

# BRYAN COLLEGE

## 2010/2011 Catalog



### ***Springfield, Missouri***

4255 Nature Center Way  
Springfield, MO 65804  
417-862-5700

### ***Topeka, Kansas***

1527 S.W. Fairlawn Rd.  
Topeka, KS 66604  
785-272-0889

### ***Rogers, Arkansas***

3704 W. Walnut  
Rogers, AR 72756  
479-899-6644

### ***Columbia, Missouri***

3215 Lemone Industrial Blvd  
Columbia, MO 65201  
573-777-5550



[www.bryancolleges.edu](http://www.bryancolleges.edu)



## 2010/2011

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## **Mission Statement**

The mission of Bryan College is to provide a high-quality, career-focused education and career opportunities while developing students to their highest potential.

## **Mission Objectives**

The objectives of Bryan College are:

- to recruit students of diverse backgrounds and assist them in reaching their educational and career goals by utilizing both traditional and non-traditional instruction.
- to provide a productive, high-tech learning environment with qualified, experienced instructional professionals.
- to provide comprehensive, career-focused training in the fields of technology, business, and health and wellness.
- to encourage students to utilize both the quality library and guidance and counseling services available.
- to provide quality career placement assistance to graduating students.
- to support community service organizations through volunteerism and charitable activities.

## **Accreditation, Certification, and Approvals**

Bryan College is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and Associate of Applied Science Degrees. (750 First Street NE, Suite 980, Washington, DC 20002-4241, phone 202-336-6780). The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Bryan College is approved by the U.S. Department of Education to participate in federally-funded financial aid programs.

Bryan College is approved by the following:

- Service Members Opportunity Colleges -  
Service Members Opportunity Consortium (SOC)
- Vocational Rehabilitation

### SPRINGFIELD

The college is certified to operate by the Missouri Coordinating Board for Higher Education (3515 Amazonas Drive, Jefferson City, MO 65109, phone 573-751-2361).

Bryan College is approved by the following:

- Missouri State Approving Agency—  
Veteran's Education Training Section—DESE
- U. S. Department of Education
- Vocational Rehabilitation
- Workforce Investment Act (WIA)

### TOPEKA

The college is approved by the Kansas State Board of Regents (1000 SW Jackson Street, Suite 520, Topeka, Kansas 66612-1368).

Bryan College is approved by the following:

- Social Rehabilitation Services (SRS)
- Veterans Education

### ROGERS

The college is certified to operate by the Arkansas State Board of Private Career Education (612 South Summit Street, Suite 102, Little Rock, Arkansas 72201-4740, telephone (501) 683-8000). Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of

any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-61-301.

Bryan College certifies that the Arkansas State Board of Private Career Education will receive advanced notice in the event of changes in the content of the catalog.

Bryan College is approved by the following:

- Arkansas Department of Work Force Education &  
Department of Veteran Affairs —  
Veteran's Education Training Section—DESE

## **Memberships and Affiliations**

Bryan College is a member of the following organizations:

- Career College Association
- Career Training Foundation
- National Association of College Stores (NACS)
- Microsoft Authorized Reseller

### SPRINGFIELD

- The Travel Institute (formerly ICTA)
- Missouri Association of Private Career Schools
- Missouri Association of Student Financial Aid Professionals (MASFAP)
- Missouri Rehabilitation Association
- Missouri School Counselors Association
- Springfield Chamber of Commerce

### TOPEKA

- Better Business Bureau
- Junior Achievement
- Kansas Association of Private Career Colleges and Schools
- Kansas Association of Student Financial Aid Administrators (KASF AA)
- Topeka Chamber of Commerce

### ROGERS

- Rogers-Lowell Area Chamber of Commerce
- Bentonville \* Bella Vista Chamber of Commerce
- Arkansas Associate of Student Financial Aid Administrators

### COLUMBIA

- Columbia Chamber of Commerce

## **Non-Discrimination Policy**

Bryan College does not discriminate on the basis of race, color, sex, religion, age, ancestry, veteran status, disability or national origin, as defined by law, in administration of any education policies, admission policies, loan programs, placement services and other school administered programs.

Bryan College admits students of any race, color, sex, religion, age, ancestry, veteran status, disability or national origin, as defined by law, to all rights, privileges and activities generally accorded or made available to students at Bryan College.

Applicants should discuss individual needs with an Admissions Representative prior to the registration process so that special arrangements can be made, where appropriate. The following person has been designated to handle inquiries regarding the non-discrimination policy:

Brian Stewart, President/CEO  
237 S. Florence Avenue, Springfield, MO 65806  
(417) 862-5700

## **Admission Requirements**

All applicants desiring to pursue educational programs of study culminating in the award of an academic credential are admitted to the college as regular students. To qualify for acceptance to Bryan College, applicants must meet the following requirements:

1. A face to face interview for campus based applicants, or an interactive web based interview for Online applicants is required.
2. Applicants must certify that they have graduated from high school or received a General Equivalency Diploma (GED) prior to the first day of attendance at Bryan College.
3. Applicants admitted to the campus base programs may be accepted as Ability-to-Benefit determinations. Ability-to-Benefit applicants must be at least 18 years of age and successfully pass the Wonderlic Basic Skills Test (WBST) (Language - 200, Math - 200). **(Springfield Campus Base Only)**
4. Applicants wishing to enroll must complete and submit an application for admission.\*
5. All applicants must take, and successfully pass, the Wonderlic Scholastic Level Exam. A list of minimum passing scores is available for review in the Executive Director's office.
6. A decision regarding acceptance will be made within two weeks of completion of the Wonderlic Scholastic Level Exam and receipt of application for admission.

**\* \$50.00 Application fee is required for campus based enrollment only. The fee is refundable within three working days, exclusive of weekends and holidays.**

Applicants taking a single course and not pursuing an academic credential will be admitted as special students and will not be required to possess a high school diploma, GED, or complete the Wonderlic Basic Skills Test (WBST).

## **Student Status**

Student financial aid at Bryan College is calculated at full-time status, which is defined as completing 13.5 credits per ten-week quarter.

## **Financial Assistance**

Bryan College's Financial Assistance Office is available to help make educational goals attainable. Students must file a Free Application for Federal Student Aid to determine financial need. All applicants for these programs must be United States Citizens or eligible non-citizens. Satisfactory academic progress must be maintained while attending the college in order to continue to receive federal or private financial funds.

Financial assistance opens the door to higher education for many who could not otherwise afford the costs. No investment in the future can pay higher dividends than the right kind of training at the outset of a career. Therefore, Bryan College makes every effort to assist students applying for financial assistance. Prospective students and their parents/spouses are encouraged to visit with a Bryan College financial analyst for detailed information about financial assistance programs that are available. A student who needs financial assistance is urged to contact the college as

early as possible. A student's financial package may only be certified up to the cost of attendance at Bryan College. The college has the right to deny any student Federal Direct Loans if the loans are deemed to be detrimental to the student's financial situation. To be eligible for, and to receive, Title IV assistance at Bryan College, an applicant must meet certain eligibility requirements, such as:

- Be accepted for enrollment
- Be a regular student in an eligible program
- Have a high school diploma or a GED
- Ability to Benefit - ATB (Springfield only)
- Meet enrollment status requirements
- Be a U.S. citizen or eligible non-citizen
- Cannot be in default on a Title IV loan
- Cannot owe a refund on a Title IV grant

Students are advised to inquire within their high schools and communities for information regarding scholarships. The Financial Assistance Office at Bryan College may be contacted for additional information and applications. The following is a list of Federal and State financial assistance programs available to Bryan College students:

### Federal Pell Grant

This is a federal student aid program, which does not require repayment. Students must file a Free Application for Federal Student Aid. Awards are based on enrollment status and the demonstration of financial need. Yearly amounts may vary based on federal appropriations.

### Federal Subsidized Stafford Loan Program

This program provides low-interest loans to qualifying students enrolled and attending Bryan College at least half time. Loan amounts vary according to financial need and grade level. Interest payments are made by the government while the student is enrolled in school at least half time. THIS IS A LOAN AND REPAYMENT IS REQUIRED.

### Federal Unsubsidized Stafford Loan Program

This program provides low-interest loans to qualifying students enrolled and attending Bryan College at least half time. This loan may be used in conjunction with the Federal Subsidized Stafford Loan. The student is responsible for interest payments while attending school. These payments may be deferred upon request. THIS IS A LOAN AND REPAYMENT IS REQUIRED.

### Federal PLUS Loans

Federal PLUS loans are for PARENTS who wish to borrow funds to help pay for their child's/children's education. This loan provides additional funds for educational expenses. THIS IS A LOAN AND REPAYMENT IS REQUIRED.

## **Scholarships**

- Career College Foundation—Imagine America Scholarship
- USA Fund Scholarship
- Retooling our work force

*Please contact the admissions department for details*

## **Veteran Affairs Benefits (VA)**

### Post 9/11 GI Bill – Active Duty

This education benefit, also known as Chapter 33, is available to eligible veterans and service members beginning August 1, 2009 who served at least 30 continuous days on active duty after September 10, 2001, and to certain qualifying dependents. The percentage of maximum benefit an individual is eligible for is based on the aggregate period of active duty after September 10, 2001.

At least 36 months .....	100%
At least 30 continuous days (discharged due to service connected disability .....	100%
At least 30 months, but less than 36 months .....	90%
At least 24 months, but less than 30 months .....	80%
At least 18 months, but less than 24 months .....	70%
At least 12 months, but less than 18 months .....	60%
At least 06 months, but less than 12 months .....	50%
At least 90 days, but less than 06 months .....	40%

The amount payable for tuition is equal to the highest in-state undergraduate tuition at a public institution. If the tuition exceeds the tuition payment allowed, Yellow Ribbon Program provisions apply.

Bryan College has elected to enter into an agreement with the VA to fund tuition costs above the highest in-state undergraduate tuition rate, The Yellow Ribbon Program. Bryan College and the VA have each agreed to pay half of the difference between the tuition and fees covered by the Post 9/11 GI Bill and the total cost of tuition and fees, up to a total of \$12,000; \$6,000 each.

This program allows individuals to receive a monthly housing allowance. The amount is equal to the military housing benefit rates of an E-5 with dependents and is based on the location of the school.

Individuals may also receive up to \$1000 per year for books and supplies. The payments are paid proportionally for each quarter.

Payments for tuition, fees and Yellow Ribbon Program payments are sent directly to the institution. The institution is responsible for handling applicable refunds for those payments. All other payments are sent directly to the student.

### Montgomery GI Bill – Active Duty

This education benefit, also known as Chapter 30, is available to any man or woman who was honorably discharged from the military and completed his/her high school education. The VA office determines eligibility for this program.

Monthly entitlements increase every year on October 1st with the Consumer Price Index increase. The rates may increase at other times by an act of Congress. Current monthly entitlement amounts are listed at [www.gibill.va.gov/News/ch30rates110100.htm](http://www.gibill.va.gov/News/ch30rates110100.htm).

A student has 10 years from the date of the student's last discharge or release from active duty to take advantage of this benefit. Each student may be entitled to receive up to 36 months of education benefits under this program.

### Montgomery GI Bill – Selected Reserves

This program is also known as chapter 1606. It is for members of the Selected Reserve, including the Army, Navy, Air Force, Marine Corps and Coast Guard Reserves, the Army National Guard and the Air Guard. The Reserve components decide who is eligible for the program. This bill provides up to 36 months of education benefits.

### Vocational Rehabilitation

VA's Vocational Rehabilitation and Employment (VR&E) program helps veterans with service-connected disabilities by offering them services and assistance to help them prepare for, find, and keep suitable employment.

### Dependent Educational Assistance Benefits

This program, also known as Chapter 35, provides education benefits for the spouse and dependent children of veterans who are permanently and totally disabled from service connected causes, veterans who died in service or who died of service connected causes, and certain other veterans and servicepersons, such as those currently missing in action or captured in the line of duty. The VA Rating Board determines eligibility for these benefits. This program provides up to 45 months of education or training.

### American Hero Scholarship

This scholarship is available to current members of our military or former members who served our country in Iraq and/or Afghanistan. The recipient must have been honorably discharged from the military.

### Hero Family Support Scholarship

This scholarship is offered to dependents, spouses or partners of military personnel. The recipient must have at least one parent, spouse or partner who is a current member of our military or former member who served our country in Iraq and/or Afghanistan. The qualifying military personnel must have been honorably discharged from the military.

Scholarship amount \$500 per quarter (based on full time enrollment)

\$5000 maximum award per program

\*For additional scholarship details please contact the Financial Assistance Department

## **Student Financing**

If all other financial options have been exhausted, the student may either pay the remaining balance by cash, check or credit card (MasterCard, Visa, or Discover), or apply for an alternative loan. Students (and/or parents of dependent students) applying for an alternative loan must complete a credit application with the Financial Assistant Coordinator. The terms of the loan will be determined by the financing company. Regardless of financing utilized, students must pay monthly installments toward their education. Payment amounts will be determined based on financial need and agreed upon during the financial assistance meeting.

Each student is given an estimated award letter at enrollment explaining his/her financial package.

## **Federal Fund Eligibility**

Students who do not meet the institution's standards of satisfactory progress, or those students who or withdraw from school, forfeit all future Federal financial aid funds for which they previously were eligible until reinstated by the College.

## **Tuition and Fees**

An application fee of \$50 is payable with all applications for admission. This fee is refundable within three working days, exclusive of weekends and holidays.

### **Tuition**

The following chart specifies the cost per credit hour of each program offered at Bryan College:

ALL PROGRAMS
\$300.00 per Credit Hour
Tuition is subject to change each July 1.

All tuition is due and payable in full at registration. If all financial options, including an alternative loan, have been exhausted, other arrangements may be made at the discretion of the Financial Assistance Coordinator. Students (and/or parents of dependent students) sign a promissory note to pay the portion of tuition not met. The terms of this promissory note will include a schedule of installment payments due on the 15th of every month. The balance must be paid in full prior to program completion. Any payments not made by the scheduled due dates are subject to late fees. All arrangements for financial aid should be made in advance of the beginning of the student's program.

In order to graduate by a designated time, a sequence of courses will be recommended by an Admissions Representative. All students enrolled in a program of study at Bryan College are considered full time.

### **Fees**

Graduation Fee (Mandatory for all students)	\$100.00
Technology Fee (per quarter)	\$300.00
Course Transfer Fee (per course) (Does not apply when transferring BC earned credits)	\$100.00
Program Transfer Fee (Each occurrence after first quarter)	\$200.00
Transcript Fee (per transcript) (Academic transcripts are issued when all financial obligations to the college have been met)	\$5.00

## **Books and Supplies**

The bookstore is offered as a convenient service to students. Students are required to purchase their books or supplies at the bookstore or from the college. The college reserves the right to issue used books when deemed necessary. The following is an approximate cost per quarter:

Business & Criminal Justice Courses	\$375.00 per quarter
Gaming and Robotics Courses	\$450.00 per quarter
Computer Network/Programming Courses	\$510.00 per quarter
Fitness and Wellness Courses	\$435.00 per quarter
Medical Courses	\$435.00 per quarter

Supplies vary according to the program of study. Individual faculty will inform students on the first day/evening of each course about the required supplies needed. The cost of books and supplies is non-refundable. All financial obligations to the college must be current including in-class pay-

ments, and alternative loan payments. If financial obligations are not met the college will hold books until payment has been made.

## **Bulletin Boards**

Bulletin boards are located throughout the school. Notices pertaining to organizations, clubs, student activities and outside events must be submitted to the Executive Director's office for approval prior to posting on a bulletin board.

## **Student Lounge**

A student lounge is provided for students to study, visit, and eat lunch/dinner. No other area is designated for these purposes. In addition, students are reminded not to loiter in entrances or hallways. Loitering and talking loudly in the hallways can be distracting to faculty and students in the classrooms.

## **Personalized Instruction**

Students are encouraged to make appointments with Bryan College faculty to take advantage of free personalized instruction. This instruction will be scheduled on an individual basis.

## **Career Development**

All students are required to attend Career Development training prior to graduation. Training sessions will be held regularly. Please contact the Career Services office for a schedule of training dates.

## **Software Installation Policy**

The Bryan College Information Technology Department is exclusively responsible for installing and supporting all software on Bryan College computer equipment, unless otherwise authorized. Deviation and/or failure to comply with the policy may constitute grounds for dismissal.

Members of the Information Technology Department are available to discuss the standard software applications and operating systems that are authorized at Bryan College.

## **Student Responsibility**

Every student is responsible for proper completion of the academic program, for familiarity with all requirements of the college, for maintaining the required grade point average and for meeting all other academic requirements. Students are encouraged to seek counsel from faculty or staff, but the final responsibility remains with the student.

Each student is expected to attend school regularly. Excessive absenteeism will subject the student to withdrawal from a course.

Any student caught cheating on tests, final examinations or other graded materials may be placed on probation. Students suspected of cheating will be informed by the instructor as to the reason for suspicion. If suspicious behavior continues, disciplinary action may be taken.

Disciplinary actions which may be taken include, but are not limited to:

1. An "F" or "0" grade on material in question
2. Withdrawal from the course
3. Withdrawal from the school

Plagiarizing written work from any source is also considered cheating. A second occurrence of cheating will result in immediate dismissal from Bryan College.

Students are expected to conduct their personal lives in a context of mutual regard for the rights and privileges of others. A further expectation is that students will demonstrate respect for the law and for the necessity of orderly conduct in the affairs of the community.

Students must maintain professional conduct on campus. Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the college including grounds, parking lots, within the building/s or while participating in school-related activities. Students are prohibited from creating a disturbance, carrying a weapon, involvement in theft of school property, tampering with computers and/or computer systems, refusing to do as instructed by faculty or staff, or defacing/destroying college property. Students who violate these policies are subject to dismissal. Any student dismissed for unsatisfactory conduct will not be readmitted to Bryan College.

Disregard or failure to comply with the rules and regulations established by the college may subject the student offender to disciplinary action, up to and including expulsion from the college.

Bryan College reserves the right to suspend or dismiss a student or deny placement services to a graduate at any time if his/her conduct is detrimental to the educational aims and purposes of the institution.

## **Attendance**

Daily attendance is critical to the success of a student. Similarly, employers believe attendance is critical to job success. Potential employers believe that college attendance is an indication of work attendance. Therefore, many employers check school attendance records of graduates they interview.

The goal at Bryan College is to prepare students for better careers. The three key elements of preparation are knowledge, skills and attitude. Knowledge and skills are developed in the classroom each day. Attitude is what gets a student to school each day. In order to understand the students' responsibility for attendance and for maintaining a positive attitude, the following guidelines have been carefully established:

1. A twenty-minute grace period is allotted before attendance is recorded at the beginning and end of class. If a student arrives late or leaves early they will be counted present but will not accumulate the 10 points for that class.
2. There are twenty class days where a student is required to be present. Students will earn ten points for each day attended. These awarded points, combined with classroom participation and daily assignments, will determine twenty percent of the overall course grade.
3. A student is required to make contact with the instructor on the day of the absence in order to be classified as approved. As a result of an approved absence, tests and make-up work will be allowed.
4. A student that does not make contact with the instructor on the day of the absence will be classified as unapproved. As a result of an unapproved absence, tests and make-up work will not be allowed.
5. Extreme cases with extenuating circumstances may be evaluated on an individual basis by the instructor. Documentation of these circumstances will require the student's signature prior to the submission for approval by the Academic Dean.

6. When a student is absent from class for two (2) consecutive weeks, Bryan College will withdraw the student from their quarter of study.

7. In the event of inclement weather: If a student resides in a rural area whose public school system is closed due to ice/snow, even though Bryan College is open, the student must call the school by the start of class on the same day/evening and inform Bryan College where the student lives and the official name of the school district so the student will receive credit for the missed day or evening of class. The missed class will not count as an absence as long as the absence has been properly documented and verified. The student has the responsibility of making up any work missed due to the absence.

If a student misses more than 20% of a scheduled course, he/she is placed on probation for the following course. In order to be removed from probation, the student must be in attendance for at least 80% of the scheduled classes during the probationary period. If a student does not maintain at least 80% attendance during the probationary period, they will be required to petition the Executive Director for approval to continue on a final probation. The following is required in order to be considered for a second probation:

1. The student must submit in writing an explanation of the circumstances causing the unsatisfactory attendance (furnishing any backup documentation applicable).
2. Explain, in writing, how the circumstances have changed and what plan the student now has to successfully complete the program.
3. A meeting of evaluation with the Executive Director to review the petition.

The Executive Director may then, at his/her discretion, grant a second and final probationary period for the petitioning students. If the student fails to maintain at least 80% attendance during this second attendance probation, they will be dismissed from school.

In the event of failure of a course for excessive absences, the course must be repeated.

## **Homework**

Homework is regularly assigned to aid in mastering course material and to insure maximum progress and development. Assignments are important in determining a final grade for the student.

## **Make-Up Work**

If a student must miss a day/evening, he/she should call the instructor. Lack of conversation with the instructor constitutes an unapproved absence. The student will not be permitted to make up daily assignments or tests given during an unapproved absence. Extreme cases with extenuating circumstances may be evaluated on an individual basis by the Instructor and Academic Dean. Make-up work for an approved absence is to be turned in no later than three days/evenings following the return of the student.

## Dress Code

Students invest in their education. Part of that investment is to present themselves to their best advantage in the business world. One of the educational aims of Bryan College is to instill in each student the awareness of a good business image that would be appropriate for any and all offices and would not conflict with the overall image of the company. On occasion, Bryan College has Professional Dress Days. Professional dress attire should reflect a positive attitude toward one's career objective.

### Professional dress for men is considered the following:

- Shirt
- Tie
- Dress slacks
- Dress shoes
- Jacket or sweater is optional

### Professional dress for women is considered the following:

- Skirt, blouse or sweater
- Dress shorts
- Dress
- Suit
- Dress slacks with jacket or sweater
- Dress shoes or boots

### Acceptable daily attire is considered the following:

- Dress shirts, polo shirts, blouses and slacks
- Dress jeans (without rips or tears)
- Dress skirts (as long as they are worn with appropriate hosiery, tights or anklets, and appropriate flats, loafers or heels)
- Appropriate sweatshirts and t-shirts
- Appropriate footwear
- Dress shorts (no cutoffs, spandex, etc.)

### Unacceptable attire/hygiene is considered the following:

- Head coverings of any type
- T-shirts or sweatshirts with inappropriate advertising, such as obscene, suggestive or profane pictures or slogans
- Torn or dirty clothing
- Shorts, dresses, skirts, or blouses that reveal in excess
- Cutoffs, spandex slacks
- Halter or midriff blouses
- Ungroomed hair
- Headphone or portable electronic equipment
- Sunglasses
- Offensive body odor

**Students found in non-compliance with the above dress code will be asked to return home for appropriate attire. Absences will be reported appropriately. Attire should reflect a positive attitude toward one's career objective. Student attire should not be distracting to the educational environment.**

## Classroom Guidelines

- Bryan College is a smoke-free campus. There will be no smoking inside the building or on the school grounds of Bryan College campus.
- Food is not allowed in the classrooms. A student lounge is provided for that purpose.
- Drinks must be secured in a spill-proof container.
- Cell phones must be turned off during class hours.
- Pagers must be in silent mode or turned off during class hours.
- Students are to be courteous and respectful. When entering or leaving the classroom for breaks, students should do so quietly.
- Students are not allowed in offices unless a staff member is present.

- Children are not allowed in the building or in the classrooms during class or lab hours.
- Profanity is not permitted.
- Classroom computers are to be used for educational purposes only.
- During classroom lectures, computer monitors are to be turned off.
- The Internet is to be used for educational research only. Checking personal e-mail is permitted before/after class and during break.

## Counseling

### Academic

Students are encouraged to seek academic counsel from their instructor or the Academic Dean throughout their program when problems and questions arise.

### Admissions

Prospective students of the college are interviewed by an Admissions Representative to make sure their career objectives can be served by the college's academic resources. Those persons whose objectives cannot be served by the programs of the college are advised to seek other educational institutions which offer programs in their field of interest.

### Employment

Students, as they approach completion of their programs, meet with the Director of Career Services, who helps them determine their employment goals. The Career Services Office provides assistance to all qualified students in finding the jobs for which they are best qualified.

### Financial Assistance

Students may seek counseling from the campus Financial Assistance Coordinator with questions concerning their financial status with the college.

### Student Services

Students may obtain information concerning child care, housing and other community resources from the Student Services Coordinator.

### Personal

Students are encouraged to seek assistance from any member of the staff or faculty when problems of a personal nature will have a negative effect on their ability to do their best work at Bryan College. When appropriate, students will be referred to outside agencies or professionals for support or assistance.

## Telephone Policy

The college telephone lines are needed for school business. Telephones in the college offices are reserved for faculty and staff and are not to be used by students. The telephone rules are as follows:

- Personal incoming calls and messages are discouraged, except in case of emergency.
- Long-distance calls are not permitted.
- Students are not to receive incoming calls on the WATS line.
- Students are not to answer incoming calls.

## Inclement Weather

In the event of bad weather, please listen to local media stations for information regarding Bryan College closings. If additional clarification is needed, please contact the college.

## **Sexual Harassment**

Bryan College desires to protect students from sexual harassment. As defined in Section 702 of Title VII of the Civil Rights Act of 1964, sexual harassment is "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission of such conduct is made explicitly or implicitly a term or condition for dismissal, (2) submission to or rejection of such conduct by an individual is used as the basis for a favorable grade, or (3) such conduct has the purpose or effect of unreasonably interfering with a student's program of study or creating an intimidating, hostile or offensive learning environment." Sexual harassment as defined above is forbidden and not tolerated.

## **Drug and Crime Prevention**

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Bryan College is hereby declared a drug and alcohol free school and workplace. Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the college including grounds, parking lots, within the building/s or while participating in school-related activities.

Students who violate this policy are subject to dismissal. Students must abide by the terms of this policy or Bryan College officials will take one or more of the following actions within 30 days of the violation:

- Report the violation to law enforcement officials.
- Take appropriate disciplinary action against the student, up to and including dismissal.
- Require the student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health; law enforcement; or other appropriate agency before being allowed to return.

The Campus Crime Report is available in the Student Service Coordinator's office.

Weapons and ammunition are potential safety hazards. Possession, use, or display of weapons or ammunition by any student or employee is prohibited.

## **Disclaimer of Warranties**

**EXCEPT AS EXPRESSLY STATED IN THE STUDENT'S ENROLLMENT AGREEMENT OR THIS CATALOG, THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE, REGARDING OR RELATING TO ANY SERVICE OR PRODUCT FURNISHED BY THE SCHOOL TO THE STUDENT PURSUANT TO OR IN CONNECTION WITH THE STUDENT'S ENROLLMENT AGREEMENT OR THIS CATALOG. THE SCHOOL SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PURPOSE.**

## **Limitation of Liability**

**IN NO EVENT WILL THE STUDENT OR THE SCHOOL BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE FORM OF ACTION (WHETHER IN CONTRACT, TORT, OR OTHERWISE) OR EVEN IF THE LIABLE PARTY HAS BEEN ADVISED OF THE DAMAGES ARISING OUT OF OR IN ANY WAY RELATED TO THE STUDENT'S ENROLLMENT AGREEMENT (INCLUDING ANY AMEND-**

**MENTS OR ADDENDA THERETO OR THIS CATALOG OR THE SUBJECT MATTER THEREOF EXCEED THE LESSER OF:**

- A. THE ACTUAL DIRECT DAMAGES INCURRED BY THE STUDENT THAT WERE CAUSED BY THE SPECIFIC SERVICE OR PRODUCT PROVIDED BY THE SCHOOL UNDER THE STUDENT'S ENROLLMENT AGREEMENT THAT IS THE SUBJECT OF THE STUDENT'S COMPLAINT; OR**
- B. THE AMOUNT OF TUITION, FEES AND/OR COST OF ANY TOOLS RECEIVED BY THE SCHOOL FROM OR ON BEHALF OF THE STUDENT FOR THE SPECIFIC SERVICE OR PRODUCT PROVIDED BY THE SCHOOL UNDER THE STUDENT'S ENROLLMENT AGREEMENT THAT DIRECTLY CAUSED SUCH DAMAGE.**

**Notwithstanding anything above to the contrary in this Limitation of Liability section, if any limitation of liability conflicts with the substantive law governing the student's Enrollment Agreement or this catalog, the substantive law with respect to such limitation will control.**

**The provisions of the student's Enrollment Agreement and this catalog allocate risks between the student and the school. The amount of tuition and fees and the cost of any tools purchased by the student from the school that the student was required to obtain for the program of study reflect this allocation of risk and the limitation of liability.**

## **Standards of Satisfactory Academic Progress (SAP)**

Satisfactory progress standards apply to all students. In order to make satisfactory progress toward a diploma or Associate of Applied Science Degree at Bryan College a student must maintain a specific cumulative grade point average and make forward progress toward completing a program. A student must achieve the minimum requirements in order to remain enrolled as a regular student.

If a student fails to meet the minimum satisfactory requirements for the first 25%, he/she will be placed on academic probation. Students may remain on academic probation until the 50% evaluation point. If a student has not met SAP and reaches the 50% evaluation point, he/she will be classified as a non-regular student and will no longer be eligible for federal and state aid.

Students who do not meet satisfactory requirements at the 50% evaluation point may enter a probationary time period of one term to achieve satisfactory progress. If at the end of the probationary period the student is not making satisfactory progress the student will be dismissed. During the probationary period, students will be charged tuition consistent with tuition fees listed under the Tuition and Fees section of this catalog.

A student must successfully complete all courses specified in his/her program in order to graduate. The entire program must be completed in a time frame not to exceed one and one-half the number of credits in the original length of the program. A student failing to complete the program during the allotted time will be dismissed from Bryan College.

If a student changes programs, seeks additional degrees, transfers credits, or has an extended enrollment status the SAP will be affected. Please refer to the specific area of the catalog for additional information.

## **Minimum Requirements**

A student must achieve the minimum requirements in order to remain enrolled as a regular student.

Award Level	Evaluation Point	Credit Hours Attempted	Credit Hours Completed	Required GPA
Diploma Program	1 (25%)	30	16	1.25
	2 (50%)	60	36	1.5
	3 (Completion)	121	81	2.0
Associate Degree - BAM, CIS-N, CPS-P, ES, GRS, MA, MLT	1 (25%)	40	22	1.25
	2 (50%)	81	48	1.5
	3 (Completion)	162	108	2.0
Associate Degree - CJ, MAS	1 (25%)	35	19	1.25
	2 (50%)	70	42	1.5
	3 (Completion)	141	94.5	2.0

## **Readmission**

A student who withdraws or is terminated from a program of study at the school may not seek readmission into a program of study before the next quarter that the course the student would take upon reentry into the program of study is offered by the school.

All readmission determinations will be made by the school at its discretion and will be final and binding on the student. The school is not obligated to readmit any student. As part of the school's determination to readmit any student, the school will consider whether the student was making satisfactory academic progress at the last Evaluation Point that the student was enrolled in the program of study. If the student was not making satisfactory academic progress in his or her program of study as of that Evaluation Point, the student will not be readmitted into that program, unless the student appeals the school's determination in writing to the Academic Dean (as provided below in the Appeal section) and the Academic Dean grants the student's appeal. If the Academic Dean grants the student's appeal, the student will (at the Academic Dean's discretion and in conformity with the Satisfactory Academic Progress requirements associated with that Evaluation point, as specified above, and the limitations associated with granting academic probation and non-regular student status, as specified above) be placed on either academic probation or non-regular student status during the student's next quarter of attendance in the program of study. If a student for any reason is terminated or withdraws from his or her program of study at the school during a quarter when the student is on: a). Academic probation, the student will be on academic probation if and when the student is readmitted to that program of study at the school; or b). Non-regular student status, the student will be on non-regular students status if and when the student is readmitted to that program of study at the school. In no event will any student be readmitted to a program of study at the school, if the school determines that the student (i) is unable to make satisfactory academic progress in that program of study or (ii) does not possess the motivation, desire or academic ability to satisfactorily progress academically through and graduate from that program of study. If the school decides to readmit the student, the student must agree in writing to the terms for readmission and execute a new Enrollment Agreement with the school and pay all then current tuition, fees and any other costs associated with the student's program of study.

## **Appeal Procedure**

If the school determines that a student is failing to make satisfactory academic progress in his or her program of study at the school, the student may appeal the school's determination in writing to the Academic Dean.

The student's written appeal must explain in detail the special circumstances affecting the student's academic progress (such as the student suffering a serious illness or injury, the death of a relative of the student or other special circumstances) that may give rise to the school changing its determination to terminate the student from (or not to readmit the student into) his or her program of study at the school, despite the student's failure to conform to the requirements of the Satisfactory Academic Progress section of this catalog. The Academic Dean will review the student's written appeal to determine whether, because of the special circumstances explained in the student's written appeal, the student can remain enrolled in (or be readmitted into) his or her program of study at the school despite the student's failure to conform to the requirements of the Satisfactory Academic Progress section of this catalog. The determination of the student's written appeal will be made by the Academic Dean (in his or her discretion and in conformity with the Satisfactory Academic Progress section of the catalog) and will be final and binding on the student. If the Academic Dean grants the student's appeal, the student will be placed (as specified by the Academic Dean and in conformity with the Satisfactory Academic Progress section of this catalog) on either academic probation or non-regular student status during the student's next quarter of attendance in that program of study.

## **Grievance Procedure**

People occasionally experience times when questions or concerns arise that must be discussed and resolved. In any environment, whether school or business, it is important to know the person with whom one should speak and the procedure for obtaining resolution to concerns. The following is an outline of the grievance procedure to be followed by all students at Bryan College:

- Any grievance must first be addressed to the person or department with whom the disagreement originally occurred.
- If resolution is not achieved, a formal, written statement must then be submitted to the Academic Manager. A meeting will be held with the disagreeing parties and the Academic Manager.
- If the grievance is not satisfactorily resolved with the Academic Manager, a written statement outlining the disagreement and current attempts to resolve it must be forwarded to the Executive Director.
- If the grievance is not satisfactorily resolved with the Executive Director, a cover letter summarizing all actions taken up to this point, and all supporting documentation, must be forwarded to the Vice President of Campus Operations.
- Upon review of the facts presented by the student, staff or faculty member and documentation of subsequent meetings submitted by the Executive Director, a decision will be rendered by the Vice President of Campus Operations.
- If the grievance is not satisfactorily resolved with the Vice President of Campus Operations, a cover letter summarizing all actions taken up to this point, and all supporting documentation, must be forwarded to the President.
- All decisions rendered by the President are final.

All steps outlined above must be followed to properly resolve any grievance at Bryan College. Students wishing further clarification or assistance may direct concerns, in writing, to the Missouri Coordinating Board for Higher Education or the Accrediting Council for Independent Colleges and Schools. The addresses are listed under the Accreditation, Certification, and Approvals section of this catalog.

## Resolution of Disputes

The following procedure shall apply to the resolution of any dispute arising out of or in any way related to a student's Enrollment Agreement with the school, any amendments or addenda thereto, or the subject matter thereof, including, without limitation, any statutory, tort, contract or equity claim (individually and collectively, the "Dispute"):

(1) The parties are encouraged to make an initial attempt, in good faith, to resolve the Dispute pursuant to the school's Grievance Procedure or through informal means.

(2) If the Dispute is not resolved pursuant to the school's Grievance Procedure or through other informal means, then the Dispute will be resolved by binding arbitration between the parties. Arbitration is the referral of a dispute to one or more impartial persons for a final and binding determination. Both the student and the school agree that the Enrollment Agreement involves interstate commerce and that the enforceability of this Resolution of Disputes section will be governed, both procedurally and substantively, by the Federal Arbitration Act, 9 U.S.C. 1-9 ("FAA"). The arbitration between the student and the school will be administered by the American Arbitration Association ("AAA") or, in the event the AAA declines or is unable to administer the arbitration, by an arbitration forum or arbitrator that the student and the school mutually agree upon. If, after making a reasonable effort, the student and the school are unable to agree upon an arbitration forum or arbitrator, a court having proper jurisdiction will appoint an arbitration forum or arbitrator. The arbitration will be conducted in accordance with the AAA's Commercial Arbitration Rules ("Commercial Rules") and, when deemed appropriate by the arbitration forum or arbitrator, the AAA's Supplementary Procedure for Consumer-Related Disputes ("Consumer Procedures"), or the appropriate rules of any alternative arbitration forum selected by the student and the school or appointed by a court, subject to the following modifications:

- (a) The arbitration will be conducted before a single arbitrator who will be a licensed attorney or a former judge and will have at least 10 years of legal experience in the resolution of commercial disputes.
- (b) The site of the arbitration will be in the city in which the school is located.
- (c) The substantive law which will govern the interpretation of a student's Enrollment Agreement and the resolution of any Dispute will be the law of the state where the school is located.
- (d) As limited by the FAA, the term of a student's Enrollment Agreement and the applicable AAA rules, the arbitrator will have the exclusive power and jurisdiction to make all procedural and substantive decisions concerning the Dispute, including, without limitation, decisions about whether the Dispute will be arbitrated as a mass, class or Individual action.
- (e) The parties may take discovery through interrogatories, depositions and requests for production that the arbitrator determines to be necessary to allow for a fair hearing, taking into consideration the claims involved and the expedited nature of arbitration.
- (f) In making an award, the arbitrator will not have jurisdiction to award to any party in the arbitration (i) consequential or punitive damages, (ii) costs or (iii) expert witness or attorneys' fees; provided, however, if the enforceability of any of these restrictions on jurisdiction is limited by the applicable substantive law or the applicable AAA rules, that restriction will only be enforced to the extent permitted by such law or rules.
- (g) The prevailing party in any of the following matters (without regard to Paragraph (f)) will be entitled to recover its reasonable attorneys' fees incurred in connection with such matters; (i) any

motion which any party is required to make in the courts to compel arbitration of a dispute; or (ii) any appeal of an arbitration award, whether to the arbitrator or the courts, for the purpose of vacating, modifying or correcting the award.

- (h) All aspects of the arbitration proceeding, and an ruling, decision or award by the arbitrator, will be strictly confidential. The parties will have the right to seek relief in the appropriate court to prevent any actual or threatened breach of this provision.

The Commercial Rules, Consumer Procedures and other information regarding the AAA's arbitration procedures are available from the AAA, which can be contacted by mail at 335 Madison Avenue, Floor 10, New York, New York 10017-4605, by telephone at (800) 778-7879 or through its Web site at [www.adr.org](http://www.adr.org).

## Grading System

Grades from the preceding course become available to students within two weeks following the last day/evening of a course and become part of the student's permanent college record. Bryan College awards credit on a QUARTER CREDIT HOUR basis and employs a four-point grading system as follows:

Letter Grade	Percentage and/or Definition	Grade Points
A	100-90	4.0
B	89-80	3.0
C	79-70	2.0
D	69-60	1.0
F	Below 59	0.0
W/P	Withdrawal/Passing	0.0
W/F	Withdrawal/Failing	0.0

Test and major projects comprise 80% of the grade for all courses. The remaining 20% results from daily attendance, classroom participation and assignments given by the instructor.

## Incomplete Grade

A grade of Incomplete indicates satisfactory work but all course requirements were not met. An incomplete grade will be given only when unusual circumstances beyond the student's control prevent him/her from completing the work of a particular course. All incomplete grades must be completed within two (2) weeks after the beginning of the next course. Otherwise, the incomplete grade automatically becomes an "F."

The student who receives an "F" because of a failing grade, poor attendance, or course withdrawal may not complete his/her program in the allotted time. Students are expected to make up the deficiency by repeating the course during the next quarter the course is offered. Students who question or wish to challenge a grade must contact the Executive Director within two weeks of receiving the grade. Students may not challenge grades after the two-week period.

## Repeat Policy

If a course is required to be repeated, the Academic Dean will contact the student. At that time, the new class rotation, which includes the course repeat, will be evaluated.

The original failed course grade along with the grades earned during a course repetition, will both be included in the cumulative grade point average.

When the books required for the course have changed, a book charge will be applied for the repeated course. Courses repeated due to failure will also be charged full tuition and lab fees. These charges can be added to the financial aid package, if available. These charges cannot, however, be added to an alternative loan and must be paid in full before the student is eligible to graduate. Financial aid is NOT available to students for courses being attempted three or more times.

## **Grade Computation**

A complete record of academic accomplishments and attendance is maintained for each student. The grade point average is computed by multiplying the grade point value for each course by the credit hours assigned to that course, adding the products and then dividing the amount by the total credit hours carried. Example:

### **Grade**

A	4.5	Credit Hours	x	4.0	Grade Points	=	18.0	Credit Points
B	4.5	Credit Hours	x	3.0	Grade Points	=	13.5	Credit Points
C	4.5	Credit Hours	x	2.0	Grade Points	=	9.0	Credit Points
	13.5						40.5	Credit Points

$$40.5 / 13.5 = 3.00 \text{ Cumulative GPA}$$

Students must earn a 2.0 cumulative GPA or higher to graduate. Any student that drops below a 2.0 Cumulative GPA or receives below a 2.0 in any particular course either campus based, or Online will be required to report to campus on Wednesday. Attendance will be required until student achieves 2.0 GPA. Wednesdays have been designated for personalized instruction, make-up work, and open lab time. Assigned faculty will be available to assist students with academic related work.

## **Credit Hour Definition**

Bryan College measures units of credit on a quarter credit hour basis. One quarter equals ten weeks of instruction. A quarter credit hour is equivalent to a minimum of 10 class hours of instruction with appropriate homework and study. Courses which include a laboratory component require a minimum of 20 class hours of work for one quarter hour of credit. Courses which include an externship component require a minimum of 30 contact hours to equal one quarter hour of credit. One clock hour equals 50 minutes of instruction.

## **Class Schedule**

Diploma Programs operate over a time period of 60 weeks, including holidays.

Business Administration and Management, Computer Information Systems – Networking, Medical Assistant, Exercise Specialist, Medical Laboratory Technician, Gaming and Robotics Specialist, and Computer Science – Programming associate programs operate over a time period of 80 weeks, including holidays.

Criminal Justice, and Medical Administrative Specialist associate programs operate over a time period of 70 weeks, including holidays.

Quarters begin every ten weeks in all programs. Each ten week quarter is equal to 13.5 quarter credit hours. The following formula is used to calculate time in the classroom:

$$5.5 \text{ hours of course work per week} \times 10 \text{ weeks per course} = 55 \text{ hours per course} = 4.5 \text{ Credits}$$

$$\text{Externship hours} = 135 \text{ hours} = 4.5 \text{ credits}$$

## **Class Schedule (Online Programs)**

Bryan College offers day, evening and an online division to assist the student in leading a manageable life while pursuing an education as a full-time student.

### **First Quarter Schedule**

Day class—Division One—meet  
 Monday and Tuesday 8:00 A.M. to 2:45 P.M.  
 Wednesday 8:00 A.M. to 1:15 P.M.  
 Evening class—Division One—meet  
 Monday and Tuesday 5:00 P.M. to 10:50 P.M.  
 Wednesday 5:00 P.M. to 10:50 P.M.

### **All Other Quarter Schedule**

Day class—Division One—meet  
 Monday and Tuesday 8:00 A.M. to 2:00 P.M.  
  
 Day class—Division Two—meet  
 Wednesday and Thursday 8:00 A.M. to 2:00 P.M.  
  
 Evening class—Division One—meet  
 Monday and Tuesday 5:00 P.M. to 10:45 P.M.

## **Instructional Methods**

Instructional methods include lecture, discussion, research, labs, exams, daily work and independent study to ensure students learn at optimum levels depending on their preferred learning style: visual, auditory, and kinesthetic. To facilitate optimum learning, Bryan College incorporates the use of guest speakers, field trips and audio/visual equipment. A number of courses will be taught in a non-traditional Online instructional method. For more information please refer to the program outlines.

## **Transcripts**

Official transcripts of a student's academic record are released by the Academic Dean upon written authorization by the student and submission of a \$5 transcript fee. Forty-eight hours are necessary to prepare a transcript. Transcripts are issued only when all financial obligations to the college have been met.

## **Program Change**

A student desiring to transfer from one program to another at Bryan College must visit with an Admissions Representative. The student will be charged tuition for any course/s begun during the original program. A financial analyst and the student will review new charges and the student's financial assistance package and determine how the charges are to be paid. The cost per course is calculated by dividing the student's tuition cost by the number of courses in the student's program. Each enrollment period is identified on the transcript with grades and cumulative GPA for that enrollment period. If a student completes a program change, credits will be accepted for transfer into the new program and will be recorded on the student's transcript as transferred during the new enrollment period. Grades for transferred courses will be excluded from the final GPA of that enrollment period to support the new satisfactory academic progress. An unduplicated cumulative GPA will be maintained for all course work attempted at the institution.

Each time a student transfers between programs (with the exception of the first quarter of study), a fee of \$200 is charged. This fee can be added to the financial aid package, if available. The fee cannot, however, be added to an alternative loan and must be paid in full before the student is eligible to graduate. Eligibility for Federal Financial Aid programs can vary for transfer students.

### **Credit Transfers from Other Colleges**

Bryan College considers credits for transfer from accredited colleges. Recent college credits are considered for transfer provided that (1) the courses are similar in objectives and content to those courses offered by Bryan College, (2) the courses can be applied toward graduation requirements, (3) the letter grade (or equivalent) for the course is a "C" or better, (4) the official transcript is on file showing the completed grade and, if requested, the course description, (5) the credits have been earned within the last ten years, (6) a \$100 transfer fee (per course) has been paid, and (7) all steps are completed prior to the beginning of the program.

Students receiving transfer credits will not be charged tuition for the course/s they are transferring. Any special circumstances will be submitted to the Academic Dean for consideration. All decisions rendered by the Academic Dean will be final. Students may transfer no more than 50% of the total credits for the program in which they are enrolled.

Each enrollment period is identified on the transcript with grades and cumulative GPA for that enrollment period. If a student completes a transfer of credits, credits will be accepted for transfer into the new program and will be recorded on the student's transcript as transferred during the new enrollment period. Grades for transferred courses will be excluded from the final GPA of that enrollment period to support the new satisfactory academic progress. An unduplicated cumulative GPA will be maintained for all course work attempted at the institution.

### **Credit Transfers to/from Sister Colleges**

(Rogers, Arkansas - Topeka, Kansas -  
Springfield, Missouri - Columbia, Missouri)

Bryan College considers credits for transfer from all accredited sister colleges. College credits are considered for transfer provided that (1) the courses are similar in objectives and content to those courses offered by Bryan College, (2) the courses can be applied toward graduation requirements, (3) the letter grade (or equivalent) for the course is a "C" or better, (4) the official transcript is on file showing the completed grade, (5) the credits have been earned within the last ten years, and (6) all steps are completed prior to the beginning of the program.

Students receiving transfer credits will not be charged tuition for the course/s they are transferring. Any special circumstances will be submitted to the Academic Dean for consideration. All decisions rendered by the Academic Dean will be final. Students may transfer more than 50% of the total credits if application is toward any Associate of Applied Science Degree. Bryan College views this transfer as a continuation of student status within the Bryan Career Colleges, Inc.

Each enrollment period is identified on the transcript with grades and cumulative GPA for that enrollment period. If a student completes a transfer of credits, credits will be accepted for transfer into the new program and will be recorded on the student's transcript as transferred during the new enrollment period. Grades for transferred courses will be excluded from the final GPA of that enrollment period to support the new satisfactory academic progress. An unduplicated cumulative GPA will be maintained for all course work attempted at the institution.

### **Credit Transfers to Other Colleges**

The receiving school has the right and responsibility to decide whether to accept credits from Bryan College. All programs at the college are intended to prepare the graduate with the necessary skills and knowledge to enter or advance in a specific career field.

Degrees and/or Diplomas awarded at Bryan College are not specifically designed to transfer to other colleges; however, some colleges may accept credit for individual courses completed in these programs. Many colleges permit students to receive credit upon successful completion of an examination in subject areas in which students have previously taken courses. In all cases, it is the responsibility of the student to inquire about the policies and procedures for transfer of credit at the receiving institution. Bryan College will assist by providing documentation, when requested by the receiving institution, of student grades earned.

### **Credit Transfers Under the Servicemembers Opportunity Consortium (SOC)**

Bryan College considers credits for transfer from accredited colleges. Recent college credits are considered for transfer provided that (1) the courses are similar in objectives and content to those courses offered by Bryan College, (2) the courses can be applied toward graduation requirements, (3) the letter grade (or equivalent) for the course is a "C" or better, (4) the official transcript is on file showing the completed grade and, if requested, the course description, (5) the credits have been earned within the last ten years, and (6) all steps are completed prior to the beginning of the program.

Students receiving transfer credits will not be charged tuition for the course/s they are transferring. Any special circumstances will be submitted to the Academic Dean for consideration. All decisions rendered by the Academic Dean will be final.

Bryan College will limit academic residency to twenty-five percent or less of the degree requirement for all degrees for active-duty service members and their adult family members (spouse and college-age children). In addition, there are no "final year" or "final semester" residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

Additional transfer of credit options includes "Dantes DSST Exam Credits". DSST is a series of examinations in college subjects that are comparable to the final examination in an undergraduate course. Each course area represents 3 semester credits which transfers as 4.5 quarter credit hours.

No other non-traditional credits will be recognized.

The Academic Dean will evaluate DSST Exam Credits and transfer those related to program requirements, not to exceed the maximum percent for credit transfer into the program.

Each enrollment period is identified on the transcript with grades and cumulative GPA for that enrollment period. If a student completes a transfer of credits, credits will be accepted for transfer into the new program and will be recorded on the student's transcript as transferred during the new enrollment period. Grades for transferred courses will be excluded from the final GPA of that enrollment period to support the new satisfactory academic progress. An unduplicated cumulative GPA will be maintained for all course work attempted at the institution.

## **Non-Credit Remedial Courses**

Bryan College does not offer non-credit remedial or pass/fail courses.

## **Withdrawals**

Students intending to withdraw from their course of study must meet with the Academic Dean and the Financial Assistance Coordinator to complete the student status change form and official withdrawal paperwork. Students that do not notify the college of their intention to withdraw and are absent for 2 consecutive weeks will be withdrawn from the college.

Withdrawals occurring in week one through eight of a course will not receive grades for the course, and will receive a Drop No Grade (DNG) on the transcript. Credits attempted during this time period will count in the calculation towards maximum time frame of one and a half times program length. Students that withdraw in week nine and ten will have credits, and grades posted to the final transcript and will be calculated into the student's grade point average and count toward maximum time frame completion requirements. Students last day of attendance will determine the official requirement for grade posting.

Withdrawals due to class rotation will be required to follow the Re-entry policy and procedures, and the student will complete all Re-entry paperwork at the time of withdrawal.

Students who withdraw from the college must participate in an exit interview with the Financial Assistance Coordinator. During this interview, the student will complete a withdrawal form and discuss refunds, tuition due, or outstanding debts.

## **Re-entry of Discontinued Students**

Students who discontinue their program prior to the end of the quarter and desire to return to Bryan College will be allowed to return one time on a no-fee basis. Any students re-entering multiple times due to class rotation will have the re-entry fee waived. Re-entry paperwork will need to be completed in both the financial and academic offices. Additionally, students applying for readmission must be cleared through the corporate finance department.

Any student who desires to re-enter Bryan College as a continuing student and previously withdrew one time, will be charged a \$100 cash re-entry fee. The re-entry fee can be added to the financial aid package, if available. The fee, cannot, however, be added to an alternative loan and must be paid in full before the student is eligible to graduate.

## **Extended Enrollment Status**

A student will enter an extended enrollment status if he/she repeats a course, changes programs, adds additional degrees, or withdrawal from a program. When changes are made the institution closely monitors the students required completion time. The entire program must be completed in a time frame not to exceed one and one-half times the number of credits in the original length of the program. A student that fails to complete the program during the allotted time will be dismissed from Bryan College.

Each enrollment period is identified on the transcript with grades and cumulative GPA for that enrollment period. If a student completes a course retake the grades and credits will be shown during that enrollment period. If a student completes a program change, additional degrees, transfer of credits, credits will be accepted for transfer into the new program and will be recorded on the student's transcript as transferred during the new

enrollment period. Grades for transferred courses will be excluded from the final GPA of that enrollment period to support the new satisfactory academic progress. An unduplicated cumulative GPA will be maintained for all course work attempted at the institution.

## **Cancellation and Refund Policy**

We regret students withdrawing from the training program, but we realize unforeseen events occur. Students are protected by the following policies.

***Applicants wishing to enroll must complete the admissions process, and sign an enrollment agreement to become officially enrolled in Bryan College. Any fees paid during the admissions process shall be refunded within the cancellation period. The cancellation period is three days from the completion of the admission process and signing of the enrollment agreement, exclusive of Saturdays, Sundays and holidays.***

### **Drop/Add Policy**

The first two weeks of each quarter is designated as the drop/add period for students. This is the period when students may add or delete courses in order to finalize their schedules. Students who wish to make course changes must request approval from the Academic Dean and the Financial Assistance Coordinator (FAC). There are no charges for courses dropped during the drop/add period. A student who attends a course beyond the drop/add period and does not drop it within the drop/add period will be charged for the entire course. For this reason it is important that students drop classes in a timely manner.

### **Course Withdrawal after the Drop/Add period**

When a student is absent for 2 consecutive weeks of any given course Bryan College will withdraw the student from that course. Students dropped from a class must meet with the Financial Assistance Coordinator to update their financial aid documents. Students dropping a class/classes may be reduced to  $\frac{3}{4}$  time enrollment status or less than half-time enrollment status. Students at less than half-time status may not receive federal student loan funds.

### **Program Withdrawal**

When a student has not reported to any scheduled class for two consecutive weeks they will be withdrawn from their program of study. The student will be withdrawn in accordance with the policies listed below.

### **Institutional Refund Policy:**

No tuition will be charged for those withdrawing during the drop/add period, all other fees are non-refundable and are not prorated when a student withdraws.

### **FIRST TIME STUDENTS**

For first time students within their first quarter of study who terminate their training before completing more than 60% of their first period of enrollment, the institution will perform a pro-rate refund calculation. Under the pro-rata refund calculation, the institution is entitled to retain only the percentage of institutional charges for tuition 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 their last day of attendance. The percentage of weeks attended is rounded up to the nearest 10% and multiplied by the tuition for that period of enrollment. The institution will retain the entire contract price for the period of enrollment if the student terminates the training after completing more than 60% of the period of enrollment.

### **CONTINUING STUDENTS**

Continuing students withdrawing from their program will be charged as follows: No tuition will be charged for those withdrawing during the

drop/add period, all other fees are non-refundable and are not prorated when a student withdraws. For those students withdrawing after the drop/add period and through the 20% point in their current quarter they will be charged 50% of the tuition for that quarter. Students withdrawing between 20% through 50% of their quarter will be charged for 75% of their tuition. Any continuing student passing the 50% point of their quarter will be charged for the entire quarter.

A student will not incur charges (including fees) for future quarters not attempted. Quarterly charges are located on the student Award Letter under the heading "Estimated Charges".

#### **Federal Refund Policy:**

Federal regulations determine what portion of the Title IV disbursement remains on the student's Bryan College account. Title IV calculations do not effect the amount the student owes in institutional tuition and fee charges. There are several steps in determining Return of Title IV Funds:

**Step one:** Determine amount of Title IV funds disbursed and/or amount that could have been disbursed as of the last day of attendance.

**Step two:** Determine the percentage of the period of enrollment (program length) completed by the student. Divide the number of calendar days in the period of enrollment by the number of calendar days completed. Breaks between sessions of five calendar days or more are not included in either number. The percentage is calculated out to four decimal places and then rounded to the third decimal place. (Example – 45 days / 101 days = .4455 or 44.6%). If percentage completed exceeds 60%, the percentage of Title IV funds earned = 100%.

**Step three:** Calculate the amount of Title IV Aid earned by the student. Multiply the total of Title IV aid disbursed by the percent of Title IV aid earned.

**Step four:** Determine if the student is due a post-withdrawal disbursement, or if Title IV Aid must be returned to the United States Department of Education. If the amount of Title IV aid earned is larger than the amount of Title IV aid received, the difference will be disbursed and applied to student's account. If the amount of Title IV aid earned is less than the amount of Title IV aid received, the difference will be returned to the U.S. Department of Education.

**Step five:** Calculate the amount of unearned Title IV Aid due from the institution. The institution must return the lesser of institutional charges multiplied by the percentage unearned (100% - percent of Title IV aid earned) and the amount of Title IV aid to be returned.

**Step six:** Determine return of funds by Bryan College to the U.S. Department of Education. Title IV funds are returned in the following order: Unsubsidized Stafford Loans, Subsidized Stafford Loans, Federal Pell Grants.

**Step seven:** Calculate the initial amount of unearned Title IV aid to be repaid by the student. Subtract the school's responsibility from the total amount of Title IV aid to be returned to the United States Department of Education to determine the amount of Title IV funds due from the student.

**Step eight:** Determine return of funds by the student. The student must return Title IV funds in the following order: Stafford Unsubsidized loans, Stafford Subsidized loans, PLUS loans and Federal Pell Grant.

The student's account balance not covered by Title IV funds is due and payable by the student. Bryan College has 45 days from the student's withdrawal notification date to notify the student in writing of the balance due. If the balance is not paid in full within 10 business days, the student's account balance is turned over to a collection agency. Interest at

12% on the student's account balance will begin accruing 30 days prior to the notification date on the withdrawal form. The student is responsible for all additional costs involved in collecting the balance. Additional costs include but are not limited to collection fees, attorney fees, and court costs.

## **Graduation Requirements**

Students must fulfill the following requirements in order to graduate from Bryan College:

- Achieve a minimum grade point average of 2.0 (grade of "C") on a 4.0 system.
- Satisfactorily complete all core subjects with a grade of "C" or better and successfully pass all other courses in the program.
- Satisfy all financial obligations to the College.
- Be current on alternative loan payments.
- Submit an approved resume to the Director of Career Services.

Upon completion of the prepared program of study, each student is awarded a diploma or Academic Associate Degree certifying that Bryan College requirements have been met.

Graduation ceremonies are held semi-annually to honor graduates.

Graduates are recognized for their academic achievements. All students earning a grade point average of 4.0 are honored with the Highest Honors Award; and grade point averages of 3.75—3.99, with the Honors Award.

If all financial obligations to the college have been met, a student will receive one certified transcript of his/her academic record, at no cost, within 30 days of completion. The charge for each additional copy is \$5.00.

## **Additional Degrees**

Students often decide to pursue more than one major because many courses are applicable to more than one program. Additional time is required to complete the required courses for a additional degrees; therefore, additional costs will be incurred. Students wishing to take advantage of this opportunity must meet with the Academic Dean to complete appropriate forms. Students who choose to pursue additional degrees will be given credit for identical course requirements previously completed in another program. Each enrollment period is identified on the transcript with grades and cumulative GPA for that enrollment period. If a student completes an additional degree, credits will be accepted for transfer into the new program, and will be recorded on the student's transcript as transferred during the new enrollment period. Grades for transferred courses will be excluded from the final GPA of that enrollment period to support the new satisfactory academic progress. An unduplicated cumulative GPA will be maintained for all course work attempted at the institution.

## **Career Services**

Lifetime placement assistance is available to all Bryan College graduates. However, such placement assistance can only be rendered in a meaningful manner when total cooperation exists between the graduate and Bryan College's Career Services Office. Therefore, the student must:

- Understand that getting a training-related job is the student's responsibility. The Career Services Office can only offer advice and meaningful assistance.
- Accept the responsibility to "sell yourself" to an employer.
- Provide all personal background information as normally required in

the development of a resume for placement purposes. Such information must be true and correct.

- Keep Bryan College's Career Services Office advised of any changes in address, employment and telephone numbers.
- Contact the Bryan College Career Services Office after each interview to review the results of the interview. Students who secure employment through their own efforts are expected to notify the Bryan College Career Services Office, so permanent records can be noted to reflect the employment.
- Make independent attempts to secure employment and do not depend solely on the efforts of Bryan College's Career Services Office.

In addition to successfully completing training, the student must have given evidence of personal integrity, adult sense of responsibility and high ethical standards. We place our graduates with outstanding organizations and leaders in the professions for which we train, and we will not violate their respect for our college by recommending a student who does not demonstrate these personal qualifications. No additional charge is made for our placement services.

## Distance Learning Opportunities

Bryan College is extremely excited about the opportunity to provide courses to students Online using one of the most advanced and reliable delivery systems available. Our Online courses give students the opportunity to experience an enhanced learning environment, which transcends the traditional limitations of time and location. Students have access to "learning on demand" twenty-four hours a day from anywhere that has access to the Internet, locally, regionally or globally.

Online students can expect to receive the same high quality educational experience students have come to expect from Bryan College. As with our traditional campus-based courses, instructors will be experienced professionals with both appropriate academic credentials and professional real life experience. In addition to quality academic programs, students also have access to twenty-four hour technical and student services support. The combination of cutting edge technology and solid Online instruction gives students the opportunity to achieve more in their academic program and career.

Students interested in learning more about the Online courses should contact the admissions department.

## General Policies

Students enrolled in Online courses should follow all policies and procedures provided in this catalog. The areas listed below are policies and procedures unique to the Online courses.

## Admissions

The Application Policies for Online students are consistent with those for on campus training. Please refer to the section entitled "Admissions Requirements."

## Self-Directed Learner/Accountability Statement

Students enrolled in Online courses will be expected to complete a significant portion of their course work independent of direct faculty supervision. Due to the nature of Online learning, the instructor's role will be that of a facilitator and guide. In that role, the instructor will provide the student with guidelines and learning activities, and will offer feedback and evaluation as the student proceed with the course.

Success depends upon the individual student's self-motivation and ability to undertake independent study. Experience has shown that some students fail to realize the degree of effort and time that is required to successfully complete the course(s). Based upon the foregoing, Bryan College requests that students carefully review and sign a Statement of Accountability, which specifically identifies their commitment to success in self-directed study.

## Student Services for Online Courses

Student services are provided through personnel, programs, and procedures offered to assist students in the completion of Online courses. Other aspects of student services attempt to reduce or regulate conditions that might conflict with educational objectives shared by students and the college. The program of student services at Bryan College's Online campus contributes to the career development goals of the Online students. Student Services can be reached through e-mail at DL@bryancollege.com or by phone at 417-862-0755, 1-800-397-1894.

## Online Orientation

Bryan College's Online orientation introduces students to Comcourse, the Learner Management System used by Bryan College to distribute all Online courses. The Online orientation familiarizes the student with the process of submitting assignments, participating in discussions and communicating with the instructor Online.

## Academic Advising Services

Online students have access to academic advisors to assist students with questions concerning course scheduling, degree completion and other academic issues. Academic advisors can be reached through e-mail at DL@bryancollege.com or by phone at 417-862-0755, 1-800-397-1894.

## Personalized Instruction

Personalized instruction services are accessible for Online students by sending an e-mail to their instructor or DL@bryancollege.com or by contacting the college at 417-862-0755, or 1-800-397-1894.

## Hardware Requirements

- 2.0 GHz Intel or AMD processor
- Memory: 512MB RAM / 1 GB recommended
- Memory for XP: 1 GB / 2 GB recommended
- Memory for Vista or Windows 7: 2 GB / 4 GB recommended
- 60 GB Hard Drive min
- Internet Explorer 7 or higher
- DVD Player
- Sound Card and Speakers;
- 56 Kbps Internet Connection

\*\*\* **MAC and Linux users:** Not all publishers' software maybe compatible with these systems. Students must assume responsibility for having access to appropriate technology in these situations. Computers are also available for use in the local campus computer labs during normal business hours. For additional information, please contact the college via email at DL@bryancollege.com or by phone at 417-862-0755 / 800-397-1894.

## Technical Support

Technical support is available to Online students. Technical support does not include computer repairs, or service. Students experiencing connection or course operational problems are encouraged to contact by sending an e-mail to support@bryancollegeonline.com or by phone at 1-866-346-0121. Email assistance should be directed to dl@bryancollege.com.

## Online Library

The college offers access to virtual reference materials supporting all programs at Bryan College. To access go to the library link found on the Bryan College web site at www.bryancolleges.edu, or click the Library link located within each course. If additional research assistance is required please contact the Librarian by sending an e-mail to DL@bryancollege.com or by phone at 417-862-0755, or 1-800-397-1894.

## E-mail

Remember that you should check your Online mail every time you log-in. It is good practice to make checking mail the FIRST and the LAST thing you do during a log-in session. Please respond to all mail requiring a response within 24 hours of reading it.

If you are falling behind in your work, you should notify both your instructor, DL@bryancollege.com, and your local campus immediately. Bryan College cannot help find solutions to challenges if the college does not know about them. It is your responsibility to communicate with these contacts in a timely manner.

## Online Tuition and Fees

Please refer to the section entitled "Tuition and Fees" for current credit hour tuition cost and payment policies and guidelines.

## Online Cancellation and Refund Policy

The Cancellation and Refund Policies for Online students are consistent with those for on campus training. Please refer to the section entitled "Cancellation and Refund Policy."

## Distance Learning Courses

Through the Online campus, students are able to attend college courses at places and times which are convenient to them.

Course enrollments are limited to thirty students. Students and faculty members interact with each other in a virtual campus environment. Students may connect to the Online campus 24 hours a day, seven days a week to upload work completed off-line or download materials that have been updated since the student's last connect time. Additionally, students and faculty may communicate in real-time.

Online learning requires a high level of commitment and motivation from both faculty and students. Students must be committed to:

- read the textbook and other materials
- prepare quizzes, tests, case studies and other written assignments

This commitment equates to approximately eighteen to twenty hours per week.

Students must have access to an Internet connection via an ISP (Internet Service Provider), a computer, e-mail software, word processing software and an Internet browser.

## Online Attendance

Attendance is critical to the success of a student and will be taken twice a week. Students are counted as present if they successfully log into class. Regular attendance and participation in Online classes is critical to each student's academic success. Similarly, employers believe attendance is critical to job success. Potential employers believe that college attendance is an indication of work attendance. Therefore, many employers check school attendance records of graduates they interview.

A student who does not log into class for 2 consecutive weeks:

- Is subject to being administratively dropped for non-attendance
- May still be obligated to pay tuition (refer to the Cancellation and Refund Policy)
- May jeopardize future federal financial aid funding

Student attendance in class is:

- Electronically recorded each time a student logs into class.
- Administratively reviewed each week

The goal at Bryan College is to prepare students for better careers. The three key elements of preparation are knowledge, skills and attitude. Knowledge and skills are developed in the classroom each day. Attitude is what gets a student to school each day. In order to understand the students' responsibility for attendance and for maintaining a positive attitude, the following guidelines have been carefully established:

1. There are twenty class days where a student is required to be present. Students will earn ten points for each day attended. These awarded points, combined with classroom participation and daily assignments, will determine twenty percent of the overall course grade.
2. A student is required to make contact with the instructor as soon as he or she cannot meet the login requirements. Depending on the circumstances, makeup work or extended deadlines may be allowed.
3. Any student that does not make contact with the instructor and does not meet the login requirements will be considered to have an unapproved absence. Makeup work or extended deadlines will not be allowed.
4. Extreme cases with extenuating circumstances may be evaluated on an individual basis by the instructor. Documentation of these circumstances will require the student's signature prior to the submission for approval by the Director of Online Education
5. When a student does not login to class for a period of two complete weeks, Bryan College will withdraw the student from his or her course.

Login requirements are: one login between Sunday 12:00 am and Tuesday 11:59 pm, and the second login between Wednesday 12:00 am and Saturday 11:59 pm.

If a student misses more than 20% of a scheduled course, he/she is placed on probation for the following course. In order to be removed from probation, the student must be in attendance for at least 80% of the scheduled classes during the probationary period.

If a student does not maintain at least 80% attendance during the probationary period, they will be required to petition the Executive Director for approval to continue on a final probation. The following is required in order to be considered for a second probation:

1. The student must submit in writing an explanation of the circumstances causing the unsatisfactory attendance (furnishing any back-up documentation applicable).

2. Explain, in writing, how the circumstances have changed and what plan the student now has to successfully complete the program.
3. A meeting of evaluation with the Executive Director to review the petition.

The Executive Director may then, at his/her discretion; grant a second and final probationary period for the petitioning students. If the student fails to maintain at least 80% attendance during this second attendance probation, they will be dismissed from school.

In the event of failure of a course for excessive absences, the course must be repeated.

### Online Assignments, Tests, Discussion Questions

The school calendar week is from Sunday through Saturday. There are two exceptions: The first day of the course is a Monday, and the last day of the course is Thursday of the final week. Assignments are due according to the deadlines posted in the individual courses by the instructors. In general, some assignments and discussion questions will have a deadline of Tuesday at 11:59 pm while other assignments and replies to discussion post are due by 11:59 pm on Saturday. Tests have a deadline on Saturday at 11:59 pm (unless indicated otherwise by your instructor), with the exception of the final week of class. All week ten work and the final is due by 10:45 PM Central Time on Tuesday of week ten.

Most courses do not accept late work, so schedule your time appropriately.

For weeks that have one or more discussion question, remember that this is provided as a way for classmates to exchange ideas and insights. For each discussion, you should post at least three original paragraphs on the topic, and should respond to as many other students as required by your instructor. Initial posts and responses to fellow students should represent written communication with complete thoughts, sentences, correct grammar, punctuation and spelling.

### Homework

Homework is regularly assigned to aid in mastering course material and to insure maximum progress and development. Assignments are important in determining a final grade for the student.

### Make-Up Work

If a student must miss a deadline, he/she should contact the instructor. Lack of timely contact with the instructor constitutes an unapproved absence. The student will not be permitted any extended deadlines in the case of an unapproved absence. Extreme cases with extenuating circumstances may be evaluated on an individual basis by the instructor and Academic Dean. If extended deadlines are granted, the deadlines will only be extended on time for any assignment or test.

### Method of Evaluation

Objective tests are used to evaluate student progress. Tests cover text, lecture, computer materials, and teaching helps. Student progress is also measured by hands-on assignments. Tests account for 80% and daily work accounts for 20% of course grade. The student must pass a minimum of 70% of each course in order to complete the program. The grading scale is as follows:

A. 90%-100%	B. 80%-89%	C. 70%-79%	D. 60-69%
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### Netiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite - do not use abusive or offensive language in messages to others.
- Do not reveal your personal address or phone number or those of other students, faculty, or Bryan College employees.
- Remember that electronic mail (E-Mail) is not guaranteed to be private. Those who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities without notification to or permission from the student/employee sending or receiving the message.
- Do not tie up the Network with idle activities or game playing; remember there are many students who need to use the system.
- Do not plagiarize; give credit to the author when using his/her materials.

### Prohibited Use

The following types of activities are specifically prohibited and may result in administrative action:

- Unauthorized use of any computer account.
- Unauthorized transfer of or entry into a file.
- Using Bryan College network to gain unauthorized access into any computer system.
- Illegal copying of software protected by U.S. copyright law (may also result in civil damages and criminal penalties).
- Using E-mail to threaten or harass others.
- Using the college network to access pornography or obscene material and sites displaying the same.
- Activities for the purpose of personal or commercial financial gain personal property, etc.
- Storing, processing or displaying racially offensive, gender offensive or obscene material.
- Using another individual's account or identity to send or receive E-mail.
- Viewing, damaging, or deleting other users' files or communications without appropriate authorization.
- Posting materials on electronic bulletin boards, which violate existing laws, regulations or Bryan College policies or codes of conduct.
- Theft, misuse or abuse of computing or networking resources.
- Posting of Bryan College confidential materials, records, policies or procedures or transmitting the same to unauthorized personnel.
- Sharing of passwords with others.

### Plagiarism

Simply stated, plagiarism is using someone else's words, thoughts, or ideas and claiming or presenting them as your own. There are software applications that can use a phrase from a paper and search for the original source. The biggest reason students are tempted to plagiarize is because of poor time-management. Keeping a regular schedule with your school work will help you to meet deadlines on your own and avoid the plagiarism pitfall. Plagiarized work will receive a grade of zero (0) and depending on the type of assignment may severely affect your grade. Repeated offenses may result in disciplinary action.

### Vandalism

Vandalism is defined as intentional or negligent damage to computer equipment, software and systems of the university or harming or destroying data of another user, Internet, or other networks. It includes, but is

not limited to, the intentional uploading or creation of computer viruses. Vandalism will result in the cancellation of privileges and may result in suspension.

## **Student Records and Rights of Privacy**

A student has access to his/her records upon request. Students may request copies of all records, but the original file remains the property of the college. The college does not disclose personally identifiable information from the student's records without written consent unless the disclosure is:

1. to federal and state authorities as listed in the Family Educational Rights and Privacy Act of 1974,
2. to accrediting organizations in order to carry out their accrediting function,
3. to comply with judicial order or subpoena if the school makes a reasonable effort to notify the student of the order of subpoena prior to the release of the information,
4. to persons responsible for determining eligibility for financial assistance for which the student has applied or received,
5. to protect the health or safety of a student or another person,
6. to organizations sponsoring the student by paying the full cost of tuition directly to the school,
7. to parents who are paying the full cost of tuition directly to the school or to parents whose financial information was used to determine dependency status for financial aid purposes,
8. or to prospective employers requesting information.

The college will not disclose information to any other person/s or organization/s without the written consent of the student. Requests must specify the person/s or organization/s to whom the disclosure may be made.

## **Change of Address**

Students have the responsibility of maintaining their school records. If any change is made in address, telephone number, or other personal information, the changed information should be submitted to the Director of Financial Assistance.

## **Academic Calendar**

Bryan College utilizes an open registration system. An official copy of current dates is available in the Executive Director's Office.

## **Holidays Observed**

- New Years Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve & Day
- New Years Eve

## **Legal Control**

Bryan College is located in Rogers, Arkansas, Springfield, Missouri, Topeka, Kansas, Columbia, Missouri, and is incorporated under the laws of the State of Kansas.

Bryan College is owned and operated by:

Bryan Career College, Inc.  
1527 SW Fairlawn Road  
Topeka, KS 66604

## **Officers of the Corporation**

Brian Stewart      President/Secretary (protem)  
Shayne Coursen    Treasurer

## **Course Numbering System**

CA100, CA110, CA120, are considered prerequisite courses and must be successfully completed for any program of study offered at Bryan College. Courses identified with prefixes of "BA, CJ, CN, CP, G, IT, MA, MLT, MAA, PT and ES" are considered core courses for their respective programs. Courses with prefixes beginning "GEN" are general education courses.

Courses listed as 100 level are lower division courses and are designed to be completed prior to a student attempting 200 level courses. Courses listed as 200 level and designed to be completed prior to a student attempting 300 level courses. Courses listed as 400 level are externships and are designed to be completed the sixth quarter of a student's program of study (even if a student is also attempting a 100, 200, or 300 level course at the same time).

## **Program Certifications**

Each program contains related certification opportunities. Certifications are not a requirement for completion of a program. However, certifications add credential credibility to new graduates, which opens doors upon graduation. Certification opportunities vary between programs. To learn more about certifications opportunities available see the program outline pages.

All programs contain Microsoft Computer Applications Certifications in the introduction courses, CA100 and CA110.

**Certification related courses support the Microsoft Certified Application Specialist (MCAS) certification program requirements. MCAS Certifications validate skills with the 2007 Microsoft Office System as well as the new Windows Vista operating system. The application Specialist certification targets information workers and covers the most popular Microsoft Office applications Word, PowerPoint, Excel, and Access. Passing the certification exams is not a requirement of the program, and fees are not included in tuition.**



# Springfield Campus

## Programs and Course Descriptions

### Programs Offered

The programs offered instruct the students in all major areas of their chosen careers. Because the programs are comprehensive, graduates are eligible to choose from a variety of career positions. The following programs are available:

#### Associate of Applied Science Degrees

*Business Administration and Management*  
*Computer Information Systems—Networking*  
*Exercise Specialist*  
*Gaming and Robotics Specialist*  
*Medical Assistant*  
*Medical Laboratory Technician*  
*Criminal Justice*  
*Medical Administrative Specialist*

#### Diploma Programs

*Business Administration*  
*Computer Network Specialist*  
*Gaming And Robotics*  
*Medical Office Assistant*  
*Personal Trainer*

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### Administration

#### Administration of Bryan College—Springfield:

The facilities in our college is of ample size for the student population. Currently the facility consist of eight classrooms, approximately 90 computers, and a resource center accessible to all students and staff.

4255 Nature Center Way  
Springfield, MO 65804  
(417) 862-5700  
(800) 397-1894 (toll free)

### Staff / Faculty

See ADDENDUM-FACULTY

### Library

Bryan College provides materials to serve as supplemental information for each of its programs. In addition ProQuest, an online research center, offers access to more than 4400 titles, with over 2500 in full text from 1971 forward. It features a diversified mix of scholarly journals, trade publications, magazines, and newspapers. The materials are broken into two components: a core list of publications; plus 15 supplemental subject-specific modules covering Arts, Business, Children, Education, General Interest, Health, Humanities, International, Law, Military, Multicultural, Psychology, Sciences, Social Sciences, and Women's Interest. All of this information can be accessed by all staff and all students enrolled at Bryan College.

The library has a professionally trained Librarian to supervise and manage the library, instructional resources, facilitate their integration into all phases of the institution's curricular and educational offerings, and assist students in their use. A complete listing of all materials available will be maintained using the Library of Congress classification system.

Reference materials are available to students and may be checked out through the Library Tech. Students are responsible for materials checked out in their names. Lost or damaged materials must be replaced and paid for by the person that checked out the resource. Any checked-out materials must be returned by the expected due date. Returning all resources prior to the completion of a student's educational program is a requirement for graduation.

The System Librarian and the Library Techs are assigned to maintain the library and assist in its use. The library is accessible to staff and students daily, and ProQuest, an online research center, is available twenty four hours a day. Library assistance is available within the physical library by sending an e-mail to [bclibrarians@bryancollege.com](mailto:bclibrarians@bryancollege.com), or by phone at 417-862-5700, 1-800-397-1894.

Library Operational Hours:

#### ***Monday/Tuesday***

8:30am – 12:00pm, (closed 12:00-1:00)  
1:00pm – 6:00pm (closed 6:00pm-7:00pm)  
7:00pm – 8:30pm

#### ***Wednesday – Friday***

8:00am – 11:00am, (closed 11:00am–12:00)  
12:00pm - 3:30pm

#### ***Springfield Online Library Section***

The college offers access to virtual reference materials supporting all programs at Bryan College. To access go to the library link found on the Bryan College web site at [www.bryancolleges.edu](http://www.bryancolleges.edu) or click the library link located within each course. If additional research assistance is required, please contact the librarian by sending an e-mail to [bclibrarians@bryancollege.com](mailto:bclibrarians@bryancollege.com) or by phone at 417-862-5700, or 1-800-397-1894.

## **Business Administration**

### **Diploma Program**

#### **Completion Time: Six Quarters\***

The Business Administration Program will provide the student with an extensive business background, focusing on principles and techniques of effective administration. The program will emphasize development of effective leaders capable of thinking critically, solving problems effectively, making sound business decisions efficiently, and communicating effectively. Business courses will prepare the student to become a management trainee in administration, manufacturing, retail, restaurant, technology, and many other related industries. After completion of this program, students may transfer all earned credits toward the Business Administration and Management Associate of Applied Science Degree Program.

#### **Business Administration Certification**

**Certification related courses support the International Association of Administration Professionals. The Certified Administrative Professional (CAP) certification program prepares students for all facets of the administrative professional office management position. Certification improves not only professional qualifications, but increases skills, knowledge, the potential to earn a higher salary and raises professional self esteem. Passing the certification exams is not a requirement of the program and fees are not included in tuition.**

<b>Required Support Courses</b>		
<i>Course</i>	<i>Course Name</i>	<i>Credit Hours</i>
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

<b>Required Core Courses</b>		
<i>Course</i>	<i>Course Name</i>	<i>Credit Hours</i>
BA100	Business Communications	4.5
BA101	Keyboarding Φ	4.5
BA105	Business Accounting Concepts	4.5
BA106	Business Accounting Functions	4.5
BA110	Principles of Business	4.5
BA120	Leadership	4.5
BA125	Organizational Behavior	4.5
BA126	Project Management Φ	4.5
BA130	Human Resource Management	4.5
BA140	Business Law	4.5
BA 175	Business Applications	4.5
BA 185	Economics Φ	4.5
BA195	Sales and Marketing	4.5
BA400	Business Administration Externship	4.5

<b>Total Credits Required</b>	<b>81</b>
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Φ Course available Online only

± Hybrid Courses

**Business Administration and Management**  
Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

The Business Administration Program will provide the student with an extensive business background, focusing on principles and techniques of effective administration. The program will emphasize development of effective leaders capable of thinking critically, solving problems effectively, making sound business decisions efficiently, and communicating effectively. Business courses will prepare the student to become a management trainee in administration, manufacturing, retail, restaurant, technology, and many other related industries.

**Business Administration Certification**

**Certification related courses support the International Association of Administration Professionals. The Certified Administrative Professional (CAP) certification program prepares students for all facets of the administrative professional office management position. Certification improves not only professional qualifications, but increases skills, knowledge, the potential to earn a higher salary and raises professional self esteem. Passing the certification exams is not a requirement of the program and fees are not included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

Required Core Courses		
Course	Course Name	Credit Hours
BA100	Business Communications	4.5
BA101	Keyboarding Φ	4.5
BA105	Business Accounting Concepts	4.5
BA106	Business Accounting Functions	4.5
BA110	Principles of Business	4.5
BA120	Leadership	4.5
BA125	Organizational Behavior	4.5
BA126	Project Management Φ	4.5
BA130	Human Resource Management	4.5
BA140	Business Law	4.5
BA 175	Business Applications	4.5
BA 185	Economics Φ	4.5
BA195	Sales and Marketing	4.5
BA400	Business Administration Externship	4.5
BA196	Office Management Φ	4.5
BA197	Office Certification Prep Φ	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN101	Introduction to Algebra Φ	4.5
GEN120	Composition I Φ	4.5
GEN130	Introduction to American Politics Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>108</b>
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Φ Course available Online only  
± Hybrid Courses

**Computer Network Specialist**  
Diploma Program

**Completion Time: Six Quarters\***

Prepares students for end-user support of microcomputers and software applications and enhances problem-solving skills while maintaining a high degree of customer service. Program is structured with Microsoft emphasis. After completion of this program, students may transfer all earned credits toward the Computer Information Systems – Networking Associate of Applied Science Degree Program.

**Networking Certification**

**Certification related courses support the Microsoft Certified Professional certification program requirements. Students will have the opportunity to certify in A+ Hardware Technician, 70-270 Windows Network Client, 70-290 Windows Server Administration, and Network + as part of the program. Certification test fees are included in tuition. The other certification prep opportunities continues to prepare the student for advanced certification Microsoft Certified Systems Administrator (MCSA) which administers network and systems environments based on the Windows operating systems. Passing the certification exams is not a requirement of the program. Additional advanced certification fees are not included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
IT120	Hardware Technician	4.5
IT121	Windows Network Client Φ	4.5
IT130	Linux Fundamentals	4.5
IT140	Windows Server Administration	4.5
IT150	Introduction to Scripting	4.5
CN200	Network Infrastructure	4.5
CN210	Directory Services	4.5
CN211	Network Security Φ	4.5
CN220	Networking Scripting	4.5
CN230	Database Fundamentals for System Admins	4.5
CN231	Certification Prep Φ	4.5
CN240	Network Design Analysis	4.5
CN250	Linux Applications	4.5
CN400	Computer Networking Externship	4.5

<b>Total Credits Required</b>	<b>81</b>
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Φ Course available Online only

± Hybrid Courses

**Computer Information Systems—Networking**  
 Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

Prepares students for end-user support of microcomputers and software applications and enhances problem-solving skills while maintaining a high degree of customer service. Program is structured with Microsoft emphasis.

**Networking**

**Certification related courses support the Microsoft Certified Professional certification program requirements. Students will have the opportunity to certify in A+ Hardware Technician, 70-270 Windows Network Client, 70-290 Windows Server Administration, and Network + as part of the program. Certification test fees are included in tuition. The other certification prep opportunities continues to prepare the student for advanced certification Microsoft Certified Systems Administrator (MCSA) which administers network and systems environments based on the Windows operating systems. Passing the certification exams is not a requirement of the program. Additional advanced certification**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

Required Core Courses		
Course	Course Name	Credit Hours
IT120	Hardware Technician	4.5
IT121	Windows Network Client Φ	4.5
IT130	Linux Fundamentals	4.5
IT140	Windows Server Administration	4.5
IT150	Introduction to Scripting	4.5
CN200	Network Infrastructure	4.5
CN210	Directory Services	4.5
CN211	Network Security Φ	4.5
CN220	Networking Scripting	4.5
CN230	Database Fundamentals for System Admins	4.5
CN231	Certification Prep Φ	4.5
CN240	Network Design Analysis	4.5
CN250	Linux Applications	4.5
CN260	Messaging Φ	4.5
CN270	Project Management Φ	4.5
CN400	Computer Networking Externship	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN101	Introduction to Algebra Φ	4.5
GEN120	Composition I Φ	4.5
GEN130	Introduction to American Politics Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>108</b>
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Φ Course available Online only  
 ± Hybrid Courses

## Medical Assistant

Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

The Medical Assistant Program will provide the successful student the skills necessary to function in a medical office environment. The program will emphasize the skills needed in both the front office and back office areas. The student will show proficiency in skills, such as oral and written communications, computer and data entry, records management, the management of mail and telephones, and accurate bookkeeping and accounting procedures. They will be familiar with medical terminology, and human anatomy and physiology, and will understand the legal requirements associated with the medical field and the release of information. They will also demonstrate competence in measuring vital signs, administering medications, performing diagnostic and laboratory testing.

### Medical Certifications

**Certification related courses support the American Medical Technologist certifications program. Medical Office Assistant Students will take the Certified Medical Administrative Specialist (CMAS) exam. CMAS serves a key role in medical office, clinic and hospital settings this certification acknowledges competencies in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks. Certification also maintains familiarity with clinical and technical concepts required to coordinate administrative office functions in the healthcare setting. Medical Assistant Students will take the Registered Medical Assistant (RMA) exam. RMA is an integral member of the health care delivery team this certification acknowledges competencies to insure qualifications to work in the administrative office, the examining room and the physician's office laboratory. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

### Required Support Courses

Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

### Required Core Courses

Course	Course Name	Credit Hours
MA100	Medical Terminology	4.5
MA110	Anatomy and Physiology	4.5
MA120	Medical Law and Ethics	4.5
MA150	Basic Insurance	4.5
MA160	Medical Keyboarding / Transcription	4.5
MA105	Medical Terminology	4.5
MA180	Medical Office Administration / Medisoft Φ	4.5
MA115	Anatomy and Physiology	4.5
MA190	Medical Office Communications	4.5
MAA250	Pathophysiology	4.5
MAA260	Pharmacology	4.5
MAA270	Clinical	4.5
MAA280	Laboratory	4.5
MAA281	Medical Assisting Certification Preparationα	4.5
MA400	Medical Assistant Externship	4.5

### Required General Education Courses

Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN140	Psychology Φ	4.5
GEN150	Introduction to Biology Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

**Total Credits Required 108**

Φ Course available Online only

± Hybrid Courses

**Medical Laboratory Technician**  
Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

The Medical Laboratory Technician Program prepares students to become skilled laboratory professionals to work in a clinical laboratory setting under the supervision of a qualified physician and/or medical technologist. As a technician they will perform laboratory procedures involving body fluids in the areas of hematology, microbiology, coagulation, transfusion service (blood bank), immunology, serology, clinical chemistry and urinalysis. A laboratory technician operates automated analyzers and monitors quality control programs. Although technicians have limited patient contact, clinical laboratory testing plays a crucial role in the detection, diagnosis and treatment of disease.

**Medical Laboratory Technician Certification**

**Certification related courses support the American Medical Technologist certifications program. Medical Laboratory Technician students will take the Certified MLT(AMT) exam. Since the development of this career profession in the 1920s, laboratory professionals have played a vital role in the diagnosis and prevention of disease. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

Required Core Courses		
Course	Course Name	Credit Hours
MLT100	Medical Laboratory Technician Principles and Practices	4.5
MLT105	Laboratory Calculations	4.5
MLT110	Anatomy and Physiology	4.5
MLT115	Anatomy and Physiology	4.5
MLT200	Urinalysis and Body Fluids	4.5
MLT205	Immunology/Serology	4.5
MLT210	Microbiology Φ	4.5
MLT215	Pathophysiology	4.5
MLT220	Hematology/Coagulation	4.5
MLT225	Mycology, Parasitology, Virology Φ	4.5
MLT300	Clinical Chemistry Laboratory	4.5
MLT305	Clinical Principles and Practices	4.5
MLT310	Clinical Chemistry Laboratory	4.5
MLT315	Clinical Principles and Practices	4.5
MLT320	Medical Laboratory Technician Certification Prep Φ	4.5
MLT400	Medical Laboratory Technician Externship (Practicum)	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN140	Psychology Φ	4.5
GEN170	Introduction to Microbiology Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN190	Basic Chemistry Φ	4.5

<b>Total Credits Required</b>	<b>108</b>
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Φ Course available Online only  
± Hybrid Courses

**Medical Office Assistant  
Diploma Program**

**Completion Time: Six Quarters\***

The Medical Office Assistant Diploma Program will provide the student the skills necessary to function in a medical office environment. The program will emphasize, and the student will show proficiency in areas, such as oral and written communications skills, computer and data entry skills, records management skills, the management of mail and telephones, and accurate bookkeeping and accounting procedures. They will be familiar with medical terminology, and human anatomy and physiology, and will understand the legal requirements associated with the medical field, and the release of information. They will also demonstrate competence in the medical coding and insurance billing procedures.

**Medical Certifications**

**Certification related courses support the American Medical Technologist certifications program. Medical Office Assistant Students will take the Certified Medical Administrative Specialist (CMAS) exam. CMAS serves a key role in medical office, clinic and hospital settings this certification acknowledges competencies in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks. Certification also maintains familiarity with clinical and technical concepts required to coordinate administrative office functions in the healthcare setting. Medical Assistant Students will take the Registered Medical Assistant (RMA) exam. RMA is an integral member of the health care delivery team this certification acknowledges competencies to insure qualifications to work in the administrative office, the examining room and the physician's office laboratory. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
MA100	Medical Terminology	4.5
MA110	Anatomy and Physiology	4.5
MA120	Medical Law and Ethics	4.5
MA150	Basic Insurance	4.5
MA160	Medical Keyboarding / Transcription	4.5
MA105	Medical Terminology	4.5
MA180	Medical Office Administration / Medisoft Φ	4.5
MA115	Anatomy and Physiology	4.5
MA190	Medical Office Communications	4.5
GEN140	Psychology Φ	4.5
GEN150	Introduction to Biology Φ	4.5
MA212	Coding & Billing Φ	4.5
MA213	Medical Office Assistant Certification Preparation Φ	4.5
MOA400	Medical Office Assistant Externship	4.5

<b>Total Credits Required</b>	<b>81</b>
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Φ Course available Online only

± Hybrid Courses

**Medical Administrative Specialist**  
Associate of Applied Science Degree Program

**Completion Time: Seven Quarters\***

The Medical Administrative Specialist Program offers a broad foundation of knowledge and skills expanding the traditional roll of a medical office professional to management. The program adds management content including the use of technology to develop communication skills, familiarization with health care providers, medical office bookkeeping & accounting, and reimbursement methods. Students will learn to use a higher level thinking skills, and decision making skills required for medical office management.

**Medical Certifications**

**Certification related courses support the American Medical Technologist certifications program. Medical Office Assistant Students will take the Certified Medical Administrative Specialist (CMAS) exam. CMAS serves a key role in medical office, clinic and hospital settings this certification acknowledges competencies in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
MA100	Medical Terminology	4.5
MA110	Anatomy and Physiology	4.5
MA120	Medical Law and Ethics	4.5
MA150	Basic Insurance	4.5
MA160	Medical Keyboarding / Transcription	4.5
MA105	Medical Terminology	4.5
MA180	Medical Office Administration / Medisoft Φ	4.5
MA115	Anatomy and Physiology	4.5
MA190	Medical Office Communications	4.5
MA212	Coding & Billing Φ	4.5
MA213	Medical Office Assistant Certification Preparation Φ	4.5
MOA400	Medical Office Assistant Externship	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN140	Psychology Φ	4.5
GEN150	Introduction to Biology Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>94.5</b>
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Φ Course available Online only

± Hybrid Courses

**Personal Trainer  
Diploma Program**

**Completion Time: Six Quarters\***

The Personal Trainer Diploma Program will provide the student the skills necessary to function in a physical fitness environment. The program will emphasize, and the student will show proficiency in areas such as office management, records management, lifestyle and health, nutrition, athletic training, psychology and sports medicine. They will be familiar with industry terminology, and biomechanics and exercise physiology. Students will also understand the legal requirements associated with the fitness industry and how to obtain and release client information. After completion of this program, students may transfer all earned credits toward the Exercise Specialist Associate of Applied Science Degree Program.

**Personal Trainer Certification**

**Core courses within the Personal Trainer and Exercise Specialist programs support national certifications administered by the American Council on Exercise (ACE) or National Strength and Conditioning Association (NSCA) as a Certified Personal Trainer. The student will be evaluated at both the 30 and 60 week point of their program of study to determine if they are meeting program requirements (this measurement is aside from the standard Satisfactory Academic Progress measurement points as defined within the College Catalog). Both program measurement points will consist of a review of the student's grade point average (2.0 cumulative GPA) and attendance record (80%). Upon review of these measurements, a student may be eligible to enroll in the Exercise Specialist Associate of Applied Science degree program.**

**Personal trainers are health/fitness professionals who, using an individualized approach, assess, motivate, educate and train clients regarding their health and fitness needs. They design safe and effective exercise programs, provide the guidance to help clients achieve their personal health/fitness goals and respond appropriately in emergency situations. Recognizing their own area of expertise, personal trainers refer clients to other health care professionals when appropriate. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
PT100	Lifestyle and Health	4.5
PT101	Anatomy and Physiology	4.5
PT102	Leisure Programming	4.5
PT103	Anatomy and Physiology	4.5
PT105	The Business of Personal Training Φ	4.5
PT106	Kinesiology	4.5
PT110	Biomechanics	4.5
PT120	Exercise Physiology	4.5
PT130	Nutrition, Diet and Weight Management Φ	4.5
PT140	Personal Training	4.5
PT150	Psychology and Techniques of Personal Training	4.5
PT160	Sports Medicine First Aid	4.5
PT170	Sport Law and Ethics Φ	4.5
PT400	Personal Trainer Externship	4.5

<b>Total Credits Required</b>	<b>81</b>
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Φ Course available Online only

± Hybrid Courses

## Exercise Specialist

Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

The Exercise Specialist Academic Associate Degree Program will provide the student the skills necessary to function in a physical fitness environment. The program will emphasize, and the student will show proficiency in areas, such as office management, records management, lifestyle and health, nutrition, athletic training, psychology and sports medicine. They will be familiar with industry terminology, and biomechanics and exercise physiology. Students will also understand the legal requirements associated with the fitness industry and how to obtain and release client information.

### Exercise Specialist Certification

**Core courses within the Personal Trainer and Exercise Specialist programs support national certifications administered by the American Council on Exercise (ACE) or National Strength and Conditioning Association (NSCA) as a Certified Personal Trainer. The student will be evaluated at both the 30 and 60 week point of their program of study to determine if they are meeting program requirements (this measurement is aside from the standard Satisfactory Academic Progress measurement points as defined within the College Catalog). Both program measurement points will consist of a review of the student's grade point average (2.0 cumulative GPA) and attendance record (80%). Upon review of these measurements, a student may be eligible to enroll in the Exercise Specialist Associate of Applied Science Degree Program.**

**Exercise Specialists are health/fitness professionals who, using an individualized approach, assess, motivate, educate and train clients regarding their health and fitness needs. They design safe and effective exercise programs, provide the guidance to help clients achieve their personal health/fitness goals and respond appropriately in emergency situations. Recognizing their own area of expertise, personal trainers refer clients to other health care professionals when appropriate. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

Required Core Courses		
Course	Course Name	Credit Hours
PT100	Lifestyle and Health	4.5
PT101	Anatomy and Physiology	4.5
PT102	Leisure Programming	4.5
PT103	Anatomy and Physiology	4.5
PT105	The Business of Personal Training Φ	4.5
PT106	Kinesiology	4.5
PT110	Biomechanics	4.5
PT120	Exercise Physiology	4.5
PT130	Nutrition, Diet and Weight Management Φ	4.5
PT140	Personal Training	4.5
PT150	Psychology and Techniques of Personal Training	4.5
PT160	Sports Medicine First Aid	4.5
PT170	Sport Law and Ethics Φ	4.5
PT200	Exercise Testing and Prescription Φ	4.5
PT205	Conducting and Reading Research in Health and Human Performance Φ	4.5
PT400	Personal Trainer Externship	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN101	Introduction to Algebra Φ	4.5
GEN120	Composition I Φ	4.5
GEN130	Introduction to American Politics Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>108</b>
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Φ Course available Online only

± Hybrid Courses

## **Gaming And Robotics**

### **Diploma Program**

#### ***Completion Time: Six Quarters\****

This program prepares students to enter the field of graphic design, visual communication, multimedia, animation and robotics. Students will learn various languages to the cutting edge of gaming, art and design programming. Students begin by gaining a firm foundation in the design and structure of a game design programming, then move on to learn the most marketable languages currently being used in the gaming industry. To enhance the program, robotics programming has been added to increase employment opportunities with the programming field. After completion of this program, students may transfer all earned credits toward the Gaming and Robotics Specialist Associate of Applied Science Degree Program.

#### ***Gaming***

***Certification related courses support requirements for certification as an Adobe Certified Associate (ACA). This certification is a credential that validates entry-level skills needed to plan, design, build and maintain effective communications by using different forms of digital media. Each associate-level certification exam will correspond to a particular Adobe application used for digital communication including; web communication using Adobe Dreamweaver, Rich Media Communication using Adobe Flash, and Visual Communication using Adobe Photoshop. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.***

#### **Required Support Courses**

<i>Course</i>	<i>Course Name</i>	<i>Credit Hours</i>
CA100	Introduction To Computer Software Management ±	4.5
CA110	Introduction To Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

#### **Required Core Courses**

<i>Course</i>	<i>Course Name</i>	<i>Credit Hours</i>
G100	Structures and Problem Solving	4.5
G110	Principles of Game Programming in C++	4.5
G120	Principles of Visual Programming in C#	4.5
G130	Cross Platform Programming	4.5
G131	Intro to Game Development Φ	4.5
G200	Game Concept Design	4.5
G210	Graphic Programming	4.5
G220	3 Dimensional Art & Design	4.5
G230	Mechanics of Manipulation and Mobility	4.5
G231	Modifying Games Φ	4.5
G240	Advanced Visual Programming	4.5
G250	The Business of Gaming	4.5
G251	Gaming Math Φ	4.5
G400	Gaming and Robotics Externship	4.5

<b>Total Credits Required</b>	<b>81</b>
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Φ Course available Online only

± Hybrid Courses

**Gaming And Robotics Specialist**  
 Associate of Applied Science Degree

**Completion Time: Eight Quarters\***

This program prepares students to enter the field of graphic design, visual communication, multimedia, animation, and robotics. Students will learn various languages to the cutting edge of gaming, art and design programming. Students begin by gaining a firm foundation in the design and structure of a game design programming, then move on to learn the most marketable languages currently being used in the gaming industry. To enhance the program, robotics programming has been added to increase employment opportunities with the programming field.

**Gaming**

**Certification related courses support requirements for certification as an Adobe Certified Associate (ACA). This certification is a credential that validates entry-level skills needed to plan, design, build and maintain effective communications by using different forms of digital media. Each associate-level certification exam will correspond to a particular Adobe application used for digital communication including; web communication using Adobe Dreamweaver, Rich Media Communication using Adobe Flash, and Visual Communication using Adobe Photoshop. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

Required Core Courses		
Course	Course Name	Credit Hours
G100	Structures and Problem Solving	4.5
G110	Principles of Game Programming in C++	4.5
G120	Principles of Visual Programming in C#	4.5
G130	Cross Platform Programming	4.5
G131	Intro to Game Development Φ	4.5
G200	Game Concept Design	4.5
G210	Graphic Programming	4.5
G220	3 Dimensional Art & Design	4.5
G230	Mechanics of Manipulation and Mobility	4.5
G231	Modifying Games Φ	4.5
G240	Advanced Visual Programming	4.5
G250	The Business of Gaming	4.5
G251	Gaming Math Φ	4.5
G260	Python Φ	4.5
G270	Advanced Business of Gaming Φ	4.5
G400	Gaming and Robotics Externship	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN101	Introduction to Algebra Φ	4.5
GEN120	Composition I Φ	4.5
GEN130	Introduction to American Politics Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>108</b>
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Φ Course available Online only  
 ± Hybrid Courses

## Criminal Justice

### Associate of Applied Science Degree Program

#### Completion Time: Seven Quarters\*

The Criminal Justice Associate of Applied Science Degree Program is designed as a multifaceted program of study. The student is prepared for entry-level employment or advancement in law enforcement, corrections, probations, immigration security services and comparable types of employment. Students preparing for a career in criminal justice and security will study private, industrial and retail security. This is not a training program for police or correction officers. However, it will provide a broad understanding of the criminal justice system in the United States and a fundamental knowledge of the social and behavioral sciences.

#### Required Support Courses

Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5
GEN115	Foreign Language Φ	4.5

#### Required Core Courses

Course	Course Name	Credit Hours
CJ100	Legal Ethics	4.5
CJ110	Criminal Law	4.5
CJ115	Criminal Procedures	4.5
CJ120	Criminal Justice Administration	4.5
CJ200	Criminal Investigation	4.5
CJ205	Introduction to Law Enforcement	4.5
CJ210	Criminology Φ	4.5
CJ215	Introduction to Security	4.5
CJ220	Introduction to Corrections Φ	4.5
CJ225	Case Report Writing	4.5
CJ400	Criminal Justice Externship	4.5

#### Required General Education Courses

Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN130	Intro to American Politics Φ	4.5
GEN140	Psychology Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>94.5</b>
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Φ Course available Online only

± Hybrid Courses



# Topeka Campus

## Programs and Course Descriptions

### Programs Offered

The programs offered instruct the students in all major areas of their chosen careers. Because the programs are comprehensive, graduates are eligible to choose from a variety of career positions. The following programs are available:

#### **Associate of Applied Science Degrees**

*Business Administration and Management*  
*Computer Information Systems—Networking*  
*Computer Science - Programming*  
*Medical Assistant*  
*Medical Laboratory Technician*  
*Criminal Justice*  
*Medical Administrative Specialist*

#### **Diploma Programs**

*Business Administration*  
*Computer Network Specialist*  
*Computer Programming*  
*Medical Office Assistant*

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### **Administration**

Administration of Bryan College—Topeka:

The facilities in our college is of ample size for the student population. Currently the facility consists of eleven classrooms, approximately 90 computers, and a library accessible to all students and staff.

1527 SW Fairlawn Rd  
Topeka, KS 66604  
(785) 272-0889

### **Staff / Faculty**

See ADDENDUM-FACULTY

### **Library**

Bryan College provides materials to serve as supplemental information for each of its programs. In addition ProQuest, an online research center, offers access to more than 4400 titles, with over 2500 in full text from 1971 forward. It features a diversified mix of scholarly journals, trade publications, magazines, and newspapers. The materials are broken into two components: a core list of publications; plus 15 supplemental subject-specific modules covering Arts, Business, Children, Education, General Interest, Health, Humanities, International, Law, Military, Multicultural, Psychology, Sciences, Social Sciences, and Women's Interest. All of this information can be accessed by all staff and all students enrolled at Bryan College.

The library has a professionally trained Librarian to supervise and manage the library, instructional resources, facilitate their integration into all phases of the institution's curricular and educational offerings, and assist students in their use. A complete listing of all materials available will be maintained using the Library of Congress classification system.

Reference materials are available to students and may be checked out through the Library Tech. Students are responsible for materials checked out in their names. Lost or damaged materials must be replaced and paid for by the person that checked out the resource. Any checked-out materials must be returned by the expected due date. Returning all resources prior to the completion of a student's educational program is a requirement for graduation.

The System Librarian and the Library Techs are assigned to maintain the library and assist in its use. The library is accessible to staff and students daily, and ProQuest, an online research center, is available twenty four hours a day. Library assistance is available within the physical library by sending an e-mail to [bclibrarians@bryancollege.com](mailto:bclibrarians@bryancollege.com), or by phone at 417-862-5700, 1-800-397-1894.

Library Operational Hours:

#### **Monday/Tuesday**

8:30am – 12:30pm  
4:30pm – 8:30pm

#### **Wednesday – Friday**

9:00am – 12:00 Noon

#### **Topeka Online Library Section**

The college offers access to virtual reference materials supporting all programs at Bryan College. To access go to the library link found on the Bryan College web site at [www.bryancolleges.edu](http://www.bryancolleges.edu) or click the library link located within each course. If additional research assistance is required, please contact the librarian by sending an e-mail to [bclibrarians@bryancollege.com](mailto:bclibrarians@bryancollege.com) or by phone at 417-862-5700, or 1-800-397-1894.

## **Business Administration**

### **Diploma Program**

#### **Completion Time: Six Quarters\***

The Business Administration Program will provide the student with an extensive business background, focusing on principles and techniques of effective administration. The program will emphasize development of effective leaders capable of thinking critically, solving problems effectively, making sound business decisions efficiently, and communicating effectively. Business courses will prepare the student to become a management trainee in administration, manufacturing, retail, restaurant, technology, and many other related industries. After completion of this program, students may transfer all earned credits toward the Business Administration and Management Associate of Applied Science Degree Program.

#### **Business Administration Certification**

**Certification related courses support the International Association of Administration Professionals. The Certified Administrative Professional (CAP) certification program prepares students for all facets of the administrative professional office management position. Certification improves not only professional qualifications, but increases skills, knowledge, the potential to earn a higher salary and raises professional self esteem. Passing the certification exams is not a requirement of the program and fees are not included in tuition.**

<b>Required Support Courses</b>		
<i>Course</i>	<i>Course Name</i>	<i>Credit Hours</i>
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

<b>Required Core Courses</b>		
<i>Course</i>	<i>Course Name</i>	<i>Credit Hours</i>
BA100	Business Communications	4.5
BA101	Keyboarding Φ	4.5
BA105	Business Accounting Concepts	4.5
BA106	Business Accounting Functions	4.5
BA110	Principles of Business	4.5
BA120	Leadership	4.5
BA125	Organizational Behavior	4.5
BA126	Project Management Φ	4.5
BA130	Human Resource Management	4.5
BA140	Business Law	4.5
BA 175	Business Applications	4.5
BA 185	Economics Φ	4.5
BA195	Sales and Marketing	4.5
BA400	Business Administration Externship	4.5

<b>Total Credits Required</b>	<b>81</b>
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Φ Course available Online only

± Hybrid Courses

**Business Administration and Management**  
Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

The Business Administration Program will provide the student with an extensive business background, focusing on principles and techniques of effective administration. The program will emphasize development of effective leaders capable of thinking critically, solving problems effectively, making sound business decisions efficiently, and communicating effectively. Business courses will prepare the student to become a management trainee in administration, manufacturing, retail, restaurant, technology, and many other related industries.

**Business Administration Certification**

**Certification related courses support the International Association of Administration Professionals. The Certified Administrative Professional (CAP) certification program prepares students for all facets of the administrative professional office management position. Certification improves not only professional qualifications, but increases skills, knowledge, the potential to earn a higher salary and raises professional self esteem. Passing the certification exams is not a requirement of the program and fees are not included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

Required Core Courses		
Course	Course Name	Credit Hours
BA100	Business Communications	4.5
BA101	Keyboarding Φ	4.5
BA105	Business Accounting Concepts	4.5
BA106	Business Accounting Functions	4.5
BA110	Principles of Business	4.5
BA120	Leadership	4.5
BA125	Organizational Behavior	4.5
BA126	Project Management Φ	4.5
BA130	Human Resource Management	4.5
BA140	Business Law	4.5
BA 175	Business Applications	4.5
BA 185	Economics Φ	4.5
BA195	Sales and Marketing	4.5
BA400	Business Administration Externship	4.5
BA196	Office Management Φ	4.5
BA197	Office Certification Prep Φ	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN101	Introduction to Algebra Φ	4.5
GEN120	Composition I Φ	4.5
GEN130	Introduction to American Politics Φ	4.5
GEN180	Technical Writing Φ	5.0
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>108.5</b>
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Φ Course available Online only  
± Hybrid Courses

**Computer Network Specialist**  
Diploma Program

**Completion Time: Six Quarters\***

Prepares students for end-user support of microcomputers and software applications and enhances problem-solving skills while maintaining a high degree of customer service. Program is structured with Microsoft emphasis. After completion of this program, students may transfer all earned credits toward the Computer Information Systems – Networking Associate of Applied Science Degree Program.

**Networking Certification**

**Certification related courses support the Microsoft Certified Professional certification program requirements. Students will have the opportunity to certify in A+ Hardware Technician, 70-270 Windows Network Client, 70-290 Windows Server Administration, and Network + as part of the program. Certification test fees are included in tuition. The other certification prep opportunities continues to prepare the student for advanced certification Microsoft Certified Systems Administrator (MCSA) which administers network and systems environments based on the Windows operating systems. Passing the certification exams is not a requirement of the program. Additional advanced certification fees are not included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
IT120	Hardware Technician	4.5
IT121	Windows Network Client Φ	4.5
IT130	Linux Fundamentals	4.5
IT140	Windows Server Administration	4.5
IT150	Introduction to Scripting	4.5
CN200	Network Infrastructure	4.5
CN210	Directory Services	4.5
CN211	Network Security Φ	4.5
CN220	Networking Scripting	4.5
CN230	Database Fundamentals for System Admins	4.5
CN231	Certification Prep Φ	4.5
CN240	Network Design Analysis	4.5
CN250	Linux Applications	4.5
CN400	Computer Networking Externship	4.5

<b>Total Credits Required</b>	<b>81</b>
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Φ Course available Online only

± Hybrid Courses

## Computer Information Systems—Networking

Associate of Applied Science Degree Program

### Completion Time: Eight Quarters\*

Prepares students for end-user support of microcomputers and software applications and enhances problem-solving skills while maintaining a high degree of customer service. Program is structured with Microsoft emphasis.

### Networking

**Certification related courses support the Microsoft Certified Professional certification program requirements. Students will have the opportunity to certify in A+ Hardware Technician, 70-270 Windows Network Client, 70-290 Windows Server Administration, and Network + as part of the program. Certification test fees are included in tuition. The other certification prep opportunities continues to prepare the student for advanced certification Microsoft Certified Systems Administrator (MCSA) which administers network and systems environments based on the Windows operating systems. Passing the certification exams is not a requirement of the program. Additional advanced certification**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

Required Core Courses		
Course	Course Name	Credit Hours
IT120	Hardware Technician	4.5
IT121	Windows Network Client Φ	4.5
IT130	Linux Fundamentals	4.5
IT140	Windows Server Administration	4.5
IT150	Introduction to Scripting	4.5
CN200	Network Infrastructure	4.5
CN210	Directory Services	4.5
CN211	Network Security Φ	4.5
CN220	Networking Scripting	4.5
CN230	Database Fundamentals for System Admins	4.5
CN231	Certification Prep Φ	4.5
CN240	Network Design Analysis	4.5
CN250	Linux Applications	4.5
CN260	Messaging Φ	4.5
CN270	Project Management Φ	4.5
CN400	Computer Networking Externship	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN101	Introduction to Algebra Φ	4.5
GEN120	Composition I Φ	4.5
GEN130	Introduction to American Politics Φ	4.5
GEN180	Technical Writing Φ	5.0
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>108.5</b>
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Φ Course available Online only

± Hybrid Courses

## Medical Assistant

Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

The Medical Assistant Program will provide the successful student the skills necessary to function in a medical office environment. The program will emphasize the skills needed in both the front office and back office areas. The student will show proficiency in skills, such as oral and written communications, computer and data entry, records management, the management of mail and telephones, and accurate bookkeeping and accounting procedures. They will be familiar with medical terminology, and human anatomy and physiology, and will understand the legal requirements associated with the medical field and the release of information. They will also demonstrate competence in measuring vital signs, administering medications, performing diagnostic and laboratory testing.

### Medical Certifications

**Certification related courses support the American Medical Technologist certifications program. Medical Office Assistant Students will take the Certified Medical Administrative Specialist (CMAS) exam. CMAS serves a key role in medical office, clinic and hospital settings this certification acknowledges competencies in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks. Certification also maintains familiarity with clinical and technical concepts required to coordinate administrative office functions in the healthcare setting. Medical Assistant Students will take the Registered Medical Assistant (RMA) exam. RMA is an integral member of the health care delivery team this certification acknowledges competencies to insure qualifications to work in the administrative office, the examining room and the physician's office laboratory. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

### Required Support Courses

Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

### Required Core Courses

Course	Course Name	Credit Hours
MA100	Medical Terminology	4.5
MA110	Anatomy and Physiology	4.5
MA120	Medical Law and Ethics	4.5
MA150	Basic Insurance	4.5
MA160	Medical Keyboarding / Transcription	4.5
MA105	Medical Terminology	4.5
MA180	Medical Office Administration / Medisoft Φ	4.5
MA115	Anatomy and Physiology	4.5
MA190	Medical Office Communications	4.5
MAA250	Pathophysiology	4.5
MAA260	Pharmacology	4.5
MAA270	Clinical	4.5
MAA280	Laboratory	4.5
MAA281	Medical Assisting Certification Preparationα	4.5
MA400	Medical Assistant Externship	4.5

### Required General Education Courses

Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN140	Psychology Φ	4.5
GEN150	Introduction to Biology Φ	4.5
GEN180	Technical Writing Φ	5.0
GEN200	College Algebra Φ	4.5

**Total Credits Required 108.5**

Φ Course available Online only

± Hybrid Courses

**Medical Laboratory Technician**  
Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

The Medical Laboratory Technician Program prepares students to become skilled laboratory professionals to work in a clinical laboratory setting under the supervision of a qualified physician and/or medical technologist. As a technician they will perform laboratory procedures involving body fluids in the areas of hematology, microbiology, coagulation, transfusion service (blood bank), immunology, serology, clinical chemistry and urinalysis. A laboratory technician operates automated analyzers and monitors quality control programs. Although technicians have limited patient contact, clinical laboratory testing plays a crucial role in the detection, diagnosis and treatment of disease.

**Medical Laboratory Technician Certification**

**Certification related courses support the American Medical Technologist certifications program. Medical Laboratory Technician students will take the Certified MLT(AMT) exam. Since the development of this career profession in the 1920s, laboratory professionals have played a vital role in the diagnosis and prevention of disease. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

Required Core Courses		
Course	Course Name	Credit Hours
MLT100	Medical Laboratory Technician Principles and Practices	4.5
MLT105	Laboratory Calculations	4.5
MLT110	Anatomy and Physiology	4.5
MLT115	Anatomy and Physiology	4.5
MLT200	Urinalysis and Body Fluids	4.5
MLT205	Immunology/Serology	4.5
MLT210	Microbiology Φ	4.5
MLT215	Pathophysiology	4.5
MLT220	Hematology/Coagulation	4.5
MLT225	Mycology, Parasitology, Virology Φ	4.5
MLT300	Clinical Chemistry Laboratory	4.5
MLT305	Clinical Principles and Practices	4.5
MLT310	Clinical Chemistry Laboratory	4.5
MLT315	Clinical Principles and Practices	4.5
MLT320	Medical Laboratory Technician Certification Prep Φ	4.5
MLT400	Medical Laboratory Technician Externship (Practicum)	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN140	Psychology Φ	4.5
GEN170	Introduction to Microbiology Φ	4.5
GEN180	Technical Writing Φ	5.0
GEN190	Basic Chemistry Φ	4.5

<b>Total Credits Required</b>	<b>108.5</b>
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Φ Course available Online only  
± Hybrid Courses

**Medical Office Assistant  
Diploma Program**

**Completion Time: Six Quarters\***

The Medical Office Assistant Diploma Program will provide the student the skills necessary to function in a medical office environment. The program will emphasize, and the student will show proficiency in areas, such as oral and written communications skills, computer and data entry skills, records management skills, the management of mail and telephones, and accurate bookkeeping and accounting procedures. They will be familiar with medical terminology, and human anatomy and physiology, and will understand the legal requirements associated with the medical field, and the release of information. They will also demonstrate competence in the medical coding and insurance billing procedures.

**Medical Certifications**

**Certification related courses support the American Medical Technologist certifications program. Medical Office Assistant Students will take the Certified Medical Administrative Specialist (CMAS) exam. CMAS serves a key role in medical office, clinic and hospital settings this certification acknowledges competencies in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks. Certification also maintains familiarity with clinical and technical concepts required to coordinate administrative office functions in the healthcare setting. Medical Assistant Students will take the Registered Medical Assistant (RMA) exam. RMA is an integral member of the health care delivery team this certification acknowledges competencies to insure qualifications to work in the administrative office, the examining room and the physician's office laboratory. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
MA100	Medical Terminology	4.5
MA110	Anatomy and Physiology	4.5
MA120	Medical Law and Ethics	4.5
MA150	Basic Insurance	4.5
MA160	Medical Keyboarding / Transcription	4.5
MA105	Medical Terminology	4.5
MA180	Medical Office Administration / Medisoft Φ	4.5
MA115	Anatomy and Physiology	4.5
MA190	Medical Office Communications	4.5
GEN140	Psychology Φ	4.5
GEN150	Introduction to Biology Φ	4.5
MA212	Coding & Billing Φ	4.5
MA213	Medical Office Assistant Certification Preparation Φ	4.5
MOA400	Medical Office Assistant Externship	4.5

<b>Total Credits Required</b>	<b>81</b>
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Φ Course available Online only

± Hybrid Courses

**Medical Administrative Specialist**  
Associate of Applied Science Degree Program

**Completion Time: Seven Quarters\***

The Medical Administrative Specialist Program offers a broad foundation of knowledge and skills expanding the traditional roll of a medical office professional to management. The program adds management content including the use of technology to develop communication skills, familiarization with health care providers, medical office bookkeeping & accounting, and reimbursement methods. Students will learn to use a higher level thinking skills, and decision making skills required for medical office management.

**Medical Certifications**

**Certification related courses support the American Medical Technologist certifications program. Medical Office Assistant Students will take the Certified Medical Administrative Specialist (CMAS) exam. CMAS serves a key role in medical office, clinic and hospital settings this certification acknowledges competencies in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
MA100	Medical Terminology	4.5
MA110	Anatomy and Physiology	4.5
MA120	Medical Law and Ethics	4.5
MA150	Basic Insurance	4.5
MA160	Medical Keyboarding / Transcription	4.5
MA105	Medical Terminology	4.5
MA180	Medical Office Administration / Medisoft Φ	4.5
MA115	Anatomy and Physiology	4.5
MA190	Medical Office Communications	4.5
MA212	Coding & Billing Φ	4.5
MA213	Medical Office Assistant Certification Preparation Φ	4.5
MOA400	Medical Office Assistant Externship	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN140	Psychology Φ	4.5
GEN150	Introduction to Biology Φ	4.5
GEN180	Technical Writing Φ	5.0
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>95</b>
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Φ Course available Online only

± Hybrid Courses

**Computer Programming**  
Diploma Program

**Completion Time: Six Quarters\***

Prepares student to program computers from legacy languages to cutting edge programming languages. Students begin by gaining a firm foundation in the design and structure of a computer program, then move on to learn the most marketable languages currently being used in the industry. After completion of this program, students may transfer all earned credits toward the Computer Science – Programming Associate of Applied Science Degree program.

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
IT120	Hardware Technician	4.5
IT121	Windows Network Client Φ	4.5
IT130	Linux Fundamentals	4.5
IT140	Windows Server Administration	4.5
IT150	Introduction to Scripting	4.5
CP200	Network Programming	4.5
CP210	Applied Database Programming	4.5
CP211	Object-Oriented Approach to Programming Logic and Design Φ	4.5
CP220	C++ Programming	4.5
CP230	Object-Oriented Programming With C#	4.5
CP231	Critical Thinking Φ	4.5
CP240	Object-Oriented Programming With VB.Net	4.5
CP250	Business-Oriented Database Development With Design Theory	4.5
CP400	Computer Programming Externship	4.5

<b>Total Credits Required</b>	<b>81</b>
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Φ Course available Online only

± Hybrid Courses

**Computer Science - Programming**  
**Associate of Applied Science Degree Program**

**Completion Time: Eight Quarters\***

Prepares student to program computers from legacy languages to cutting edge programming languages. Students begin by gaining a firm foundation in the design and structure of a computer program, then move on to learn the most marketable languages currently being used in the industry.

<b>Required Support Courses</b>		
<i>Course</i>	<i>Course Name</i>	<i>Credit Hours</i>
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

<b>Required Core Courses</b>		
<i>Course</i>	<i>Course Name</i>	<i>Credit Hours</i>
IT120	Hardware Technician	4.5
IT121	Windows Network Client Φ	4.5
IT130	Linux Fundamentals	4.5
IT140	Windows Server Administration	4.5
IT150	Introduction to Scripting	4.5
CP200	Network Programming	4.5
CP210	Applied Database Programming	4.5
CP211	Object-Oriented Approach to Programming Logic and Design Φ	4.5
CP220	C++ Programming	4.5
CP230	Object-Oriented Programming With C#	4.5
CP231	Critical Thinking Φ	4.5
CP240	Object-Oriented Programming With VB.Net	4.5
CP250	Business-Oriented Database Development With Design Theory	4.5
CP260	Programmable Logic Controllers Φ	4.5
CP270	Project Management Φ	4.5
CP400	Computer Programming Externship	4.5

<b>Required General Education Courses</b>		
<i>Course</i>	<i>Course Name</i>	<i>Credit Hours</i>
GEN101	Introduction to Algebra Φ	4.5
GEN120	Composition I Φ	4.5
GEN130	Intro to American Politics Φ	4.5
GEN180	Technical Writing Φ	5.0
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>108.5</b>
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Φ Course available Online only

± Hybrid Courses

## Criminal Justice

### Associate of Applied Science Degree Program

#### Completion Time: Seven Quarters\*

The Criminal Justice Associate of Applied Science Degree Program is designed as a multifaceted program of study. The student is prepared for entry-level employment or advancement in law enforcement, corrections, probations, immigration security services and comparable types of employment. Students preparing for a career in criminal justice and security will study private, industrial and retail security. This is not a training program for police or correction officers. However, it will provide a broad understanding of the criminal justice system in the United States and a fundamental knowledge of the social and behavioral sciences.

#### Required Support Courses

Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5
GEN115	Foreign Language Φ	4.5

#### Required Core Courses

Course	Course Name	Credit Hours
CJ100	Legal Ethics	4.5
CJ110	Criminal Law	4.5
CJ115	Criminal Procedures	4.5
CJ120	Criminal Justice Administration	4.5
CJ200	Criminal Investigation	4.5
CJ205	Introduction to Law Enforcement	4.5
CJ210	Criminology Φ	4.5
CJ215	Introduction to Security	4.5
CJ220	Introduction to Corrections Φ	4.5
CJ225	Case Report Writing	4.5
CJ400	Criminal Justice Externship	4.5

#### Required General Education Courses

Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN130	Intro to American Politics Φ	4.5
GEN140	Psychology Φ	4.5
GEN180	Technical Writing Φ	5.0
GEN200	College Algebra Φ	4.5

**Total Credits Required 95**

Φ Course available Online only

± Hybrid Courses



# Rogers Campus

## Programs and Course Descriptions

### Programs Offered

The programs offered instruct the students in all major areas of their chosen careers. Because the programs are comprehensive, graduates are eligible to choose from a variety of career positions. The following programs are available:

#### Associate of Applied Science Degrees

*Business Administration and Management*  
*Computer Information Systems—Networking*  
*Exercise Specialist*  
*Medical Assistant*  
*Medical Laboratory Technician*  
*Criminal Justice*

#### Diploma Programs

*Business Administration*  
*Computer Network Specialist*  
*Medical Office Assistant*  
*Personal Trainer*

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### Administration

#### Administration of Bryan College—Rogers:

The facilities in our college is of ample size for the student population. Currently the facility consists of ten classrooms, approximately 60 computers, and a library accessible to all students and staff.

3704 West Walnut  
Rogers, Arkansas 72756

### Staff / Faculty

See ADDENDUM-FACULTY

### Library

Bryan College provides materials to serve as supplemental information for each of its programs. In addition ProQuest, an online research center, offers access to more than 4400 titles, with over 2500 in full text from 1971 forward. It features a diversified mix of scholarly journals, trade publications, magazines, and newspapers. The materials are broken into two components: a core list of publications; plus 15 supplemental subject-specific modules covering Arts, Business, Children, Education, General Interest, Health, Humanities, International, Law, Military, Multicultural, Psychology, Sciences, Social Sciences, and Women's Interest. All of this information can be accessed by all staff and all students enrolled at Bryan College.

The library has a professionally trained Librarian to supervise and manage the library, instructional resources, facilitate their integration into all phases of the institution's curricular and educational offerings, and assist students in their use. A complete listing of all materials available will be maintained using the Library of Congress classification system.

Reference materials are available to students and may be checked out through the Library Tech. Students are responsible for materials checked out in their names. Lost or damaged materials must be replaced and paid for by the person that checked out the resource. Any checked-out materials must be returned by the expected due date. Returning all resources prior to the completion of a student's educational program is a requirement for graduation.

The System Librarian and the Library Techs are assigned to maintain the library and assist in its use. The library is accessible to staff and students daily, and ProQuest, an online research center, is available twenty four hours a day. Library assistance is available within the physical library by sending an e-mail to [bclibrarians@bryancollege.com](mailto:bclibrarians@bryancollege.com), or by phone at 417-862-5700, 1-800-397-1894.

Library Operational Hours:

**Monday-Thursday**  
8:30am – 2:00pm

**Monday/Tuesday**  
5:00pm – 9:00pm

#### **Rogers Online Library Section**

The college offers access to virtual reference materials supporting all programs at Bryan College. To access go to the library link found on the Bryan College web site at [www.bryancolleges.edu](http://www.bryancolleges.edu) or click the library link located within each course. If additional research assistance is required, please contact the librarian by sending an e-mail to [bclibrarians@bryancollege.com](mailto:bclibrarians@bryancollege.com) or by phone at 417-862-5700, or 1-800-397-1894.

## **Business Administration**

### **Diploma Program**

#### **Completion Time: Six Quarters\***

The Business Administration Program will provide the student with an extensive business background, focusing on principles and techniques of effective administration. The program will emphasize development of effective leaders capable of thinking critically, solving problems effectively, making sound business decisions efficiently, and communicating effectively. Business courses will prepare the student to become a management trainee in administration, manufacturing, retail, restaurant, technology, and many other related industries. After completion of this program, students may transfer all earned credits toward the Business Administration and Management Associate of Applied Science Degree Program.

#### **Business Administration Certification**

**Certification related courses support the International Association of Administration Professionals. The Certified Administrative Professional (CAP) certification program prepares students for all facets of the administrative professional office management position. Certification improves not only professional qualifications, but increases skills, knowledge, the potential to earn a higher salary and raises professional self esteem. Passing the certification exams is not a requirement of the program and fees are not included in tuition.**

### **Required Support Courses**

Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

### **Required Core Courses**

Course	Course Name	Credit Hours
BA100	Business Communications	4.5
BA101	Keyboarding Φ	4.5
BA105	Business Accounting Concepts	4.5
BA106	Business Accounting Functions	4.5
BA110	Principles of Business	4.5
BA120	Leadership	4.5
BA125	Organizational Behavior	4.5
BA126	Project Management Φ	4.5
BA130	Human Resource Management	4.5
BA140	Business Law	4.5
BA 175	Business Applications	4.5
BA 185	Economics Φ	4.5
BA195	Sales and Marketing	4.5
BA400	Business Administration Externship	4.5

**Total Credits Required 81**

Φ Course available Online only

± Hybrid Courses

**Business Administration and Management**  
Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

The Business Administration Program will provide the student with an extensive business background, focusing on principles and techniques of effective administration. The program will emphasize development of effective leaders capable of thinking critically, solving problems effectively, making sound business decisions efficiently, and communicating effectively. Business courses will prepare the student to become a management trainee in administration, manufacturing, retail, restaurant, technology, and many other related industries.

**Business Administration Certification**

**Certification related courses support the International Association of Administration Professionals. The Certified Administrative Professional (CAP) certification program prepares students for all facets of the administrative professional office management position. Certification improves not only professional qualifications, but increases skills, knowledge, the potential to earn a higher salary and raises professional self esteem. Passing the certification exams is not a requirement of the program and fees are not included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

Required Core Courses		
Course	Course Name	Credit Hours
BA100	Business Communications	4.5
BA101	Keyboarding Φ	4.5
BA105	Business Accounting Concepts	4.5
BA106	Business Accounting Functions	4.5
BA110	Principles of Business	4.5
BA120	Leadership	4.5
BA125	Organizational Behavior	4.5
BA126	Project Management Φ	4.5
BA130	Human Resource Management	4.5
BA140	Business Law	4.5
BA 175	Business Applications	4.5
BA 185	Economics Φ	4.5
BA195	Sales and Marketing	4.5
BA400	Business Administration Externship	4.5
BA196	Office Management Φ	4.5
BA197	Office Certification Prep Φ	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN101	Introduction to Algebra Φ	4.5
GEN120	Composition I Φ	4.5
GEN130	Introduction to American Politics Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>108</b>
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Φ Course available Online only  
± Hybrid Courses

**Computer Network Specialist**  
Diploma Program

**Completion Time: Six Quarters\***

Prepares students for end-user support of microcomputers and software applications and enhances problem-solving skills while maintaining a high degree of customer service. Program is structured with Microsoft emphasis. After completion of this program, students may transfer all earned credits toward the Computer Information Systems – Networking Associate of Applied Science Degree Program.

**Networking Certification**

**Certification related courses support the Microsoft Certified Professional certification program requirements. Students will have the opportunity to certify in A+ Hardware Technician, 70-270 Windows Network Client, 70-290 Windows Server Administration, and Network + as part of the program. Certification test fees are included in tuition. The other certification prep opportunities continues to prepare the student for advanced certification Microsoft Certified Systems Administrator (MCSA) which administers network and systems environments based on the Windows operating systems. Passing the certification exams is not a requirement of the program. Additional advanced certification fees are not included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
IT120	Hardware Technician	4.5
IT121	Windows Network Client Φ	4.5
IT130	Linux Fundamentals	4.5
IT140	Windows Server Administration	4.5
IT150	Introduction to Scripting	4.5
CN200	Network Infrastructure	4.5
CN210	Directory Services	4.5
CN211	Network Security Φ	4.5
CN220	Networking Scripting	4.5
CN230	Database Fundamentals for System Admins	4.5
CN231	Certification Prep Φ	4.5
CN240	Network Design Analysis	4.5
CN250	Linux Applications	4.5
CN400	Computer Networking Externship	4.5

<b>Total Credits Required</b>	<b>81</b>
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Φ Course available Online only

± Hybrid Courses

## Computer Information Systems—Networking

Associate of Applied Science Degree Program

### Completion Time: Eight Quarters\*

Prepares students for end-user support of microcomputers and software applications and enhances problem-solving skills while maintaining a high degree of customer service. Program is structured with Microsoft emphasis.

### Networking

**Certification related courses support the Microsoft Certified Professional certification program requirements. Students will have the opportunity to certify in A+ Hardware Technician, 70-270 Windows Network Client, 70-290 Windows Server Administration, and Network + as part of the program. Certification test fees are included in tuition. The other certification prep opportunities continues to prepare the student for advanced certification Microsoft Certified Systems Administrator (MCSA) which administers network and systems environments based on the Windows operating systems. Passing the certification exams is not a requirement of the program. Additional advanced certification**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

Required Core Courses		
Course	Course Name	Credit Hours
IT120	Hardware Technician	4.5
IT121	Windows Network Client Φ	4.5
IT130	Linux Fundamentals	4.5
IT140	Windows Server Administration	4.5
IT150	Introduction to Scripting	4.5
CN200	Network Infrastructure	4.5
CN210	Directory Services	4.5
CN211	Network Security Φ	4.5
CN220	Networking Scripting	4.5
CN230	Database Fundamentals for System Admins	4.5
CN231	Certification Prep Φ	4.5
CN240	Network Design Analysis	4.5
CN250	Linux Applications	4.5
CN260	Messaging Φ	4.5
CN270	Project Management Φ	4.5
CN400	Computer Networking Externship	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN101	Introduction to Algebra Φ	4.5
GEN120	Composition I Φ	4.5
GEN130	Introduction to American Politics Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>108</b>
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Φ Course available Online only

± Hybrid Courses

## Medical Assistant

Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

The Medical Assistant Program will provide the successful student the skills necessary to function in a medical office environment. The program will emphasize the skills needed in both the front office and back office areas. The student will show proficiency in skills, such as oral and written communications, computer and data entry, records management, the management of mail and telephones, and accurate bookkeeping and accounting procedures. They will be familiar with medical terminology, and human anatomy and physiology, and will understand the legal requirements associated with the medical field and the release of information. They will also demonstrate competence in measuring vital signs, administering medications, performing diagnostic and laboratory testing.

### Medical Certifications

**Certification related courses support the American Medical Technologist certifications program. Medical Office Assistant Students will take the Certified Medical Administrative Specialist (CMAS) exam. CMAS serves a key role in medical office, clinic and hospital settings this certification acknowledges competencies in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks. Certification also maintains familiarity with clinical and technical concepts required to coordinate administrative office functions in the healthcare setting. Medical Assistant Students will take the Registered Medical Assistant (RMA) exam. RMA is an integral member of the health care delivery team this certification acknowledges competencies to insure qualifications to work in the administrative office, the examining room and the physician's office laboratory. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
MA100	Medical Terminology	4.5
MA110	Anatomy and Physiology	4.5
MA120	Medical Law and Ethics	4.5
MA150	Basic Insurance	4.5
MA160	Medical Keyboarding / Transcription	4.5
MA105	Medical Terminology	4.5
MA180	Medical Office Administration / Medisoft Φ	4.5
MA115	Anatomy and Physiology	4.5
MA190	Medical Office Communications	4.5
MAA250	Pathophysiology	4.5
MAA260	Pharmacology	4.5
MAA270	Clinical	4.5
MAA280	Laboratory	4.5
MAA281	Medical Assisting Certification Preparationα	4.5
MA400	Medical Assistant Externship	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN140	Psychology Φ	4.5
GEN150	Introduction to Biology Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>108</b>
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Φ Course available Online only

± Hybrid Courses

**Medical Laboratory Technician**  
Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

The Medical Laboratory Technician Program prepares students to become skilled laboratory professionals to work in a clinical laboratory setting under the supervision of a qualified physician and/or medical technologist. As a technician they will perform laboratory procedures involving body fluids in the areas of hematology, microbiology, coagulation, transfusion service (blood bank), immunology, serology, clinical chemistry and urinalysis. A laboratory technician operates automated analyzers and monitors quality control programs. Although technicians have limited patient contact, clinical laboratory testing plays a crucial role in the detection, diagnosis and treatment of disease.

**Medical Laboratory Technician Certification**

**Certification related courses support the American Medical Technologist certifications program. Medical Laboratory Technician students will take the Certified MLT(AMT) exam. Since the development of this career profession in the 1920s, laboratory professionals have played a vital role in the diagnosis and prevention of disease. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

Required Core Courses		
Course	Course Name	Credit Hours
MLT100	Medical Laboratory Technician Principles and Practices	4.5
MLT105	Laboratory Calculations	4.5
MLT110	Anatomy and Physiology	4.5
MLT115	Anatomy and Physiology	4.5
MLT200	Urinalysis and Body Fluids	4.5
MLT205	Immunology/Serology	4.5
MLT210	Microbiology Φ	4.5
MLT215	Pathophysiology	4.5
MLT220	Hematology/Coagulation	4.5
MLT225	Mycology, Parasitology, Virology Φ	4.5
MLT300	Clinical Chemistry Laboratory	4.5
MLT305	Clinical Principles and Practices	4.5
MLT310	Clinical Chemistry Laboratory	4.5
MLT315	Clinical Principles and Practices	4.5
MLT320	Medical Laboratory Technician Certification Prep Φ	4.5
MLT400	Medical Laboratory Technician Externship (Practicum)	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN140	Psychology Φ	4.5
GEN170	Introduction to Microbiology Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN190	Basic Chemistry Φ	4.5

<b>Total Credits Required</b>	<b>108</b>
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Φ Course available Online only  
± Hybrid Courses

**Medical Office Assistant  
Diploma Program**

**Completion Time: Six Quarters\***

The Medical Office Assistant Diploma Program will provide the student the skills necessary to function in a medical office environment. The program will emphasize, and the student will show proficiency in areas, such as oral and written communications skills, computer and data entry skills, records management skills, the management of mail and telephones, and accurate bookkeeping and accounting procedures. They will be familiar with medical terminology, and human anatomy and physiology, and will understand the legal requirements associated with the medical field, and the release of information. They will also demonstrate competence in the medical coding and insurance billing procedures.

**Medical Certifications**

**Certification related courses support the American Medical Technologist certifications program. Medical Office Assistant Students will take the Certified Medical Administrative Specialist (CMAS) exam. CMAS serves a key role in medical office, clinic and hospital settings this certification acknowledges competencies in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks. Certification also maintains familiarity with clinical and technical concepts required to coordinate administrative office functions in the healthcare setting. Medical Assistant Students will take the Registered Medical Assistant (RMA) exam. RMA is an integral member of the health care delivery team this certification acknowledges competencies to insure qualifications to work in the administrative office, the examining room and the physician's office laboratory. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
MA100	Medical Terminology	4.5
MA110	Anatomy and Physiology	4.5
MA120	Medical Law and Ethics	4.5
MA150	Basic Insurance	4.5
MA160	Medical Keyboarding / Transcription	4.5
MA105	Medical Terminology	4.5
MA180	Medical Office Administration / Medisoft Φ	4.5
MA115	Anatomy and Physiology	4.5
MA190	Medical Office Communications	4.5
GEN140	Psychology Φ	4.5
GEN150	Introduction to Biology Φ	4.5
MA212	Coding & Billing Φ	4.5
MA213	Medical Office Assistant Certification Preparation Φ	4.5
MOA400	Medical Office Assistant Externship	4.5

<b>Total Credits Required</b>	<b>81</b>
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Φ Course available Online only

± Hybrid Courses

**Personal Trainer**  
Diploma Program

**Completion Time: Six Quarters\***

The Personal Trainer Diploma Program will provide the student the skills necessary to function in a physical fitness environment. The program will emphasize, and the student will show proficiency in areas such as office management, records management, lifestyle and health, nutrition, athletic training, psychology and sports medicine. They will be familiar with industry terminology, and biomechanics and exercise physiology. Students will also understand the legal requirements associated with the fitness industry and how to obtain and release client information. After completion of this program, students may transfer all earned credits toward the Exercise Specialist Associate of Applied Science Degree Program.

**Personal Trainer Certification**

**Core courses within the Personal Trainer and Exercise Specialist programs support national certifications administered by the American Council on Exercise (ACE) or National Strength and Conditioning Association (NSCA) as a Certified Personal Trainer. The student will be evaluated at both the 30 and 60 week point of their program of study to determine if they are meeting program requirements (this measurement is aside from the standard Satisfactory Academic Progress measurement points as defined within the College Catalog). Both program measurement points will consist of a review of the student's grade point average (2.0 cumulative GPA) and attendance record (80%). Upon review of these measurements, a student may be eligible to enroll in the Exercise Specialist Associate of Applied Science degree program.**

**Personal trainers are health/fitness professionals who, using an individualized approach, assess, motivate, educate and train clients regarding their health and fitness needs. They design safe and effective exercise programs, provide the guidance to help clients achieve their personal health/fitness goals and respond appropriately in emergency situations. Recognizing their own area of expertise, personal trainers refer clients to other health care professionals when appropriate. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
PT100	Lifestyle and Health	4.5
PT101	Anatomy and Physiology	4.5
PT102	Leisure Programming	4.5
PT103	Anatomy and Physiology	4.5
PT105	The Business of Personal Training Φ	4.5
PT106	Kinesiology	4.5
PT110	Biomechanics	4.5
PT120	Exercise Physiology	4.5
PT130	Nutrition, Diet and Weight Management Φ	4.5
PT140	Personal Training	4.5
PT150	Psychology and Techniques of Personal Training	4.5
PT160	Sports Medicine First Aid	4.5
PT170	Sport Law and Ethics Φ	4.5
PT400	Personal Trainer Externship	4.5

<b>Total Credits Required</b>	<b>81</b>
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Φ Course available Online only

± Hybrid Courses

## Exercise Specialist

Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

The Exercise Specialist Academic Associate Degree Program will provide the student the skills necessary to function in a physical fitness environment. The program will emphasize, and the student will show proficiency in areas, such as office management, records management, lifestyle and health, nutrition, athletic training, psychology and sports medicine. They will be familiar with industry terminology, and biomechanics and exercise physiology. Students will also understand the legal requirements associated with the fitness industry and how to obtain and release client information.

### Exercise Specialist Certification

**Core courses within the Personal Trainer and Exercise Specialist programs support national certifications administered by the American Council on Exercise (ACE) or National Strength and Conditioning Association (NSCA) as a Certified Personal Trainer. The student will be evaluated at both the 30 and 60 week point of their program of study to determine if they are meeting program requirements (this measurement is aside from the standard Satisfactory Academic Progress measurement points as defined within the College Catalog). Both program measurement points will consist of a review of the student's grade point average (2.0 cumulative GPA) and attendance record (80%). Upon review of these measurements, a student may be eligible to enroll in the Exercise Specialist Associate of Applied Science Degree Program.**

**Exercise Specialists are health/fitness professionals who, using an individualized approach, assess, motivate, educate and train clients regarding their health and fitness needs. They design safe and effective exercise programs, provide the guidance to help clients achieve their personal health/fitness goals and respond appropriately in emergency situations. Recognizing their own area of expertise, personal trainers refer clients to other health care professionals when appropriate. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

Required Core Courses		
Course	Course Name	Credit Hours
PT100	Lifestyle and Health	4.5
PT101	Anatomy and Physiology	4.5
PT102	Leisure Programming	4.5
PT103	Anatomy and Physiology	4.5
PT105	The Business of Personal Training Φ	4.5
PT106	Kinesiology	4.5
PT110	Biomechanics	4.5
PT120	Exercise Physiology	4.5
PT130	Nutrition, Diet and Weight Management Φ	4.5
PT140	Personal Training	4.5
PT150	Psychology and Techniques of Personal Training	4.5
PT160	Sports Medicine First Aid	4.5
PT170	Sport Law and Ethics Φ	4.5
PT200	Exercise Testing and Prescription Φ	4.5
PT205	Conducting and Reading Research in Health and Human Performance Φ	4.5
PT400	Personal Trainer Externship	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN101	Introduction to Algebra Φ	4.5
GEN120	Composition I Φ	4.5
GEN130	Introduction to American Politics Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>108</b>
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Φ Course available Online only

± Hybrid Courses

## Criminal Justice

### Associate of Applied Science Degree Program

#### Completion Time: Seven Quarters\*

The Criminal Justice Associate of Applied Science Degree Program is designed as a multifaceted program of study. The student is prepared for entry-level employment or advancement in law enforcement, corrections, probations, immigration security services and comparable types of employment. Students preparing for a career in criminal justice and security will study private, industrial and retail security. This is not a training program for police or correction officers. However, it will provide a broad understanding of the criminal justice system in the United States and a fundamental knowledge of the social and behavioral sciences.

#### Required Support Courses

Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5
GEN115	Foreign Language Φ	4.5

#### Required Core Courses

Course	Course Name	Credit Hours
CJ100	Legal Ethics	4.5
CJ110	Criminal Law	4.5
CJ115	Criminal Procedures	4.5
CJ120	Criminal Justice Administration	4.5
CJ200	Criminal Investigation	4.5
CJ205	Introduction to Law Enforcement	4.5
CJ210	Criminology Φ	4.5
CJ215	Introduction to Security	4.5
CJ220	Introduction to Corrections Φ	4.5
CJ225	Case Report Writing	4.5
CJ400	Criminal Justice Externship	4.5

#### Required General Education Courses

Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN130	Intro to American Politics Φ	4.5
GEN140	Psychology Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>94.5</b>
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Φ Course available Online only

± Hybrid Courses



# Columbia Campus

## Programs and Course Descriptions

### Programs Offered

The programs offered instruct the students in all major areas of their chosen careers.

Because the programs are comprehensive, graduates are eligible to choose from a variety of career positions. The following programs are available:

#### Associate of Applied Science Degrees

*Business Administration and Management*

*Criminal Justice*

*Medical Administrative Specialist*

*Medical Assistant*

*Medical Laboratory Technician*

#### Diploma Programs

*Business Administration*

*Medical Office Assistant*

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### Administration

Administration of Bryan College—Columbia:

The facilities in our college is of ample size for the student population. Currently the facility consists of eleven classrooms, approximately 90 computers, and a library accessible to all students and staff.

3215 Lemone Industrial Blvd  
Columbia, Missouri 65201  
(573) 777-5550

### Staff / Faculty

See ADDENDUM-FACULTY

### Library

Bryan College provides materials to serve as supplemental information for each of its programs. In addition ProQuest, an online research center, offers access to more than 4400 titles, with over 2500 in full text from 1971 forward. It features a diversified mix of scholarly journals, trade publications, magazines, and newspapers. The materials are broken into two components: a core list of publications; plus 15 supplemental subject-specific modules covering Arts, Business, Children, Education, General Interest, Health, Humanities, International, Law, Military, Multicultural, Psychology, Sciences, Social Sciences, and Women's Interest. All of this information can be accessed by all staff and all students enrolled at Bryan College.

The library has a professionally trained Librarian to supervise and manage the library, instructional resources, facilitate their integration into all phases of the institution's curricular and educational offerings, and assist students in their use. A complete listing of all materials available will be maintained using the Library of Congress classification system.

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The System Librarian and the Library Techs are assigned to maintain the library and assist in its use. The library is accessible to staff and students daily, and ProQuest, an online research center, is available twenty four hours a day. Library assistance is available within the physical library by sending an e-mail to [bclibrarians@bryancollege.com](mailto:bclibrarians@bryancollege.com), or by phone at 417-862-5700, 1-800-397-1894.

Library Operational Hours:

#### **Monday/Tuesday**

8:30am – 12:30pm

4:30pm – 8:30pm

#### **Wednesday – Friday**

9:00am – 12:00 Noon

#### **Columbia Online Library Section**

The college offers access to virtual reference materials supporting all programs at Bryan College. To access go to the library link found on the Bryan College web site at [www.bryancolleges.edu](http://www.bryancolleges.edu) or click the library link located within each course. If additional research assistance is required, please contact the librarian by sending an e-mail to [bclibrarians@bryancollege.com](mailto:bclibrarians@bryancollege.com) or by phone at 417-862-5700, or 1-800-397-1894.

## **Business Administration**

### **Diploma Program**

#### **Completion Time: Six Quarters\***

The Business Administration Program will provide the student with an extensive business background, focusing on principles and techniques of effective administration. The program will emphasize development of effective leaders capable of thinking critically, solving problems effectively, making sound business decisions efficiently, and communicating effectively. Business courses will prepare the student to become a management trainee in administration, manufacturing, retail, restaurant, technology, and many other related industries. After completion of this program, students may transfer all earned credits toward the Business Administration and Management Associate of Applied Science Degree Program.

#### **Business Administration Certification**

**Certification related courses support the International Association of Administration Professionals. The Certified Administrative Professional (CAP) certification program prepares students for all facets of the administrative professional office management position. Certification improves not only professional qualifications, but increases skills, knowledge, the potential to earn a higher salary and raises professional self esteem. Passing the certification exams is not a requirement of the program and fees are not included in tuition.**

<b>Required Support Courses</b>		
<i>Course</i>	<i>Course Name</i>	<i>Credit Hours</i>
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

<b>Required Core Courses</b>		
<i>Course</i>	<i>Course Name</i>	<i>Credit Hours</i>
BA100	Business Communications	4.5
BA101	Keyboarding Φ	4.5
BA105	Business Accounting Concepts	4.5
BA106	Business Accounting Functions	4.5
BA110	Principles of Business	4.5
BA120	Leadership	4.5
BA125	Organizational Behavior	4.5
BA126	Project Management Φ	4.5
BA130	Human Resource Management	4.5
BA140	Business Law	4.5
BA 175	Business Applications	4.5
BA 185	Economics Φ	4.5
BA195	Sales and Marketing	4.5
BA400	Business Administration Externship	4.5

<b>Total Credits Required</b>	<b>81</b>
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Φ Course available Online only

± Hybrid Courses

## **Business Administration and Management**

Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

The Business Administration Program will provide the student with an extensive business background, focusing on principles and techniques of effective administration. The program will emphasize development of effective leaders capable of thinking critically, solving problems effectively, making sound business decisions efficiently, and communicating effectively. Business courses will prepare the student to become a management trainee in administration, manufacturing, retail, restaurant, technology, and many other related industries.

### **Business Administration Certification**

**Certification related courses support the International Association of Administration Professionals. The Certified Administrative Professional (CAP) certification program prepares students for all facets of the administrative professional office management position. Certification improves not only professional qualifications, but increases skills, knowledge, the potential to earn a higher salary and raises professional self esteem. Passing the certification exams is not a requirement of the program and fees are not included in tuition.**

<b>Required Support Courses</b>		
<i>Course</i>	<i>Course Name</i>	<i>Credit Hours</i>
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

<b>Required Core Courses</b>		
<i>Course</i>	<i>Course Name</i>	<i>Credit Hours</i>
BA100	Business Communications	4.5
BA101	Keyboarding Φ	4.5
BA105	Business Accounting Concepts	4.5
BA106	Business Accounting Functions	4.5
BA110	Principles of Business	4.5
BA120	Leadership	4.5
BA125	Organizational Behavior	4.5
BA126	Project Management Φ	4.5
BA130	Human Resource Management	4.5
BA140	Business Law	4.5
BA 175	Business Applications	4.5
BA 185	Economics Φ	4.5
BA195	Sales and Marketing	4.5
BA400	Business Administration Externship	4.5
BA196	Office Management Φ	4.5
BA197	Office Certification Prep Φ	4.5

<b>Required General Education Courses</b>		
<i>Course</i>	<i>Course Name</i>	<i>Credit Hours</i>
GEN101	Introduction to Algebra Φ	4.5
GEN120	Composition I Φ	4.5
GEN130	Introduction to American Politics Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>108</b>
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Φ Course available Online only

± Hybrid Courses

## Medical Assistant

Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

The Medical Assistant Program will provide the successful student the skills necessary to function in a medical office environment. The program will emphasize the skills needed in both the front office and back office areas. The student will show proficiency in skills, such as oral and written communications, computer and data entry, records management, the management of mail and telephones, and accurate bookkeeping and accounting procedures. They will be familiar with medical terminology, and human anatomy and physiology, and will understand the legal requirements associated with the medical field and the release of information. They will also demonstrate competence in measuring vital signs, administering medications, performing diagnostic and laboratory testing.

### Medical Certifications

**Certification related courses support the American Medical Technologist certifications program. Medical Office Assistant Students will take the Certified Medical Administrative Specialist (CMAS) exam. CMAS serves a key role in medical office, clinic and hospital settings this certification acknowledges competencies in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks. Certification also maintains familiarity with clinical and technical concepts required to coordinate administrative office functions in the healthcare setting. Medical Assistant Students will take the Registered Medical Assistant (RMA) exam. RMA is an integral member of the health care delivery team this certification acknowledges competencies to insure qualifications to work in the administrative office, the examining room and the physician's office laboratory. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
MA100	Medical Terminology	4.5
MA110	Anatomy and Physiology	4.5
MA120	Medical Law and Ethics	4.5
MA150	Basic Insurance	4.5
MA160	Medical Keyboarding / Transcription	4.5
MA105	Medical Terminology	4.5
MA180	Medical Office Administration / Medisoft Φ	4.5
MA115	Anatomy and Physiology	4.5
MA190	Medical Office Communications	4.5
MAA250	Pathophysiology	4.5
MAA260	Pharmacology	4.5
MAA270	Clinical	4.5
MAA280	Laboratory	4.5
MAA281	Medical Assisting Certification Preparationα	4.5
MA400	Medical Assistant Externship	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN140	Psychology Φ	4.5
GEN150	Introduction to Biology Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>108</b>
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Φ Course available Online only

± Hybrid Courses

**Medical Laboratory Technician**  
Associate of Applied Science Degree Program

**Completion Time: Eight Quarters\***

The Medical Laboratory Technician Program prepares students to become skilled laboratory professionals to work in a clinical laboratory setting under the supervision of a qualified physician and/or medical technologist. As a technician they will perform laboratory procedures involving body fluids in the areas of hematology, microbiology, coagulation, transfusion service (blood bank), immunology, serology, clinical chemistry and urinalysis. A laboratory technician operates automated analyzers and monitors quality control programs. Although technicians have limited patient contact, clinical laboratory testing plays a crucial role in the detection, diagnosis and treatment of disease.

**Medical Laboratory Technician Certification**

**Certification related courses support the American Medical Technologist certifications program. Medical Laboratory Technician students will take the Certified MLT(AMT) exam. Since the development of this career profession in the 1920s, laboratory professionals have played a vital role in the diagnosis and prevention of disease. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5

Required Core Courses		
Course	Course Name	Credit Hours
MLT100	Medical Laboratory Technician Principles and Practices	4.5
MLT105	Laboratory Calculations	4.5
MLT110	Anatomy and Physiology	4.5
MLT115	Anatomy and Physiology	4.5
MLT200	Urinalysis and Body Fluids	4.5
MLT205	Immunology/Serology	4.5
MLT210	Microbiology Φ	4.5
MLT215	Pathophysiology	4.5
MLT220	Hematology/Coagulation	4.5
MLT225	Mycology, Parasitology, Virology Φ	4.5
MLT300	Clinical Chemistry Laboratory	4.5
MLT305	Clinical Principles and Practices	4.5
MLT310	Clinical Chemistry Laboratory	4.5
MLT315	Clinical Principles and Practices	4.5
MLT320	Medical Laboratory Technician Certification Prep Φ	4.5
MLT400	Medical Laboratory Technician Externship (Practicum)	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN140	Psychology Φ	4.5
GEN170	Introduction to Microbiology Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN190	Basic Chemistry Φ	4.5

<b>Total Credits Required</b>	<b>108</b>
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Φ Course available Online only  
± Hybrid Courses

**Medical Office Assistant  
Diploma Program**

**Completion Time: Six Quarters\***

The Medical Office Assistant Diploma Program will provide the student the skills necessary to function in a medical office environment. The program will emphasize, and the student will show proficiency in areas, such as oral and written communications skills, computer and data entry skills, records management skills, the management of mail and telephones, and accurate bookkeeping and accounting procedures. They will be familiar with medical terminology, and human anatomy and physiology, and will understand the legal requirements associated with the medical field, and the release of information. They will also demonstrate competence in the medical coding and insurance billing procedures.

**Medical Certifications**

**Certification related courses support the American Medical Technologist certifications program. Medical Office Assistant Students will take the Certified Medical Administrative Specialist (CMAS) exam. CMAS serves a key role in medical office, clinic and hospital settings this certification acknowledges competencies in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks. Certification also maintains familiarity with clinical and technical concepts required to coordinate administrative office functions in the healthcare setting. Medical Assistant Students will take the Registered Medical Assistant (RMA) exam. RMA is an integral member of the health care delivery team this certification acknowledges competencies to insure qualifications to work in the administrative office, the examining room and the physician's office laboratory. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
MA100	Medical Terminology	4.5
MA110	Anatomy and Physiology	4.5
MA120	Medical Law and Ethics	4.5
MA150	Basic Insurance	4.5
MA160	Medical Keyboarding / Transcription	4.5
MA105	Medical Terminology	4.5
MA180	Medical Office Administration / Medisoft Φ	4.5
MA115	Anatomy and Physiology	4.5
MA190	Medical Office Communications	4.5
GEN140	Psychology Φ	4.5
GEN150	Introduction to Biology Φ	4.5
MA212	Coding & Billing Φ	4.5
MA213	Medical Office Assistant Certification Preparation Φ	4.5
MOA400	Medical Office Assistant Externship	4.5

<b>Total Credits Required</b>	<b>81</b>
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Φ Course available Online only

± Hybrid Courses

**Medical Administrative Specialist**  
Associate of Applied Science Degree Program

**Completion Time: Seven Quarters\***

The Medical Administrative Specialist Program offers a broad foundation of knowledge and skills expanding the traditional roll of a medical office professional to management. The program adds management content including the use of technology to develop communication skills, familiarization with health care providers, medical office bookkeeping & accounting, and reimbursement methods. Students will learn to use a higher level thinking skills, and decision making skills required for medical office management.

**Medical Certifications**

**Certification related courses support the American Medical Technologist certifications program. Medical Office Assistant Students will take the Certified Medical Administrative Specialist (CMAS) exam. CMAS serves a key role in medical office, clinic and hospital settings this certification acknowledges competencies in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks. Passing the certification exam is not a requirement of the program. Certification test fees are included in tuition.**

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5

Required Core Courses		
Course	Course Name	Credit Hours
MA100	Medical Terminology	4.5
MA110	Anatomy and Physiology	4.5
MA120	Medical Law and Ethics	4.5
MA150	Basic Insurance	4.5
MA160	Medical Keyboarding / Transcription	4.5
MA105	Medical Terminology	4.5
MA180	Medical Office Administration / Medisoft Φ	4.5
MA115	Anatomy and Physiology	4.5
MA190	Medical Office Communications	4.5
MA212	Coding & Billing Φ	4.5
MA213	Medical Office Assistant Certification Preparation Φ	4.5
MOA400	Medical Office Assistant Externship	4.5

Required General Education Courses		
Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN140	Psychology Φ	4.5
GEN150	Introduction to Biology Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>94.5</b>
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Φ Course available Online only

± Hybrid Courses

## Criminal Justice

### Associate of Applied Science Degree Program

#### Completion Time: Seven Quarters\*

The Criminal Justice Associate of Applied Science Degree Program is designed as a multifaceted program of study. The student is prepared for entry-level employment or advancement in law enforcement, corrections, probations, immigration security services and comparable types of employment. Students preparing for a career in criminal justice and security will study private, industrial and retail security. This is not a training program for police or correction officers. However, it will provide a broad understanding of the criminal justice system in the United States and a fundamental knowledge of the social and behavioral sciences.

#### Required Support Courses

Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management ±	4.5
CA110	Introduction to Computer Applications ±	4.5
CA120	Strategies for Success ±	4.5
GEN101	Introduction to Algebra Φ	4.5
GEN115	Foreign Language Φ	4.5

#### Required Core Courses

Course	Course Name	Credit Hours
CJ100	Legal Ethics	4.5
CJ110	Criminal Law	4.5
CJ115	Criminal Procedures	4.5
CJ120	Criminal Justice Administration	4.5
CJ200	Criminal Investigation	4.5
CJ205	Introduction to Law Enforcement	4.5
CJ210	Criminology Φ	4.5
CJ215	Introduction to Security	4.5
CJ220	Introduction to Corrections Φ	4.5
CJ225	Case Report Writing	4.5
CJ400	Criminal Justice Externship	4.5

#### Required General Education Courses

Course	Course Name	Credit Hours
GEN120	Composition I Φ	4.5
GEN130	Intro to American Politics Φ	4.5
GEN140	Psychology Φ	4.5
GEN180	Technical Writing Φ	4.5
GEN200	College Algebra Φ	4.5

<b>Total Credits Required</b>	<b>94.5</b>
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Φ Course available Online only

± Hybrid Courses

## Core Courses

The intent of the core course policy is to ensure that students achieve a "C" or better in the core courses of their program. Students earning below a "C" in a core course will be required to repeat the course. Both the first grade and the repeated grade will be included in the grade point average. An overall 2.0 grade point average is required for graduation from any program at Bryan College. Core courses may be taken a maximum of three times. For more information, see the Repeat Policy section of this Catalog.

## Course Descriptions

### Computer Application Courses

(All Disciplines)

#### **CA100 Introduction to Computer Software Management (Hybrid)**

**4.5 Credit Hours**

The student is introduced to the history of computers, operating systems and a basic understanding of modern software and the impact on the business environment. This course will allow students to become acquainted with the computer, integrated software, and vital Internet and online communications techniques through hands-on training. Emphasis is placed on computer hardware, current operating systems software, and development of keyboarding skills. The student is also introduced to email communications. No Prerequisites.

#### **CA110 Introduction Computer Applications (Hybrid)**

**4.5 Credit Hours**

This course provides the student with a basic understanding of modern computer applications, web-based applications, and the impact of technology on the business and educational environments. The course is designed to introduce spreadsheets and presentation software to reach students with a wide range of backgrounds, interests, and skills. The course will allow students to become acquainted with integrated software through hands-on training. Additionally, students will be introduced and trained in e-communication techniques for education and business through the use of a learning management system and other messaging software. No Prerequisites.

#### **CA120 Strategies for Success (Hybrid)**

**4.5 Credit Hours**

The student will develop skills related to goal setting, personal accountability, positive attitudes and beliefs, enhanced expectations, self-efficacy building, teamwork, planning, improved performance, higher quality of life and overall personal development. No Prerequisites.

## General Education

#### **GEN101 Introduction to Algebra**

**4.5 Credit Hours**

This course is the study of real numbers and variables. Topics studied include operations involving real numbers and algebraic expressions, solving linear equations and inequalities, graphs of linear equations and inequalities, simplifying rational expressions and exponents, factoring and radicals. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

#### **GEN115 Foreign Language**

**4.5 Credit Hours**

This course is an introduction to understanding, speaking, reading, and writing a foreign language. Students acquire language functions, vocabulary, structures and culture through contextualized presentation, interactive activities and laboratory practices. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

#### **GEN120 Composition I**

**4.5 Credit Hours**

This is the basic writing course designed to improve writing skills. The student writes essays in which organization, proper grammar, punctuation, and spelling usage are stressed. The student will also write a research paper with appropriate format and documentation. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

#### **GEN130 Introduction To American Politics**

**4.5 Credit Hours**

In this course a student will study the institutions and constitutional framework of the United States Government and survey the structure and development of city and state government systems. The course is developed to teach values, rights, and responsibilities that shape the public decision making of an active and informed citizen, and influence contemporary public affairs in a democratic society. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

#### **GEN140 Psychology**

**4.5 Credit Hours**

This general psychology course is intended to provide the student with a basic understanding of what psychology is, its relationships to the life sciences and how behaviors affect people's everyday lives. Emphasis is placed on developmental psychology and the problems that people face in regards to relationships and the mental and physical dilemmas they may pose. Topics such as stress, altered states of consciousness, aging, conflicts and types of therapies will be presented. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

#### **GEN150 Introduction to Biology**

**4.5 Credit Hours**

This course is designed to give each student an introduction to the science of biology. The course will discuss the theories of the beginnings of life on earth and look at life from an atomic, and molecular viewpoint, and continue through the development and classification of the diverse organisms on our planet. The course will strive to answer many major questions in biology, and will provide the student with opportunities to participate in discussions about these topics. At the end of this course the student will have an appreciation and increased fascination with biology and further developed his/her abilities to reason within this and other areas. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

#### **GEN170 Introduction to Microbiology**

**4.5 Credit Hours**

This course is the study of microbiology as it affects our everyday lives. The student will discover the impact of microorganisms on health, food/water, sanitation, environment, industry and genetic engineering. Emphasis will be placed on cytology, physiology, genetics, virology growth and control of growth with coverage of the role of microorganisms in nature, disease and as useful tools. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

#### **GEN180 Technical Writing**

**4.5 Credit Hours**

**5.0 Credit Hours (Topeka Only)**

This course explores the writing skills, proper organization of information, and document formatting required of the professional business and technical writer, with an emphasis on the clear, concise presentation of information. Course topics include application letters, resumes, brochures, reports, instructions and instruction manuals, web content, graphic illustrations, collaborative writing, and ethical considerations. Working in collaborative groups students will be expected to complete an organizational operations manual by the close of the course. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**GEN190 Basic Chemistry** **4.5 Credit Hours**  
Students will develop a basic understanding of performing and analyzing data on diagnostic procedures generated from clinical chemistry equipment and instrumentation. These skills will include knowledge of the appropriate sample, volume needed to execute the testing protocol, and ability to recognize normal, therapeutic and critical values. The student will study metabolic pathways evaluated by the array of tests performed in the chemistry environment of the clinical laboratory. Classical and contemporary methods of testing in clinical chemistry will be covered. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**GEN200 College Algebra** **4.5 Credit Hours**  
This course is an in-depth study of the traditional topics of college algebra. These topics include solving linear and quadratic equations and inequalities, graphs of equations and inequalities, operations involving polynomials and rational expressions, exponents, radicals, and introduction to exponential and logarithmic functions. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success and GEN101 Introduction to Algebra.

### Business Administration

**BA100 Business Communications** **4.5 Credit Hours**  
This course presents methods in both written and oral communications as they relate to business. The course emphasizes writing and revising effective business correspondence, speaking effectively, and developing useful organizational skills for written and oral business presentations. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**BA101 Keyboarding** **4.5 Credit Hours**  
This course provides a contemporary learning environment for today's high-tech office. The course emphasizes learning correct key strokes techniques, and then practicing to develop proficient typing skills. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**BA105 Business Accounting Concepts** **4.5 Credit Hours**  
This course places students in the role of a sole proprietorship and small corporate business accountant. Students will learn fundamental accounting concepts and principles, develop and interpret financial statements, and perform some financial analysis and comparisons. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**BA106 Business Accounting Functions** **4.5 Credit Hours**  
This course provides experience in establishing and using computer-based accounting systems for small business operations. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**BA110 Principles of Business** **4.5 Credit Hours**  
The course is an introduction to the fundamental concepts and principles of business enterprise and economics. An overview to the functions of a business organization will include an evaluation of the social and economic environment in which the business operates, followed by a look at management, finance, accounting, production, marketing, insurance, law, and global business awareness. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**BA120 Leadership** **4.5 Credit Hours**  
This course introduces basic leadership concepts within framework of leader behaviors, defines leadership in terms of behaviors perceived by followers and through real-life examples, and engages in analysis of cases representing classic leadership problems and opportunities. The course focuses on the art of leadership and exposes the student to tools and techniques to assist in the development of leadership skills necessary in all facets of life. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**BA125 Organizational Behavior** **4.5 Credit Hours**  
This course presents a broad overview of the principles and fundamental aspects of Organizational Behavior. The course emphasizes the topics of basic human processes, individual behavior in the organization, group and team dynamics, and organizational culture. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**BA126 Project Management** **4.5 Credit Hours**  
This course focuses on the essentials of effective project management and the activities required to achieve project success. Three phases of the project management will be studied: 1.) the identification of the need for project management, 2.) the development of the proposed solution, and 3.) the implementation of the solution. The text is developed around a philosophy of a project-driven organization committed to continuous improvement and organizational learning. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success.

**BA130 Human Resource Management** **4.5 Credit Hours**  
The recruitment and selection of employees, labor relations, training programs, service records, efficiency ratings, compensation and employee development programs, labor turnover, and employee morale are all covered in this course. The course will examine personnel practices of several companies that have developed outstanding personnel programs. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**BA140 Business Law** **4.5 Credit Hours**  
The course combines the understanding of legal theory with, and an acquaintance of, the various forms of contracts. Students are taught the essentials of the legal environment of business, tort law, contracts, commercial transactions, government regulations and property. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**BA175 Business Applications** **4.5 Credit Hours**  
Students will prepare documents and complete tasks similar to those required in a technologically advanced business environment. The course emphasizes oral and written business communication through the use of word processing and spreadsheet programs used in today's business world. Students will develop the necessary math skills required to systematically solve business-related problems. The student will increase both keyboarding and ten-key calculation speed through the use of daily exercises and practice. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**BA185 Economics** **4.5 Credit Hours**  
This course presents an overview of the principles and fundamentals of Economics. The course emphasizes the topics of economics foundations, microeconomics, macroeconomics and world economics. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Application and CA120 Strategies for Success.

**BA195 Sales and Marketing****4.5 Credit Hours**

This course introduces modern business marketing concepts and strategies and familiarizes the student with standards, procedures, and techniques used in marketing. Topics include marketing research, consumer behavior, product and pricing strategies, marketing communications and distribution. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**BA196 Office Management****4.5 Credit Hours**

This course offers the most technologically updated text on the market. In combination with technological updates, this comprehensive introduction to office management focuses on what office managers actually do on the job. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**BA197 Office Certification Prep****4.5 Credit Hours**

This course is to provide students with the knowledge necessary to understand and prepare for Microsoft Certified Application Specialist, and industry related certifications. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**BA400 Business Administration Externship****4.5 Credit Hours**

Students will be assigned to a business related office and will be trained for office operation duties that are vital in today's business world. This course will train the student to develop fundamental skills for office administration and management and will practice proficiency in business software functions. This experience is designed to provide students with actual on-the-job learning activities in the office environment. Prerequisites: Must have a 2.0 GPA in all core courses and approval of the Academic Dean.

Computer Networking**IT120 Hardware Technician****4.5 Credit Hours**

This course teaches essential competencies for a microcomputer hardware service technician with the equivalent of six months of on-the-job experience. Students will be provided with information on how to properly install, configure, upgrade, troubleshoot, and repair microcomputer hardware and Microsoft Operating Systems. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**IT121 Windows Network Client****4.5 Credit Hours**

This course provides students who are new to Microsoft's network client products with the knowledge necessary to understand and identify the tasks involved in supporting Microsoft based client networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in a Microsoft client environment. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**IT130 Linux Fundamentals****4.5 Credit Hours**

This course teaches essential competencies in installation, configuration, and maintenance of the Linux operating system (s). This includes a comprehensive overview of administrative tasks related to user, group and application management. Other areas of system administration introduce the student to the network capable functions of Linux as an application, remote access, file, print, web and email server concepts. Course structure is designed to prepare students for the Linux+ certification offered by the Computing Technology Industry Association (CompTIA), which provides vendor neutral certifications that are recognized and supported by more than 8,000 companies in the IT industry. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**IT140 Windows Server Administration****4.5 Credit Hours**

This course provides students who are new to Microsoft's server products with the knowledge necessary to understand and identify the tasks involved in supporting Microsoft based server networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in a Microsoft server environment. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**IT150 Introduction to Scripting****4.5 Credit Hours**

This course is an introduction to writing programs using scripting languages. This course does not require any prior programming experience and introduces concepts involving logic, flowcharts, structured design, problem solving and mathematics. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**CN200 Network Infrastructure****4.5 Credit Hours**

This course provides students with the information necessary to correctly implement, configure, and troubleshoot networking protocols and services that are provided by enterprise network operating systems. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN210 Directory Services****4.5 Credit Hours**

This course provides students with the information necessary to design, implement, and administer a directory services infrastructure. Students will be instructed in the use of directory services to control access to resources and implement policies that enable the use of networked resources in the enterprise environment. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN211 Network Security****4.5 Credit Hours**

This course provides students who are new to network security practices with the knowledge necessary to understand and identify the tasks involved in implementing and managing network security. This is an introductory course designed to provide an overview of security concepts and how they are implemented in a network environment. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN220 Network Scripting****4.5 Credit Hours**

This course provides students who are new to scripting with the information necessary to understand and identify the tasks involved in managing a network through automation. This course is designed to provide an overview of scripting basics and how they are implemented in a network environment. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN230 Database Fundamentals for System Admins****4.5 Credit Hours**

This course is to provide students with the information necessary to correctly install, configure and manage server based databases. Administrative methods are also presented to provide students with a basis for successful database implementation. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN231 Certification Prep****4.5 Credit Hours**

This course provides students with the knowledge necessary to understand and prepare for A+ certifications, and other certifications and will use Trancenders to study and practice for the certification test included in the course. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN240 Network Design Analysis****4.5 Credit Hours**

This course prepares students to analyze, design, build, troubleshoot, and maintain networks. In addition, students will be exposed to network security issues and the methods employed to implement security measures. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 A Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN250 Linux Applications****4.5 Credit Hours**

This course provides students with the information to install, administer, configure, and maintain services and applications used with the Linux operating system in the enterprise environment. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN260 Messaging****4.5 Credit Hours**

This course provides students with the information necessary to design, implement and administer a network messaging service. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN270 Project Management****4.5 Credit Hours**

This course provides students who are new to project management with the knowledge necessary to understand and identify the tasks involved in implementing and managing projects. This is an introductory course designed to provide an overview of project management concepts and how they are implemented in an organizational environment. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120

Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN400 Computer Networking Externship****4.5 Credit Hours**

Students will be assigned to a networking related environment and will be trained for networking duties related to an organization. This course will train the student to develop fundamental skills for network administration and management and will practice proficiency in installation and operation protocols, system maintenance, back-up and security. This experience is designed to provide students with actual on-the-job learning activities in the network environment. Prerequisites: must have a 2.00 GPA in all core courses and approval of the Academic Dean.

**Computer Programming****CP200 Network Programming****4.5 Credit Hours**

This course will cover the fundamentals of developing web-sites with an emphasis on programming over networks. HTML (the language of the internet) will be covered along with the programming languages that allow web pages to react to the activities of the user. This class focuses on both client-side (browser) and server-side programming. Active Server Pages (ASP based technology) will be used to interact with server based databases in order to produce dynamic HTML content for the user. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies For Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CP210 Applied Database Programming****4.5 Credit Hours**

SQL Server 2005 and Access 2007 are popular Microsoft database technologies. The student will learn how to design databases and extend his/her capabilities to include programming both. Business applications that use this technology will be examined and the student will develop their own application based on sound business practices that rely on these technologies. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies For Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CP211 Object-Oriented Programming Logic and Design****4.5 Credit Hours**

This course focuses on the essentials of effective object-oriented programming logic and design. This is a language-independent introduction to programming logic and the design of class-based programs. It introduces programming concepts and enforces good style and logical thinking. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies For Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CP220 C++ Programming****4.5 Credit Hours**

This course introduces students to the C++ language and programming environment. Structured programming techniques and modular programming are reinforced and object oriented programming concepts are introduced. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies For Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CP230 Object Oriented Programming With C# 4.5 Credit Hours**

Visual C++ is a popular Microsoft extension of the C++ language. The student will learn how to code in C++ and extend his/her capabilities to include Visual C++. Microsoft's new C# language and .NET framework libraries have been optimized for web development and the student will become familiar with the C# language, how to program in C#, and how to deploy C# applications in the .NET environment. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies For Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CP231 Critical Thinking 4.5 Credit Hours**

This course introduces the student to the concept of critical thinking. Critical thinking involves the critical analysis of claims, actions, and practices that are experienced every day. Skills are developed that can be applied to every day situations that happen. These skills will be applied to such areas as assessing the credibility of sources, stereotyping, testability, unstated premises, distinguishing arguments from window dressing, etc. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies For Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CP240 Object-Oriented Programming With VBNet 4.5 credit hours**

This course prepares students to program in Visual Basic. Visual Basic is widely used for rapid application development. The student will become familiar with the object-focused, event driven features of Visual Basic. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CP250 Business-Oriented Database Development With Design Theory 4.5 credit hours**

This course presents database concepts to the students. Business applications use databases to store and retrieve data to help run the business. Design of both databases and programs will be emphasized. Databases accessed directly and through servers will be covered. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CP260 Programmable Logic Controllers 4.5 credit hours**

This course introduces the student to programmable logic controllers (PLCs). These are used in every aspect of industry to expand and enhance production. A PLC is a specialized computer used to control machines and processes. It uses a programmable memory to store instructions and execute specific functions that include on/off control, timing, counting, sequencing, arithmetic, and data handling. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CP270 Project Management 4.5 credit hours**

This course focuses on the essentials of effective project management and the activities required to achieve project success. Three phases of the project management will be studied: 1.) the identification of the need for project management, 2.) the development of the proposed solution, and 3.) the implementation of the solution. The text is developed around a philosophy of a project-driven organization committed to continuous improvement and organizational learning. Prerequisites: CA100 Intro-

duction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CP400 Computer Programming Externship 135 Practicum Hours**

Students will be assigned to an IT related office and will be trained for computer programming duties that are vital in today's business world. This course will train the student to develop fundamental skills for developing software and will practice proficiency in business software functions. This experience is designed to provide students with actual on-the-job learning activities in the IT environment. Prerequisites: must have a 2.00 GPA in all core courses and approval of the Academic Dean.

Medical Assistant**MA100 Medical Terminology 4.5 Credit Hours**

Introduction in building and utilizing a medical vocabulary through the use of prefixes, suffixes, word roots and combining forms/vowels. Emphasis is on correct spelling, pronunciation and the correct definitions of many medical terms. This course will cover 5 body systems including the integumentary, musculoskeletal, nervous, cardiovascular, and blood system. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA105 Medical Terminology 4.5 Credit Hours**

Introduction in building and utilizing a medical vocabulary through the use of prefixes, suffixes, word roots and combining forms/vowels. Emphasis is on correct spelling, pronunciation and the correct definitions of many medical terms. This course will cover 10 body systems, including the lymphatic and immune systems, respiratory system, the digestive, endocrine systems, urinary, female and male reproductive, and human development. Also, covered will be terms in oncology, psychiatry, dental practice, pharmacological, complementary and alternative medicine. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA110 Anatomy and Physiology 4.5 Credit Hours**

This course is a study of several systems of the human body. Beginning with the organization of the body, and then moving to the integumentary, skeletal, muscular, nervous, and circulatory systems. The course is designed to enable the student to understand the health problems of the patients as they relate to the various systems. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA115 Anatomy and Physiology 4.5 Credit Hours**

This course is a study of several systems of the human body. Beginning with the circulatory, lymphatic and immune systems, the respiratory, digestive, urinary and reproductive systems, will be covered. Nutrition and metabolism, fluids and electrolytes, acid-base balance, and growth and development will also be discussed. The course is designed to enable the student to understand the health problems of the patients as they relate to the various systems. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA120 Medical Law and Ethics 4.5 Credit Hours**

This course addresses medical ethics and laws that pertain to the medical field. The course is designed to enable the student to understand medical practice acts, confidentiality, legal responsibilities of the health professional, liability and the civic duties of the health professional. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA150 Basic Insurance****4.5 Credit Hours**

This course is designed to teach the student how to complete forms for various types of medical health insurance. The course will familiarize the student with the history of health insurance in America, the importance of accurate completion of claims, and the terminology that is common to all insurance carriers. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA160 Medical Keyboarding/Transcription****4.5 Credit Hours**

This course is designed to prepare the student to format and key specialized medical documents. History and Physicals, Discharge Summaries, Operative Reports, Chart Notes, and short scientific articles are examples of the documents students will learn to produce. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA180 Medical Office Administration/Medisoft****4.5 Credit Hours**

This course provides students with a basic understanding of their duties and responsibilities in the administrative front office. It develops skills in communication, instruction, filing, financial administration, duties as a receptionist, processing of mail, care of the facilities and medical equipment. It also includes developing a professional image, good interpersonal relationships with other office personnel and the right attitude for the professional medical office.

Medisoft, a widely used medical administrative software, simulates administrative situations commonly found in health care practices. The students will learn to input patient information, schedule appointments and handle billing. In addition to preparing various lists and reports, the student learns to handle insurance claims both on paper forms and electronically. These invaluable skills are important for the effective financial management of health care practices. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA190 Medical Office Communications****4.5 Credit Hours**

This course presents methods in both written and oral communications as they relate to the medical office. The course emphasizes writing and revising effective business correspondence, speaking effectively, and developing useful organizational skills for written and oral business presentations. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MAA250 Pathophysiology****4.5 Credit Hours**

Pathophysiology is a study of how normal physiology processes are altered by disease. This course will include causes of disease, neoplasms, congenital diseases, urinary system diseases, reproductive system diseases, digestive system diseases, respiratory system diseases, circulatory system diseases, nervous system diseases, endocrine system diseases, musculoskeletal disease, skin, eye, ear and childhood diseases, pain management and holistic health. Prerequisites: CA100 Computer Software Management, CA110 Computer Applications, CA120 Strategies for Success, MA100 Medical Terminology, MA110 Anatomy and Physiology, MA120 Medical Law and Ethics, MA150 Basic Insurance, MA105 Medical Terminology, MA115 Anatomy and Physiology, MA190 Medical Office Communications, MA160 Medical Keyboarding / Transcription and MA180 Medical Office Administration / Medisoft.

**MAA260 Pharmacology****4.5 Credit Hours**

The student will discuss the various types of drugs and familiarize the student with the forms by which medications are administered. The student will utilize the Physicians Desk Reference and learn the other reference materials that are available and work the same. The student will be able to identify the most common medications by classification and the body system that they are most commonly used for. Prerequisites: CA100

Computer Software Management, CA110 Computer Applications, CA120 Strategies for Success, MA100 Medical Terminology, MA110 Anatomy and Physiology, MA120 Medical Law and Ethics, MA150 Basic Insurance, MA105 Medical Terminology, MA115 Anatomy and Physiology, MA190 Medical Office Communications, MA160 Medical Keyboarding / Transcription and MA180 Medical Office Administration / Medisoft.

**MAA270 Clinical****4.5 Credit Hours**

This course is designed to instruct Medical Assisting students in routine procedures for the physical exam. Proficiency will be developed in taking vital signs, including blood pressure readings, temperature, pulse and respiration. Students will learn and practice draping for physical exams, aseptic techniques, measurements and taking the medical history. Universal precautions will be practiced at all times. This course is also designed to instruct Medical Assisting students in assisting with minor surgical procedures, performing EKGs, administration of injections using subcutaneous, intradermal, intramuscular, and z-tract techniques. Cardiopulmonary Resuscitation certification will be provided by a Certified Red Cross instructor. Office emergencies will be discussed. Students will perform procedures according to Procedure Competency assigned by Instructor. Prerequisites: CA100 Computer Software Management, CA110 Computer Applications, CA120 Strategies for Success, MA100 Medical Terminology, MA110 Anatomy and Physiology, MA120 Medical Law and Ethics, MA150 Basic Insurance, MA105 Medical Terminology, MA115 Anatomy and Physiology, MA190 Medical Office Communications, MA160 Medical Keyboarding / Transcription and MA180 Medical Office Administration / Medisoft.

**MAA280 Laboratory****4.5 Credit Hours**

This course is designed to provide advanced skills for the medical assistant. Lecture and laboratory class will acquaint the student with various pathological agents, which cause disease in humans. Diagnostic testing will include culturing and staining for identification, blood testing for antigens, antibodies and glucose, staining of white blood cells for differentiation counts, performance of hematocrit and hemoglobin lab tests. Urine will be tested and stained for microscopic sediments. The instructor will assign each student a pathogenic agent to prepare a report for the class. Prerequisites: CA100 Computer Software Management, CA110 Computer Applications, CA120 Strategies for Success, MA100 Medical Terminology, MA110 Anatomy and Physiology, MA120 Medical Law and Ethics, MA150 Basic Insurance, MA105 Medical Terminology, MA115 Anatomy and Physiology, MA190 Medical Office Communications, MA160 Medical Keyboarding / Transcription and MA180 Medical Office Administration / Medisoft.

**MAA281 Medical Assisting Certification Preparation****4.5 Credit Hours**

This course is designed to give the student a comprehensive approach to reviewing the key competencies of a medical assisting program to prepare the student to take the CMA or RMA Medical Assistant certification exams. The course will include basic theory review, self evaluation and answers and rationales. Prerequisites: CA100 Computer Software Management, CA110 Computer Applications, CA120 Strategies for Success, MA100 Medical Terminology, MA110 Anatomy and Physiology, MA120 Medical Law and Ethics, MA150 Basic Insurance, MA105 Medical Terminology, MA115 Anatomy and Physiology, MA190 Medical Office Communications, MA160 Medical Keyboarding / Transcription, MA180 Medical Office Administration / Medisoft and MA190 Medical Office Communications.

**MAA400 Medical Assistant Externship****4.5 Credit Hours**

Students will be assigned to a physician's office, clinic or other healthcare setting where they will utilize the essential skills they have developed throughout their program. This experience is designed to provide students with actual on-the-job learning activities in the medical back office environment under the direct supervision of local healthcare professionals. Prerequisites: must have a 2.00 GPA in all core courses and approval of the Academic Dean.

## Medical Laboratory Technician

### **MLT100 Medical Laboratory Technician Principles and Practices**

**4.5 Credit Hours**

This course is an introduction to the field of medical laboratory science. The course includes quality control, blood borne pathogens, basic laboratory equipment, laboratory settings, industry certification, professionalism, and laboratory ethics. The course will emphasize safety, specimen collection and specimen processing. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

### **MLT105 Laboratory Calculations**

**4.5 Credit Hours**

This course will prepare a student with math skills required for the medical laboratory environment. The study involves reading medical / laboratory documents and how to accurately calculate to provide solutions. The content reviews, systems of measurements, medication administrations and dosage calculations. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

### **MLT110 Anatomy and Physiology**

**4.5 Credit Hours**

This course is a study of several systems of the human body including related medical terminology. Beginning with the organization of the body, and then moving to the integumentary, skeletal, muscular, nervous and circulatory systems. The course is designed to enable the student to understand the health problems of the patients as they relate to the various systems. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

### **MLT115 Anatomy and Physiology**

**4.5 Credit Hours**

This course is a study of several systems of the human body including related medical terminology. Beginning with the immune systems, the respiratory, digestive, endocrine, special senses, urinary and reproductive systems will be covered. The course is designed to enable the student to understand the health problems of the patients as they relate to the various systems. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

### **MLT200 Urinalysis and Body Fluids**

**4.5 Credit Hours**

This course will present the normal and abnormal composition of urine and commonly collected body fluids for clinical evaluation. The student will be introduced to principles and techniques of testing procedures, sources of error, and clinical correlation as they relate to urine and body fluids. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, MLT100 Medical Laboratory Technician Principals and Practices, MLT105 Laboratory Calculations, MA110 Anatomy & Physiology, MA115 Anatomy & Physiology, GEN170 Introduction to Microbiology and GEN190 Basic Chemistry.

### **MLT205 Immunology / Serology**

**4.5 Credit Hours**

This course is the basic study of the theory and principles in science of immunity including antibody development, principles of antigen-antibody interactions, and techniques of serological testing for various disease states. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, MLT100 Medical Laboratory Technician Principals and Practices, MLT105 Laboratory Calculations, MA110 Anatomy & Physiology, MA115 Anatomy & Physiology, GEN170 Introduction to Microbiology and GEN190 Basic Chemistry.

### **MLT 210 Microbiology**

**4.5 Credit Hours**

In this course students will learn proper identification and handling of microorganisms in a clinical setting. The student will learn microorganism morphology, growth requirements, and speciation. The student will utilize a contemporary method of examination, work with a variety of specimens, and learn the intricacy for optimum isolation and identification on common clinical microorganisms that might be present. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, MLT100 Medical Laboratory Technician Principals and Practices, MLT105 Laboratory Calculations, MA110 Anatomy & Physiology, MA115 Anatomy & Physiology, GEN170 Introduction to Microbiology and GEN190 Basic Chemistry.

### **MLT215 Pathophysiology**

**4.5 Credit Hours**

Pathophysiology is a study of how normal physiology processes are altered by disease. This course will include causes of disease, neoplasms and diseases of the body systems including, congenital, urinary, reproductive, digestive, respiratory, circulatory, nervous, endocrine, musculoskeletal, skin, eye, ear and childhood diseases, pain management and holistic health. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, MLT100 Medical Laboratory Technician Principals and Practices, MLT105 Laboratory Calculations, MA110 Anatomy & Physiology, MA115 Anatomy & Physiology, GEN170 Introduction to Microbiology and GEN190 Basic Chemistry.

### **MLT220 Hematology / Coagulation**

**4.5 Credit Hours**

This course is a study of the cellular element of development and pathology of blood cells and bone marrow; theory of cell production, release and survival; morphological characteristics of normal and abnormal cells; quantitative and qualitative abnormalities. Also included are the principles and techniques involved in the study of homeostasis, blood coagulation and hemorrhagic disorders. The course will also cover principles of immunology and blood banking procedures. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, MLT100 Medical Laboratory Technician Principals and Practices, MLT105 Laboratory Calculations, MA110 Anatomy & Physiology, MA115 Anatomy & Physiology, GEN170 Introduction to Microbiology and GEN190 Basic Chemistry.

### **MLT225 Mycology, Parasitology, Virology**

**4.5 Credit Hours**

This course details concepts in specimen collection, nomenclature, taxonomy & identification of pathogenic fungi & parasites. It will also describe human viruses, viral infections as well as clinical and laboratory diagnosis, epidemiology, treatment, prevention & control of viral infections. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, MLT100 Medical Laboratory Technician Principals and Practices, MLT105 Laboratory Calculations, MA110 Anatomy & Physiology, MA115 Anatomy & Physiology, GEN170 Introduction to Microbiology and GEN190 Basic Chemistry.

### **MLT300 Clinical Chemistry Laboratory**

**4.5 Credit Hours**

This course will focus on practical application and experience in general laboratory collection and testing for Hematology, Coagulation / Hemostasis, Immunology/Serology, Immunochemistry, and Blood Banking. Students will focus on Erythrocyte, Leukocyte, coagulation procedures, serological tests for syphilis, analytical procedures, immunoglobulin, cross matching, blood typing, blood banking practices and various special tests required in a medical laboratory. Students will develop skills in blood collection methods using proper techniques, and universal precautions. Collection will cover vacuum collection devices, syringes, capillary skin puncture, butterfly needles, blood cultures, and specimen collection on adults, children, and infants. The course will also emphasize infection prevention, proper patient identification, labeling of specimens, quality assurance, specimen handling and processing. The proper use and care

of laboratory equipment and basic quality control will be practiced. The student will also practice urinalysis, and will focus on anatomy and physiology, analytic procedures, microscopic urinalysis. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, MLT100 Medical Laboratory Technician Principals and Practices, MLT105 Laboratory Calculations, MA110 Anatomy & Physiology, MA115 Anatomy & Physiology, MLT200 Urinalysis and Body Fluids, MLT205 Immunology / Serology, MLT210 Microbiology, MLT215 Pathophysiology, MLT220 Hematology / Coagulation, MLT225 Mycology, Parasitology, Virology, GEN170 Introduction to Microbiology and GEN190 Basic Chemistry.

**MLT305 Clinical Principles and Practices 4.5 Credit Hours**

This course is an theory extended study of clinical principles and practices in Hematology, Coagulation/Hemostasis, Immunology/Serology, and blood banking which support the clinical laboratory application skills and techniques learned in the clinical laboratory classroom. This course will study the general medical laboratory techniques required in a laboratory environment. The study will include Laboratory quality, laws and regulations, laboratory safety, instrumentation, maintenance & principles of laboratory operation. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, MLT100 Medical Laboratory Technician Principals and Practices, MLT105 Laboratory Calculations, MA110 Anatomy & Physiology, MA115 Anatomy & Physiology, MLT200 Urinalysis and Body Fluids, MLT205 Immunology / Serology, MLT210 Microbiology, MLT215 Pathophysiology, MLT220 Hematology / Coagulation, MLT225 Mycology, Parasitology, Virology, GEN170 Introduction to Microbiology and GEN190 Basic Chemistry.

**MLT 310 Clinical Chemistry Laboratory 4.5 Credit Hours**

This course will focus on practical application and experience in general laboratory collection and testing for Chemistry, Microbiology, and Parasitology. For chemistry a student will focus on kidney/renal, liver/hepatic, carbohydrate tests, protein analysis, enzymology, endocrinology, electrolytes, pH, blood gas, and special chemistry procedures. For microbiology the student will study bacteriology media techniques/cultures, bacterial identification, and special tests/strains for microbiology. For parasitology the student will focus on parasite identification, mycological procedures, and special test related to parasitology. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, MLT100 Medical Laboratory Technician Principals and Practices, MLT105 Laboratory Calculations, MA110 Anatomy & Physiology, MA115 Anatomy & Physiology, MLT200 Urinalysis and Body Fluids, MLT205 Immunology / Serology, MLT210 Microbiology, MLT215 Pathophysiology, MLT220 Hematology / Coagulation, MLT225 Mycology, Parasitology, Virology, GEN170 Introduction to Microbiology and GEN190 Basic Chemistry.

**MLT 315 Clinical Principles and Practices 4.5 Credit Hours**

This course is an extended study of clinical principles and practices in Chemistry, Microbiology and Parasitology which support the clinical laboratory application skills and techniques learned in the clinical laboratory classroom. Sterile technique, methods of handling and inoculating specimens containing pathogenic microorganisms, isolation of and identification of pathogenic microorganisms, laboratory test in chemotherapy, and diagnostic bacteriology mycology, and parasitology will be used. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, MLT100 Medical Laboratory Technician Principals and Practices, MLT105 Laboratory Calculations, MA110 Anatomy & Physiology, MA115 Anatomy & Physiology, MLT200 Urinalysis and Body Fluids, MLT205 Immunology / Serology, MLT210 Microbiology, MLT215 Pathophysiology, MLT220 Hematology / Coagulation, MLT225 Mycology, Parasitology, Virology, GEN170 Introduction to Microbiology and GEN190 Basic Chemistry.

**MLT320 Medical Laboratory Technician**

**Certification Prep**

**4.5 Credit Hours**

This course is designed to give the student a comprehensive approach to reviewing the key competencies of a Medical Laboratory Technician program to prepare the student to take the American Medical Technologist's MLT certification exam. The course will include basic theory review, self evaluation and answers and rationales. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, MLT100 Medical Laboratory Technician Principals and Practices, MLT105 Laboratory Calculations, MA110 Anatomy & Physiology, MA115 Anatomy & Physiology, MLT200 Urinalysis and Body Fluids, MLT205 Immunology / Serology, MLT210 Microbiology, MLT215 Pathophysiology, MLT220 Hematology / Coagulation, MLT225 Mycology, Parasitology, Virology, GEN170 Introduction to Microbiology and GEN190 Basic Chemistry.

**MLT400 Medical Laboratory Technician Externship 4.5 Credit Hours**

Students will be assigned to a medical, clinic or other healthcare setting where they will utilize the essential skills they have developed throughout their program. This experience is designed to provide students with actual on-the-job learning activities in the medical lab environment under the direct supervision of local healthcare professionals. Prerequisites: must have a 2.00 GPA in all core courses and approval of the Academic Dean.

Medical Office Assistant and  
Medical Administrative Specialist

**MA100 Medical Terminology**

**4.5 Credit Hours**

Introduction in building and utilizing a medical vocabulary through the use of prefixes, suffixes, word roots and combining forms/vowels. Emphasis is on correct spelling, pronunciation, and the correct definitions of many medical terms. This course will cover 5 body systems including the integumentary, musculoskeletal, nervous, cardiovascular, and blood system. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA105 Medical Terminology**

**4.5 Credit Hours**

Introduction in building and utilizing a medical vocabulary through the use of prefixes, suffixes, word roots and combining forms/vowels. Emphasis is on correct spelling, pronunciation and the correct definitions of many medical terms. This course will cover 10 body systems, including the lymphatic and immune systems, respiratory system, the digestive, endocrine systems, urinary, female and male reproductive, and human development. Also, covered will be terms in oncology, psychiatry, dental practice, pharmacological, complementary and alternative medicine. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA110 Anatomy and Physiology**

**4.5 Credit Hours**

This course is a study of several systems of the human body. Beginning with the organization of the body, and then moving to the integumentary, skeletal, muscular, nervous, and circulatory systems. The course is designed to enable the student to understand the health problems of the patients as they relate to the various systems. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA115 Anatomy and Physiology**

**4.5 Credit Hours**

This course is a study of several systems of the human body. Beginning with the circulatory, lymphatic and immune systems, the respiratory, digestive, urinary and reproductive systems, will be covered. Nutrition and metabolism, fluids and electrolytes, acid-base balance, and growth and development will also be discussed. The course is designed to enable the student to understand the health problems of the patients as they relate

to the various systems. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA120 Medical Law and Ethics** **4.5 Credit Hours**

This course addresses medical ethics and laws that pertain to the medical field. The course is designed to enable the student to understand medical practice acts, confidentiality, legal responsibilities of the health professional, liability and the civic duties of the health professional. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA150 Basic Insurance** **4.5 Credit Hours**

This course is designed to teach the student how to complete forms for various types of medical health insurance. The course will familiarize the student with the history of health insurance in America, the importance of accurate completion of claims and the terminology that is common to all insurance carriers. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA160 Medical Keyboarding/Transcription** **4.5 Credit Hours**

This course is designed to prepare the student to format and key specialized medical documents. History and Physicals, Discharge Summaries, Operative Reports, Chart Notes, and short scientific articles are examples of the documents students will learn to produce. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA180 Medical Office Administration/Medisoft** **4.5 Credit Hours**

This course provides students with a basic understanding of their duties and responsibilities in the administrative front office. It develops skills in communication, instruction, filing, financial administration, duties as a receptionist, processing of mail, care of the facilities and medical equipment. It also includes developing a professional image, good interpersonal relationships with other office personnel and the right attitude for the professional medical office.

Medisoft, a widely used medical administrative software, simulates administrative situations commonly found in health care practices. The students will learn to input patient information, schedule appointments and handle billing. In addition to preparing various lists and reports, the student learns to handle insurance claims both on paper forms and electronically. These invaluable skills are important for the effective financial management of health care practices. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA190 Medical Office Communications** **4.5 Credit Hours**

This course presents methods in both written and oral communications as they relate to the medical office. The course emphasizes writing and revising effective business correspondence, speaking effectively, and developing useful organizational skills for written and oral business presentations. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**MA212 Coding & Billing** **4.5 Credit Hours**

This course is designed to teach the student how to complete forms for various types of medical health insurance. The course will familiarize the student with the history of health insurance in America, the importance of accurate completion of claims, and the terminology that is common to all insurance carriers. Prerequisites: C100 Introduction to Computer Software Management, C110 Introduction to Microsoft Office, CA120 Strategies for Success, MA100 Medical Terminology, MA110 Anatomy and Physiology, MA120 Medical Law and Ethics, GEN140 Psychology, GEN150 Introduction to Biology and MA150 Basic Insurance.

**MA213 Medical Office Assistant Certification Preparation** **4.5 Credit Hours**

This course is designed to give the student a comprehensive approach to reviewing the key competencies of a medical assisting program to prepare the student to take the American Medical Technologist's CMAA certification exam. The course will include basic theory review, self evaluation and answers and rationales. Prerequisites: CA100 Computer Software Management, CA110 Computer Applications, CA120 Strategies for Success, MA100 Medical Terminology, MA110 Anatomy and Physiology, MA120 Medical Law and Ethics, GEN140 Psychology, GEN150 Introduction to Biology, MA150 Basic Insurance, GEN101 Introduction to Algebra., MA160 Medical Keyboarding/Transcription, MA105 Medical Terminology, MA180 Medical Office Administration/Medisoft, MA115 Anatomy and Physiology and MA190 Medical Office Communications.

**MOA400 Medical Office Assistant Externship** **4.5 Credit Hours**

Students will be assigned to a physician's office, clinic or other healthcare setting where they will utilize the essential skills they have developed throughout their program. This experience is designed to provide students with actual on-the-job learning activities in the medical front office environment under the direct supervision of local healthcare professionals. Prerequisites: Must have a 2.0 GPA in all core courses and approval of the Academic Dean.

Health and Wellness

**PT100 Lifestyle and Health** **4.5 Credit Hours**

This course provides an introduction to the basic concepts for physical fitness and wellness. Students will gain knowledge on the latest findings in exercise physiology and sports medicine, along with the tools for self-assessment and guidelines for developing physical fitness. In the area of wellness, a student will learn current trends and information on today's most important health related topics and issues, with self-tests and guidelines for achieving wellness. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**PT 101 Anatomy and Physiology** **4.5 Credit Hours**

This course will provide students with an overall understanding of the musculoskeletal system and the integument system as it relates to personal fitness training. Subjects include study of the skeletal system to include study of the bony landmarks and joints, the muscular system to include origins, insertion and function of the major muscles of the body, and the integumentary system to include skin and its function and pathologies. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**PT102 Leisure Programming** **4.5 Credit Hours**

This course provides an introduction to the basic concepts for leisure programming. Students will gain knowledge in the areas of direct services delivery, program planning, and program management. The course will focus on issues related to customer service and benefits, such as providing leisure experiences, assessing customer needs, evaluating program impact, promoting positive customer and leader interactions, analyzing and implementing policies, and supervising staff. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**PT103 Anatomy & Physiology 4.5 Credit Hours**

This course is designed to provide the student with an over all understanding of the nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive and urinary systems, including the pathologies of each system. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**PT105 The Business of Personal Training 4.5 Credit Hours**

The course is an introduction to the fundamental concepts and principles of business in the personal training field. An overview to the functions of a personal training business will include an evaluation of personal training as a profession, personal training as a business, management, finance, accounting, marketing, legal and professional responsibilities of personal training. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**PT106 Kinesiology 4.5 Credit Hours**

In this course students will learn the mechanical concepts and principles that underlie human movement and the basic structure and function of the musculoskeletal system. Discussions will systematically focus on the bones, muscles and joints for the upper extremity, lower extremity, and the spinal column, pelvis and thorax. This course will assist the students understanding of the musculoskeletal system as a machine capable of generating and transmitting forces, while exploring the concept that musculoskeletal imbalance results in pathomechanics for injury and disease. Practical application of basic concepts will be made to practical problems in public health and wellness. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**PT110 Biomechanics 4.5 Credit Hours**

This course will act as a guide and reference for the anatomy and biomechanical movements of the human skeleton, and muscles. Special attention will be spent on the identification terms related to these systems. In addition students will learn the description of motion including patterns and speed of movement sequencing by the body segments and how anthropometrics factor in with impacts on kinetic analysis. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**PT120 Exercise Physiology 4.5 Credit Hours**

This course provides the fundamentals for the study of exercise physiology. It thoroughly examines both the immediate responses to, and the long-term benefits of exercise. In addition students will view exercise physiology in the clinical setting and professional issues pertaining to career opportunities. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**PT130 Nutrition, Diet, and Weight Maintenance 4.5 Credit Hours**

This course is designed to sort fact from fiction and help students obtain the knowledge they need to give sound nutritional advice to athletes and active individuals. Students will learn how to get the maximum benefit from the foods used in customized eating plans. In addition this course will take a look at trendy diet alternatives like the Zone, Atkins, Thermo-

genics, and Ultra Slim-Fast and look at how supplementation can assist balanced nutrition and increase exercise performance. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**PT140 Personal Training 4.5 Credit Hours**

This course provides the core concepts in personal training and fitness instruction. A student will develop the knowledge, skills and motivation to enhance the physical fitness and well-being of individuals or groups. Areas of concentration will be Fitness Instruction, Physical Fitness Assessment, Physical Conditioning and Designing a Conditioning Program. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**PT150 Psychology and Techniques of Personal Training 4.5 Credit Hours**

This course provides students with the knowledge on how to help clients achieve their full potential while keeping in top psychological shape. The course focuses on the psychological importance of support, purpose, integrity, resolution, inspiration and timing. Students will also learn how to initiate modifications to behavior as necessary when dealing with physical fitness, nutrition and diet. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**PT160 Sports Medicine First Aid 4.5 Credit Hours**

This course provides the essentials for sports medicine and first aid. A student will develop the knowledge, skills and response to emergencies that can occur during exercise. Areas of concentration will be Emergency Preparedness and Assessment, Infection Control, Assessment and Treatment of Injuries, Therapeutic Modalities, and Physical Rehabilitation. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**PT170 Sports Law and Ethics 4.5 Credit Hours**

This course includes a basic introduction to concepts and issues dealing with legal concerns in recreation and sports in contemporary society. Students will review legal issues pertaining to contracts, premises liability, discrimination, Title IX eligibility, equal opportunity, labor relations and federal funding through examination of case law, statues and regulations pertinent to sports management. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies of Success.

**PT200 Exercise Testing and Prescription 4.5 Credit Hours**

Developed to help students master the essential measurement and evaluation content, principles and concepts to become an effective evaluator, this text provides the practical skills and materials students will need for measurement and evaluation whether they work in teaching or exercise science. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, PT100 Lifestyle and Health, PT101 Anatomy and Physiology I, PT102 Leisure Programming, PT105 The Business of Personal Training, PT106 Kinesiology, PT110 Biomechanics, PT120 Exercise Physiology, PT130 Nutrition, Diet and Weight Management, PT140 Personal Training, PT150 Psychology and Techniques of Personal Training, PT160 Sports Medicine First Aid, PT170 Sport Law and Ethics and PT180 Anatomy and Physiology II.

**PT205 Conducting and Reading Research in Health and Human Performance 4.5 Credit Hours**

Designed for the first course in research methods, this text shows students how to conduct and read research, design research tools, and evaluate results in health, kinesiology, exercise science, recreation, dance, and all other areas of human performance--providing comprehensive coverage of both quantitative and qualitative research methods. Prerequisites:

CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, PT100 Lifestyle and Health, PT101 Anatomy and Physiology I, PT102 Leisure Programming, PT105 The Business of Personal Training, PT106 Kinesiology, PT110 Biomechanics, PT120 Exercise Physiology, PT130 Nutrition, Diet and Weight Management, PT140 Personal Training, PT150 Psychology and Techniques of Personal Training, PT160 Sports Medicine First Aid, PT170 Sport Law and Ethics and PT180 Anatomy and Physiology II.

#### **PT400 Personal Trainer Externship**

**4.5 Credit Hours**

Students will be assigned to a training facility, clinic or other physical fitness setting and will be trained for a Personal Trainers duties that are vital in today's fitness field. This course will train the student to develop fundamental skills for tasks such as exercise physiology, nutrition, diet, weight maintenance, athletic training, business operation, first aid, sports medicine and proficiency in physical health software functions. In addition the student will attend certification drill preparation, and attend the fitness boot camp. At the end of the boot camp students will complete ACE certification exam. This experience is designed to provide students with actual on-the-job learning activities in the physical fitness environment. Prerequisites: must have a 2.00 GPA in all core courses attempted and approval of the Academic Dean.

#### **ES400 Exercise Specialist Externship**

**4.5 Credit Hours**

Students will be assigned to a training facility, clinic or other physical fitness setting and will be trained for a Exercise Specialist duties that are vital in today's fitness field. This course will train the student to develop fundamental skills for tasks such as exercise physiology, nutrition, diet, weight maintenance, athletic training, business operation, first aid, sports medicine and proficiency in physical health software functions. In addition the student will attend certification drill preparation, and attend the fitness boot camp. At the end of the boot camp students will complete the NSCA certification exam. This experience is designed to provide students with actual on-the-job learning activities in the physical fitness environment. Prerequisites: must have a 2.00 GPA in all core courses attempted and approval of the Academic Dean.

### Gaming and Robotics

#### **G100 Structures and Problem Solving**

**4.5 Credit Hours**

The purpose of this course is to introduce the fundamentals of computer science and programming. Students will become familiar with problem solving techniques and algorithm development using computers. Topics will include flow of control, assignment, arrays, functions, input and output, among others. This course also introduces the student to the skills required to perform the following steps to solve a problem: task definition, information seeking strategies, location and access of resources, use of information, and synthesis of information and evaluation of alternatives. Students will analyze different scenarios and create viable solutions. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

#### **G110 Principles of Game Programming in C++**

**4.5 Credit Hours**

This course serves to introduce students to the role of programmer in the development of a game, what games look like from a programmer's viewpoint, and how programmers translate game designs, artistic specs and production requirements into code. It will include hands on programming using C++ to drive the concepts home. Collaboration, communication and compromise are key concepts in game development. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

#### **G120 Principles of Visual Programming in C#**

**4.5 Credit Hours**

This course serves to strengthen the student's understanding of visual programming in the development of a game. It introduces the use of standard code library and the use of these libraries in the development process. It will include hands on programming using C# and the introduction the Microsoft's XNA library. Using existing method to create original game design will facilitate a better understanding of the game design process in a studio environment. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

#### **G130 Cross Platform Programming**

**4.5 Credit Hours**

This course will introduce a basic knowledge of HTML, XHTML, and web based programming. This course will also introduce a basic knowledge of Flash MX multimedia design and Action Script programming. Methods that are essential for cross platform games will be covered. At the conclusion of the course students should have a better understanding of programming principles, as well as a basic knowledge of web-based and streaming gaming. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

#### **G131 Intro to Game Development**

**4.5 Credit Hours**

The goal of this class is to get the student familiar with all aspects of the theory and practice of game development, design, and production. For example Game design and Game programming including Graphics, Audio, Architecture, Collision Detection, and Physics will be covered. This course will prepare the student for all of the classes that will follow. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

#### **G200 Game Concept Design**

**4.5 Credit Hours**

This course is an overview of game development from the creative and theoretical standpoint. Students will learn to analyze games, game play elements, examines genres and trends in gaming and formulates their own outline for an "ideal" game. We will also examine social issues and pressures related to gaming, and the ultimate question: Why do we play games? Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, G100 Structures and Problem Solving, G110 Principles of Game Programming in C++, G120 Principles of Visual Programming in C#, G130 Cross Platform Programming and G131 Intro to Game Development.

#### **G210 Graphic Programming**

**4.5 Credit Hours**

This course introduces the student to the concepts of game programming with DirectX. This will further students by allowing them to become familiar with the most common PC game language and it's most common toolset. This course will introduce the Microsoft DirectX standard library and its components. The course will utilize console C++. Students will examine development issues and troubleshooting. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, G100 Structures and Problem Solving, G110 Principles of Game Programming in C++, G120 Principles of Visual Programming in C#, G130 Cross Platform Programming, G131 Intro to Game Development and GEN101 Introduction to Algebra .

#### **G220 3 Dimensional Art & Design**

**4.5 Credit Hours**

This course introduces the basics of graphics manipulation on the MS Windows platform using Blender, an open source 3D rendering engine. It covers the concepts of depth, color theory, and shape as well as user interaction with such object within a three-dimensional world. Students will learn to build basic structures and game elements with a focus on architecture and world design. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, G100 Structures and Problem Solving, G110 Principles of Game Programming in C++ and C#, G120 Java Programming, G130 Cross Platform Programming, G131 Intro to Game Development and GEN101 Introduction to Algebra.

**G230 Mechanics of Manipulation and Mobility 4.5 Credit Hours**

This course will show students how software creates movement and how that movement can be translated into the physics of the real world. Utilizing reusable robotics kits, students will understand how certain functions and APIs can be used to cause a physical object to move. Students will also continue with basic animation and learn how to translate real world movement into virtual world movement. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, G100 Structures and Problem Solving, G110 Principles of Game Programming in C++, G120 Principles of Visual programming in C#, G130 Cross Platform Programming, G131 Intro to Game Development and GEN101 Introduction to Algebra.

**G231 Modifying Games 4.5 Credit Hours**

In this course a student will learn the basic knowledge of how a game engine works and how to modify, manipulate, and configure the game and its engine, by using an existing game to develop original content. By taking an existing game and creating something new, a student will better understand the function and coding of games. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, G100 Structures and Problem Solving, G110 Principles of Game Programming in C++, G120 Principles of Visual Programming in C#, G130 Cross Platform Programming, G131 Intro to Game Development and GEN101 Introduction to Algebra.

**G240 Advanced Visual Programming 4.5 Credit Hours**

This course will continue the use of C# and code libraries from previous classes. Students will learn to control main game loop and add more functionality. They will also be required to create a fully functional game and present their game. Sound and console game controller function will also be added. The student will also be required to debug and test their game before final presentation. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, G100 Structures and Problem Solving, G110 Principles of Game Programming in C++, G120 Principles of Visual Programming in C#, G130 Cross Platform Programming, G131 Intro to Game Development and GEN101 Introduction to Algebra.

**G250 The Business of Gaming**

**4.5 Credit Hours**

This course addresses the economics of the gaming industry. The course includes the ways games are funded, marketed and sold and the relationships among publishers, developers, retailers and other companies. Other topics to be covered include legal issues of gaming, intellectual property laws, social forces that impact games and legislative forces that impact game content. This course will also include the writing of basic research paper and how they are used in game companies to determine profitability. This course will also help the student prepare for real world issues and create a personal portfolio to demonstrate work to prospective employers. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, G100 Structures and Problem Solving, G110 Principles of Game Programming in C++, G120 Principles of Visual Programming in C#, G130 Cross Platform Programming, G131 Intro to Game Development and GEN101 Introduction to Algebra .

**G251 Gaming Math 4.5 Credit Hours**

If you ever want to get beyond the basics of game programming, understanding of central math topics is a must. This course will propel you into more advanced topics in the realm of math. Upon completion of this course you will have a better understanding of the way math is incorporated into even the most basics of games. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, GEN101 Introduction to Algebra, G100 Structures and Problem Solving, G110 Principles of Game Programming in C++, G120 Principles of Visual Programming in C#, G130 Cross Platform Programming, G131 Intro to Game Development and GEN101 Introduction to Algebra.

**G260 Python 4.5 Credit Hours**

C and C++ seem to be the choice for game programming. Then why learn Python? In this course a student will learn how to cut programming time in half using the high level programming language Python. The idea of this course is to expand a student's abilities in open source game engines and allow a student to create games and graphics at the same time, potentially cutting work loads in half. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, G100 Structures and Problem Solving, G110 Principles of Game Programming in C++, G120 Principles of Visual Programming in C#, G130 Cross Platform Programming, G131 Intro to Game Development, GEN101 Introduction to Algebra, G200 Game Concept Design, G210 Graphic Programming, G220 3 Dimensional Art & Design, G230 Mechanics of Manipulation and Mobility, G231 Unreal Mods, G240 Advanced Visual Programming, G250 The Business of Gaming and G251 Gaming Math.

**G270 Advanced Business of Gaming 4.5 Credit Hours**

This course is designed to allow students to build a portfolio. At this point students have the skills to start building bigger and better games and graphics that will jump off the screen. By the conclusion of this course students will have a portfolio that they can be proud of and go into the interview with confidence, grace and the knowledge that they are able to succeed in the field of Gaming and Robotics. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, G100 Structures and Problem Solving, G110 Principles of Game Programming in C++, G120 Principles of Visual Programming in C#, G130 Cross Platform Programming, G131 Intro to Game Development, GEN101 Introduction to Algebra, G200 Game Concept Design, G210 Graphic Programming, G220 3 Dimensional Art & Design, G230 Mechanics of Manipulation and Mobility, G231 Unreal Mods, G240 Advanced Visual Programming, G250 The Business of Gaming and G251 Gaming Math.

**G400 Gaming and Robotics Externship**

**4.5 Credit Hours**

In this course students will be assigned to a gaming/graphic programming environment, or factory setting where they will utilize the essential skills they have developed throughout their program. This experience is designed to provide students with actual on-the-job learning activities in the gaming and robotic industry under the direct supervision of industry professionals. Prerequisites: Must have a 2.0 GPA in all core courses attempted and approval of the Academic Dean.

## Criminal Justice

### **CJ100 Legal Ethics**

**4.5 Credit Hours**

This course is designed to provide students with critical thinking skills needed to deal with increasingly complex ethical issues in today's professional legal field. In addition, this course provides an understanding of legal terminology, procedures and applications regarding ethics. Emphasis will be placed on the consequences of individual conduct in a variety of employment environments. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success

### **CJ110 Criminal Law**

**4.5 Credit Hours**

This course is designed to provide a basic understanding of criminal law. This course will emphasize state law, historical common law and constitutional law issues. Students will become familiar with the elements of crimes, criminal intent, defenses to crimes and the differences between felonies and misdemeanors. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success

### **CJ115 Criminal Procedures**

**4.5 Credit Hours**

This course is designed to provide an in-depth understanding of criminal law procedures and applications. Students will become familiar with basic rights in a criminal prosecution such as the presumption of innocence, the government's burden of proof and the concept of reasonable doubt. Emphasis will be placed on the understanding of applicable Constitutional Amendments. In addition, students will understand the court process in state criminal justice system. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success

### **CJ120 Criminal Justice Administration**

**4.5 Credit Hours**

This course is designed to provide a basic understanding of the criminal justice system which consists of the police, courts and corrections. Students will become familiar with the history of law enforcement and its duty to protect society, as well as the court system's balancing of an individual's rights versus social control. The course will also explore the role of corrections in punishing criminals while attempting to rehabilitate them to return to society. The major emphasis will be placed upon state criminal justice administration.

Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success

### **CJ200 Criminal Investigation**

**4.5 Credit Hours**

This course is designed to provide students with the basic theoretical and philosophical understanding of the investigatory process. Analysis of problems encountered in interviewing, interrogating, evidence collection and admissibility will be examined. It is also designed to be an objective analysis of the formal social control in our society, including the philosophies, limitations, technologies and responsibilities of investigators. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, CJ100 Legal Ethics, CJ110 Criminal Law, CJ115 Criminal Procedures, CJ120 Criminal Justice Administration

### **CJ205 Introduction to Law Enforcement**

**4.5 Credit Hours**

This course is designed to provide the student with the basic theory, and application and philosophy of policing in our society. In addition, this course will give an overview of the different levels of law enforcement, their roles, and how police agencies are organized. Information about the jobs available in law enforcement and the skills needed in order to obtain these jobs will also be discussed. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, CJ100 Legal Ethics, CJ110 Criminal Law, CJ115 Criminal Procedures and CJ120 Criminal Justice Administration

### **CJ210 Criminology**

**4.5 Credit Hours**

This course is designed to examine criminal behavior as it relates to several varieties of crime. Major emphasis will be placed on the evolution of criminological theories. This course also deals with analysis of present-day programs and trends in the criminal justice system's response to victims. The historical and emerging roles of victimology as a field of study are examined and discussed. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, CJ100 Legal Ethics, CJ110 Criminal Law, CJ115 Criminal Procedures and CJ120 Criminal Justice Administration

### **CJ215 Introduction to Security**

**4.5 Credit Hours**

This course is designed to provide students with an introduction to the world of security and addresses the nature, scope, and history of security services. The course will introduce the essential elements of private and public security as well as types of security organizations. Information about jobs available in the security field and the skills needed in order to obtain these jobs will also be discussed. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, CJ100 Legal Ethics, CJ110 Criminal Law, CJ115 Criminal Procedures and CJ120 Criminal Justice Administration

### **CJ220 Introduction to Corrections**

**4.5 Credit Hours**

This course is designed to offer a practical analysis of corrections in the American criminal justice system. The course covers and explores various aspects of the social history of punishment, staff and inmate safety, prisoner rights litigation, overcrowding, gender and ethnicity, special needs, gang control strategies and growth of supermax prisons. The course also identifies theories of the environmental conditions and subcultures within a correctional setting. In addition, this course can serve as a useful introduction to career planning for employment in the corrections fields. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, CJ100 Legal Ethics, CJ110 Criminal Law, CJ115 Criminal Procedures and CJ120 Criminal Justice Administration

### **CJ225 Case Report Writing**

**4.5 Credit Hours**

This course defines the basic elements of criminal justice report writing and describes the writing process, style, research, and techniques necessary for complete, clear and concise reporting. Emphasis is on criminal justice writing applications. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, CJ100 Legal Ethics, CJ110 Criminal Law, CJ115 Criminal Procedures and CJ120 Criminal Justice Administration

### **CJ400 Criminal Justice Externship**

**4.5 Credit Hours**

Students will be assigned to a criminal justice setting where they will utilize the essential skills they have developed throughout their program. This experience is designed to provide students with actual on-the-job learning activities in the criminal justice environment under the direct supervision of local law enforcement professional. Prerequisites: must have a 2.00 GPA in all core courses and approval of the Academic Dean.



# Excellence In Education

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