

BRYAN



COLLEGE

2010/2011 Catalog

online



Online

4255 Nature Center Way
Springfield, MO 65804
417-862-0755



www.bryancollegeonline.edu



2010/2011

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Online Springfield, Missouri
2010/2011

BRYAN  **COLLEGE**

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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.

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

Memberships and Affiliations

Bryan College is a member of the following organizations:

- Career College Association
- Career Training Foundation
- The Travel Institute (formerly ICTA)

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

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, nationally or globally.

Online students receive the same high quality educational experience campus-based students have come to expect from Bryan College. Instructors are 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.

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 12 credits per ten-week quarter.

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 proceeds 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.

Online Orientation

Bryan College's online orientation introduces students to Comcourse, the Learning Management System used by Bryan College to deliver 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 417-862-5700, 1-800-397-1894.

Hardware Requirements

1.5 GHz Intel or AMD processor; 512MB RAM (1 GB recommended); 20 GB hard drive; DVD; a sound card and speakers; 56 Kbps Internet Connection; Fire Fox 2 or higher OR Internet Explorer 6 or higher; Windows XP, or higher. ***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 417-862-5700 / 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 technical support 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.

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, 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.

Financial Assistance

Bryan College's Financial Assistance Coordinator 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 Assistance Coordinator 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. 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
- 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 in 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 in 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 Workforce

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.

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

Tuition

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

ALL PROGRAMS
\$310.00 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)	\$100.00
Transcript Fee (per transcript) (Academic transcripts are issued when all financial obligations to the College have been met)	\$5.00
Course Transfer Fee	\$100.00
Program Transfer Fee	\$200.00

Books and Supplies

Students are required to order and purchase their books through the Bryan College online bookstore. The cost of books include shipping and handling and will vary based on order date and whether a student purchases new or used books.

The following is an approximate cost per program.

Billing and Coding Courses (this amount includes shipping and handling books)	\$435.00 per quarter
Business & Criminal Justice Courses (this amount includes shipping and handling books)	\$375.00 per quarter
Personal Trainer Courses (this amount includes shipping and handling books)	\$435.00 per quarter

Supplies vary according to the program of study. Individual faculty will post required supplies needed for each course.

The cost of books and supplies is non-refundable. All financial obligations to the college must be current including in-class payments, and alternative loan payments. If financial obligations are not met the college will hold books until payment has been made.

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.bryancollegeonline.com 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@bryan-college.com or by phone at 417-862-5700, or 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 417-862-5700, or 1-800-397-1894.

Career Development

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

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 sign in to classes. Excessive absenteeism will subject the student to withdrawal from a course.

Any student caught cheating on tests, final examinations or other graded materials will 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 may result in 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.

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.

Online 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 for 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 when they participate in the weekly discussion. 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 participates in the classroom discussion.
- 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 ten class days where a student is required to be present. Students will earn twenty 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 Academic Dean
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.

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 posts 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 five work and the final are due by 6:00 PM Central Time on Thursday of week five.

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.

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

For online students choosing to utilize campus-based computer labs; 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

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.

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.

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.

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.

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 AMENDMENTS 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 improved 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 end of the probationary period will be dismissed at that time. 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 times 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 it is determined that a student is making unsatisfactory progress, the student may appeal this decision to the Executive Director Online by indicating in writing the reasons the minimum requirements were not met. The Executive Director Online will review the appeal and make the final decision. The student will be notified in writing.

Minimum Requirements

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 - Medical Billing & Coding	1 (25%)	16	8	1.25
	2 (50%)	33	19	1.5
	3 (Completion)	67	48	2.0
Diploma Program - Personal Trainer	1 (25%)	30	16	1.25
	2 (50%)	60	36	1.5
	3 (Completion)	121	81	2.0
Associates Degree - Business	1 (25%)	38	20	1.25
	2 (50%)	76	45	1.5
	3 (Completion)	153	102	2.0
Associates Degree - Criminal Justice	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 Director of Online Education grants the student's appeal. If the Academic Dean grants the student's appeal, the student will (at the Director of Online Education 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 student 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 students 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 Director of Online Education. 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 Director of Online Education will review the students 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 students 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 Dean. A meeting will be held with the disagreeing parties and the Academic Dean
- If the grievance is not satisfactorily resolved with the Academic Dean, 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 re-**

strictions 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.

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, Library projects and Competencies account for 80% and daily work accounts for 20% of course grade. The student must pass with a minimum of 60% in each General Ed Course and 70% in Course Courses in order to complete the program. The grading scale is as follows:

Grading System

Grades from the preceding course become available to students within two weeks following the last day 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

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 Online 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	6.0	Credit Hours	x	4.0	Grade Points	=	24.0	Credit Points
B	6.0	Credit Hours	x	3.0	Grade Points	=	18.0	Credit Points
C	6.0	Credit Hours	x	2.0	Grade Points	=	12.0	Credit Points
	18.0						54	Credit Points

$$54 / 18 = 3.00 \text{ Cumulative GPA}$$

Students must earn a 2.0 cumulative GPA or higher to graduate.

Credit Hour Definition

Bryan College measures units of credit on a quarter credit hour basis. One quarter equals ten weeks of instruction.

Associate of Applied Science:

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. One clock hour equals 50 minutes of instruction.

Diploma Medical Billing and Coding:

A quarter credit hour is equivalent to a minimum of 20 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. One clock hour equals 50 minutes of instruction.

Diploma Personal Trainer:

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. One clock hour equals 50 minutes of instruction.

Class Schedule

Diploma programs operate over a time period of 60 weeks, including holidays. Business Associate programs operate over a time period of 80 weeks, including holidays. Criminal Justice Associate program operates over a time period of 70 weeks, including holidays. Quarters begin every ten weeks in all programs. Each ten-week quarter is equal to 12 to 13.5 quarter credit hours depending on program.

The following formulas are used to calculate time in the classroom:

Business

Support Courses and General Education

10 weeks = 1 quarter

3 courses are taught in a quarter = 13.5 credits

Each course represents 55 clock hours

Emphasis Courses

10 weeks = 1 quarter

2 courses are taught in a quarter = 12 credits

Each course represents 80 clock hours.

Medical Billing and Coding

Support Courses and Core Courses

10 weeks = 1 quarter

3 courses are taught in a quarter = 12 credits

Each course represents 80 Clock hours

Personal Trainer

Support Courses and Core Courses

10 weeks = 1 quarter

3 courses are taught in a quarter = 13.5 credits

Each course represents 55 clock hours

Criminal Justice

Support Courses, Core Courses, and General Education

10 weeks = 1 quarter

3 courses are taught in a quarter = 13.5 credits

Each course represents 55 clock hours

Instructional Methods

Instructional methods include posted lectures, posted discussions, research, labs, exams, daily work and independent study to ensure students learn at optimum levels. To facilitate optimum learning, Bryan College incorporates the use of guest speakers, field trips, chat room discussions, and various media presentations from flash video to voice narrated power points. For more information please refer to the program outlines.

Transcripts

Official transcripts of a student's academic record are released by the Executive Director Online 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 Transfers

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 Assistance Coordinator will review new charges with the student and determine how 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.

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. Credits accepted for transfer will be forwarded to the student's transcript and grade point averages will continue until program completion. Eligibility for Federal Financial Aid programs can vary for transfer students.

Credit Transfers to/from Sister Colleges

(Rogers, Arkansas & Topeka, Kansas)

Bryan College considers credits for transfer from all accredited campus-based 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. Credits accepted for transfer will be forwarded to the student's transcript and grade point averages will continue until program completion.

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 tak-

en 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 two (2) weeks will be withdrawn from the college.

Withdrawals occurring in week one (1) through three (3) 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 weeks four and five 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 Director of Financial Assistance. 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 two times, will be charged a \$250 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

Return of Title IV Funds

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 multiple major; therefore, additional costs will be incurred. Students wishing to take advantage of this opportunity must communicate with the Academic Dean to complete the process. Students who choose to pursue multiple majors will be given credit for identical course requirements previously completed in another program.

Career Services

Lifetime placement assistance is available to all 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
- Attend a web based workshop provided by the Career Services department on career development skills, interview skills, resume writing techniques, and maintaining good employment concepts
- Provide all personal background information as normally required in the development of a resume for placement purposes. Such information must be true and correct. Interactive web conferencing will be available to all students in order to work with career services personnel on resume construction
- Notify Bryan College's Career Services Office of any changes in address, employment and telephone number
- 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 updated to reflect their employment status
- Make independent attempts to secure employment and do not depend solely on the efforts of Bryan College's Career Services Office

In addition to successful completion of their program, the student must have displayed evidence of personal integrity, adult sense of responsibility and high ethical standards. BC graduates enjoy successful careers with outstanding organizations and leaders in the professions for which we train. These long established relationships have been fostered throughout the years and BC will not compromise the employers respect for our college by recommending a student who does not demonstrate these personal characteristics. No additional charge is accrued for our career placement services.

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 Financial Assistance Coordinator.

Holidays Observed

Below is a list of holidays observed by the administrative office. Please mark these dates with the understanding that administrative support will be limited.

New Year's Day
Martin Luther King Jr. Day
Labor Day
Thanksgiving Day
Memorial Day
Independence Day
Christmas Eve & Day
News Year's Eve

Academic Calendar

Bryan College utilizes an open registration system. This information may be obtained by communicating with the Executive Director Online.

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

Administration

Administration of Bryan College—Springfield:

237 S. Florence Avenue
Springfield, MO 65806
(417) 862-0755
(800) 397-1894 (toll free)

Course Numbering System

Program Support Courses required for the Associate of Applied Science Degree-Business program are CA100, CA110, CA120, BA100, BA101, and BA102. General Education Requirements for the Associate of Applied Science Degree Programs are GEN100, GEN120, GEN130, GEN180. Emphasis Areas for the Associate of Applied Science Degree Program consist of (AC) Accounting, (BF) Finance, (MK) Marketing, (BM) Management, and (TA) Travel Agency Operations. Emphasis areas are considered core courses for a student's selected program.

Program Support Courses required for the Medical Billing and Coding diploma program are MA100, MA110, MA120. The prefix (BC) identifies the core course requirements for the program. In addition CA100 and CA120 are considered prerequisite courses and must be successfully completed.

All other programs: CA100, CA110, CA120, are considered prerequisite courses and must be successfully completed for any program of study. Courses identified with prefixes of "CJ" or "PT" 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 are designed to be completed prior to a student attempting 300 level courses.

Staff / Faculty

See ADDENDUM-FACULTY

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
Criminal Justice

Diploma Programs

Medical Billing and Coding
Personal Trainer

Business

Associate of Applied Science Degree

Completion Time: Nine Quarters*

The Business Program will provide the student with an extensive business background, focusing on their chosen area of emphasis. The program will emphasize development of effective leaders capable of thinking critically, solving problems effectively, making sound business decisions efficiently, and communicating effectively. In order to complete this program, a student must complete 36 Credits of Required Support Courses, 24 Credits of General Education Requirement and select a Core Emphasis Area equaling 48 credits. Core Emphasis Areas include accounting, finance, marketing, management and travel agency operations. Upon completion the student will have achieved 102 Credits for an Associate of Applied Science Degree.

Required Support Courses

Course	Course Name	Credit Hours	Required Credits
CA100	Computer Software Management	4.5	31.5
CA110	Computer Applications	4.5	
CA120	Strategies for Success	4.5	
BA100	Business Communications	4.5	
BA101	Keyboarding	4.5	
BA102	Practical Business Math	4.5	
BA175	Business Applications	4.5	

General Education Requirements

Course	Course Name	Credit Hours	Required Credits
GEN100	Environmental Science	4.5	22.5
GEN120	Composition I	4.5	
GEN130	Introduction to American Politics	4.5	
GEN140	Psychology	4.5	
GEN180	Technical Writing	4.5	

Select One Core Emphasis Area Equaling 48 Credits

Emphasis: Accounting

Course	Course Name	Credit Hours	Required Credits
AC200	Principles of Accounting I	6	48
AC201	Principles of Accounting II	6	
AC202	Principles of Intermediate Accounting I	6	
AC203	Principles of Intermediate Accounting II	6	
AC204	Principles of Managerial Cost Accounting	6	
AC205	Tax Accounting	6	
AC206	Accounting and Managerial Information Systems	6	
AC207	Operational Auditing	6	

Emphasis: Finance

Course	Course Name	Credit Hours	Required Credits
BF200	Principles of Finance I	6	48
BF201	Principles of Finance II	6	
BF202	Investments, Security Analysis, and Portfolio Management	6	
BF203	Risk Management and Insurance	6	
BF204	Financial Statement Analysis	6	
BF205	Money and Banking	6	
BF206	Fundraising Principles and Practices for Non-Profit	6	
BF207	Entrepreneurial Finance	6	

Emphasis: Marketing

Course	Course Name	Credit Hours	Required Credits
MK200	Principles of Marketing	6	48
MK201	Advertising and Promotions	6	
MK202	Sales / Sales Management	6	
MK203	Consumer Behavior	6	
MK204	Marketing Management	6	
MK205	Direct Marketing	6	
MK206	Marketing Research	6	
MK207	Retailing and Merchandizing	6	

Emphasis: Management

Course	Course Name	Credit Hours	Required Credits
BM200	Principles of Management	6	48
BM201	Human Resource Management	6	
BM202	Organizational Behavior	6	
BM203	Business Law and Ethics	6	
BM204	Employment Law	6	
BM205	Leadership	6	
BM206	Project Management	6	
BM207	Entrepreneurship	6	

Emphasis: Travel Agency Operations

Course	Course Name	Credit Hours	Required Credits
TA200	Becoming a Travel Professional	6	48
TA201	Sales and Marketing	6	
TA202	Computer Technology	6	
TA203	Air Travel / Agency Operations	6	
TA204	TRAMS Client and BackOffice Systems	6	
TA205	Tour Development	6	
TA206	Selling Cruises	6	
TA207	E-Commerce and Information Technology In Tourism	6	

Total Credits Required 102

Medical Billing and Coding
Diploma Program

Completion Time: Five Quarters*

The Medical Billing and Coding Program will provide the student with a knowledge and skills base of billing and coding, working with insurance companies, and the terminology needed to be successful in this field.

Certification related courses support the American Academy of Professional Coders certifications program. Students will take the Certified Professional Coder —(CPC) exam. This course reviews patients’ records and assigns numeric codes for each diagnosis and procedure. Students must possess in-depth knowledge of the CPT coding system and familiarity with the ICD-9-CM and HCPCS Level II coding systems. Passing the certification exam is not a requirement of the program.

Required Support Courses		
Course	Course Name	Credit Hours
CA100	Introduction to Computer Software Management	4
CA120	Strategies for Success	4

Required Core Courses		
Course	Course Name	Credit Hours
MA100	Medical Terminology	4
MA110	Anatomy and Physiology	4
MA120	Medical Law and Ethics with a HIPPA Overview	4
BC230	Insurance Billing and Coding I	4
BC231	Insurance Billing and Coding II	4
BC240	Fundamentals of Coding I	4
BC241	Fundamentals of Coding II	4
BC250	Advanced Medical Coding I	4
BC251	Advanced Medical Coding II	4
BC300	Medical Coding: Certification Preparation	4

Total Credits Required	48
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All courses taught Online.

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	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	4.5
PT106	Kinesiology	4.5
PT110	Biomechanics	4.5
PT120	Exercise Physiology	4.5
PT130	Nutrition, Diet and Weight Management	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	4.5
PT400	Personal Trainer Externship	4.5

Total Credits Required	81
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All courses available via Campus-Based or Online

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	4.5
GEN115	Foreign Language	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	4.5
CJ215	Introduction to Security	4.5
CJ220	Introduction to Corrections	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	4.5
GEN130	Intro to American Politics	4.5
GEN140	Psychology	4.5
GEN180	Technical Writing	4.5
GEN200	College Algebra	4.5

Total Credits Required	94.5
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ALL COURSES TAUGHT TRADITIONAL AND NON-TRADITIONAL

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

Support Courses

CA100 Computer Software Management 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.

CA100 Computer Software Management 4 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 Computer Applications 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 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.

CA120 Strategies for Success 4 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.

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 stroke 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.

BA102 Practical Business Math 4.5 Credit Hours

This course is an introduction to fundamentals of basic math principles that can be applied to operational business practices. It explores the applications of math in a variety of ways that identifies how math principles are used to solve day-to-day problems. 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.

General Education

GEN100 Environmental Science 4.5 Credit Hours

This course is an introduction to environmental science that includes energy principles, relationships of organisms in ecosystems and human impacts. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

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 wherein organization and proper usage is 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.

GEN180 Technical Writing**4.5 Credit Hours**

This course explores the writing skills, proper organization of information, and document formatting required of the professional 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/technical manual by the close of the course. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

GEN180 Technical Writing**5 Credit Hours**

This course explores the writing skills, proper organization of information, and document formatting required of the professional 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/technical manual by the close of the course. 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, and CA120 Strategies for Success and GEN101 Introduction to Algebra.

Accounting**AC200 Principles of Accounting I****6 Credit Hours**

This course presents the role of accounting in the business environment, the double-entry bookkeeping (debits & credit mechanics, journal entry preparation, adjusting and closing journal entries) leading to the preparation of financial statements. Emphasis is on the proper recording and reporting of assets, liabilities, equity, revenue, and expenses. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

AC201 Principles of Accounting II**6 Credit Hours**

A continuation of Principles of Accounting that will provide the basis for more advanced studies in accounting. The student will apply the basic accounting principles to transactions within the corporate entity. Topics include all specific assets, liabilities, and ownership equity accounts. Emphasis on receivables, fixed assets, intangible assets, equity, long term assets, and an introduction to statements of cash flow and financial statement analyses. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

AC202 Principles of Intermediate Accounting I**6 Credit Hours**

Expands the student's exposure to financial accounting concepts introduced in the Principles of Accounting sequence. Accounting principles and concepts are analyzed, developed, and then applied to specific business decision situations. The course also introduces an in-depth study of financial statement and balance sheet accounts. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math, AC200 Principles of Accounting I and AC201 Principles of Accounting II.

AC203 Principles of Intermediate Accounting II**6 Credit Hours**

Continuation of the in-depth study of accounting principles and techniques started in Intermediate Accounting I with advanced problems pertaining to analytical processes. Students should expect to further develop their understanding of the methods/procedures used in financial reports, and the conceptual bases for those methods. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math, AC200 Principles of Accounting I and AC201 Principles of Accounting II.

AC204 Principles Managerial Cost Accounting**6 Credit Hours**

This course introduces the basic principles of management accounting including manufacturing and cost accounting, cost analysis, budgeting and financial statement analysis. Also covered in this course are accounting for decentralized operations, capital budgeting decisions, and ethical challenges in managerial accounting. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math, AC200 Principles of Accounting I, AC201 Principles of Accounting II, AC202 Principles of Intermediate Accounting I and AC203 Principles of Intermediate Accounting II.

AC205 Tax Accounting**6 Credit Hours**

This course introduces tax accounting exposing students to a broad range of tax concepts and emphasizing the role of taxation in the business decision-making process. The study of income determination concepts for corporations and the impact of taxation on decisions and ethical standards will also be covered. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math, AC200 Principles of Accounting I, AC201 Principles of Accounting II, AC202 Principles of Intermediate Accounting I and AC203 Principles of Intermediate Accounting II.

AC206 Accounting and Managerial Information Systems**6 Credit Hours**

This course creates a framework for Accounting Information Systems by combining knowledge about business as it relates to information systems, information technology and accounting. The course will also examine accounting information systems and their related controls for improving decision making and performance evaluation. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math, AC200 Principles of Accounting I, AC201 Principles of Accounting II, AC202 Principles of Intermediate Accounting I and AC203 Principles of Intermediate Accounting II.

AC207 Operational Auditing**6 Credit Hours**

This course develops a basic understanding and appreciation of the philosophy of the auditing process and the role of internal and external auditing in an organization. The concepts of risk and control, evidence and documentation are examined, and also includes professional standards and audit sampling. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math, AC200 Principles of Accounting I, AC201 Principles of Accounting II, AC202 Principles of Intermediate Accounting I and AC203 Principles of Intermediate Accounting II.

Finance**BF200 Principles of Finance I****6 Credit Hours**

This course defines the theoretical and conceptual framework used by financial managers to reach decisions in a dynamic economy including problems related to sources of capital and financial analysis. Emphasis is placed on financial statement analysis, time value of money, cash flow management, and risk and return. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

BF201 Principles of Finance II**6 Credit Hours**

This course is a continuation of the theoretical and conceptual framework provided in Principles of Finance I. Emphasis in Finance II is on using financial thought and decision-making skills to understand a firm's working capital management, short-term and long-term financing policies, and special topics in the field of financial management. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

BF202 Investments, Security Analysis, & Portfolio Management**6 Credit Hours**

This is an advanced course in valuation theory; fundamentals of security analysis; portfolio construction and management. This course also introduces quantitative applications and the underlying theory in the analysis and management of securities and portfolios. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math, BF200 Principles of Finance I and BF201 Principles of Finance II.

BF203 Risk Management and Insurance**6 Credit Hours**

This course introduces the study of methods used by organizations and individuals to manage activities whose outcomes cannot be forecasted exactly, i.e., measures taken to reduce the risk of damage to physical assets, exposure to legal liability, or injury to employees or customers. In organizations, the purpose of risk management is to enable the organization to progress toward its goals and objectives on a direct, efficient, and effective path. As such, risk management is a central management function, devoted to the management of uncertainty and its effect on the organization's progress toward its mission. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math, BF200 Principles of Finance I and BF201 Principles of Finance II.

BF204 Financial Statement Analysis**6 Credit Hours**

The purpose of this course is to advance your understanding of how to use financial information to value and analyze companies. Applying your economics/accounting/finance skills to problems from today's business news to help understand what is contained in financial reports, why firms report certain information, and how to be a sophisticated user of this information. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math, BF200 Principles of Finance I and BF201 Principles of Finance II.

BF205 Money and Banking**6 Credit Hours**

This course discusses the nature and functions of money and the role of depository institutions and central banks in affecting the supply of money and credit. The course also reflects on the changing financial environment and the influence of monetary policy on interest rates, prices and the overall level of economic activity. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math, BF200 Principles of Finance I and BF201 Principles of Finance II.

BF206 Fundraising Principles and Practices for Non-Profit**6 Credit Hours**

This course examines how fundraising fits into non-profit management as a whole. The course enables you to identify board, staff and volunteer roles and responsibilities, assess an organization's readiness to begin the fundraising process, assess long-range fundraising strategies and develop ways to monitor progress that will guide a non-profit organization toward creating a sustainable fundraising effort. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math, BF200 Principles of Finance I and BF201 Principles of Finance II.

BF207 Entrepreneurial Finance**6 Credit Hours**

This course is designed to teach prospective entrepreneurs the fundamentals of how to become an entrepreneur, focusing on the financial aspects. The objective of this course is to enhance students' understanding of the dynamic challenges faced by entrepreneurial ventures in securing financial backing to support future growth and development. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math, BF200 Principles of Finance I and BF201 Principles of Finance II.

Management**BM200 Principles of Management****6 Credit Hours**

This course concisely surveys current management theories and research. Through a variety of real-world examples from small, medium, and large companies, the student learns how those ideas are used by practicing managers. The presentation of this course follows the mainstream functional approach of planning, organizing, leading, and controlling. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

BM201 Human Resource Management**6 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, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

BM202 Organizational Behavior**6 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, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

BM203 Business Law and Ethics**6 Credit Hours**

The course combines the understanding of legal theory with 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 environmental and international laws. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

BM204 Employment Law**6 Credit Hours**

This course addresses law and employment decisions from a managerial perspective. Students will be instructed on how to manage effectively and efficiently with full comprehension of the legal ramifications of their decision. Students are shown how to analyze employment law facts using concrete examples of management related dilemmas that do not present clear-cut solutions. The methods of arriving at resolutions are emphasized, so that when the facts of the workplace problem are not quite the same, the student can still reach a good decision on the legal considerations required by law, which remain relevant. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

BM205 Leadership**6 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, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

BM206 Project Management**6 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, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

BM207 Entrepreneurship**6 Credit Hours**

In this course, students will learn the process of getting a new venture started, growing the venture, and successfully harvesting it. Through text, case studies, and hands-on exercises, this course guides students in discovering the concepts of entrepreneurship and the competencies, skills, tools, and experience needed to equip students to launch a new venture and recognize entrepreneurial opportunities. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

Marketing**MK200 Principles of Marketing****6 Credit Hours**

This course is an introduction to the fundamental concepts and principles of marketing. Areas covered include market demand, market planning, market segmentation, marketing strategies and the global dimensions of marketing. The student will be able to apply marketing theory to actual situations by gaining a broad exposure to marketing topics and perspectives. This exposure is gained by developing a working knowledge of the key concepts in marketing. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

MK201 Advertising & Promotion**6 Credit Hours**

This course provides students the opportunity to gain an understanding of advertising in business and society. How to analyze the advertising environment, prepare the message, use conventional and new media, integrate brand promotion, and learn different advertising mediums and the advantages of each will strengthen the student's depth of understanding marketing principles. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math and MK200 Principles of Marketing.

MK202 Sales/Sales Marketing**6 Credit Hours**

This course is primarily concerned with the management of a sales force and its activities. The course includes discussions and programs on recruiting, selecting, training, routing, supervising, paying, and motivating the sales force. The student will also learn how the increasing globalization of business for customers who use the Internet to research their purchasing will affect the sales manager's role and the implications upon the sales force operation. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math and MK200 Principles of Marketing.

MK203 Consumer Behavior**6 Credit Hours**

This course examines important concepts, principles, and theories from the various social sciences in order to describe and explain consumer behavior. The purpose of the course is to study the process of consumer choice, its determinants and its implications for marketing programs and public policy. Consumer behaviors that will be analyzed are consumers as individuals, as part of a group, and the effects of consumption on culture and how to measure these influences. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math and MK200 Principles of Marketing.

MK204 Marketing Management**6 Credit Hours**

A strategic decision making approach will help students develop the framework for making intelligent marketing decisions. This is accomplished in this course by gaining an understanding of market opportunity analysis. The student will learn how to develop broad-based strategic marketing programs as well as strategic marketing programs for selected situations, and how to implement and control marketing programs. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math and MK200 Principles of Marketing.

MK205 Direct Marketing**6 Credit Hours**

This course includes real-life business case studies from well-known companies, utilizing cutting-edge information on the latest E-tools available openly related to Direct Marketing. The student will learn the scope of direct marketing and the effects of the Internet and other digital media have on direct marketing. This course also investigates the managing of the creative process and harnessing it to power direct marketing through various media platforms. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math and MK200 Principles of Marketing.

MK206 Marketing Research**6 Credit Hours**

This course is designed to introduce students to the concepts and practices that make up the field; to show how marketing information research tools, skills, and understanding can be applied in solving marketing problems. Students will learn how to design a market research project, how to gather and collect accurate data, and the analysis of data and the reporting of results. This course will also explain the use of technology in the research process. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math and MK200 Principles of Marketing.

MK207 Retailing and Merchandizing**6 Credit Hours**

This course is designed to introduce students to the excitement of retailing and prepare them for a career in retailing and related fields through understanding the world of retail business, developing a retail strategy, how to manage merchandise and store management. Case studies provide an opportunity to study the ethical and legal issues raised by the role of technologies in retailing and to develop and understanding of international retailing and the cultural impacts of buying behavior. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding, BA102 Practical Business Math and MK200 Principles of Marketing.

Travel Agency Operations**TA200 Becoming a Travel Professional****6 Credit Hours**

The focus of this course is to familiarize students with becoming a Travel Professional in the Travel and Tourism Industry. The student will gain knowledge of industry terminology, popular tourist destinations, rules and regulations, professional certifications and organizations. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

TA201 Sales and Marketing**6 Credit Hours**

This course provides the student with a solid knowledge of effective sales and marketing techniques. Students will learn skills needed to provide efficient and professional customer service with emphasis placed on the sales cycle, telephone skills, and effective problem solving. This course will fulfill two Certified Travel Associate (CTA) core courses and two elective courses toward certification. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

TA202 Computer Technology**6 Credit Hours**

The focus of this course is the functions of the automated computer system of the travel industry. This includes the formation of passenger name records, policies and procedures of the airline industry, car rental industry, and hotel industry. This course will fulfill one Certified Travel Associate (CTA) core course. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

TA203 Air Travel / Agency Operations**6 Credit Hours**

This course provides an overview of procedures, policies, routings, and fares for domestic and international air travel in relationship between the airlines and travel agencies. The student will gain knowledge of the history, business, economics and trends of the travel industry. This course will fulfill two Certified Travel Associate (CTA) core courses toward certification. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

TA204 TRAMS Client and Back Office Systems**6 Credit Hours**

This course provides the student with the knowledge of TRAMS Client Base and TRAMS Back Office Accounting. Students will gain an understanding of organizing and servicing clients effectively with the Client Base tool. Students will also learn skills to work with TBO profiles, payments, invoicing, ARC/BSP reconciliation, and General Ledger. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

TA205 Tour Development**6 Credit Hours**

This course provides an overview of planning domestic and foreign itineraries, including how to get started, what resources to use, and some basic guidelines to follow when planning worldwide itineraries. Travel professionals are called upon to plan creative and stimulating itineraries for their clients. Students will learn how to develop itineraries that are logical, interesting and sequential planning of all the elements of a trip; transportation, accommodations, sightseeing, visits to attractions and meals. The students will also gain knowledge in selling escorted and all-inclusive vacations. This course will fulfill two Certified Travel Associate (CTA) core courses and two elective courses toward certification. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications and BA101 Keyboarding, BA102 Practical Business Math.

TA206 Selling Cruises**6 Credit Hours**

This course introduces students to the cruise line industry with an emphasis on selling cruises. Students will focus on important geographical areas of cruising, the history of cruising, the cruise experience and understand all aspects of the cruise industry. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

TA207 E-Commerce and Information Technology in Tourism**6 Credit Hours**

This course introduces the student to the e-commerce of the travel industry. The focus of this course is to understand and explain the impact the internet has on the travel industry. The student will also focus on expanding their database of Travel & Tourism Industry specific websites. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, and CA120 Strategies for Success, BA100 Business Communications, BA101 Keyboarding and BA102 Practical Business Math.

Medical Billing and Coding**MA100 - Medical Terminology****4 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. Prerequisites: CA100 Introduction to Computer Software Management and CA120 Strategies for Success.

MA110 Anatomy and Physiology**4 Credit Hours**

This course is a study of several systems of the human body. Beginning with structural units, then moving to the Integumentary, Musculoskeletal, Nervous, the Senses, Endocrine, Blood and Lymphatic, Respiratory, Digestive, 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 and CA120 Strategies for Success.

MA120 - Medical Law and Ethics with a HIPPA Overview**4 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 and CA120 Strategies for Success.

BC230 - Insurance Billing and Coding I**4 Credit Hours**

This course prepares students for the necessary procedures for medical billing and coding. It offers guidance for all elements of submitting, tracing, compiling, appealing and transmitting billing claims for insurance company procedures. It introduces students to various kinds of health insurance and managed care models, including Medicare. It covers insurance claim collection strategies. Prerequisites: CA100 Introduction to Computer Software Management, CA120 Strategies for Success, MA100 Medical Terminology, MA110 Anatomy and Physiology and MA120 Medical Law and Ethics with a HIPPA Overview.

BC231 - Insurance Billing and Coding II**4 Credit Hours**

This course prepares students for the necessary procedures for medical billing and coding. It offers continuing guidance for all elements of submitting, tracing, compiling, appealing and transmitting billing claims for insurance company procedures. Students explore in greater detail health insurance and managed care models, including Medicare. It covers insurance claim collection strategies. Prerequisites: CA100 Introduction to Computer Software Management, CA120 Strategies for Success, MA100 Medical Terminology, MA110 Anatomy and Physiology and MA120 Medical Law and Ethics with a HIPPA Overview.

BC240 - Fundamentals of Coding I**4 Credit Hours**

This course provides instruction in the fundamentals of medical coding. It details how to operate today's common coding systems, including Current Procedural Terminology, International Classification of Diseases 9th Revision, Clinical Modification (ICS- 9- CM), ICD- 9- CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding system. Prerequisites: CA100 Introduction to Computer Software Management, CA120 Strategies for Success, MA100 Medical Terminology, MA110 Anatomy and Physiology and MA120 Medical Law and Ethics with a HIPPA Overview.

BC241 - Fundamentals of Coding II**4 Credit Hours**

This course provides instruction in the fundamentals of medical coding. It details how to operate today's common coding systems, including Current Procedural Terminology, International Classification of Diseases 9th Revision, Clinical Modification (ICS- 9- CM), ICD- 9- CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding system. Prerequisites: CA100 Introduction to Computer Software Management, CA120 Strategies for Success, MA100 Medical Terminology, MA110 Anatomy and Physiology and MA120 Medical Law and Ethics with a HIPPA Overview.

BC250 - Advanced Medical Coding I**4 Credit Hours**

This course will include material covering Evaluation and Management of Services, Anatomical Coding and Procedural Coding. This course will build upon the course on the Fundamentals of Coding and present abstract situations for the student to apply their knowledge to. This course will also require you to assign ICD- 9 diagnosis codes as well as CPT codes. You may find it necessary to review the "Step- By- Step" Medical Coding book that we used in the Fundamentals of Coding I and II courses. Prerequisites: CA100 Introduction to Computer Software Management, CA120 Strategies for Success, MA100 Medical Terminology, MA110 Anatomy and Physiology, MA120 Medical Law and Ethics with a HIPPA Overview., BC230 Insurance Billing and Coding I, BC231 Insurance Billing and Coding II, BC240 Fundamentals of Coding I and BC241 Fundamentals of Coding II.

BC251 - Advanced Medical Coding II**4 Credit Hours**

This course will cover the codes required to bill insurance companies for services. It will include material covering Evaluation and Management of Services, Anatomical Coding and Procedural Coding. This course will build upon the course on the Fundamentals of Coding and present abstract situations for the student to apply their knowledge to. Prerequisites: CA100 Introduction to Computer Software Management, CA120 Strategies for Success, MA100 Medical Terminology, MA110 Anatomy and Physiology, MA120 Medical Law and Ethics with a HIPPA Overview., BC230 Insurance Billing and Coding I, BC231 Insurance Billing and Coding II, BC240 Fundamentals of Coding I and BC241 Fundamentals of Coding II.

BC300 - Medical Coding: Certification Preparation**4 Credit Hours**

This course provides a review of medical coding processes and procedures including practice test activities and simulated certification examinations. Students are presented with coding case practices and are expected to apply their knowledge of procedural and anatomical coding in an abstract manner. This course will review anatomical terminology and reimbursement issues. It will also review Current Procedural Terminology, International Classification of Diseases 9th Revision, Clinical Modification (ICS- 9- CM), ICD- 9- CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding system. Prerequisites: CA100 Introduction to Computer Software Management, CA120 Strategies for Success, MA100 Medical Terminology, MA110 Anatomy and Physiology, MA120 Medical Law and Ethics with a HIPPA Overview., BC230 Insurance Billing and Coding I, BC231 Insurance Billing and Coding II, BC240 Fundamentals of Coding I, BC241 Fundamentals of Coding II, BC250 Advanced Medical Coding I and BC251 Advanced Medical Coding II.

Personal Trainer**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, Thermogenics, 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, statutes and regulations pertinent to sports management. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies of Success.

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 a fitness boot camp and at the end of that training sit for 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.

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 and 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 and CJ120 Criminal Justice Administrations.

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 Administrations.

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 Administrations.

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 Administrations.

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 Administrations.

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 Administrations.

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 attempted and approval of the Academic Dean.



Excellence In Education

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