables.

*Prerequisites:* COP2805C, COP2228C, COP2171C, COPP2281C, and junior standing

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

### **COPP3180C - Network Programming**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides the student with a comprehensive guide to creating networks-based applications. Students will focus on high-level application programming concepts, networking concepts, tools, and techniques to create robust, maintainable and efficient custom client/server applications. Basic programming concepts, networking concepts, TCP/IP, specific control structures, I/O functions, and object-oriented design are explored.

*Prerequisites:* CNT1003C and one of following: COP2171C or COP2228C or COP2805C or COPP2281C

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

### **CPO4004 - Global Politics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors.

*Prerequisites:* None

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

### **CTS1110C - Computer Operating Systems**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems.

*Prerequisites:* None

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

### **CTS1327C - Network Operating Systems - Client**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment.

*Prerequisites:* CNT1003C

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

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### **CTS1334C - Network Operating Systems - Server**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a network server.

*Prerequisites: CNT1003C*

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

### **CTS2207C - Advanced Presentations**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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.

*Prerequisites: CGS1524C*

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

### **CTS2226C - Intermediate Spreadsheets**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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.

*Prerequisites: CGS1514C*

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

### **CTS2244C - Advanced Spreadsheets**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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.

*Prerequisites: CTS2226C*

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

### **CTS2303C - Network Directory Services**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance.

*Prerequisites: CTS1334C*

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

### **CTS2304C - Network Directory Design**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course discusses the planning, issues, and options available to the network administrator who is designing a Windows Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues.

*Prerequisites: CTS1334C*

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

### **CTS2313C - Internet Security and Acceleration (ISA) Server**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course teaches students the basic concepts of proxy servers and firewalls. Students will learn how to install the Microsoft Internet Security and Acceleration (ISA) Server, setup access rules, IP packet filters, create client VPN access points and configure intrusion detection.

*Prerequisites: CTS1334C*

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

### **CTS2321C - Linux Administration**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course enables students to gain an understanding of the Linux operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as a stable and flexible platform for a variety of networking applications. Students learn about desktop environments that make it easy for them to configure Linux features and programs.

*Prerequisites: None*

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

### **CTS2330C - Implementing and Supporting E-Mail Services**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides students the ability to set up and support network e-mail services. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting widely-used e-mail server software.

*Prerequisites: CTS1334C*

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

### **CTS2383C - Network Management**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment.

*Prerequisites: CTS1327C, CTS1334C*

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

### **CTS2386C - Network Infrastructure**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system.

*Prerequisites: CTS1334C*

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

### **CTS2439C - Advanced Database Management**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides instruction for the development of expert database management skills. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed.

*Prerequisites: CGS2642C*

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

### **CTS4107 - Survey of Operating Systems**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides a study of operating systems that includes memory management, processor management, disk management, scheduling, and resource retention. It addresses these topics from a workstation, server, and mainframe computer operating systems viewpoint.

*Prerequisites: CTS1110C*

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

### **DEP2000 - Developmental Psychology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will explore the physical, cognitive and social-emotional processes across the life span.

*Prerequisites: PSY2012*

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

### **DEPP3305 - Adolescent Psychology**

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### **4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the characteristics, needs, and problems of adolescence. The course also emphasizes the principles of psychology important to those who guide adolescents, and the adjustments necessary during this life stage.

*Prerequisites: PSY2012*

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

### **DSC1011 - Domestic and International Terrorism I**

#### **4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces participants to various aspects of domestic and international terrorist organizations in part I. The student will be introduced to basic principles of terrorist investigations, domestic security threats, and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses.

*Prerequisites: None*

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

### **DSC1030 - Tactical Communications**

#### **4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to introduce the student to basic communications ranging from a conflict to communication during a catastrophic event. Topics covered include radio and cell phone communications, and planning for communication alternatives when the traditional methods of communication fail. Other face-to-face communication tactics are covered including interview and interrogation, detecting deception, and handling a conflict with confrontation.

*Prerequisites: None*

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

### **DSC2002 - Introduction to Terrorism**

#### **4.0 Quarter Credit Hours; Total Hours: 40.0**

Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media.

*Prerequisites: None*

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

### **DSC2008 - Security: Principles, Planning and Procedures I**

#### **4.0 Quarter Credit Hours; Total Hours: 40.0**

This course, in part I, introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, and principles of crowd and riot control. Additional topics include threat assessment and response, and facility security and vulnerabilities.

*Prerequisites: None*

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

### **DSC2210 - Emergency Planning and Security Measures I**

#### **4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and will identify general models for facility protection.

*Prerequisites: None*

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

### **DSC2812 - Information Technology Security I**

#### **4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces students to the components of information security best practices. Topics covered include types of attacks on information, information security services, policy and law with regard to information security, risk assessment, and how to analyze and manage risk.

*Prerequisites: None*

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

### **DSC3214 - Catastrophic Event Response Planning**

#### **4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front end planning involved in preparation for a catastrophic event. Students will be introduced to the development of an Emergency Response Plan that will include concepts such as lookout; awareness; communications; escape; safety (LACES); training; and various agency relationships.

*Prerequisites: None*

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

### **ECO3007 - Macroeconomics**

#### **4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control.

*Prerequisites: None*

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

### **ECO3028 - Microeconomics**

#### **4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution.

*Prerequisites: None*

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

### **ECO3703 - Principles of International Economics**

#### **4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of the fundamentals of international trade, international monetary policies, theories of foreign exchange, the balance of payments, and the international monetary system.

*Prerequisites: ECO3007*

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

### **ECO5010 - Economic Analysis of the Firm**

#### **4.0 Quarter Credit Hours; Total Hours: 40.0**

A comprehensive examination of economics with emphasis on the economic systems of the firm, its development, market pricing theory, theory of the firm, and theories of production and distribution.

*Prerequisites: None*

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

### **ECO5709 - International Economic Systems**

#### **4.0 Quarter Credit Hours; Total Hours: 40.0**

An overview of the major economic systems in the world economy. The course covers first-hand statistical and economic data, including capital, labor and trade; market mechanisms and non-market mechanisms; current economic crises; mixed economic systems; centrally planned economic systems; global economic interdependence, and characteristics of international economic order.

*Prerequisites: ECO3007*

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

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### **ECOP1021 - General Economics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course serves as an introduction to the principles of macro and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system.

*Prerequisites: None*

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

### **ECP5705 - Managerial Economics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A comprehensive examination of microeconomic data employed in management analysis and decision rendering.

*Prerequisites: ECO3028 or ECO3007 or ECO5010 or equivalent*

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

### **ECS4003 - Comparative Economic Systems**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

An advanced study of a description, analysis and appraisal of the economic theories of Capitalism, Socialism, and Communism.

*Prerequisites: ECO3007*

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

### **ELSP0181 - Structures and Writing I - Level I**

**0.0 Quarter Credit Hours; Total Hours: 132.0**

This course acquaints students with basic grammar and sentence structure and requires utilization of knowledge gained through writing and reading assignments. This course will not count toward degree completion.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### **ELSP0182 - Structures and Writing II - Level I**

**0.0 Quarter Credit Hours; Total Hours: 132.0**

This course is a continuation of ELSP0181. This course will not count toward degree completion.

*Prerequisites: ELSP0181*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### **ELSP0281 - Structures and Writing I - Level II**

**0.0 Quarter Credit Hours; Total Hours: 132.0**

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.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### **ELSP0282 - Structures and Writing II - Level II**

**0.0 Quarter Credit Hours; Total Hours: 132.0**

This course is a continuation of ELSP0281. This course will not count toward degree completion.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### **ELSP0381 - Structures and Writing I - Level III**

**0.0 Quarter Credit Hours; Total Hours: 132.0**

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.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### **ELSP0382 - Structures and Writing II - Level III**

**0.0 Quarter Credit Hours; Total Hours: 132.0**

This course is a continuation of ENSP0381. This course will not count toward degree completion.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### **ELSP0481 - Structures and Writing I - Level IV**

**0.0 Quarter Credit Hours; Total Hours: 132.0**

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.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### **ELSP0482 - Structures and Writing II - Level IV**

**0.0 Quarter Credit Hours; Total Hours: 132.0**

This course is a continuation of ELSP0481. This course will not count toward degree completion.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### **ELSP1900 - Advanced Intensive English**

**0.0 Quarter Credit Hours; Total Hours: 216.0**

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.

*Prerequisites: None*

**Lecture Hours: 144; Lab Hours: 72; Other Hours: 00.0**

### **ELSP1900-A - Advanced Intensive English**

**0.0 Quarter Credit Hours; Total Hours: 132.0**

This course is a continuation of ELSP1900 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.

*Prerequisites: Must achieve a minimum of 500 TOEFL (written), 173 TOEFL (computer), 5.5 IELTS*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### **ENC1101 - Composition I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material.

*Prerequisites: None*

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

### **ENC1102 - Composition II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper.

*Prerequisites: ENC1101*

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

### **ENC3211 - Report Writing**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation of written reports.

*Prerequisites: ENC1102*

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

### **ENC4213 - Advanced Report Writing**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides a means for continued examination, analysis and preparation of written techniques. Continued emphasis on

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research gathering methodology, assimilation of data, and preparation of written reports are also included.

*Prerequisites: ENC3211 with a grade "C" or better, or course equivalent*

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

### ENGP0011 - Basic English Studies

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A comprehensive review of grammar, spelling, and vocabulary intended to strengthen students' English background and to prepare students for more advanced studies. This course does not apply toward credits needed to graduate in any program. In determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class.

*Prerequisites: None*

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

### ENGP1132 - English Usage

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed as a review of parts of speech and sentence structure. Students will develop skills in vocabulary building, spelling, word division, capitalization, abbreviations and proofreading.

*Prerequisites: None*

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

### ENSP1101 - Conversation I - Level I

**0.0 Quarter Credit Hours; Total Hours: 132.0**

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.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### ENSP1102 - Conversation II - Level I

**0.0 Quarter Credit Hours; Total Hours: 132.0**

This course is a continuation of ENSP1101. This course will not count toward degree completion.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### ENSP1111 - Comprehension I - Level I

**0.0 Quarter Credit Hours; Total Hours: 132.0**

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.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### ENSP1112 - Comprehension II - Level I

**0.0 Quarter Credit Hours; Total Hours: 132.0**

This course is a continuation of ENSP1111. This course will not count toward degree completion.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### ENSP1201 - Conversation I - Level II

**0.0 Quarter Credit Hours; Total Hours: 132.0**

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.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### ENSP1202 - Conversation II - Level II

**0.0 Quarter Credit Hours; Total Hours: 132.0**

This course is a continuation of ENSP1201. This course will not count toward degree completion.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### ENSP1211 - Comprehension I - Level II

**0.0 Quarter Credit Hours; Total Hours: 132.0**

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.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### ENSP1212 - Comprehension II - Level II

**0.0 Quarter Credit Hours; Total Hours: 132.0**

This course is a continuation of ENSP1211. This course will not count toward degree completion.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### ENSP1301 - Conversation I - Level III

**0.0 Quarter Credit Hours; Total Hours: 132.0**

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.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### ENSP1302 - Conversation II - Level III

**0.0 Quarter Credit Hours; Total Hours: 132.0**

This course is a continuation of ENSP1301. This course will not count toward degree completion.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### ENSP1311 - Comprehension I - Level III

**0.0 Quarter Credit Hours; Total Hours: 132.0**

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.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### ENSP1312 - Comprehension II - Level III

**0.0 Quarter Credit Hours; Total Hours: 132.0**

This course is a continuation of ENSP1311. This course will not count toward degree completion.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### ENSP1401 - Conversation I - Level IV

**0.0 Quarter Credit Hours; Total Hours: 132.0**

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.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### ENSP1402 - Conversation II - Level IV

**0.0 Quarter Credit Hours; Total Hours: 132.0**

This course is a continuation of ELSP0481. This course will not count toward degree completion.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### ENSP1411 - Comprehension I - Level IV

**0.0 Quarter Credit Hours; Total Hours: 132.0**

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.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**



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### **ENSP1412 - Comprehension II - Level IV**

**4.0 Quarter Credit Hours; Total Hours: 132.0**

This course is a continuation of ENSP1411. This course will not count toward degree completion.

*Prerequisites: None*

**Lecture Hours: 90.0; Lab Hours: 42.0; Other Hours: 00.0**

### **EVS1001 - Environmental Science**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion.

*Prerequisites: None*

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

### **EVSP3060 - Environmental Issues**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course develops an understanding for the relationship of natural processes at work in the environment. Local, national and global issues will be explored as they apply to understanding their claims on society and the marketplace.

*Prerequisites: None*

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

### **FIN1103 - Introduction to Finance**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning.

*Prerequisites: None*

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

### **FIN3005 - Principles of Finance**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology.

*Prerequisites: MAN2021 or HFT1211*

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

### **FIN3230 - Money and Banking**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of the nature and function of money and credit instruments; the Federal Reserve System; monetary theory and fiscal policies; expansion and stabilization of the money supply.

*Prerequisites: None*

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

### **FIN3501 - Investments**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes that affect investment policy timing, selection and investment values.

*Prerequisites: FIN1103*

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

### **FIN4602 - International Business and Finance**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a study of financing international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention to the Caribbean and South America is also included.

*Prerequisites: FIN3005*

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

### **FIN5609 - International Finance**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of the international dimensions of finance on both developed and underdeveloped nations, the role of multinational corporations, foreign exchange rates and markets, international sources of funds, cost of capital, financial structure, and capital budgeting for foreign projects.

*Prerequisites: None*

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

### **FIN6409 - Financial Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of the capital structure, its costs, availability, and selection. Emphasis is placed on all aspects of cash flow, particularly cash management and distribution.

*Prerequisites: ACG5027 or Accounting Principles (equivalent to APA2111 and APA2121) coursework at the undergraduate level*

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

### **GEB2353 - International Competitiveness**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries.

*Prerequisites: None*

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

### **GEB4363 - Import/Export Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course covers the functions and range of traffic management services performed by freight forwarders; changing governmental restrictions, rules and regulations applicable to different countries, ports, and trade routes; and provides complete documentation forms to facilitate and coordinate the movement of goods in international trade.

*Prerequisites: None*

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

### **GEB4352 - International and Comparative Industrial Relations**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Examines the selected industrial relations systems of Europe, Asia and the Americas with special emphasis on differences among systems and the reasons such differences exist. The industrial relations significance of the multi-international enterprise and management problems associated with operations in diverse systems, are analyzed.

*Prerequisites: None*

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

### **GEB4361 - Management of International Business**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a study of the characteristics, operation, and function of business in the global market of the 1990's. The following topics are included in the course; political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment.

*Prerequisites: MAN1030 or MAN2021*

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

### **HIM2260C - Introduction to Hospital Billing**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course will cover the hospital-billing environment, including the completion of the UB-04 claim form using the software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and outpatient UB-04 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. ICD-9 procedural coding and prospective payment systems are introduced.

*Prerequisites: MEAP1301, HIM2272*

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

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### **HIM2278C - Medical Finance and Insurance**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course will train the student in the major medical insurances and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements bookkeeping and bank-keeping procedures will be discussed. Additionally the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught.

*Prerequisites:* HIM2272 for MIBC students; HSC1531 for Medical Assistant students

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

### **HIM2272 - Medical Insurance Billing**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will train the student in the major medical insurance and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed.

*Prerequisites:* HSC1531

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

### **HIM2326C - Computer Applications for MIBC**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course is designed to give the student basic computer skills and knowledge in medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment. This course will provide students with guidelines for preparing claims, including the use of medical office management software. Students will be working from source documents to do data entry, code entry and assignment, and produce clean claims.

*Prerequisites:* CGS2167C

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

### **HIM2512 - Medical Office Management and Compliance**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course covers a broad area of topics that are essential to the Medical Office Manager. This course will prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice. Areas that will be discussed include; Personnel management, compliance, technology and the many roles of the office manager.

*Prerequisites:* None

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

### **HSA1551 - Medical Law and Ethics**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical and ethical issues in today's medical environment.

*Prerequisites:* None

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

### **HSA1529 - Diseases of the Human Body**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment.

*Prerequisites:* BSC1085, BSC1086 (BSC2080 for MIBC students)

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

### **HSC1531 - Medical Terminology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building, systems approach is used to learn word parts for

constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit.

*Prerequisites:* None

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

### **INVP3100 - Theoretical Aspects of Conspiracy Investigations**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to provide students with a basic and philosophical understanding of the investigatory process regarding conspiracy crime(s). The students will explore the fundamental and advanced features of investigation, duties and responsibilities of relevant criminal justice entities, information-gathering skills, collection, preservation, and testing of evidence, use of technology, and types of evidence.

*Prerequisites:* None

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

### **INVP3300 - Methodology of Economic Crimes**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will explore current trends in economic crimes and the investigative techniques used to combat these offenses. Relationships between victims and offenders will be examined. Students will understand motives and common methods of operation associated with economic crimes.

*Prerequisites:* None

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

### **ISM5026 - Management Information Systems**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A comprehensive overview of information systems and the management of these functions. Emphasis on introducing computer hardware, software, procedures, systems, and human resources.

*Prerequisites:* None

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

### **LIS2004 - Introduction to Internet Research**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to the Internet.

*Prerequisites:* None

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **MAN1030 - Introduction to Business (Previously known as Introduction to Business Enterprise)**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise.

*Prerequisites:* None

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

### **MAN1733 - Management Today**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Examines and reviews classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices.

*Prerequisites:* None

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

### **MAN2021 - Principles of Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.

*Prerequisites:* None

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

### **MAN2031 - Let's Talk Business**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments.

*Prerequisites: None*

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

### **MAN2300 - Introduction to Human Resources**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation.

*Prerequisites: None*

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

### **MAN2604 - Introduction to International Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines.

*Prerequisites: None*

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

### **MAN2727 - Strategic Planning for Business**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned.

*Prerequisites: MAN1030, FIN1103, APA2121*

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

### **MAN2946 - Business Internship (Previously known as Business Externship)**

**4.0 Quarter Credit Hours; Total Hours: 120.0**

As part of the preparation for a career in management, the sophomore student is permitted to serve an externship of 120.0 hours in management functions of financial, business, and industrial organizations or government agencies acceptable to the University. Arrangements for the externship training provide for assignment of duties, Hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer.

*Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24.0 credits of their program and/or have approval of the Program Director*

**Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 120.0**

### **MAN3100 - Human Relations in Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations.

*Prerequisites: MAN2021*

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

### **MAN3344 - Principles of Supervision**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of various aspects of the supervisor's job including work planning, organizing, leadership, decision making, and effective communication.

*Prerequisites: MAN2021*

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

### **MAN3554 - Workplace Continuity and Contingency Planning**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course presents an introduction to workplace continuity and contingency planning. Topics include the need for planning, analyzing the worksite, employee safety and evacuation, risk and threat analysis, operational factors, back up of systems and data, government and corporate planning, prevention, incident response, relocation, and disaster recovery.

*Prerequisites: None*

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

### **MAN4104 - Women Managers**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Designed to acquaint both male and female students with the problems women must overcome to succeed in today's business world, and includes an in-depth study of the present and future roles of women in management. The focus is on the fundamental skills and insights necessary for success and recognizes that women must simultaneously deal with problems such as role conflict, dual careers, and lack of acceptance that make the acquisition and application of these skills difficult.

*Prerequisites: None*

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

### **MAN4302 - Management of Human Resources**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations.

*Prerequisites: MAN2300 or MAN3100 (HSA2182 for Health Care Administration program).*

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

### **MAN4400 - Labor Relations and Collective Bargaining**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security.

*Prerequisites: MAN2021 or HFT1211*

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

### **MAN4701 - Business Ethics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment.

*Prerequisites: None*

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

### **MAN4734 - Contemporary Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making.

*Prerequisites: MAN2021*

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

### **MAN4764 - Business Policy and Strategy**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a study of long-term strategy and planning management as it relates to the decision making process. Strategic management is introduced as the set of decisions and actions that will result in the design and activation of strategies to achieve the objectives of an organization.

*Prerequisites: MAN2021*

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

### **MAN4946 - Externship in Management II**

**4.0 Quarter Credit Hours; Total Hours: 120.0**

As part of the preparation for a career in management, students are permitted to serve in externships of 120.0 hours in

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management functions of financial, business, and industrial organizations or government agencies. Arrangements for the externship training provide for assignment of duties, Hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer.

*Prerequisites:* Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24.0 credits of their program and/or have approval of the Program Director

**Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 120.0**

### **MAN5066 - Managerial Ethics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a comprehensive, integrated approach to business ethics which incorporates the principles of critical, ethical thinking and applies them to situations and models for business decision making. The course addresses ethics from the political, social, economical and legal perspectives. A decision-making strategy, RESOLVEDD, is employed to guide students through both the basic and complex elements of an ethical analysis. The course provides a conceptual, systematic and practical study of ethics in business with the goal of developing consistent criteria as applied to changing and emerging values.

*Prerequisites:* None

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

### **MAN5140 - Managerial Decision Making**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A comprehensive overview of decisions and the decision making process used by management in a number of situations. Financial management, personnel management, production, marketing and other aspects of a business environment will be utilized to develop sound decision making practices. The course also uses an integrated approach to study the application of the concepts of management to managerial decision making and the decision making process. Student acquires "hands-on" experience through the use of contemporary case studies.

*Prerequisites:* None

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

### **MANS245 - Organizational Behavior**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course covers the concepts relevant to the understanding of organizational behavior theory as applied to business. Concepts such as motivation, group dynamics, leadership, communication, goal setting and organizational culture related to business will be covered.

*Prerequisites:* None

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

### **MAN5266 - Management of Professionals**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Organizational behavior of professional employees is investigated through available theories and concepts. Concentration is placed on the manager's role, especially that of matching organizational demands with individual talents and expectations.

*Prerequisites:* None

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

### **MAN5285 - Organizational Development and Change**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Theory and research related to management efforts to design and implement continual developmental activities to alter climate and improve productivity and effectiveness in organizations.

*Prerequisites:* None

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

### **MAN5355 - Managerial Assessment and Development**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Foundations of measurement of managerial performance and development. Analysis of research in competence, style, ratings, and performance.

*Prerequisites:* None

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

### **MAN5601 - International Business**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

An analysis of the managerial aspects of business administration from an international perspective, including organization, production, human resources, technology, finance, marketing, accounting, capital markets, and the latest trends and strategies in global operations.

*Prerequisites:* None

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

### **MAN5910 - Business Research**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

An in-depth study of business research methods and practices vital to the business professional.

*Prerequisites:* None

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

### **MAN6307 - Management of Human Resources**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course explores and analyzes the principles, strategies, and practices of human resources management, including the various functions such as recruitment, planning, supervision, promotion, management, and control of personnel in organizational settings.

*Prerequisites:* None

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

### **MAN6721 - Business Policy and Strategy**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Business Policy and Strategy is intended to be the capstone course in strategic management for the MBA program. The course is a thorough coverage of the seismic strategy-related changes in the business environment and explores the challenges in business strategies, business organizations, and business practices being altered by globalization, the Internet, and dot-com companies. This course must be taken within the final two quarters prior to program completion.

*Prerequisites:* None

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

### **MANP2501 - Capstone Experience**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course, to be taken within the student's last 24.0 credits, utilizes a portfolio approach to help document their academic achievements and knowledge acquired from their other business and management courses. This capstone course is a culminating experience in which students, through the development of a professional development portfolio, demonstrate attainment of core business competencies, and connect theory and application in preparation for entry into their chosen career.

*Prerequisites:* None

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

### **MANP4501 - Applied Management Senior Capstone Experience**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field.

*Prerequisites:* MAN2021

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

### **MAR1011 - Introduction to Marketing**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for

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consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing.

*Prerequisites:* None

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

### **MAR2141 - Introduction to International Marketing**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Examines the basic principles of marketing in an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems.

*Prerequisites:* MAR1011

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

### **MAR2305 - Customer Relations and Servicing**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer.

*Prerequisites:* None

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

### **MAR2320 - Advertising**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business.

*Prerequisites:* None

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

### **MAR2720 - Marketing on the Internet**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

A study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet.

*Prerequisites:* MAR1011

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

### **MAR3156 - Global Marketing**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The study of essential issues and unique considerations confronting the marketing decision makers in a global environment. Comparative advantages, disadvantages, the interdependence of global marketing, and the importance of global research and market perceptions will be analyzed.

*Prerequisites:* MAR1011 or MAR2141

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

### **MAR3231 - Retailing**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure of the market. Emphasis is placed on the many functions of a retail business, including employee relations and customer relations.

*Prerequisites:* MAN1030 or MAR1011

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

### **MAR3310 - Public Relations**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved in public relations are examined and discussed.

*Prerequisites:* MAR1011

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

### **MAR3400 - Salesmanship**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of the basic principles and techniques of selling. Effective

presentations and communications in selling are emphasized. Selling is studied as a marketing process in retail and industrial markets.

*Prerequisites:* None

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

### **MAR3503 - Consumer Behavior**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions.

*Prerequisites:* MAR1011 or MAR2320

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

### **MAR4156 - International Marketing Analysis**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Analysis of the structure of international markets. Study of the environmental factors affecting international market opportunities, threats and strategies. Application of the principles of marketing and marketing management on an international scale.

*Prerequisites:* MAR2141 or MAR1011

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

### **MAR4200 - Marketing Channels and Distribution**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers.

*Prerequisites:* MAR1011

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

### **MAR4333 - Promotional Policies and Strategies**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions.

*Prerequisites:* MAR1011 and MAR2320

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

### **MAR4613 - Marketing Research**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis.

*Prerequisites:* MAR1011

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

### **MAR4804 - Marketing Administration**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions; and how this activity relates to overall organizational objective.

*Prerequisites:* MAR1011

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

### **MAR5153 - International Marketing**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course discusses the environment of international marketing. Primary emphasis is on international marketing research; product, promotion, distribution and pricing strategies; and present issues in international marketing.

*Prerequisites:* None

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

### **MAR5805 - Marketing Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

## Course Descriptions

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A comprehensive study of marketing strategies and tactics. Essential elements are analyzed and include strategic planning and marketing; identifying and understanding the target market; market research; consumer behavior; organizational buying; market mix and segmentation. Product planning and development; advertising and sales promotion; distribution and pricing strategies are evaluated. The marketing of services and global marketing issues are also explored.

*Prerequisites: None*

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

### **MAT0024 - Basic Math Studies**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Comprehensive review of the mathematical skills and concepts required to prepare for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. In determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class.

*Prerequisites: None*

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

### **MAT1033 - College Algebra**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills.

*Prerequisites: None*

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

### **MEA2804 - Medical Externship**

**5.0 Quarter Credit Hours; Total Hours: 160**

This course is 160 Hours of unpaid, supervised, practical, in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the Medical Assistant.

*Prerequisites: All classes in the Medical Core must be completed prior to enrollment.*

**Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 00.0**

### **MEAP1301 - Introduction to ICD-9 Coding**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will cover the basic guidelines and coding conventions in ICD-9-CM. This course will focus on the professional (outpatient) guidelines. The proper diagnostic assignment based on documentation will be discussed, as well as, the proper use of multiple codes, 3 digit, 4 digit and 5 digit specificity.

*Prerequisites: HSC1531, BSC2080. May be taken with co-requisite of HSA1529*

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

### **MEAP1305 - Introduction to CPT Coding**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will cover the basic guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of procedure codes and associated modifiers.

*Prerequisites: HSC1531, HSA1529, BSC2080*

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

### **MEAP2246 - Pharmacology for MIBC**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

Various aspects of clinical pharmacology are discussed including a study of associated medical terminology, anatomy and physiology and diseases based on a systems method. Various medications currently prescribed for treatment of these will be introduced as they relate to the associated systems and absorption, excretion and distribution of these drugs will be introduced as well.

*Prerequisites: None*

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

### **MEAP2345 - Third Party Payers**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will cover the third party payers (Managed Care, Medicare, Medicaid, Tricare and Worker's Compensation) and its related terminology. This course will give the billing and coding students, an in depth look at how third party payer's bill. It will cover the following information, rule and regulation, submission of the correct claim form, the criteria needed for each payer, the federal laws for each payer, identification of benefits or non-benefits for each third party payer, how to calculate payment, and scenario.

*Prerequisites: HIM2272*

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

### **MEAP2346 - Advanced CPT Coding**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will cover advanced guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers.

*Prerequisites: MEAP1305*

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

### **MEAP2348 - Abstract Case Coding**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

This course will cover the abstracting guidelines and coding conventions in ICD-9-CM, CPT and HCPCS coding. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of cross coding diagnoses with procedures.

*Prerequisites: MEAP2346*

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

### **MEAP2808 - Externship for MIBC**

**4.0 Quarter Credit Hours; Total Hours: 120.0**

This course is 120 Hours of unpaid, supervised, practical, and in-service in a medical coding position at a medical clinic, medical office or billing service setting in which the student practices direct application of all administrative and coding functions of the medical biller and coder.

*Prerequisites: All classes in the MIBC CORE must be completed prior to enrollment*

**Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 120.0**

### **MTB1103 - Business Math**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions.

*Prerequisites: None*

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

### **OST1141L - Keyboarding**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

Designed to familiarize the student with basic keyboarding and develop minimum typing skills.

*Prerequisites: None*

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

### **OST1147C - Speed-Building Skills**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

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.

*Prerequisites: None*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

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### **OST1401C - Office Operations**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

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.

*Prerequisites: None*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **OST1791C - Electronic Communication**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

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.

*Prerequisites: None*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **OST2335 - Business Communications**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world.

*Prerequisites: ENC1102*

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

### **OST2711C - Introduction to Word Processing**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

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.

*Prerequisites: None*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **OST2712C - Intermediate Word Processing**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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.

*Prerequisites: OST2711C*

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

### **OST2724C - Advanced Word Processing**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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.

*Prerequisites: OST2712C*

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

### **OST2821C - Desktop Publishing Skills**

**4.0 Quarter Credit Hours; Total Hours: 30.0**

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.

*Prerequisites: OST2822*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **PHI3601 - Ethics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Critical and constructive study is given to ethical thought and ideals, with emphasis upon the central assumptions of personal and social morality.

*Prerequisites: None*

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

### **PHIP2100 - Critical Thinking**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course addresses theoretical and practical approaches to understanding human communications and the solving of problems with emphasis on the enhancement of reasoning and argumentation skills. Students will be introduced to the concepts of truth; verification and knowledge; inductive/deductive reasoning; and common errors in informal reasoning.

*Prerequisites: None*

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

### **PHIP3131 - Logic**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of effective thinking based on adequate evidence and following approved procedures. Emphasis is placed on the detection of common fallacies and the method of analyzing arguments to determine their validity.

*Prerequisites: None*

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

### **PLA1003 - Introduction to Paralegal**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly.

*Prerequisites: None*

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

### **PLA1105 - Legal Research and Writing I**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use primary, secondary, and CALR legal research sources to solve legal problems.

*Prerequisites: PLA1003*

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

### **PLA1700 - Legal Ethics and Social Responsibility**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized

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practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism.

*Prerequisites:* PLA1003

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

### **PLA2106 - Legal Research and Writing II**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources.

*Prerequisites:* PLA1105

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

### **PLA2201 - Civil Litigation I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides the student with an introduction and overview to the civil litigation process, starting from the initial client interview, setting up a client file, overview of the laws governing civil procedure, drafting of pleadings, review of evidence, interviewing and investigation through the initial discovery process.

*Prerequisites:* PLA1003

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

### **PLA2203 - Civil Procedure**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues.

*Prerequisites:* PLA1003

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

### **PLA2224 - Civil Litigation II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course follows PLA2201, providing the student with a more in-depth exploration of the discovery process, including depositions, requests for admissions, request for medical examination, review and selection of expert witnesses, and discovery motions, such as motion to compel. Thus leading into pre-trial preparation, including pre-trial conference, pre-trial motion, jury investigation, trial notebook and exhibit preparation, ending with alternatives to trial, such as settlement, and alternative dispute resolution, and appeal procedures.

*Prerequisites:* PLA2201

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

### **PLA2273 - Torts**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills.

*Prerequisites:* None

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

### **PLA2363 - Criminal Procedure and the Constitution**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study

of the Constitution at work in the court system with current applications.

*Prerequisites:* None

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

### **PLA2423 - Contract Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered.

*Prerequisites:* PLA1003

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

### **PLA2433 - Business Organizations**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements.

*Prerequisites:* None

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

### **PLA2460 - Bankruptcy**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property.

*Prerequisites:* None

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

### **PLA2483 - Introduction to Administrative Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals.

*Prerequisites:* None

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

### **PLA2600 - Wills, Trusts, and Probate**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications.

*Prerequisites:* None

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

### **PLA2610 - Real Estate Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages



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or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts.

*Prerequisites: None*

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

### **PLA2631 - Environmental Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal.

*Prerequisites: None*

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

### **PLA2763 - Law Office Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology.

*Prerequisites: PLA1003*

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

### **PLA2800 - Family Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics.

*Prerequisites: None*

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

### **PLA2930 - Contemporary Issues and Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment.

*Prerequisites: PLA1003*

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

### **PLA3115 - Legal Research and Writing III**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

A study of legal writing techniques and formats is presented in this course. Students practice drafting complex legal memoranda and briefs. Emphasis is placed on developing the student's ability to research federal and state law both manually and using online legal resources.

*Prerequisites: PLA2106*

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

### **PLA3570 - International Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the following: International agreements; status of states and individuals; recognition; jurisdiction; international claims; expropriation; human rights' sovereign immunity; war and peace; law of the sea; presidential congressional power.

*Prerequisites: None*

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

### **PLA4116 - Legal Research and Writing IV**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides a comprehensive review of the entire legal researching process. The further development of legal researching and writing skills is fostered with special emphasis on preparing appellate briefs for either the state or federal court system.

*Prerequisites: PLA3115*

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

### **PLA4263 - Rules of Evidence**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Introduces students to the rules of evidence as they pertain to both civil and criminal proceedings. Students are introduced to procedures for gathering evidence within the realm of legally admissible evidence rules.

*Prerequisites: None*

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

### **PLA4274 - Advanced Tort Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A continuation of PLA2273. This is an advanced course in the complexities of tort law in the area of product liability, professional malpractice law, negligence, invasion of privacy, and business torts.

*Prerequisites: PLA2273*

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

### **PLA4470 - Employment Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

State and federal regulation of employment relationships with primary focus upon harassment laws; workers disability, unemployment compensation, wrongful discharge and discrimination.

*Prerequisites: None*

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

### **PLA4473 - Worker's Compensation and Employment Benefit Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will identify the concepts of workman's compensation and benefit law for the paralegal. The student will compare and contrast concepts including master-servant, principal-agent, and independent contractor relationships. Statutory and regulatory matters will be discussed including Workman's Compensation, Occupational Safety and Health Act, functions of the Occupational Safety and Health Review commission and ERISA. Students will develop and understanding of work related injuries and legal consequences.

*Prerequisites: None*

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

### **PLA4523 - Law and Medicine**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course addresses the ethical and legal issues in medical law for the paralegal professional. Students will address the issues of malpractice and "standard of care." Students will also develop understanding of legal standards of medical issues such as records, including patient charts, the use of records in courts and the rules regarding mandated reporting of maltreatment.

*Prerequisites: None*

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

### **PLAP3210 - Elder Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Students will be introduced to topics in the law affecting older persons. Such topics as financial and estate planning, health care, personal planning, and protection, and consumer protection are covered.

*Prerequisites: None*

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

### **PLAP4400 - Paralegal Senior Capstone Experience**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to equip students for transition from matriculation to legal employment. Focus is placed on the completion and assembly of court and client documents that will be the basis of a portfolio representing the principle components of a Paralegal's scope of work. Documents are prepared in the various areas of law practice including federal and state civil litigation, discovery, appellate, family law, criminal law, contracts, probate, and business associations.

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*Prerequisites: Student must be in final two quarters of the program.*

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

### **PLAP4450 - Paralegal Externship**

**4.0 Quarter Credit Hours; Total Hours: 120.0**

This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a law office or other suitable location in which Paralegals are typically employed.

*Prerequisites: None*

**Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 120.0**

### **PLAP4483 - Administrative Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Workers' Compensation and Social Security are examined in this course. The law regarding governmental agencies and their enforcement authority, with emphasis in the special problems of state administrative law, is discussed.

*Prerequisites: None*

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

### **POS2041 - American National Government**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government.

*Prerequisites: None*

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

### **PSY2012 - General Psychology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology.

*Prerequisites: None*

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

### **QMB5355 - Quantitative Methods**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Statistical theory and problems relating to business and industry in supporting administrative decision making.

*Prerequisites: QMB5305 or equivalent*

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

### **QMBP3314 - Quantitative Methods**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Quantitative techniques and analysis are examined. Topics include matrix algebra, systems of equations, linear programming, inventory models, waiting and queuing lines and simulation.

*Prerequisites: STA2014 or MAT1033 or approval of Academic Advisor or Academic Dean*

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

### **RESP3912 - Research Methods**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

An in-depth study of research methods designed to aid students in performing applied research in their major field of study in preparation for a research practicum. Research methodology and application as well as utilization of library systems and media are discussed in detail.

*Prerequisites: STA2014 – may be taken concurrently with this course*

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

### **SBM2000 - Small Business Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.

*Prerequisites: None*

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

### **SCC1102 - Business and Ethics for Security Specialists**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces the student to business management, organizational leadership and business ethics. Topics will include corporate structure and values, strategic management, leadership, ethical values, and models of ethical decision making. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Application projects will emphasize how business knowledge will help a Homeland Security Specialist.

*Prerequisites: None*

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

### **SCC3004 - Private Investigation I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Upon successful completion of the course, the students will be able to understand the history of private investigations. The students will be able to compare and contrast the role of a private investigator to the role of government investigators. The students will also learn to identify strategies for business development and environment and be able to analyze ethical and liability issues involving private investigations. The student will develop skills for practice techniques and surveillance.

*Prerequisites: None*

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

### **SLS1105 - Strategies for Success**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success.

*Prerequisites: None*

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

### **SLS1321 - Career Skills and Portfolio Development (Previously known as Career Skills)**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation.

*Prerequisites: None*

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

### **SLS1354 - Workplace Relationships**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks.

*Prerequisites: None*

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

### **SLS1505 - Basic Critical Thinking**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments.

*Prerequisites: None*

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

## Course Descriptions

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### **SLSP1103 - Strategy and Critical Thinking**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

This course is designed to equip students for transitions in their education and life. The course includes an introduction to the college and its resources, study skills, personal resource management skills, and critical thinking concepts. Students will be actively involved in learning and integrating practical applications to promote success. They will examine effective ways to think more critically and will apply these tools in course assignments.

*Prerequisites: None*

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

### **SLSP1110 - Strategies for Nursing Success**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

This course is designed to equip students for transitions in their nursing education and life. The course includes an introduction to the University and its resources, study skills, test-taking skills, and critical thinking, medical terminology, communication and written skills and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success.

*Prerequisites: None*

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

### **SLSP3130 - Principles and Applications of Adult Learning**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course offers an exploration of the principles and applications of adult learning theory, including goal-directed orientations to learning, participation factors for adult learners, and adult learner demographics. The course also addresses the connection between memory, cognition, and the brain, as they relate to the adult learning process.

*Prerequisites: None*

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

### **SOP4005 - Social Psychology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics.

*Prerequisites: PSY2012*

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

### **SPC2017 - Oral Communications**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills.

*Prerequisites: None*

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

### **SPC3601 - Advanced Speech**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A professional communication course emphasizing application and criticism appropriate for examining and changing communicative interaction in professional situations.

*Prerequisites: ENC1102, SPC2017*

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

### **SPC4451 - Conference Techniques**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Designed to teach students how to effectively facilitate team interaction, this course explores both the logistics of planning and developing conferences and meetings. This course also teaches the skills needed to get effective results from group meetings. Leadership traits and group dynamic skills are analyzed and applied in simulated classroom experience.

*Prerequisites: None*

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

### **SPCP2300 - Fundamentals of Interpersonal Communications**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises.

*Prerequisites: None*

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

### **STA2014 - Statistics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented.

*Prerequisites: MAT1033*

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

### **SYG2000 - Principles of Sociology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction.

*Prerequisites: None*

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

### **TAX2000 - Tax Accounting**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns.

*Prerequisites: None*

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

### **TAX4001 - Federal Taxation I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A thorough study of federal income tax law and its application to individuals, partnerships, and corporations. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills needed to prepare tax returns, particularly individual tax returns.

*Prerequisites: APA2161*

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

### **TAX4011 - Federal Taxation II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A thorough study of federal income tax law and its application to corporations and other business entities. Special topics include property transactions, alternative minimum tax, accounting periods and methods, and international aspects of taxation.

*Prerequisites: TAX4001*

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

### **TAX6065 - Tax Research and Planning**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of the legislative, administrative, and judicial sources of federal tax law. Emphasis on the use of tax research tools in locating, interpreting, and communicating tax law and on the complementary relationship between legal research and quantitative decision making.

*Prerequisites: TAX4011*

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

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 Fort Worth (South), TX (branch of Everest College, Colorado, Springs, CO)  
 Gardena, CA (main campus)  
 Hayward, CA (main campus)  
 Henderson, NV (main campus)  
 Los Angeles (Wilshire), CA (main campus)  
 McLean, VA (branch of Everest College, Colorado Springs, CO)  
 Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)  
 Merrionette Park, IL (branch of Everest University, Pompano Beach, FL)  
 Milwaukee, WI (branch of Everest University, Tampa, FL)  
 Newport News, VA (main campus)  
 North Aurora, IL (branch of Everest Institute, Brighton, MA)  
 Ontario, CA (main campus)  
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)  
 Portland, OR (main campus)  
 Renton, WA (main campus)  
 Reseda, CA (main campus)  
 Salt Lake City, UT (main campus)  
 San Bernardino, CA (main campus)  
 San Francisco, CA (main campus)  
 San Jose, CA (main campus)  
 Santa Ana, CA (branch of Everest College, Colorado Springs, CO)  
 Seattle, WA (main campus)  
 Skokie, IL (main campus)  
 Springfield, MO (main campus)  
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)  
 Tacoma, WA (branch of Everest College, Bremerton, WA)  
 Thornton, CO (main campus)  
 Torrance, CA (main campus)  
 Vancouver, WA (branch of Everest College, Portland, OR)  
 Vancouver, WA (branch of Everest College, Seattle, WA)  
 West Los Angeles, CA (branch of WyoTech, Long Beach, CA)

**Everest College Phoenix**

Phoenix, AZ (main campus)  
 Mesa, AZ (branch of Everest College Phoenix, AZ)

**Everest Institute**

Austin, TX (branch of Everest Institute, Southfield, MI)  
 Brighton, MA (main campus)  
 Chelsea, MA (branch of Everest College, Alhambra, CA)  
 Cross Lanes, WV (main campus)  
 Dearborn, MI (branch of Everest Institute, Southfield, MI)  
 Decatur, GA (branch of Everest Institute, Cross Lanes, WV)  
 Detroit, MI (branch of Everest Institute, Southfield, MI)

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)  
 Norcross, GA (branch of Everest College, Gardena, CA)  
 Pittsburgh, PA (main campus)  
 Portland (Tigard), OR (branch of Everest College, Seattle, WA)  
 Rochester, NY (main campus)  
 San Antonio, TX (main campus)  
 Southfield, MI (main campus)  
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)  
 Silver Spring, MD (branch of Everest College, Portland, OR)

**Everest University**

Tampa (Brandon), FL (branch of Everest University, Tampa, FL)  
 Jacksonville, FL (branch of Everest University, Largo, FL)  
 Lakeland, FL (branch of Everest University, Largo, FL)  
 Largo, FL (main campus)  
 Melbourne, FL (branch of Everest University, North Orlando, FL)  
 North Orlando, FL (main campus)  
 Orange Park, FL (branch of Everest University, Tampa, FL)  
 Pompano Beach, FL (main campus)  
 South Orlando, FL (branch of Everest University, North Orlando, FL)  
 Tampa, FL (main campus)

**WyoTech**

Blairsville, PA (branch of WyoTech, Laramie, WY)  
 Daytona Beach, FL (main campus)  
 Fremont, CA (main campus)  
 Laramie, WY (main campus)  
 Long Beach, CA (main campus)  
 Sacramento, CA (branch of WyoTech, Laramie, WY)

**Heald College**

Concord, CA (main campus)  
 Fresno, CA (main campus)  
 Hayward, CA (main campus)  
 Honolulu, HI (branch of Heald College, San Francisco)  
 Modesto, CA (branch of Heald College, Hayward, CA)  
 Portland, OR (branch of Heald College, San Francisco)  
 Rancho Cordova, CA (main campus)  
 Roseville, CA (main campus)  
 Salinas, CA (main campus)  
 San Francisco, CA (main campus)  
 San Jose (Milpitas), CA (main campus)  
 Stockton, CA (main campus)

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<b>RHODES COLLEGES, INC.</b>	
<b>DIRECTORS</b> Jack D. Massimino Peter Waller Beth A. Wilson	<b>OFFICERS, TITLE</b> Jack D. Massimino, Chief Executive Officer Peter Waller, President and Chief Operating Officer 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
<b>FLORIDA METROPOLITAN UNIVERSITY, INC.</b>	
<b>DIRECTORS</b> Jack D. Massimino Peter Waller Beth A. Wilson	<b>OFFICERS TITLE</b> Jack D. Massimino, Chief Executive Officer Janis Schoonmaker, President and Chief Operating Officer 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

### Everest University—Largo Campus

#### ADMINISTRATION

Lori LeGrow, President  
TBD, Academic Dean  
Kim Larkin, Director of Student Services  
Heidi Dindial-Thompson, Associate Academic Dean  
Maja Sterns, Associate Academic Dean  
TBD, Director of Admissions  
David DeStrooper, Director of Student Accounts  
Will Scott, Director of Student Finance  
Carmela Nastasi, Director of Career Services  
Lina Pack, Registrar  
Candice Pasqual, Librarian

#### DEPARTMENT DIRECTORS

Belton, Anthony, Dental Assistant  
BA, Tampa Bay Bible College  
Certified Dental Assistant, Dental Assisting National Board Inc.  
Cuppari, Cher, Accounting/Business  
MS, Nova Southeastern University  
BA, St. Leo University  
Certification in Finance, Nova Southeastern University  
Ferenc, Debra, Medical Insurance Billing and Coding  
BS, Southern Vermont College  
Certified Professional Coder (CPC)  
Certified Professional Coder-Instructor (CPC-I)  
Certified Professional Coder-Hospital (CPC-H)  
Mann, Michelle, Criminal Justice/Paralegal  
MS, Florida International University  
BS, Bethune Cookman University  
Mills, Keturah, General Education  
Master of Business Administration  
Computer Information Science  
EdD, University of Sarasota  
MS, Nova Southeastern University  
BA, Florida State University  
AA, St. Petersburg Junior College  
Smith, Greg, Massage Therapy  
Licensed Massage Therapist, State of Florida - Department of Health  
Thomas, Christina, Medical Administrative Assistant  
AS, Everest University  
Certified Professional Coder, American Academy of Professional Coders

#### FACULTY

Andrews, John, General Education  
MBA, Oklahoma City University  
MA, University of Oklahoma  
BSEE, Grove City College

Aslin, Lori, Medical Assistant  
AS, Baker College  
Certified Medical Assistant, American Association of Medical Assistants

Baker, Masable, Paralegal  
JD, University of San Diego School of Law  
BA, Bethune-Cookman College

Balkan, Mary, General Education  
MA, Rutgers University  
BS, Monmouth College

Banghart, Luanna, Medical Assistant  
Licensed Practical Nurse, State of Florida

Barnhisel, Catherine, Accounting  
MA, University of Kentucky  
BA, University of Kentucky

Bloomer, Victoria, Paralegal  
JD, Stetson University College of Law  
BA, University of Delaware  
Paralegal Certificate, The Philadelphia Institute

Bryant, Macrae, Computer Information Science  
MS, University of Phoenix  
BS, University of Arkansas at Little Rock

Burch, Shirley, Medical Assistant  
Certificate, Florida Career College  
Certified Professional Coder, American Academy of Professional Coders

Butz, Floyd IV, Dental Assistant  
BS, St. Petersburg College  
AA, Polk Community College  
AS, St. Petersburg College  
Expanded Functions Certificate, St. Petersburg College

Cappalo, Sheila, Pharmacy Technician  
MA, University of South Florida  
BA, University of Florida  
AS, St. Petersburg College  
AA, St. Petersburg College  
Certified Pharmacy Technician, State of Florida - Department of Health

Clarke, LaFrance, General Education  
MA, University of South Florida  
BA, Florida State University

Colon, Tari, Criminal Justice  
BA, Northwood University  
MBA, Saint Leo University

Cotterill, Betty, Medical Administrative Assistant  
AAS, Medical Assisting Anthem College

Creasy, Mark, Computer Information Science  
BA, Virginia Commonwealth University  
AS, Hillsborough Community College  
MS, University of Phoenix

## APPENDIX A: Administration and Faculty

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Dietly, Terrie, Massage Therapy  
Certificate, Humanities Center School of Massage  
Licensed Massage Therapist, State of Florida - Department of Health

Dooley, Charla, Pharmacy Technician  
Certified Pharmacy Technician, State of Florida - Department of Health

Emmons, Todd, Massage Therapy  
Licensed Massage Therapist, State of Florida - Department of Health

Enriquez, Ashley, Massage Therapy  
Certificate. Academy of Professional Careers  
Certificate, Maric College - Kaplan Higher Education  
Licensed Massage Therapist, State of Florida - Department of Health

Epermanis, George, Business  
MBA, Baruch College  
BS, University of Buffalo

Ford, Cathy, Medical Insurance Billing and Coding  
BS, Kent State University

Fuchs, Stephan, Criminal Justice  
MA, Fordham University  
BA, John Jay College of Criminal Justice

Gillespie, Douglas, Medical Assistant  
AS, United States Army

Gonyer, Tracey, Dental Assistant  
Expanded Functions Certification, Pasco Hernando Community College

Hacker, Michelle, Business  
DBA, University of Sarasota  
MBA, Florida Metropolitan University  
BS, Florida Metropolitan University

Herron, Laura, General Education  
MS, University of New Haven  
BS, University of South Florida  
BS, Long Island University

Hull, John, Accounting  
MS, University of New Haven  
BS, University of Bridgeport

Jones-Cruider, Latuana, Medical Assistant  
Certificate, Edutech Centers

Joseph, George, Business  
MBA, Rutgers University  
BS, Federal City College

Laher, Jason, Criminal Justice  
MS, Florida State University  
BS, Florida State University

Landes, Carole, Dental Assistant  
Certified Dental Assistant, Dental Assisting National Board Inc.

Lewis, Carole, Medical Administrative Assistant  
AS, Northwestern Connecticut College

Lewis, Cynthia, Medical Insurance Billing and Coding  
D.C. Chiropractic, Life University

Lindsay, Kevin, Massage Therapy  
Licensed Massage Therapist, Humanities Center School of Massage

Lumford, Quinesia, Medical Assistant  
Medical Assisting Diploma, Remington College

Martinez, Melissa, General Education  
MA, University of South Florida  
BA, University of South Florida

McDaniel, Kathy, Medical Administrative Assistant  
AAS, Northwestern Michigan College

Miller, Darryl, Computer Information Science  
MS, University of South Florida  
BS, University of New Orleans

Murphy, Tim, Business  
MBA, Concordia University  
BS, University of Missouri

Overstreet, Kristen, Pharmacy Technician  
BA, Western Governors University  
AA, St. Petersburg College  
Certified Pharmacy Technician, State of Florida - Department of Health

Peskin, Dennis, Paralegal  
JD, Pace Law School  
MA, Cornell University  
BA, Union College

Quinn, Kevin, General Education  
MA, Ashland Theological Seminary  
MA, University of Michigan  
BA, University of Michigan

Reybitz, Alice, Medical Insurance Billing and Coding  
BA, Gannon University  
RN, St. Petersburg College  
Certified Professional Coder (CPC)  
Certified Professional Coder-Instructor (CPC-I)  
Certified Professional

Rolle, Denise, Pharmacy Technician  
BS, University of South Florida  
Certified Pharmacy Technician, State of Florida - Department of Health

Rosado, Angel, General Education  
MS, University of Bridgeport  
BA, Inter American University of Puerto Rico

Sabo, Gail, General Education  
MA, National Louis University  
BA, Bowling Green State University

Seale, Brad, Criminal Justice  
MA, University of South Florida  
BS, Louisiana Tech University

Slaughter, Stephen, Criminal Justice  
MA, Troy University  
BA, University of South Florida  
AA, University of South Florida

Smith, Mark, Business  
MA, University of Phoenix  
BS, University of South Florida  
AA, St. Petersburg Junior College

Sowell-Sessoms, Tanya, General Education  
EdD, Argosy University  
MA, Yeshiva University  
BS, John Jay College

Stepniewski, Alicia, Medical Assistant  
BS, University of Phoenix

## APPENDIX A: Administration and Faculty

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Certificate, Remington College

Teamer, Gerard, General Education  
MA, Canisius College  
BBA, Daemen College

Urich, Norman, Medical Insurance Billing and Coding  
DO, Kirksville College  
Certified Professional Coder (CPC)

Valdovinos, Katie, Medical Assistant  
Certificate, National Institute of Technology

Walls, Mark, Medical Assistant  
Certified Emergency Medical Technician, State of Florida

Williams, Sharisse, Medical Assistant  
Certificate, Central Florida Institute

Yaremchuk, William, General Education  
PhD, New York University  
MA, West Virginia University  
BA, Fairmont State College

Young, Pye, Paralegal  
JD, Stetson University College of Law  
BA, Florida State University



## APPENDIX B: Tuition and Fees

### ON-GROUND PROGRAMS – QUARTER-BASED

Undergraduate tuition per credit hour per term – Effective July 1, 2010, For currently attending students enrolled in Quarter-Based Programs, the tuition increase will become effective July 1, 2010

Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Medical Assistant, Medical Insurance Billing and Coding, Paralegal, Medical Assistant	\$393	\$425
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal	\$390	\$425

Graduate tuition per credit hour per term - Effective July 1, 2010

Master of Business Administration	\$535
Books and materials are estimated at	\$1,750

### ON-GROUND PROGRAMS – MODULAR

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Dental Assistant	8 Months	47.0	\$15,984	\$881
Massage Therapy	9 Months	55.0	\$15,264	\$1,372
Medical Administrative Assistant	8 Months	47.0	\$15,407	\$1,417
Medical Assistant	8 Months	47.0	\$15,444	\$1,280
Pharmacy Technician	8 Months	47.0	\$15,471	\$865
Effective for estimated textbook pricing starting January 1, 2011 and after				

Intensive English Courses (total tuition per course) Effective July 1, 2010

Advanced Intensive English – 6 weeks	\$1,163
INTENSIVE ENGLISH I – IV	\$2,198
INTENSIVE ENGLISH V	\$2,332

## APPENDIX B: Tuition and Fees

### FEES AND PENALTIES FOR ALL PROGRAMS

Registration fee	\$25	Required of all students each quarter except. Does not apply to modular students.
Re-entry fee	\$25	Nonrefundable fee required of all applicants for re-enrollment in quarter-based programs after withdrawal has occurred.
Online learning fee (both undergraduate and graduate)	\$100	Per course, per term in addition to regular course tuition.
Criminal background check (Allied Health students)	\$52	Required upon enrollment
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) Per credit transfer fee. cannot be paid from Title IV financial aid funds.
Graduate student culmination fee	\$200	Assessed to the graduate student at time of thesis/practicum submission, comprehensive exam administration, or externship placement
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.

## APPENDIX C: Calendars

Academic Calendar 2010—2011				
Summer Term Starts		July	12	2010
Summer Term Add/drop Deadline		July	25	2010
Mini-Term Starts		August	23	2010
Mini-Term Add/drop Deadline		August	29	2010
Labor Day Holiday		September	6	2010
Micro-Term Starts		September	13	2010
Summer Term Ends		October	3	2010
Fall Break	From	October	4	2010
	To	October	10	2010
Fall Term Start		October	11	2010
Fall Term Add/drop Deadline		October	24	2010
Mini-Term Starts		November	22	2010
Thanksgiving Day Holiday	From	November	25	2010
	To	November	26	2010
Mini-Term Add/drop Deadline		December	1	2010
Micro-Term Starts		December	13	2010
Winter Holiday	From	December	23	2010
	To	January	2	2011
Classes Resume		January	3	2011
Fall Term Ends		January	9	2011
Winter Break	From	January	10	2011
	To	January	16	2011
M.L. King Jr. Birthday Holiday		January	17	2011
Winter Term Starts		January	18	2011
Winter Term Add/drop Deadline		January	31	2011
Presidents' Day		February	21	2011
Mini-Term Starts		February	28	2011
Mini Term Add/drop Deadline		March	6	2011
Micro-Term Starts		March	21	2011
Winter Term Ends		April	10	2011
Spring Vacation	From	April	11	2011
	To	April	17	2011
Spring Term Starts		April	18	2011
Spring Term Add/drop Deadline		May	2	2011
Memorial Day Holiday		May	30	2011
Mini-Term Starts		May	31	2011
Mini Term Add/drop Deadline		June	6	2011
Micro-Term Starts		June	20	2011
Independence Day Holiday		July	4	2011
Spring Term Ends		July	10	2011
Summer Vacation	From	July	11	2011
	To	July	17	2011

Academic Calendar 2011—2012				
Summer Term Starts		July	18	2011
Summer Term Add/drop Deadline		July	31	2011
Mini-Term Starts		August	29	2011
Mini-Term Add/drop Deadline		September	4	2011
Labor Day Holiday		September	5	2011
Micro-Term Starts		September	19	2011
Summer Term Ends		October	9	2011
Fall Break	From	October	10	2011
	To	October	16	2011
Fall Term Start		October	17	2011
Fall Term Add/drop Deadline		October	30	2011
Thanksgiving Day Holiday	From	November	24	2011
	To	November	25	2011
Mini-Term Starts		November	28	2011
Mini-Term Add/drop Deadline		December	4	2011
Micro-Term Starts		December	19	2011
Winter Holiday	From	December	23	2011
	To	January	2	2012
Classes Resume		January	3	2012
Fall Term Ends		January	15	2012
M.L. King Jr. Birthday Holiday		January	16	2012
Winter Term Starts		January	17	2012
Winter Term Add/drop Deadline		January	30	2012
Presidents' Day		February	20	2012
Mini-Term Starts		February	27	2012
Mini Term Add/drop Deadline		March	4	2012
Micro-Term Starts		March	19	2012
Winter Term Ends		April	8	2012
Spring Vacation	From	April	9	2012
	To	April	15	2012
Spring Term Starts		April	16	2012
Spring Term Add/drop Deadline		April	29	2012
Memorial Day Holiday		May	28	2012
Mini-Term Starts		May	29	2012
Mini Term Add/drop Deadline		June	4	2012
Micro-Term Starts		June	18	2012
Independence Day Holiday		July	4	2012
Spring Term Ends		July	8	2012
Summer Vacation	From	July	9	2012
	To	July	15	2012

## APPENDIX C: Calendars

Academic Calendar 2012—2013				
Summer Term Starts		July	16	2012
Summer Term Add/drop Deadline		July	29	2012
Mini-Term Starts		August	27	2012
Mini-Term Add/drop Deadline		September	2	2012
Labor Day Holiday		September	3	2012
Micro-Term Starts		September	17	2012
Summer Term Ends		October	7	2012
Fall Break	From	October	8	2012
	To	October	14	2012
Fall Term Start		October	15	2012
Fall Term Add/drop Deadline		October	28	2012
Thanksgiving Day Holiday	From	November	22	2012
	To	November	23	2012
Mini-Term Starts		November	26	2012
Mini-Term Add/drop Deadline		December	2	2012
Micro-Term Starts		December	17	2012
Winter Holiday	From	December	22	2012
	To	January	1	2013
Classes Resume		January	2	2013
Fall Term Ends		January	13	2013
Winter Term Starts		January	14	2013
M.L. King Jr. Birthday Holiday		January	21	2013
Winter Term Add/drop Deadline		January	28	2013
Presidents' Day		February	18	2013
Mini-Term Starts		February	25	2013
Mini Term Add/drop Deadline		March	3	2013
Micro-Term Starts		March	18	2013
Winter Term Ends		April	7	2013
Spring Vacation	From	April	8	2013
	To	April	14	2013
Spring Term Starts		April	15	2013
Spring Term Add/drop Deadline		April	28	2013
Memorial Day Holiday		May	27	2013
Mini-Term Starts		May	28	2013
Mini Term Add/drop Deadline		June	3	2013
Micro-Term Starts		June	17	2013
Independence Day Holiday		July	4	2013
Spring Term Ends		July	7	2013
Summer Vacation	From	July	8	2013
	To	July	14	2013

## APPENDIX C: Calendars

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### MODULAR CALENDARS

Modular Programs 2010		
Start Dates	End Dates	Breaks/Holidays
11/16/2010	12/15/2010	
12/16/2010	01/24/2011	12/23/2010- 01/02/2011 01/17/2011
01/25/2011	02/22/2011	02/21/2011
02/23/2011	03/22/2011	
03/23/2011	04/26/2011	04/09/2011- 04/17/2011
04/27/2011	05/24/2011	
05/25/2011	06/22/2011	05/30/2011
06/23/2011	07/21/2011	07/04/2011 07/22/2011- 07/24/2011
07/25/2011	08/19/2011	
08/22/2011	09/19/2011	09/05/2011
09/20/2011	10/17/2011	
10/18/2011	11/14/2011	
11/15/2011	12/14/2011	11/24/2011- 11/27/2011
12/15/2011	01/20/2012	12/24/2011- 01/02/2012 01/16/2012





