



2012

# ONLINE

RIGHT COLLEGE

RIGHT DEGREE

RIGHT CAREER

RIGHT TIME

RIGHT NOW

CATALOG



# Table of Contents

Introduction . . . . .	4	Tuition and Fees . . . . .	28
Mission and Objectives, History . . . . .	5	Tuition . . . . .	29
Admissions and Support Centers . . . . .	5	Funding Tuition . . . . .	29
Distance Education . . . . .	6	Canceling Enrollment Prior to Starting Class . . . . .	29
Majors . . . . .	7	Cancellation after Classes Have Started . . . . .	29
Course Codes . . . . .	7	Refund Policy . . . . .	29
Frequently Asked Questions . . . . .	7	Return of Title IV Funds . . . . .	30
School of Healthcare . . . . .	8	Earning and Returning Title IV Funds . . . . .	30
MS Healthcare Administration . . . . .	8	Sample Refund Policy . . . . .	30
MS Healthcare Informatics . . . . .	9	Refund Calculation Example . . . . .	30
MS Nursing Administration . . . . .	9	Scholarships . . . . .	30
MS Nursing Education . . . . .	9	Student Services . . . . .	31
BS Health Information Management . . . . .	9	Tutoring, Advising . . . . .	31
BS Health Science . . . . .	10	Career Services . . . . .	31
BS Nursing . . . . .	10	Library - SHARC . . . . .	32
BS Nursing Administration . . . . .	11	Orientation . . . . .	32
School of Business . . . . .	13	Sexual Harassment . . . . .	32
Business Administration (MBA) . . . . .	13	Student Conduct . . . . .	32
BS Accounting . . . . .	13	Student Complaint/Grievance Procedure . . . . .	32
BS Business Administration . . . . .	14	Calendar . . . . .	33
AS Business Management and Accounting . . . . .	16	Governmental Agencies . . . . .	33
School of Graphic Arts . . . . .	18	Program Modernization . . . . .	33
BS Graphic Arts . . . . .	18	Disaster Affecting the College's Operations . . . . .	33
BS Web Design and Development . . . . .	19	Disability Service . . . . .	33
AS Graphic Arts . . . . .	20	What is a Disability? . . . . .	33
School of Technology . . . . .	21	Exceptions . . . . .	33
MS Information Systems . . . . .	21	Eligibility for Services . . . . .	33
BS Computer Science . . . . .	21	Documentation Requirements . . . . .	33
Campus Location . . . . .	23	Accommodations . . . . .	34
Admissions Information . . . . .	23	Title IX and VI of the Civil Rights Act of 1964 . . . . .	34
Admissions Requirements . . . . .	23	Vocational Rehabilitation Act . . . . .	34
Master's Degree . . . . .	23	Course Descriptions . . . . .	35
Admissions Procedures . . . . .	23	Administration/Faculty/Staff . . . . .	53
Student Standards . . . . .	23	Academic Calendar . . . . .	54
Online Attendance Requirements and Procedures . . . . .	24	SHC Legal Control . . . . .	54
Guidelines and Procedures for Online Communication . . . . .	24		
Academic Information . . . . .	24		
Class Size . . . . .	24		
Attendance . . . . .	24		
Equipment for Student Use . . . . .	24		
Grading System . . . . .	24		
Passing Grades . . . . .	24		
Grade Reports, Course Withdrawal . . . . .	25		
Program Withdrawal . . . . .	25		
Dismissal . . . . .	25		
Readmission . . . . .	25		
Maximum Time Frame . . . . .	25		
Satisfactory Academic Progress Measurements . . . . .	26		
Financial Aid Probation . . . . .	26		
Satisfactory Progress Verification . . . . .	26		
Appeal, Mitigating Circumstances . . . . .	26		
Reestablishing Eligibility for Federal Funds . . . . .	26		
Incompletes/Make-Up Work Policy . . . . .	26		
Occupational Standards . . . . .	26		
Prerequisite Courses . . . . .	26		
Course Repetitions . . . . .	27		
Graduation Requirements and Awards . . . . .	27		
Degrees Granted . . . . .	27		
Graduation Honors . . . . .	27		
Credit Transfers . . . . .	27		
Credit by Examination . . . . .	28		
Family Educational Rights and Privacy Act of 1974 . . . . .	28		
Financial Information . . . . .	28		

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## A Message from the Chairman

Education to advance your career can mean a better life for you—one filled with more opportunities, higher pay, greater understanding of the world around you, and all the benefits success can bring.

Stevens-Henager College offers today's way to learn—online, on your schedule, at home, at work, while traveling, wherever you wish—24/7.

Stevens-Henager College courses are designed specifically for adults; they are the flexible, affordable and convenient way to learn. There are no on-campus classes, no registration lines to stand in...just quality education.

Carl B. Barney  
Chairman

## Your complete, distance education delivers:

- Services and assistance online or by phone.
- Help when you need it. Our experienced staff members guide, and help you through your program.
- Distance education that is comparable to or even better than an on-campus program.\*
- A convenient and practical solution for your educational needs, without sacrificing your current job, family or social commitments.

Earn the credentials you need for promotion, for licensure, to start a new career—or just study for your own personal satisfaction.

For more than 120 years, Stevens-Henager College (SHC) has helped working adults like you to get the educational credentials they need to advance their careers. Our experienced, student-oriented staff is prepared to assist you throughout your distance education experience.

\*In a survey of supervisors of distance-learning graduates, more than 90% thought that graduates compared favorably in knowledge, skills and attitude to those with resident degrees.  
See [www.detc.org/freepublications.html](http://www.detc.org/freepublications.html)



*“Distance Education is no longer the future of higher learning, it is today’s reality. Students can now earn a complete education from an accredited institution at a time and place that enables them to maintain their responsibilities as parents, workers, community members.”*

— Barbara Thomas, Chief Operations Officer

## History and Mission

### Mission and Objectives

We are dedicated to helping our students graduate and get a much better job sooner. We focus on educating people for rewarding careers and enriching lives. Our goal is for students to achieve success in career-oriented programs and enhancement of skills in critical thinking, communication, problem solving, and using technology culminating in satisfactory career placement or advancement in current employment. To fulfill this goal, the College will:

1. Provide a solid foundation of specific competencies that will enable students to acquire the skills required in their chosen occupation.
2. Provide students with education and knowledge to become competent members of their communities; enabling them to appreciate and successfully cope with the human relations problems encountered in the workplace.
3. Provide programs that include a variety of skills which will bring students a fuller realization of the world in which they live and work, so that they are capable of achieving a satisfactory and rewarding career and lifestyle.
4. Serve as a leader of higher education in each of our communities by incorporating suggestions and recommendations from knowledgeable representatives of the programs offered.

### History

Stevens-Henager College was founded in Ogden, Utah, in September 1891 by Professor J.A. Smith as the Intermountain Business College. The college's purpose was to teach commercial subjects and place graduates in business positions. The college was known over the following 68 years as Smithsonian Business College, Moench University of Business and Ogden Business College. In 1959 the name was changed to Stevens-Henager College. The main campus is in Ogden. Branches were established in Provo, Utah, in June 1978; Salt Lake City, Utah, in August 1999; Logan, Utah, in October 2001; in Boise, Idaho, in April 2004; and in St. George, in June 2011.

Today, Stevens-Henager College is known for its high educational standards. Academic majors are designed specifically to meet the changing trends and requirements of the business and medical employment markets. Business, technical, and medical leaders have come to recognize Stevens-Henager College graduates for their superior training and their outstanding professionalism.

In 2004 the online format was first offered for general education courses. Additional courses and eventually programs were offered over the next several years. Stevens-Henager Online is now a department of the Murray branch campus and offers 17 degree programs online.

## Developed by Experts

Stevens-Henager College programs are specifically developed for independent distance study by educational experts, instructional designers and technology professionals. What makes SHC's curriculum stand out is that our course experts have designed real-world materials to help you develop knowledge, and skills that you can apply immediately, at work and in your life.

## Your Admissions and Support Centers

At our College, you may study independently, but you will never be alone. We have built an extensive student support network throughout the West.

As an online student, you will also have access to on-ground campuses and support centers. SHC's campuses, College Education Centers<sup>+</sup> (CEC), and relationships with our affiliated colleges broaden the resources services available to you as a student.

### Enroll with Local Support

From applying to the College to accessing a tutor, guest lectures and even a broadband Internet connection, your education support network includes campuses in six states and our expanding network of College Education Centers in local communities.

For more information on our programs and Admissions and support centers, or to schedule a visit, call the College at 800-279-3498. A friendly advisor will discuss your education plans with you by phone or in person. For in-person admissions information, see below for a location near you. Choose the location that's best for you, and call to get started.

### Stevens-Henager College

#### Boise – Branch

1444 So. Entertainment Ave.  
Boise, ID 83709

#### Nampa – Satellite

16819 N. Marketplace Blvd.  
Nampa, ID 83687

#### Idaho Falls – Branch of CollegeAmerica Flagstaff Main campus

901 Pier View Drive, Suite #105  
Idaho Falls, ID 83402

#### Logan – Branch

755 South Main Street  
Logan, UT 84321

#### Ogden – Main

1890 South 1350 West  
West Haven, UT 84401

#### Layton – Satellite

1660 West Antelope Drive, Suite 115  
Layton, UT 84041

#### Provo/Orem – Branch

1476 Sandhill Road  
Orem, UT 84058

#### Lehi – Satellite

1250 East 200 South, Suite 1G  
Lehi, Utah 84043

#### St. George – Branch

720 South River Road, Suite C-130  
St. George, UT 84790

#### Independence University – Branch

4021 South 700 East, Suite 400  
Salt Lake City, UT 84107

#### Salt Lake City/Murray\*\* – Branch

383 West Vine Street  
Murray, UT 84123

### CollegeAmerica

#### Cheyenne – Branch

6101 Yellowstone Road  
Cheyenne, WY 82009

#### Colorado Springs – Branch

3645 Citadel Drive South  
Colorado Springs, CO 80909

#### Denver – Main

1385 South Colorado Blvd.  
Denver, CO 80222

# Distance Education

## Fort Collins – Branch

4601 South Mason Street  
Fort Collins, CO 80525

## South Colorado Springs – Satellite

1026 Maxwell Street  
Colorado Springs, CO 80906

## Flagstaff – Main

3012 East Route 66  
Flagstaff, AZ 86004

## Phoenix – Branch

9801 North Metro Parkway East  
Phoenix, AZ 85051

## California College San Diego

### California College San Diego – Main

2820 Camino Del Rio S.  
San Diego, CA 92108

### National City – Satellite

22 W 35th St.  
National City, CA 91950

### San Marcos – Branch

277 Rancheros, Suite 200  
San Marcos, CA 92609

Our family of colleges is your personal support network. Stevens-Henager College started building relationships with employers over 100 years ago. Today those relationships and those of our sister colleges pay off in jobs for our graduates in cities throughout the West. Call the number below or visit a location near you to enroll.

*\*College Education Center: Support center for online students. Offers computer lab, tutoring and other services. No programs are taught at CEC locations.*

*\*\*Fully online programs are offered through Salt Lake City/Murray.*

## You Can Earn an Education Without Sitting in a Single Classroom

Advances in technology have made earning your degree more convenient than ever before. Through the power of the Internet, you, a busy adult, can get the education you need to get ahead and potentially increase your earning power. You do not have to commute, park, arrange dependent care, or attend on-ground scheduled classes. You set the time, choose the place and set your own study schedule. You are in charge of your own education.

### How Do Online Courses Work at Stevens-Henager College?

- Enroll at the SHC website ([www.stevenshenager.edu](http://www.stevenshenager.edu)).
- E-books are available for many courses.
- Communicate with instructors through email, discussion forums and live virtual classrooms.
- Complete and submit assignments online.
- Online courses start each module (4 weeks).
- Access student services and receive academic advising online.

### Course delivery methods:

1. Asynchronous Distance – Internet-based courses that are not time or location specific. A student interacts with the coursework, prepared by an instructor, using the Internet and our Learning Management System.
2. Synchronous Distance – Internet courses that are time but not location

specific (i.e., classes are scheduled for a specific time, but can be accessed via the Internet). In some programs students will be expected to attend some courses offered in a synchronous format. Students interact in real time with classmates, and the instructor using the Internet via a virtual classroom using live communication and information and application sharing applications. In addition some programs utilize internet lab simulation tools.

### Distance Education Right for You?

Online education courses demand the same dedicated student effort as traditional classroom-based courses. The material is college-level, and you will need self-motivation and self discipline to succeed.

### The most practical way to learn

Our distance education programs are the most credible, effective alternative to a traditional classroom education. Developed by experts, Stevens-Henager College's courses are specifically designed, and developed for independent study by practitioners and professionals who have experience in their field.

### How We Make Distance Education Work for You

1. **Faculty and staff available.** Many students who attend SHC Online have busy schedules, and are unable to complete course work during regular business hours. Your personal Academic Advisor will assist you. An online staff member is available after hours between 8PM -12AM MST. Associate Deans, instructors and other staff members are available to answer your questions.
2. **Online services available 24/7.** Our user-friendly website provides access to Stevens-Henager College's Student Services. Rather than traveling to classes and sitting for quizzes and tests in the classroom, you can take them online and in many classes get your score immediately. For any questions you miss, guidance is provided for you to understand the correct answer so that you can learn as you take tests. Instead of travelling to the registrar's office, review your transcript, get your grades or account status, and see other information at your fingertips—online.
3. **Communication tools.** You don't have to leave home or work. You save precious time. You make your own schedule. You study anything anytime, anyplace and at your own pace; not the pace set by the class or an instructor. You can use the Internet, e-mail, threaded conversations and other technology to interact with fellow students as you participate in synchronous and asynchronous group activities. Course email allows you to communicate with your professors and with fellow students. You gain a deeper understanding of the material, and can exchange opinions and ideas with people in the same course(s).
4. **Study materials available 24/7.** You walk step-by-step through your course materials with synchronous and asynchronous learning. The materials guide you through the lessons in your own home, office, or other location.

Stevens-Henager College reserves the right to vary the order in which courses are presented within each curriculum, and also reserves the right to update and make changes to the subject matter and course material and to adjust the time scheduled for a curriculum, with approval of ACCSC (Accrediting Commission of Career Schools and Colleges) as necessary. Such changes do not increase the total price beyond the amount stated in the Enrollment Agreement.

## Definition of Credit

Academic credit is measured in quarter credit hours. A clock hour is equal to 50 minutes of instruction. One-quarter credit hour is equivalent to 10 clock hours in class, 20 clock hours in a laboratory, or 30 clock hours devoted to externship; or a combination of the three. Students are expected to complete two hours of out-of-class assignments for every one hour of class time.

## Course Numbering System

Courses numbered 100 to 299 are considered basic to the learning process of the student. Courses numbered 300 to 499 are generally considered upper level work. Courses numbered 500 and 600 are graduate level courses.

## Fully Online Programs

Via a consortium agreement, all fully online programs are delivered by the Salt Lake City/Murray branch of Stevens-Henager College Ogden/West Haven.

### Master's:

- Business Administration (MBA)
- Business Administration (MBA) with an Entrepreneurship Emphasis
- Healthcare Administration
- Healthcare Informatics
- Information Systems
- Nursing Administration
- Nursing Education

### Bachelor's:

- Accounting (with emphases in Accounting and Forensic Accounting)
- Business Administration (with emphases in Business Administration, Human Resources, New Media Marketing, Property Management and Technology)
- Computer Science (with emphases in Networking, Programming, Information Systems Security and Social Media Technology)
- Graphic Arts (with emphasis in Information Design)
- Health Science
- Health Information Management
- Nursing (completion)
- Nursing Administration (with Clinical Nurse Educator, Community Health Nurse, Nurse Case Manager and Nursing Informatics Emphases)
- Web Design and Development

### Associate of Applied Science:

- Business Management and Accounting (with Property Management, Event Planning and Retail Sales Management Emphases)
- Graphic Arts
- Certificate in Property Management

## Course Codes

ACC	Accounting
APP	Computer Applications
BIS	Business Information Security
CIS	Computer Information Systems
COM	Computer
COT	Communications in Technology
CSS	College Success Strategies
DES	Design
ECN	Economics
ENG	English
EPM	Event Planning Management
FIN	Finance
GER	Gerontology
HEA	Health
HCA	Healthcare Administration
HCP	Healthcare Practices
HCS	Healthcare Science
HIM	Health Information Management
HIT	Health Information Technology
HRM	Human Resources Management
HSA	Health Services Administration
HSM	Health Services Management
HIS	History
ISS	Information Systems Security

MAN	Management
MAT	Mathematics
MBA	Master's in Business Administration
MCS	Microcomputer Systems
MED	Medical
MIS	Management Information Systems
MKT	Marketing
NET	Networking
NUR	Nursing
OPS	Operating Systems
PHI	Philosophy
PRG	Programming
PSY	Psychology
REH	Rehabilitation
SCI	Science
SMT	Social Medical Technology
SOC	Sociology
STA	Statistics

## Why You Should Enroll in Stevens-Henager College:

### Frequently Asked Questions (FAQs)

#### Who enrolls in Stevens-Henager College?

Our students are mature, working, successful, motivated adults who want a degree to advance their careers. They need and must have a flexible, focused, fast educational track which is what SHC offers.

#### Why do students enroll in Stevens-Henager College?

For the pride, prestige and earning power that a college degree offers. For career advancement, promotion, preparation for licensure, a new job and the possibility of a higher salary. A degree opens doors that may have been previously closed.

#### Is SHC Accredited?

Yes. SHC is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC, recognized by the United States Department of Education as a private, non-profit, independent accrediting agency, is dedicated to ensuring a quality education for more than 200,000 students who annually pursue career education at approximately 800 ACCSC accredited institutions.

#### Do I have to wait for a semester to start?

No. With SHC's continuous enrollments, you can start any month. When you are ready to begin, simply enroll online or contact an Admissions Consultant at (800) 279-3498.

#### How can I pay the tuition?

Everyone can afford to earn a college degree. Financial aid is available for those who qualify and SHC also offers a variety of private tuition assistance programs, including loans, scholarships and grants, for those who qualify. There is a financial plan for everyone.

#### What programs does Stevens-Henager College offer?

We offer master's, bachelor's and associate's degrees. Choose from healthcare, business, or graphic arts. You'll find complete details about each program in this catalog.

#### Can I transfer in my previous credits?

Absolutely! Credits earned at a school accredited by an agency recognized by

the U.S. Department of Education are eligible. We also review credits earned through ACE, CLEP, DANTES/DSST, AP, ACT, Excelsior/Regents/PEP and USAFI.

## How soon can I graduate?

If you have previous course credits, you could finish a degree in as little as one year depending on the program.

## What is online distance education?

Online distance education offers you many of the same programs, textbooks and services as a campus-based university, but everything is at your fingertips 24/7—at home, at work, while traveling, or while serving in the military. All of your courses and services are just a click away.

## You are never alone.

You study independently, but you are never alone. You have access to online services, qualified instructors and a student advisor. Many students team up as study partners with other willing students in their area or online. Once teamed up, students can study together, providing mutual motivation and support.

## School of Healthcare

### Tradition and Innovation: Experience Healthcare Education at Stevens-Henager College

Since its founding, Stevens-Henager College has committed itself to meet the changing trends and requirements of the healthcare and business markets.

The Online Department of Stevens-Henager College continues this legacy of service to healthcare professions. Read on to learn how Stevens-Henager College can help you earn the credentials needed to be successful in today's dynamic healthcare industry.

### Master of Science Degree

- Healthcare Administration
- Healthcare Informatics
- Information Systems
- Nursing Administration
- Nursing Education

### Bachelor of Science Degree

- Health Information Management
- Health Science
- Nursing
- Nursing Administration with Emphases in Clinical Nurse Educator, Community Health Nurse, Nurse Case Manager, and Nursing Informatics

## Healthcare Administration

### Master of Science Degree

#### 15 Months

The Master of Healthcare Administration program is designed to provide education, and research activities that will teach the student to develop or recognize opportunities to make health services delivery more effective or efficient. Students enrolled in the program will receive instruction on processes for evaluating, and improving health policy. Graduates are employed as entry-level senior health service administrators or policy analysts. The level of position attained will vary according to the background, and experience the graduate brings to the job.

Course No.	Course Name	Credits
ECN 642	Healthcare Economics and Policy Analysis	4.0
FIN 655	Healthcare Finance	4.0
HCA 542	Issues in Managed Care	4.0
HCA 550	Organizational Behavior	4.0
HCA 600	Management Practices for the Healthcare Professional	4.5
HCA 640	Healthcare Administration and Policy	4.5
HCA 675	Healthcare Personnel Administration	4.0
HCA 690	Final Project/Thesis	4.0
HCS 615	The Healthcare System	4.0
HSA 544	Outcomes Assessment and Quality Management	4.0
HSA 552	Healthcare Information Systems	4.0
HSM 515	Legal Considerations in Healthcare Delivery	4.5
HSM 520	Healthcare Marketing and Planning	4.0
MAT 610	Quantitative Methods	4.0

**TOTAL NUMBER OF CREDITS: 57.5**

Students, with the Dean's permission, may replace any one of the HSM courses with NUR 585.

## Healthcare Informatics

### Master of Science Degree

15 Months

The Master of Science in Healthcare Informatics addresses the growing need for professionals who need to possess both analytical skills and business acumen with the goal of improving health care delivery systems through information technology, and management. Informatics is a key function of the healthcare delivery system in the United States and provides for the management and maintenance of health records in hospitals, clinics, health departments, insurance companies, governmental agencies and other settings. A Health Informatics professional works with senior executive, professional, clinical, ancillary and administrative staff, and is responsible for all aspects of information technology and management in the healthcare setting. Typical positions filled by a professional with a master of science in healthcare informatics, including Healthcare Chief Information Officer (CIO) and IT/IN Director.

Course No.	Course Name	Credits
FIN 655	Healthcare Finance	4.0
HCS 615	The Healthcare System	4.0
HIT 560	Legal, Social and Ethical Issues in Healthcare Informatics	4.0
HIT 570	Data Management, Quality, Integrity in Healthcare	4.0
HIT 580	Healthcare Information Security	4.0
HIT 650	Measuring Healthcare (Data Analysis & Reporting)	4.0
HIT 660	Predictive Analytics	4.0
HIT 670	Strategic Management of the Healthcare Organization	4.0
HIT 690	Health Informatics Capstone Project	4.0
HSA 544	Outcomes Assessment and Quality Management	4.0
HSA 552	Healthcare Information Systems	4.0
MAT 610	Quantitative Methods	4.0
MIS 550	Systems Analysis & Design	4.0
MIS 590	IT Project Management	4.0
MIS 680	Decision Support Systems & Methods	4.0

**TOTAL NUMBER OF CREDITS:** 60.0

## Nursing Administration

### Master of Science Degree

15 Months

The Nursing Administration graduate program prepares nurses for administrative leadership and management roles in managed care, home healthcare, long-term care, professional and other health-related organizations. Program content focuses on management and organizational theory, ethical and legal issues and healthcare delivery systems, as well as health policy, information systems and the management of human, material and fiscal resources. Graduates are employed as entry-level management of nursing personnel in hospitals, clinics and private healthcare facilities. A valid RN license is required to be admitted into this program.

Course No.	Course Name	Credits
HCA 542	Issues in Managed Care	4.0
HSA 505	Health Service Organizations and Management	4.5
HSA 512	Health Service Economics	4.5
HSA 518	Health Services Financial Management	4.0
HSA 538	Health Services Marketing	4.0
HSA 544	Outcomes Assessment and Quality Management	4.0
HSA 552	Healthcare Information Systems	4.0
HSM 515	Legal Considerations in Healthcare Delivery	4.5
NUR 601	Nursing Administration I	4.0
NUR 651	Nursing Administration II	4.0

NUR 652	Advanced Nursing Theory	4.0
NUR 653	Leadership Theory	4.0
NUR 668	Research and Evaluation Methods	4.0
NUR 690	Capstone Project	4.0

**TOTAL NUMBER OF CREDITS:** 57.5

## Nursing Education

### Master of Science Degree

15 Months

The Nursing Education graduate program prepares nurses to be a nurse educator in a variety of settings including higher education, vocational education, staff development and patient education. Program content focuses on preparing graduates to be conversant with theory and current trends in nursing as well as providing an opportunity for students to confront important issues in education, and develop skills as educators.

**Admissions Requirements:** Students seeking admission to the MSNE Program must hold a valid Registered Nurse license.

Course No.	Course Name	Credits
HSA 505	Health Service Organizations and Management	4.5
HSA 544	Outcomes Assessment and Quality Management	4.0
HSM 515	Legal Considerations in Healthcare Delivery	4.5
NUR 542	Teaching Critical Thinking and Clinical Decisions	4.0
NUR 545	Technologies for Nursing Education and Practice	4.0
NUR 652	Advanced Nursing Theory	4.0
NUR 653	Leadership Theory	4.0
NUR 668	Research and Evaluation Methods	4.0
NUR 670	Instructional Strategies	4.0
NUR 672	Issues in Nursing	4.0
NUR 673	Evaluation Strategies	4.0
NUR 675	Program Development	4.0
NUR 680	Advanced Pharmacology	4.0
NUR 692	Nurse Education Practicum	6.0

**TOTAL NUMBER OF CREDITS:** 59.0

Students, with the Dean's permission, may replace any one of the HSA courses with NUR 585.

## Health Information Management

### Bachelor of Science Degree

36 Months (may be completed in as few as 30 months under a flexible schedule)

Health Information Management (HIM) is a key function of the healthcare delivery system in the United States. HIM provides for the maintenance of health records in hospitals, clinics, health departments, insurance companies, governmental agencies and other settings. A Health Information Management professional works with clinical, reference, epidemiological, financial, and demographic data and is responsible for the collection, the storage, the use and the transmission of this information. The role of the HIM professional is becoming increasingly important as the healthcare industry continues to transition to electronic information management with Electronic Health Records (EHRs). The Bachelor of Science in Health Information Management prepares the student for entry-level positions such as inpatient/outpatient coder, health information technologist, coding data coordinator and clinical information systems technologist.

Course No.	Course Name	Credits
ACC 101	Accounting Fundamentals	6.0
ACC 108	Computerized Accounting	3.0

APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
COM 102	Computerized Medical Administration	3.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
HCA 300	The Healthcare System	4.0
HCA 350	Managed Care in the 21st Century	4.0
HCA 375	Healthcare Financial Administration	4.0
HCA 432	Healthcare Economics and Policy	4.0
HCA 440	Legal and Ethical Aspects of Health Administration	4.0
HCA 450	Organizational Behavior	4.0
HIM 220	Health Information Management	4.0
HIM 225	Health Information Systems	4.0
HIM 230	Documentation in Healthcare and the EHR	4.0
HIM 240	Healthcare Compliance and Coding Management	4.0
HIM 340	Healthcare Databases and Data Quality	4.0
HIM 350	Healthcare Information Security	4.0
HIM 360	Healthcare Informatics	4.0
HSM 210	Professional Roles and Environments in Healthcare	4.0
HSM 320	Principles of Epidemiology	4.0
HSM 410	Leadership in Healthcare	4.0
HSM 420	Quality and Performance Management Methods	4.0
HSM 430	Healthcare Statistics and Research	4.0
HSM 499	Capstone	4.0
MAN 103	Management Principles	4.0
MAN 444	Human Resource Management	4.0
MED 100	Medical Terminology, Law and Ethics	4.0
MED 108	Medical Billing	3.0
MED 210	Professional Medical Coding	3.0
MED 410	Research in Healthcare Services	4.0
PRG 101	Solutions Concepts	3.5
PRG 441	Database Reporting	3.5

## GENERAL EDUCATION COURSES:

ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 223	Communication Arts	4.0
ENG 310	Advanced Interpersonal Communication	4.0
HIS 300	U.S. History Since the Civil War	4.0
MAT 220	College Algebra	4.0
PHI 310	Critical Thinking	4.0
PSY 220	Psychology	4.0
PSY 400	Biological Psychology	4.0
SOC 220	Sociology	4.0
SOC 400	Sociology of Aging	4.0
STA 322	Statistics	4.0

**TOTAL MINIMUM NUMBER OF CREDITS:** 180.0

## Health Science

### Bachelor of Science Completion Degree

**20 Months**

The Bachelor of Science in Health Science program is a degree completion program that enhances career opportunities for healthcare professionals. The Health Science Bachelor's completion program provides healthcare professionals with knowledge in management and organization, ethics and policy issues, communication, informatics and statistics. Graduates may be employed in areas which include but are not limited to: Healthcare, HMO and Hospital Administration; Health Communications; Health Education, Health Promotion; Patient or Client Relations; Community Health Policy; and Long-term Care Facility Administration.

**Admissions Requirements:** Students seeking admission to the Bachelor of Science

in Health Science program must be a graduate of an associate's degree level, health sciences program (i.e., medical assisting, respiratory therapy, nurse education, surgical technology, etc.) from an accredited institution or have completed sufficient college credit to attain the equivalent of an associate's degree in the discipline of health science. Prospective students should also have completed an appropriate number of credit hours of general education (e.g., 15 semester credit hours and 22.5 quarter credit hours). Semester hours will be converted to quarter credit hours using the standard formula of semester hours x 1.5 = quarter credit hours. For example: 3 semester hours equal 4.5 quarter credit hours.

Course No.	Course Name	Credits
HCA 300	The Healthcare System	4.0
HCA 432	Healthcare Economics and Policy	4.0
HCA 440	Legal and Ethical Aspects of Healthcare Administration	4.0
HCA 460	Health Facility Operations	4.0
HCA 462	Long Term Care Administration	4.0
MAN 444	Human Resource Management	4.0
MED 350	Clinical Information Systems	4.0
MED 370	Health Principles	4.0
MED 380	Human Pathology	4.0
MED 385	Issues in Public Health	4.0
MED 401	Advanced Human Anatomy	4.0
MED 410	Research in Health Science	4.0
MED 450	Principles of Epidemiology	4.0
NUR 335	Health Promotion and Disease Prevention	4.0
NUR 360	Community and Family Health	4.5
NUR 425	Psychological Aspects of Illness and Disability	4.5

## GENERAL EDUCATION COURSES

ENG 310	Advanced Interpersonal Communication	4.0
MAT 220	College Algebra	4.0
PHI 310	Critical Thinking	4.0
PHI 400	Modern Issues in Ethics	4.0
PSY 400	Biological Psychology	4.0
SOC 400	Sociology of Aging	4.0
STA 322	Statistics	4.0

**TOTAL NUMBER OF CREDITS:** 93.0

## Nursing

### Bachelor of Science Completion Degree

**20 Months**

The Registered Nurse upgrade to a Bachelor of Science in Nursing program prepares registered nurses (RNs) to meet the many changes in the healthcare field by expanding and enhancing their nursing education. The program is available to Registered Nurses only. This program prepares graduates for leadership roles and graduate study in nursing. The graduate is prepared to utilize theory and research-based knowledge in the provision of care to the client, family and community in a global society with flexibility to adapt to the changing nature of healthcare and healthcare roles. The graduate is also prepared to integrate care across multiple settings, managing the interactions between and among components of the integrated network of healthcare services. The graduate will be prepared for positions in community health clinics, private practice, hospitals and patient care facilities.

**Admissions Requirements:** Students seeking admission to the Bachelor of Science in Nursing program must hold a valid Registered Nurse license, and shall have completed sufficient college credit to attain the equivalent of third-year college status (e.g., 60 semester credit hours or 90 quarter credit hours). Prospective students should also have completed an appropriate number of credit hours of general education (e.g., 15 semester credit hours or 22.5 quarter credit hours). Semester hours will be converted to quarter credit hours using the standard formula of semester hours x 1.5 = quarter credit hours. For

example: 3 semester hours equal 4.5 quarter credit hours.

Course No.	Course Name	Credits
HCA 300	The Healthcare System	4.0
HCP 460	Case Management	4.5
NUR 300	Research in Nursing Practice	4.0
NUR 310	Pathophysiology	4.0
NUR 315	Professional Role Development	4.5
NUR 325	Theoretical Foundations of Nursing	4.0
NUR 335	Health Promotion and Disease Prevention	4.0
NUR 340	Health Assessment	4.0
NUR 360	Community and Family Health	4.5
NUR 421	Critical Issues in Nursing	4.0
NUR 425	Psychological Aspects of Illness and Disability	4.5
NUR 450	Nursing Informatics	4.0
NUR 465	Evidence-Based Nursing	4.5
NUR 480	Nursing Management and Leadership	4.0
NUR 481	Leadership, Power and Politics in Nursing	4.0
NUR 490	Senior Project	4.0

**GENERAL EDUCATION COURSES:**

ENG 310	Advanced Interpersonal Communication	4.0
HIS 300	U.S. History Since the Civil War	4.0
MAT 220	College Algebra	4.0
PHI 400	Modern Issues in Ethics	4.0
SOC 400	Sociology of Aging	4.0
STA 322	Statistics	4.0

**TOTAL NUMBER OF CREDITS: 90.5**

## Nursing Administration

### Bachelor of Science Completion Degree

**20 Months**

The Bachelor of Science in Nursing Administration (BSNA) program is designed as a degree completion program to enhance career opportunities for practicing Registered Nurses. This program prepares students with the appropriate academic skills for entry-level and nurse supervisory positions in the healthcare field. Because this program prepares students to assume healthcare supervisory positions rather than additional clinical responsibilities, no clinical hours are required, and all applicants must have a valid RN credential.

Course No.	Course Name	Credits
HCA 300	The Healthcare System	4.0
HCA 450	Organizational Behavior	4.0
HCP 460	Case Management	4.5
HCS 440	Home Healthcare	4.0
MAN 444	Human Resource Management	4.0
NUR 300	Research in Nursing Practice	4.0
NUR 310	Pathophysiology	4.0
NUR 315	Professional Role Development	4.5
NUR 325	Theoretical Foundations of Nursing	4.0
NUR 335	Health Promotion and Disease Prevention	4.0
NUR 340	Health Assessment	4.0
NUR 360	Community and Family Health	4.5
NUR 425	Psychological Aspects of Illness and Disability	4.5
NUR 450	Nursing Informatics	4.0
NUR 465	Evidence-Based Nursing	4.5
NUR 480	Nursing Management and Leadership	4.0

**GENERAL EDUCATION COURSES:**

ENG 310	Advanced Interpersonal Communication	4.0
HIS 300	U.S. History Since the Civil War	4.0
PHI 310	Critical Thinking	4.0
PHI 400	Modern Issues in Ethics	4.0

PSY 400	Biological Psychology	4.0
SOC 400	Sociology of Aging	4.0

**TOTAL NUMBER OF CREDITS: 90.5**

## Nursing Administration

(Includes Clinical Nurse Educator Emphasis)

### Bachelor of Science Completion Degree

**20 Months**

The Bachelor of Science in Nursing Administration (BSNA) program is designed as a degree completion program to enhance career opportunities for practicing Registered Nurses. This program prepares students with the appropriate academic skills for entry-level and nurse supervisory positions in the healthcare field. Because this program prepares students to assume healthcare supervisory positions rather than additional clinical responsibilities, no clinical hours are required and all applicants must have a valid RN credential.

The Nurse Educator emphasis prepares graduates to be a nurse educator in settings such as higher education and healthcare organizational training and staff development.

Course No.	Course Name	Credits
HCA 450	Organizational Behavior	4.0
HCP 460	Case Management	4.5
HCS 440	Home Healthcare	4.0
MAN 444	Human Resource Management	4.0
NUR 300	Research in Nursing Practice	4.0
NUR 310	Pathophysiology	4.0
NUR 315	Professional Role Development	4.5
NUR 325	Theoretical Foundations of Nursing	4.0
NUR 335	Health Promotion and Disease Prevention	4.0
NUR 340	Health Assessment	4.0
NUR 425	Psychological Aspects of Illness and Disability	4.5
NUR 450	Nursing Informatics	4.0
NUR 465	Evidence-Based Nursing	4.5

**GENERAL EDUCATION COURSES:**

ENG 310	Advanced Interpersonal Communication	4.0
HIS 300	U.S. History Since the Civil War	4.0
PHI 310	Critical Thinking	4.0
PHI 400	Modern Issues in Ethics	4.0
PSY 400	Biological Psychology	4.0
SOC 400	Sociology of Aging	4.0

**Clinical Nurse Educator Emphasis:**

NUR 301	Pharmacology	4.5
NUR 410	Instructional Methods in Clinical Nursing Education	4.0
NUR 411	Evaluation Methods in Clinical Nursing Education	4.0

**TOTAL NUMBER OF CREDITS: 90.5**

## Nursing Administration

(Includes Community Health Nurse Emphasis)

### Bachelor of Science Completion Degree

**20 Months**

The Bachelor of Science in Nursing Administration (BSNA) program is designed as a degree completion program to enhance career opportunities for practicing Registered Nurses. This program prepares students with the appropriate academic skills for entry-level and nurse supervisory positions in the healthcare field. Because this program prepares students to assume healthcare supervisory positions rather than additional clinical responsibilities, no clinical

hours are required, and all applicants must have a valid RN credential.

The Community Health Nurse emphasis prepares graduates to provide healthcare to diverse population groups within a community setting. The program is designed to prepare graduates to be consultants and collaborators who work with clients in high-risk, vulnerable and under-served populations, and to create and implement health promotion and disease prevention programs that make a difference in health outcomes.

Course No.	Course Name	Credits
HCP 460	Case Management	4.5
HCS 440	Home Healthcare	4.0
MAN 444	Human Resource Management	4.0
NUR 300	Research in Nursing Practice	4.0
NUR 310	Pathophysiology	4.0
NUR 325	Theoretical Foundations of Nursing	4.0
NUR 335	Health Promotion and Disease Prevention	4.0
NUR 340	Health Assessment	4.0
NUR 360	Community and Family Health	4.5
NUR 425	Psychological Aspects of Illness and Disability	4.5
NUR 450	Nursing Informatics	4.0
NUR 465	Evidence-Based Nursing	4.5

## GENERAL EDUCATION COURSES:

ENG 310	Advanced Interpersonal Communication	4.0
HIS 300	U.S. History Since the Civil War	4.0
PHI 310	Critical Thinking	4.0
PHI 400	Modern Issues in Ethics	4.0
PSY 400	Biological Psychology	4.0
SOC 400	Sociology of Aging	4.0

## Community Health Nurse Emphasis:

NUR 470	Transcultural Nursing	4.0
NUR 471	Epidemiology and Community Health	4.0
NUR 472	Management and Administration of Health Programs	4.5
NUR 473	Disaster Nursing	4.0

**TOTAL NUMBER OF CREDITS: 90.5**

## Nursing Administration

(Includes Nurse Case Manager Emphasis)

### Bachelor of Science Completion Degree

**20 Months**

The Bachelor of Science in Nursing Administration (BSNA) program is designed as a degree completion program to enhance career opportunities for practicing Registered Nurses. This program prepares students with the appropriate academic skills for entry-level and nurse supervisory positions in the healthcare field. Because this program prepares students to assume healthcare supervisory positions rather than additional clinical responsibilities, no clinical hours are required, and all applicants must have a valid RN credential.

The Nurse Case Manager emphasis focuses on planning, and managing all aspects of patient care and services for assigned cases.

Course No.	Course Name	Credits
HCA 450	Organizational Behavior	4.0
HCP 460	Case Management	4.5
HCS 440	Home Healthcare	4.0
MAN 444	Human Resource Management	4.0
NUR 300	Research in Nursing Practice	4.0
NUR 310	Pathophysiology	4.0
NUR 325	Theoretical Foundations of Nursing	4.0
NUR 335	Health Promotion and Disease Prevention	4.0
NUR 340	Health Assessment	4.0
NUR 360	Community and Family Health	4.5

NUR 425	Psychological Aspects of Illness and Disability	4.5
NUR 450	Nursing Informatics	4.0
NUR 465	Evidence-Based Nursing	4.5

## GENERAL EDUCATION COURSES

ENG 310	Advanced Interpersonal Communication	4.0
HIS 300	U.S. History Since the Civil War	4.0
PHI 310	Critical Thinking	4.0
PHI 400	Modern Issues in Ethics	4.0
PSY 400	Biological Psychology	4.0
SOC 400	Sociology of Aging	4.0

## Nurse Case Manager Emphasis

NUR 461	Managed Health Care	4.5
NUR 462	Utilization Management	4.0
NUR 463	Reimbursement Systems	4.0

**TOTAL NUMBER OF CREDITS 90.5**

## Nursing Administration

(Includes Nursing Informatics Emphasis)

### Bachelor of Science Completion Degree

**20 Months**

The Bachelor of Science in Nursing Administration (BSNA) program is designed as a degree completion program to enhance career opportunities for practicing Registered Nurses. This program prepares students with the appropriate academic skills for entry-level and nurse supervisory positions in the healthcare field. Because this program prepares students to assume healthcare supervisory positions rather than additional clinical responsibilities, no clinical hours are required, and all applicants must have a valid RN credential.

The Nurse Informatics emphasis provides nurses with technology solutions to support evidence-based practice to improve patient care.

Course No.	Course Name	Credits
HCA 450	Organizational Behavior	4.0
HCP 460	Case Management	4.5
HCS 440	Home Healthcare	4.0
MAN 444	Human Resource Management	4.0
NUR 300	Research in Nursing Practice	4.0
NUR 310	Pathophysiology	4.0
NUR 315	Professional Role Development	4.5
NUR 325	Theoretical Foundations of Nursing	4.0
NUR 335	Health Promotion and Disease Prevention	4.0
NUR 340	Health Assessment	4.0
NUR 360	Community and Family Health	4.5
NUR 425	Psychological Aspects of Illness and Disability	4.5
NUR 450	Nursing Informatics	4.0
NUR 465	Evidence-Based Nursing	4.5

## GENERAL EDUCATION COURSES:

ENG 310	Advanced Interpersonal Communication	4.0
HIS 300	U.S. History Since the Civil War	4.0
PHI 310	Critical Thinking	4.0
PHI 400	Modern Issues in Ethics	4.0
PSY 400	Biological Psychology	4.0
SOC 400	Sociology of Aging	4.0

## Nursing Informatics Emphasis:

NUR 451	Health Informatics	4.0
NUR 452	Applied Healthcare Informatics	4.0

**TOTAL NUMBER OF CREDITS: 90.5**

## School of Business

Education for the 21st Century: Experience Education in Business at Stevens-Henager College

For many, a business degree is necessary to advance in a competitive work place. For too many, however, this degree has been a luxury—vital but out of reach as work and personal commitments make a traditional on-campus education impossible.

Stevens-Henager College business programs are the flexible, convenient way to gain the knowledge of business that you need to succeed.

### Master of Business Degree

- Business Administration (MBA)
- Business Administration (MBA) with Emphasis in Entrepreneurship

### Bachelor of Science Degree

- Accounting
- Business Administration
- Business Administration with Emphases in Property Management, Human Resources, New Media Marketing, and Technology

### Associate of Science Degree

- Business Management and Accounting
- Business Management and Accounting with Emphases in Property Management, Event Planning, and Retail Sales Management

### Certificate

- Property Management

## Business Administration (MBA)

### Master of Business Administration Degree

15 Months

The Master of Business Administration program is designed to provide the knowledge and skills needed to become an effective manager in a variety of organizational settings. It is a comprehensive program designed to provide graduates with the background to advance in their career rather than training to target a particular job within an organization. The broad goal of the program is to provide students with the foundations in content and competencies that will support their development as effective managers in a variety of organizational settings.

Course No.	Course Name	Credits
MBA 601	Financial Accounting for Management	4.0
MBA 602	Dynamics of the Organization	4.0
MBA 603	Marketing Management	4.0
MBA 604	Corporate Finance	4.0
MBA 605	Information Technology and Society	4.0
MBA 606	Communication Dynamics for Professionals	4.5
MBA 607	International Management	4.5
MBA 608	Statistics for Management	4.0
MBA 609	Applications in Economic Analysis	4.0
MBA 610	General Management	4.5
MBA 611	Developing Business Strategy	4.0
MBA 612	Leadership Theory	4.0
MBA 613	Advanced Human Resource Management	4.0
MBA 614	Capstone Project	4.0
<b>TOTAL NUMBER OF CREDITS:</b>		<b>57.5</b>

## Business Administration (MBA)

(With an Entrepreneurship Emphasis)

### Master of Business Administration Degree

15 Months

The Master of Business Administration program is designed to provide the knowledge and skills needed to become an effective manager in a variety of organizational settings. It is a comprehensive program designed to provide graduates with the background to advance in their career rather than training to target a particular job within an organization. The broad goal of the program is to provide students with the foundations in content and competencies that will support their development as effective managers in a variety of organizational settings.

This emphasis is designed to prepare students to launch a new business or foster new business initiatives within established organizations. The program provides a broad overview of business concepts, including essential foundational knowledge of management principles and practices. It also features specific training to help students develop the skills to launch successful new ventures.

Course No.	Course Name	Credits
MBA 601	Financial Accounting for Management	4.0
MBA 602	Dynamics of the Organization	4.0
MBA 603	Marketing Management	4.0
MBA 604	Corporate Finance	4.0
MBA 605	Information Technology and Finance	4.0
MBA 606	Communication Dynamics for Professionals	4.5
MBA 608	Statistics for Management	4.0
MBA 609	Applications in Economic Analysis	4.0
MBA 611	Developing Business Strategy	4.0

### Entrepreneurship Emphasis:

MBA 615	Entrepreneurial Management	3.5
MBA 620	Business Plans	3.5
MBA 625	Financing the Entrepreneurial Venture	3.5
MBA 630	Operations Management	3.5
MBA 640	Current Topics in Entrepreneurial Leadership	3.5
MBA 650	Entrepreneurship Capstone Project	3.5

**TOTAL MINIMUM NUMBER OF CREDITS: 57.5**

## Accounting

(Includes Forensic Accounting Emphasis)

### Bachelor of Science Degree

36 Months (may be completed in as few as 30 months under a flexible accelerated schedule)

The Accounting Bachelor's Degree prepares the graduate for entry into positions with public accounting firms and similarly challenging positions with private, governmental and non-profit organizations. The objectives of the major are to provide the graduate with an understanding of business and financial concepts and how they relate to professional accounting and include the principles of federal taxation, auditing and accounting for small business and corporations. Accounting graduates are employed in entry-level to mid-level positions as office manager, accounting specialist, accounting technician or bookkeeper.

Course No.	Course Name	Credits
ACC 101	Fundamentals of Accounting I	3.0
ACC 102	Fundamentals of Accounting II	3.0
ACC 103	Payroll Accounting	4.0
ACC 108	Computerized Accounting	3.0
ACC 212	Spreadsheets	3.5
ACC 213	Principles of Accounting I	3.0

ACC 214	Principles of Accounting II	3.0
ACC 215	Principles of Accounting III	3.0
ACC 216	Principles of Accounting IV	3.0
ACC 217	Managerial Accounting	4.0
ACC 233	Income Tax	3.5
ACC 320	Intermediate Accounting I	3.0
ACC 321	Intermediate Accounting II	3.0
ACC 322	Intermediate Accounting III	3.0
ACC 323	Intermediate Accounting IV	3.0
ACC 332	Federal Tax Accounting I	3.5
ACC 333	Federal Tax Accounting II	3.5
ACC 335	Principles of Auditing I	3.5
ACC 337	Intermediate Cost Accounting	3.0
ACC 338	Intermediate Computerized Accounting	3.0
ACC 436	Principles of Auditing II	3.5
ACC 442	Advanced Accounting I	3.5
ACC 443	Advanced Accounting II	3.5
ACC 444	Advanced Accounting III	3.5
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
FIN 231	Principles of Finance	4.0
MAN 103	Management Principles	4.0
MAN 104	Business Practices	4.0
MAN 105	Marketing	4.0
MAN 210	Entrepreneurship	4.0
MAN 222	Investment Principles	4.0
MAN 223	Internet Commerce	4.0
MAN 224	Business Law	4.0
MAN 324	Operations Management	4.0
PRG 101	Solutions Concepts	3.5

## GENERAL EDUCATION COURSES:

ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ENG 223	Communication Arts	4.0
HIS 220	American Civilization	4.0
HIS 300	U.S. History Since the Civil War	4.0
MAT 220	College Algebra	4.0
PHI 221	Introduction to Logic	4.0
PHI 310	Critical Thinking	4.0
PSY 400	Biological Psychology	4.0
SOC 400	Sociology of Aging	4.0
STA 322	Statistics	4.0

**TOTAL MINIMUM NUMBER OF CREDITS: 181.0**

## Forensic Accounting Emphasis\*:

ACC 341	Fraud Examination	4.0
ACC 342	Interviewing Techniques for Fraud Investigation	4.0
ACC 343	Legal Elements of Fraud	4.0
ACC 344	Corporate Governance and Internal Control Assessment	4.0
ACC 499	Accounting Research and Analysis	3.5

\*These courses replace the following: MAN 104, MAN 222, MAN 223, MAN 324, PRG 101

**TOTAL MINIMUM NUMBER OF CREDITS: 181.0**

# Business Administration

(Includes Property Management Emphasis)

## Bachelor of Science Degree

**36 Months (may be completed in as few as 30 months under a flexible accelerated schedule)**

The Business Administration program prepares graduates for a variety of responsible managerial positions in both domestic and international firms. The objectives of the program are to provide a foundation in accounting, sales and marketing, operations management, human resource management and banking and finance, and to provide the graduate with an integrated understanding of business and economic concepts, and how they relate to the global economy. Business Administration graduates are employed in entry-level to mid-level positions as an office manager, account manager, small business developer, human resource assistant, or sales manager.

Course No.	Course Name	Credits
ACC 101	Fundamentals of Accounting I	3.0
ACC 102	Fundamentals of Accounting II	3.0
ACC 103	Payroll Accounting	4.0
ACC 108	Computerized Accounting	3.0
ACC 213	Principles of Accounting I	3.0
ACC 214	Principles of Accounting II	3.0
ACC 215	Principles of Accounting III	3.0
ACC 216	Principles of Accounting IV	3.0
ACC 217	Managerial Accounting	4.0
ACC 233	Income Tax	3.5
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
FIN 231	Principles of Finance	4.0
FIN 333	Finance	4.0
FIN 334	Financial Management I	4.0
FIN 443	Financial Management II	4.0
FIN 444	Financial Management III	4.0
FIN 445	Financial Management IV	4.0
MAN 103	Management Principles	4.0
MAN 104	Business Practices	4.0
MAN 105	Marketing	4.0
MAN 210	Entrepreneurship	4.0
MAN 222	Investment Principles	4.0
MAN 223	Internet Commerce	4.0
MAN 224	Business Law	4.0
MAN 230	Advertising Principles	4.0
MAN 324	Operations Management	4.0
MAN 335	Retail Marketing Principles	3.0
MAN 350	Management Planning Principles	4.0
MAN 436	Selling and Sales Management	4.0
MAN 443	Organizational Design and Change	4.0
MAN 444	Human Resource Management	4.0
MAN 450	International Business Principles	4.0
PRG 101	Solutions Concepts	3.5

## GENERAL EDUCATION COURSES:

ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ENG 223	Communication Arts	4.0
HIS 220	American Civilization	4.0
HIS 300	U.S. History Since the Civil War	4.0
MAT 220	College Algebra	4.0
PHI 221	Introduction to Logic	4.0
PHI 310	Critical Thinking	4.0
PSY 400	Biological Psychology	4.0
SOC 400	Sociology of Aging	4.0
STA 322	Statistics	4.0

**TOTAL MINIMUM NUMBER OF CREDITS: 182.0**

## Property Management Emphasis\*:

MAN 225	Property Management Fundamentals	4.0
MAN 227	Intermediate Property Management	4.0

MAN 229	Federal and Contractor Focused Property Management	4.0
MAN 280	Property Management Applications	4.0
MAN 340	Finance and Accounting for Property Management	4.0
MAN 342	Property Management Research and Writing Applications	4.0
MAN 346	Basic Contracts, Agreements and Grants	4.0
MAN 460	Managing a Property Management Organization	4.0
<i>*These courses replace the following: ACC 108, ACC 233, APP 101, APP 126, FIN 445, MAN 230, MAN 335, MAN 436, PRG 101</i>		
<b>TOTAL NUMBER OF CREDITS:</b>		<b>182.0</b>

## Business Administration

(Includes a Human Resources Emphasis)

### Bachelor of Science Degree

**36 Months (may be completed in as few as 30 months under a flexible accelerated schedule)**

The Business Administration program prepares graduates for a variety of responsible managerial positions in both domestic and international firms. The objectives of the program are to provide a foundation in accounting, sales and marketing, operations management, human resource management and banking and finance, and to provide the graduate with an integrated understanding of business and economic concepts, and how they relate to the global economy. Business Administration graduates are employed in entry-level to mid-level positions as an office manager, account manager, small business developer, human resource assistant, or sales manager.

Students earning an emphasis in Human Resources will be prepared to apply business principles to the strategic function of human resources management. Topics for discussion include sourcing, recruiting, hiring, retention, talent mapping, training and developing employees, benefits and compensation policies, employment law, organizational development and conflict resolution strategies. Possible areas of employment include entry-level positions such as human resource generalist, specialist positions in benefits, positions in staffing and recruiting and human capital development training.

Course No.	Course Name	Credits
ACC 101	Fundamentals of Accounting I	3.0
ACC 102	Fundamentals of Accounting II	3.0
ACC 103	Payroll Accounting	4.0
ACC 213	Principles of Accounting I	3.0
ACC 214	Principles of Accounting II	3.0
ACC 215	Principles of Accounting III	3.0
ACC 216	Principles of Accounting IV	3.0
ACC 217	Managerial Accounting	4.0
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
FIN 231	Principles of Finance	4.0
FIN 333	Finance	4.0
MAN 103	Management Principles	4.0
MAN 104	Business Practices	4.0
MAN 105	Marketing	4.0
MAN 210	Entrepreneurship	4.0
MAN 222	Investment Principles	4.0
MAN 223	Internet Commerce	4.0
MAN 224	Business Law	4.0
MAN 324	Operations Management	4.0
MAN 350	Management Planning Principles	4.0
MAN 443	Organizational Design and Change	4.0
MAN 444	Human Resource Management	4.0

MAN 450	International Business Principles	4.0
PRG 101	Solutions Concepts	3.5

### GENERAL EDUCATION COURSES:

ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ENG 223	Communication Arts	4.0
HIS 220	American Civilization	4.0
HIS 300	U.S. History Since the Civil War	4.0
MAT 220	College Algebra	4.0
PHI 221	Introduction to Logic	4.0
PHI 310	Critical Thinking	4.0
PSY 400	Biological Psychology	4.0
SOC 400	Sociology of Aging	4.0
STA 322	Statistics	4.0

### Human Resources Emphasis:

HRM 210	Introduction to Human Resources Management	4.0
HRM 220	Staffing Management	3.5
HRM 300	Training and Development	3.5
HRM 310	Compensation and Benefits	4.0
HRM 320	Human Resources Information Systems	3.5
HRM 400	Employment Law	4.0
HRM 410	Conflict Resolution in the Workplace	4.0
HRM 420	Organizational Development and Workplace Planning	4.0
HRM 430	Human Resources Capstone	3.0

<b>TOTAL MINIMUM NUMBER OF CREDITS:</b>		<b>182.0</b>
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## Business Administration

(Includes New Media Marketing Emphasis)

### Bachelor of Science Degree

**36 Months (may be completed in as few as 30 months under a flexible accelerated schedule)**

The Business Administration program prepares graduates for a variety of responsible managerial positions in both domestic and international firms. The objectives of the program are to provide a foundation in accounting, sales and marketing, operations management, human resource management and banking and finance, and to provide the graduate with an integrated understanding of business and economic concepts, and how they relate to the global economy. Business Administration graduates are employed in entry-level to mid-level positions as an office manager, account manager, small business developer, human resources assistant, or sales manager.

Students earning an emphasis in New Media Marketing will be prepared to apply the emerging technologies of social media to meet business goals. Topics of discussion will include emerging technologies, utilizing technologies for communication with internal and external stakeholders, leveraging the technology for sales and marketing purposes, and driving organizational and cultural change. Possible employment areas are expanded to include entry-level positions in retail product and services marketing, office management, advertising, or office administration.

Course No.	Course Name	Credits
ACC 101	Fundamentals of Accounting I	3.0
ACC 102	Fundamentals of Accounting II	3.0
ACC 103	Payroll Accounting	4.0
ACC 108	Computerized Accounting	3.0
ACC 213	Principles of Accounting I	3.0
ACC 214	Principles of Accounting II	3.0
ACC 215	Principles of Accounting III	3.0
ACC 216	Principles of Accounting IV	3.0

ACC 217	Managerial Accounting	4.0
ACC 233	Income Tax	3.5
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
FIN 231	Principles of Finance	4.0
MAN 103	Management Principles	4.0
MAN 104	Business Practices	4.0
MAN 105	Marketing	4.0
MAN 210	Entrepreneurship	4.0
MAN 222	Investment Principles	4.0
MAN 223	Internet Commerce	4.0
MAN 224	Business Law	4.0
MAN 230	Advertising Principles	4.0
MAN 324	Operations Management	4.0
MAN 335	Retail Marketing Principles	3.0
MAN 350	Management Planning Principles	4.0
MAN 436	Selling and Sales Management	4.0
MAN 443	Organizational Design and Change	4.0
MAN 444	Human Resource Management	4.0
MAN 450	International Business Principles	4.0
PRG 101	Solutions Concepts	3.5

## GENERAL EDUCATION COURSES:

ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ENG 223	Communication Arts	4.0
ENG 310	Advanced Interpersonal Communication	4.0
HIS 220	American Civilization	4.0
HIS 300	U.S. History Since the Civil War	4.0
MAT 220	College Algebra	4.0
PHI 310	Critical Thinking	4.0
PSY 400	Biological Psychology	4.0
SOC 400	Sociology of Aging	4.0
STA 322	Statistics	4.0

## New Media Marketing Emphasis:

MKT 210	Introduction to New Media Marketing	4.0
MKT 220	Using Social Media for Business	3.5
MKT 230	Technology in Marketing	4.0
MKT 300	Influence and Persuasion in Business	3.5

**TOTAL NUMBER OF CREDITS:** 182.0

## Business Administration

(Includes Technology Emphasis)

### Bachelor of Science Degree

**36 Months (may be completed in as few as 30 months under a flexible accelerated schedule)**

The Business Administration program prepares graduates for a variety of responsible managerial positions in both domestic and international firms. The objectives of the program are to provide a foundation in accounting, sales and marketing, operations management, human resource management and banking and finance, and to provide the graduate with an integrated understanding of business and economic concepts, and how they relate to the global economy. Business Administration graduates are employed in entry-level to mid-level positions as an office manager, account manager, small business developer, human resources assistant, or sales manager.

Students earning an emphasis in technology will be prepared to apply technology skills to achieve business goals. Emphasis is placed on preparing students to become certified in computer applications, networking, maintenance and

security. Possible employment areas include computer service technician, application specialist and administrative and technical support representatives.

Course No.	Course Name	Credits
ACC 101	Fundamentals of Accounting I	3.0
ACC 102	Fundamentals of Accounting II	3.0
ACC 103	Payroll Accounting	4.0
ACC 213	Principles of Accounting I	3.0
ACC 214	Principles of Accounting II	3.0
ACC 215	Principles of Accounting III	3.0
ACC 216	Principles of Accounting IV	3.0
ACC 217	Managerial Accounting	4.0
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
FIN 231	Principles of Finance	4.0
FIN 333	Finance	4.0
MAN 103	Management Principles	4.0
MAN 104	Business Practices	4.0
MAN 105	Marketing	4.0
MAN 210	Entrepreneurship	4.0
MAN 222	Investment Principles	4.0
MAN 223	Internet Commerce	4.0
MAN 224	Business Law	4.0
MAN 324	Operations Management	4.0
MAN 350	Management Planning Principles	4.0
MAN 443	Organizational Design and Change	4.0
MAN 444	Human Resource Management	4.0
MAN 450	International Business Principles	4.0
PRG 104	Programming Fundamentals	3.0
PRG 441	Database Reporting	3.5

## GENERAL EDUCATION COURSES:

ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ENG 223	Communication Arts	4.0
ENG 310	Advanced Interpersonal Communication	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 221	Introduction to Logic	4.0
PHI 310	Critical Thinking	4.0
PSY 400	Biological Psychology	4.0
SOC 400	Sociology of Aging	4.0
STA 322	Statistics	4.0

## Technology Emphasis:

BIS 301	Computer Technology Administration	4.0
BIS 310	Network Security Administration	4.0
BIS 320	Productivity Software Applications	3.5
BIS 330	Web Site Management	3.5
BIS 340	Managing Emerging Technology Trends	4.0
BIS 350	Project Management	4.0
ISS 310	Information Security Management	3.5
MKT 230	Technology in Marketing	4.0

**TOTAL NUMBER OF CREDITS:** 182.0

## Business Management and Accounting

(Includes Property Management Emphasis)

Associate of Applied Science Degree

**20 Months (may be completed in as few as 15 months under a flexible accelerated schedule)**

The Business Management and Accounting program prepares students for a variety of responsible managerial positions. Due to the diversity of the program courses, the student will build a strong foundation in accounting, marketing, insurance, finance, electronic commerce and real estate. Objectives of the program are as follows: providing the student with an integrated understanding of business and economic concepts, and how these concepts relate to business and social systems; the recognition of ethical responsibilities and accountability; the development of planning, decision-making and other management functions; the capacity to implement and adapt to change and development of analytic thinking and leadership style. Graduates are employed in entry-level positions as bookkeepers, clerical assistants and personal property professionals.

Course No.	Course Name	Credits
ACC 101	Fundamentals of Accounting I	3.0
ACC 102	Fundamentals of Accounting II	3.0
ACC 103	Payroll Accounting	4.0
ACC 108	Computerized Accounting	3.0
ACC 213	Principles of Accounting I	3.0
ACC 214	Principles of Accounting II	3.0
ACC 233	Income Tax	3.5
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
FIN 231	Principles of Finance	4.0
MAN 103	Management Principles	4.0
MAN 104	Business Practices	4.0
MAN 105	Marketing	4.0
MAN 210	Entrepreneurship	4.0
MAN 222	Investment Principles	4.0
MAN 223	Internet Commerce	4.0
MAN 224	Business Law	4.0
PRG 101	Solutions Concepts	3.5

**GENERAL EDUCATION COURSES:**

ECN 220	Economics	4.0
ENG 101	English Composition	4.0
ENG 223	Communication Arts	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 221	Introduction to Logic	4.0

**TOTAL MINIMUM NUMBER OF CREDITS: 97.0**

**Property Management\* Emphasis:**

MAN 225	Property Management Fundamentals	4.0
MAN 227	Intermediate Property Management	4.0
MAN 229	Federal and Contractor Focused Property Management	4.0
MAN 280	Property Management Applications	4.0

**TOTAL MINIMUM NUMBER OF CREDITS: 97.0**

\*These four courses are offered online and may replace the following courses: ACC 103, MAN 222, MAN 223, and FIN 231.

Students that successfully complete the four courses in Property Management Emphasis are eligible to sit for the National Property Management Association Certified Professional Property Specialist Examination.

# Business Management and Accounting

(Includes Event Planning Emphasis)

**Associate of Applied Science Degree**

**20 Months (may be completed in as few as 15 months under a flexible accelerated schedule)**

The Business Management and Accounting program prepares students for a variety of responsible managerial positions. Due to the diversity of the program courses, the student will build a strong foundation in accounting, marketing, insurance, finance, electronic commerce and real estate. Objectives of the program are as follows: providing the student with an integrated understanding of business and economic concepts, and how these concepts relate to business and social systems; the recognition of ethical responsibilities and accountability; the development of planning, decision-making and other management functions; the capacity to implement and adapt to change and development of analytic thinking and leadership style. Graduates are employed in entry-level positions as bookkeepers, clerical assistants and personal property professionals.

The Event Planning Emphasis provides students with a comprehensive introduction to the field of event planning, design and management. Topics presented focus on working with the client to establish goals and objectives, select the most appropriate site, prepare pre-event publicity and marketing, determine audio-visual requirements, manage food and beverage selections and cost, produce a budget and negotiate contracts. Students will also learn how to develop a business model and to effectively market their skills to potential employers and/or clients. Event planners work in a wide variety of settings, including hotels, resorts, cruise lines, convention centers, non-profit organizations, corporate venues and municipal agencies. Successful completion of the program prepares students for an entry-level career as an event coordinator, an event planner, or a conference manager.

Course No.	Course Name	Credits
ACC 101	Fundamentals of Accounting I	3.0
ACC 102	Fundamentals of Accounting II	3.0
ACC 108	Computerized Accounting	3.0
ACC 213	Principles of Accounting I	3.0
ACC 214	Principles of Accounting II	3.0
ACC 233	Income Tax	3.5
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
MAN 103	Management Principles	4.0
MAN 104	Business Practices	4.0
MAN 105	Marketing	4.0
MAN 210	Entrepreneurship	4.0
MAN 224	Business Law	4.0
PRG 101	Solutions Concepts	3.5

**GENERAL EDUCATION COURSES:**

ECN 220	Economics	4.0
ENG 101	English Composition	4.0
ENG 223	Communication Arts	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 221	Introduction to Logic	4.0

**Event Planning Emphasis:**

EPM 210	Fundamentals of Event and Meeting Planning	4.0
EPM 220	Event Marketing and Management	4.0
EPM 230	Special Events	4.0
EPM 280	Event Logistics	4.0

**TOTAL MINIMUM NUMBER OF CREDITS: 97.0**

## Business Management and Accounting

(Includes Retail Sales Management Emphasis)

### Associate of Applied Science Degree

**20 Months (may be completed in as few as 15 months under a flexible accelerated schedule)**

The Business Management and Accounting program prepares students for a variety of responsible managerial positions. Due to the diversity of the program courses, the student will build a strong foundation in accounting, marketing, insurance, finance, electronic commerce and real estate. Objectives of the program are as follows: providing the student with an integrated understanding of business and economic concepts, and how these concepts relate to business and social systems; the recognition of ethical responsibilities and accountability; the development of planning, decision-making and other management functions; the capacity to implement and adapt to change; and development of analytic thinking and leadership style. Graduates are employed in entry-level positions as bookkeepers, clerical assistants and personal property professionals.

The Retail Sales Management emphasis prepares students to enter the world of retailing and sales in entry- to mid-level positions. Topics covered in the retail-sales emphasis courses include the changing nature of the retail environment, successful selling strategies, customer-service competency and an introduction to the basic human resource functions as they relate to the retail sales professional.

Course No.	Course Name	Credits
ACC 101	Fundamentals of Accounting I	3.0
ACC 102	Fundamentals of Accounting II	3.0
ACC 108	Computerized Accounting	3.0
ACC 213	Principles of Accounting I	3.0
ACC 214	Principles of Accounting II	3.0
ACC 233	Income Tax	3.5
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
MAN 103	Management Principles	4.0
MAN 104	Business Practices	4.0
MAN 105	Marketing	4.0
MAN 210	Entrepreneurship	4.0
MAN 224	Business Law	4.0
PRG 101	Solutions Concepts	3.5

### GENERAL EDUCATION COURSES:

ECN 220	Economics	4.0
ENG 101	English Composition	4.0
ENG 223	Communication Arts	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 221	Introduction to Logic	4.0

### Retail Sales Management Emphasis:

MAN 120	Introduction to Retail Sales Management	4.0
MAN 240	Communications in Selling	4.0
MAN 242	Procurement, Logistics and Merchandising	4.0
MAN 244	Managing Retail Teams	4.0

**TOTAL MINIMUM NUMBER OF CREDITS: 97.0**

## School of Graphic Arts

Education for the Application of Art to Enhance the Face of Business

A Graphic Arts degree prepares students for a rewarding career in the art industry that is both technical and creative. From advertising design, multimedia applications and web design to marketing, this field is varied and exciting.

### Bachelor of Science Degree

- Graphic Arts with Emphasis in Information Design
- Web Design and Development

### Associate of Science Degree

- Graphic Arts

## Graphic Arts

### Bachelor of Science Degree

**36 Months (may be completed in as few as 30 months under a flexible accelerated schedule)**

The Bachelor of Science Degree in Graphic Arts prepares students to plan, analyze and create visual solutions to communication challenges. The combination of the study of theory and a mastery of in-studio visual communication methods enables students to get messages across in print, electronic and film media using a variety of methods such as color, type, illustration, photography, animation and various print and layout techniques. Graduates may seek employment in advertising agencies, design studios, publishing houses, or corporate communication departments in entry-level positions as a graphic designer, a production artist for a design staff, a freelance designer, or as a junior art director.

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
APP 242	Web Page Design Principles	3.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
DES 103	Illustrator Basics	3.0
DES 104	Photoshop	3.0
DES 105	Page Layout Tools	3.0
DES 109	Graphic Design I	3.0
DES 113	Typography	3.0
DES 114	Print Production and Color Theory	3.0
DES 209	Graphic Design II	3.0
DES 240	Information Design	3.0
DES 241	Web Design	3.0
DES 242	Logo and Identity Design	3.0
DES 243	Layout Design	3.0
DES 244	Package Design	3.0
DES 245	Advertising Design	3.0
DES 246	Flash	3.0
DES 250	Portfolio Design	3.0
DES 305	Web Portfolio Design	3.0
DES 314	Advanced Color Theory	3.5
DES 323	Intermediate Photoshop	3.0
DES 324	Intermediate Illustrator	3.0
DES 336	Graphic Design III	3.0
DES 340	Branding and Identity	3.0
DES 344	Advanced Print Production	3.0
DES 355	Graphic Design Business Management	3.0
DES 360	Flash Animation	3.0
DES 365	Flash Action Scripting	3.0

DES 370	Advanced Logo Design	3.0	DES 113	Typography	3.0
DES 375	Advanced Package Design	3.0	DES 114	Print Production and Color Theory	3.0
DES 380	Advanced Illustrator	3.0	DES 116	Color Theory	3.0
DES 460	Advanced Photoshop	3.0	DES 209	Graphic Design II	3.0
DES 470	Advanced Advertising Design II	3.0	DES 240	Information Design	3.0
DES 475	Digital Photography	3.0	DES 241	Web Design	3.0
DES 499	Design Capstone Project	3.0	DES 242	Logo and Identity Design	3.0
MAN 210	Entrepreneurship	4.0	DES 243	Layout Design	3.0
MAN 223	Internet Commerce	4.0	DES 244	Package Design	3.0
MAN 230	Advertising Principles	4.0	DES 246	Flash	3.0
MAN 333	Marketing Strategies	4.0	DES 250	Portfolio Design	3.0
MAN 436	Selling and Sales Management	4.0	DES 314	Advanced Color Theory	3.5
MAN 443	Organizational Design and Change	4.0	DES 323	Intermediate Photoshop	3.0
			DES 324	Intermediate Illustrator	3.0
			DES 336	Graphic Design III	3.0
			DES 355	Graphic Design Business Management	3.0
			DES 370	Advanced Logo Design	3.0
			DES 375	Advanced Package Design	3.0
			DES 380	Advanced Illustrator	3.0
			DES 460	Advanced Photoshop	3.0
			DES 470	Advanced Advertising Design II	3.0
			DES 475	Digital Photography	3.0
			DES 499	Design Capstone Project	3.0
			MAN 210	Entrepreneurship	4.0
			MAN 223	Internet Commerce	4.0
			MAN 436	Selling and Sales Management	4.0
			MAN 443	Organizational Design and Change	4.0

## GENERAL EDUCATION COURSES:

ENG 101	English Composition	4.0
ENG 223	Communication Arts	4.0
ENG 310	Advanced Interpersonal Communication	4.0
HIS 220	American Civilization	4.0
HIS 300	U.S. History Since the Civil War	4.0
MAT 220	College Algebra	4.0
PHI 221	Introduction to Logic	4.0
PHI 310	Critical Thinking	4.0
PSY 400	Biological Psychology	4.0
SOC 220	Sociology	4.0
SOC 400	Sociology of Aging	4.0
STA 322	Statistics	4.0

**TOTAL NUMBER OF CREDITS:** 183.0

## Graphic Arts

(Includes Information Design Emphasis)

### Bachelor of Science Degree

**36 Months (may be completed in as few as 30 months under a flexible accelerated schedule)**

The Bachelor of Science Degree in Graphic Arts prepares students to plan, analyze and create visual solutions to communication challenges. The combination of the study of theory and a mastery of in-studio visual communication methods enables students to get messages across in print, electronic and film media using a variety of methods such as color, type, illustration, photography, animation and various print and layout techniques. Graduates may seek employment in advertising agencies, design studios, publishing houses, or corporate communication departments in entry-level positions as a graphic designer, a production artist for a design staff, a freelance designer, or as a junior art director.

The major objective of the Information Design emphasis is to ensure competency at complex levels of information design creation, adaption, and management; attention attraction and retention optimization; cross-medium information presentation; universal design for professional design and communication; and ethical information design. Possible employment areas include entry-level to mid-level positions as technical and professional designers, web and mobile content developers, document managers, editors, social media creators, and entrepreneurs.

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
DES 103	Illustrator Basics	3.0
DES 104	Photoshop	3.0
DES 105	Page Layout Tools	3.0
DES 109	Graphic Design I	3.0

## GENERAL EDUCATION COURSES:

ENG 101	English Composition	4.0
ENG 223	Communication Arts	4.0
ENG 310	Advanced Interpersonal Communication	4.0
HIS 220	American Civilization	4.0
HIS 300	U.S. History Since the Civil War	4.0
MAT 220	College Algebra	4.0
PHI 221	Introduction to Logic	4.0
PHI 310	Critical Thinking	4.0
PSY 400	Biological Psychology	4.0
SOC 220	Sociology	4.0
SOC 400	Sociology of Aging	4.0
STA 322	Statistics	4.0

### Information Design Emphasis:

COT 320	Professional and Technical Communication I	4.0
COT 350	Technology in Communication	4.0
COT 420	Professional and Technical Communication II	4.0
DES 342	Information Design II	3.0
DES 420	Universal Design	3.0
MKT 210	Introduction to New Media Marketing	4.0
MKT 300	Influence and Persuasion in Business	3.5

**TOTAL NUMBER OF CREDITS:** 183.0

## Web Design and Development

### Bachelor of Science Degree

**36 Months (may be completed in as few as 30 months under a flexible schedule)**

This program is designed to teach students the skills needed to produce Web applications, interactive presentations, mobile applications and user interfaces in a growing diversity of consumer electronics by emphasizing both front- and back-end development. Students are required to conceptualize, code and publish their own standards-based content for a variety of formats while working with the multiple languages used in interactive design. Employment

areas include entry- and mid-level positions in Web design, mobile application design, e-learning, information design, consumer electronics development and human/computer interaction (HCI) technologies.

Course No.	Course Name	Credits
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## CORE CURRICULUM COURSES:

APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
APP 242	Web Page Design Principles	3.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
DES 103	Illustrator Basics	3.0
DES 104	Photoshop	3.0
DES 109	Graphic Design I	3.0
DES 113	Typography	3.0
DES 209	Graphic Design II	3.0
DES 214	e-Color Theory	3.0
DES 240	Information Design	3.0
DES 246	Flash	3.0
DES 323	Intermediate Photoshop	3.0
DES 324	Intermediate Illustrator	3.0
DES 336	Graphic Design III	3.0
DES 342	Information Design II	3.0
DES 360	Flash Animation	3.0
DES 365	Flash Animation Scripting	3.0
DES 380	Advanced Illustrator	3.0
DES 420	Universal Design	3.0
DES 460	Advanced Photoshop	3.0
DES 490	Web/Mobile Design Capstone	3.5
MAN 210	Entrepreneurship	4.0
MKT 300	Influence and Persuasion in Business	3.5
NET 335	Cloud/Mobile Computing Concepts	3.0
OPS 217	General Operating Systems	3.5
PRG 103	Logic Structures	3.5
PRG 104	Programming Fundamentals	3.5
PRG 111	Web Design I	3.5
PRG 140	Structured Query Language	3.5
PRG 249	Web Design II	3.5
PRG 250	Web Design III	3.0
PRG 310	Web Programming I	3.5
PRG 330	Mobile Applications Development I	3.5
PRG 335	Mobile Applications Development II	3.5
PRG 340	Database Administration	3.5
PRG 351	Java I	3.5
PRG 410	Web Programming II	3.5
PRG 451	Java II	3.5

## GENERAL EDUCATION COURSES:

ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ENG 223	Communication Arts	4.0
ENG 310	Advanced Interpersonal Communication	4.0
HIS 220	American Civilization	4.0
HIS 300	U.S. History Since the Civil War	4.0
MAT 220	College Algebra	4.0
PHI 221	Introduction to Logic	4.0
SOC 220	Sociology	4.0
PHI 310	Critical Thinking	4.0
STA 322	Statistics	4.0

<b>TOTAL NUMBER OF CREDITS:</b>	<b>180.0</b>
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# Graphic Arts

## Associate of Applied Science Degree

**20 Months (may be completed in as few as 15 months under a flexible accelerated schedule)**

This program prepares students for an entry-level career in graphic arts. Due to the diversity of the program courses, the student will build a strong foundation in all areas required to be successful in this field: advertising design, multimedia applications, Web design, marketing and graphic design. Objectives of the program are to provide the student with an integrated understanding of business and design concepts and their relationship to the field of graphic arts. Graphic arts graduates work as entry-level graphic designers, Web page designers and managers and desktop publishers.

Course No.	Course Name	Credits
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APP 101	Computer Fundamentals	3.5
APP 242	Web Page Design Principles	3.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
DES 103	Illustrator Basics	3.0
DES 104	Photoshop	3.0
DES 105	Page Layout Tools	3.0
DES 109	Graphic Design I	3.0
DES 113	Typography	3.0
DES 114	Print Production and Color Theory	3.0
DES 209	Graphic Design II	3.0
DES 240	Information Design	3.0
DES 241	Web Design	3.0
DES 242	Logo and Identity Design	3.0
DES 243	Layout Design	3.0
DES 244	Package Design	3.0
DES 245	Advertising Design	3.0
DES 246	Flash	3.0
DES 250	Portfolio Design	3.0
MAN 105	Marketing	4.0
MAN 210	Entrepreneurship	4.0
MAN 223	Internet Commerce	4.0
MAN 230	Advertising Principles	4.0

## GENERAL EDUCATION COURSES:

ENG 101	English Composition	4.0
ENG 223	Communication Arts	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 221	Introduction to Logic	4.0
SOC 220	Sociology	4.0

<b>TOTAL NUMBER OF CREDITS:</b>	<b>99.5</b>
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## School of Technology

### Education for the Fast-changing Science of Technology

Graduates of our Online Computer Science program will possess diverse, practical and theoretical knowledge that will guide the future of programming and networking in business and technology. Through the use of various learning environments, our Online Computer Science courses are enjoyable, applicable, interesting and relevant.

#### Bachelor of Science Degree

- Computer Science with Emphases in Networking, Programming, Information Systems Security, and Social Media Technology

## Information Systems

### Master of Science Degree

15 Months

The Master of Science in Information Systems addresses the growing need for professionals who need to possess both analytical skills and business acumen with the goal of improving business through information technology and management. These professionals must be familiar with the theory and practice of storing, organizing, retrieving and analyzing information in a variety of settings. Technical expertise alone is not sufficient for success, and students will need to be skilled in the topics of understanding how to organize information, analyze user information, design or evaluate information systems that allow for efficient and effective user interaction, be able to provide and assure the quality and value of information to decision makers, understand the economic and social environment in which their organization functions, be familiar with relevant issues in law, economics, ethics and management. Typical positions filled by a professional with a master of science in information systems include; positions within the office of the Chief Information Officer (CIO), Information Technology/Information Systems/Information Management Director, systems analyst, systems architect and strategic technologist.

Course No.	Course Name	Credits
MBA 601	Financial Accounting for Management	4.0
MBA 603	Marketing Management	4.0
MBA 612	Leadership Theory	4.0
MBA 613	Advanced Human Resource Management	4.0
MAT 610	Quantitative Methods	4.0
MIS 550	Systems Analysis and Design	4.0
MIS 560	Storage Area Network Architecture and Management	4.0
MIS 570	Management Information Systems	4.0
MIS 580	Information Systems Security	4.0
MIS 590	IT Project Management	4.0
MIS 650	Data Management, Analysis and Reporting	4.0
MIS 660	Human Computer Interaction	4.0
MIS 670	Information Systems Strategic Planning	4.0
MIS 680	Decision Support Systems and Methods	4.0
MIS 690	Information Systems Capstone Project	4.0

**TOTAL NUMBER OF CREDITS: 60.0**

## Computer Science

(Includes Networking Emphasis, Programming Emphasis, Information Systems Security Emphasis and Social Media Technology Emphasis)

### Bachelor of Science Degree

36 Months (may be completed in as few as 30 months under a flexible accelerated schedule)

The Bachelor of Science in Computer Science is designed to graduate a computer science professional whose diverse practical and theoretical knowledge will guide the future of programming and networking in business and industry. Objectives of the program are to ensure competencies at complex levels of programming, network administration, database management and client interface. Computer Science graduates are employed in entry-level to mid-level positions as a software engineer, network administrator, web developer, computer programmer, project manager, systems analyst of future entrepreneur.

The Information Systems Security emphasis prepares graduates to provide protection for information and information systems from unauthorized access, use, disclosure, description, modification, perusal, inspection, recording, or destruction.

The Social Media Technology emphasis prepares graduates to provide web-based and mobile technologies to turn communication into interactive dialogue.

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
MAN 103	Management Principles	4.0
MAN 210	Entrepreneurship	4.0
MAN 223	Internet Commerce	4.0
MAN 350	Management Planning Principles	4.0
MCS 101	Computer Servicing I	3.5
MCS 102	Computer Servicing II	3.0
MCS 213	Workstation Administration	3.5
MCS 214	Server Administration	3.5
NET 103	Basic Networking Concepts	3.5
NET 104	Networking Infrastructure	3.5
OPS 101	Introduction to Operating Systems	4.0
OPS 113	Linux Operating System	3.5
OPS 205	Security Management	3.5
PRG 101	Solutions Concepts	3.5
PRG 102	Fundamentals and Concepts	3.5
PRG 103	Logic Structures	3.5
PRG 104	Programming Fundamentals	3.0
PRG 111	Web Design I	3.5
PRG 140	Structured Query Language	3.5
PRG 249	Web Design II	3.5
PRG 250	Web Design III	3.0

#### GENERAL EDUCATION COURSES:

ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ENG 223	Communication Arts	4.0
ENG 310	Advanced Interpersonal Communication	4.0
HIS 220	American Civilization	4.0
HIS 300	U.S. History Since the Civil War	4.0
MAT 220	College Algebra	4.0
PHI 221	Introduction to Logic	4.0
PSY 400	Biological Psychology	4.0
SOC 400	Sociology of Aging	4.0
STA 322	Statistics	4.0

#### Networking Emphasis:

NET 115	Security Concepts	3.5
NET 221	Network Communications I	3.5
NET 224	Network Communications II	3.5
NET 303	Principles of Storage Area Networks	3.5
NET 304	Clustering and Load Balancing	3.5

NET 411	Capstone	4.0
NET 424	Network Design	3.5
NET 425	Advanced Network Communications	3.5
OPS 204	Electronic Communication Management	3.5
OPS 213	Advanced Linux Operating Systems	3.5
OPS 217	General Operating Systems	3.5
OPS 280	Advanced Server Administration	3.5

**TOTAL NUMBER OF CREDITS:** 180.0

### Programming Emphasis:

PRG 105	C# I	3.0
PRG 310	Web Programming I	3.5
PRG 321	C# II	3.5
PRG 340	Database Administration	3.5
PRG 342	Advanced Structured Query Language	4.0
PRG 343	Database and Software Integration	3.5
PRG 351	Java I	3.5
PRG 410	Web Programming II	3.5
PRG 411	Capstone	4.0
PRG 422	C++	3.5
PRG 441	Database Reporting	3.5
PRG 451	Java II	3.5

**TOTAL NUMBER OF CREDITS:** 180.0

### Information Systems Security Emphasis\*:

ISS 220	Computer Law	4.0
ISS 310	Information Security Management	3.5
ISS 320	Ethical Hacking	3.5
ISS 330	Threats and Defense Mechanisms	3.5
ISS 420	Introduction to Cryptography	3.5
ISS 430	Computer Forensics	3.5
ISS 499	Capstone	4.0
NET 115	Security Concepts	3.5
NET 221	Network Communications I	3.5
NET 224	Network Communications II	3.5
NET 335	Cloud/Mobile Computing Concepts	3.5
OPS 204	Electronic Communication Management	3.5
OPS 217	General Operating Systems	3.5

\*In this emphasis, students are not required to take MAN 350 Management Planning Principles as a core course.

**TOTAL MINIMUM NUMBER OF CREDITS:** 180.0

### Social Media Technology Emphasis:

MKT 210	Introduction to New Media Marketing	4.0
NET 115	Security Concepts	3.5
NET 221	Network Communications I	3.5
NET 330	Web Architecture Concepts	3.5
NET 335	Cloud/Mobile Computing Concepts	3.5
OPS 204	Electronic Communication Management	3.5
OPS 217	General Operating System	3.5
PRG 310	Web Programming I	3.5
PRG 330	Mobile Applications Development I	3.5
PRG 335	Mobile Applications Development II	3.0
PRG 410	Web Programming II	3.5
SMT 411	Social Media Technologist - Capstone	4.0

**TOTAL MINIMUM NUMBER OF CREDITS:** 180.0

## Delivery of Course Order and Substitutions

All colleges reserve the right to vary the order in which courses are offered within each program and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

## Campus Location

### Salt Lake City/Murray Online Department

4021 South 700 East, Suite 400  
Salt Lake City, UT 84107  
(801) 281-7620

### Salt Lake City/Murray Resident Campus

383 West Vine Street  
Murray, UT 84123  
(801) 281-7600

Consult our website at [www.stevenshenager.edu](http://www.stevenshenager.edu)

### Facilities

Stevens-Henager College—Salt Lake City-Murray, a branch of the Ogden-West Haven campus, is conveniently located just off I-15 in a new, four-story facility that was built especially for the campus. Restaurants and other services are nearby. The College uses online simulation laboratories, a learning management system and virtual classroom environments to deliver courses to its online students.

## Admissions Information

### Admissions Requirements

Applicants for admission to Stevens-Henager College undergraduate programs must have graduated from an accredited high school, private secondary school, or completed the equivalent (GED). Applicants are admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript or copy of high-school diploma, GED certificate, or Bachelor's degree. Previous training in business subjects is generally not required.

Students seeking admission to the Bachelor of Science in Nursing Administration Program and the Bachelor of Science in Nursing Program must hold a valid Registered Nurse license and shall have completed sufficient college credit to attain the equivalent of third year college status (e.g., 60 semester credit hours or 90 quarter credit hours). Prospective students should also have completed an appropriate number of credit hours of general education (e.g., 15 semester credit hours or 22.5 quarter credit hours). Semester hours will be converted to quarter credit hours using the standard formula of semester hours  $\times$  1.5 = quarter credit hours. For example: 3 semester hours equal 4.5 quarter credit hours.

A student with prior misdemeanor or felony convictions or pre-existing medical conditions may be subject to denial of externships, employment opportunities and/or professional licensure. Students are advised that in order to comply with clinical or employment requirements, students may be required by some hospitals or businesses to undergo a criminal background check and/or drug screening.

All applicants for admission must have Internet access and successfully complete the online readiness test.

### Master's Degree

Applicants to the master's programs must have earned a baccalaureate degree from an accredited institution of higher education and must provide an official transcript. Applicants must provide a 500-word, double-spaced personal statement essay on why they will be successful students in a master's program, including a description of their career goals and their expectations upon graduation. Prospective students must demonstrate computer competence with word processing and spreadsheets. In addition, applicants must have Internet access and successfully complete the online readiness test which will be given during the application process. Students must have an undergraduate cumulative GPA of 2.5 from an institution accredited by an agency that is recognized by the U.S. Department of Education. Bachelor's degrees received from other countries must be translated and evaluated by a

credential evaluation service attesting that they are equivalent to bachelor's degrees received in the U.S. The student must submit three letters of reference with his or her application. Applicants for the master's programs may be required to participate in an interview for admission. The interview is designed to determine the applicant's personal attributes and academic record. Students seeking admission to the Master of Science in Nursing Administration Program and the Master of Science in Nursing Education Program must hold a valid Registered Nurse license.

### Admissions Procedures

Prospective students may apply online at [www.stevenshenager.edu](http://www.stevenshenager.edu). Applicants also may call, fax, or write the Admissions Department to request an application. To apply for enrollment, the student submits the completed application to the Director of Admissions. The student should also request that a high school transcript, copy of a high school diploma, or a GED (for an Associate's or Bachelor's degree), be sent to the Director of Admissions. For the Master's programs the student needs an official transcript of a Bachelor's degree from an accredited university or college.

The courses and programs offered by Independence University are not available to residents of the state of Arkansas.

## Student Standards

The use of the following standards promotes student success. Students will experience a higher level of quality in their course work if these standards are followed.

1. Students must make available current contact information (including phone numbers) so that the course facilitator (instructor), academic advisors, and administrators may make contact if needed.
2. Online students are expected to be self-directed. Students must organize their time, plan their course assignments and projects to meet due dates, communicate well and seek other sources beyond the textbook to meet their learning goals.
3. Students are required to logon to their courses and participate in discussions each week (see section on attendance) of the module. Students should expect an average of 20 hours of outside of class course activities each week for each 40-hour online course. Students should allow plenty of time to complete course academic requirements. The student should create a schedule and maintain that schedule to stay on track with his/her coursework. Consult the college catalog for course credits and hours.
4. Students are to post all weekly assignments and complete all course requirements by the designated due dates in the course outline. Students who have circumstances which prevent them from participating or completing an assignment on time must communicate with the course instructor.
5. Participation in discussion forums is required. Students should reply to instructors and other students. Postings that are of no academic value or substance will not be graded. Meaningful dialogue is the cornerstone of online learning.
6. Students are expected to provide specific feedback in the Course Evaluations at the end of each course. The College welcomes candid and appropriate feedback from students.
7. Students are expected to utilize credible resources when researching subjects for course papers, projects, etc. Online library resources are available, including help from the College's librarian. Students are expected to use the College's library, SHARC, whenever possible.
8. Plagiarism and cheating are not tolerated.
9. Student complaints and grievances are addressed in accordance with the complaints and grievances procedures identified in the College catalog.

## Student Online Attendance Requirements and Procedures:

1. Students must log on the first week of the term in order to avoid termination from the course due to lack of attendance. If a student has only one course scheduled that term, their enrollment from school will be terminated due to lack of attendance.
2. It is required that students log in and participate each week. A week is defined as 7 days starting Monday and ending the following Sunday, except for the last week of the module which ends midnight Saturday. Students are required to participate in discussions each week of the module by posting a response to the questions posted by instructors. It is suggested that students check the threaded discussions on a daily basis to continue dialogue by responding to those who have contributed to previous postings.
3. Students who are unable to meet the attendance requirements must communicate immediately with the instructor. Instructors may make provisions to accommodate students based on the circumstances. Special provisions will not be made for students who procrastinate.
4. If a student does not post any attendance for 14 consecutive days, he or she will be dropped from school. Attendance for online classes is defined as logging in plus participating in class while online. If a student has technical problems, he or she must communicate this problem immediately to his/her instructor and the campus Dean to avoid being terminated from the course.

## Student Guidelines and Procedures for Online Communication:

1. Use inclusive language whenever communicating with others. A student must always communicate with best intentions and assume the same when someone communicates with such student. The use of emoticons can be helpful.
2. Students must consistently practice excellent communication skills. Use resources to check word usage, grammar, punctuation and capitalization. Strive for high quality written work in the discussion area, assignments, projects, exams, etc. Students are required to use complete sentences and appropriate capitalization. Using all caps or all lower case is unacceptable. It is strongly suggested that students format their discussion postings in Word, check for grammar and spelling, then paste them in the discussion area.
3. Introduction to a student's peers in each class. Make a point to get to know someone personally and academically. Make a point to include someone who appears to be "sitting on the sidelines." Ask for his or her opinion and promote meaningful discussion.
4. If an instructor does not respond to a student's communication within 24 to 48 hours, assume there is a technical problem.

The Online Student Handbook has a complete and detailed explanation of all facets of the online delivery method and is available online.

# Academic Information

## Class Size

Class size will vary. The maximum scheduled for laboratory classes is 25, and the maximum scheduled for lecture classes is 60 students. The maximum scheduled for online classes is 34 students.

## Attendance

Your most crucial responsibility and the main factor leading to academic and career success is attending all classes. Because you are participating in an online learning environment, attendance is measured differently. Attendance for online classes is defined as logging in plus participating in class while online. You are required to complete all daily or weekly assignments. Assignments may consist of completing coursework, but learning activities such as attending threaded

discussions and communicating or sending assignments to your instructor or team members via email is calculated as attendance. Therefore, you need to make the commitment that you will attend to such communications.

## Equipment for Student Use

Equipment and training aids that are available to students include, but are not limited to, the following:

- Online resource library containing over 120,000 articles and related materials
- Current industry periodicals
- Professional software for training
- Laptops. Upon academic and financial clearance, all new undergraduate students receive a laptop to use during their program and may keep it when they graduate at no additional charge.

## Grading System

Grade	Points	Explanation
A	4.0	Excellent
A-	3.7	
B+	3.4	
B	3.0	Very Good
B-	2.7	
C+	2.4	
C	2.0	
Average (Minimum Passing Grade for master's programs)		
C-	1.7	
D+	1.4	
D	1.0	Poor
D-	.7	Passing grade for AS/BS degree programs
F	0	Failing
I	***	Incomplete
PE	**	Passing by exam
IP	**	Passing (In Progress, Partial Course Completed)
P	N/A	Passing
W	*	Withdrawal
T	N/A	Transfer of credits from another educational institution (Transfer of credits from an affiliated educational institution will result in a designation of Transfer plus the grade.)
***		Turns into F within 4 weeks of end of module if work is not completed for an academic grade.
**		PE grades are issued for courses taken by exam. Both PE, and IP do not affect the GPA calculation.
*		See Course Withdrawal section.

A grade of D- is considered the lowest passing grade for all courses. A student who receives a grade in a course below a D- must retake the course. The exception to this policy is the master's programs.

The grade point average (GPA) is calculated as follows:

1. For each course taken, the number of quality points assigned to the grade earned is multiplied by the number of credits received for the course.
2. All accumulated quality points are added together.
3. This total is divided by the total number of credit hours the student has attempted. Minus courses withdrawn from.

Courses in which a student received a failing grade (F, 0 quality points) are included in the total number of credit hours attempted and affect the GPA.

## Passing Grades

A PE grade may be earned as a result of taking a course challenge examination and passing with 90% or better. GPA is not affected by PE grades. Financial aid cannot be issued for the grade of PE.

The notation of IP (In Progress, Passing) will be posted for students who have

obtained passing grades at the end of the first month of a two-month course. An IP grade is a placeholder for partial courses and is not part of the GPA calculation since a grade is not earned until the end of the two month course.

Satisfactory progress and successful course completion is not affected by the PE grade or the IP grade.

**Grade Reports**

The students can print a report of their grades electronically through the student portal. For purposes of academic progress and graduation, the cumulative GPA from the student transcript is used.

**Course Withdrawal**

A student who withdraws from a course receives a grade of W. A student may officially withdraw by Friday of the first week of the module. All courses with a final grade of W are considered attempted credits and will be charged tuition accordingly. Title IV monies including PELL and SEOG will be awarded for courses given a grade of W.

Since a grade of W is counted as credit hours attempted but not completed, it will adversely affect a student’s Satisfactory Academic Progress (See Standards of Satisfactory Progress). A grade of W does not affect the student’s cumulative GPA.

A grade of W may only be issued in the following circumstances:

- A student has attended at least one day of the class during the first week of the module and then formally withdraws with the Registrar before the end of the first week of the module.
- A student has attended beyond the first week of the module, is in good standing (good attendance and passing grades) and is forced to withdraw due to extenuating circumstances which are limited to verified medical problems (either with the student or his/her immediate family, military obligations, jury duty, or death in the family that causes extended hardship. If a student attends beyond the first week of the module and then withdraws for reasons other than those listed above, a grade of F will be issued. An F grade academically lowers the student’s grade point average and adversely affects the student’s academic progress.

**Program Withdrawal**

Students who find it necessary to withdraw from a program must have an interview with the Dean of Education or Registrar. The student is also required to have an exit interview with a representative of the Financial Aid department. This is the date of determination. If a student provides notice of withdrawal in writing, the date on which the notice is mailed with appropriate postage is the date of determination. When a student does not contact the school to withdraw, the date of determination is the second Monday when the student ceased logging into class.

**Dismissal**

Student termination may result from unsatisfactory academic progress, unsatisfactory course completion, failure to achieve the appropriate proficiency level within the prescribed time frame, conduct detrimental to the College, failure to comply with financial aid regulations, or non-observance of other student regulations. A student who is dismissed may appeal to the President/Executive Director of the College, who will make the final determination.

**Readmission**

Readmission to Stevens-Henager College following dismissal or withdrawal will be at the sole discretion of the College. Students whose enrollment has been terminated may petition the President/Executive Director in writing for reinstatement. The written request should contain a summary of why the student feels he or she should be readmitted. The President/Executive Director shall review all requests on a case-by-case basis. Extenuating circumstances will be taken into consideration. However, Stevens-Henager College reserves

the right to refuse to readmit any student who does not meet the College’s academic or behavioral standards.

**Maximum Time Frame**

Students must complete their program within one and one half times the credit hours required to complete the program. Students must complete 67% of their credits attempted in each evaluation period in order to complete the program within the maximum time frame.

**Standards of Satisfactory Academic Progress**

All students, including VA students, must progress satisfactorily toward meeting graduation requirements. Academic progress is measured in two ways: (a) grade point average and (b) course completion. The academic progress of each student will be reviewed at the end of every term. A student is considered to be making academic progress if his or her grade point average is above the minimum requirement, and the student has successfully completed at least 67% of the credits attempted, otherwise known as the completion rate standard. The evaluation points, grade point average standard and the completion rate standard are provided in the table listed below.

<b>Required Evaluation Point</b>	<b>Minimum GPA with 67% of Credits Attempted Completed</b>
<b>(Master’s Degree Program)</b>	
First term . . . . .	2.5
Second term . . . . .	3.0
Graduation . . . . .	3.0
150% of the program . . . . .	3.0
<b>(Bachelor’s Degree Program)</b>	
First term . . . . .	1.0
Second term . . . . .	1.5
Third term . . . . .	1.8
Fourth term . . . . .	2.0
End of each term until 150% . . . . .	2.0
150% of the program . . . . .	2.0
<b>(Associate of Applied Science Degree Program)</b>	
First term . . . . .	1.0
Second term . . . . .	1.5
Third term . . . . .	2.0
Graduation . . . . .	2.0
150% of the program . . . . .	2.0

**Financial Aid Warning**

To ensure a student’s success in a program, the grade point average and completion rate are reviewed by the Dean at the end of each evaluation point. If a student is in danger of falling below the required standards of academic progress, the student is advised. If a student fails to achieve the required GPA and/or fails to complete 67% of the credits attempted in an evaluation period, the student will be placed on Financial Aid Warning Status for the next evaluation period. A student on Financial Aid Warning Status will have until the next evaluation point to meet the minimum standards of academic progress. Students on Financial Aid Warning Status remain eligible for financial aid funding.

**Dismissal for Unsatisfactory Academic Progress**

If a student on Financial Aid Warning Status fails to achieve the minimum standards of academic progress at the end of the next evaluation period, the student is dismissed and his or her financial aid is suspended. Upon dismissal, the College will provide the student with an Appeals Process Form and it is up to the student to file the appeal and the College Appeals Panel will determine if he or she is eligible for reinstatement to the College and for access to financial aid funding.

## Satisfactory Progress Verification

When financial aid electronic disbursement rosters are received, the financial aid officer at Central Financial Aid (CFA) quickly checks that the student is eligible for the disbursement. If the student does not have the required time and credits, it is so documented on the student's academic record.

The Director of Financial Aid at CFA is fully responsible and accountable for verifying and documenting that the student is entitled to the funds by checking the required time and credits correlating to satisfactory progress.

## Appeal

A student dismissed for failing to meet the minimum standards of academic progress has the right to appeal the dismissal. The appeal must be done in writing and submitted in the form of a letter to the Dean. The letter must include the following:

1. Explain the reasons why the student was unable to meet the minimum standards of academic progress including any mitigating circumstances;
2. Provide documentation in support of any mitigating circumstances;
3. Describe what has changed that will allow the student to be able to meet the minimum standards of academic progress; and
4. Detail what the student will do moving forward to ensure that he or she will be successful in his or her program of study and will be able to achieve the requirements for graduation.

The appeal will be reviewed by a College Appeals Panel. The student may be requested to meet with the Panel to discuss the appeal and provide additional information. Once the appeal letter and documentation are reviewed, the student will be notified if his or her appeal has been granted or denied.

If the appeal is granted, the student may be reinstated to his or her program of study. The student is placed on academic probation for one evaluation period and during that time, access to financial aid is reestablished. If the appeal is denied, the student will not be allowed to reenter College nor will the student be allowed to transfer to an affiliated College within the system.

## Financial Aid Probation

When a student is placed on Financial Aid Probation Status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain satisfactory academic progress. The plan may include but is not limited to mandatory tutoring, scheduled advising sessions, extra course assignments, repeating a course for which the student received a failing grade, repeating a course from which the student withdrew;
2. Sign the academic plan (a copy of the plan will be kept in the student's file); and
3. Meet weekly with the Associate Dean to review how well the student is advancing on the academic plan and how well he or she is progressing in meeting the minimum standards of academic progress.

If a student on Financial Aid Probation Status does not achieve the minimum standards of academic progress at the end of the evaluation period established in the written academic plan, the student is dismissed from the College and cannot appeal the dismissal. Access to financial aid is suspended. Additionally, if the student at any point in the evaluation period does not perform as required based on the academic plan, the student may be dismissed from the College sooner than the end of the evaluation period.

The campus is required to promptly notify the Veterans Administration when a student receiving VA benefits is placed on academic probation.

## Mitigating Circumstances

Mitigating circumstances are those conditions which the student has little control over and most often have an adverse effect on academic progress. Mitigating

circumstances must be documented and are limited to the list below:

1. Death of an immediate family member;
2. Illness of an immediate family member where the student is the primary caretaker or is the primary source of financial support;
3. Student illness requiring hospitalization;
4. Abusive relationship;
5. Prolonged divorce proceeding;
6. Previously undocumented disability;
7. Work-related transfer during the evaluation period;
8. Change in work schedule during the evaluation period;
9. Unexpected loss of employment;
10. Natural disaster;
11. Financial hardship such as foreclosure or eviction; and
12. Loss of transportation where there is no alternative transportation.

## Re-establishing Eligibility for Federal Funds

If a student is allowed to return to the College after being dismissed for unsatisfactory progress, he or she may reenter and must meet the above requirements before receiving Title IV aid. The student must make financial arrangements with the College to pay for courses while reestablishing eligibility for federal funds. Once the student has met the requirements listed above, Title IV aid will be reinstated. If the student does not meet the satisfactory progress requirements during the probationary period of one academic year, he or she will be dismissed from the College. The student may appeal the decision for dismissal in writing for mitigating circumstances. However, if a student cannot finish the program within the maximum time frame of 150%, then he or she will not be allowed to reenter.

## Incompletes/Make-Up Work Policy

Incomplete grades are counted as credits attempted and affect the maximum time frame, but do not affect the grade point average. An incomplete (I) grade may be issued to a student who is passing a course but who has not completed all required work. The student will be allowed four weeks to complete the coursework. When the coursework is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F".

When calculating the GPA for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F". The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credit hours attempted. If the incomplete prevents a student from meeting graduation requirements, the student will not be eligible for employment assistance services. If the incomplete is not resolved within the allotted time period, however, the student will forfeit future use of the College's employment assistance services and will not be issued a degree.

## Non-credit Remedial Courses

Non-credit remedial courses do not affect satisfactory academic progress. The student does not earn an academic grade, nor is the non-credit remedial course counted toward the maximum time frame.

## Occupational Standards

The college must terminate any student who is unable to satisfactorily achieve the knowledge and skills required by the occupation for which the training is intended.

## Prerequisite Courses

If a student fails a course that is a prerequisite for another course, the student must successfully complete the course before continuing in the program. If a

student fails a course that is not a prerequisite for another course, the student may continue in the program and repeat the course at a later date, provided that the maximum time frame standards are not exceeded.

## Course Repetitions

Programs are not designed to facilitate course repetitions due to the short, fast-paced and intense nature of the coursework. If a student fails a course or earns a grade in a course below a “D-” (B for Master’s courses), that course could be repeated, provided it is offered again within the maximum time frame. The Dean or Program Director must approve all course repetitions. The College does not replace grades when a course is repeated. Each attempt at the course is recorded on the student’s transcript, and both grades are reflected in the cumulative GPA. Each attempt at the course would be counted as a “course attempted” in the calculations for successful course completion and maximum time frame. Repeating a course in a program will result in the assessment of tuition charges at the current credit hour rate.

## Graduation Requirements and Awards

To be eligible for graduation, students must meet the following requirements:

1. Pass with a D- grade or higher all core and non-core courses (except for Master’s courses).
2. Attain a 2.0 cumulative grade point average (3.0 for Master’s students).
3. Pass the number of credit hours required for the program within the maximum time frame.
4. Satisfy all financial obligations.

## Degrees/Diplomas Granted

Upon fulfillment of the graduation requirements, the student will be issued the appropriate degree, indicating satisfactory completion and passing of all program requirements. The College offers programs leading to an Associate of Occupational Studies degree, an Associate of Applied Science degree, an Associate of Science degree, a Bachelor of Science degree and a Master’s degree..

## Graduation Honors

A student may graduate with honors as follows:

- Summa Cum Laude for graduating with a 3.91 cumulative GPA.
- Magna Cum Laude for graduating with a cumulative GPA between 3.76 and 3.90
- Cum Laude for graduating with a cumulative GPA between 3.50 and 3.75.

## Credit Transfer from Affiliated Colleges

Graduates or students who are transferring within the affiliated college system will have their credits automatically accepted. Graduates of associate’s degree programs within the affiliated college system may transfer credits to an applicable full bachelor’s degree, not a bachelor’s completion degree. The same grade requirements as for students transferring credits from outside the system apply.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA) and satisfactory academic progress (SAP) status transfer with the student. In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation. Likewise, a student who transfers from one campus to another with a GPA that warrants honor status will retain that status at his or her new campus.

## Credit Transfer from Another College

Credits from other institutions which are accredited by an agency recognized by the U.S. Department of Education may transfer when the course submitted for consideration is of comparable scope and content to the campus’s own

courses. International credits will be reviewed on an individual basis. Transfer of credit is at the judgment and discretion of the Dean and/or the Campus Director. The maximum transfer credits allowable from other institutions are:

**To associate’s degree programs:** No more than 25% of the credits may be transferred. Tuition will be adjusted accordingly. Transferred credits must be C- or better. Core technical courses must be earned within the past 8 years, and general education courses have no time limit.

**To a bachelor’s degree program (not bachelor’s completion degree programs):** No more than 50% of the credits may be transferred. Tuition will be adjusted accordingly. Transferred credits must be C- or better. Core courses must be earned within the past 8 years, and general education courses have no time limit.

**To master’s degree programs (from other accredited master’s degree programs):** No more than 25% of the credits may be transferred. Tuition will be adjusted accordingly. Transferred credits must be B- or better and will be accepted as long as the degree was earned from an accredited institution. Applicants enrolling into the master’s degree program must have earned a baccalaureate degree in an associated field which will be recognized as long as it was earned from an accredited institution whose accrediting agency is recognized by the U.S. Department of Education. Bachelor’s degrees received from other countries must be submitted with a translation attesting that they are equivalent to bachelor’s degrees received in the U.S. There is no time limit for bachelor’s degrees which are applied to the master’s program. All transferred core courses must be earned within the past 8 years.

### Transfer Credit Process

The applicant must supply a college syllabus, catalog, or course description and an official transcript(s) for transfer of credit to occur. Transfer credits approved by the registrar that are evidenced by an official transcript will be given a value of the number of credits multiplied by the charge per credit upon entry for the program the student it enrolled. The value of the transfer credits will be shown on the Student Account Card as a Negative Charge that is applied against tuition in the last period of enrollment.

For example:

48 credits x \$400 credit per charge = \$19,200 (for a 101 credit program that costs \$40,385)

TUITION CHARGES	TRANSFER CREDITS	TOTAL CHARGES	EST. CREDITS TO BE TAKEN
1st term charge = \$8,077		\$8,077	18
2nd term charge = \$8,077		\$8,077	18
*3rd term charge = \$8,077	(\$3,046)	\$5,031	17
*4th term charge = \$8,077	(\$8,077)	0	0
*5th term charge = \$8,077	(\$8,077)	0	0

\*All charges and transfer credits will be posted in the beginning of the last period of enrollment, which in the above example is the 3rd term. Transfer credits are applied to tuition only and do not result in cash payments.

### Course Numbering

Generally, 100- and 200-level courses are for associate’s-level work, 300- and 400-level courses are for bachelor’s-level work, and 500- and 600-level courses are for master’s-level work. In transferring in credits, no 100- and 200-level courses may be used to satisfy our 300- and 400- or 500- and 600-level courses. However, 300- and 400- or 500- and 600-level courses for another accredited institution may be used to satisfy 100- and 200-level courses at our institution if the course descriptions are similar.

### Course Credits

A sufficient number of credits earned from the transferring institution must equal the credits we grant for a course. Example: a sociology course transferred to us must be 4 quarter credits or 3 semester credits to satisfy our sociology course requirements. (Semester credits x 1.5 = quarter credits).

### Transcript

Grades of transferred courses from other institutions (must be C- and higher) are recorded as a “T” grade and do not contribute to quality points in

calculating the student's cumulative GPA at our colleges.

## Continuing Education Units/Seminars

Credits for Continuing Education Units (CEUs) or seminars may not be transferred to satisfy courses at our colleges. A student who has continuing education units and/or seminars in courses scheduled in the student's program, may challenge the course by passing the examination with a score of 90% or greater. If the student passes the examination, the student will receive a grade of PE on his or her transcript.

## CLEP, DANTEs, AP, and Certification Credit

The college may award credit to students who score at or above established levels on College-Level Examination Program (CLEP), Defense Activities for Non-traditional Education Support (DANTEs) examinations, Advanced Placement (AP), and college recognized certifications (i.e., Cisco, Microsoft, A+, etc.). Some core courses may not be transferable (i.e., medical clinical core courses). Information regarding specific CLEP, DANTEs, and AP equivalents/scores may be obtained from the Dean or Campus Director. Tuition is adjusted accordingly.

## Credit Transfer to Other Colleges

Graduates or students who are considering transferring from the college to other institutions should recognize that programs at the college are specifically tailored to career preparation. Courses that make up such programs are not generally transferable to other colleges, particularly in programs that emphasize general or liberal education. **It should also be noted that in any transfer situation, regardless of the colleges involved, the acceptance of credits is at the sole discretion of the accepting college, and that Stevens-Henager College makes no representation whatsoever concerning the transferability of any college credits to any other institution.** The college credits generally are not transferable to other colleges unless a written articulation agreement between the college and another institution has been negotiated. See the director of admissions or the Campus Director for details of any articulation agreements.

## Credit Transfer for Veterans, Active-Duty, Reserve/Guard, and Dependents

The College maintains a written record of the previous education and training of veterans or eligible persons. No more than 25% of a transfer student's prior academic work will be accepted towards a degree, with the training period shortened proportionately. The veteran or eligible person will be notified of prior credit granted.

## Program Transfers

Efforts are made to direct students to the program of study best suited to achieving skills and competency; however at times a student may request a program transfer. A student may transfer programs **one time** while in attendance.

All credits earned in the original program that apply to the new program will be automatically accepted. All grades associated with credits earned in the original program will be calculated towards satisfactory academic progress in the new program (note: failing grades received in the original program will be applied and may adversely affect academic progress).

Students are required to apply in writing to the Dean of Education for a program transfer, and must be approved by a Financial Planning Officer and the Dean of Education.

## Credit by Examination

Students may wish to challenge out of a course by taking a competency examination. To successfully pass a challenge exam the student must score 90% or better on the final test. The college may award credit to students who pass the college challenge exam in a specific course. The student must challenge the course, and the test must be completed and scored before or during the first day of the module. Credit received will be treated similar to transfer credit

(with a grade of PE being assigned to the course). Tuition adjustment will not be made for Pass by Examination.

The notation of IP (In Progress, Passing) will be posted for students who have obtained passing grades at the end of the first month of a two-month course. An IP grade is a placeholder for partial courses and is not part of the GPA calculation since a grade is not earned until the end of the two-month course.

Satisfactory progress and successful course completion is not affected by the PE grade or the IP grade.

## Student Records

All student records are kept for five years from the last date of attendance. Student transcripts are kept permanently.

## Transcript Policy

Students may receive two official transcripts at no charge. Students may apply for additional transcripts for a \$5 charge each.

## Family Educational Rights and Privacy Act of 1974

In compliance with the Family Educational Rights and Privacy Act, which became law on November 19, 1974, the College hereby notifies all students of their rights in connection with educational records maintained by the College. All students are entitled to review their educational records maintained by the College by making a request to the Campus Director. Within forty-five (45) days after the request is made, the educational records of the student will be made available to the student. If the student believes that information in the educational records is inaccurate or misleading or violates the privacy or other rights of the student, the student may request that the College amend the records. If the College refuses to amend the educational records of the student, the College will inform the student of the right to a hearing to seek the correction of information in the educational records. At the hearing, the student will be afforded an opportunity to present evidence that is relevant to the issues, and the student may be assisted or represented by an individual of his or her choice at his or her own expense, including an attorney.

The decision of the College shall be based solely upon the evidence presented at the hearing. If, as a result of the hearing, the student believes that the information is not accurate, is misleading, or otherwise is in violation of the privacy or other rights of the student, the student has the right to place in the educational records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the College.

The College maintains student records on the campus premises for a period of not less than five years. The College maintains student transcripts in perpetuity.

A student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

# Financial Information

## Tuition and Fees

No out-of-state tuition requirements apply. A \$75 deposit is required of all high school students enrolling in the College. The deposit will be applied to

the tuition charges and is nonrefundable.

Beginning July 18, 2011, tuition charges for all new students who start classes and for all existing students who have been enrolled in the college since March 2008 ranges from \$324 to \$511 per quarter credit. Tuition for associate's degree programs is \$40,385. Tuition for bachelor's degree programs is \$71,180. Tuition for RN to BS Nursing Administration is \$30,155. Tuition for the BS Health Science degree is \$30,155. Tuition for master's degrees is \$27,785.

Tuition for property management certification (continuing education program) is \$10,500.

Students enrolled in fully online programs are responsible for purchasing all books.

In the event a check is returned for any reason, a \$35 charge will be made to the student's account. Refund calculations are complex. For further information and examples, read the catalog, and visit our Financial Aid office.

Students can expect the college to increase, at least once during any calendar year, the tuition for courses and programs offered by the college.

## Tuition

All students must make payment arrangements with the Financial Aid Office in advance of attending classes. All payment arrangements for an unpaid balance must be made with the Financial Aid Office at the end of the student's program. The student must be credit-worthy to qualify for private-market loans. For those students who qualify for Federal Financial Aid, electronic payments are ordered by Central Financial Aid on the dates students qualify for their funds. Students are counseled about repayment of financial aid during the mandatory entrance and exit interview. If an amount is due at the time the student graduates or withdraws, the balance is due in full at that time unless satisfactory payment arrangements have been made with the Financial Aid Office. If the student fails to make a payment within 30 days of the due date, the balance will be due in full, and the account will be turned over to a collections agency. The student agrees to pay any collection fees up to and including court costs and reasonable attorney fees. Cash discounts are not given for early payment of fees or tuition. If a student has a balance, a hold will be placed on his/her account and diplomas or official transcripts will not be released.

## Funding Tuition

A variety of financial plans are available for those students who qualify for financial aid. These plans include a combination of student loans, grants, scholarships, and payment plans. The variety of available plans affords flexibility in choosing the one best suited for a specific need. The college offers individual financial planning sessions for each student and family. The college participates in the Title IV Federal Financial Aid Program that includes Federal Pell Grants, Federal ACG and SMART grants, Federal Stafford Subsidized or Unsubsidized Loans, Federal Parent Loans for Undergraduate Study, the Federal Supplemental Educational Opportunity Grant, and the Federal Direct Student Lending program. All students must have an appointment with the Finance Department prior to starting school to arrange payment of tuition. Prospective students may request a Student Financial Aid Guide, a Financial Aid Consumer Information packet and other pertinent information and forms from the Finance Department. Private loans, scholarships, and electronic tuition payments are available to students to cover the cost of tuition as follows. The College will work with any bank that the student wishes to use for student alternative private loans, in addition to those banks and programs listed below. Please see the local campus Financial Aid office for information about specific lenders.

**Sallie Mae:** This is a credit-based loan, and a student may elect to make interest-only payments while in college. The interest rate is based on the individual's credit rating. Payments are sent directly to the lender or electronically to the campus.

**Educational Plan:** A convenient budget plan that uses a payment plan to help

a student meet educational expenses.

Monthly payments made to a student's account while in school will reduce the principal balance and future interest charges. Interest will begin to accrue 90 days after graduation or if a student withdraws, interest will accrue 30 days after the withdrawal.

- A \$25 late fee will be assessed on accounts late more than 15 days.
- A \$35 fee will be assessed for each returned check.

*Note: Any holder of a consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5/14/1976).*

## Cancelling Enrollment Prior to Starting Class

If you are not accepted into the College, the enrollment agreement will be cancelled, and we will refund all money paid within 30 days. You may cancel the enrollment agreement within three business days and receive a full refund of all money paid within 30 days. If you have not visited the College prior to enrollment, you may withdraw without penalty within three business days following a tour of the college facilities and inspection of equipment where your education services will be provided. You will also receive a full refund within 30 days if your educational services are discontinued or your starting date is postponed by more than 90 days.

The enrollment agreement may be terminated by the college for unsatisfactory academic progress, use of controlled substances on campus, conduct detrimental to the College, failure to comply with financial aid regulations or non-observance of other student regulations. If you are dismissed, you may appeal to the Campus Director of the College, whose decision will be final.

## Cancellation After Classes Have Started

You may cancel enrollment for any reason up until the end of the seventh day past the start date. College will refund any monies paid minus the registration fee and an administrative fee of \$150. Thereafter, you may terminate your enrollment by giving written notice to the college (fax, e-mail, or mail) at anytime. Such notice is effective once the college receives the notice. The written notice of cancellation need not take any particular form and however expressed, is effective if it shows you no longer wish to be bound by the enrollment agreement.

## Refund Policy

All refunds will be processed within 30 days of the Date of Determination of withdrawal. The Date of Determination is the earlier of:

- The date the institution receives notice from the student that he/she is withdrawing;
- The date the student's enrollment is terminated by the institution;
- For a student who withdraws without notifying the institution, 14 calendar days following the student's last documented date of attendance/participation.

## Institutional charges upon withdrawal or termination during the first term of the first academic year:

1. If you terminate after midnight of the seventh calendar day after the date you first login, but before completing more than 10% of the term, you are responsible for 10% of the tuition and a \$150.00 administrative fee.
2. If you terminate after completing more than 10% of the term but less than 25%, you are responsible for 25% of the term's tuition and a \$150.00 administrative fee.
3. If you terminate after completing more than 25% of the term but less than 50%, you are responsible for 50% of the tuition and a \$150.00 administrative fee.

- If you terminate enrollment after completing more than 50% of the term but less than 75%, you are responsible for 75% of the tuition and a \$150.00 administrative fee.
- If you terminate enrollment after completing more than 75% of the term, you are responsible for all tuition and fees.

### Institutional charges upon withdrawal or termination during any subsequent term:

- If you terminate during the first 25% of the term, you are responsible for 25% of the tuition and a \$150.00 administrative fee.
- If you terminate after completing more than 25% of the term but less than 50%, you are responsible for 50% of the tuition and a \$150.00 administrative fee.
- If you terminate after completing more than 50% of the term but less than 75%, you are responsible for 75% of the tuition and a \$150.00 administrative fee.
- If you terminate after completing more than 75% of the term, you are responsible for all tuition and fees.

Any credit granted for prior education or training shall not impact this refund policy. Refund calculations are complex. For further information and examples, read the catalog and visit the College's Financial Aid Office.

### Return of Title IV Funds

If a student receives Title IV student financial assistance (Federal Pell Grants, Federal Supplemental Grants, Federal Family Education Loans, ACG or SMART grants), special rules apply when a student withdraws or is terminated. These rules are independent of the institution's refund policy. Thus, there may be cases where the institution is required by the government to return Title IV funds even though such funds are needed to pay the student's institutional charges. In all cases, the student remains responsible for paying institutional charges as determined by the refund policy.

### Earning and Returning Title IV Funds

Special rules apply for withdrawals and terminations when the student is a recipient of certain Title IV Federal Student Aid recipients. (Title IV aid includes Federal Pell Grants, Federal Supplemental Opportunity Grants, Federal Stafford Loans, and Federal PLUS Loans.)

Undergraduate programs use a modules-within-terms system for Financial Aid. Each term consists of four modules that are each 4 weeks in length. The academic year is considered to be two terms that are each 16 weeks in length. Each term is considered the payment period for Title IV funding.

For any student who withdraws during a payment period that begins after June 30, 2011 without completing all the days in the payment period, a Return to Title IV (R2T4) calculation must be performed according to Title IV regulations. If the student then re-enters prior to the end of that same payment period, the student is eligible to receive any funds for which the student was eligible prior to the withdrawal if the enrollment status supports those amounts, including any returned funds.

If a student officially withdraws or is terminated by the institution, the last date of attendance will be used to calculate both refunds and the return of Title IV Funds (if the latter is necessary). If a student stops attending and makes no formal withdrawal request the student will be withdrawn after 14 days of non-attendance/non-participation, and the last date of attendance will be used in all withdrawal calculations as the last date of the student's obligation. Attendance for online classes is defined as logging in plus participating in class while online.

The Return of Title IV, as defined by the 1998 Amendments to the Higher Education Act of 1965, applies to any student receiving federal financial aid and who withdraws on or before 60% of the calendar days to the end of the period of enrollment or payment period. The percentage of Title IV that has been

earned is equal to the percentage of payment period or period of enrollment that the student completed by the withdrawal date (documented last day of attendance/participation). If the withdrawal date is after the completion of more than 60% of the period of enrollment, the student has earned 100% of the Title IV funds. If the amount of Title IV that the student has earned (as calculated) is less than the amount of Title IV that was disbursed, the difference must be returned within 45 days of the Date of Determination to the appropriate program. No additional disbursements will follow.

### Sample Refund Policies

**For example:** Assume that a first time enrollment student enrolled in a program and was charged \$150 in fees. The student's start date for the payment period was 1/13/09 with an end date of 5/2/09. The college determined that the student did not have grades beyond module 1, 2/7/09. The student's loans and grants were fully disbursed for the payment period. The college terminated the student after 14 days of non-attendance. PELL was recalculated and unearned funds were returned. See the calculations below.

### Refund Calculation Example

#### Institutional Calculation:

i. Loan Funds disbursed	=	\$4,750.00
ii. Amount Earned by the Student (100%)	=	\$4,750.00
iii. PELL Funds received for Full Time	=	\$1,000.00
iv. Amount Earned by the Student (8 credits attempted: ¼ time)	=	\$250.00
v. Total Unearned (returned)	=	\$750.00
vi. Student Tuition charged	=	\$8,500.00
Less: 25% Tuition Refund	=	\$2,125.00
vii. Plus Administrative Fees	=	\$150.00
viii. Total Tuition and Fees earned by College	=	\$6,525.00
ix. Funds Retained by College	=	\$5,000.00
<b>x. Balance Due College by Student</b>	=	<b>\$1,525.00</b>

Refund calculations are complex. For further information and examples, read the catalog and contact our financial aid office.

### Scholarships and Grants

**Academic Scholarships** will be awarded to high school seniors. Students must enroll and start classes no later than December 31 after their graduation from high school. Scores on the Otis Lennon test must be as follows:

1. Applicants who score	>34	\$7,000
2. Applicants who score	>46	\$7,500
3. Applicants who score	>58	\$8,000

A high school senior graduating with a cumulative GPA of 3.5 or higher on his or her high school transcript is exempt from testing. The award is up to \$5,000 for the first academic year and \$3,000 for the second academic year. The student must maintain a 3.0 cumulative GPA with 90% attendance in order to retain the scholarship. Students should be aware that scholarships awarded to them are not applied to their financial account until they have completed the first and second academic years. Students are notified of the exam through their high school counselor's office or by letter to the students' residence. All students are invited to visit the College for an admissions interview and a tour of the College at any time prior to the event. Any high school senior who will graduate in the same school year as the scholarship examinations for that school year is eligible. All scholarships cannot be transferred and have no cash value. If a student withdraws before completing an academic year, the scholarship may not be awarded and arrangements will need to be made to reimburse the College. The total award range for this scholarship is \$7,000 to \$8,000.

**Presidential Scholarships** are awarded each year. Each campus administers the scholarship examination at high schools throughout its region. The student in each region with the highest score on the Scholarship Examination who also achieves the highest ACT score (minimum 24) will be awarded one full tuition scholarship to the college in that region. Students are notified of the event through their high school counselor's office or by letter to the students' residence. Students are invited to visit the College for an admissions interview and a tour of the College any time prior to the event. Any high school senior who will graduate in the same school year as the scholarship examinations for that school year is eligible. Students who are awarded the Presidential Scholarship must maintain a 3.8 cumulative GPA throughout their studies with at least 94% attendance. Scholarships are not applied to students' financial account until they have completed their exit interview with the Financial Planner. If a student withdraws from the College prior to graduation, the scholarship will not be applied to that student's account. If no scholarship applicant achieves an ACT score of 24 or higher, the scholarship will not be awarded. This scholarship may not be combined with other College scholarships.

**G.I.F.T. Scholarships [Utah only]** are awarded in an amount equal to 10% of the tuition for an academic year to the student with the highest GPA, in conjunction with the Utah State Office of Hispanic Affairs' Hispanic Governor's Initiative on Families. Today (G.I.F.T.) Annual Conference. The eligible student will be chosen from the G.I.F.T. Young Achievers recipients. The student receiving the scholarship must maintain a 3.0 GPA and 90% attendance in order to remain eligible for the scholarship. Credit for the scholarship will be applied at the end of the first academic year. A student may utilize only one scholarship or tuition waiver.

**Master's Degree:** A Master's degree scholarship program is available for graduates of the Bachelor's degree programs. The scholarship award is 50% of the cost of the Master's degree program. In order to qualify, the applicant must have graduated from a Bachelor's degree from the College with a 2.5 GPA within 3 months before the Master's program start date. Candidates must apply with the Campus Director and submit an essay describing their post-graduate degree goals. The tuition scholarship will be awarded upon graduation from the Master's program.

**Legacy Grants** will be awarded for 10% of the tuition remaining after transfer of credits if an applicant enrolls in a program offered by the College. The following criteria apply:

1. The Legacy Grant only applies to applicants who are immediate family members (father, mother, son, daughter, brother, sister, stepchildren, spouses and grandparents/grandchildren) of either a graduate or a currently enrolled student in good standing (3.0 or above cumulative GPA with 90% attendance).
2. The grant is applied at the end of the program.
3. A student may share the value of the grant up to half of its value with a family member enrolling at the same time.

Every subsequent enrolling family member is granted the Legacy Grant in an amount representing 10% of tuition.

4. The student must maintain a cumulative GPA of 3.0 and 90% attendance.
5. The grant may not be combined with other college scholarships or grants.
6. The grant applies to tuition only and does not result in a cash payment to the student or the student's immediate family member. This grant is not transferable to non-family members and is a waiver of tuition.

**Matching Funds:** Matching funds are available for students employed by an organization that reimburses its employees for educational costs. A student is eligible for matching funds only after providing written evidence that the student is being reimbursed for educational costs during the time frame in which he/she is an active student at the College. A student whose status with the College is active or graduate and who is employed by the organization shall receive an amount of up to \$5,000 for associate's degrees or bachelor's completion degrees, up to \$10,000 for bachelor's degrees and up to \$3,000 for

master's degrees, provided such funds are extended to qualified students in lieu of any other College-sponsored discount or scholarship. The matching funds allowance will not exceed the tuition reimbursement award of the employer and the maximum limit established by the College. The matching funds will be posted to the student's account when funds are received by the school up to the maximum limit. In the event that students transfer in credits to the College, the matching funds allowance will be reduced proportionally. Matching funds are available for students or individuals employed by any branch of the United States Armed Forces that reimburses its active duty personnel for educational costs. A student whose status with the College is active or graduate and who is employed by the United States Armed Forces shall receive an amount of up to \$5,000 for an associate's degree or a bachelor's completion degree and up to \$10,000 for a bachelor's degree, provided such funds are extended to qualified students in lieu of any other College-sponsored discount or scholarship. The matching funds allowance will not exceed the tuition reimbursement award of the U.S. Armed Forces and the maximum limit established by the College. The matching funds will be posted to the student's account when funds are received by the school up to the maximum limit. In the event that students transfer in credits to the College, the matching funds allowance will be reduced proportionally.

**General Qualifications** for all of the listed scholarships are as follows: students must meet all admissions and financial requirements of the College for enrollment, students must attend 90% of all classes the first academic year and students must maintain a minimum GPA as stipulated by the scholarship awarded. Scholarships listed above may not be combined with other college scholarships. All scholarship recipients must file a FAFSA and meet all admissions and financial requirements of the College for initial and continued enrollment. All scholarships are non-transferable and apply to tuition only and will not result in a cash payment to students.

All scholarships and grants are waivers of tuition. The number of qualified applicants determines the total amount awarded in any academic year.

## Student Services

### Tutoring

We offer tutoring for all students, at no extra cost. Tutoring information is posted inside each course. SHC Online offers many forms of tutoring directed by mentors, instructors, teaching assistants and other staff.

### Advising

Advising is an important service at Stevens-Henager College. Each student is provided with an academic advisor who will provide guidance and answer questions. Academic advisors may enlist the expertise of the online dean, associate deans, financial aid and/or the online director. Communication between students and their academic advisor can be facilitated by phone and/or email communication. Academic advisors will typically respond to a student's concerns or questions within 24-48 hours.

### Career Services

Graduates of Stevens-Henager College are entitled to use the services of the Career Services Office at no additional charge throughout their careers. The College does not guarantee employment but can provide contacts, interviews and guidance during the career services process. The Career Services Office is not a resume-writing service but can provide models from which a student may write his/her own resume. Graduates experiencing difficulty in securing employment may wish to retake one or more courses at the College, to update professional skills, employment techniques, grooming and social interaction.

Stevens-Henager College reserves the right to deny career services for conduct significantly detrimental to the integrity of the college, such as failure to pass a drug test, being fired from previous employment for illegal or immoral acts or any acts against company policy or as a result of a felony investigation

or conviction. Candidates for career services must be proficient in the skills associated with their career. The candidate must also present a professional image and employment records with no discharges for causes noted above. Graduates who want to update their skills in order to use career services may retake classes at no charge.

A graduate requesting career services after a significant period of time away from the College must be current in vocational skills aligned with the program in which he/she graduated from the College. Examples of current skills include current software training, professional image and good employment records with no discharges for cause as noted above.

## Library - SHARC

The Stevens-Henager Advanced Resource Center is available for students at any time. Library databases, web resources, learning labs, e-books and tutoring are available 24/7.

## Orientation

Students must complete an online orientation the online learning resources system and an Online Readiness test.

## Sexual Harassment

Sexual harassment is an offense. Sexual harassment is defined as any unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. If a student or employee has been the victim of any sexual offense, including sexual harassment, during a College-related activity, the offense must be reported at once to the Campus Director or administrator in charge. An investigation will be conducted.

## Copyrighted Materials Policy and Sanctions

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, and the unauthorized use of the College's information and its technology systems may subject a student to civil and criminal liabilities and penalties of federal copyright laws.

Students engaging in unauthorized use of copyrighted materials, including peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system may face termination from the institution. In addition, the student may face criminal penalties as summarized below. This list is not all-inclusive, and the student needs to be aware of the severe sanctions because of violating these policies.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages of "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringement. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## Student Conduct

Students at Stevens-Henager College are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be

imposed for any of the following offenses: 1) interruption or any manner of interference with the normal operation of the College; 2) illegal possession use, or furnishing of drugs while involved in College-related activities; 5) academic cheating or plagiarism; 6) commission of other offenses (including use of inappropriate Internet material) that in the opinion of administration may be contrary to the best interest of the College community. Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. When appropriate, the College will issue warnings prior to dismissing a student for poor conduct. The College, however, may dismiss a student without warning if the offense is serious. The President makes the decision as to the seriousness of any offense.

## Student Complaint/Grievance Procedure

Alternative Dispute Resolution: While no one expects disputes and conflicts, sometimes they do occur, and it is in the best interests of the parties to resolve the dispute in the simplest, fastest and least expensive manner. The student therefore agrees to follow the three steps below:

**Step One:** Any and all disputes, conflicts, problems, controversies, or claims of any kind without exception arising from or connected to enrollment and attendance at the College ("dispute") should first be taken up with the Campus Director. If the dispute is not then resolved, a written statement should be made of each party's position and submitted to the Corporate Chief Executive Officer for a final decision. The parties may proceed to Step Two if the dispute is not resolved in Step One.

**Step Two:** The parties agree that any dispute should be resolved through mediation. Any such mediation will be held in the city in which the student resides. The parties agree to attend and make a sincere and good faith effort to resolve the dispute through this mediation.

**Step Three:** Jury Waiver and Agreement to Binding, Individual Arbitration

Both parties forever *wave rights to a trial by jury*, and elect instead to submit all disputes (claims) to the binding, confidential decision of a single arbitrator. At the student's election, the arbitration shall be conducted by the Better Business Bureau ("BBB") or by the American Arbitration Association ("AAA") under its Supplementary Procedures for Consumer-Related Disputes ("Consumer Rules"). The arbitration conducted under this agreement shall be governed by the Federal Arbitration Act, 9 U.S.C. § 1, *et seq.* Utah substantive law shall be applied to the proceeding, except to the extent federal substantive law would apply to any claim. The arbitration shall be conducted in Salt Lake City, Utah, and any party may choose to appear by telephone or by videocast. Both parties agree that each provision is severable from this Arbitration Agreement and that all other terms shall remain in force.

### I. Terms of Arbitration

1. Neither party shall file a lawsuit against the other in any court and agree that any suit filed in a court shall be promptly dismissed by the court in favor of arbitration. Both parties agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.
2. The costs of the arbitration filing fee, arbitrator's compensation and facilities fees that exceed the applicable court filing fee will be *paid equally* by the student and the College. The student will not be responsible for arbitration fees if the student proves hardship, *and*, if represented by an attorney, he or she does not advance clients' litigation costs. In that instance, the arbitration fees will be paid by the College. The arbitrator has power to award prevailing party attorney's fees and costs if a claim is based on a statute providing such fees to any party. All fees, including the opposing party's attorney's fees, shall be paid by any party whose claims are determined by the arbitrator to be frivolous.
3. The student agrees that any dispute or claim he/she may bring shall be brought solely in his/her individual capacity and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.
4. Any remedy available from a court under the law shall be available in the arbitration. The arbitrator(s) shall not have the power to commit any

error of material fact, in law, or in legal reasoning and such error shall be corrected on appeal as provided below.

5. To the extent the student has outstanding federal student loan obligations incurred in connection with his/her enrollment at the College, any arbitration award providing monetary damages shall direct that those damages be first paid toward those student loan obligations.
6. Nothing in this Agreement prohibits a student from filing a complaint with the state regulatory agency. A student may, but need not, be represented by an attorney at arbitration.
7. Except as specifically required by the laws of the state in which this is executed, the fact of, and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives and the BBB or the AAA.
8. If a student desires to initiate arbitration, he/she shall first contact the Campus Director, who will provide the student with a copy of the BBB Rules or the AAA Consumer Rules. Information about the BBB arbitration process and Rules can be obtained at [www.bbb.org](http://www.bbb.org) or 1-703-276-0100. Information about the AAA arbitration process the Consumer Rules can be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879. The student shall contact the BBB or the AAA, which will provide the appropriate forms and detailed instructions. The student shall disclose this document to the BBB or the AAA.
9. Notwithstanding that the arbitration will be binding, if the College or the student loses in arbitration, the losing party may appeal for review to a three-member arbitration appeal panel. That review shall examine the arbitration award for error as described in Section 4, above. The notice of appeal must be in writing and served on the other party and on the BBB or the AAA within ten (10) days of the date of the award. The notice of appeal must specify those elements of the arbitration award that are being appealed and must contain a statement of the grounds for the appeal. Both parties shall participate in the selection of the panel. The fees and expenses of the appeal tribunal and the BBB or the AAA shall be paid in full by the appealing party. Once the notice of appeal is timely served, the arbitration award shall no longer be considered final for purposes of seeking judicial enforcement, modification, or annulment under the applicable arbitration statute. Following the appeal process, the decision rendered by the appellate arbitrators may be entered in any court having jurisdiction.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 (703-247-4212). A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus Director.

## Calendar

Students can generally begin online classes at Stevens-Henager College in any month of the year. Please see detailed calendar on the last page of the catalog.

## Governmental Agencies

Programs at Stevens-Henager College in Utah are approved for Veterans benefits by the Utah State Approving Agency. All programs offered at Stevens-Henager College, with the exception of Graphic Arts, are approved for Veterans training.

## Program Modernization

Stevens-Henager College prepares its students for employment in the technical, business, graphic arts and medical communities. To best meet the needs of these employers, periodic revision of our courses and majors is necessary. Stevens-Henager College, therefore, reserves the right to add to or delete material from courses, alter program content, cancel a program if there is insufficient enrollment and change faculty, as circumstances indicate.

## Disaster Affecting the College's Operations

In the event of "Acts of God" affecting operations (i.e., fire, flood, hurricane, tornado, etc.), Stevens-Henager College reserves the right to suspend training for a period not to exceed 90 days.

# Disability Services

## Philosophy

Students with disabilities have a right to reasonable accommodations.

## What is a Disability?

Stevens-Henager College uses the definition of disability set forth in Section 504 of the Rehabilitation Act of 1973, which states that a disabled person is anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activities;
- Has a record of such an impairment;
- Is regarded as having such an impairment.

## Exceptions

Students with diagnosed alcohol or drug abuse qualify for services only when not actively engaged in the use of those substances. Individuals with temporary disabilities (e.g., having a broken arm, recovering from surgery) do not qualify under the law as someone with a disability and as such, are not entitled to reasonable accommodations.

## Eligibility for Services

In order to receive accommodations, students must meet the following criteria:

- Have a documented disability (documentation must be supplied) that presents a significant barrier to the educational process and
- The student must request services from Disability Services through the Director of Student Services.

Provisional eligibility, which allows students to receive limited services and accommodations, may be granted in the following situations:

- The student provides documentation that is outdated or incomplete and is in the process of obtaining updated documentation, or
- The student does not have ready access to required documentation, but provides some other form of legitimate evidence of disability, and the subsequent limitations and agrees to provide the required documentation in a timely fashion.

## Documentation Requirements

Students are required to provide the Disability Services Office with medical or psychological documentation in order to receive accommodations. All medical information received by Disability Services remains confidential and is only released to other College personnel with a student's written permission. Specific documentation requirements may vary slightly depending on the disability. Generally, students should use the following guidelines in determining what constitutes adequate documentation:

- Statement of disability, including diagnosis, instruments and/or tests used to reach that diagnosis, current medications (if any) used to treat the condition and their potential side effects, signed by a qualified medical/psychological professional;
- Statement of the current impact of the disability on academic performance;
- Recommendations for appropriate academic accommodations.

If a student's documentation is not current (within the last 3-5 years), or if a student has a learning disability, and the most recent testing was prior to age 16, the student will be asked to seek more current testing and/or diagnostic information. This is to ensure that any accommodations made by the College are best suited to the student's current needs and/or level of functioning.

### Accommodations

Students with disabilities are entitled to reasonable accommodations at Stevens-Henager College. Each student who chooses to seek accommodations will meet with the Disability Services Coordinator and together they will determine what accommodations to request based on the needs of the student and the demands of the course.

## Title IX and VI of the Civil Rights Act

All educational institutions receiving federal financial assistance are required to comply with Title IX of the Educational Amendments of 1972 and Title VI of the Civil Rights Act of 1964, whereby institutions do not discriminate on the basis of sex, race, color, or national origin in the educational programs or activities that they operate. Stevens-Henager College is subject to these requirements and complies fully. The President is the coordinator at Stevens-Henager College. All students, faculty and administrative employees should refer any complaints of discrimination in writing to the coordinator's attention.

## Vocational Rehabilitation Act

Stevens-Henager College is an equal opportunity employer covered by Section 504 of the Vocational Rehabilitation Act of 1973 concerning nondiscrimination under federal grants:

**Section 504.** No otherwise qualified handicapped individual in the United States, as defined in Section 7(6) shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**The President is the Stevens-Henager College Equal Employment Opportunity Administrator.** The Equal Employment Opportunity Administrator is responsible for ensuring that all applicants for admission are afforded equal opportunity in accordance with our EEO policy as well as supervising periodic reviews of our physical facilities and current policies, practices and educational programs. In addition, the administrator is responsible for reviewing all complaints that allege discrimination of any sort.

## Course Descriptions

### Accounting

#### ACC 101 **3 Credits** Fundamentals of Accounting I

Introduces the fundamental principles and practices of accounting, including the theory of debits and credits and the accounting cycle. Examines the chart of accounts and permanent and temporary accounts. Presents analysis and recording of accounting transactions and their relationship to the basic accounting equation.

#### ACC 102 **3 Credits** Fundamentals of Accounting II

Introduces the preparation of the worksheet and financial statements. Covers adjustments and closing entries, accounts receivable, accounts payable, and banking procedures. Discusses special journals, cash receipts, and cash payments. (Prerequisite: ACC 101 or with the consent of the Dean.)

#### ACC 103 **4 Credits** Payroll Accounting

Presents the theoretical and practical applications of payroll procedures and emphasizes the methods of computing wages and salaries, keeping records and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project. (Prerequisite: ACC 101, or with consent of the Dean)

#### ACC 108 **3 Credits** Computerized Accounting

Provides a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger, accounts receivable, accounts payable and payroll system. (Prerequisite: ACC 101, or with consent of the Dean)

#### ACC 212 **3.5 Credits** Spreadsheets

Applies the student's general understanding of accounting fundamentals to electronic spreadsheet software. Students create and analyze financial statements and other accounting templates using spreadsheet software.

#### ACC 213 **3 Credits** Principles of Accounting I

Focuses on a more in-depth understanding of adjustments and closing procedures. Emphasizes accounts receivable, uncollectible accounts, notes payable and receivable, and merchandise inventory. Discusses credit policies and internal control. (Prerequisite: ACC 102 or with the consent of the Dean).

#### ACC 214 **3 Credits** Principles of Accounting II

Introduces methods of valuation of inventory and acquisition, depreciation, and disposal of long-term assets. Corporate accounting topics include capital stock transactions, dividends, treasury stocks,

corporate income taxes, capital transactions, and long-term bonds. (Prerequisite: ACC 213 or with the consent of the Dean.)

#### ACC 215 **3 Credits** Principles of Accounting III

Presents financial statement analysis, including comparative statements and ratio analysis. Covers the statement of cash flows. Special topics include departmentalized profit and cost centers and accounting for manufacturing activities. (Prerequisite: ACC214 or with the consent of the Dean.)

#### ACC 216 **3 Credits** Principles of Accounting IV

Focuses on manufacturing topics, including job-order and process-cost accounting. Introduces standard costs and preparation of fixed and flexible budgets. Discusses the decision-making process, absorption and direct costing, and cost-revenue analysis for decision-making. (Prerequisite: ACC215 or with the consent of the Dean.)

#### ACC 217 **4 Credits** Managerial Accounting

Covers the study of the use of accounting data internally within a firm by managers in both manufacturing and non-manufacturing businesses. Teach students to use accounting data for planning, controlling and making decisions concerning the optimum allocation of the firm's financial resources. (Prerequisite: ACC 213, or with consent of the Dean)

#### ACC 233 **3.5 Credits** Income Tax

Timely, comprehensive study of the federal income tax structure as related to individuals, including problems intended to provide a thorough understanding of the taxation laws. Practice in the preparation of the tax returns, supplemental forms and schedules required to be filed by individuals. (Prerequisite: ACC 101, or with consent of the Dean)

#### ACC 320 **3 Credits** Intermediate Accounting I

Examines financial reporting, including additional study of income statement, balance sheet, and statement of cash flow, as well as notes and disclosures to the financial statement required under Generally Accepted Accounting Principles (GAAP). Assesses a firm's financial strength through both ratio- and cash-flow date analysis. (Prerequisite: ACC216 or with the consent of the Dean.)

#### ACC 321 **3 Credits** Intermediate Accounting II

Examines earnings management techniques and the ethical issues within GAAP requirements. Discusses business operating cycle and the importance of cash control. Evaluates application of proper revenue recognition methods, including Financial Accounting Standards Board (FASB) and International Accounting Standards Board (IASB) approaches. Contrasts inventory valuation methods and their effect on financial statements. (Prerequisite: ACC320 or with the consent of the Dean.)

#### ACC 322 **3 Credits** Intermediate Accounting III

Examines valuation of noncurrent operating assets, off-balance sheet financing, and the use of equity and short- and long-term debt for financing. Discusses GAAP and IASB standards for asset impairment, fair valuation of assets and liabilities, and proper reporting of debt and equity transactions. (Prerequisite: ACC321 or with the consent of the Dean.)

#### ACC 323 **3 Credits** Intermediate Accounting IV

Examines the complexity of recognizing purchases, transfers, and revenues from investment securities. Covers the classification of capital or operating leases, correction of errors, or changes to accounting principles. (Prerequisite: ACC322 or with the consent of the Dean.)

#### ACC 332 **3.5 Credits** Federal Tax Accounting I

This course studies Federal income tax law covering taxation of corporations, partnerships, estates and trusts and includes an introduction to tax research and planning. (Prerequisite: ACC 233, or with consent of the Dean)

#### ACC 333 **3.5 Credits** Federal Tax Accounting II

Covers the importance of tax consequences that attach to common business transactions and how the tax law alters behavior of individuals and business entities. There is an emphasis on family financial planning. (Prerequisite: ACC 332, or with consent of the Dean)

#### ACC 335 **3.5 Credits** Principles of Auditing I

Designed to acquaint the student with methods of verification, analysis and interpretation of generally accepted auditing procedures and the mechanics of planning and implementing an audit and the preparation of audits. (Prerequisite: ACC 322, or with consent of the Dean)

#### ACC 337 **3 Credits** Intermediate Cost Accounting

Discusses systems analysis, design and implementation, management control systems and current manufacturing control systems and advanced cost analysis, including quantitative applications. Topics are discussed in the context of management decision-making tools. (Prerequisite: ACC 215, or with consent of the Dean)

#### ACC 338 **3 Credits** Intermediate Computerized Accounting

A further study of accounting using popular software packages. Students will study corporate investment, taxation and inventory solutions and analysis while applying prior computerized accounting skills. (Prerequisites: ACC 108, ACC 337, or with consent of the Dean)

#### ACC 436 **3.5 Credits** Principles of Auditing II

Provides the student information regarding the rapid and extensive changes confronting the

accounting professional in the twenty-first century. Auditing theory and practice will be discussed with emphasis on professional responsibilities and abilities. (Prerequisite: ACC 335, or with consent of the Dean)

## **ACC 341** **4 Credits** **Fraud Examination**

This course provides an overview of the behavioral research associated with occupational fraud and the methodology of fraud examination such as obtaining documentary evidence, interviewing witnesses and potential suspects, writing investigative reports, testifying to findings and forensic documentation evidence. The majority of the course is focused on detecting the most common types of occupational fraud, determining how each type of fraud is committed and implementing prevention strategies. (Prerequisites: FIN 231, MAN 224)

## **ACC 342** **4 Credits** **Interviewing Techniques for Fraud Investigation**

This course provides an overview of techniques and strategies useful in interviewing and interrogating occupational fraud suspects and other parties of interest. These techniques and strategies include interpreting the verbal and nonverbal cues of an interviewee, as well as planning, conducting and documenting the finding from investigative interviews. (Prerequisite: ACC 341)

## **ACC 343** **4 Credits** **Legal Elements of Fraud**

This course explores the legal issues associated with occupation fraud investigations with a primary emphasis on the proper preparation of a fraud report. Related topics addressed include analyzing relevant criminal and civil laws, the rights of the parties involved in an investigation, rules of evidence and expert witnessing. (Prerequisite: ACC 341)

## **ACC 344** **4 Credits** **Corporate Governance and Internal Control Assessment**

This course starts with an overview of key legislation and guidelines associated with corporate governance. This includes analyzing the components of the Committee of Sponsoring Organizations (COSO) internal control framework, the Sarbanes-Oxley Act, Statement on Auditing Standards No. 99 (SAS) and the role of the Public Company Accounting Oversight Board (PCAOB). The primary focus of the course is on identifying, documenting, analyzing and testing internal controls in an organization as part of an effective fraud prevention program. (Prerequisite: ACC 341)

## **ACC 442** **3.5 Credits** **Advanced Accounting I**

Focuses on financial accounting and reporting for business combinations including accounting for the combination, preparation of financial statements before and after the transaction and accounting for the consolidated entity. (Prerequisite: ACC 322, or with consent of the Dean)

## **ACC 443** **3.5 Credits** **Advanced Accounting II**

Focuses on international accounting, including the translation of foreign subsidiaries and accounting for intercompany and foreign exchange transactions. Also explores debt restructuring and liquidations of an entity. (Prerequisite: ACC 442, or with consent of the Dean)

## **ACC 444** **3.5 Credits** **Advanced Accounting III**

Focuses on partnership accounting, including partnership formation, operations and ownership changes and fund accounting including accounting for government and non-profit organizations. (Prerequisite: ACC 443, or with consent of the Dean)

## **ACC 499** **3.5 Credits** **Accounting Research and Analysis**

This course provides a capstone experience by challenging students to identify accounting issues, locate and research appropriate accounting concepts, standards, statements, pronouncements, or tax authorities and then provide a thorough analysis in determination of an appropriate conclusion for the decision-making process. Communication of research and analysis will require students to prepare organized and structured written papers utilizing appropriate APA format and then to present findings and conclusions to various audiences. (Prerequisite: Satisfactory completion of all general education and core courses)

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# Business Information Security

## **BIS 301** **4 Credits** **Computer Technology Administration**

The course focuses on high-level IT support and upgrade issues. Emphasis is placed on multiple facets of a systems-based approach to technology management including identification, acquisition, rollout, support and replacement cycles of technology on all business levels from desktop to enterprise solutions. Disaster recovery plans will also be discussed.

## **BIS 310** **4 Credits** **Network Systems Administration**

This course focuses on the general principles involved in building, setting up, configuring and maintaining computer communities and networks. It provides a detailed look at the day-to-day operations of both network and system administration. Topics include identifying, interpreting and evaluating system and network requirements; network and information security; backup; and recovery.

## **BIS 320** **3.5 Credits** **Productivity Software Applications**

This course focuses on productivity software applications in order to give students the

proficiency they need to succeed in environments that require the use of computers and the Internet. Students will be required to demonstrate the ability to effectively use the latest computer and Internet technology to achieve business objectives, increase productivity and improve profitability. Upon completion of the course, students will be prepared to pass national certification exams in productivity software applications.

## **BIS 330** **3.5 Credits** **Web Site Management**

This course focuses on the setup, the administration and the customization of web-based content management systems including portal sites. Students are required to design and create a major website portal structure with web interfaces and a web-based payment systems page.

## **BIS 340** **4 Credits** **Managing Emerging Technology Trends**

This course focuses on decision-making considerations for adopting technology on the enterprise level. Students will examine the particular issues that drive technology innovation and adoption. Discussions may include topics of early adoption, planned obsolescence, strategic purchases, service agreements and assessing and forecasting technology trends.

## **BIS 350** **4 Credits** **Project Management**

This course focuses on the practical project management skills needed to successfully define, plan and manage projects within time, resource and budget constraints. Topics include project scope, work breakdown structure and Gantt charts, project evaluation and review, network diagrams, scheduling techniques, cost and budget management and resource allocation decisions. Concepts are applied using project management software.

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# College Success Strategies

## **CSS 101** **4 Credits** **Psychology of Motivation**

Students review skills necessary to be successful in college, including: note-taking, study skills, writing, finding and using information on the Internet, and reading/understanding college-level text. Students are exposed to basic motivation theories, values clarification, and philosophic principles.

## **CSS 299** **4 Credits** **Professional Development**

This course addresses employment search and acquisition skills. Topics include matching qualifications with job requirements, resume preparation, and job applications. Also includes cover letters, follow-up letters, resignation letters, and recommendation letters. Classroom activities include discussion of basic interviewer questions

and interviewing techniques.

## Communications in Technology

### COT 320 4 Credits

#### Professional and Technical Communication I

This course introduces students to the nuances of professional and technical communication. Topics include the impact of medium on messages, rhetorical framing of documents, and audience analysis. Students will learn about comprehensive document creation focused on the whole text, medium, graphics, and context of a document.

### COT 350 4 Credits

#### Technology In Communication

This course focuses on the changes taking place in the technologies of information production, distribution, storage, and display. Emphasis is placed on the interaction of these changes with legal, social, cultural, and communication systems. Students will be required to create and adapt written and graphic design strategies for various communication technologies, including evolving technologies.

### COT 420 4 Credits

#### Professional and Technical Communication II

This course covers the advanced topics begun in COT320. Students will refine their audience analysis skill and create professional and technical communication texts in specific areas of business, engineering, and science. Emphasis will be placed on the ethical issues in the field of professional and technical communication and how to resolve common ethical dilemmas.

## Computer Applications

### APP 101 3.5 Credits

#### Computer Fundamentals

This course introduces the elements of several popular computer software programs in word processing, spreadsheet management and presentation design. Emphasis will be placed on the basic fundamentals of document creation, saving and printing along with the more advanced concepts of presentation design.

### APP 126 3.5 Credits

#### Databases

This course introduces several current database software products and their use in business. Emphasis is placed on database terminology in the study of tables, queries, forms and reports. Computations and expressions are used to perform database inquiries.

### APP 242 3 Credits

#### Web Page Design Principles

This course focuses on designing and implementing a hypertext-based publishing site using authoring

and scripting languages, content creation and management tools and digital media tools. Emphasis is placed on capturing information using emerging web technologies.

## Computer

### COM 102 3 Credits

#### Computerized Medical Administration

Provides the student with the training required to keep consistent with computer software that is used in the billing areas of the medical and dental fields. Real life activities and simulations reinforce basic billing skills. Conflict management and billing collection are taught.

## Design

### DES 103 3 Credits

#### Illustrator Basics

This course focuses on vector software to produce detailed and scalable art for most applications. Course projects explore selection tools, drawing tools, layers, the pen tool, transformations/distortions, type tools and modifying paths and shapes.

### DES 104 3 Credits

#### Photoshop

This course is designed to develop proficiency in the Adobe Photoshop program. This course focuses on the features of Photoshop that professionals consider to be the most important. Emphasis is placed on creating, recreating and editing images in preparing them for web and print.

### DES 105 3 Credits

#### Page Layout Tools

This course builds a basic proficiency in layout and production techniques currently being used by graphic art professionals.

### DES 109 3 Credits

#### Graphic Design I

This course focuses on the basic elements of design.

### DES 113 3 Credits

#### Typography

This course explores the critical role of typography in graphic design. Course projects place an emphasis on the anatomy of the letterform, the distinguishing features of different typefaces and creative applications of type.

### DES 114 3 Credits

#### Print Production and Color Theory

This course focuses on the technical fundamentals of producing professional print publications, including color theory and pre-press.

### DES 116 3 Credits

#### Color Theory

This course introduces students to color theory and the application of color to social contexts. Students

will learn how color is derived in print and e-formats like CMYK and RGB. Additional emphasis is placed on fundamental color management techniques and cross-platform color strategies.

### DES 209 3 Credits

#### Graphic Design II

This course implements the basic elements of design with emphasis on effective composition in a variety of projects.

### DES 214 3 Credits

#### e-Color Theory

This course focuses on the technical, the aesthetic and the sociological fundamentals of color usage in e-formats such as the Internet, mobile computing, social media and developing e-technologies.

### DES 240 3 Credits

#### Information Design

This course focuses on visual representation of technical information in a variety of mediums.

### DES 241 3 Credits

#### Web Design

This course focuses on designing websites with creative interfaces, strong graphic images, functional site organization and logical navigation.

### DES 242 3 Credits

#### Logo and Identity Design

This course focuses on developing essential skills for designing logos and corporate identities.

### DES 243 3 Credits

#### Layout Design

This course uses the principles of effective composition to create multi-page layouts.

### DES 244 3 Credits

#### Package Design

This course focuses on designing and creating packaging with emphases placed on technical requirements.

### DES 245 3 Credits

#### Advertising Design

This course teaches the rules of advertising design from both a creative and a business perspective, taking the project from creative brief to concept development.

### DES 246 3 Credits

#### Flash

This course is designed to develop proficiency in basic drawing and animating tools, with strong functionality, interactivity and usability.

### DES 250 3 Credits

#### Portfolio Design

This course focuses on preparing the student's portfolio in preparation for employment. The course culminates in a professional digital and print portfolio.

### DES 305 3 Credits

#### Web Portfolio Design

This course will focus on successfully presenting work to potential clients via the Internet. Emphasis

is placed on identifying strengths and weaknesses of designers and selecting works that best showcase an individual designer's talents. Students will be required to create an HTML-based Web Portfolio site to present to potential clients or employers.

## **DES 314** **3.5 Credits**

### **Advanced Color Theory**

This course focuses on advanced color principles, terminology and applications with an emphasis on managing color choices for graphic design projects. Students will examine the specific properties and optical perceptions of color and learn how to create color harmonies for specific design projects based on logic and research and how color values are relevant to specific products.

## **DES 323** **3 Credits**

### **Intermediate Photoshop**

This course will build on the concepts covered in Photoshop Basics by emphasizing advanced Photoshop techniques. Topics covered include advanced color management, quick masks, photo editing and features specific to the latest Photoshop upgrades.

## **DES 324** **3 Credits**

### **Intermediate Illustrator**

This course continues to build on the concepts covered in Illustrator Basics by emphasizing advanced Illustrator techniques. Topics covered include advanced color management and use of the drawing tools in Illustrator, logo design, file preparation, advanced typography and features specific to the latest Illustrator upgrades.

## **DES 336** **3 Credits**

### **Graphic Design III**

This course focuses on the different styles that influence graphic design, conceptualizing projects, reinventing clichés, creating balanced layouts, distilling complex information and motivating an audience. Course projects include creating complex grids, an annual report layout, poster and book designs, art posters and a direct mail piece.

## **DES 340** **3 Credits**

### **Branding and Identity**

This course focuses on developing essential skills for designing logos, marketing materials and advertising programs to establish and promote corporate identities. Case studies focus on giant corporations such as CBS, BMW and Sony and how they established their corporate images and business strategically. Course projects require designing or redesigning corporate identities for both existing companies and newly established businesses.

## **DES 342** **3 Credits**

### **Information Design II**

This course focuses on advanced information design theories and applications with particular emphasis on ethics, strategies, and techniques of information design for small presentation venues. Mobile devices for high-speed dynamic applications are discussed.

## **DES 344** **3 Credits**

### **Advanced Print Production**

This course builds on concepts covered in Print Production and Color Theory. Emphasis is placed on understanding a wide range of modern print methods, including developing technologies. Advanced strategies for overcoming pre-press and print production problems are explored. Projects include multiple pre-press and production versions of print products targeted towards specific reproduction technologies and various software production preparation tools.

## **DES 355** **3 Credits**

### **Graphic Design Business Management**

This course focuses on the essentials of setting up and managing a graphic design business. Strategies are discussed for presenting a portfolio, finding work and marketing yourself, in addition to registering a company name, establishing an accounting system and setting up a corporation. Assignments include a business plan, RFP responses, basic accounting, budgeting and developing business forms.

## **DES 360** **3 Credits**

### **Flash Animation**

This course focuses on drawing and animation techniques for creating compelling characters and interactive environments in Flash. Students explore techniques for using scenes, movie clips, masks and compound objects to create animated buttons, graphics, cartoons and interfaces. Emphasis is placed on applying and mastering the principles of traditional animation using the basic Flash toolset.

## **DES 365** **3 Credits**

### **Flash Action Scripting**

This course focuses on the history and basics of computer programming and learning how to write high-level ActionScript code that dynamically places, moves and alters the elements of a design on screen. Students will be required to build a classic video game step-by-step and employ key ActionScript programming skills and methods while building up a code base that can be employed in a range of personal and professional Flash applications.

## **DES 370** **3 Credits**

### **Advanced Logo Design**

This course exposes students to professional logo and branding design projects. Emphasis is placed on corporate identity, image, branding and repositioning with reference to intriguing real-world case studies. Course projects offer a range of challenges from a record company logo to an airline branding system allowing students to build personal style within constraints of realistic project briefs.

## **DES 375** **3 Credits**

### **Advanced Package Design**

This course focuses on designing the packaging of branded products for retail display. Course projects include creating packaging for champagne, pizza and perfume bottles. Additional emphasis is placed on mass-versus-prestige applications.

## **DES 380** **3 Credits**

### **Advanced Illustrator**

This course is designed to provide students with a working knowledge of Illustrator's advanced features from tough pen tool challenges to gradient meshes, symbols, actions and filters. Topics include creating photo-realistic illustrations and complex patterns, with an emphasis on workflow features to increase speed. This course builds on basic Illustrator skills to tackle high-end projects with depth and dimension.

## **DES 420** **3 Credits**

### **Universal Design**

This course focuses on the universal design theory and teaches how to apply the theory to design practice with particular emphasis on e-applications and design challenges.

## **DES 460** **3 Credits**

### **Advanced Photoshop**

This course focuses on Photoshop's advanced features. Topics include professional approaches to composition, retouching, image correction and masking. Brushes, lighting textures and special effects are explored as creative ways of producing high-impact images for print or web media. This course builds upon the basic level of Photoshop and requires projects that are challenging on both technical and artistic levels.

## **DES 470** **3 Credits**

### **Advanced Advertising Design II**

This course focuses on the rules of advertising design from both a creative and a business perspective. Case studies include print, web and TV media showcase advertising at work; persuasion, color psychology and composition; copy writing and typography; and brand communication. Course projects include ads for newspapers, magazines, subways and transit/outdoor applications and a multi-part campaign.

## **DES 475** **3 Credits**

### **Digital Photography**

This course focuses on advanced photography techniques, approaches to composition and lighting, correcting images using Photoshop and printing high-quality images. Emphasis is placed on developing a solid technical understanding of the medium and identifying individual expressive vision. Advanced projects explore experimental methods for enhancing photographs with digital effects.

## **DES 490** **3.5 Credits**

### **Web/Mobile Design Capstone**

This course requires students to demonstrate their mastery of the program objectives by producing a functional web, mobile, or e-application that encompasses all of the integrated knowledge gained from the course. The completed project can be used to demonstrate work quality to prospective employers.

**DES 499** **3 Credits****Design Capstone Project**

This course requires students to complete an individual or group project that will integrate the skills learned in course work for the program as well as a portfolio that can be used to demonstrate work quality to prospective employers.

**Economics****ECN 220** **4 Credits****Economics**

Basic course in microeconomic concepts. Topics include recession and depression, the circular flow of production and consumption, the role of the market in the economy, wage and price movements and other key points.

**ECN 221** **4 Credits****Economic Principles**

Basic course in macroeconomic concepts. Topics include inflation, the cause and effects of interest rates, the dollar and the foreign trade deficit, productivity growth rate and the federal budget deficit.

**ECN 642** **4 Credits****Healthcare Economics and Policy Analysis**

This course discusses microeconomic theory, including demand and production, analysis of health-care markets, anti-trust issues, hospital and physician service markets, the role of insurance, cost-effectiveness analysis and government policy. (Prerequisite: ECN 220 or the equivalent, or with consent of the Dean)

**English****ENG 101** **4 Credits****English Composition**

This course focuses on the principles of effective English composition with a comprehensive review and reinforcement of language arts skills. Emphasis is placed on the four essentials of writing: unity, support, coherence and sentence skills. Practice in proofreading, editing, revision and clear thinking is incorporated throughout the course.

**ENG 103** **4 Credits****Writing**

Presents the fundamental principles of written communications, specifically, common business correspondence, reports, presentations and minutes. Specific to this course is review of the steps necessary to produce effective written communication.

**ENG 223** **4 Credits****Communication Arts**

This course focuses on developing critical thinking and communication skills in both verbal and nonverbal areas. Emphasis is placed on debate, panel discussions, committee work, conflict resolution, interviews and editorial writing.

**ENG 310** **4 Credits****Advanced Interpersonal Communication**

This course is designed to provide students with the skills they need to be effective communicators. Students will apply interpersonal communication skills theory to various situations in order to understand the clear connections between theory, skills and life situations they will encounter.

**Event Planning Management****EPM 210** **4 Credits****Fundamentals of Event and Meeting Planning**

This course focuses on the fundamentals of event and meeting management, provides a general overview of the hospitality industry and presents industry terminology. Emphasis is placed on how the event planner interacts with other professionals in the hospitality industry and identifies the key steps to planning a meeting or event.

**EPM 220** **4 Credits****Event Marketing and Management**

This course examines the marketing and the management processes involved in conducting a successful event. Topics covered include developing event budgets that align with program goals and objectives, creating timelines, producing marketing plans and campaigns and generating basic contracts. Students expand on their negotiation and project management skills and explore marketing methods that are time and cost effective.

**EPM 230** **4 Credits****Special Events**

This course focuses on the various types of events that an event manager may oversee and how to plan appropriately for a wide variety of functions. Emphasis is placed on workshops, corporate theme parties, fundraisers, trade shows, conferences, weddings and community and incentive programs. Additional topics include the similarities and the differences among various event types and the necessity of aligning each event type with its desired outcome.

**EPM 280** **4 Credits****Event Logistics**

This project-based course introduces the specific issues of on-site management of an event or a meeting. Emphasis is placed on registration, food and beverage planning management, customer service, coordinating with venue management and personnel and ongoing budget control. The primary outcome of this course is creating an event or a meeting proposal and may include the actual hosting of an event or a meeting.

**Finance****FIN 231** **4 Credits****Principles of Finance**

Emphasizes money and capital markets, investments, corporate finance and the universal application of each for a more micro-oriented realistic approach to finance. Money, capital markets and financial instruments begin the course study with investment theory developed to guide the student's choice of financial instruments. Concluding the course are the special finance problems of the large investor.

**FIN 333** **4 Credits****Finance**

Introduces the principles and practices of financial management. The course also teaches about working capital management, financial budgeting and planning and international financing and investing decisions. The course provides a systematic treatment of the investing and financing decisions of multinational firms. (Prerequisite: FIN 231, or with consent of the Dean)

**FIN 334** **4 Credits****Financial Management I**

Gives students pre-licensing preparation for life and health insurance. The purpose of life and health insurance, an overview of the insurance industry, contracts, policy provisions, options and riders, beneficiaries, premiums and proceeds are covered. Other topics include underwriting, annuities, Social Security, retirement plans, group health, disability and accidental death and dismemberment.

**FIN 443** **4 Credits****Financial Management II**

Introduces the student to the world of financial markets, regulatory bodies and regulations and financial instruments. Topics include margin- credit, trading strategies and financial planning concepts. Focus will be directed to understanding the concepts contained in the General Securities Representative license exam (Series 7). (Prerequisite: FIN 334, or with consent of the Dean)

**FIN 444** **4 Credits****Financial Management III**

Introduces the student to the world of financial markets, regulatory bodies and regulations and financial instruments. Topics include types of exchange orders, long and short-term capital gains taxation and financial planning concepts. (Prerequisite: FIN 443, or with consent of the Dean)

**FIN 445** **4 Credits****Financial Management IV**

This course focuses on a comprehensive understanding of issues surrounding solicitation and financial and estate planning concepts. The student will learn to calculate long and short capital gains. (Prerequisite: FIN 444, or with consent of the Dean)

## **FIN 655** 4 Credits

### **Healthcare Finance**

This course addresses financial decisions healthcare professionals make on a daily basis. Students will assess financially viable options for a healthcare organization, the impact of the Medicare payment system and diagnosis-related groups on the healthcare industry.

## **Healthcare Administration**

## **HCA 300** 4 Credits

### **The Healthcare System**

A study of the U.S. healthcare system to help students understand the critical issues facing healthcare in its ever-changing environment, and to gain a sense of the complex multidimensional nature of healthcare delivery in the United States.

## **HCA 350** 4 Credits

### **Managed Care in the 21st Century**

This course examines the economic and delivery challenges in healthcare in our current and future environment. The complex relationship among vital healthcare delivery systems, government, agencies, insurance entities, and providers are explored. The historic and contemporary trends affecting HMOs, IPA, PPS and other healthcare delivery systems are evaluated. The crucial legal and ethical considerations, including legislation governing healthcare management are covered.

## **HCA 375** 4 Credits

### **Healthcare Financial Administration**

This course is designed to build upon the concepts introduced in basic accounting courses and develops proficiency in applying administrative financial techniques in healthcare decision-making. (Prerequisite: ACC 213, or with consent of the Dean)

## **HCA 432** 4 Credits

### **Healthcare Economics and Policy**

Discussion and analysis of the economic models controlling healthcare markets with subsequent investigation of the complex federal, state and local policies and policymaking processes which result from those models in the U.S. healthcare systems.

## **HCA 440** 4 Credits

### **Legal and Ethical Aspects of Healthcare Administration**

Review of legal responsibilities of physicians, other healthcare workers and healthcare institutions and means by which health-related laws and regulations are developed and implemented. Issues involved in healthcare professional ethics are discussed and evaluated.

## **HCA 450** 4 Credits

### **Organizational Behavior**

This course examines organizational change including what effective managers can do to understand and anticipate such change and to

respond accordingly. Topics include concepts in organizational behavior; learning, motivation and performance; groups and organizational design; and organizational processes.

## **HCA 460** 4 Credits

### **Health Facility Operations**

A review of long-term care facility operations utilizing simulations. Students make operational decisions utilizing financial statements, census reports, staffing schedules and other relevant factors. Prepares students for specific types of situations and questions encountered on the long-term care administrator licensing examination. (Prerequisite: HCA 300 or permission of the Dean)

## **HCA 462** 4 Credits

### **Long-term Care Administration**

Application of health administration core curriculum to specific practice issues in the long-term care setting. Setting specific organization structures, relationships with healthcare providers, services offered, financial management issues and regulatory issues are investigated. (Prerequisites: HCA 300 and HCA 440 or permission of the Dean)

## **HCA 542** 4 Credits

### **Issues in Managed Care**

This course serves as an introduction to the history, structure and management issues associated with health maintenance organizations (HMOs), preferred provider organizations (PPOs) and other managed care options.

## **HCA 550** 4 Credits

### **Organizational Behavior**

This course examines organizational change including what effective managers can do to understand and anticipate such change and to respond accordingly. Topics include concepts in organizational behavior, learning, motivation and performance, groups and organizational design and organizational processes.

## **HCA 600** 4.5 Credits

### **Management Practices for the Healthcare Professional**

In this course, the student will assess current management practices, as well as examine organizational and managerial theories for planning, organizing, directing and controlling the functions of healthcare administration.

## **HCA 640** 4.5 Credits

### **Healthcare Administration and Policy**

This course provides a thorough overview of the American healthcare system. Topics include identification of the nation's healthcare needs and the effect of the interaction of health, government and politics on meeting the identified needs.

## **HCA 675** 4 Credits

### **Healthcare Personnel Administration**

This course addresses the policies, methods and techniques utilized in public and health organizations relating to human resource systems. Topics include; recruitment, employment planning and forecasting,

managing diversity, testing, interviewing, the training process, organizing teams, appraising performance, establishing strategic pay plans, financial incentives, benefits, labor relations, collective bargaining and employee security.

## **HCA 690** 4 Credits

### **Final Project/Thesis**

Students, individually or in teams, produce a professional project or thesis that demonstrates the integration of the skills and concepts learned throughout the duration of the program.

## **Healthcare Informatics**

## **HIT 560** 4 Credits

### **Legal, Social and Ethical Issues in Healthcare Informatics**

This course focuses on analyzing the synthesis of legal and ethical issues. Topics include the role of a health information administrator, the AHIMA Code of Ethics and HIPAA legislation. Students will be required to analyze requests for information using critical thinking skills and compare issues of paper-based and electronic health records related to confidentiality and data security.

## **HIT 570** 4 Credits

### **Data Management, Quality and Integrity in Healthcare**

This course focuses on the fundamentals of data management and information retrieval. Emphasis is placed on healthcare delivery, management and improvement. Topics include information quality, measuring and evaluating data for quality, ensuring quality while processing data into information a company can use, organizational issues related to information quality and information quality education and training programs.

## **HIT 580** 4 Credits

### **Healthcare Information Security**

This course explores the challenges of electronic healthcare information security, policies and legislation. It presents a framework and an evaluation approach for the security of e-healthcare information systems.

## **HIT 650** 4 Credits

### **Measuring Healthcare (Data Analysis & Reporting)**

This course introduces students to the measurement methodologies used in the healthcare industry. Emphasis is placed on the practical impact various performance measurement methods have on patient outcomes. Students will learn how to collect, summarize, statistically analyze, present and interpret data using current software tools.

## **HIT 660** 4 Credits

### **Predictive Analytics**

This course focuses on the basics of predictive analytics and data-mining methods for business applications. Emphasis is placed on basic tools and

techniques and includes case studies and exercises. Students explore examples of the applications of predictive analytics that focus on the analysis, the prediction, the marketing, investments and business practices that enable educated decision making to drive revenues, reduce costs and provide competitive advantage.

### **HIT 670** **4 Credits**

**Strategic Management of the Healthcare Organization**  
This course focuses on information technology (IT), strategic planning and implementation within healthcare institutions. Current concepts and practices, updated industry data, technology examples and case studies are used to enhance student learning.

### **HIT 690** **4 Credits**

#### **Health Informatics Capstone Project**

This course focuses on producing a professional project or thesis that demonstrates integration of the skills and the concepts learned throughout the duration of the program. The capstone project can be completed individually or as a team effort.

## Health Information Management

### **HIM 220** **4 Credits**

#### **Healthcare Information Management**

This course focuses on the basic guidelines of content and structure, analysis, assessment and improvement of information critical to every health care organization. Topics include changes in the healthcare field, current practices in use and computerization of record operations and systems.

### **HIM 225** **4 Credits**

#### **Healthcare Information Systems**

This course focuses on the most important classes of healthcare information systems. Topics covered include patient-care management, billing, research, integrated healthcare data and epidemiology systems.

### **HIM 230** **4 Credits**

#### **Documentation in Healthcare and the EMR**

This course focuses on trends in the development of standardized patient records and electronic medical records (EMR) for a variety of health-related applications. Topics covered include privacy, confidentiality, protection and standardization.

### **HIM 240** **4 Credits**

#### **Healthcare Compliance and Coding Management**

This course focuses on the skills and the concepts used in analyzing the structure and the organization of the coding function, including performance and process improvement, staff recruitment and retention and reporting issues. Emphasis is placed on building competencies in structuring, developing and implementing a compliance program within a healthcare organization including internal and external auditing and program evaluation.

### **HIM 340** **4 Credits**

#### **Healthcare Databases and Data Quality**

This course focuses on the design and the use of healthcare and medical databases. It provides hands-on experience with the design and the use of databases, the review and the analysis of databases and database management systems. Data quality and data integrity concepts and issues are covered.

### **HIM 350** **4 Credits**

#### **Healthcare Information Security**

This course focuses on health-related information, its transferability and the secure manner in which it is in compliance with national and international legislation and agreements. This course also introduces standards for electronic-healthcare information security and explores the challenges of e-healthcare information and security policy technologies.

### **HIM 360** **4 Credits**

#### **Healthcare Informatics**

The focus of this course is on the application and the use of information technology to support clinical and managerial decision-making in healthcare. Emphasis is placed on the information technology that supports the delivery of services including the collection, the storage, the retrieval and the communication of data; safeguards used to protect information systems; ethical and legal issues; and information management to promote patient safety and quality of care. Information literacy and basic hardware and software concepts are addressed. Fundamental software applications including spreadsheets and healthcare databases are considered.

## Healthcare Science

### **HCS 440** **4 Credits**

#### **Home Healthcare**

Home health is one of the fastest growing areas in healthcare, reflecting the shift from hospital to home care. This course will provide you with information on working with individual clients of all ages, integrating family/caregiver issues and using environmental and community resources to promote optimal well-being to home health patients.

### **HCS 615** **4 Credits**

#### **The Healthcare System**

This course is a comprehensive course covering the full spectrum of healthcare services, identifying up-to-the-minute trends and analyzing options for future policy.

## Healthcare Practices

### **HCP 460** **4.5 Credits**

#### **Case Management**

Case management contains costs and maintains quality care by assessing, planning, arranging, and monitoring client's health, social and support

services. The course describes the historical background of service coordination, identifies appropriate resources and client needs, and differentiates various case management types. Students will learn techniques such as clinical pathways and extended care pathways. Group discussion, case studies, and on-line problem-solving sessions focus student attention on the evolving care coordinator role.

## Health Services Administration

### **HSA 505** **4.5 Credits**

#### **Health Service Organizations and Management**

This course addresses organizational arrangements for providing healthcare and their management. Course components include: the distinctive aspects of health service organizations; organizational structures and processes; the nature of managerial work; leadership; interpersonal relationships; groups/teams; communication; decision making; power and conflict; and change.

### **HSA 512** **4.5 Credits**

#### **Health Service Economics**

This course provides students with a comprehensive introduction to economic theories, models, concepts and analytical techniques and their implication for and application to health services. Components of the course include: supply and demand for healthcare; competitive markets and market behaviors; pricing and the influence of insurance on utilization; economic models of the firm, resource deployment, costs and productivity; and related health system-wide policy issues.

### **HSA 518** **4 Credits**

#### **Health Services Financial Management**

This course is designed to provide the student with an understanding of accounting and financial management concepts/techniques to health service organizations. Course components include: distinctive accounting and financial characteristics of health services organizations; interpreting basic financial statements; financial ratios analysis; government and voluntary regulatory agency compliance; and evaluating financial performance.

### **HSA 538** **4 Credits**

#### **Health Services Marketing**

Focuses on aligning health service offerings with the demands of markets in order to maximize customer/client value and organizational competitive advantage. Course components include: nature of the marketing function; differences in services and product markets and marketing; market analysis; fundamentals of individual and organizational buying behavior; elements of the tactical marketing mix (service offering design, price, promotion and customer acquisition channels); and marketing plans.

## **HSA 544** 4 Credits

### **Outcomes Assessment and Quality Management**

This course addresses why healthcare institutions are responsible for the management and continuous improvement of quality in all aspects of their operation. It exposes the student to the processes and quality tools used to develop effective quality management programs as well as to assess current practices. It also covers how to evaluate outcomes data for interpretation to various audiences.

## **HSA 552** 4 Credits

### **Healthcare Information Systems**

This course is designed to prepare students for management oversight, administrative design, acquisition of and implementation of information technology systems. The course emphasizes basic knowledge of information systems in a healthcare environment. A component of the course is a team-based information technology strategic plan.

## **Health Services Management**

## **HSM 210** 4 Credits

### **Professional Roles and Environments in Healthcare**

This course discusses the organization, the leadership and the management environments in the healthcare industry. Attention is paid to national and international/multinational functions. Trends, structures and issues affecting the healthcare delivery system will be discussed with emphasis placed on the development of leading, managing, decision-making and problem-solving roles within these settings.

## **HSM 320** 4 Credits

### **Principles of Epidemiology**

This course focuses on the principles governing the study and the practice of epidemiology. Consideration is given to the various methods available to health professionals for selecting and measuring factors of interest, describing their distribution, detecting associations and identifying populations at risk. The features, the advantages and the limitations of common epidemiologic research designs are addressed. This course also examines the cultural and the behavioral issues that influence the management and the delivery of healthcare services and provides a framework for assessing the effect of culture and behavior in a variety of settings and situations.

## **HSM 410** 4 Credits

### **Leadership in Healthcare**

This course focuses on both traditional and emerging management and leadership theories. Emphasis is placed on the student's future role in meeting the needs of private, public and nonprofit organizations. Healthcare executives from local institutions and facilities will discuss current and impending issues in healthcare, regulatory, monetary and social issues.

## **HSM 420** 4 Credits

### **Quality and Performance Management and Methods**

This course focuses on the peer review process and the role health information plays in evaluating patient care and healthcare delivery. The components of quality improvement programs in healthcare facilities, including quality assessment, continuous quality improvement, risk management and critical pathways/clinical pathways are discussed. The course also reviews the role of health information management professionals in compliance programs.

## **HSM 430** 4 Credits

### **Healthcare Statistics and Research**

This course focuses on the compilation, the analysis, the presentation and the maintenance of healthcare research and statistical techniques. Institutional Review Board (IRB) processes, research protocol monitoring and knowledge-based research techniques are reviewed. Emphasis is placed on the use of basic statistical principles, indices, databases, registries, vital statistics, descriptive statistical models and the use of data analysis for decision-making. (Prerequisite: STA 322)

## **HSM 499** 4 Credits

### **Capstone**

This final course requires students to demonstrate mastery of the knowledge and the skills necessary to successfully perform in the workplace. Students will develop a project plan and a timeline with their Program Chair/Associate Dean during the final academic year and will present their finished work to other HIM students and faculty members.

## **HSM 515** 4.5 Credits

### **Legal Considerations in Healthcare Delivery**

This course addresses the variety of legal questions and issues confronting healthcare professionals today. The course includes such topics as liability, confidentiality of records, informed consent, contracts, patient rights, employee rights and legal testimony.

## **HSM 520** 4 Credits

### **Healthcare Marketing and Planning**

This course examines the planning process including the concepts and procedures of strategies, problem solving and decision-making. It also addresses the importance of marketing in healthcare organizations.

## **History**

## **HIS 220** 4 Credits

### **American Civilization**

This course covers the history of the United States from the American Revolution to the present. Emphasis is on the economic, political and social development of our country.

## **HIS 300** 4 Credits

### **U.S. History Since the Civil War**

This course offers students an overview of how

America transformed itself, in a relatively short time, from a land inhabited by hunter-gatherer and agricultural Native American societies into the most powerful industrial nation on earth. The student will learn how dominant and subordinate groups have affected the shifting balance of power in America since 1863. Major topics include: Reconstruction, the frontier, the 1890s, America's transition to an industrial society, Progressivism, World War I, the 1920s, the Great Depression and the New Deal, World War II, the Cold War, Vietnam, economic and social change in the late 20th century and power and politics since 1974.

## **Human Resources Management**

## **HRM 210** 4 Credits

### **Introduction to Human Resources Management**

This course introduces the major human resources management functions in organizations. Emphasis is placed on staffing; training and development; employee relations; labor relations; employment law; workplace health, safety and security; compensation and benefits; job analysis; and job design.

## **HRM 220** 3.5 Credits

### **Staffing Management**

This course focuses on developing the strategic structure necessary for providing corporations with the human resources needed to achieve organizational goals. Students learn strategies and techniques for planning, recruiting, selecting, training and retaining employees. (Prerequisite: HRM 210 or consent of the Dean)

## **HRM 300** 3.5 Credits

### **Training and Development**

This course examines training and organizational development techniques and strategies. Topics include needs assessment; design, development and delivery of training content; and evaluation of learning outcomes for individuals and organizations. (Prerequisite: HRM 210 or consent of the Dean)

## **HRM 310** 4 Credits

### **Compensation and Benefits**

This course examines the compensation and the benefit plans used to attract, retain and motivate employees. Topics include compensation management issues such as calculating pay increases; merit pay; pay-for-performance; incentives/bonuses; profit sharing; and analyzing, interpreting and incorporating comparative salary survey data. Students will also evaluate employee benefits such as paid time off, retirement plans, health and wellness benefits, flexible work models and regulatory issues that influence pay and benefits management. (Prerequisite: HRM 210 or consent of the Dean)

**HRM 320** **3.5 Credits**  
**Human Resources Information Systems**

This course focuses on using technology to develop, maintain and manage human resources information. Topics include HR software applications, database fundamentals, privacy and confidentiality issues, vendor evaluation, system and software development, design issues and strategies for gaining user acceptance. (Prerequisite: APP 101, HRM 210, or consent of the Dean)

**HRM 400** **4 Credits**  
**Employment Law**

This course examines legal issues in the workplace, addressing employment laws that impact the human resource function involved in the employer/employee relationship. Topics include discrimination, affirmative action, harassment, equal employment opportunity, employment agreements and other legal issues that shape the motivation, production and rights of employees. (Prerequisite: MAN 224, HRM 210, or consent of the Dean)

**HRM 410** **4 Credits**  
**Conflict Resolution in the Workplace**

This course examines conflict resolution issues in a corporate environment. Topics include negotiation skills, facilitation skills, employee relations, labor relations, group communication process and diversity management issues. (Prerequisite: HRM 210 or consent of the Dean)

**HRM 420** **4 Credits**  
**Organizational Development and Workforce Planning**

This course focuses on external business realities as well as how value is defined by key stakeholders both inside and outside the company. This course presents practical tools for leveraging this knowledge to create HR practices; building organizational capabilities; designing HR strategy; and marshaling resources that create value for customers, investors, executives and employees. (Prerequisite: HRM 210 or consent of the Dean)

**HRM 430** **3 Credits**  
**Human Resources Capstone**

This course requires the student to demonstrate their mastery of human resources knowledge by creating a model situation with solutions for common human resource challenges. Students will use all of the integrated knowledge gained from classroom and project experiences throughout the program to complete the capstone. (Prerequisite: Completion of all technical courses or with the permission of the Dean.)

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## Information Systems Security

**ISS 220** **4 Credits**  
**Computer Law**

This course focuses on legal topics pertaining to the kinds of intellectual property most relevant

to computers (copyrights, patents and trade secrets), computer-related contracts, electronic transactions, computer fraud, hacking and negligence, privacy and the use and the abuse of computer-related evidence. Emphasis is placed on the laws and the legal principles regulating the use and the exploitation of computers and software as objects and instruments of commerce.

**ISS 310** **3.5 Credits**  
**Information Security Management**

This course focuses on the management of information technology security. Emphasis is placed on access control systems and methodology, business continuity and disaster recovery planning, legal issues in information system security, ethics, computer operations security, physical security and security architecture using current standards and models.

**ISS 320** **3.5 Credits**  
**Ethical Hacking**

This course teaches students how to think and act like a hacker in order to identify weaknesses in networks before malicious intruders can take advantage of them. Emphasis is placed on the methodologies and the tools used by hackers, as well as the ethics of white-hat hacking and present reports on evidence of weaknesses and assurances that information systems security controls are in place.

**ISS 330** **3.5 Credits**  
**Threats and Defense Mechanisms**

This course focuses on the expansive list of technological and computer threats including trojans, viruses and worms, sniffers, phishing, social engineering threats, denial of service threats and vulnerabilities. Emphasis is placed on the countermeasures and the defense mechanisms necessary to protect valuable resources and information in the technology world.

**ISS 420** **3.5 Credits**  
**Introduction to Cryptography**

This course focuses on modern cryptography and security. Emphasis is placed on various cryptographic tools like symmetric and public-key encryption schemes, signature schemes, message authentication schemes and identification protocols. Students will be introduced to the fundamental cryptographic tools used to identify the security needs of a system and use existing cryptographic mechanisms to secure organizational systems.

**ISS 430** **3.5 Credits**  
**Computer Forensics**

This course focuses on identifying, tracking and prosecuting cyber-crime. Emphasis is placed on ethics, professional responsibility and chain of command when a computer crime is investigated. Additional topics include advanced techniques in computer investigation and analysis, computer hacking, forensic investigation and computer intruder profiling with interest in generating potential legal evidence. Students are exposed to the process of detecting attacks and collecting evidence in a forensically sound manner.

**ISS 499** **4 Credits**  
**Capstone**

This course requires students to demonstrate their mastery of information systems security by completing a project that will use all of the integrated knowledge gained from classroom and project experiences throughout their program. (Prerequisite: Satisfactory completion of all coursework)

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## Information Systems

**MIS 550** **4 Credits**  
**Systems Analysis and Design**

This course focuses on systems analysis and design with emphasis on information systems development and the latest systems development methods, tools and techniques in systems analysis and design. Topics include systems analysis fundamentals, the role of the systems analyst, understanding and modeling organizational systems, process specifications and structured decisions and quality assurance and implementation.

**MIS 560** **4 Credits**  
**Storage Area Network Architecture and Management**

This course focuses on storage networking and how Storage Area Networks (SANs) can help consolidate conventional server storage onto networks, how they make applications highly available no matter how much data is being stored and how they make data access and management faster and easier. Additional emphasis is placed on the evolution of the technology and SANs, applications for SANs, storage networking and what it means for the information processing architecture of an enterprise and issues for implementation and adoption.

**MIS 570** **4 Credits**  
**Management Information Systems**

This course introduces students to management information systems essential for creating competitive firms, managing global corporations and providing useful products and services to customers. Emphasis is placed on the digital integration of the firm through enterprise applications, management of the supply chain, customer relationships and enterprise systems.

**MIS 580** **4 Credits**  
**Information Systems Security**

This course focuses on the managerial aspects of information security such as access control models, information security governance and information security program assessment and metrics. Topics include information-assurance plans and strategies, providing training for security awareness, configuration security management, information assurance (IA) and legal issues.

**MIS 590** **4 Credits**  
**IT Project Management**

This course presents an understandable, integrated view of the many concepts, skills, tools and techniques involved in information

technology project management. Topics include analysis of business requirements, development and deployment cycles, creating project plans for successful delivery, implementation of risk management techniques and mitigation strategies, scheduling task cycles, implementing monitoring tools and controls to track project progress.

## **MIS 650** **4 Credits** **Data Management, Analysis and Reporting**

This course introduces students to information data management, analysis and reporting methodologies in business. Emphasis is placed on the various performance measurement methods used in business and shows their practical impact on business outcomes. Students will learn how to collect information, summarize, analyze, present and interpret data using current software tools.

## **MIS 660** **4 Credits** **Human Computer Interaction**

This course introduces students to the world of human-computer interaction and takes students through the process of developing effective interactive information technologies. Emphasis is placed on accessibility and diversity, aging, literacy, hearing, vision, physical disabilities and children. Additional topics include sensor-based interactions, tangible interfaces, augmented cognition, cognition under stress, ubiquitous and wearable computing and privacy and security.

## **MIS 670** **4 Credits** **Information Systems Strategic Planning**

This course provides an introduction to the information systems used in the strategic planning process and methodologies, which drive business information management/information technology strategy and computing architecture. Topics include the concepts, the techniques and the templates for analyzing, organizing, communicating and implementing an information systems strategy.

## **MIS 680** **4 Credits** **Decision Support Systems and Methods**

This course provides students with up-to-date techniques and insight into management support system technologies. Emphasis is placed on how support system technologies can be used for better decision making while focusing on the Executive Information Systems (EIS) intended to facilitate and support the information and decision-making needs of senior executives.

## **MIS 690** **4 credits** **Information Systems Capstone Project**

Students are required to complete a project or write a thesis that integrates and demonstrates their mastery of the learning objectives and the integration of the skills and concepts of the degree program.

# Management

## **MAN 103** **4 Credits** **Management Principles**

An introduction to the basic principles of management as it applies to formal organizations. Students are introduced to the importance of effective management within organizations. The traditional management framework is used to provide essential skills in planning, organizing, staffing, directing and controlling.

## **MAN 104** **4 Credits** **Business Practices**

Analyzes the major business activities of marketing, production, financial/information management and personnel. Instructs students in the operation of a business, focusing on ownership, business operations and career opportunities.

## **MAN 105** **4 Credits** **Marketing**

This course focuses on business activities necessary to match products and markets. Marketing functions such as purchasing, distribution, consumer analysis, promotion and pricing are discussed.

## **MAN 120** **4 Credits** **Introduction to Retail Sales Management**

This course focuses on the fundamentals of retail sales and management and relevant operations. Emphasis is placed on successful sales, marketing strategies, understanding consumer behavior and decision-making processes. Additional topics include staffing, financial metrics, merchandising, buying and planning, logistics and customer service. (Prerequisite: MAN 105, consent of the Dean)

## **MAN 210** **4 Credits** **Entrepreneurship**

This course is a career-related overview of business startups, idea identification, value proposition and competitive advantages in a student's area of specialization. The student will be able to identify and evaluate new business ideas; to learn how to prepare and evaluate business plans and to identify capital sources for new ventures.

## **MAN 222** **4 Credits** **Investment Principles**

Focuses on real estate investments, both private and commercial. Terminology, mortgage and other financing means, valuation and appraisal concepts are discussed.

## **MAN 223** **4 Credits** **Internet Commerce**

Introduces Internet commerce basics and focuses on business concepts and applying technology in order to be successful. Other topics include globalizing a company, marketing and advertising, market trends, vendor solutions, credit card verification systems, security auction technologies, storefronts and overall technology architecture. Students will learn to utilize Internet commerce solutions from process re-engineering to deployment and testing.

## **MAN 224** **4 Credits** **Business Law**

Deals with the legal problems confronting businesses such as court procedures, contracts, property law, fair credit reporting, the Privacy Act, business relationships and supervision.

## **MAN 225** **4 Credits** **Property Management Fundamentals**

This course provides the student with an understanding of the life cycle of property management. Fundamental concepts for each life cycle element will be studied to provide a broad introduction to all property topics.

## **MAN 227** **4 Credits** **Intermediate Property Management**

This course advances the property life cycle concepts of MAN 225 and provides the student with an understanding of property management standards, risk analysis, auditing, valuation and appraisal. (Prerequisite: MAN 225, or with consent of the Dean)

## **MAN 229** **4 Credits** **Federal and Contractor Focused Property Management**

This course focuses on property concepts and issues in the federal government (military and civilian), in companies that do work for the federal government (government contractors) and on property concepts issues in the state and local governments, universities and medical organizations (for profit and not for profit). Each of the fundamental concepts will be studied and a review of regulations and compliance issues will be covered. (Prerequisites: MAN 225 and MAN 227, or with consent of the Dean)

## **MAN 230** **4 Credits** **Advertising Principles**

This course presents a general introduction to advertising, its function and role within the business world. Students learn advertising techniques and how to develop an advertising plan. (Prerequisite: MAN 105 Marketing, or with consent of the Dean)

## **MAN 240** **4 Credits** **Communications in Selling**

This course focuses on the importance of superior communication skills to a successful career in retail sales management. In this course, students learn how to create an experience that builds customer loyalty. Topics include an overview of selling and service, elements of managing the sales and service process, the importance of measuring sales and service performance, the elements of transaction security and proactive customer service. (Prerequisite: MAN 105, or consent of the Dean)

## **MAN 242** **4 Credits** **Procurement, Logistics and Merchandising**

This course focuses on the business management aspects of the retail sales process. Topics for discussion include buying and procurement strategies for businesses of various sizes, logistics and supply chain management, merchandising

strategies and tasks, pricing and promotional structures for maximizing profitability. (Prerequisite: MAN 105, or consent of the Dean)

**MAN 244** **4 Credits**  
**Managing Retail Teams**

This course addresses the fundamental skills necessary for leading a sales team, particularly within the retail environment. Emphasis is placed on the HR functions encountered by retail sales such as interviewing, hiring and training new team members. Additional topics include ideas for team motivation, basic loss prevention and security procedures and the importance of balancing all operational demands placed on a retail sales manager. (Prerequisite: MAN 105, or consent of the Dean)

**MAN 280** **4 Credits**  
**Property Management Applications**

This course is a project-oriented course that builds upon the prior property management courses. The course is designed to utilize the management and accounting skills learned in previous courses. The student will select an instructor-approved practical project, research and present issues related to the project and develop suggested solutions to the issues. (Prerequisites: MAN 225, MAN 227 and MAN 229, or with consent of the Dean)

**MAN 324** **4 Credits**  
**Operations Management**

Explores long-range and short-range problems in operations management, both for manufacturing and for service operations. Emphasizes understanding these problems and the practical applications of quantitative techniques relative to them. Realistic case studies stress logical analysis, both quantitative and qualitative and the presentation of results.

**MAN 333** **4 Credits**  
**Marketing Strategies**

This course provides a comprehensive examination of the major components of marketing strategy and how they affect a company's profitability and marketplace position. Core elements are integrated to create a cohesive marketing strategy within the context of an effective overall business strategy. Emphasis is placed on the competitive dynamics and on the integration of marketing strategy into the overall business strategy. Additionally, this course provides the framework for analyzing customer preferences and enhancing customer relationships while building and managing brand equity with effective market communication.

**MAN 335** **3 Credits**  
**Retail Marketing Principles**

This course provides an overview of the general principles regarding the organization of retail stores and sound merchandising. Topics include distribution of function, channels (wholesale, retail and Internet) and provide a good understanding of the elements of managing a successful retail business. (Prerequisite: MAN 105, or with consent of the Dean)

**MAN 340** **4 Credits**  
**Finance and Accounting for Property Management**

This course covers the concepts of finance and accounting related to the property management lifecycle from both a departmental operations and a systems operation perspective. Students learn how to approach budgeting and capital planning, capitalize asset costs, determine estimated useful life, calculate depreciation and net book value and determine retirement gains and losses. Additionally, students learn how to establish financial benchmarks for measuring and improving the financial performance of a property management department.

**MAN 342** **4 Credits**  
**Property Management Research and Writing Applications**

Upon completing this course, the adult learner will be able to conduct a research project using an acceptable research methodology and prepare a written report.

**MAN 346** **4 Credits**  
**Basic Contracts, Agreements and Grants**

Basic Contracting for Asset Managers is an intensive introduction to contracting, grants cooperative agreements giving the student the information needed to understand the procurement process from initial formation to completion, both government and commercial. This course covers how contracts, grants and cooperative agreements really work, how to find solutions to common problems, understand the content of key documents and how regulations and standards apply.

**MAN 350** **4 Credits**  
**Management Planning Principles**

This course addresses the principles of various planning topics including strategic planning (mission, vision, objectives and strategies), long- and short-term operational planning and development of business plans. (Prerequisite: MAN 103, or with consent of the Dean)

**MAN 436** **4 Credits**  
**Selling and Sales Management**

Develops a working understanding of selling processes and sales management. Includes strategy, development, organization, design, motivation, leadership and performance analysis.

**MAN 443** **4 Credits**  
**Organizational Design and Change**

Focuses on developing strategies and structures that align organizations with their industry environments. Adapting to changes in technology, power structures and competition is studied as well as planning and implementing changes in internal systems and processes.

**MAN 444** **4 Credits**  
**Human Resource Management**

Studies the application of psychology to the problems of personnel management. The student is expected to grasp a working knowledge of the basic operative functions of procuring, developing,

maintaining and utilizing a labor force sufficient to meet the minimum entry-level requirements of employment in personnel work.

**MAN 450** **4 Credits**  
**International Business Principles**

This course addresses differences associated with global management, challenges in conducting import and export activities, as well as important cultural differences that may affect the business relationship. (Prerequisite: MAN 103, or with consent of the Dean)

**MAN 460** **4 Credits**  
**Managing a Property Management Organization**

This course addresses organizational placement of the property function, structure of the property function, cross-functional relationships, communication strategies and compliance and ethics. Other aspects of managing a property management organization are explored in order to enhance the student's skills.

## Marketing

**MKT 210** **4 Credits**  
**Introduction to New Media Marketing**

This course focuses on using social media for competitive advantage, effectively managing and integrating social media into the marketing mix. Emphasis is placed on combining persuasive marketing with technology to influence human behaviors and attitudes that guide socially interactive marketing strategies. New media marketing puts social media to work for business. The course also explores social media's strongest existing strategies: viral marketing, social networking, mobile marketing, online communities, wikis and blogs. (Prerequisite: MAN 105 or consent of the Dean)

**MKT 220** **3.5 Credits**  
**Using Social Media for Business**

This course focuses on the growth and the impact of social media as a marketing and communication tool. Students use various social media tools, which may include web forums, blogs, wikis, texting, instant messaging, Facebook, Twitter, RSS feeds, and emerging technologies. Upon completion of the course, students will be able to identify when to apply particular social media strategies and tools to reach specific business objectives. (Prerequisite: MAN 105 or consent of the dean)

**MKT 230** **4 Credits**  
**Technology in Marketing**

This course focuses on different social media platforms emphasizing their application for marketing purposes. Students will be required to demonstrate the ability to apply sound marketing skills in order to meet specific objectives by technology platform. (Prerequisite: MAN 105 or consent of the Dean).

## **MKT 300** 3.5 Credits **Influence and Persuasion in Business**

This course examines models of influence for leveraging behaviors for rapid and profound change. Students will learn to apply the behavioral and the communication skills needed for driving persuasive change in order to form the basis for becoming a trusted opinion leader and effectively accessing markets.

## **Mathematics**

### **MAT 220** 4 Credits **College Algebra**

Designed to improve skills in numbers and algebraic expressions, solving equations, graphing, sets, exponents, radicals, inequalities, formulas and applications.

### **MAT 610** 4 Credits **Quantitative Methods**

This course introduces mathematical and statistical analysis as related to business information, including profit and inventory analysis. Theory, tools and techniques involved with information systems as used by management are introduced. Other topics include research design, data collection and organization, sampling, inferential statistical methods and results interpretation. (Prerequisite: MAT 220 or equivalent within the last five years, or with consent of the Dean)

## **Master of Business Administration**

### **MBA 601** 4 Credits **Financial Accounting for Management**

An examination of accounting procedures related to recording, reporting, analyzing and interpreting financial data. Applies accounting concepts and perspectives to financial and business decisions. Emphasis is placed on applying technical accounting procedures in the evaluation and analysis of business events.

### **MBA 602** 4 Credits **Dynamics of the Organization**

A survey of the concepts and practices of organizational development. A variety of organizational models is presented with applications to relevant business cases. Course features cases and readings devoted to the environmental, technological and interpersonal elements of an organization's operation.

### **MBA 603** 4 Credits **Marketing Management**

The development and execution of a company's marketing plan are emphasized in this course. All elements of the marketing organization are reviewed and their contributions to an effective marketing effort are analyzed. Emphasis is placed

on the impacts of telecommunications and information technology on marketing.

### **MBA 604** 4 Credits **Corporate Finance**

In this course, the student conducts an examination of advanced concepts in financial management. Application of financial concepts and techniques to relevant business cases is emphasized. Financial management's evolving role in industry is presented. Financial strategies are presented in the context of a company's overall strategic objectives.

### **MBA 605** 4 Credits **Information Technology and Society**

This course covers the key elements in information technology and their application to business and social organizations. Explores the nature of computing and telecommunications and their impact on societal structures. Rapid, complex change induced by information technology and its influence on decision-making is emphasized. Course features readings, cases and discussion of information technology's impact on industry.

### **MBA 606** 4.5 Credits **Communication Dynamics for Professionals**

A practical approach to communication theory, this course enables students to understand and apply the principles of communication to organizational encounters. Various strategies for effective communication are provided, including inter- and intra-personal settings. Emphasis is placed on improving communication performance by applying strategies for enhanced communication.

### **MBA 607** 4.5 Credits **International Management**

A presentation of the conceptual and practical skills required of a manager in the global arena. Business and trade concepts, international risk, multinational strategies and cross-cultural management concepts are this course's cornerstone concepts. Students are presented with organizational and operational models appropriate to managing an entity in a global setting.

### **MBA 608** 4 Credits **Statistics for Management**

An in-depth treatment of statistical procedures used in the analysis of business issues and problems. Students are encouraged to think about business issues and challenges from a scientific, statistical point of view. Tools of statistical analysis for business are presented and applied to relevant business cases. Course features readings, cases and discussion of statistical models and analysis for industry.

### **MBA 609** 4 Credits **Applications in Economic Analysis**

Focuses on application of micro- and macro-economic concepts to organizational decision-making. The scientific analysis of economic variables in internal and external environments is emphasized. Relationships between economic events and their impact on organizational performance are presented.

### **MBA 610** 4.5 Credits **General Management**

This course focuses on managing concepts that are utilized in the dynamic environment of industry. Issues and practices related to managing the enterprise are presented and applied. The manager's role in the organization's environment is emphasized.

### **MBA 611** 4 Credits **Developing Business Strategy**

Explores the development, formulation and implementation of business strategies. Students are exposed to environmental considerations for organizational strategy and the impact of change dynamics and challenges of competition and bureaucracy on organizational strategy.

### **MBA 612** 4 Credits **Leadership Theory**

This course addresses the theory and practice of leadership in organizations. Explores traditional and modern theories of leadership, as well as the practical application of these theories in the workplace. In addition to covering the traditional concepts of leadership in organizations, this course takes an in-depth look at the power and influence a leader has over the organization and its members.

### **MBA 613** 4 Credits **Advanced Human Resource Management**

This course covers the major aspects of human resource management. It provides an assessment of the human resource management field. Topics include: equal employment opportunity, job analysis, strategic planning, recruitment, selection and training and performance appraisal. Also covers compensation, benefits, safety and health and labor-management relations.

### **MBA 614** 4 Credits **Capstone Project**

Students are required to complete a project or write a thesis that integrates and demonstrates mastery of the basic learning objectives of the degree program.

### **MBA 615** 3.5 Credits **Entrepreneurial Management**

This course introduces the issues faced by those who wish to start a business or launch a new initiative in an existing business. Students will learn how to identify potentially valuable opportunities, obtain the resources necessary to pursue an opportunity, create a viable organization and manage and grow the business into a sustainable enterprise.

### **MBA 620** 3.5 Credits **Business Plans**

This course is designed to provide the student with skills for formulating and preparing a written guide to starting and running a business successfully. The course emphasizes the role the business plan plays in loan applications and venture funding, promoting growth and providing a map for the entrepreneur to follow.

**MBA 625** 3.5 Credits**Financing the Entrepreneurial Venture**

This course is designed to help the entrepreneur make better financing and investment decisions in startup business settings. Various funding alternatives for startup ventures will be examined, including a risk/benefit analysis of equity and debt financing options.

**MBA 630** 3.5 Credits**Operations Management**

This course examines business-process issues that drive quality, customer satisfaction, efficiency and productivity. Topics include value-chain management, logistics, forecasting, capacity planning, inventory control, project management, process improvement and quality management.

**MBA 640** 3.5 Credits**Current Topics in Entrepreneurial Leadership**

Recognized experts speak on entrepreneurial management topics of interest ranging from industry challenges and opportunities, legal and ethical issues, leadership, strategy, technology, etc.

**MBA 650** 3.5 Credits**Entrepreneurship Capstone Project**

Students will complete a project that integrates and demonstrates mastery of the learning objectives of the degree program.

## Medical

**MED 100** 4 Credits**Medical Terminology, Law and Ethics**

Introduces terminology that is specific to the medical profession. Course enables students to translate prefixes, suffixes and root words from their Greek and Latin word parts. Elements will be able to be combined into medical terms. Course also covers medical laws, ethics and bioethics.

**MED 108** 3 Credits**Medical Billing**

Introduces the fundamentals of bookkeeping procedures. Covers payroll, spreadsheets, ledgers and transactions documents. Management and filing specific to the medical office will also be included.

**MED 210** 3 Credits**Professional Medical Coding**

Covers the study of insurance using computer coding software. Includes speed and accuracy of coding using ICD-9, CPT-4 and HCPCS rules. Pre-tests are included in this course to better prepare students for certification.

**MED 350** 4 Credits**Clinical Information Systems**

This course provides an overview of the role of information systems in healthcare organizations. Coursework emphasizes the integration of evidence-based research into clinical decision-making and the influence of information

systems on health outcomes. Explores technical, organizational, and cost-benefit issues related to healthcare information systems, including clinical decision-support, telemedicine applications, and integrated networking and distributed computing technologies.

**MED 370** 4 Credits**Health Principles**

This course addresses the topics of physical, mental, and social health as it relates to the individual.

**MED 380** 4 Credits**Human Pathology**

This course provides an overview of acute and chronic diseases, how these diseases affect the human body, and actions one might take to reduce the risk. (Prerequisite or Co-requisite MED 370; no Prerequisite for Medical Technology program)

**MED 385** 4 Credits**Issues in Public Health**

This course provides the student with an in-depth study of selected contemporary health problems. It examines the contributing social, psychological, physical, legal, and cultural factors in health.

**MED 401** 4 Credits**Advanced Human Anatomy**

This course is an advanced study of the human body including anatomy, physiology, mechanisms for maintaining homeostasis, and histology. The course covers the function of tissues, organs and systems.

**MED 410** 4 Credits**Research in Health Science**

The course provides students with a structured process to evaluate the health research literature. The course demonstrates the components that go into a meaningful study and teaches students to identify clues to potential study flaws. Students also learn ways to apply solid evidence in the health sciences.

**MED 450** 4 Credits**Principles of Epidemiology**

In this course students explore the concepts and methods for analyzing the spread and control of disease. The course also covers modern trends in solving community health problems. (Prerequisite MED 380 or permission of the Dean)

**MED 410** 4 Credits**Research in Health Science**

The course provides students with a structured process to evaluate the health research literature. The course demonstrates the components that go into a meaningful study and teaches students to identify clues to potential study flaws. Students also learn ways to apply solid evidence in the health sciences.

## Microcomputer Systems

**MCS 101** 3.5 Credits**Computer Servicing I**

Focuses on diagnosis and repair of computer systems. Passive and preventive maintenance procedures are studied. Also includes: theory and practice in upgrade and configuration of computer systems, including addition of memory, pointing device interfacing, hard drives, printers, modems and multimedia upgrade kits.

**MCS 102** 3 Credits**Computer Servicing II**

Introduces the proper procedures for assembly and disassembly of a computer system. Safety concepts and procedures are covered, including electrostatic discharge (ESD) and electrical shock hazards. Students are introduced to the proper tools necessary to assemble and disassemble a computer. Cables and connectors are identified and case styles are covered. In this course, a student will disassemble a computer and identify all components. The student will then properly assemble the computer and verify proper operation. (Prerequisite: MCS 101, or with consent of the Dean)

**MCS 213** 3.5 Credits**Workstation Administration**

Focuses on installation, configuration and administration of workstation operating systems. Students install, upgrade and configure workstations while working with file systems, devices, drivers, accounts and protocols. (Prerequisite: OPS 101, or with consent of the Dean)

**MCS 214** 3.5 Credits**Server Administration**

Covers installation, configuration and administration of server operating systems. Students install, upgrade, configure and administer servers while working with disks, accounts and system resources. (Prerequisite: OPS 101, or with consent of the Dean)

## Networking

**NET 103** 3.5 Credits**Basic Networking Concepts**

Introduces networking concepts, history and technology. Students learn vocabulary and network terminology and are trained to identify components of a network. Different types of topologies and protocols are covered and students are trained to implement and support small networks.

**NET 104** 3.5 Credits**Networking Infrastructure**

Introduces server-based networking, using networking programs. Students install, configure and administer the server operations. The concepts and skills used to set up and administer a network are covered in detail. Students set up and connect to multiple services.

## NET 115 3.5 Credits

### Security Concepts

This course concentrates on general security concepts, communication security, infrastructure security, basics of cryptography and operational/organizational security.

## NET 221 3.5 Credits

### Network Communications I

Examines switch and router communications and configurations. Students learn network types, network media, switching and routing fundamentals, TCP/IP, IP addressing and routing, WAN technologies, operating and configuring switch and router operating systems and managing network environments. (Prerequisite: OPS 101, or with consent of the Dean)

## NET 224 3.5 Credits

### Network Communications II

Students select, connect, configure and troubleshoot various switch and router networking devices. Concepts include extending switched networks with VLANs, determining IP routes, managing IP traffic with access lists, establishing point-to-point connections and establishing frame relay connections. (Prerequisite: NET 221, or with consent of the Dean)

## NET 303 3.5 Credits

### Principles of Storage Area Networks

Students are introduced to Storage Area Network design, philosophy and implementation. Design concepts and requirements focusing on enterprise application availability and data management are discussed. Enterprise information processing architecture and data centers are also discussed. (Prerequisite: NET 103)

## NET 304 3.5 Credits

### Clustering and Load Balancing

Students are introduced to clustering and load balancing technologies. Emphasis is placed on zero downtime and solutions to real life scenarios and challenges. (Prerequisite: NET 104)

## NET 330 3.5 Credits

### Web Architecture Concepts

This course focuses on advances in web information architecture and management technologies. Students will learn about decision support systems, expert systems, data mining, web analytics, business simulation, forecasting models and social media development. Additionally, students assess how technologies such as these are part of modern communications systems, collaboration systems, management support systems and other systems commonly found within the workplace.

## NET 335 3.5 Credits

### Cloud/Mobile Computing Concepts

This course introduces students to mobile and cloud computing concepts. Emphasis is placed on communication issues in ad-hoc and infrastructure networks as well as communication properties, protocols, data formats and concrete technologies.

Additional topics include supporting hardware, devices and components.

## NET 411 4 Credits

### Capstone

This course gives the student the opportunity to demonstrate mastery of network design, implementation and management. Students are required to deliver a project plan and timeline to the instructor. Upon approval, students deliver a working network using heterogeneous server and network technologies that encompass all of the integrated knowledge gained from classroom and project experiences. (Prerequisite: Completion of all technical courses)

## NET 424 3.5 Credits

### Network Design

Focuses on the analysis and design of LANs and WANs. Considers mission critical data, backup and clustering, Cabling, connection speeds, utilization, collisions and calculating bandwidth and throughput are also covered. Both theoretical and practical study of LANs and WANs are explored in this course. (Prerequisite: NET 221, or with consent of the Dean)

## NET 425 3.5 Credits

### Advanced Network Communication

Increases student's knowledge of analog transmission standards including VPNs, DSL, CATV, VOIP and GSM and wireless network technologies. Wireless LAN, public data networks, cellular and PCS concepts and applications are presented. Design, signal processing, protocols, security and best practices are also covered, using practical examples and solutions. (Prerequisite: NET 103 or consent of the Dean)

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## Nursing

## NUR 300 4 Credits

### Research in Nursing Practice

The course provides students with a structured process to evaluate the health research literature. The course demonstrates the components that go into a meaningful study and teaches students to identify clues to potential study flaws. Students learn ways to apply solid evidence in clinical practice.

## NUR 301 4.5 Credits

### Pharmacology

This course focuses on the clinical usage of drugs commonly used in healthcare settings. Topics include pharmacokinetics, pharmacodynamics, pharmacotherapeutics, interactions, drug classes and patient variables as they relate to pharmacology.

## NUR 310 4 Credits

### Pathophysiology

This course is designed to provide the student with a fundamental understanding of the mechanism of disease. The student learns to identify disease manifestations, complications, and general treatment measures. Students examine conditions

that may alter health status, including normal changes such as aging and pregnancy.

## NUR 315 4.5 Credits

### Professional Role Development

Students explore and define issues related to professional practice, ethics, career planning, personal goal setting and empowerment of self and others. Students learn concepts concerning job performance, performance expectations and evaluation, stress management and lifelong professional development.

## NUR 325 4 Credits

### Theoretical Foundations of Nursing

Students learn core theoretical concepts of nursing practice: health, wellness, illness, caring, environment, self-care, individuality, interpersonal relationships and decision-making. Students integrate theory, research and practice as they learn the historical evolution of professional nursing and the theoretical foundations that have emerged.

## NUR 335 4 Credits

### Health Promotion and Disease Prevention

An introduction to the strategies/tactics for preventing disease and promoting health in both individuals and populations. Course components include: relevance of concepts from psychology, sociology, economics and anthropology; planning, implementation and evaluation models; health assessment and disease management technologies; and health education. Illustrative case applications include: heart/cardiovascular disease, fitness and weight control, HIV and accidents.

## NUR 340 4 Credits

### Health Assessment

By successfully completing this course, students acquire the skills required to conduct comprehensive health assessments, including the physical, psychological, social, functional and environmental aspects of health. Students learn the process of data collection, interpretation, documentation and dissemination.

## NUR 352 1.5 Credits

### Teaching, Learning Clinical

This clinical course is designed to provide an opportunity for the student to synthesize the theory, skills and general knowledge discussed in NUR 350 on instructional process and its application to patient/client education and staff development.

## NUR 360 4.5 Credits

### Community and Family Health

This course is designed to provide students with the knowledge and skills that are essential in working with communities to assess, develop, implement and evaluate community change strategies that will promote improved health status. Topics include current issues in community health, intervention strategy design, wellness promotion and disease prevention and issues in providing healthcare to diverse populations.

**NUR 410** **4 Credits****Instructional Methods in Nursing Education**

This course provides a framework for planning and guiding learning activities for nursing students in clinical settings. Strategies and tools include learning assignments, demonstrations, simulations, the use of pre- and post-conference for clinical education and pointers on ethical and legal issues that may be encountered in the clinical environment.

**NUR 411** **4 Credits****Evaluation Methods in Nursing Education**

This course focuses on the evaluation process in a clinical environment. Emphasis is placed on the evaluation and the grading of students in the clinical setting; measurement strategies; and related socio-cultural, ethical and legal issues. (Prerequisite: NUR 410)

**NUR 421** **4 Credits****Critical Issues in Nursing**

This course focuses on examining the past, current and future impact of selected themes related to healthcare in general and nursing practice at the local, national and international levels. Emphasis is placed on the longitudinal nature of many contemporary issues and trends that have a direct impact on the development of nursing science, practice and education.

**NUR 425** **4.5 Credits****Psychological Aspects of Illness and Disability**

This course introduces the mental and emotional aspects of illness and addresses the relationship between stress and illness, the patient-doctor relationship, treatment compliance and care for the terminally ill.

**NUR 450** **4 Credits****Nursing Informatics**

This course introduces applications of informatics systems to nursing practice, education, research and administration. Practical use of computer technology based health applications to identify, gather, process and manage information are explored.

**NUR 451** **4 Credits****Health Informatics**

This course focuses on the application of information systems in healthcare and their influence in evidence-based healthcare decision making. Topics include legal, ethical and social issues; information literacy; and basic hardware/software.

**NUR 452** **4 Credits****Applied Healthcare Informatics**

This course provides nurses with the tools and the knowledge to improve patient care through the implementation of information technology that supports evidence-based practice. The course content guides the student to combine financial, clinical and administrative data to solve administrative and patient care issues. Topics include patient safety; improved outcomes;

and data collection, consolidation and analysis. (Prerequisite: NUR 450)

**NUR 461** **4.5 Credits****Managed Healthcare**

This course focuses on managed care organizations and various provider payment models/capitation in order for the nurse case manager to make appropriate management decisions when working in healthcare delivery.

**NUR 462** **4 Credits****Utilization Management**

This course introduces the basic concepts of healthcare utilization and risk management. Healthcare concepts and dynamics are also discussed. (Prerequisite: HCP 460)

**NUR 463** **4 Credits****Reimbursement Systems**

The focus of this course is on the American healthcare financial systems. Topics include reimbursement methods, payment systems, insurance plans, Medicare, Medicaid, HMOs and PPOs. (Prerequisite: NUR 461)

**NUR 465** **4.5 Credits****Evidence-based Nursing**

This course focuses on clinical reasoning and clinical outcomes, information systems and management, evidence-based practice. It promotes the development of skills in using the research process to define clinical research problems with application to practice.

**NUR 470** **4 Credits****Transcultural Nursing**

This course examines Madeleine M. Leininger's Transcultural Nursing Theory that culturally congruent care leads to improved patient outcomes. Emphasis is placed on the knowledge and the skill that enables nurses to deliver evidence-based, culturally competent patient care to diverse populations. (Prerequisite: NUR 360)

**NUR 471** **4 Credits****Epidemiology and Community Health**

This course builds on the basic principles of epidemiology as they relate to community health. Topics include dissemination/determinants of chronic and communicable diseases and determinants of environmental, behavioral and social issues. (Prerequisite: NUR 335)

**NUR 472** **4.5 Credits****Management and Administration of Health Programs**

This course focuses on the concepts of management and administration of health programs in a community environment. (Prerequisite: NUR 360)

**NUR 473** **4 Credits****Disaster Nursing**

This course is designed to provide strategies for the nurse to respond to natural disasters or acts of terrorism. Topics include emergency preparedness, patient triage and awareness of collaboration with

community resources. This course provides the theoretical and the practical knowledge necessary to apply nursing skills in a variety of emergency situations. (Prerequisite: NUR 360)

**NUR 480** **4 Credits****Nursing Management and Leadership**

This course compares and contrasts management and leadership. It explores the relationship between leadership principles, management principles, e.g., strategy development, motivation of employees, communicating with subordinates and supervisors, establishing goals, reinforcing values, monitoring performance and providing feedback and success in healthcare administration.

**NUR 481** **4 Credits****Leadership, Power and Politics in Nursing**

This course focuses on exploring leadership theories in relation to organizational structures and behaviors and relating these theories to the development of leadership styles and policy making within organizations. Emphasis is placed on the political and economic forces that influence the development of health policy and professional nursing practice.

**NUR 490** **4 Credits****Senior Project**

This course is designed to provide the student with the opportunity to apply both the theoretical foundations and clinical knowledge of nursing science to a self-directed scholarly project of the student's choice. The student will select a topic, which will be approved by the instructor and then the student and the instructor will agree upon a measurable course of study that allows the student to identify learning needs, while engaging in scholarly activities which will enhance the professional practice of the learner.

**NUR 542** **4 Credits****Teaching Critical Thinking and Clinical Decisions**

This course is designed to prepare the prospective nurse faculty with theoretical principles, process and instructional skills to promote critical thinking that results in appropriate clinical decision-making when interacting with student nurses in the classroom and clinical settings. Techniques for facilitation of learning will be emphasized.

**NUR 545** **4 Credits****Technology for Nursing Education and Practice**

The purpose of this course is to expand on technology skills that support the nurse educator in the learning environment. This course prepares the student educator with the skills to utilize available technology for the development of resident course work, on-line course work for the academic setting, program development for staff and patient education and the preparation community outreach programs.

**NUR 585** **4 Credits****Contemporary Issues in Gerontology**

The course provides students with an overview of current issues and concepts in the field of gerontology, including theories of aging and

public policy, law and the elderly, aging and chronic disease, home health, long-term care, elder abuse, finances and the elderly, caregiver issues and centenarians. Students investigate selected contemporary issues in adulthood and old age, such as family and friend relationships; work and retirement; political, legal and economic issues.

**NUR 601** **4 Credits**  
**Nursing Administration I**

This course addresses front-line skills and knowledge for nursing administration based on a foundation of sound management theory as it relates to health-care delivery. Students integrate clinical examples and develop skills for evaluating care plan delivery models and structures; thinking critically; empowering teams; resolving conflicts; coaching and mentoring; educating staff and assessing clinical competence; allocating resources; and ensuring and measuring productivity and efficiency.

**NUR 651** **4 Credits**  
**Nursing Administration II**

This course builds on the skills learned in Nursing Administration. Students are expected to formulate, write and present case studies about major healthcare issues from the perspective of an administrative team member in a healthcare organization.

**NUR 652** **4 Credits**  
**Advanced Nursing Theory**

This course builds on the knowledge and skills developed throughout the program. Students are expected to research and present case studies about current trends, licensing requirements throughout the country and future projections for the nursing industry.

**NUR 653** **4 Credits**  
**Leadership Theory**

This course addresses the theory and practice of leadership in organizations. Traditional and modern theories of leadership are explored, as well as the practical application of these theories in the workplace. In addition to covering the traditional concepts of leadership in organizations, this course takes an in-depth look at the power and influence a leader has over the organization and its members.

**NUR 668** **4 Credits**  
**Research and Evaluation Methods**

This course exposes the student to the skills for engaging in scholarly inquiry, utilizing information resources, evaluating research, identifying problems and measuring outcomes in practical settings and using research findings for clinical decision-making. Topics include: principles of problem analysis, how to confront decisions related to the design of a research study and how to critically examine approved research methods. Selected research designs include descriptive, survey, case study, ethnography, historical, phenomenology and grounded theory.

**NUR 670** **4 Credits**  
**Instructional Strategies**

In this course, students examine the instructional process from a theoretical and practical perspective. The focus is on learning theories, the learning environment and instructional strategies.

**NUR 672** **4 Credits**  
**Issues in Nursing**

The focus of the course is on the examination and analysis of current trends as they relate to advanced nursing practice. Selected factors in healthcare delivery and the legal, moral and ethical implications for actual practice are examined. A study of systems, leadership and organization and their application to healthcare, including entrepreneurial programs, is presented. Concepts of public policy and the impact of selected organizations' policies are examined as they relate to healthcare advanced nursing practice.

**NUR 673** **4 Credits**  
**Evaluation Strategies**

In this course students examine the evaluation process. The focus is on the evaluation process, measurement strategies and related sociocultural, ethical and legal issues.

**NUR 675** **4 Credits**  
**Program Development**

In this course, students examine curriculum processes for educational program development. The focus is on examination of the theoretical foundations for program philosophy, curriculum design and analysis of the impact of external and economic factors on program development.

**NUR 680** **4 Credits**  
**Advanced Pharmacology**

The focus of this course is on the clinical use of drugs commonly used in primary care settings. Pharmacokinetics, pharmacodynamics and pharmacotherapeutics of selected categories of drugs are explored. Students explore the effects of such variables as age, race and gender upon specific prescribing practices.

**NUR 690** **4 Credits**  
**Capstone Project**

Students are required to complete an individual or group project or write a thesis that integrates and demonstrates mastery of the basic learning objectives of the degree program.

**NUR 692** **6 Credits**  
**Nurse Education Practicum**

In this course, students are expected to integrate previous knowledge and develop proficiency in the role of nurse educator. Students collaborate with faculty to develop an individualized plan of study related to their educational interest. (Prerequisites: NUR 670, NUR 673 and NUR 675)

## Operating Systems

**OPS 101** **4 Credits**  
**Introduction to Operating Systems**

Students are taught basic operating system concepts including the boot process, interrupt handling, CPU instruction cycle theory and device driver theory. A short history of operating systems is covered. Installation, configuration, use and troubleshooting of operating systems are covered and students are given the opportunity to practice related skills. Batch file programming is also covered.

**OPS 113** **3.5 Credits**  
**Linux Operating System**

This course serves as an introduction to the Linux operating system. Students learn to install, configure and administer the Linux operating system. Other topics include desktop applications, clients, games, LAN, WAN, the shell and shell scripts. (Prerequisite: OPS 101, or with consent of the Dean)

**OPS 204** **3.5 Credits**  
**Electronic Communication Management**

Covers the installation, configuration and administration of electronic communication. Students learn about electronic communication in a network environment, how to configure electronic communication for a group of users and common administration tasks. (Prerequisite: NET 103 or NET 104, or with consent of the Dean)

**OPS 205** **3.5 Credits**  
**Security Management**

Covers implementing and administering security on a server. (Prerequisite: NET 103 or NET 104, or with consent of the Dean)

**OPS 213** **3.5 Credits**  
**Advanced Linux Operating System**

Covers advanced concepts in the installation, management, configuration, security, documentation and hardware of the Linux operating system. Students demonstrate proficiency in these areas in a hands-on environment. (Prerequisite: OPS 113, or with consent of the Dean)

**OPS 217** **3.5 Credits**  
**General Operating Systems**

This course addresses advanced concepts in the installation, configuration, management and security of a selected server operating system. Students learn to configure and manage advanced network services in a hands-on environment. Planning, documentation, troubleshooting and security concepts are covered. (Prerequisite: OPS 101, or with consent of the Dean)

**OPS 280** **3.5 Credits**  
**Advanced Server Administration**

Covers operating system and network scripting. Introduces network programming, including writing programs that communicate with other programs across a computer network. Topics address using an application program interface, underlying operating systems and network protocols. (Prerequisite: OPS 113, or with consent of the Dean)

## Philosophy

### PHI 221 4 Credits

#### Introduction to Logic

This course focuses on the techniques for determining the validity of arguments and analyzing problems in the world. Topics include a discussion of informal fallacies, Aristotelian logic and symbolic logic.

### PHI 310 4 Credits

#### Critical Thinking

This course is designed to provide an interdisciplinary approach to critical thinking and challenges the student to question his or her own assumptions through analysis of the most common problems associated with everyday reasoning. The course explains the fundamental concepts, describes the most common barriers to critical thinking and offers strategies for overcoming those barriers.

### PHI 400 4 Credits

#### Modern Issues in Ethics

This course provides students with a comprehensive introduction to a broad array of the most pressing contemporary debates in medical ethics. The student examines the social contexts within which these debates arise. Topics include: the foundation of bioethics, research ethics and informed consent, truth telling and confidentiality (medical record confidentiality), genetic control, application of scarce medical resources, impaired infants and medical futility and euthanasia.

## Programming

### PRG 101 3.5 Credits

#### Solutions Concepts

Introduces students to project management. Topics include analysis of business requirements, development and deployment cycles, creating project plans for successful delivery, implementation of risk management techniques and mitigation strategies, scheduling task cycles and implementing monitoring tools and controls to track project progress.

### PRG 102 3.5 Credits

#### Fundamentals Concepts

Introduces elementary programming concepts. Areas of study include an introduction to the history of programming and programming languages, flow charts and logic structures.

### PRG 103 3.5 Credits

#### Logic Structures

Increases student knowledge of programming concepts (i.e., flowcharts, logic structures). Structures and basic programming constructs are explored and applied. Students are introduced to data types and use of variables in programming. (Prerequisite: PRG 102)

### PRG 104 3 Credits

#### Programming Fundamentals

Introduces the student to the Software Development Environment. Students will create working programs. Students learn best practices in debugging, trouble shooting and interacting with the computer's operating system.

### PRG 105 3 Credits

#### C# I

Students are introduced to desktop programming using the C# language. Object Oriented Programming concepts are covered in this course.

### PRG 111 3.5 Credits

#### Web Design I

Introduces the student to the basics of Web-Page design. This class provides a solid foundation in the elements of design, type sizes and styles using contemporary HTML, XML and CSS technologies.

### PRG 140 3.5 Credits

#### Structured Query Language

Students are introduced to the fundamentals of Structured Query Language. This course focuses on the basic techniques of SQL as it applies to data retrieval and manipulation.

### PRG 249 3.5 Credits

#### Web Design II

Expands upon the student's knowledge of Website development by introducing the concepts of data-driven web pages using XML technologies. (Prerequisite: PRG 111)

### PRG 250 3 Credits

#### Web Design III

Expands upon the student's knowledge of Website development by introducing the concepts of data-driven web pages using XML technologies. (Prerequisite: PRG 111)

### PRG 310 3.5 Credits

#### Web Programming I

Introduces the students to fundamentals of dynamic web application programming. Server Components and ADO, client/server-side applications, de-bugging, security, scripting, data validation, cookies and cross-browser compatibility are discussed. (Prerequisite: PRG 104)

### PRG 321 3.5 Credits

#### C# II

Expands student's knowledge of Object Oriented Programming in C#. This course focuses on working with classes, namespaces and multiple projects in single solutions. (Prerequisite: PRG 105)

### PRG 330 3.5 Credits

#### Mobile Applications Development I

This course introduces students to the quickly developing landscape of mobile applications. It focuses on Web-based mobile applications and their relation to Web-service design, mobile platforms (iPhone, android, WebOS, Windows Mobile, BlackBerry OS, among others) and the specific constraints and requirements of user-interface design for limited devices. Emphasis is

placed on a conceptual overview, design issues and practical development using the XCode IDE. Additional topics include all facets of development and deployment, business issues, architectural design and integration with existing web and legacy applications, security, porting and the management of mobile application development projects.

### PRG 335 3 Credits

#### Mobile Applications Development II

This is an introductory course in mobile application development using Cocoa as an object-oriented programming language to develop applications for Mac OS X and mobile computing applications. Students will learn how to design, build and code mobile applications using the Cocoa Integrated Development Environment.

### PRG 340 3.5 Credits

#### Database Administration

Presents database administration. Students learn to set up, maintain and trouble-shoot a database. Instruction focuses on understanding backup and recovery methods, diagnosing and troubleshooting database problems and failures.

### PRG 342 4 Credits

#### Advanced Structured Query Language

Increases the student's knowledge in the area of Structured Query Language. Topics of discussion include the use of triggers, views, stored procedures, functions and other advanced query techniques. The student is introduced to database security as it pertains to data access. (Prerequisite: PRG 140)

### PRG 343 3.5 Credits

#### Database and Software Integration

Expands student knowledge of database concepts utilizing best practices. Students write software applications with full database connectivity features. Students are introduced to database connectivity techniques, the basic concepts of data retrieval and manipulation and N-Tier architectural design.

### PRG 351 3.5 Credits

#### JAVA I

Students learn about the Java program development environment and understand the role Java plays in developing distributed client/server applications for the Internet.

### PRG 410 3.5 Credits

#### Web Programming II

Expands the student's knowledge of web-based application development Session state management, data security, dynamic form generation, intranet and Internet security concepts and storefront merchant functionality are some of the topics covered in this class. (Prerequisite: PRG 310)

## PRG 411 4 Credits

### Capstone

This course gives the student the opportunity to demonstrate mastery of software development. Students are required to deliver a project plan and timeline to the instructor. Upon approval, students deliver a working application (either Web or Desktop) that encompasses all of the integrated knowledge gained from classroom and project experiences. (Prerequisite: Completion of all technical courses or with the permission of the Dean)

## PRG 422 3.5 Credits

### C++

Introduces C++ object-oriented programming concepts.

## PRG 441 3.5 Credits

### Database Reporting

Introduces the students to the fundamentals of data presentation using popular reporting software. Analyzing business requirements, report layout and design, data validation, formulas and data formatting are a focus of this course.

## PRG 451 3.5 Credits

### JAVA II

Expands student knowledge in the areas of Java programming. The student learns how to create packages, import classes and interfaces from other packages and create a program's main method. Operators and assignments, declarations and access control, flow control and exception handling are also studied. Other topics include overloading, overriding, runtime type and object orientation, language fundamentals, operators and assignments and threads. (Prerequisite: PRG 351)

## Psychology

## PSY 220 4 Credits

### Psychology

Explores the aims and methods of psychology. Concepts covered in the course include human behavior, learning theories, memory and human development.

## PSY 400 4 Credits

### Biological Psychology

This course introduces the student to the intricate relationship between biology and psychology. The student is exposed to the emerging field of biopsychology in which fascinating new discoveries are constantly being made. Major topics include: anatomy of the nervous system, plasticity of the brain, sensory systems and attention, wakefulness and sleeping, emotional behaviors, the biology of learning and memory and psychological disorders.

## Social Media Technology

## SMT 411 4 Credits

### Social Media Technologist—Capstone

This course requires students to demonstrate their mastery of social media technologies and software development by creating mobile Web Applications and marketing plans using a project plan and a timeline. Students will use all of the integrated knowledge gained from classroom and project experiences throughout the program to complete the capstone. (Prerequisite: Completion of all technical courses or with the permission of the Dean)

## Sociology

## SOC 220 4 Credits

### Sociology

This course addresses the relationships among different social institutions. It examines the dynamics in social groups. Topics covered include the concepts of control, inequity and change within social groups.

## SOC 400 4 Credits

### Sociology of Aging

This course contains an interdisciplinary approach that provides the concepts, information and examples students need to achieve a basic understanding of aging as a social process. This course addresses a broad range of societal issues and covers concepts associated with an aging population. It examines the concept of aging on both an individual and societal level. Major topics include: the history of aging in America; physical aging; psychological aspects of aging; personal adaptation to aging; death and dying; community social services; how aging affects personal needs and resources; and government responses to the needs of aging.

## Statistics

## STA 322 4 Credits

### Statistics

Explores practical skills in statistics. Topics include distributions, relationships, randomness, inference and proportions. This course teaches an interdisciplinary approach that provides the regression and variance. Emphasis is placed on understanding the use of statistical methods and the demands of statistical practice. (Prerequisite: MAT 220)

# Administration/Faculty/Staff

## Salt Lake City/Murray

### Director of Online

Alan D. Hansen  
Ph.D., Educational Administration Higher Education  
Illinois State University  
M.B.A., Brigham Young University  
B.A., Brigham Young University

### Dean of Academics

David Cowsert  
M.S., Portland State University  
B.S., Portland State University

### Associate Dean - Business

Russell Barber  
M.B.A. Utah State University  
B.A. Brigham Young University

### Associate Dean-Business

Wayne Geiselman  
Ph.D University of Connecticut  
M.B.A. Fairleigh-Dickinson University  
M.S. The Ohio State University  
B.S. University of Mississippi

### Associate Dean-Property Management

Joseph Dunlop  
M.B.A., Westminster College  
B.S., Finance, University of Utah

### Associate Dean - Accounting

Amanda Ferrante  
M.B.A., Regis University  
B.S., University of Southern Colorado

### Program Chairs of Business

Jean Anderson, MAOM, University of Phoenix  
Holly Andrews, M.B.A., University of Phoenix  
Hollie Baker, M.B.A., University of Phoenix

### Associate Deans – Computer Science

Thomas Santa Maria  
M.S., University of Phoenix  
B.S., Colorado Christian University

Amy Bjornsrud-Tidwell

M.A., University of Colorado  
B.S., University of Colorado

### Associate Deans – Graphic Arts

Christina Fosbrink - Graphic Arts  
M.S. California University of Pennsylvania  
B.A. California University of Pennsylvania

Jeffrey Gold - Visual Communication

M.P.C., Westminster College  
B.S., Utah State University

### Program Chairs of Graphic Arts

Shelly Gooden, M.A., Capella University  
Jason Merrill, A.S., LDS Business School  
Craig Stokes, A.S., Colorado Institute of Art

### Associate Dean – General Education

Merilee Hall  
M.B.A., Westminster College  
B.S., University of Utah

### Program Chairs – General Education

Chris Walker, M.S., Utah State University

Story Stringer, M.S., University of Arkansas  
Sherry Evans, M.S., University of Utah

### Associate Dean – Social Studies

Whitney King  
M.S., Utah State University  
B.S., Utah State University

### Program Chair of Freshman Courses

Steve Bock, M.S., University of LaVerne

### Associate Dean – Nursing

Evelyn Shinn  
Ed.D., Argosy University  
M.A.T., Colorado College  
B.S., Plattsburgh State University

### Associate Dean – Healthcare

Fionda Williams Brock  
M.S.N., Western Governors University  
B.S.N., Towson University

### Associate Dean – Accreditation & Standards

Paul Van Assche  
J.D., Michigan State University  
M.B.A.-H.C.M., University of Phoenix  
B.A., Albion College

### Faculty Training Coordinator

Pam Caton, M.S., Western Illinois University

### Registrars' Office

Rebecca Jackson, Registrar  
Paul Avery, Assistant Registrar  
Rebecca Sorenson, Assistant Registrar  
Michelle Lepinski  
Beth Hatt

### Learning Resource Center

Randall Ward, M.L.I.S.  
Brooke Russell

### Student Advising

Adam Smoot, Director of Student Services

### Career Services

Liz Albrecht, Director of Career Services  
Rebecca Jacobs, Advisor  
Stephanie Defa, Advisor  
Stephanie Lamont, Advisor

### Business Office

Bret Whetman, Business Officer  
Scott Schuler, Financial Aid Coordinator  
Tom Cherry, Senior Planner

### Admissions

Steve Gwost, Director of Admissions  
Elisha Anderson, Director of Admissions

## Academic Calendar 2011-2012

Monday, December 5, 2011 . . . . .	Module Fourteen Begins
Saturday, January 14, 2012 . . . . .	Module Fourteen Ends
Monday, January 16, 2012 . . . . .	Module One Begins
Saturday, February 11, 2012 . . . . .	Module One Ends
Monday, February 13, 2012 . . . . .	Module Two Begins
Saturday, March 10, 2012 . . . . .	Module Two Ends
Monday, March 12, 2012. . . . .	Module Three Begins
Saturday, April 7, 2012 . . . . .	Module Three Ends
Monday, April 9, 2012 . . . . .	Module Four Begins
Saturday, May 5, 2012 . . . . .	Module Four Ends
Monday, May 7, 2012 . . . . .	Module Five Begins
Saturday, June 2, 2012 . . . . .	Module Five Ends
Monday, June 4, 2012 . . . . .	Module Six Begins
Saturday, June 30, 2012 . . . . .	Module Six Ends
Monday, July 2, 2012. . . . .	Module Seven Starts
Saturday, July 28, 2012 . . . . .	Module Seven Ends
Monday, July 30, 2012 . . . . .	Module Eight Begins
Saturday, August 25, 2012 . . . . .	Module Eight Begins
Monday, August 27, 2012 . . . . .	Module Nine Begins
Saturday, September 22, 2012 . . . . .	Module Nine Ends
Monday, September 24, 2012 . . . . .	Module Ten Starts
Saturday, October 20, 2012. . . . .	Module Ten Ends
Monday, October 22, 2012. . . . .	Module Eleven Begins
Saturday, November 17, 2012 . . . . .	Module Eleven Ends
Monday, November 19, 2012. . . . .	Module Twelve Starts
Saturday, December 15, 2012 . . . . .	Module Twelve Ends
Monday, December 17, 2012. . . . .	Module Thirteen Starts
Friday, January 25, 2013 . . . . .	Module Thirteen Ends

## Holidays

- Martin Luther King Day
- Presidents Day
- Memorial Day
- Fourth of July
- Pioneer Day (Utah only)
- Labor Day
- Thanksgiving
- Christmas
- New Year

## SHC Legal Control

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*\*\*\*Calendar is subject to change\*\*\**

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