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President's Message

At Daymar College we provide a warm, friendly, nurturing small-college atmosphere. Our dedicated staff takes a personal interest in the progress of each student in a setting that values respect and integrity. This caring atmosphere and value-based setting combined with progressive programs and state-of-the-art business and computer technology give our students an opportunity to learn skills that are targeted to meet the needs of employers.

Our goals are to provide students with quality training for the essential skills and abilities that qualify them for their chosen career, and to instill in each student a sense of personal responsibility as well as a desire to learn. We also provide students opportunities to grow emotionally so they can be more effective in their career.

Obtaining a college education and marketable job skills give our students a competitive edge in their career field and prepares our graduates to advance in their career as opportunities become available to them. The indisputable direct long-term benefit to students is that they will earn more during their working career than they would have earned had they not attended college.

We invite you to visit the College in person or on our website at www.daymarcollege.edu and to consider how our programs can help change your life for the better. Our experienced admissions representatives will assist you in the important process of identifying the program or courses best suited for your special interests, talents, and goals.

Come see us and let us show you how We Change Lives...One Person At A Time!



Mark A. Gabis
President

Academic Calendar

	Winter 2009	Winter 2010
Graduation Preview	January 8	January 7
First Day of Classes	January 12	January 11
Martin Luther King Jr. Day	January 19	January 18
Last Day to Drop/Add	January 20	January 19
Winter II Start	February 16	February 15
Last Day to Drop/Add	February 18	February 17
Start I Midpoint Withdrawal Date		February 19
Start II Midpoint Withdrawal Date		March 12
Last Day of Classes	March 30	March 29
	Spring 2009	Spring 2010
Graduation Preview	April 2	April 1
First Day of Classes	April 6	April 5
Good Friday	April 10	April 2
Last Day to Drop/Add	April 13	April 12
Spring II Start	May 11	May 10
Last Day to Drop/Add	May 13	May 12
Start I Midpoint Withdrawal Date		May 14
Memorial Day	May 25	May 31
Start II Midpoint Withdrawal Date		June 4
Last Day of Classes	June 23	June 21
	Summer 2009	Summer 2010
Graduation Preview	June 25	June 24
First Day of Classes	June 29	June 28
Independence Day	July 3	July 5
Last Day to Drop/Add	July 6	July 6
Summer Start II	August 3	August 2
Last Day to Drop/Add	August 5	August 4
Start I Midpoint Withdrawal Date		August 6
Start II Midpoint Withdrawal Date		August 27
Labor Day	September 7	September 6
Last Day of Classes	September 15	September 14
	Fall 2009	Fall 2010
Graduation Preview	September 24	September 23
First Day of Classes	September 28	September 27
Last Day to Drop/Add	October 5	October 4
Columbus Day	October 12	October 11
Fall Start II	November 2	November 1
Last Day to Drop/Add	November 4	November 3
Start I Midpoint Withdrawal Date		November 5
Thanksgiving Break	November 23-27	November 22-26
Start II Midpoint Withdrawal Date		December 3
Last Day of Classes	December 21	December 20

This Academic Calendar is subject to change at the discretion of the College.

Accreditation and Approvals

Accreditation

Daymar College is accredited by the Accrediting Council for Independent Colleges and Schools to award Certificates, Diplomas, Associate Degrees, and Bachelor Degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the Council of Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools is located at 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241. Phone: (202) 336-6780, Fax: (202) 842-2593.

Approvals

Daymar College is licensed to operate under KRS 165A by the Commonwealth of Kentucky, State Board for Proprietary Education, Post Office Box 1360, Frankfort, Kentucky 40602. Phone: (502) 564-4233.

Daymar College - Owensboro and Daymar College - Bellevue are regulated by the Indiana Commission on Proprietary Education, 302 West Washington Street, Room E201, Indianapolis, Indiana 46204. Phone: (317) 232-1320 or (800) 227-5695 (when dialing from Indiana).

Some of the programs offered by Daymar College, located in Kentucky, have been approved by the Kentucky Approving Agency for Veterans Education for the enrollment of persons eligible to receive VA educational benefits.

The Paralegal Studies Program at Daymar College - Owensboro is approved by the American Bar Association (ABA).

Daymar College - Bellevue is approved by the State Board of Career Colleges and Schools of the State of Ohio, registration number, 05-01-1745T.

History of Daymar College

Daymar College was founded in 1963 as Owensboro Business College and was housed at 1126 Triplett Street, Owensboro, KY, offering courses in general business. In 1965 a day program was added with diplomas being awarded in the areas of secretarial science and accounting. The College was then moved to 1300 East Ninth Street, Owensboro, KY, and began awarding additional diplomas in data processing, business administration, and clerical areas. In 1970, the College was nationally accredited as a business college by the Accrediting Commission of the Association of Independent Colleges and Schools and was approved by the United States Department of Education to award financial aid to students. In 1972 the College was approved by the Indiana Commission on Proprietary Education.

In 1973 the College began offering all programs on a credit hour basis and was authorized by the Kentucky State Board for Proprietary Education to award Associate Degrees. By 1974 the College had gained national recognition and many of its innovations and programs were used in colleges throughout the country.

In 1973 the College was the first private career college to be awarded a Special Services project by the United States Office of Education.

The College leased the Tower Motor Inn at 1926 Triplett Street, Owensboro, KY, in 1978 and was housed in that facility through September 1982. In October 1982 the College moved to the remodeled and renovated V.E. Anderson Manufacturing Building located at 1515 East Eighteenth Street, Owensboro, KY. In 1980 the College was accredited as a Junior College of Business by the Association of Independent Colleges and Schools. In 1991 the Association of Independent College and Schools merged with the National Association of Trade and Technical Schools forming a new association—The Career College Association. Daymar College is a member of the

Career College Association. Daymar College is now accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

In June 1999, the College moved to a freestanding, one-story structure built specifically for the College. Located on 6.4 acres of land at 3361 Buckland Square in the Heritage Park Development in Owensboro, Kentucky, the facility contains approximately 17,000 square feet of space. The College is easily accessible from the U.S. Highway 60 By-Pass, one of Owensboro's major thoroughfares. An easily recognizable landmark, the College has a clock tower and large, burgundy, metal roof, readily visible from the By-Pass.

In January 1999, the College was chosen as a Microsoft Authorized Academic Training Program (AATP) member. In order to better serve the community and students, in June 1999 the College became a Prometric Testing Center and a Microsoft Office Specialist test site in the Fall of 2000. The size of the classrooms, as well as the equipment provided, support the educational mission of the College.

In January 2001, the Marion Learning Site opened its doors as a temporary facility to primarily train displaced workers in an underserved, rural location. The programs at this location were designed to deliver certificate programs in nine months in order to allow the students rapid re-entry into the job market. Having completed the training of displaced workers, the Marion Learning Site ceased operation in June 2002.

In August 2001, the College changed its name to Daymar College in anticipation of opening additional locations other than in Owensboro, KY.

In February 2002, Daymar College was named a Microsoft IT Academy Program, and the Paralegal Studies Program at Daymar College - Owensboro Campus was approved by the American Bar Association.

In August 2002, Daymar College - Morgantown Learning Site opened its doors as a temporary facility to primarily train displaced workers in an under-served, rural location. The programs at this location were designed to deliver certificate programs in nine months and diploma programs in fifteen months in order to allow the students rapid reentry into the job market. Having completed the training of displaced workers, the Morgantown Learning Site ceased operation in December 2004.

In March 2003, Daymar College—Albany Learning Site opened its doors as a temporary facility to primarily train displaced workers in an under-served, rural location. The programs at this location were designed to deliver certificate programs in nine months and diploma programs in fifteen months in order to allow the students rapid reentry into the job market. In September 2006, Albany became a Branch Campus of Daymar College - Owensboro and now offers certificates, diplomas, and degrees. In February 2010, Albany became a learning site under Daymar College - Owensboro.

In July 2004, Daymar Learning of Paducah, Inc. purchased Paducah Technical College, accredited by Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT). In December 2007, Paducah Technical College received national accreditation from ACICS. In May 2008, the name of the College was changed to Daymar College.

In May 2005, Daymar College - Newport, located on Carothers Road in the Newport Plaza Shopping Center, opened its doors as a branch campus of Daymar College - Owensboro. In September 2009, Daymar College - Newport relocated to 119 Fairfield Avenue in Bellevue, Kentucky, and became Daymar College - Bellevue.

In November 2005, Daymar College - Rockport Learning Site opened its doors as a temporary facility to primarily train displaced workers.

In January 2006, Daymar College - Paducah opened its doors as a branch campus of Daymar College - Owensboro. Daymar College—Paducah is located at 509 South 30th Street and contains approximately 16,000 square feet of space.

In November 2006, Daymar College - Scottsville opened its doors as a branch campus of Daymar College - Owensboro. Daymar College - Scottsville is located at 311 North Third Street. In September 2009, Daymar College - Scottsville relocated to 1138 Old Gallatin Road.

In November 2008, Daymar College - Online opened as a branch campus of Daymar College - Owensboro. Daymar College - Online is approved to grant certificates, diplomas, and associate degrees via distance education.

In April 2009, Daymar College - Louisville East opened as a branch campus of Daymar College - Owensboro. Daymar College - Louisville East is located at 3309 Collins Lane in a newer free-standing building.

In January 2010, the College began to offer bachelor degree programs.

Legal Control

Daymar College is owned and operated by Daymar Learning, Inc. Daymar Learning Inc. is owned by the Mark A. Gabis Revocable *Inter Vivos* Trust and the Damien A. Gabis Trust. The Mark A. Gabis Revocable *Inter Vivos* Trust and the Damien A. Gabis Trust are the shareholders of Daymar Learning, Inc.

Mission Statement

We Change Lives...One Person At A Time.

Vision Statement

Our vision is to provide a warm, friendly, nurturing atmosphere where people can learn the skills required, to obtain the careers they need, to have the lives they want.

Purpose

- To stress to all students the importance of a sound general education background in which students can broaden their understanding of society and the complexities which effect that society.
- To provide education and training to students on a group and an individual basis, helping students realize their full potential with specialized knowledge and skills.
- To help students reach a level of social maturity that will be respected in the community as well as in the business world.
- To assist graduates in securing meaningful and satisfying entry-level employment through career and job placement services.

Professional Memberships*

American Academy of Professional Coders
American Association for Paralegal Educators
American Health Information Management Association
American Medical Association
American Medical Technologists
American Society for Training and Development
Associated Industries of Kentucky
Business Network International
Career College Association
Chamber of Commerce memberships in most communities in
which the College offers programs
Kentucky Association of Career Colleges and Schools
Kentucky Association of Student Financial Aid Administrators
Kentucky Library Association
Kentucky Paralegal Association
National Business Educational Association
National Center for Competency Testing
Society for Human Resource Management
*May not apply in all locations.

Statement of Policy

The College reserves the right to change any provision or requirement in this catalog at any time without prior notice.

Daymar College provides the opportunity for students to enroll in single courses, certificate programs, diploma programs, or programs of study leading to the associate bachelor degree in allied health, business, and technical fields. These courses and programs of study are taught by qualified faculty in an appropriate learning environment with adequate instructional resources. The acquisition of knowledge and skills by any student is contingent upon the student's desire and ability to learn and his/her application of appropriate study habits; therefore, the College does not warrant or represent that any student who completes any course or program of study will necessarily acquire any specific knowledge or skills.

The College reserves the right to require a student to withdraw from the College for just cause, which is defined as any action deemed detrimental to the College or another student. Just cause is determined by the President, Campus Director, Director of Education, and the Director of Admissions. Failure to read this catalog or other published and posted materials does not excuse the student from the requirements and regulations described therein.

Admission to, employment by, and promotion in Daymar College shall be on the basis of merit, and there shall be no discrimination on the basis of race, color, creed, age, sex, disability, religion, or national or ethnic origin. Daymar College provides equal opportunity to all persons.

Daymar College does not discriminate against qualified individuals with disabilities in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by applicable federal laws and regulations.

Quarter Credit Hour

A quarter credit hour is defined as a minimum of 10 classroom lecture periods of not less than 50 minutes each and which assumes outside reading and/or preparation; 20 laboratory clock hours where classroom theory is applied and explored, or manipulative skills are enhanced; 30 hours of external discipline-related work experience with indirect instructor supervision or employer assessment; or an appropriate combination of all three.

Physical Facilities and Equipment

Daymar College - Albany is located at 107 East Water Street, Albany, Kentucky. The administrative offices are representative of today's modern business operations. The school provides modern, well-lighted lecture rooms, computer labs, and a student lounge. The College's computer labs are equipped with computer hardware and software necessary for "hands on" instruction.

Daymar College - Bellevue is located at 119 Fairfield Avenue, Bellevue, Kentucky. The administrative offices are representative of today's modern business operations. The school provides modern, well-lighted lecture rooms, computer labs, and a spacious student lounge. The College's computer labs are equipped with computer hardware and software necessary for "hands on" instruction.

Daymar College - Louisville South is located at 4112 Fern Valley Road in a modern, freestanding structure. The administrative offices are representative of today's modern business operations. The school provides academic classrooms, computer labs, a bookstore, and a student lounge. The College's computer labs are equipped with computer hardware and software necessary for "hands on" instruction. State-of-the-art equipment is provided for all Daymar College-Louisville students.

Daymar College - Louisville East is located at 3309 Collins Lane, Louisville, Kentucky, in a modern, free-standing building. The administrative offices are representative of today's modern business operations. The school provides academic classrooms, computer labs, a bookstore, and a student lounge. The College's computer labs are equipped with computer hardware and software necessary for "hands on" instruction. State-of-the-art equipment is provided for all Daymar College-Louisville students.

Daymar College - Owensboro is located at 3361 Buckland Square, Owensboro, Kentucky, in a modern, freestanding, one story structure. The administrative offices are representative of today's modern business operations. The school provides modern, well-lighted lecture rooms, computer labs, and a spacious student lounge. The College's computer labs are equipped with computer hardware and software necessary for "hands on" instruction.

Daymar College - Paducah is located at 509 South 30th Street, Paducah, Kentucky. The administrative offices are representative of today's modern business operations. The school provides modern, well-lighted lecture rooms, computer labs, and a student lounge. The College's computer labs are equipped with computer hardware and software necessary for "hands on" instruction.

Daymar College - Rockport is located at 319 South 5th Street, Suite 1, Rockport, Kentucky. The administrative offices are representative of today's modern business operations. The school provides modern, well-lighted lecture rooms, computer labs, and a student lounge. The College's computer labs are equipped with computer hardware and software necessary for "hands on" instruction.

Daymar College - Scottsville is located at 1138 Old Gallatin Road, Scottsville, Kentucky. The administrative offices are representative of today's modern business operations. The school provides modern, well-lighted lecture rooms, computer

labs, and a student lounge. The College's computer labs are equipped with computer hardware and software necessary for "hands on" instruction.

Admissions Requirements

Students applying for admission to Daymar College are required to have a high school diploma, to have satisfied graduation requirements through the General Education Development (GED) test, or sign an Attestation Form attesting completion of a high school or GED program. All Prospective students must take an assessment with the exception of those who are transfer students or have a composite score of 18 on the ACT or an 870 on the SAT. Admission to the Paralegal Studies Program at Daymar College - Owensboro, requires a score of 21 or higher on the Wonderlic Scholastic Level Exam, a score of 24 or higher on the ACT, or a score of 1110 or higher on the SAT. All other degree programs at all locations require a score of 10 or higher on the Wonderlic Scholastic Level Exam.

Before a student is accepted into the Medical Massage Therapy Program, a criminal background check must be received by the College. In the event the criminal background check contains any evidence that the student has been convicted of, entered a plea of no contest or guilty to, or received deferred adjudication for crimes or offenses involving any sexually related offense or crime, the student will not be admitted into the Medical Massage Therapy Program. If the student is denied admission to the Medical Massage Therapy Program, the student may appeal the denial according to the policy set forth in the College's catalog.

International students wishing to attend Daymar College should contact the Director of Admissions for admission procedures and application forms. These students must meet all the regulations governing regular admissions. In addition, they must:

- Submit a Test of English as a Foreign Language (TOEFL) with paper test scores showing a minimum score of 500, computer test scores showing a minimum score of 173, or internet test scores showing a minimum score of 61
- Submit a current immunization certificate from a licensed physician or other qualified medical authority as well as proof of freedom from tuberculosis
- Take an assessment, and
- Furnish a financial statement demonstrating the availability of adequate funds to continue their education.

International students who have attended colleges or universities within the U.S. must meet the requirements listed for transfer students. Part-time and transient international students must meet all requirements listed above, and pay tuition and buy any books for course work at the time of registration.

Admissions Appeal Policy

Applicants who are denied admission into a program may appeal the decision in writing to the Director of Education within 15 business days of the date the applicant received notice of the applicant's denial of admission. The decision of the appeal is made by the Director of Education. Applicants who are denied admission into a program by the Director of Education may appeal the decision in writing to the Campus Director within 15 business days of the date the applicant received notice of the applicant's denial of admission from the Director of Education. The decision of the Campus Director is final.

Assessment Policy

Every applicant may take the 12-minute Wonderlic Scholastic Level Exam (SLE) as it is an indicator of potential. The assessment, which is not a "pass or fail" assessment, is required for students planning to receive a diploma, associate or bachelor degree. Students who have taken the ACT and have a composite score of 18 or higher or have transfer credits in

English and Mathematics are exempt from the Wonderlic SLE assessment. Some programs may have minimum Wonderlic SLE score requirements as a part of their approval from professional organizations; students will be informed of these requirements in the admissions process. Such score requirements are also stated in the admissions requirements. Students who score below 10 on the Wonderlic SLE assessment may be interviewed by the Campus Director, Director of Education, or their designee as another indicator of the student's potential. The exceptions are:

1. Students who score a composite of 18 or higher on the ACT, or have transfer credits in Mathematics and English from an accredited institution do not need to take the Wonderlic SLE assessment.
2. Non-degree seeking students are not required to take the Wonderlic SLE assessment.

Equal Opportunity and Compliance with the Americans with Disabilities Act

Daymar College does not discriminate on the basis of race, creed, color, sex, age, disability, national or ethnic origin, or religion as to the admission or other treatment of its students, prospective students, associates, or prospective associates.

Daymar College complies fully with the Americans with Disabilities Act of 1990. Qualified students, applicants, and employees with disabilities are provided reasonable accommodations including a ramp for easy access to the building and rest rooms are designed to accommodate wheel chairs.

Federal and State Financial Aid Programs

Financial aid programs are available at Daymar College to provide assistance to qualifying students for their educational expenses. Grants, loans, and part-time employment are available in a variety of combinations to meet the difference between the amount students and their families can reasonably

be expected to provide and the cost of attending Daymar College. Assistance in applying for these programs is provided through the Financial Services Office.

Federal Pell Grant

The Federal Pell Grant is available to students who demonstrate appropriate financial need. The amount of this award is determined by the student's eligibility, enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance.

Federal Academic Competitiveness Grant (ACG)

ACG is available to students who demonstrate appropriate financial need who are enrolled in a degree program and completed a rigorous secondary school program of study. This eligibility is determined in part by completing a FAFSA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Each year the College is allocated supplemental grant money to assist students who demonstrate appropriate financial need. FSEOG is awarded to those students with the lowest expected family contribution who also receive Pell Grants. Students must have unmet need in order to receive the FSEOG award.

Federal Family Education Subsidized Stafford Loan Program (FFELP)

A FFELP Subsidized Stafford Loan is a fixed low-interest loan. A borrower must be enrolled at least a half-time basis and must be working toward a certificate, diploma or degree program. Financial need is required and the interest is paid by the federal government for the length of time the student remains at least half-time plus a six month grace period. Regulations and interest rates are subject to change. The FSO assists students in completing the required paperwork for these loans.

Federal Family Education Unsubsidized Stafford Loan Program (FFELP)

A student, who does not qualify in whole or in part for a FFELP Subsidized Stafford Loan, may borrow a Federal FFELP Unsubsidized Stafford Loan. The terms of unsubsidized loans are the same as the terms for subsidized loans except the government does not pay interest on the unsubsidized FFELP Loan. All of the interest that accrues on this loan during the period of enrollment, during the grace period, and during periods of repayment and authorized deferment must be repaid. Regulations and interest rates are subject to change. The FSO assists students in completing the required paperwork for these loans.

Federal Family Education Parent Loan (PLUS)

The Federal PLUS Program allows parents of eligible dependent undergraduates to borrow money to help pay the cost of education of students. Parents may borrow an amount not to exceed the student's estimated cost of attendance minus any other financial aid the student has been or will be awarded during the period of enrollment. Federal PLUS loans may be used in conjunction with other loan programs. Eligibility is not based on financial need. Federal PLUS loans have a fixed interest rate. Repayment of principal and interest begins no later than sixty days after the loan is fully disbursed.

Kentucky Educational Excellence Scholarship (KEES)

Kentucky high school students who try to get the most from high school by studying diligently and making good grades (C+ and above) can earn scholarships for college through the KEES program. Students earn KEES base awards for a high school GPA of 2.5 or higher and can earn bonus awards for composite scores of 15 or higher on the ACT. Base awards range from \$125 to \$500, and bonus awards for \$36 to \$500. Students should contact their high school counselors for additional information.

College Access Program Grant (CAP)

The CAP Grant is available for students in a degree program who are residents of Kentucky and are enrolled at least half time. The Kentucky Higher Education Assistance Authority determines this award on the basis of the FAFSA, which can be obtained from the College FSO. The CAP Grant does not have to be repaid.

Institutional Loan Program

An institutional loan from the College is available for students based on financial need not to exceed a student's estimated cost of attendance minus any other financial aid the student has been or will be awarded during the period of enrollment. The amount of the loan varies according to the individual financial needs of students receiving assistance. Payments begin on the fifteenth of the month after the funds are advanced. This is an interest bearing loan. No interest will accrue while attending the College and making satisfactory payments. Interest will accrue once the student is not current with loan payment, graduates or withdraws. Contact the FSO for an application and current interest rate information.

Private or Alternative Loans

Some lenders provide student loan resources outside of the Federal loan programs. Rules and eligibility vary so contact the FSO for additional details.

Veterans Benefits (VA)

The courses offered at the College are approved for the enrollment of veterans. Eligibility of each student and program of study is determined by the VA. Application forms are available in the College's Financial Services Office. Veterans who qualify for educational benefits should contact the College for an appointment for counseling and processing well in advance of the desired date of entry.

New Beginnings Program

As encouragement from the College for students who have withdrawn from the College to re-enroll, to attend classes, and to complete a program, as well as to remove a financial impediment to re-enrolling in a program, the College agrees to forego collection efforts on, to set aside, and to forgive the outstanding balance remaining on a student account as a result of a prior enrollment at the College, provided the student successfully completes their current program. Successful completion of a program means that the student has complied with all of the College's policies relating to their current enrollment and has met all requirements to be awarded the academic credential for their current program.

In the event the student stops attending classes or otherwise fails to successfully complete their current program, any indebtedness remaining outstanding as a result of their earlier enrollment at the College shall NOT be set aside and forgiven and the College will not forego, but will initiate, collection efforts on any indebtedness.

The specific criteria are:

- The student must complete a Student Petition for Re-entry Form explaining why the student withdrew from their career goal and what has changed to allow them to successfully complete their career goal now.
- The student must meet all re-entry requirements of the College as determined by the Director of Admissions, Director of Education, Accounts Receivable and the Director of Financial Services.
- The student must have previously withdrawn from the College with an outstanding balance.
- The student's participation must be approved by the Campus Director.
- The student must be enrolled in any approved program.
- The student may use this program only one time.
- The student must voluntarily complete an Allocation of Title IV Credit Balance Form and select Option 1.

Federal Work-Study Program (FWS)

Students who need employment to help pay for educational costs may be eligible for employment by organizations under the federally supported FWS Program. In order to qualify, students must demonstrate financial need. The Federal Government provides a portion of the students' earnings, and the employer contributes the balance.

State Vocational Rehabilitation Services (VOC REHAB)

Students who have a physical or mental disability which is a handicap to employment may be eligible for sponsored training services through their state government agency. Students should consult the local office of the Bureau of Vocational Rehabilitation.

Imagine America High School Scholarship Program

The Imagine America High School Scholarship Program, administered by the Career Training Foundation, offers every high school in the United States the opportunity to nominate one or more of its graduating seniors with a 2.5 GPA, for a \$1,000 scholarship to attend the College. Scholarship nominees are identified by the high school administrators, and the school will decide which nominees will be awarded the scholarship. Students should contact their high school guidance counselors. Eligible students apply online at www.imagine-america.org.

Imagine America LDRSHIP Award Scholarship Program

The LDRSHIP Award offers up to \$5,000 in cash grants to active duty, reservists, honorably discharged, or retired U.S. military veteran attending an Imagine America participating or CCA member institution, currently enrolled in his/her course of study with a graduation date after December 31, with a 3.5 or higher cumulative GPA and a 95% or higher attendance record. Eligible students apply online at www.imagineamerica.org.

Imagine America Military Award Scholarship Program

The Imagine America Military Award Scholarship Program, administered by the Career Training Foundation, offers active duty, reservist, honorably discharged or retired U.S. military personnel from any branch of the United States military for a \$1,000 scholarship to attend the College. Eligible students apply online at www.imagine-america.org.

Imagine America Promise Scholarship Program

The Imagine America Promise Scholarship Program builds upon the Foundation's award-winning Imagine America Scholarship Program, for which career colleges provide the funding for scholarships. The Imagine America Promise Scholarship provides \$500 and \$1,000 cash grants toward the student's schooling. Prospective recipients must have been an Imagine American High School Scholarship recipient and be nominated by a participating college. Other criteria include a 3.5 cumulative GPA or higher, a 95% or higher attendance record, and a written recommendation from a faculty/administration representative of his/her career college.

Imagine America Online Scholarship Award Program

Eligible students apply online at www.imagine-america.org and must complete the Imagine America Online Student Assessment with a satisfactory outcome. The online student assessment generates a score by determining the student's ability to compete coursework online. Once the application and assessment are submitted, the College receives a notice and makes a final decision on the acceptance of the application.

Institutional Grant-In-Aid Program (GIA)

The Institutional Grant-In-Aid Program is designed to assist students who wish to attend the College, meet our admissions criteria, yet do not qualify for other forms of grant assistance. These students typically are independent and have been in the work force for a year or more and now wish to pursue an education to enhance their career opportunities, or are dependent on parents with a higher than average income and

who are not prepared or willing to borrow under the Federal PLUS program. They are willing to invest in their future through borrowing, but find themselves still short of the total direct costs and are considering giving up their hope of a college education.

This grant-in-aid program is designed to fill that need and help ensure these students a chance to acquire the education they need.

The specific criteria are:

- Enrolled on a full-time basis at Daymar College in any approved program.
- Be ineligible to receive any grant funds under either the Federal Pell Grant or Kentucky Student Assistance College Access Program (CAP) Grant Program.
- Complete the application process for Title IV assistance. A student will not be required to borrow a full Unsubsidized Stafford Loan if they are willing to make up that amount with personal funds.
- Complete the Grant In Aid Program Application by calendar day 30 of 1st term.
- Must maintain Satisfactory Academic Progress as stated for Title IV eligibility and as defined by Daymar College.
- Tuition, fees, and refund policies as described in the catalog apply to the Grant-In-Aid Program.

The total grant-in-aid is a minimum of \$200 and a maximum of \$4,000. The formula to determine the amount is as follows:

Total of applicable budget minus subsidized loans. The remainder would be the unmet need and grant-in-aid would be awarded not to exceed \$500.00 per quarter. Exact award amounts are determined by an independent review panel which may consist of the Campus Director, the Director of Education, and the Director of Financial Services.

The Institutional Grant-In-Aid Program has an annual funding base of \$40,000.00 and is funded separate and apart from the operating budget for the College.

American Pride Grant-In-Aid Program

The American Pride Grant-In-Aid Program is designed to assist students who wish to attend the College, meet our admissions criteria, and are on active military duty or are the spouse of a servicemember who is on active duty. These students typically are dedicated to serving their country, living away from traditional family support, are servicemembers or are dependent on servicemembers whose income alone is not sufficient to meet the cost of education and wish to pursue an education to enhance their career opportunities. They are willing to invest in their future by their dedication, persistence and desire to change their lives for the better, but find themselves still short of the total direct costs of education and may be considering giving up their hope of a college education. The American Pride Grant-In-Aid Program is designed to provide these students a chance to acquire the education they need at the same cost as other Daymar College students.

The specific criteria are:

- Be enrolled on a full-time basis at Daymar College in any approved program.
- Be on active military duty or be the spouse of servicemember on active military duty and provide proof thereof.
- Complete the application for the American Pride Grant-In-Aid Program at the time of initial enrollment.
- Must be maintaining Satisfactory Academic Progress as stated for Title IV eligibility and as defined by Daymar College.

Tuition, fees, and refund policies as described in the catalog apply to the American Pride Grant-In-Aid Program.

The total American Pride Grant-In-Aid would be a minimum of \$500.00 per quarter up to a maximum of \$4,000.

Exact award amounts are determined by an independent review panel which may consist of the Campus Director, Director of Education and the Director of Financial Services.

The American Pride Grant-In-Aid Program has a total annual funding base of \$50,000.00 and is funded separate and apart from the operating budget for the College.

American Working Spirit Grant-In-Aid Program

The American Working Spirit Grant-In-Aid Program is designed to assist students who wish to attend the College, meet our admissions criteria, and are unemployed due to no negative actions on their part. These students typically are dedicated to an American hard working ethic but for a number of reasons the company they were working for decided to relocate its operation or totally close its operation. This action left these individuals with no job, and many times, limited skills that are related only to that former job or company. This action also leaves them with no income or limited resources sufficient to meet the cost of education and attain their wish to pursue an education to enhance their career and employment opportunities. They are willing to invest in their future by their dedication, persistence and desire to change their lives for the better, but find themselves still short of the total direct costs of education and may be considering giving up their hope of a college education. The American Working Spirit Grant-In-Aid Program is designed to provide these students a chance to acquire the education they need at the same tuition cost as other Daymar College students.

The specific criteria are:

- Be enrolled on a full-time basis at Daymar College in any approved program.

- Must be an agency approved dislocated worker due to no negative actions on your part with the ability to proof thereof.
- Complete the application for the American Working Spirit Grant-In-Aid Program at the time of initial enrollment.
- Must be maintaining Satisfactory Academic Progress as stated for Title IV eligibility and as defined by Daymar College.

Tuition, fees, and refund policies as described in the catalog apply to the American Working Spirit Grant-In-Aid Program.

The total American Working Spirit Grant-In-Aid would be a minimum of \$500.00 per quarter up to a maximum of \$4,000.

Exact award amounts are determined by an independent review panel which may consist of the Campus Director, Director of Education and the Director of Financial Services.

The American Working Spirit Grant-In-Aid has a total annual funding base of \$70,000 and is funded separate and apart from the operating budget for the College.

Employee Grant-In-Aid

The College offers tuition Grant-In-Aid to employees and children of employees. The Grant-In-Aid must be approved by the Director of Education.

Total for Employee Grant-In-Aid is a minimum of \$1,080 per quarter up to a maximum of \$3,240.

The Employee Grant-In-Aid has a total annual funding base of \$70,000 and is funded separate and apart from the operating budget for the College.

Senior Citizen Grant-In-Aid

Any person who meets all requirements for admission to the College and who is at least sixty-two years of age or older on or before the day the quarter begins is granted a Senior Citizen

Grant-In-Aid and may attend classes with no tuition charge on a space available basis.

Total for Senior Citizen Grant-In-Aid is a minimum of \$1,080 per quarter up to a maximum of \$3,240.

The Senior Citizen Grant-In-Aid has a total annual funding base of \$200,000 and is funded separate and apart from the operating budget for the College.

Daymar College Scholarships

Academic Scholarships

All academic scholarships, except the alumni scholarships, are for first-time, full-time students enrolled in degree programs. The scholarships are awarded quarterly, and the student must maintain a grade point average of at least 3.0 each quarter in order to continue to receive the scholarship the following quarter. If a student falls below a 3.0 grade point average for a given term their scholarship will be suspended until a cumulative grade point average of 3.0 is attained. Scholarships will not be awarded past the "Maximum Time Requirements" for satisfactory academic progress beginning from the initial term the scholarship was awarded. For extenuating circumstances, exceptions to requirements may be made with approval of the Director of Education.

Application for scholarships must be made through the Daymar College Admissions Office. The applicant must meet all other admissions requirements for attending Daymar College in addition to the specific scholarship requirements. Scholarships will be awarded to the first applicants each quarter who meet all eligibility requirements. All scholarships must be approved by the College Scholarship Selection Committee. No more than one scholarship per quarter will be awarded to any applicant.

Commonwealth Scholarship

The recipient must:

- Be a high school student entering Daymar College in the summer, fall, or winter quarter following high school graduation, and
- Have a minimum high school grade point average of 3.75, or have an ACT score of 27 or higher, or
- Be in the top five percent of the high school graduating class, and
- Receive a written recommendation from the high school principal or guidance counselor and at least one instructor.

Award: \$2,500 maximum; \$312.50 per quarter for up to eight quarters.

Presidential Scholarship

The recipient must:

- Be a high school senior entering Daymar College in the summer, fall, or winter quarter following high school graduation, and
- Have a minimum high school grade point average of 3.50, or
- Have an ACT score of 23 or higher, or
- Be in the top ten percent of the high school graduating class, and
- Receive a written recommendation from the high school principal or guidance counselor and at least one instructor.

Award: \$2,000 maximum; \$250 per quarter for up to eight quarters.

Director's Scholarship

The recipient must:

- Be a high school senior entering Daymar College in the summer, fall, or winter quarter following high school graduation, and
- Have a minimum high school grade point average of 3.25, or
- Have an ACT score of 20 or higher, and
- Receive a written recommendation from the high school principal or guidance counselor and at least one instructor.

Award: \$1,000 maximum; \$125 per quarter for up to eight quarters.

Advantage Scholarship

The recipient must file for this scholarship prior to the first day of class and:

- Be an adult student (at least eighteen years old), and
- Have a score of 25 or higher on the Wonderlic Scholastic Level Exam, or
- Have an ACT score of 23 or higher, or
- Have a minimum high school grade point average of 3.25.

Award: \$1,000 maximum; \$125 per quarter for up to eight quarters.

GED Achievement Scholarship

The recipient must:

- Be an adult student (at least eighteen years old), and
- Have a score of 25 or higher on the Wonderlic Scholastic Level Exam, or
- Have a passing score of 500 or higher on the GED Exam.

Award: \$1,000 maximum; \$125 per quarter for up to eight quarters.

Alumni Scholarship

The recipient must:

- Be an Associate of Science Degree graduate of Daymar College with a grade point average of 3.0 or higher, and
- Be enrolled in an Associate Degree Program that is in addition to the previous Associate Degree.

Award: \$500 maximum; \$125 per quarter for up to four quarters.

Application Filing Dates

Application and supporting documentation for the Commonwealth Scholarship, Presidential Scholarship, and

Director's Scholarship must be filed with the Director of Admissions no later than January 15 for the Winter Quarter, April 15 for the Spring Quarter, June 30 for the Summer Quarter, and September 30 for the Fall Quarter.

Community Event Scholarship

The recipient must:

- Be eligible for admission to the College,
- Be an adult (at least eighteen years old), and
- Attend the community event to register

Award: \$1,000 maximum; \$125 per quarter for up to eight quarters.

The Community Event Scholarship has an annual funding base of \$11,000.00 and is funded separate and apart from the operating budget for the College.

Private Scholarships

Many foundations, corporations, churches, and service organizations provide funds for student financial aid. Students generally apply directly to the potential donor.

Alumni Learning Opportunity

Graduates may return to the College at any time to review or audit, on a space available basis, any course previously taken without additional tuition cost. Graduates will need only to pay for applicable books and fees. For those graduates who left the job market for any reason and wish to review a previous successfully completed class or refresh their knowledge, this review privilege is a helpful way of revitalizing or enhancing their careers. Approval must be given by the Director of Education.

Tuition and Tuition Refund Policies

Registration Fee

To apply for admission to Daymar College, students work with an Admissions Representative to complete the necessary forms.

A \$150.00 registration fee is required for admission for students enrolling in a program. The registration fee is refundable should the applicant choose to cancel his/her initial enrollment. The registration fee is not applied to tuition. Students enrolling for specific courses, but not enrolling in a program, will be charged a prorated registration fee.

Administrative Fees

Registration Fee (initial quarter)	150.00
Registration Fee - part-time, not in a program (per quarter).....	40.00
Technology Fee (per class)	80.00
Distance Education Fee (per credit hour).....	40.00
DiSC Assessment Fee	80.00
Criminal Background Check Fee (first quarter) (Medical Massage Therapy Program only).....	30.00
Sanitation Fee (per Medical Massage Therapy course)	45.00
Internship Fee or Clinic Fee	100.00
Boot Camp Fee.....	450.00
Graduation Fee (final quarter).....	85.00
State Licensure Fee	125.00
NCBTMB Exam Fee.....	225.00
Proficiency Exam Fee	150.00
Transcript Fee	5.00
Returned Check Fee	25.00
Copy and local fax Fee (per page)	0.10

No refund is given upon withdrawal from individual courses. All refunds must be made within 30 days from the time the College determines the student has withdrawn. Refunds are calculated based on the official withdrawal, the date the student notifies the school of his or her withdrawal or unofficial withdrawal. Students are expected to pay for tuition, books and fee charges in full before commencement of classes after financial aid awards are applied. The tuition rate per quarter credit hour for most courses at the College is \$270.00. The tuition rate per quarter credit hour for LAW specific courses is \$300.00. The tuition rate per quarter credit hour for Information Technology specific courses is \$340.00. Books and supplies

will be charged at specific prices based on the cost of the book, shipping, and other factors. Before a student is accepted into the Medical Massage Therapy Program, a criminal background check must be received by the College. In the event the criminal background check contains any evidence that the student has been convicted of, entered a plea of no contest or guilty to, or received deferred adjudication for crimes or offenses involving any sexually related offense or crime, the student will not be admitted into the Medical Massage Therapy Program. If the student is denied admission to the Medical Massage Therapy Program, the student may appeal the denial according to the policy set forth in the College's catalog. A Technology Fee of \$80.00 is charged for each course. A Distance Education Fee of \$40.00 per quarter credit hour is charged for all Distance Education or Online courses. A DiSC Assessment fee of \$80.00 will be charged in the first quarter. A fee of \$30.00 will be charged for the criminal background check when a student begins classes. A Sanitation Fee of \$45.00 will be charged for Medical Massage Therapy specific courses. An Internship Fee of \$100.00 will be charged in the quarter internship is performed. A Clinic Fee of \$100.00 is charged in the quarter the student participates in the Massage Therapy Clinic. A Boot Camp Fee of \$450.00 will be charged in the final term for all students enrolled in the Personal Fitness Training Program. A graduation fee of \$85.00 will be charged in the last quarter. A State Licensure Fee of \$125.00 and a National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) National Certification Application Fee of \$225.00 will be charged in the last quarter for all students enrolled in the Medical Massage Therapy Program. The College reserves the right to change tuition, book, and fee charges.

If the student withdraws from class, it is understood that all balances owed to the College are immediately due and payable including any financial aid funds that have not been received by the College. Any balances not paid on time are subject to late charges, litigation fees, and collection costs.

Payment Policy

All students are expected to pay their tuition, book and fee charges in full prior to beginning courses or to have made arrangements for financial aid awards to cover those charges in full.

Textbooks and Workbooks

For their convenience, students may purchase books from the College bookstore. For current prices, please see Financial Services or Bookstore personnel.

Bookstore Return Policy

To ensure accurate refunds, receipts should accompany all returns and exchanges.

All refunds are issued as a credit to your student account.

Textbooks, Equipment and Required Program Apparel

A refund may be issued for textbooks, equipment and required program apparel, if the items are in new resalable condition and returned within 20 calendar days from the date of the term start.

Computer Software

A refund may be issued for unopened computer software, which has been sold separately, if returned within 20 calendar days from the date of the term start.

Miscellaneous Items

A refund may be issued for miscellaneous items or items may be exchanged, if the items are returned in new resalable condition and returned within 20 calendar days from the date of purchase.

Tuition Refund Policy**Application Cancellation**

The prospective student may cancel the enrollment agreement within 72 hours (until midnight of the third day excluding Saturday, Sunday, and legal holidays) after the agreement is

signed. Notice of cancellation must be in writing and received or postmarked before the end of the 72 hour period. Any advanced tuition will be refunded.

Application Not Accepted

If the student is not accepted, all advanced tuition and the application fee shall be refunded.

Cancellation Prior to Registration

If the student is accepted, but cancels before registration, all advanced tuition shall be refunded.

Cancellation Prior to Commencement of Classes

If the student is accepted and registers for classes but fails to attend class, all advanced tuition shall be refunded. However, the application fee shall not be refunded.

Drop/Add Period

The Drop/Add Period for Start I of a term begins the first day of the term and ends after seven calendar days. The Drop/Add Period for Start II of a term begins the first day of the term and ends after three calendar days. Continuing students not attending classes during the Drop/Add Period risk being withdrawn from the College after the Drop/Add Period. In the event the student fails to attend the first two scheduled class meetings, the student may be administratively unregistered from the class(es) unless an exception is granted by the College. Please refer to the Academic Calendar for Drop/Add deadlines.

Institutional Refund Policy

Refunds will be determined by the schedules below. No refund will be given upon withdrawal from individual courses after the drop/add period.

Percentage of tuition owed by the Start I withdrawing student*

First Week	10%
Second Week	50%
Third Week	50%
Fourth Week	75%
Fifth Week	75%
Sixth Week	75%
Seventh Week	100%

Percentage of tuition owed by the Start II withdrawing student*

First Week	50%
Second Week	75%
Third Week	75%
Fourth Week	100%

Daymar College is required to calculate refunds for Indiana residents using the Indiana Commission on Proprietary Education's Uniform Refund Policy. See the Campus Director for a copy of this Refund Policy.

All institutions participating in the U.S. Department of Education Student Financial Aid Programs (SFA) are required to use a statutory schedule to determine the amount of SFA Program funds a student has earned when he or she ceases attendance based on the period the student was in attendance. The Higher Education Act of 1998, as amended, in general, requires that if a recipient of SFA Program assistance withdraws from the College during a payment period or a period of enrollment in which the recipient began attendance, the College must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal from the College. After the 60% point in the payment period or period of enrollment, a student has earned

100% of the SFA Program funds. The percentage of the payment period or period of enrollment completed is determined by the total number of calendar days in the payment period or period of enrollment (denominator) for which the assistance is awarded, divided into the number of calendar days completed in that period as of the day the student withdrew (numerator). Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period. The College must return the lesser of the amount of SFA Program funds that the student does not earn, or the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned. The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, any SFA loan funds in accordance with the terms of the loan as well as the remaining unearned SFA Program grant (not to exceed 50% of the grant) as an overpayment of the grant.

Bookstore Return Policy

To ensure accurate refunds, receipts should accompany all returns and exchanges.

All refunds are issued as a credit to your student account.

Textbooks, Equipment and Required Program Apparel

A refund may be issued for textbooks, equipment and required program apparel, if the items are in new resalable condition and returned within 20 calendar days from the date of the term start.

Computer Software

A refund may be issued for unopened computer software, which has been sold separately, if returned within 20 calendar days from the date of the term start.

Miscellaneous Items

A refund may be issued for miscellaneous items or items may be exchanged, if the items are returned in new resalable condition and returned within 20 calendar days from the date of purchase.

Academic Information

Transfer Credits - Regular Students

Daymar College will evaluate all previous education, training and experience and award appropriate credit toward a student's educational objective, and will notify the student. The College will consider credits from any accredited two or four year institution as long as: (1) the course is equivalent in content to a course offered by the College; (2) the number of credit hours awarded meets or exceeds the number awarded for the equivalent course; (3) the student earned a grade of "C" or better; and (4) the student earned the credits prior to enrolling at the College.

Generally, Daymar College does not accept transfer credits from an unaccredited postsecondary institution. Non-degree seeking students, however, may be allowed to transfer credits from an unaccredited institution on a case-by-case basis under circumstances wherein the Director of Education has evaluated the individual courses to determine that they have sufficient length and content to qualify as college level work, and under circumstances wherein the student can document his or her competence by passage of an appropriate examination selected by the Director of Education. Non-degree seeking students who seek to transfer work earned at an unaccredited institution will be treated the same as regular students who earn credit by examination except that the maximum of 12 quarter credit hours which can be earned by examination by a regular student will not apply for a non-regular student. Credits so transferred will be entered on the student's academic transcript as elective credits and cannot be applied toward those required for associate or bachelor degree programs should the student at a

later date elect to change his or her status to that of a regular student.

Transfer of credit from CLEP, DANTES, and/or military training and experience may be applied toward programs at the College.

Daymar College neither discriminates nor evaluates transfer credits based on the accreditation of the transferring institution.

Matriculated Students

Should a non-degree seeking student elect to change his or her status to that of a matriculated student, any credits transferred to Daymar College will be subject to the same conditions and requirements applicable to regular students.

Course Substitutions

The College may, on a rare occasion, allow a student to substitute a course in his/her particular curriculum for another course of a common nature. The student must request this in writing, and the Campus Director and Director of Education must approve this substitution.

CLEP & DANTES (DSSTS) Credit

Transfer of credit from CLEP and/or DANTES may be accepted for CLEP and DANTES subject examinations provided that the examination scores must be at the 50th percentile level or better. Official documentation must be submitted directly to the Director of Education or Registrar.

Military Training & Military Experience Credit

Transfer of credit from military training, military experience, and/or military educational courses may be awarded for military educational courses and experiences based on the recommendations of the American Council on Education (ACE) Guide. The academic staff of the College will determine comparability of courses and appropriateness and applicability of the credit to the student's program by reviewing the full

description of the service school or Military Occupational Specialty (MOS) as found in the appropriate volume of the ACE Guide. Official Documentation of military educational experiences, such as the DD Form 295, DD Form 214, AARTS, transcripts, etc., must be submitted directly to the Director of Admissions.

College Academic Sessions & Class Schedules

The instructional programs at the College are based on year-round attendance. Classes are in session year-round, with the exception of legal holidays, and breaks between terms.

Daymar College classes may be scheduled from 8:00 a.m. to 4:10 p.m., Monday through Saturday. Evening classes may be scheduled Monday through Friday from 5:30 p.m. to 9:40 p.m. Some classes may require additional lab attendance. The number of class hours each day may vary because of class scheduling. Students meet a definite, predetermined, schedule each class day. The minimum full-time requirement is twelve credit hours. Courses may not be offered if fewer than ten students are assigned to the course.

Schedule Changes

Any changes in course schedules must be made during the first week of the quarter which is the drop/add period. These changes need to be made with the Registrar.

Attendance

Students are expected to attend all scheduled courses in order to achieve the learning goals of their program. Prospective employers are often as concerned with applicants' school attendance records as with their academic records. Attendance has a direct bearing on the students' final grade in each course.

Attendance - Online

Students attending courses online are expected to log-in to their course(s) each week that school is in session, no later than 11:59 p.m. on Sunday night .

Auditing of Courses

A student (non-graduate) who audits a course pays the same tuition and fees as one who takes a course for credit; however, the auditing student is not required to fulfill any class assignments or to take any quizzes or examinations. The auditing student receives no college credit for such courses and receives no grade. Therefore, the auditing of courses does not apply toward the fulfillment of degree requirements. The student's intention to audit a class must be made clear by the student at the time of enrolling. No change from audit to credit status or from credit to audit status may be made after the beginning of the class.

Single Subject Requirements

Tuition rates for single subjects are based on the quarter credit hours for each subject times the current tuition rate per quarter credit hour for that particular class. Students enrolling in a single subject will pay an application fee as well as all other fees for that particular class, the same as students enrolling in a program of study.

Single subject students will be classified as "Non-degree Seeking Student". This will include any student not working toward a certificate, diploma, or degree.

Minimum Full-Time Requirements

For students to be classified as full-time students, it is necessary that they carry a minimum of 12 quarter credit hours. It is recommended that all students carry 12 quarter credit hours. While on probation the maximum load may not exceed 12 quarter hours.

Grading System

Upon the completion of each term, students are given a letter grade in each course based upon examinations, oral reports, readings, research topics, attendance, or other exercises required by the instructor. A grade report showing the final

grade in each course, the term grade point average and cumulative grade point average is provided to students at the end of each term. All courses attempted, excluding courses dropped during the first week of the term and course cancellations prior to commencement, appear on students' official transcripts. Each course entered on students' transcripts is assigned a letter grade evaluation.

Letter Grade	Definition	Numeric Grade	Quality Points
A	Superior	90-100	4
B	Above Average	80-89	3
C	Average	70-79	2
D	Below Average	65-69	1
F	Failing	Below 65	0
XA	Credit for Exam		4
XB	Credit for Exam		3
A*	Transfer Grade		**Not Computed
B*	Transfer Grade		**Not Computed
C*	Transfer Grade		**Not Computed
AP	Advanced Placement		*Not Computed
I	Incomplete		*Not Computed
W	Withdrawal		*Not Computed
Pass	Pass		*Not Computed
Fail	Fail		*Not Computed
LOA	Leave of Absence		*Not Computed

*Although not computed in determining grade point average, these courses are computed in determining hours toward completion.

**Not computed in determining grade point average, these are transferred credit grades.

Pass/Fail credits count as credits attempted but do not count as CGPA when determining Satisfactory Academic Progress.

Grade Point Average

Grade points earned for one subject taken are the product of the quarter credit hours for that subject times the figure in the

grading scale as shown previously; for example, a four credit hour subject with a grade of “B” earns $4 \times 3 = 12$ grade points.

Grade points earned in one term are the sum of the grade points earned in all the individual subjects taken in that term. The GPA for each term is computed by dividing the total grade points earned in that term by the total quarter hours attempted in that term.

The cumulative GPA is the average for all subjects attempted in all terms in which the student has registered in the College. This cumulative average is computed by dividing the total of earned grade points by the total quarter credit hours earned. In the case of a student repeating a course, only the grade and quarter hours earned in the last attempt are counted toward the cumulative GPA.

Satisfactory Academic Progress Policy

All Daymar College students must maintain satisfactory academic progress toward completion of their chosen program. In order to maintain satisfactory academic progress, students must complete their program within the maximum time frame as stated in “Maximum Time Requirements,” must have a minimum grade point average, and have completed the percentage of their program as specified in the chart in “Periods Used For Determination Of Grade Point Average And Completion Rate.” Grade point averages and completion rates are checked at the point on the Satisfactory Academic Progress Table that is nearest to the attempted hours. In no case can a student exceed the maximum time frame as a regular student, or in extended enrollment status, and receive the original academic credential for which the student is enrolled. In addition to all other criteria, students must have a minimum grade point average of 2.0 in their program in order to graduate.

It is the policy of the College to evaluate all student records for grade point average and successful course completion at the end of each quarter as grades are recorded on transcripts.

Moreover, formal evaluations are conducted when the student reaches the 25% and 50% points of the maximum time frame for course completion. Students who fail to meet the minimum academic achievement and successful course completion standards at the 25% point will be placed on probation. Students who fail to meet the minimum academic achievement and successful course completion standards at the 50% point are not eligible for federal or state financial aid.

Maximum Time Requirements

Full-time students or students enrolled in a program must progress at least at the rate listed on “Maximum Time Requirements” below for satisfactory academic progress to remain eligible to continue enrollment. The maximum time frame is a period equal to 1.5 times the number of hours required by the students’ programs. Students who exhibit patterns of course withdrawals, course failures, course incompletions, and course repetitions will be unable to complete their objectives within the maximum period allowed. When the maximum time requirement has been exceeded, eligibility for financial aid and continued enrollment will be terminated.

Program	Attempted Hours	
	Standard	Maximum
Bachelor Degree	180 Credit Hours	270 Credit Hours
Associate Degree*	96 Credit Hours	144 Credit Hours
Diploma	72 Credit Hours	108 Credit Hours
Certificate	44 Credit Hours	66 Credit Hours

* For example, an Associate Degree Program has a normal program length of 96 credit hours, therefore the maximum is 144 credit hours attempted (96 credit hours x 1.5 = 144 credit hours).

Periods Used For Determination Of Grade Point Average And Completion Rate

Completion rates and grade point averages are calculated on an individual program basis; that is, only the hours attempted and the grades obtained during the specific program for which students are enrolled are included in the computation of completion rates or grade point averages. The only courses from previous programs that are included in determining completion rates and grade point averages are those courses that transfer from the previous program into the current program. All attempts at those courses are included in determining completion rates. This policy does not in any way alter the provisions of the paragraphs on “Academic Withdrawal” and “Reinstatement After Academic Withdrawal.”

Satisfactory Academic Progress Tables

Associate Degree Programs					
Associate Degree		Probation		Dismissal	
End of Quarter	Attempted Hours	GPA less than	Completion Rate less than	GPA less than	Completion Rate less than
2	24	1.25	50%	1.00	33.33%
4	48	1.50	60%	1.00	50%
8	96	2.00	65%	1.75	60%
12	144	n/a	n/a	2.00	66.67%

Diploma Programs					
Diploma		Probation		Dismissal	
End of Quarter	Attempted Hours	GPA less than	Completion Rate less than	GPA less than	Completion Rate less than
2	18	1.25	55%	1.00	33.33%
3	36	1.50	60%	1.25	50%
6	72	2.00	70%	1.75	65%
9	108	n/a	n/a	2.00	66.67%

Certificate Programs					
Certificate		Probation		Dismissal	
End of Quarter	Attempted Hours	GPA less than	Completion Rate less than	GPA less than	Completion Rate less than
1	12	1.25	55%	n/a	n/a
2	24	1.75	65%	1.50	60%
4	48	2.00	70%	1.85	65%
6	66	2.00	70%	2.00	66.67%

Probation Status

Students who fall below the minimum grade point average or do not meet the required completion rate according to the Satisfactory Academic Progress Tables are placed on academic probation and remain on probation for up to two consecutive quarters. Students placed on probation are entitled to continue receiving financial aid. Students who do not meet these requirements will be academically withdrawn. An exception to this academic withdrawal may be made in the case of the student who does not fall below the minimum grade point average or completion rate for academic withdrawal and who has demonstrated substantial progress during the probation period. The final determination is made by the Director of Education.

Academic Withdrawal

Students who fall below the minimum grade point average or exceed the maximum completion rate according to the Satisfactory Academic Progress Tables are academically withdrawn. These students are ineligible to continue at Daymar College.

Reinstatement After Academic Withdrawal

Students who are academically withdrawn may not return to the College for the quarter immediately following their academic withdrawal. The final decision regarding a student's return to the College after academic withdrawal rests with the Director of Education. Students returning after academic withdrawal will be on academic probation for the first quarter in which they return. Students who are academically withdrawn can only reenter twice. In the event of a reinstatement after academic withdrawal, students must remain on academic probation and must agree to meet specific performance criteria in order to remain in school past the probationary quarter. The final decision on readmission is made by the Director of Education.

Appeals of Probation or Academic Withdrawal

Appeals of academic withdrawal may be made in cases of mitigating circumstances or undue hardship and should be made to the Director of Education by the first day of the quarter following the quarter for which the appeal was granted. The appeal is reviewed by an appeals committee consisting of one student, one faculty member, and one administrator. The decision of the appeals committee is final.

Course Withdrawals

Students who withdraw from a course during the drop/add period do so with no penalty, fee, or grade. A student is permitted to withdraw from a course with a grade of "W" through the midpoint of the term. After the midpoint of the term, any student withdrawing from a course will receive a grade of "F". Academic status and eligibility for student

financial aid may be affected if the student reduces their course load.

Student Leave of Absence Policy

Students may request a Student Leave of Absence for medical reasons, military duty, and jury duty for those who qualify. The Student Leave of Absence cannot exceed 90 calendar days. A Student Leave of Absence form and appropriate documentation must be completed. Contact the Director of Education for additional information.

Repeating

Students may repeat courses in order to improve their grades. Both grades will appear on the student's official transcript, and both attempts will be computed in determining the student's completion rate. The last grade in a repeated course is the grade used in the calculation of students' cumulative grade point averages. Tuition will be charged for the repeated course at the tuition rate in force at the beginning of any quarter. For students receiving Veterans Administration educational benefits, special rules govern the repetition of courses. Consult the VA Coordinator for specifics.

Grade Changes

Challenges of grades posted to students' transcripts must be made within the first week of the quarter immediately following the quarter for which the grades were received. After that time, no changes will be made in recorded grades. Students should consult the Director of Education concerning grade challenges.

Transcripts

A full and complete record of every course that students attend is maintained on a transcript form. The record of all credits attempted and earned is posted to this form concurrent with the issuance of quarterly grade reports to students. A signed, sealed, and dated copy of this form represents an official transcript. One official transcript is provided free of charge to

each graduate. Upon written request to the Registrar, additional transcripts will be furnished at a charge of \$5.00 each. Students who have not satisfied their financial obligations to the College are not eligible to receive an official transcript.

Transfer to Other Colleges

The American Council of Education, the Council on Post Secondary Accreditation, and the American Association of Collegiate Registrars and Admission Officers in their joint statement on the acceptance of transfer credit recommend that credits earned at all accredited institutions be evaluated for transfer purposes. Daymar College is accredited as a Junior College of Business by the Accrediting Council for Independent Colleges and Schools, 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, Phone: (202) 336-6780, Fax: (202) 842-2593. The Accrediting Council for Independent Colleges and Schools, like regional accrediting commissions, has been recognized by the United States Department of Education. No institution can guarantee acceptance of its credits by all other institutions. Acceptance of credit is determined by the receiving institution. Students who are planning to transfer credits should contact the receiving institution about its transfer credit policies.

Proficiency Exam

Daymar College recognizes college-level achievement in some courses with a proficiency program that grants college credit for that course or permits students to be exempt from that course and take an elective course in order to meet their required credits for graduation. Students who believe they have already mastered the material for a specific course may take an examination to determine whether they may receive credit in, or be exempt from, that course. The examinations are administered by the College at specific, pre-scheduled times prior to the start of a quarter. Our policy for the granting of credit by examination is:

- Any enrolled student in good standing may make an application to take an examination for credit.

- There is a fee of \$150.00 for each class payable at the time of examination. This is not refundable and is not dependent on the outcome of the examination. Students may choose to pay for the exam themselves or they may check with the Financial Services Office prior to registering for the examination to make arrangements for payment.
- Proficiency exams may not be taken by students for any course in which they had previously enrolled and had not withdrawn during the first week of the quarter.
- Proficiency exams are given in the following subjects: General English, General Math, Accounting I, Accounting II, and Microsoft Certification tests. Other subjects may be approved by the Director of Education. Timed writings for Keyboarding are available for practice prior to sitting for the examination, if desired. See the Registrar or the Director of Education to make arrangements to try a timed writing or take a proficiency exam.
- Students may take a proficiency exam only one time for each course.
- Upon receiving the equivalent of at least a “B,” students have the choice of either of the following:
 - Credit for the course for which the examination was taken with an “XA” or “XB” entered on the students’ transcripts indicating the grades received and full credit for the course. The cost to the student is \$150.00.
 - No credit for the course for which the examination was taken, but students are exempt from taking the course and the exemption is indicated by an “AP” entered on their transcripts. Students must take an elective to replace the exempt course.

Independent Study

Students desiring to undertake a course by independent study must obtain approval from the Director of Education and the instructor involved. The student must complete a request form with the Registrar. In addition, students must comply with the following requirements:

- Students may take a course by independent study only if the course is a requirement for that student's graduation and the Registrar indicates the course will not be offered before the student's anticipated graduation date or if the student can demonstrate unusual circumstances that are conducive to an independent study.
- Students must have indicated ability to do independent study.
- They must possess a GPA of 3.0 or better or obtain a waiver from the Director of Education.
- The course must be capable of being taught as an independent study course.
- Students are discouraged from taking more than eight credit hours in independent study and more than four credit hours in any one quarter.
- Students must consult with the instructor on a weekly basis at prearranged conference periods and may be required to attend additional lab sessions.
- Students must complete within the same time all oral reports, written assignments, reading assignments, research topics, and tests required of non-independent study students.
- If by mid-term, independent study students have not progressed at the same rate as other non-independent study students, the instructor may terminate the independent study course and assign the student a "W" grade. There is no appeal for this action.
- Independent study courses must be completed within the quarter. No provisions exist for incomplete work.

Prerequisite Requirements

Students must have a minimum grade of "C" in all prerequisite courses, or consent of the instructor, before they may advance to the subsequent course.

Exceptions and Changes

In the case of extenuating circumstances the administration of Daymar College reserves the right to make exceptions to

written policies. Daymar College further reserves the right to add or delete programs of study. The College further reserves the right to add or delete courses from published programs of study. Students already enrolled in published programs will be notified in advance of any changes in their programs and assistance will be given to help minimize undue hardships as a result of such changes.

Course Numbers

The course numbering system uses six characters, three letters identifying the area of study followed by three numbers to identify the particular course. In general, course numbers in the 100 range indicate basic courses, and course numbers in the 200 range indicate advanced courses. Prerequisites will usually have lower course numbers than the course for which a prerequisite is required.

Distance Education (Online)

Daymar College utilizes Blackboard as its platform to deliver its distance education. Online courses provide a real-world education in the most convenient and efficient way possible. Online courses utilize the same up-to-date curriculum and experienced faculty. The Online (Internet) delivery method is available in many of our courses. There is a \$40.00 per credit hour fee for Online courses. The student must notify the Registrar prior to the beginning of the quarter of their desire to take an online course. Online courses may not be offered at all locations. Students must complete the Online Orientation process and have a personal computer with a minimum operating system requirements of Microsoft Windows XP with Service Pack (SP) 2, Windows Server 2003 with SPI, or later operating system³. Additionally, the student must have Internet access and an email address, a CD Rom drive and sound card and speakers. The following software is required: Microsoft Word 2007; Microsoft Excel 2007; Microsoft Access 2007; Microsoft PowerPoint 2007.

Online Orientation

During the Online Orientation students will become oriented with the online format, learn about proper online conduct, interaction, expectations, responsibilities, and methodology. Online Orientation is required of each new student taking an online course/program.

Learning Resource Center

The Learning Resource Center is located conveniently to all classrooms and is open for day and evening classes. The Learning Resource Center collections include current materials in liberal arts, business areas, and technical areas. The Learning Resource Center materials are selected to support the College's programs of study. Students have access to all materials and the faculty encourages the students to use the Learning Resource Center.

Instructional and Information Technology

Daymar College provides adequate instructional materials and equipment to support all programs of study. Traditional audio-visual equipment, visuals, and the Internet are available to enhance and support classroom instruction. In addition to the traditional instructional aids, the College has up-to-date computers as well as up-to-date computer business software for each program of study.

Students Services**Academic Advising**

The College provides each student with an academic advisor in each program of study. Students are encouraged to seek advice from their academic advisor prior to registration. The advisors are normally the Lead Instructors for each program of study and are available on registration days to help students with the scheduling of their classes. The Student Services Coordinator and Registrar are available on a daily basis to advise students on any academic problem.

The Student Services Coordinator, Campus Director or Director of Education assist students with issues in general that they may encounter during college and assist in the interpretation of the College rules and regulations and their implementation.

Retention

Standards for acceptable academic progress at Daymar College are established to assist students in assessing the quality of their performance. A student status committee meets on a regular basis to review at-risk student indicators and contacts students regarding their performance. Instructors will call on every absence and the Student Services Coordinator will follow up with the desired help for the student.

Grievance Procedures

A student who has addressed academic concerns with an instructor without satisfaction may submit academic grievances to the Director of Education. All concerns must be submitted in writing. The appeal should include the reasons the student believes the action should be reviewed. The Director of Education will assess the written appeal, interview the student, and interview the faculty member. The Director of Education has the authority and responsibility for confirming, rejecting, or modifying the original action taken. The decision of the Director of Education is final and cannot be appealed. All parties involved will be notified in writing of the outcome of the appeal by the Director of Education. Grievances may also be submitted to the Accrediting Council for Independent Colleges and Schools, 750 First Street, N.E., Suite 980, Washington, DC 20003-4241. Phone: (202) 336-6780, Fax: (202) 842-2593. Students residing in Ohio have the ability to file a complaint by contacting the State of Ohio Board of Career Colleges and Schools, 35 E. Gay Street, Suite 403, Columbus, OH 43215 or by calling (614) 466-2752 or (877) 275-4219).

Student Activities

Every effort is made by the College to expose students to social and cultural events. Programs and activities are planned as a beneficial contribution to personal growth and development. Student involvement in the available activities contributes to a friendly atmosphere and provides the opportunity for the development of self-confidence and leadership.

Graduation Application and Requirements

Each student is responsible for meeting the requirements of the curriculum as outlined in the catalog at the time of the first registration in that program. However, if in a subsequent catalog the requirements for that program have been changed, the student has a choice between the two catalog requirements. The minimum requirements as to the number of subjects taken and also as to the number of quarter credit hours earned must be met whichever catalog is used.

A candidate for graduation should complete a graduation form and order the degree early in the final term of residence. Graduation exercises are held after each spring term for the preceding year's graduates.

Candidates for a Certificate, Diploma, Associate or Bachelor degree must:

- Successfully complete all credit hours required and all specific program requirements including maintaining satisfactory academic progress for the Certificate, Diploma, or Associate degree.
- Earn a cumulative grade point average of at least 2.00, a "C" average.
- Take the last 50 percent of their courses at Daymar College.
- Take a minimum of 50 percent of the total required credits for any program at Daymar College.

Academic Recognition

A formal commencement ceremony is held annually. Participants include all graduates from the previous year. Graduates are awarded certificates, diplomas, or degrees. An official transcript is available to students shortly after completion of all program requirements.

The College believes that excellence deserves recognition; therefore, it gives recognition to outstanding graduates in each graduating class. Students who meet all requirements for graduation, who have satisfied all financial obligations to the College, and whose cumulative grade point averages meet the following criteria are graduated with the honors indicated.

<u>Honor</u>	<u>Cumulative Grade Point Average</u>
Cum Laude	3.50 - 3.59
Magna Cum Laude	3.60 - 3.79
Summa Cum Laude	3.80 - 4.00

Outstanding students may be submitted to **Who’s Who Among Students in America’s Junior Colleges** for recognition of academic excellence.

School Jurisdiction, Student Conduct, and Disciplinary Action

Conduct considered harmful to the rights of others or to the reputation of the school will not be tolerated. The College reserves the right to dismiss or suspend a student who fails to maintain satisfactory grades; who is not respectful of other students or the College’s staff; or whose behavior disrupts the normal process of instruction.

All students are expected to maintain high standards of conduct and honesty. Daymar College has adopted standards of conduct that clearly prohibit, at a minimum, academic dishonesty, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Possession or use of firearms or weapons of any kind by any student is prohibited on all campuses. The

College will impose disciplinary sanctions on students and employees consistent with college policy and local, state and federal laws up to and including expulsion or termination of employment and referral for prosecution for violation of the standards of conduct.

A student dismissed or suspended is entitled to due process in the form of a hearing.

A student desiring a hearing should make a written request to the Director of Education or Campus Director.

Drug and Alcohol Abuse Prevention Policy

The unlawful possession, use, or distribution of drugs or alcohol by students or associates is absolutely prohibited on the Daymar College premises or at any of its activities.

A pamphlet describing the health risks associated with the use of illicit drugs and the abuse of alcohol, including a description of the applicable legal sanctions for the unlawful possession or distribution of drugs or alcohol, is available to students and employees from the Student Services Coordinator.

The illicit possession, use, or distribution of drugs or alcohol by any Daymar College student or associate on Daymar College premises or at any of its activities may result in the following sanctions:

- Immediate expulsion from school or termination of employment.
- Referral to a counseling agency.
- Referral for prosecution to the appropriate authorities.
- Reentry may be made only at the discretion of the Campus Director or Director of Education.

Security and Crime Prevention

Daymar College strives to maintain a safe, crime-free environment. The College is required to have available a copy of crime statistics for distribution to every student. At each Graduation Preview the College distributes a copy of the crime

statistics. Additional copies are available and can be obtained from the Student Services Coordinator.

The Campus Sex Crimes Prevention Act (CSCPA) is a federal law that was enacted on October 28, 2000. This law facilitates the tracking of convicted, registered sex offenders who are: 1) students of, 2) employees of, or 3) volunteers at an institute of higher education.

The CSCPA amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (WETTERLNG) to require sex offenders who are already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed or carries on a vocation or is a student effective as of October 28, 2002.

The CSCPA also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CLERY) to require institutions of higher education to issue a statement, in addition to other disclosures required under CLERY, advising the campus community where law enforcement agency information regarding convicted sex offenders is provided by their State.

Finally, the CSCPA amends the Family Educational Rights and Privacy Act (FERPA) to state that nothing in FERPA can prohibit an institute of higher education from disclosing information provided to that institution concerning registered sex offenders.

The Kentucky State Police provides a publicly accessible database of sex offenders that are required to register. This database may be accessed at <http://kspsor.state.ky.us>.

**Family Education Rights & Privacy Act of 1974,
As Amended**

The Family Education Rights and Privacy Act of 1974 is implemented at Daymar College. Highlights of the amended act, which provides for access to student records, are:

1. The provisions of the Act apply to currently enrolled students and former students.
2. Excluded from inspection are the following: (a) financial records of the parents of the student, (b) confidential letters of recommendation filed before January 1, 1975, (c) confidential letters solicited under a waiver of the rights of future access.
3. Records excluded from the provisions of the Act are defined as: (a) personal files seen only by the writer, (b) law enforcement files, (c) files related to employment status, (d) medical or related professional files.
4. Records may be released without written consent: (a) to other officials of the school attended; (b) to officials at schools to which the student is transferring; (c) in connection with an application for the receipt of financial aid; (d) to state or local officials as required by statute; (e) in connection with test development and administration; (f) to accrediting organizations; (g) to parents of a dependent student (or parents providing one-half or more of their support and claimed as a dependent for income tax purposes); (h) in an emergency.

Career Services

It is the goal of the College to see that all graduates secure meaningful employment in their field of study or be able to use the skills acquired through their academic program in a related field. Through the Internship and Professional Seminar BUS142, a course required as part of most programs, mock interviews will be held at the end of the quarter prior to graduation. Individual assistance is given to students and they are instructed in resume preparation, job search, interview skills, and dressing for success. Resumes are sent in response to

employers in search of prospective graduates. While the College does not guarantee a job or an interview, the Career Services Director will work with every graduate to secure meaningful employment.

In addition to helping find positions after graduation, the Career Services Director assists current students in finding part-time employment. Opportunities from employer call-ins and classified ads are listed in the “Hot Tips” sheets available in the Student Lounge. Students interested in part-time employment should see the Career Services Director for information on available opportunities.

The Career Services Director also assists with data collection for use in updating curricula. Sixty days after employment a contact is made with both the employer and the graduate. The data collected at the time of the contact helps the progress and performance of the graduate and provides the feedback necessary for future curricula and program revisions.

Accounting

This diploma program is offered at the Louisville East, Online and Scottsville locations.

The Accounting Diploma Program prepares the graduate for employment in administrative office positions with emphasis in general bookkeeping, accounts payable, accounts receivable, tax preparation, inventory control, allocation, financial statements, depreciation methods, and payroll. The graduate will obtain practical business theory and practical software applications to assimilate the diverse skills required to financially organize a business in an ever-changing market-driven economy.

This degree program is not offered at the Bellevue or Rockport locations.

The Associate of Science Degree in Accounting Technology is designed to provide students with skills and knowledge required to enter the accounting field. Through the courses studied, successful students acquire a basic knowledge of business practices and procedures, financial accounting, management accounting, income tax accounting, payroll accounting, and computerized accounting. At the completion of the program, successful students will be able to enter the accounting field.

Diploma

Program Requirements	Quarter Credit Hours
ACC103 Accounting I.....	4
ACC113 Accounting II.....	4
ACC210 Federal Income Tax Accounting.....	4
ACC211 Intermediate Accounting.....	4
ACC213 Cost Accounting.....	4
ACC214 Payroll Accounting.....	4
ACC215 Computerized Accounting.....	4
ACC216 Managerial Accounting.....	4
BMG126 Business Law.....	4
BUS106 Microcomputer Applications I.....	4
BUS107 Microcomputer Applications II.....	4
BUS112 Personal Finance.....	4
BUS142 Internship & Professional Seminar.....	4
BUS211 Small Business Management.....	4
ENG101* General English.....	4
ENG211* Writing I.....	4
MTH103* General Math.....	4
SFS140 Strategies for Success.....	4
Total Quarter Credit Hours Required for Diploma.....	72

Associate Degree

This Program requires all the courses in the Accounting Diploma Program as well as the following:

Program Requirements	Quarter Credit Hours
ACC212 Advanced Accounting.....	4
ACC217 Corporate & Partnership Taxation.....	4
BUS101** Human Resource Management.....	4
BUS212** Supervision.....	4
COM208* Public Speaking.....	4
CRT210* Critical Thinking.....	4
PSY202* Principles of Psychology.....	4
Total Quarter Credit Hours Required for Associate Degree.....	96

*This course fulfills a general education requirement.

**Only one of these courses must be taken to complete the program.

Billing & Coding Specialist

The certificate program is offered at the Louisville, Online and Scottsville locations.

The Billing & Coding Specialist Certificate is designed to quickly prepare the students to become proficient in ICD Coding, HCPCS Coding, and claims preparation. The student will develop skills in coding and billing for physician services, and inpatient and outpatient services. Diverse medical settings have different requirements and these are addressed. The Billing & Coding Specialist program will prepare the student to work as a medical coder, medical biller, electronic claims processor, reimbursement specialist, Medicare billing specialist, medical specialist, and insurance counselor, claims assistance professional, collection manager, or as financial records counselors. In addition, this course promotes ethics and integrity in coding, billing, and handling of medical and billing information by covering fraud and abuse as it relates to coding and billing. Release, disclosure, and HIPPA requirements are covered to assure that our graduates understand the new federal regulations. Chart analysis for the required use of modifiers and for verification of correct codes is covered so that our graduates can audit for correct levels of coding. The credits in the Billing & Coding Specialist Certificate all lead into the Billing & Coding Specialist Diploma and Degree Programs.

The Billing & Coding Specialist Diploma program provides students with learning experiences to develop those skills and attitudes necessary to excel in coding and billing. The Diploma program gives graduates skills in coding and billing for physician services, inpatient and outpatient services. Chart analysis for the required use of modifiers and for verification of correct codes is covered, so that correct levels of coding can be audited.

The Associate of Science Degree for Billing & Coding Specialist is designed to quickly prepare the students to become proficient in ICD Coding, HCPCS Coding, and claims preparation. The student will develop skills in coding and billing for physician services, and inpatient and outpatient services. Diverse medical settings have different requirements and these are addressed. The Billing & Coding Specialist program will prepare the student to work as a medical coder, medical biller, electronic claims processor, reimbursement specialist, Medicare billing specialist, Medicaid specialist, and insurance counselor, claims assistance professional, collection manager, or as financial records counselor. In addition, this program promotes ethics and integrity in coding, billing, and handling of medical and billing information by covering fraud and abuse as it relates to coding and billing. Release, disclosure, and HIPPA requirements are covered to assure that our graduates understand the new federal regulations. Chart analysis for the required use of modifiers and for verification of correct codes is covered so that our graduates can audit for correct levels of coding.

The Bachelor of Science Degree in Health Care Administration - Billing & Coding is designed to provide students with the knowledge necessary to successfully manage health care organizations and services. The program focuses on teaching students key business administration techniques, while tailoring those learned skills to the health care industries. Successful students will gain the practical, real-world knowledge needed to be successful in the health care industry. Upon completion of the program, the student is prepared for employment in hospitals, physicians offices, nursing and residential facilities, home health care centers and related occupations. Upon completion of the program, the student is prepared for employment as a health care administrator, office manager, clinical manager, insurance underwriter, or health information manager.

Certificate

Program Requirements	Quarter Credit Hours
BCS100 Healthcare: Delivery Systems Statistics	4
BCS161 ICD I.....	4
BCS162 Procedural Coding I.....	4
BCS163 DME, Modifiers & Chart Analysis.....	4
BUS106 Microcomputer Applications I.....	4
BUS107 Microcomputer Applications II	4
BUS142 Internship and Professional Seminar	4
ENG101* General English	4
MED103 Medical Terminology	4
MED153 Anatomy & Physiology I.....	4
MED154 Anatomy & Physiology II	4
SFS140 Strategies for Success	4
Total Quarter Credit Hours Required for Certificate.....	48

Diploma

This Program requires all the courses in the Billing & Coding Specialist Certificate Program as well as the following:

Program Requirements	Quarter Credit Hours
BCS233 Medical Office Management	4
BCS260 ICD II	4
BCS261 Claims Processing – 1500	4
BCS265 Comprehensive Coding	4
MED255 Pathophysiology	4
MTH103* General Math.....	4
Total Quarter Credit Hours Required for Diploma	72

Associate Degree

This Program requires all the courses in the Billing & Coding Specialist Diploma Program as well as the following:

Program Requirements	Quarter Credit Hours
ACC103 Accounting I.....	4
BCS262 Claims Processing - UB92.....	4
COM208* Public Speaking.....	4
ENG211* Writing I.....	4
POL109* Political Science	4
PSY202* Principles of Psychology	4
Total Quarter Credit Hours Required for Associate Degree	96

*This course fulfills a general education requirement.

Bachelor Degree

This Program requires all the courses in the Billing & Coding Associate Degree Program as well as the following:

Program Requirements	Quarter Credit Hours
COM310*	Interpersonal Communication 4
CRT210*	Critical Thinking 4
ENG206*	Introduction to Literature 4
ENG212*	Writing II..... 4
HCA300**	Health Care Management..... 4
HCA305**	Occupations in Health Care..... 4
HCA310**	The Health Care Industry 4
HCA315**	Health Care Communications 4
HCA320**	Health Care in the United States 4
HCA325**	Information Technology in Health Care 4
HCA330**	HR: Principles and Practice in Health Care 4
HCA335**	Essentials of Managed Health Care..... 4
HCA340**	Cultural Diversity in Health Care..... 4
HCA400**	Public and Community Health 4
HCA405**	Health Psychology 4
HCA410**	Leadership and Professional Development 4
HCA420**	Budgeting in Health Care..... 4
HCA430**	Ethical and Legal Aspects of Health Care..... 4
HCA435**	Health and Disease Trends..... 4
HCA440**	Planning & Marketing for Health Care Organizations 4
MED165	Medical Law and Ethics 4
POL300*	Colonial America 4
SCI305*	Technology & Society..... 4
SCI310*	Meteorology 4
SOC201*	Introduction to Sociology..... 4
Total Quarter Credit Hours for Bachelor Degree 180	

* Students must complete a minimum of 56 quarter credit hours or equivalent in General Education containing at least one course in each of the following areas: humanities, mathematics, science, and social science.

** Students must complete a minimum of 48 quarter credit hours or 12 courses of the Health Care Administration courses identified at the 300 and 400 level.

Bookkeeping

This program is offered at the Louisville, Online and Scottsville locations.

The Bookkeeping Certificate Program prepares the graduate for employment in administrative office positions with emphasis in general bookkeeping, accounts payable, accounts receivable, and payroll. The graduate will obtain practical business theory and practical software applications to assimilate the diverse skills required to financially organize a business in an ever-changing, market-driven economy. All credits earned in this program are applicable to the diploma and associate degree in accounting.

Certificate

Program Requirements	Quarter Credit Hours
ACC103 Accounting I.....	4
ACC113 Accounting II.....	4
ACC210 Federal Income Tax Accounting	4
ACC214 Payroll Accounting.....	4
ACC215 Computerized Accounting.....	4
BUS106 Microcomputer Applications I.....	4
BUS107 Microcomputer Applications II	4
BUS112 Personal Finance.....	4
BUS142 Internship and Professional Seminar	4
ENG101* General English	4
MTH103* General Math.....	4
SFS140 Strategies for Success	4
Total Quarter Credit Hours Required for Certificate.....	48

Business Administration

The Business Administration program prepares graduates for employment in administrative office positions. The graduate will obtain practical business theory and practical software applications to assimilate the diverse skills required to manage a business in an ever-changing market-driven economy. The program provides the graduate with specialized courses in organizational human resources and administrative office management.

The Certificate program presents the basic general education, keyboarding and computer skills necessary to obtain an entry-level office position.

The Diploma program builds on the Certificate program by offering courses dealing with organizational human resources issues. All credits earned in this program are applicable to the Associate Degree.

In the Associate Degree program graduates gain more specialized knowledge as well as the general education necessary to manage interpersonal and social situations by preparing them to advance in professional and personal life.

The Bachelor of Science Degree in Business Administration is designed to provide students with the knowledge necessary to successfully administer the functional components of business entities. The program focuses on teaching students key business administration techniques and the inter-relationship of the various functions within an organization that form the total business enterprise. Successful students will gain the practical, real-world knowledge needed to be successful in the business environment. Upon completion of the program, the student is prepared for employment as a business manager, project manager, small business owner, supervisor, consultant, as well as other related occupations.

Certificate

Program Requirements	Quarter Credit Hours
ACC103 Accounting I.....	4
BUS106 Microcomputer Applications I.....	4
BUS107 Microcomputer Applications II.....	4
BUS110 Office Procedures.....	4
BUS111 Business Writing.....	4
BUS113 Finance for Non-Financial Managers.....	4
BUS142 Internship and Professional Seminar.....	4
ENG101* General English.....	4
ETH103 Ethical Decision Making.....	4
HRM101 Personal Interviewing.....	4
MTH103* General Math.....	4
SFS140 Strategies for Success.....	4
Total Quarter Credit Hours Required for Certificate.....	48

Diploma

This Program requires all the courses in the Business Administration Technology Certificate Program as well as the following:

Program Requirements	Quarter Credit Hours
ACC113 Accounting II.....	4
ACC214 Payroll Accounting.....	4
ACC215 Computerized Accounting.....	4
BUS101 Human Resources Management.....	4
BUS210 Managing Information.....	4
BUS212 Supervision.....	4
Total Quarter Credit Hours Required for Diploma.....	72

Associate Degree

This Program requires all the courses in the Business Administration Technology Diploma Program as well as the following:

Program Requirements	Quarter Credit Hours
BUS201 Principles of Marketing.....	4
BUS211 Small Business Management.....	4
COM208* Public Speaking.....	4
CRT210* Critical Thinking.....	4
POL109* Political Science.....	4
PSY202* Principles of Psychology.....	4
Total Quarter Credit Hours Required for Associate Degree.....	96

Bachelor Degree

This Program requires all the courses in the Business Administration Technology Associate Degree Program as well as the following:

Program Requirements	Quarter Credit Hours
BBA300** Personal Development & Research.....	4
BBA305** Computer Applications for Managers	4
BBA310** Business Communication.....	4
BBA315** Business Ethics	4
BBA320** Financial Management	4
BBA325** Business Statistics	4
BBA330** Human Resources for Business Leaders	4
BBA400** International Business Operations.....	4
BBA405** Diversity in Organizations	4
BBA410** Management Information Systems.....	4
BBA420** Consumer Finance.....	4
BBA430** Global Marketing	4
BBA435** Strategic Planning	4
BBA455** Managerial Accounting.....	4
BBA470** Business and Society.....	4
BBA475** Introduction to Entrepreneurship.....	4
BMG126 Business Law	4
COM310* Interpersonal Communication	4
ENG206* Introduction to Literature	4
ENG211* Writing I.....	4
ENG212* Writing II.....	4
POL300* Colonial America	4
SCI305* Technology & Society.....	4
SCI310* Meteorology	4
SOC201* Introduction to Sociology.....	4
Total Quarter Credit Hours for Bachelor Degree	180

* Students must complete a minimum of 56 quarter credit hours or equivalent in General Education containing at least one course in each of the following areas: humanities, mathematics, science, and social science.

** Students must complete a minimum of 48 quarter credit hours or 12 courses of the Business Administration courses identified at the 300 and 400 level.

Business Management

The Business Management Diploma Program prepares the graduate for employment in administrative office positions. The graduate will obtain practical business theory and practical software applications to assimilate the diverse skills required to manage a business in an ever-changing, market-driven economy. Students will have the ability to work with higher-level associates regarding marketing, inventory control, and finance matters. All credits earned in this program are applicable to the Business Management Associate Degree.

The Associate Degree for Business Management prepares the graduate for employment in administrative office positions. The graduate will obtain practical business theory and practical software applications to assimilate the diverse skills required to manage a business in an ever-changing market-driven economy. The program provides the graduate with specialized courses in organizational human resources and administrative office management. In the program, graduates gain more specialized knowledge as well as the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life.

The Bachelor of Science Degree in Business Management is designed to prepare students for careers in business by presenting management concepts, techniques, and approaches and they apply to the leadership and operation of small, medium-sized, and large or global enterprises. Emphasis is placed on planning, organizing, decision-making, human resources management, operations management, and international business. Upon completion of the program, the student is prepared for employment as a business manager, project manager, small business owner, supervisor, consultant or related occupation.

Diploma

Program Requirements	Quarter Credit Hours
ACC103 Accounting I.....	4
ACC113 Accounting II	4
BMG124 Principles of Management.....	4
BMG126 Business Law	4
BUS101 Human Resources Management	4
BUS106 Microcomputer Applications I.....	4
BUS107 Microcomputer Applications II.....	4
BUS111 Business Writing	4
BUS112 Personal Finance	4
BUS122 Business Math	4
BUS142 Internship & Professional Seminar.....	4
BUS201 Principles of Marketing.....	4
BUS211 Small Business Management	4
BUS212 Supervision.....	4
ENG101* General English.....	4
ETH103 Ethical Decision Making.....	4
MTH103* General Math.....	4
SFS140 Strategies for Success.....	4
Total Quarter Credit Hours Required for Diploma	72

Associate Degree

This program requires all the courses in the Business Management Diploma Program as well as the following:

Program Requirements	Quarter Credit Hours
BMG250 Principles of Economics.....	4
BMG290 Fundamentals of Finance	4
COM208* Public Speaking.....	4
CRT210* Critical Thinking	4
POL109* Political Science	4
PSY202* Principles of Psychology.....	4
Total Quarter Credit Hours Required for Associate Degree	96

Bachelor Degree

This program requires all the courses in the Business Management Associate Degree Program as well as the following:

Program Requirements	Quarter Credit Hours
BBA300**	Personal Development & Research..... 4
BBA310**	Business Communication..... 4
BBA330**	Human Resources for Business Leaders 4
BBA400**	International Business Operations..... 4
BBA405**	Diversity in Organizations..... 4
BBA435**	Strategic Planning 4
BBM335**	Leadership..... 4
BBM340**	Organizational Behavior..... 4
BBM405**	International Management..... 4
BBM440**	Principles of Quality Improvement 4
BBM445**	Project Management..... 4
BBM450**	Operations Management..... 4
BBM460**	Negotiation and Conflict Management 4
BBM470**	Staffing: Recruitment and Selection..... 4
BBM480**	Training and Development..... 4
BBM490**	Business Research for Decision Making 4
BUS210	Managing Information..... 4
COM310*	Interpersonal Communications..... 4
ENG206*	Introduction to Literature 4
ENG211*	Writing I..... 4
ENG212*	Writing II..... 4
POL300*	Colonial America 4
SCI305*	Technology & Society..... 4
SCI310*	Meteorology 4
SOC201*	Introduction to Sociology..... 4
Total Quarter Credit Hours for Bachelor Degree.....	180

* Students must complete a minimum of 56 quarter credit hours or equivalent in General Education containing at least one course in each of the following areas: humanities, mathematics, science, and social science.

** Students must complete a minimum of 48 quarter credit hours or 12 courses of the Business Administration and/or Business Management courses identified at the 300 and 400 level.

Cardiographic Technology

This program is offered at the Louisville, Owensboro and Paducah locations.

The Cardiographic Technology Diploma Program prepares the student to pursue work as a cardiographic technician performing rhythm and 12 lead EKG/ECG, Holter monitoring, stress testing and telemetry surveillance in hospitals and cardiology offices. Upon completion of the program, the successful student is prepared to take the Cardiovascular Credentialing International (CCI) Certified Cardiographic Examination to become a Certified Cardiographic Technician (CCT). The CCT will be able to work with cardiologists in their office to prepare and assist with diagnostic testing of Coronary Artery Disease and be qualified to work in the critical care area as a monitoring technician.

The Associate of Science Degree Program in Cardiographic Technology prepares the student to pursue work as a cardiographic technician performing rhythm and 12 lead EKG/ECG, Holter monitoring, stress testing, and telemetry surveillance in hospitals and cardiology offices. Upon completion of the program, the successful student is prepared to take the Cardiovascular Credentialing International (CCI) Certified Cardiographic Examination to become a Certified Cardiographic Technician (CCT). The CCT will be able to work in the critical care area as a monitoring technician. This degree program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life.

Diploma

Program Requirements	Quarter Credit Hours
BUS106 Microcomputer Applications I	4
BUS107 Microcomputer Applications II	4
BUS142 Internship & Professional Seminar.....	4
ENG101* General English	4
MED103 Medical Terminology	4
MED153 Anatomy & Physiology I.....	4
MED154 Anatomy & Physiology II	4
MED159 Basic Cardiovascular Anatomy & Physiology	4
MED188 Medical Office Procedures	4
MED227 Medical Insurance	4
MED261 Electrophysiology.....	4
MED263 Stress Test Techniques	4
MED264 Holter Monitoring	4
MED267 BLS-Advance EKG/ECG.....	4
MED268 Cardiac Drugs.....	4
MED294 Electrocardiography	4
MTH103* General Math.....	4
SFS140 Strategies for Success.....	4
Total Quarter Credit Hours Required for Diploma	72

Associate Degree

This program requires all the courses in the Business Management Diploma Program as well as the following:

Program Requirements	Quarter Credit Hours
COM208* Public Speaking	4
ENG211* Writing I.....	4
MED165 Medical Law and Ethics	4
MED290 Medical Dictation I.....	4
POL109* Political Science	4
PSY202* Principles of Psychology	4
Total Quarter Credit Hours Required for Associate Degree	96

*This course fulfills a general education requirement.

Criminal Justice

The diploma program is offered at the Louisville, Online and Scottsville locations.

The Diploma in Criminal Justice is designed to provide students with the knowledge and skills for entry into and/or advancement within the criminal justice system. The Criminal Justice Program prepares the graduate for employment in, but not limited to, law enforcement, corrections, court administration, juvenile justice, victim assistance, and loss prevention. All credit hours earned in this diploma may be applied toward the Associate Degree in Criminal Justice.

The Associate of Science Degree in Criminal Justice is designed to provide students with the knowledge and skills for entry into and/or advancement within the criminal justice system. This program prepares successful students for employment in, but not limited to, law enforcement, corrections, court administration, juvenile justice, victim assistance, and loss prevention.

The Bachelor of Science Degree in Criminal Justice Administration is designed to emphasize the importance of diversity, ethical treatment and involvement in the community. The program specifically provides students with opportunities to explore some of the controversial issues facing our nation and apply what they have learned in class to community settings. Students gain the practical, real-world knowledge needed to be successful. Successful graduates are armed with the advantages of solid business communication and management skills and can be confident that they are prepared to meet the challenges of a career in Criminal Justice Administration. Upon completion of the program, the student is prepared for employment as a private detective, private investigator, probation officer, correction treatment specialist, police person, or detective.

Diploma

Program Requirements	Quarter Credit Hours
BUS106 Microcomputer Applications I.....	4
BUS107 Microcomputer Applications II	4
BUS142 Internship and Professional Seminar	4
COM208* Public Speaking	4
CRJ100 Introduction to Corrections.....	4
CRJ115 Rules of Evidence.....	4
CRJ125 Criminology.....	4
CRJ175 Law Enforcement Operations	4
CRJ200 Criminal Investigations	4
CRJ245 Juvenile Delinquency	4
CRT210* Critical Thinking	4
ENG101* General English	4
ETH103 Ethical Decision Making	4
LAW114 Introduction to Law and Paralegal Studies	4
LAW210 Criminal Law.....	4
MTH103* General Math.....	4
PSY202* Principles of Psychology	4
SFS140 Strategies for Success	4
Total Quarter Credit Hours Required for Diploma	72

Associate Degree

This Program requires all the courses in the Criminal Justice Diploma Program as well as the following:

Program Requirements	Quarter Credit Hours
BUS110 Office Procedures	4
CRJ250 Police Report Writing.....	4
CRJ275 Criminal Psychology	4
ENG211* Writing I	4
LAW256 Legal Research	4
LAW257 Legal Writing and Analysis.....	4
Total Quarter Credit Hours Required for Associate Degree	96

Bachelor Degree

This Program requires all the courses in the Criminal Justice Associate Degree Program as well as the following:

Program Requirements	Quarter Credit Hours
BUS112	Personal Finance 4
CJA300**	Introduction to Policing..... 4
CJA305**	Punishment and Corrections..... 4
CJA310**	Theories of Crime 4
CJA320**	Crime Control Strategies..... 4
CJA325**	Crime Analysis..... 4
CJA330**	Women, Crime, and Justice..... 4
CJA340**	Criminal Justice Research 4
CJA350**	Criminal Justice Management and Planning 4
CJA360**	White Collar Crime 4
CJA400**	Chemical Dependence and Abuse..... 4
CJA410**	Geographic Criminology..... 4
CJA420**	Applied Crime Mapping..... 4
CJA430**	Crime, Grime, and Fear..... 4
CJA440**	Terrorism and Homeland Security 4
CJA450**	Criminal Justice Ethics and Morality 4
CJA460**	Crisis Intervention..... 4
COM310*	Interpersonal Communication 4
ENG206*	Introduction to Literature 4
ENG212*	Writing II..... 4
POL109*	Political Science 4
POL300*	Colonial America 4
SCI305*	Technology & Society..... 4
SCI310*	Meteorology 4
SOC201*	Introduction to Sociology..... 4
Total Quarter Credit Hours for Bachelor Degree 180	

* Students must complete a minimum of 56 quarter credit hours or equivalent in General Education containing at least one course in each of the following areas: humanities, mathematics, science, and social science.

** Students must complete a minimum of 48 quarter credit hours or 12 courses of the Criminal Justice Administration courses identified at the 300 and 400 level.

Graphic Design

This program is offered at the Louisville location.

The Certificate in Graphic Design allows students to develop skills in the practical, contemporary application of the principles and disciplines of design. Students learn basic skills in computer design software along with the newer disciplines of interactive design, experience design, and motion graphics. Students will prepare to work in entry-level positions in communications, design assistant, layout assistant, production assistant, etc. by creating a portfolio to show competency in graphic design. The student will be proficient with the following industry standard applications: Microsoft Front Page and Macromedia Flash. All credit hours earned in this program may be applied toward the Diploma and Associate of Science Degree in Graphic Design.

The Diploma in Graphic Design is designed to build upon the certificate program. In addition to the application programs learned in the certificate program, the student will also be proficient in Adobe Photoshop. The student will use these additional software applications to create magazine publication and layout and commercial advertising in the marketing industry. All credit hours earned in this diploma program may be applied toward the Associate of Science Degree in Graphic Design.

The Degree in Graphic Design is designed to build upon the diploma program by students the general education necessary to manage interpersonal and social situations enabling them to advance in their professional and personal lives.

Certificate

Program Requirements	Quarter Credit Hours
BUS106	Microcomputer Applications I 4
BUS107	Microcomputer Applications II 4
BUS142	Internship and Professional Seminar 4
CIS155	Web Design I 4
CIS179	Web Animation I 4
ENG101*	General English 4
GRD100	Publication Design 4
GRD105	Design Fundamentals 4
GRD115	Drawing For Illustration 4
GRD120	Digital Illustration 4
MTH103*	General Math..... 4
SFS140	Strategies for Success..... 4
Total Quarter Credit Hours Required for Certificate..... 48	

Diploma

This Program requires all the courses in the Graphic Design Certificate Program as well as the following:

Program Requirements	Quarter Credit Hours
CIS180	Web Graphics I 4
CIS183	Image Editing 4
COM208*	Public Speaking..... 4
ENG211*	Writing I..... 4
GRD200	Advanced Publication Design 4
GRD255	Advertising Design 4
Total Quarter Credit Hours Required for Diploma 72	

Associate Degree

This Program requires all the courses in the Graphic Design Diploma Program as well as the following:

Program Requirements	Quarter Credit Hours
CRT210*	Critical Thinking 4
PSY202*	Principles of Psychology 4
GRD225	Concept and Critical Thinking 4
GRD265	Advanced Image Editing 4
GRD275	Business and Marketing 4
GRD285	Graphic Design Studio 4
Total Quarter Credit Hours Required for Associate Degree..... 96	

*This course fulfills a general education requirement.

Health Insurance Specialist

This program is offered at the Louisville and Owensboro locations.

The Associate Degree for Health Insurance Specialist is designed to quickly train students to become proficient in correct medical claims preparation, claim examination and documentation. Students will develop the skills they need to accurately prepare or review medical claims for diverse health care delivery systems, including but not limited to inpatient and physician based settings. This program will prepare the student to work as a reimbursement specialist, claims assistance professional, collections manager, claim office administrator, or claims examiner. This program also advances the use of HIPAA standards for claims preparation and release of information, and the use of manuals and resources required for claims examination and preparation.

Associate Degree

Program Requirements	Quarter Credit Hours
BCS100	Health Care Delivery System..... 4
BCS161	ICD I 4
BCS162	Procedural Coding..... 4
BCS163	DME, Modifier..... 4
BCS261	Claims Processing - 1500..... 4
BUS106	Microcomputer Application I..... 4
BUS107	Microcomputer Applications II..... 4
BUS142	Internship & Professional Seminar..... 4
COM208*	Public Speaking..... 4
ENG101*	General English..... 4
ENG211*	Writing I..... 4
INS200	Institutional Claims/Medicare 4
INS210	Documentation Requirements 4
INS220	Health Insurance and Medical Necessity 4
INS221	Health Claims Examining/Preparation I..... 4
INS222	Health Claims Examining/Preparation II 4
MED153	Anatomy & Physiology I..... 4
MED154	Anatomy & Physiology II 4
MED103	Medical Terminology 4
MED255	Pathophysiology 4
MTH103*	General Math..... 4
POL109*	Political Science 4
PSY202*	Principles of Psychology 4
SFS140	Strategies for Success..... 4
Total Quarter Credit Hours Required for Associate Degree..... 96	

*This course fulfills a general education requirement.

Human Resource Management

The Certificate for Human Resource Management is designed to prepare students to write employee handbooks for an organization. Students will gain the ability to research human resource laws, cases, and issues using the internet and professional standards, support the key tasks of the human resources department, and meet the legislative requirements with which the organization must comply. In the program, graduates gain a more specialized knowledge of interviewing techniques, ethical versus unethical behavior, and the ability to develop their skills in management including planning, organizing, staffing, leading, and controlling. The successful student should be prepared to work as a Human Resource Coordinator, Recruiter or Generalist. All credits earned in this program are applicable to the Diploma and Associate Degree Program in Human Resource Management.

The Diploma program builds on the Certificate program by preparing the students to write legal employment policies, procedures, and employee handbooks for an organization. The successful student should be prepared to work as a Human Resource Coordinator, Recruiter or Generalist. This program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. All credits earned in this program are applicable to the Associate Degree Program in Human Resource Management.

The Associate Degree program builds on the Diploma program by providing students with an in-depth knowledge of the laws governing the employment process and apply these laws to employment related decisions. The successful student should be prepared to work as a Human Resource Coordinator, Recruiter, Generalist or Benefits Administrator. This program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life.

Certificate

Program Requirements	Quarter Credit Hours
ACC103 Accounting I	4
BUS101 Human Resource Management	4
BUS106 Microcomputer Applications I	4
BUS107 Microcomputer Applications II	4
BUS111 Business Writing	4
BUS142 Internship and Professional Seminar	4
ENG101* General English	4
ETH102 Ethics and Supervision	4
HRM101 Personal Interviewing	4
HRM102 Union and Employee Relations	4
MTH103* General Math	4
SFS140 Strategies for Success	4
Total Quarter Credit Hours Required for Certificate.....	48

Diploma

This program requires all of the courses in the Human Resource Management Certificate Program as well as the following:

Program Requirements	Quarter Credit Hours
BMG126 Business Law	4
BUS112 Personal Finance	4
COM208* Public Speaking	4
CRT210* Critical Thinking	4
HRM201 Managing Cultural Diversity	4
HRM202 HR Policy and Procedure Writing	4
Total Quarter Credit Hours Required for Diploma	72

Associate Degree

This program requires all of the courses in the Human Resource Management Diploma Program as well as the following:

Program Requirements	Quarter Credit Hours
ACC214 Payroll Accounting	4
ENG211* Writing I	4
HRM203 Compensation and Benefits Management.....	4
HRM204 Administration of Human Resource Management.....	4
HRM205 Employment Law.....	4
PSY202* Principles of Psychology	4
Total Quarter Credit Hours Required for Associate Degree	96

*This course fulfills a general education requirement.

Medical Assisting

The Medical Assisting Certificate program provides students with learning experiences to develop those skills and attitudes necessary to excel in the medical office. In the Option One - Administrative track students gain a thorough knowledge of modern office practices which may include medical dictation. In the Option Two - Clinical track, students are prepared to help physicians and perform clinical duties in a doctor's office, hospital or home health agency. Graduates in this field of study are prepared to take national certification exams.

The Medical Assisting Diploma program provides students with learning experiences to develop those skills and attitudes necessary to excel in the medical office. In the Option One—Administrative track students gain a thorough knowledge of modern office practices which may include medical dictation. In the Option Two - Clinical track, students are prepared to help physicians and perform clinical duties in a doctor's office, hospital or home health agency. All credits earned in this program are applicable to the Associate Degree. Completion of a Basic Cardiopulmonary Resuscitation (CPR) is required of all Diploma and Associate Degree Medical Assisting students. Graduates in this field of study are prepared to take national certification exams.

The Medical Assisting Degree program provides students with learning experiences to develop those skills and attitudes necessary to excel in the medical office. In the Option One—Administrative track students gain a thorough knowledge of modern office practices which may include medical dictation. In the Option Two - Clinical track, students are prepared to help physicians and perform clinical duties in a doctor's office, hospital or home health agency. The Associate Degree program in either option gives students the general education necessary to manage interpersonal and social situations enabling them to advance in professional and personal life. Completion of a Basic Cardiopulmonary Resuscitation (CPR) is required of all Associate degree Medical Assisting students. Graduates in this field of study are prepared to take national certification exams.

The Bachelor of Science Degree in Health Care Administration - Medical Administrative is designed to provide students with the knowledge necessary to successfully manage health care organizations and services. The program focuses on teaching students key business administration techniques, while tailoring those learned skills to the health care industries. Successful students will gain the practical, real-world knowledge needed to be successful in the health care industry. Upon completion of the program, the student is prepared for employment in hospitals, physicians offices, nursing and residential facilities, home health care centers and related occupations. Upon completion of the program, the student is prepared for employment as a health care administrator, office manager, clinical manager, insurance underwriter, or health information manager.

**Medical Assisting—Administrative
Certificate**

Program Requirements	Quarter Credit Hours
BUS106 Microcomputer Applications I.....	4
BUS107 Microcomputer Applications II	4
BUS112 Personal Finance.....	4
BUS142 Internship and Professional Seminar	4
BUS210 Managing Information.....	4
ENG101* General English	4
MED103 Medical Terminology	4
MED158 Medical Emergencies	4
MED188 Medical Office Procedures	4
MED227 Medical Insurance	4
MED290 Medical Dictation I.....	4
SFS140 Strategies for Success	4
Total Quarter Credit Hours Required for Certificate.....	48

Diploma

This Program requires all the courses in the Medical Assisting—Administrative Certificate Program as well as the following:

Program Requirements	Quarter Credit Hours
BUS111 Business Writing	4
CIS294 Desktop Publishing.....	4
MED165 Medical Law and Ethics	4
MED288 Medical Office Administration.....	4
MED291 Medical Dictation II	4
MTH103* General Math.....	4
Total Quarter Credit Hours Required for Diploma	72

Associate Degree

This Program requires all the courses in the Medical Assisting—Administrative Diploma Program as well as the following:

Program Requirements	Quarter Credit Hours
ACC103 Accounting I.....	4
COM208* Public Speaking	4
ENG206* Introduction to Literature	4
ENG211* Writing I.....	4
POL109* Political Science	4
PSY202* Principles of Psychology	4
Total Quarter Credit Hours Required for Degree.....	96

**Medical Administrative
Bachelor Degree**

This Program requires all the courses in the Medical Assisting Associate Degree Program as well as the following:

Program Requirements	Quarter Credit Hours
COM310* Interpersonal Communication	4
CRT210* Critical Thinking	4
ENG206* Introduction to Literature	4
ENG212* Writing II.....	4
ETH103 Ethical Decision Making	4
HCA300** Health Care Management.....	4
HCA305** Occupations in Health Care.....	4
HCA310** The Health Care Industry	4
HCA315** Health Care Communications	4
HCA320** Health Care in the United States	4
HCA325** Information Technology in Health Care.....	4
HCA330** HR: Principles and Practice in Health Care.....	4
HCA335** Essentials of Managed Health Care.....	4
HCA340** Cultural Diversity in Health Care.....	4
HCA400** Public and Community Health	4
HCA405** Health Psychology.....	4
HCA410** Leadership and Professional Development	4
HCA420** Budgeting in Health Care	4
HCA430** Ethical and Legal Aspects of Health Care.....	4
HCA435** Health and Disease Trends	4
HCA440** Planning & Marketing for Health Care Organizations	4
MED165 Medical Law and Ethics	4
POL300* Colonial America	4
SCI305* Technology & Society.....	4
SCI310* Meteorology	4
SOC201* Introduction to Sociology.....	4
Total Quarter Credit Hours for Bachelor Degree	180

* Students must complete a minimum of 56 quarter credit hours or equivalent in General Education containing at least one course in each of the following areas: humanities, mathematics, science, and social science.

** Students must complete a minimum of 48 quarter credit hours or 12 courses of the Health Care Administration courses identified at the 300 and 400 level.

**Medical Assisting—Clinical
Certificate**

Program Requirements	Quarter Credit Hours
BUS106 Microcomputer Applications I	4
BUS107 Microcomputer Applications II	4
BUS112 Personal Finance	4
BUS142 Internship and Professional Seminar	4
ENG101* General English	4
MED103 Medical Terminology	4
MED158 Medical Emergencies	4
MED188 Medical Office Procedures	4
MED227 Medical Insurance	4
MED250 Examination Room Procedures	4
MED292 Phlebotomy I	4
SFS140 Strategies for Success	4
Total Quarter Credit Hours Required for Certificate.....	48

Diploma

This Program requires all the courses in the Medical Assisting—Administrative Certificate Program as well as the following:

Program Requirements	Quarter Credit Hours
MED153 Anatomy & Physiology I	4
MED154 Anatomy & Physiology II	4
MED165 Medical Law and Ethics	4
MED255 Pathophysiology	4
MED288 Medical Office Administration	4
MTH103* General Math	4
Total Quarter Credit Hours Required for Diploma	72

Associate Degree

This Program requires all the courses in the Medical Assisting—Clinical Diploma Program as well as the following:

Program Requirements	Quarter Credit Hours
COM208* Public Speaking	4
ENG211* Writing I	4
POL109* Political Science	4
PSY202* Principles of Psychology	4
MED266 Pharmacology	4
MED294 Electrocardiography	4
Total Quarter Credit Hours Required for Degree	96

Medical Massage Therapy

The Medical Massage Therapy Diploma is designed to provide the student with the skills to perform various modalities of massage therapy to include sports, pre-natal, therapeutic, Swedish, hot stone therapy, and hydrotherapy massages. At the completion of this program, the successful student will be prepared to work as a massage therapist in areas such as sports, pre-natal, therapeutic, Swedish, hot-stone therapy, and hydrotherapy.

The Associate Degree program builds on the Diploma program by providing students with an in-depth knowledge of the upper and lower body trigger-point structural integration, and myofascial release; cranio-sacral, Reiki, polarity, and energy; and sports massage. The successful student should be prepared to work as a massage therapist in areas such as sports, pre-natal, therapeutic, Swedish, hot-stone therapy, and hydrotherapy. This program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life.

Diploma

Program Requirements	Quarter Credit Hours
MMT101 Anatomy & Physiology/Medical Terminology I for Massage Therapy	4
MMT102 Anatomy & Physiology/Medical Terminology II for Massage Therapy	4
MMT103 Anatomy & Physiology/Medical Terminology III for Massage Therapy	4
MMT122 Pathology I for Massage Therapy	4
MMT123 Pathology II for Massage Therapy	4
MMT131 Massage Therapy Lab I and Ethics.....	4
MMT132 Massage Therapy Lab II.....	4
MMT133 Massage Therapy Lab III.....	4
MMT204 Anatomy & Physiology/Massage Theory/Exam Prep for Massage Therapy	4
MMT234 Massage Therapy Clinic	4
MMT244 Massage Therapy Business and Ethics	4
SFS140 Strategies for Success	4
Total Quarter Credit Hours Required for Diploma	48

Associate Degree

This program requires all of the courses in the Human Resource Management Certificate Program as well as the following:

Program Requirements	Quarter Credit Hours
BUS106 Microcomputer Applications I.....	4
BUS107 Microcomputer Applications II	4
COM208 Public Speaking	4
CRT210 Critical Thinking	4
ENG101 General English	4
ENG211 Writing I	4
MMT260 Upper & Lower Body Trigger-Point, Structural Integration, and Myofascial Release.....	4
MMT270 Cranio-Sacral, Reiki, Polarity, and Energy	4
MMT280 Sports Massage.....	4
MMT290 Advanced Spa Massage.....	4
MTH103 General Math.....	4
PSY202 Principles of Psychology	4
Total Quarter Credit Hours Required for Degree.....	96

Network Support Administration

The objective of the Degree in Network Support Administration program is to provide students with the skills and knowledge to enter various technology fields. The program consists of general education requirements, with courses designed to lead to different modules of training. These modules are special tracks which lead to multiple employment opportunities after one or more are completed.

CISCO Networking Option

The CISCO Networking Option includes a foundation in, and apprentice knowledge of, networking. CISCO Networking professionals can install, configure, and operate Local Area Networks (LAN), Wide Area Networks (WAN) and dial access services for small networks (100 nodes or fewer), including but not limited to the use of these “transmission” protocols: IP, IGRP, Serial, Frame Relay, IP RIP, VLANs, RIP, Ethernet, and Access Lists. The Linux operating system will also be presented in this option which will allow the Information Technology (IT) professional the flexibility to present alternate operating system expertise to enhance career opportunities. The ubiquitous nature of “intra/internetworking” infrastructures demands a need for qualified and quality IT professionals with the skills and knowledge necessary to support, install and maintain network “appliances” which include routers, switches, and designated digital transmission methods, such as; ISDN, Frame Relay, DSL, etc. Upon completion of a track, a student may opt to become certified as a CCNA (Certified Cisco Network Associate), as well as the Linux+ certification. The students will also complete an internship in their chosen technical fields which will give them the “real world” experience and exposure which is crucial in today’s competitive technology market.

Engineer Option

The Network Support Engineer Option emphasizes the specifics of planning, designing, and implementation of Microsoft Windows server solutions and architectures in medium to large-sized companies. This option builds upon the Network Administration

core program, leading the student through the Systems Engineer concentration. As the role of IT and network support roles become more defined by industry the Network Support Engineer has become a specialization in the IT infrastructure to give IT professionals an advanced industry recognized designation, indicating experience and knowledge that companies and organizations can count on to plan, support, and maintain their critical networking, information/data, and disaster recovery platforms. This understanding allows IT Directors/Chief Information Officers the ability to implement strategic IT hiring plans which will supply a foundation of qualified IT professionals that will take their organization in a positive direction. Network Support Engineers will most likely concentrate their expertise in the areas of Local and Wide Area Networking design, implementation and management. Upon completion of a track, a student may opt to become certified as a MCP (Microsoft Certified Professional) and/or as a MCSA (Microsoft Certified Systems Administrator). The students will also complete an internship in their chosen technical fields which will give them the “real world” experience and exposure which is crucial in today’s competitive technology market.

Microsoft Office Option

The Microsoft Office Option of the Network Support Administration Program concentrates in the area of medium and/or small business office network, computer application and office support role of the IT professional. An emphasis in the Microsoft Office Suite of products with a detailed knowledge of Microsoft Excel and Access will provide these smaller employers the ability to hire much needed IT personnel with training that more reflects their specialized requirements. An understanding of accounting principles is an added plus to this option, which has been an advisory board recommendation, thus a community recommendation, which will ensure employment opportunities. Upon completion of a track a student may opt to become certified as a Microsoft Office Specialist (MOS), in Excel and/or Access. The Microsoft Office Option provides computer program literacy, measures proficiency, and identifies opportunities for skills enhancement. Successful students will be prepared to take the

Microsoft Office Specialist (MOS) Exam which sets them apart from their peers in the competitive job market. The certificate is a valuable credential recognized worldwide as proof that an individual has the desktop computing skills needed to work more productively and efficiently. The students will also complete an internship in their chosen technical fields which will give them the “real world” experience and exposure which is crucial in today’s competitive technology market.

Specialty Option

The Network Support Administration with Specialty Option builds upon the Network Support Administration core program emphasizing the specialty area of network support and administration. As the role of IT and network support roles become more defined by industry the Network Support Administrator has become a specialization in the IT infrastructure to give IT professionals an entry level starting point in their careers. This allows IT managers some stratification and flexibility in their hiring and budgeting roles. Network Support Administrators with Specialties will most likely concentrate their expertise in the areas of network administration which includes; server and client administration and maintenance, Email setup, administration, troubleshooting and maintenance as well as specialized knowledge of computer and network security, which includes planning, installation, setup, maintenance and administration. Disaster recovery and virus protection and monitoring will also be part of the Network Support Administrator’s role. Upon completion of a track a student may opt to become certified as a MCP (Microsoft Certified Professional) in Security and/or Microsoft Exchange. The student may also elect to test for the MCSA (Microsoft Certified Systems Administrator) certification. The students will also complete an internship in their chosen technical fields which will give them the “real world” experience and exposure which is crucial in today’s competitive technology market.

**CISCO Option
Associate Degree**

Program Requirements	Quarter Credit Hours
BUS106	Microcomputer Applications I 4
BUS107	Microcomputer Applications II 4
BUS112	Personal Finance 4
BUS142	Internship & Professional Seminar 4
COM208*	Public Speaking 4
CRT210*	Critical Thinking 4
ENG101*	General English 4
ENG211*	Writing I 4
MTH103*	General Math 4
NSA150	CompTIA A+ Core Technologies 4
NSA151	CompTIA A+ OS/Windows 4
NSA152	CompTIA Network+ 4
NSA155	CompTIA Server+ 4
NSA240	Linux+ 4
NSA251	CISCO 1 4
NSA252	CISCO 2 4
NSA253	CISCO 3 4
NSA254	CISCO 4 4
NSA260	Administering Windows Client Operating System 4
NSA261	Administering Windows Server Operating System 4
NSA262	Implementing Windows Network Infrastructure 4
NSA267	Supporting Windows Client and Applications 4
PSY202*	Principles of Psychology 4
SFS140	Strategies for Success 4
Total Quarter Credit Hours Required for Associate Degree 96	

*This course fulfills a general education requirement.

**Engineer Option
Associate Degree**

Program Requirements	Quarter Credit Hours
BUS106	Microcomputer Applications I 4
BUS107	Microcomputer Applications II 4
BUS112	Personal Finance 4
BUS142	Internship & Professional Seminar..... 4
COM208*	Public Speaking..... 4
CRT210*	Critical Thinking 4
ENG101*	General English 4
ENG211*	Writing I..... 4
MTH103*	General Math..... 4
NSA150	CompTIA A+ Core Technologies 4
NSA151	CompTIA A+ OS/Windows 4
NSA152	CompTIA Network+ 4
NSA155	CompTIA Server+..... 4
NSA260	Administering Windows Client Operating System 4
NSA261	Administering Windows Server Operating System..... 4
NSA262	Implementing Windows Network Infrastructure 4
NSA263	Implementing Windows Directory Services 4
NSA264	Designing Windows Directory Services 4
NSA266	Troubleshooting Operating Systems & Networks.. 4
NSA267	Supporting Windows Client and Applications 4
NSA284	Managing Microsoft Exchange Server..... 4
NSA285	Planning a Windows Network Infrastructure 4
PSY202*	Principles of Psychology 4
SFS140	Strategies for Success..... 4
Total Quarter Credit Hours Required for Associate Degree 96	

*This course fulfills a general education requirement.

**Microsoft Office Option
Associate Degree**

Program Requirements	Quarter Credit Hours
BMG126 Business Law.....	4
BMG250 Economics	4
BUS106 Microcomputer Applications I	4
BUS107 Microcomputer Applications II	4
BUS112 Personal Finance	4
BUS142 Internship & Professional Seminar.....	4
BUS210 Managing Information.....	4
COM208* Public Speaking.....	4
CRT210* Critical Thinking	4
ENG101* General English	4
ENG211* Writing I.....	4
ETH103 Ethical Decision Making	4
MTH103* General Math.....	4
NSA150 CompTIA A+ Core Technologies	4
NSA151 CompTIA A+ OS/Windows	4
NSA152 CompTIA Network+	4
NSA155 CompTIA Server+	4
NSA260 Administering Windows Client Operating System	4
NSA261 Administering Windows Server Operating System.....	4
NSA262 Implementing Windows Network Infrastructure	4
NSA266 Troubleshooting Operating Systems & Networks..	4
NSA267 Supporting Windows Client and Applications	4
PSY202* Principles of Psychology	4
SFS140 Strategies for Success.....	4
Total Quarter Credit Hours Required for Associate Degree	96

*This course fulfills a general education requirement.

**Specialty Option
Associate Degree**

Program Requirements	Quarter Credit Hours
BUS106	Microcomputer Applications I 4
BUS107	Microcomputer Applications II 4
BUS112	Personal Finance 4
BUS142	Internship & Professional Seminar..... 4
COM208*	Public Speaking..... 4
CRT210*	Critical Thinking 4
ENG101*	General English..... 4
ENG211*	Writing I..... 4
MTH103*	General Math..... 4
NSA150	CompTIA A+ Core Technologies 4
NSA151	CompTIA A+ OS/Windows..... 4
NSA152	CompTIA Network+ 4
NSA155	CompTIA Server+..... 4
NSA240	Linux+ 4
NSA260	Administering Windows Client Operating System 4
NSA261	Administering Windows Server Operating System..... 4
NSA262	Implementing Windows Network Infrastructure 4
NSA263	Implementing Windows Directory Services 4
NSA266	Troubleshooting Operating Systems & Networks.. 4
NSA267	Supporting Windows Client and Applications 4
NSA284	Exchange 4
NSA298	Security 4
PSY202*	Principles of Psychology 4
SFS140	Strategies for Success..... 4
Total Quarter Credit Hours Required for Associate Degree..... 96	

*This course fulfills a general education requirement.

Paralegal Studies

This program is not offered at the Rockport location.

The Paralegal Studies Program offers students training and skills in preparing legal reports and documents, legal correspondence, legal research, drafting letters, questions for the interrogatories, legal memoranda, briefs, pleadings, contracts, wills, and deeds. In addition, students receive training in Microsoft Excel and Word. Students are prepared for employment as legal office assistants or managers, or can become directly involved in interviewing, research and case work as paralegals in either the public or private sector. The goals of the Paralegal Studies Program is to prepare graduates for entry level paralegal positions to be employed by a lawyer, law office, corporation, government agency, or other entity and to perform specialized delegated, substantive legal work for which a lawyer is responsible. The program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life as well as to adapt to changes in the legal environment.

The Bachelor of Science Degree in Criminal Justice Administration - Paralegal Studies is designed to emphasize the importance of diversity, ethical treatment and involvement in the community. The program specifically provides students with opportunities to explore some of the controversial issues facing our nation and apply what they have learned in class to community settings. Students gain the practical, real-world knowledge needed to be successful. Successful graduates are armed with the advantages of solid business communication and management skills and can be confident that they are prepared to meet the challenges of a career in Criminal Justice Administration. Upon completion of the program, the student is prepared for employment as a private detective, private investigator, probation officer, correction treatment specialist, police person, or detective.

Associate Degree

Program Requirements	Quarter Credit Hours
ACC103	Accounting I..... 4
BUS106	Microcomputer Applications I 4
BUS107	Microcomputer Applications II..... 4
BUS112	Personal Finance 4
BUS142	Internship and Professional Seminar 4
COM208*	Public Speaking..... 4
CRT210*	Critical Thinking 4
ENG101*	General English..... 4
ENG206*	Introduction to Literature 4
ENG211*	Writing I..... 4
ENG212*	Writing II..... 4
ETH103	Ethical Decision Making 4
MTH103*	General Math..... 4
LAW114	Introduction to Law & Paralegal Studies 4
LAW115	Ethics & Office Procedures for Paralegals..... 4
LAW157	Civil Litigation 4
LAW158	Probate Administration & Estate Planning..... 4
LAW210	Criminal Law 4
LAW212	Tort Law..... 4
LAW214	Real Estate Law..... 4
LAW216	Family Law 4
LAW256	Legal Research 4
LAW257	Legal Writing & Analysis 4
POL109*	Political Science 4
PSY202*	Principles of Psychology 4
SFS140	Strategies for Success..... 4
Total Quarter Credit Hours Required for Associate Degree 104	

Bachelor Degree

This Program requires all the courses in the Paralegal Studies Associate Degree Program as well as the following:

Program Requirements	Quarter Credit Hours
BUS210	Managing Information..... 4
CIS184	PowerPoint Presentations 4
CJA300**	Introduction to Policing..... 4
CJA305**	Punishment and Corrections..... 4
CJA310**	Theories of Crime..... 4
CJA320**	Crime Control Strategies 4
CJA325**	Crime Analysis 4
CJA330**	Women, Crime, and Justice..... 4
CJA340**	Criminal Justice Research 4
CJA350**	Criminal Justice Management and Planning 4
CJA360**	White Collar Crime 4
CJA400**	Chemical Dependence and Abuse 4
CJA410**	Geographic Criminology 4
CJA420**	Applied Crime Mapping..... 4
CJA430**	Crime, Grime, and Fear..... 4
CJA440**	Terrorism and Homeland Security 4
CJA450**	Criminal Justice Ethics and Morality 4
CJA460**	Crisis Intervention 4
COM310*	Interpersonal Communication 4
POL300*	Colonial America 4
SCI305*	Technology & Society..... 4
SCI310*	Meteorology 4
SOC201*	Introduction to Sociology..... 4
Total Quarter Credit Hours for Bachelor Degree..... 180	

* Students must complete a minimum of 56 quarter credit hours or equivalent in General Education containing at least one course in each of the following areas: humanities, mathematics, science, and social science.

** Students must complete a minimum of 48 quarter credit hours or 12 courses of the Criminal Justice Administration courses identified at the 300 and 400 level.

Personal Fitness Training

This program is offered at the Louisville, Bellevue, and Paducah locations.

In the Personal Fitness Training Diploma Program, student will receive training in exercise programming, interpersonal communication, and marketing that is required in commercial, corporate or private personal fitness training environments. Graduates will be able to perform a variety of exercise-related assessments and tests, design safe and effective exercise programs, implement safe weight loss/gain programs and be proficient in a variety of business-related skills. The objectives of the Personal Fitness Training Diploma Program are to provide graduates with the knowledge, skills and abilities to qualify for personal trainer positions in gyms, fitness centers, private studios, corporate wellness programs, or begin their own personal fitness training business.

Program Requirements		Quarter Credit Hours
PFT100	Medical Terminology and Anatomy & Physiology.....	4
PFT101	Exercise Psychology	4
PFT102	Exercise Physiology	4
PFT110	Kinesiology	4
PFT111	Wellness and Nutrition.....	4
PFT120	PFT Lab I.....	4
PFT121	PFT Lab II.....	4
PFT200	Externship & Boot Camp	4
SFS142	Small Business Management Strategies for Success.....	4
Total Quarter Credit Hours Required for Diploma		36

Pharmacy Technology

The diploma program is offered at the Louisville, Online and Scottsville locations.

The Diploma in Pharmacy Technology is designed to prepare students to become pharmacy technicians. A pharmacy technician is one who assists and supports licensed pharmacists in a wide variety of activities including, but not limited to, ordering, stocking, and packaging prescription and over-the-counter medications, inventory control, maintaining records, preparing medication labels, and preparing insurance claims. The successful student will be prepared to work as a pharmacy technician in any retail pharmacy, hospital pharmacy, clinical pharmacy, nursing home, doctor's office, or home health care agency.

The Associate of Science Degree in Pharmacy Technology is designed to prepare students to become pharmacy technicians. A pharmacy technician is one who assists and supports licensed pharmacists in a wide variety of activities including but not limited to ordering, stocking, and packaging prescription and over-the-counter medications, inventory control, maintaining records, preparing medication labels, and preparing insurance claims. The successful student will be prepared to work as a pharmacy technician in any retail pharmacy, hospital pharmacy, clinical pharmacy, nursing home, doctor's office, or home health care agency.

The Bachelor of Science Degree in Health Care Administration - Pharmacy Technology is designed to provide students with the knowledge necessary to successfully manage health care organizations and services. The program focuses on teaching students key business administration techniques, while tailoring those learned skills to the health care industries. Successful students will gain the practical, real-world knowledge needed to be successful in the health care industry. Upon completion of the program, the student is prepared for employment in hospitals, physicians offices, nursing and residential facilities, home health care centers and related occupations. Upon completion of the program, the student is prepared for employment as a health care administrator, office manager, clinical manager, insurance underwriter, or health information manager.

Diploma

Program Requirements	Quarter Credit Hours
BUS106 Microcomputer Applications I.....	4
BUS107 Microcomputer Applications II	4
BUS142 Internship and Professional Seminar	4
ENG101* General English	4
MED103 Medical Terminology	4
MED153 Anatomy & Physiology I.....	4
MED154 Anatomy & Physiology II	4
MED165 Medical Law and Ethics	4
MED255 Pathophysiology	4
MTH103* General Math.....	4
PHA100 Introduction to Pharmacy Technician Practices/Ethics	4
PHA110 Pharmacy Terminology and Calculations.....	4
PHA155 Prescription and OTC Medications	4
PHA200 Pharmacology I for Pharmacy Technicians	4
PHA225 Microbiology	4
PHA250 Pharmacy Operations and Claims.....	4
PHA275 Compounding Aseptic Technique and Non-Sterile Compounding.....	4
SFS140 Strategies for Success	4
Total Quarter Credit Hours Required for Diploma	72

Associate Degree

This Program requires all the courses in the Pharmacy Technology Diploma Program as well as the following:

Program Requirements	Quarter Credit Hours
COM208* Public Speaking.....	4
CRT210* Critical Thinking	4
ENG211* Writing I	4
PSY202* Principles of Psychology	4
PHA280 Sterile Product Technology	4
PHA290 Problem Solving	4
Total Quarter Credit Hours Required for Associate Degree	96

Bachelor Degree

This Program requires all the courses in the Pharmacy Technology Associate Degree Program as well as the following:

Program Requirements	Quarter Credit Hours
BUS112 Personal Finance	4
COM310* Interpersonal Communication	4
ENG206* Introduction to Literature	4
ENG212* Writing II.....	4
HCA300** Health Care Management.....	4
HCA305** Occupations in Health Care.....	4
HCA310** The Health Care Industry	4
HCA315** Health Care Communications	4
HCA320** Health Care in the United States	4
HCA325** Information Technology in Health Care.....	4
HCA330** HR: Principles and Practice in Health Care.....	4
HCA335** Essentials of Managed Health Care.....	4
HCA340** Cultural Diversity in Health Care.....	4
HCA400** Public and Community Health	4
HCA405** Health Psychology.....	4
HCA410** Leadership and Professional Development	4
HCA420** Budgeting in Health Care	4
HCA430** Ethical and Legal Aspects of Health Care.....	4
HCA435** Health and Disease Trends	4
HCA440** Planning & Marketing for Health Care Organizations	4
POL109* Political Science	4
POL300* Colonial America	4
SCI305* Technology & Society.....	4
SCI310* Meteorology	4
SOC201* Introduction to Sociology	4
Total Quarter Credit Hours for Bachelor Degree	180

* Students must complete a minimum of 56 quarter credit hours or equivalent in General Education containing at least one course in each of the following areas: humanities, mathematics, science, and social science.

** Students must complete a minimum of 48 quarter credit hours or 12 courses of the Health Care Administration courses identified at the 300 and 400 level.

Website Design

This diploma and certificate program is offered at both Louisville locations.

This Certificate in Internet Website Design is designed for persons interested in a career developing and designing internet web sites. The fastest growing segment of the Information Technology (IT) field is website design and developing E-Commerce solutions. Local and national trends indicate a shortage of qualified persons in this field. Students will begin their program of study with the first of many classes devoted to learning about all aspects of the Internet. Additional courses include website designing software such as Microsoft FrontPage and Macromedia Dreamweaver and designing static internet graphics using Adobe Photoshop. Students completing this program will have an opportunity to attain a certification in the industry – Certified Internet Webmaster (CIW) Foundations. Graduates will have the education and the specialized training to enter the IT field in such employment positions as Website Design and Developer. All credit hours earned in this program may be applied toward the Diploma and Associate of Science Degree in Internet Website Design.

The Diploma in Internet Website Design is designed to build upon the certificate program. In addition to designing static internet graphics using Adobe, the student will be using Macromedia Fireworks. Programming courses in such scripting languages as VBScript and JavaScript are also stressed in this program of study. Students completing this program will have an opportunity to attain the two premier certifications in the industry. All credit hours earned in this program may be applied toward the Associate of Science Degree in Internet Website Design.

The Degree in Internet Website Design is designed to build upon the diploma program by taking upper level courses will include instruction in ASP, Cold Fusion, and designing Macromedia Flash and Shockwave web sites. Students completing this program will have an opportunity to attain the premier certification in the industry and become Master Site Designers. This Certified Internet Webmaster certification is the leading industry standard in website development and is nationally recognized in the field. In addition graduates will have the education and the specialized training to enter the IT field in such employment positions as Shockwave Flash Designer, Web Graphics Artist and Website Design and Developer.

Certificate

Program Requirements	Quarter Credit Hours
BUS106 Microcomputer Applications I.....	4
BUS107 Microcomputer Applications II	4
BUS112 Personal Finance.....	4
BUS142 Internship and Professional Seminar	4
CIS140 Internet Foundations	4
CIS155 Web Design I.....	4
CIS178 Web Design II.....	4
CIS179 Web Animation I	4
CIS183 Image Editing	4
ENG101* General English	4
MTH103* General Math	4
SFS140 Strategies for Success	4
Total Quarter Credit Hours Required for Certificate.....	48

Diploma

This Program requires all the courses in the Internet Website Design Certificate as well as the following:

Program Requirements	Quarter Credit Hours
CIS100 E-Commerce	4
CIS180 Web Graphics I	4
CIS188 Web Languages I	4
COM208* Public Speaking	4
ENG211* Writing I	4
GRD265 Advanced Image Editing.....	4
Total Quarter Credit Hours Required for Diploma	72

Associate Degree

This Program requires all the courses in the Internet Website Design Diploma as well as the following:

Program Requirements	Quarter Credit Hours
ACC103 Accounting I	4
CIS181 Web Animation II	4
CIS186 Web Design III.....	4
CIS299 Web Projects	4
CRT210* Critical Thinking	4
PSY202* Principles of Psychology.....	4
Total Quarter Credit Hours Required for Associate Degree	96

* This course fulfills a general education requirement.

Course Descriptions

ACC103 Accounting I

This course introduces students to the accounting cycle including journalizing, posting, adjusting, and closing of the books. It also introduces students to preparing a trial balance, income statement, balance sheet, and a work sheet for a business. (4 Quarter Credit Hours)

ACC113 Accounting II

In Accounting II students continue covering accounts receivable, accounts payable, bad debts, depreciation, and merchandizing inventories. Students prepare special journals for cash, assets and depreciation, inventories, and long-term liabilities. Prerequisite: Accounting I, ACC103 (4 Quarter Credit Hours)

ACC210 Federal Income Tax Accounting

This course is a comprehensive explanation of the federal tax structure with training in the application of tax principles to specific programs related to the preparation of individual, partnership, and corporation tax returns. Prerequisite: Accounting I, ACC103 (4 Quarter Credit Hours)

ACC211 Intermediate Accounting

This is a review of fundamental processes and precedes a detailed study of accounting for the asset items on a balance sheet. Emphasis is placed on investments, receivables, and their presentation of the balance sheet, inventory cost and valuation, and plant and tangible assets acquisition, utilization, and retirement. Prerequisite: Accounting II, ACC113. (4 Quarter Credit Hours)

ACC212 Advanced Accounting

This course includes an in-depth study of liabilities and owner's equity items. Competencies include keeping financial records for accounts receivable, uncollectible accounts, plant assets, notes receivable, notes payable, and vouchers. This course develops skills and analyzing, interpreting, summarizing and reporting information, preparing formal statements and supporting schedules, and using inventory control systems. Prerequisite: Intermediate Accounting, ACC211 (4 Quarter Credit Hours)

ACC213 Cost Accounting

This course is a study of the elements of cost, labor, material, and overhead. Inventory and production control procedures and apportionment of overhead are given special attention. Job costs, process costs, and standard costs are studied in detail. Prerequisite: Accounting II, ACC113. (4 Quarter Credit Hours)

ACC214 Payroll Accounting

This course presents the fundamentals of accounting as applied to compensation programs including the calculation of payroll, payroll taxes and the preparation of records and reports. State and federal taxation is also discussed. Prerequisite: Accounting I, ACC103. (4 Quarter Credit Hours)

ACC215 Computerized Accounting

Accounting software is used to automate, analyze, and interpret financial information while applying accounting concepts and principles. Activities include company setup, preparing a chart of accounts, journalizing and posting transactions, entering payroll data, and producing financial statements. Prerequisite: Accounting I, ACC103 (4 Quarter Credit Hours)

ACC216 Managerial Accounting

The study of the uses of accounting information in managerial planning and control of organizations. Prerequisite: Intermediate Accounting, ACC211 (4 Quarter Credit Hours)

ACC217 Corporate and Partnership Taxation

The study of federal and state laws applying to corporations, partnerships, and other entities will be emphasized. Prerequisite: Advanced Accounting, ACC212 (4 Quarter Credit Hours)

BBA300 Personal Development and Research

This course covers personal goal development, learning methodologies, temperament type analysis, study skills, time management, library research, literature reviews, personal assessment, and other subjects relevant to goal achievement in an academic environment. (4 Quarter Credit Hours)

BBA305 Computer Applications for Managers

This course is a study on how to use a microcomputer to assist in decision-making and to boost productivity within the business

environment. This course provides an introduction to popular business application software for spreadsheets, database management, and presentation graphics using the Microsoft Office Suite Software. (4 Quarter Credit Hours)

BBA310 Business Communication

This course is a study of written and oral communication skills that are essential for communicating successfully in organizations. This course will use simulations, case studies, and application assignments to focus on the process of written and oral communication in the business environment. (4 Quarter Credit Hours)

BBA315 Business Ethics

This course studies ethical theories as they relate to various contemporary problems in the business world. Emphasis is placed on class participation and practical application. For example, students develop a Code of Ethics for their organization. (4 Quarter Credit Hours)

BBA320 Financial Management

This course is an introduction to financial management. Special emphasis is given to financial analysis and planning, working capital management, and the capital budgeting process. (4 Quarter Credit Hours)

BBA325 Business Statistics

This course surveys descriptive statistics with emphasis on practical applications of statistical analysis. It includes an examination of the role of statistics in research, statistical terminology, the appropriate use of statistical techniques, and the interpretation of statistical findings in business and business research. (4 Quarter Credit Hours)

BBA330 Human Resources for Business Leaders

This course is a study of the role of human resource management as a staff function within the organization. The human resource management functions of recruitment, interviewing, human resource planning, equal employment, job analysis, wage and salary administration, management development, training, compensation, and labor relations are examined. An investigation of the interpersonal relationships of employees in the organizational setting is also considered. (4 Quarter Credit Hours)

BBA400 International Business Operations

This course is an introduction to the theory and practice of business operations of international and multinational firms. Special emphasis is given to international trade theory, marketing, finance and human resource management. (4 Quarter Credit Hours)

BBA405 Diversity in Organizations

This course explores diversity as it relates to organizations from a human resources development perspective. Areas of diversity explored include racial/ethnic groups, sex and gender, religion, work and family, weight and appearance, physical and mental ability, and sexual orientation. The primary focus is to development of a strategy to improve an organization's performance. (4 Quarter Credit Hours)

BBA410 Management Information Systems

The course is a study of computerized information systems that support organizational mission, goals, and objectives. Concepts include the theories, principles, concepts, components and types of management information systems, networks and telecommunications, and the systems development process. The information systems profession and advances in technology used to support communication, collaboration, and discovery for organizations are also discussed. (4 Quarter Credit Hours)

BBA420 Consumer Finance

This course provides a practical application of personal and family financial management. Topics include budgets, loans, spending, housing, insurance, investments, and taxes. (4 Quarter Credit Hours)

BBA430 Global Marketing

This course is an introduction to the theory and practice of international marketing management, including marketing to national domestic markets. Special emphasis is given to the international environment, market research and market entry, product planning and strategy, and management of international marketing functions. (4 Quarter Credit Hours)

BBA435 Strategic Planning

This course examines the development, implementation, and reformulation of business policy and strategy. This course stresses the need for awareness of, and accommodation to, change in a company's internal and external environments. Generic types of business

strategies and techniques for analyzing strategies are also covered. (4 Quarter Credit Hours)

BBA455 Managerial Accounting

This course provides a study of the underlying theory and application of managerial accounting concepts, including analysis of financial statements for usefulness in decision making. (4 Quarter Credit Hours)

BBA470 Business and Society

This course provides a study of business-related problems in such areas as ethics, social responsibilities, pollution, crime, urban crisis, discrimination, education and politics. (4 Quarter Credit Hours)

BBA475 Introduction to Entrepreneurship

This course provides an introduction to entrepreneurship concepts. Emphasis is given to the process of creating and starting new ventures. The course is designed to help students recognize and evaluate the feasibility of potential business opportunities. (4 Quarter Credit Hours)

BBM335 Leadership

This course is a study of the current understanding of leadership theory and practice with a goal of developing the student's personal theory of leadership. (4 Quarter Credit Hours)

BBM340 Organizational Behavior

This course is a study of behavior in organizational settings as affected by individual, group and organizational processes. Special emphasis is given to learning, motivation, attitudes, stress, organizational culture, group processes, and decision-making. (4 Quarter Credit Hours)

BBM405 International Management

This course explores the nature of management processes and activities in terms of different legal, political, economic, and cultural environments. The administrative philosophies, policies, and practices of international business organizations are covered. (4 Quarter Credit Hours)

BBM440 Principles of Quality Improvement

This course explores the philosophy, principles and practices of continuous quality improvement. Students will explore systems

thinking, understanding variation and diversity, practical psychology of leadership and management, and generation and leverage of knowledge. (4 Quarter Credit Hours)

BBM445 Project Management

This course examines the role of project management and its use in business and organizations. Each of the following constituent elements for successful project management is included in the course: defining a project, working with project teams, performing projects budgeting, performing a work breakdown analysis, creating a project schedule, and performing project monitoring and evaluation. (4 Quarter Credit Hours)

BBM450 Operations Management

This course familiarizes the student with the nature and scope of production and operations management in modern industry. The topics emphasized include operations philosophies, operations strategy, inventory control, project management, and other current topics selected by the instructor. (4 Quarter Credit Hours)

BBM460 Negotiation and Conflict Management

This course explores the theory and implementation strategies of successful negotiation. This course will examine interpersonal communication and business management practices in which negotiation strategies help you manage difficult business situations and resolve intra-organizational conflict. By developing effective negotiation skills, you can increase your problem-solving and conflict-resolution abilities. (4 Quarter Credit Hours)

BBM470 Staffing: Recruitment and Selection

This course trains students in one of the major components (applicant recruitment and selection) for managers. In doing so, students are introduced to the techniques of analyzing the effectiveness and appropriateness of various instruments used by professionals. Additionally, students are introduced to the strategies associated with the use of different recruitment and selection techniques. (4 Quarter Credit Hours)

BBM480 Training and Development

This course trains students in one of the major components (employee training and development) for managers. In doing so: students are introduced to the current state of employee training and development

practices; acquire a basic understanding of key issues related to the structure, the methods, and the use of technology for the training of employees; and through readings, lectures, discussions, and presentations learn to apply learning theories in the development and implementation of a strategic employee training system. (4 Quarter Credit Hours)

BBM490 Business Research for Decision Making

This course allows students to explore decision making from a managerial viewpoint and examine the role of decision making in dealing with employees, formulating strategy, and negotiating. This course requires students to understand, apply, and evaluate both quantitative and qualitative research methodologies as they apply to business studies and analysis (4 Quarter Credit Hours)

BCS100 Healthcare: Delivery Systems Statistics

This course is designed to introduce the student to the different health care settings of hospital inpatient, hospital outpatient, hospital emergency services, ambulatory surgery centers, physician offices and alternate care facilities. Introduces the student to the statistics maintained by these systems. (4 Quarter Credit Hours)

BCS161 ICD I

This course focuses on introducing the student to the coding conventions and official coding rules for using the ICD in physician office and in long term care facilities. This course provides for extensive practice in coding. Prerequisite: Medical Terminology, MED103, Anatomy and Physiology I, MED153, Anatomy and Physiology II, MED154 which may be taken concurrently. (4 Quarter Credit Hours)

BCS162 Procedural Coding

This course focuses on outpatient and ambulatory procedural coding using the CPT Coding Manual. The course provides extensive coding practice, covers ethical reimbursement issues. Prerequisites: Medical Terminology, MED103; Anatomy and Physiology I, MED153; and Anatomy and Physiology II, MED154. (4 Quarter Credit Hours)

BCS163 DME, Modifiers & Chart Analysis

This course focuses on billing and coding for durable medical equipment using HCPCS Level II and the use of modifiers for both HCPCS Level I and II codes. The student also learns to review the

chart to determine if modifiers are needed and to audit the chart for proper documentation to support codes. (4 Quarter Credit Hours)

BCS233 Medical Office Management

This course focuses on management of all aspects of the physician's office. Records management is covered as well as electronic maintenance of a physician office. In addition, the student will cover release and disclosure of health information and the new HIPPA guidelines. (4 Quarter Credit Hours)

BCS260 ICD II

This course focuses on inpatient diagnosis and procedures coding, coding conventions and official coding rules for using the ICD. This provides for advanced practice in case coding, document review, and coding ethics. Prerequisite: ICD I, BCS161. (4 Quarter Credit Hours)

BCS261 Claims Processing 1500

This course focuses on introducing the student to billing and coding certifications, various health insurance plans, and official coding rules for using the ICD in the physician office. The course also covers the CMS-1500 in complete detail. Prerequisite: ICD I, BCS161; and Procedural Coding I, BCS162. (4 Quarter Credit Hours)

BCS262 Claims Processing UB-92

This course focuses on introducing the student to the use of the UB-92 for billing in acute care and long term care facilities. The student learns the basic guidelines for completing each field of the claim form. Case studies are used to provide the learner with the opportunity to work with electronic claims processing and electronic coding. Prerequisite: ICD I, BCS161. (4 Quarter Credit Hours)

BCS265 Comprehensive Coding

This course focuses on specific coding issues within a particular area, provides for extensive practice in case coding, covers document review, coding ethics, reimbursement appeals, and auditing. The course also reviews claims collection, and covers fraud and abuse. Prerequisite: ICD II, BCS260 and Procedural Coding I, BCS162. (4 Quarter Credit Hours)

BMG124 Principles of Management

In this course business techniques and management theory are explored. Principles of Management is centered on the management

functions of planning, decision-making, organizing, leading, and controlling. (4 Quarter Credit Hours)

BMG126 Business Law

This course covers the basic legal principles relating to contracts involving personal property, bailments, hotel, sales, agency, employment, insurance, and real property. (4 Quarter Credit Hours)

BMG250 Principles of Economics

This course covers such topics as the free enterprise system, the Gross Domestic Product, macroeconomics, microeconomics, and fundamentals of the monetary policy. (4 Quarter Credit Hours)

BMG290 Fundamentals of Finance

This course analyzes the nature and scope of business finance. Emphasis is placed on forecasting, capital budgeting, sources and costs of capital, financial instruments, financial analysis and interpretation. Prerequisite: Accounting I, ACC103 (4 Quarter Credit Hours)

BUS101 Human Resource Management

This course presents an examination of the fundamental principles of personnel management as they apply to the employee, employer, and society. Specific topics discussed include managing human resources, understanding the internal and external environment of human resources management, managing changes, staffing, training, appraising, compensating, occupational safety and health, unionization, and collective bargaining. (4 Quarter Credit Hours)

BUS106 Microcomputer Applications I

This is an introductory course designed to acquaint the successful student with the world of microcomputer applications in business, industry, education and home use. During this course, the successful student will be introduced to Microsoft Office Products such as Word, Excel, Access and PowerPoint. (4 Quarter Credit Hours)

BUS107 Microcomputer Applications II

This is an advanced course designed to acquaint the student with the world of microcomputer applications in business, industry, education and home use. During this course, the successful student will be introduced to additional applications in Microsoft Office Products

which include Word, Excel, Access and PowerPoint. (4 Quarter Credit Hours)

BUS110 Office Procedures

Students are given thorough exposure to numerous functions in the office environment in these areas: telephone techniques, records management, filing, and document reproduction. (4 Quarter Credit Hours)

BUS111 Business Writing

This course encompasses various forms of business writing such as business letters, memoranda, business reports and is designed to polish and refine students' abilities to solve numerous business writing problems. Prerequisite: General English, ENG101. (4 Quarter Credit Hours)

BUS112 Personal Finance

This course is designed to serve the personal finance needs of the student, regardless of their major field of study. Practical applications in personal and family financial planning, including budgeting, buying, borrowing, banking, and home ownership are covered in this course. (4 Quarter Credit Hours)

BUS122 Business Math

This course is a review of arithmetical operations, decimals, ratios and proportions, percentages, interest, and discounts. Subjects covered include finance charges, payroll computations, merchandise inventory valuation, depreciation, and computing different types of interest. It is suggested, but not required, that General Math be taken before Business Math. (4 Quarter Credit Hours)

BUS142 Internship and Professional Seminar

This course is designed to help students gain practical work experience, enhance their job skills and discover valuable networking contacts through an internship with a local business, agency or community organization. Students will learn business protocol, professional communication, work ethics and problem-solving skills through a professional seminar. Each program of study will require program-specific competencies, which are included with each program's syllabus. Prerequisite: Student must be in the last quarter or next-to-the last quarter of study. (4 Quarter Credit Hours)

BUS201 Principles of Marketing

This course covers all activities involved in pricing, distribution and promotion of a product. Emphasis will be placed on marketing for small to medium sized business. Internet marketing will also be discussed. (4 Quarter Credit Hours)

BUS210 Managing Information

This course is designed to provide a real-world understanding of information systems technologies. Successful students will have exposure to information age, Information Technology, Information Technology in management, information systems in decision making, and planning, acquisition, and controls. (4 Quarter Credit Hours)

BUS211 Small Business Management

This course presents a contemporary treatment of the start-up and management of small firms. Strong emphasis is placed on entrepreneurial opportunities and the new-venture activities needed for the successful operation of small firms. (4 Quarter Credit Hours)

BUS212 Supervision

This course is designed to help those who will be supervisors, teamleaders, coaches, or coordinators and incorporates the five functions of management including planning, organizing, staffing, leading and controlling. Also discussed are modern supervisory challenges including quality management, ethical behavior, motivating employees, improving productivity, problem solving and decision making. (4 Quarter Credit Hours)

CIS100 E-Commerce

This course teaches students how to conduct business online and how to manage the technological issues associated with constructing an E-commerce web site. Students will gain the skills to implement a genuine transaction-enabled business to consumer web site, examine strategies and products available. Site management and business infrastructure is studied as well as implementing technology to engage cardholders, merchants, issuers, and other electronic transactions. The E-Commerce CIW certification exam is available upon completion. (4 Quarter Credit Hours)

CIS140 Internet Foundations

This course is designed to teach students the fundamentals of the Internet. The physical connections that comprise the Internet and the

basic knowledge of website design are taught. The curriculum also includes a practical knowledge of web site administration and security. Different applications are explored to complete the course. (A CIW Exam will be administered after completion of the course.) A Certified Internet Webmaster Associate certification is awarded upon a successful passing score (4 Quarter Credit Hours)

CIS155 Web Design I

This course introduces students to basic web site design and authoring using the latest WYSIWYG application. During the course, students will plan and create web sites using basic Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). This course will be a combination of lecture and hands on labs. (4 Quarter Credit Hours)

CIS178 Web Design II

This course is designed for students to continue to learn the skills necessary for advanced web design. Using a WYSIWYG authoring tool that supports style sheets, DHTML, JavaScript, table-making, and other high-end visual features, students will focus on Cascading Style Sheets (CSS) Website design. (4 Quarter Credit Hours)

CIS179 Web Animation I

This course will allow students to learn web animation techniques. The following areas will be covered: authoring, animation sequencing, and vector-based drawing. The class takes you through every step of a typical project, showing you how to plan, test, and finally publish your work on CD, via a projector, or on the Web. (4 Quarter Credit Hours)

CIS180 Web Graphics I

In this course, students will learn how to design, create, and optimize Web graphics. The class will explore various graphic tools set, which combines vector drawings, natural media bitmap tools, text editing, special effects, color management, animation, and HTML linking in one interface. (4 Quarter Credit Hours)

CIS181 Web Animation II

This second course using web animation software concentrates on creating complete animated web sites using an animation programming language. Students will create interactive websites using this technology. (4 Quarter Credit Hours)

CIS183 Image Editing

In this course, students will learn how to design, create, optimize, and output Web graphics from bitmap graphics in no time. The class will explore graphic tools set, which combines vector drawing, natural media bitmap tools, text editing, special effects, color management, animation, and HTML linking in one interface. (4 Quarter Credit Hours)

CIS184 PowerPoint Presentations

This course utilizes Microsoft PowerPoint program to train students in presenting presentations. This course includes creating and formatting, adding visual appeal and animation to presentations, customizing and enhancing presentations, sharing and connecting data from other programs, linking and embedding objects, and sharing presentations. The focus of this course is on business-related applications. (4 Quarter Credit Hours)

CIS186 Web Design III

This course allows the students to continue to master the skills necessary to create advanced websites using server-side programming languages such as ASP, ColdFusion, or PHP. HTML extensions, behaviors, and database applications will be emphasized as well as interactive website solutions. (4 Quarter Credit Hours)

CIS188 Web Languages I

This course is designed for students to obtain the skills needed to create dynamic scripts and actions for the Internet. Basic and Advanced HTML will be taught so web pages can be hand coded from the ground up. The DHTML Internet programming language, JavaScript, will enable students to create interactive web pages and web sites. (4 Quarter Credit Hours)

CIS294 Desktop Publishing

This advanced course in word processing provides additional experience in the use of word processing computer hardware and software. This course includes learning a variety of software applications. Applications such as merging, sorting, desktop publishing, and macros are explored. (4 Quarter Credit Hours)

CIS299 Web Projects

This capstone course is designed to allow students to demonstrate their entire skill set. A final website project is assigned and the students design, create, and finalize a site that showcases web graphics, web animations, and client-side and server-side programming. (4 Quarter Credit Hours)

CJA300 Introduction to Policing

This course is an examination of the philosophy, history, and agencies of law enforcement at the local, state, and federal levels. Special emphasis is given to analyzing the roles and responsibilities of law enforcement in a democratic society as well as contemporary issues of corruption, brutality, use of deadly force, and community-oriented policing. (4 Quarter Credit Hours)

CJA305 Punishment and Corrections

This course is an overview of theories of punishment as they relate to the various treatment and rehabilitation policies and practices that affect offenders in institutional and community settings. Specific approaches being examined include mandatory sentencing laws, offender education programs, institutional and community drug treatment programs, boot camps, house arrest, intensive supervision probation, work release, and community work service. (4 Quarter Credit Hours)

CJA310 Theories of Crime

This course is an overview of historical, sociological, biological, psychological, economic, and theories of crime causation. Particular attention is made to critically analyzing each theory presented in terms of its internal consistency and logic as well as its fit with data on crime, criminals, and victims. Policy implications stemming from these theories will be discussed. (4 Quarter Credit Hours)

CJA320 Crime Control Strategies

An analysis of the methods used to control crime in American society. Emphasis on understanding the sometimes conflicting goals of the criminal justice system; attention is given to the general categories of general and specific deterrence, aggressive enforcement, situational and environmental defensive measures, and modification of the social order. Special attention will be given to how other countries control crime and the problems of comparison because of political and cultural differences. (4 Quarter Credit Hours)

CJA325 Crime Analysis

An introduction to the basic methods used in analyzing data from criminal justice agencies, including temporal and spatial analysis of crime patterns, calculation of crime rates, descriptive analyses of victim and offender characteristics, recidivism, and the identification of offense typologies. Students get hands-on experience coding, analyzing, interpreting, and presenting crime data from a number of sources like police homicide reports, the FBI, Department of Corrections, and attitudinal surveys. Prerequisite: basic computing skills. (4 Quarter Credit Hours)

CJA330 Women, Crime, and Justice

This course focuses on women as criminals, victims, and professionals in the criminal justice system are the focus of this course. Theories, policies, and relevant empirical studies will be discussed in the context of the historical, socio-political, and cultural forces that shaped them. Topics may include: girls in gangs, female police officers, mothers behind bars, domestic violence, and pregnancy and drug use. (4 Quarter Credit Hours)

CJA340 Criminal Justice Research

This course is an introduction to the basic concepts of social science research including hypothesis testing, research design, causality, sampling, and measurement. Course is intended to provide students with necessary skills to critically evaluate crime and delinquency research as well as design and implement basic research projects. (4 Quarter Credit Hours)

CJA350 Criminal Justice Management and Planning

The course provides an overview of the ways in which data may be used to address issues of crime and disorder in criminal justice. Usage of data will be viewed as one step in larger planning process that involves clearly identifying policy problems, articulating the ways in which crime problems are thought to occur, collecting and analyzing data about the problem, and feeding results back into agency operations. Topics to be covered will include data usage in policing, courts, and corrections. (4 Quarter Credit Hours)

CJA360 White Collar Crime

This course examines the many facets of white-collar crime and deviance including corporate, occupational, professional, political,

and organized criminal behavior. A major component of this exploration will include the nature of elite deviance as it relates to crime and power in contemporary American society. Examples of white-collar crime and deviance are drawn from a host of disciplines including criminology, sociology, political science, economics, public health/epidemiology, and environmental science, to illustrate the breadth as well as the frequency of white-collar offending in elite settings. In addition to covering the major white-collar crime types, students will also learn about the law and social control of white-collar crime; the policing and regulating of white-collar crime; and the prosecuting, defending, and adjudicating of white-collar crime. (4 Quarter Credit Hours)

CJA400 Chemical Dependence and Abuse

This course is a survey of drug and alcohol use, abuse, and their relationships to the criminal justice system and society. The use of alcohol, tobacco, caffeine, prescription drugs, and illicit drugs are explored, including explanations for misuse and dependence with emphasis on the economic and social costs to society. The role of the criminal justice system as an agent of social control in the containment of chemical dependence and abuse are also considered. (4 Quarter Credit Hours)

CJA410 Geographic Criminology

This course will provide a theoretical background for the geographic study of crime. Topics covered include criminological theories that address the geographic distribution of crime, an introduction to commonly used terminology in crime mapping, the use of spatial data in crime prevention efforts, and the ways in which crime mapping is currently used in criminal justice agencies. (4 Quarter Credit Hours)

CJA420 Applied Crime Mapping

This course will provide students with the technical and analytical skills used in crime mapping. Various mapping applications will be made available to students for the geographic examination of crime data. As this course is an introduction to mapping software, no prior GIS knowledge is required. Students will learn to create useful maps that convey spatial crime data and the relationships between crime and other geographic features. (4 Quarter Credit Hours)

CJA430 Crime, Grime, and Fear

This course is designed to study the social, economic, political, and physical factors underlying neighborhood crime and decline. Special attention is given to physical and social incivilities, the “broken windows” theory, police-community partnerships, and problem-solving. Students will work on neighborhood-centered projects to explore solutions to neighborhood crime patterns, disorder, and fear of crime, and ideas for strengthening police-citizen relations, and community building. (4 Quarter Credit Hours)

CJA440 Terrorism and Homeland Security

This course is a study of the methods of terrorism (domestic and international), terrorist operations, cyber-terrorism, and the mind of the terrorist within a national response of providing for homeland security. The roles undertaken by local, state, and national agencies to respond to the threat of terrorism are given specific consideration. (4 Quarter Credit Hours)

CJA450 Criminal Justice Ethics and Morality

A study of the ethical background and decision-making steps that are present in value-laden situations, with particular emphasis of Christian principles for personal and social responsibility as applied to management and leadership. Situational considerations dealing with racial profiling, gratuities and political climates are explored. (4 Quarter Credit Hours)

CJA460 Crisis Intervention

A study of emotionally charged situations that agents in the criminal justice system might experience. Special emphasis is given to basic safety and security measures, mediation tactics, strategies for resolving crises, and best practices in hostage negotiations. (4 Quarter Credit Hours)

COM208 Public Speaking

This course is a study of verbal and nonverbal communication strategies and the preparation and delivery of these types of speeches: introduction, impromptu, informative, persuasive, and commemorative. (4 Quarter Credit Hours)

COM310 Interpersonal Communications

This course provides a study of communication theory and its value in interpersonal relationships. Special emphasis is given to the

development of the communication process, appropriate techniques, and skills. (4 Quarter Credit Hours)

CRJ100 Introduction to Corrections

This course will provide the criminal justice student with an overview of corrections and its place in the system. An overview of the corrections system and its overall effectiveness will be addressed. (4 Quarter Credit Hours)

CRJ115 Rules of Evidence

This course is designed to instruct the student on the rules, both state and federal, which govern the presentation of evidence at hearings and trials. Ethical considerations in the presentation of evidence are also discussed. Prerequisite: Introduction to Law and Paralegal Studies, LAW114 (4 Quarter Credit Hours)

CRJ125 Criminology

This course is designed to give students an understanding of criminology through theory and analysis. Case studies are introduced and analyzed to gain a working knowledge of the criminal justice system. (4 Quarter Credit Hours)

CRJ175 Law Enforcement Operations

This course introduces students to the operations of various enforcement entities. It includes how police departments are organized, what police officers do, the different problems encountered in policies and what happens to them during the course of their career. (4 Quarter Credit Hours)

CRJ200 Criminal Investigations

This course reinforces and strengthens the students' acquired skill levels pertaining to criminal investigations. Protocol and procedures involving crime scene investigations and interrogations are emphasized. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

CRJ245 Juvenile Delinquency

This course is designed to instruct the student on the special issues and procedures involving the processing and treatment of juvenile offenders, including status public and youthful offenders. (4 Quarter Credit Hours)

CRJ250 Police Report Writing

This course prepares students in the composition of police narrative writing, primarily in terms of organization and language of such reports. Prerequisite: Criminal Investigations, CRJ200. (4 Quarter Credit Hours)

CRJ275 Criminal Psychology

This course is a survey of theory and research pertaining to criminal behavior. It covers topics such as mental illness and crime, criminal homicide, assault, and sex offenses. Prerequisite: Principles of Psychology, PSY202. (4 Quarter Credit Hours)

CRT210 Critical Thinking

This course places emphasis on solving workplace problems by using teamwork and individual approaches to problem solving and decision making to find solutions that would be acceptable in diversified workplace settings. (4 Quarter Credit Hours)

ENG101 General English

This introductory course in effective college-level writing introduces a variety of writing situations and effective ways of composing, developing, outlining, revising, editing, and using research skills. (4 Quarter Credit Hours)

ENG206 Introduction to Literature

This course focuses on Greek, Victorian, and Modern Literature and includes these literary genres: the short story, poetry, and drama. (4 Quarter Credit Hours)

ENG211 Writing I

Writing I encompasses expository writing of essays and opinion papers. Critical thinking skills will be utilized as students explore their values, attitudes, ideas and experiences, and enhance their research skills. Prerequisite: General English, ENG101 (4 Quarter Credit Hours)

ENG212 Writing II

Writing II emphasizes research methods and writing using Modern Language Association (MLA) documentation style. Students will develop research strategies and prepare a research paper. Prerequisite: Writing I, ENG211 (4 Quarter Credit Hours)

ETH102 Ethics and Supervision

This course introduces students to the fundamentals of business ethics while helping those who will be supervisors, teamleaders, coaches, or coordinators and incorporates the five functions of management including planning, organizing, staffing, leading and controlling. Students learn about the decision-making process to solve ethical dilemmas, understanding barriers and consequences when making ethical decisions, and the process for blowing the whistle when unethical situations arise. Course activities also cover identifying common managerial ethical issues, being proactive with ethical issues, addressing subordinates' ethical issues, identifying causes of unethical behavior, recognizing unethical behavior, and ending unethical behavior in the workplace. Students will also learn about organizational ethical principles, and the four categories of corporate social responsibility. Finally, students will learn how to develop a code of ethics and execute an internal ethical audit. (4 Quarter Credit Hours)

ETH103 Ethical Decision Making

This course is an examination of professional ethics and common ethical dilemmas in administrative settings. Models of ethical decision making are applied in case vignettes. (4 Quarter Credit Hours)

GRD100 Publication Design

Students will demonstrate a working knowledge of design, electronic typesetting, and document construction using industry standard page layout software for the design of printed communications.

GRD105 Design Fundamentals

Students will learn the principles and elements of design and the manipulation of graphic space. Upon completion of this course, students will be able to create unified compositions through a variety of media, techniques, and forms.

GRD115 Drawing for Illustration

This is a fundamental drawing course in which students will investigate basic aspects of drawing as it relates to illustration. Students will use observation and invention as well as explore and experiment with various media and techniques to generate drawings.

GRD120 Digital Illustration

This course allows students to use vector-based application tools to create original digital illustrations. Students will learn to create visual impact through illustrative elements. Advanced effects and styles will be introduced in order to give depth to illustrations. (4 Quarter Credit Hours)

GRD200 Advanced Publication Design

Students will learn advanced techniques for designing and creating digital page layouts with emphasis on application in the world of publication design. Principles of graphic design, typography, hierarchy, grid usage, pagination, pre-press techniques, and effective page layout arrangements are investigated. (4 Quarter Credit Hours)

GRD225 Concept and Critical Thinking

Students will use design elements and graphic principles for concept development and problem solving. Refining visual concepts into graphic language is center to this course. Class projects give students the opportunity to develop concepts for clients from initial consultation to completion. (4 Quarter Credit Hours)

GRD255 Advertising Design

This course will examine the different roles team members play when producing a multi-faceted advertising project. Students explore effective advertising strategies and techniques of persuasion. Basic research methods are described in order to create effective advertising campaigns. (4 Quarter Credit Hours)

GRD265 Advanced Image Editing

This course builds on skills learned in the image editing course. Advanced image manipulation techniques will be emphasized in order to create sophisticated design and imaging effects. Image Editing, CIS183 (4 Quarter Credit Hours)

GRD275 Business And Marketing

Students will learn how to optimize opportunity and minimize risk within a freelance business structure. In addition students explore marketing and management techniques to promote a thriving graphic design business and maintain excellent client relationships. (4 Quarter Credit Hours)

GRD285 Graphic Design Studio

Taken during the last term of the program, this course combines the practical, theoretical, and conceptual aspects of graphic design. Students will critique professional work, design projects for clients, lead and participate in concept design teams, and manage the production of visual identity systems and other forms of visual communication. (4 Quarter Credit Hours)

HCA300 Health Care Management

The course explores the fundamental concepts of management as applied to healthcare. Students will examine the organizational structure of the health care delivery system and administrative processes such as planning, problem solving, decision making, and quality productivity improvement. Emphasis will also be placed on the major issues and problem areas confronting health service administrators. (4 Quarter Credit Hours)

HCA305 Occupations in Health Care

This course provides basic information and skills needed to enter the health care field. It equips student with the skills necessary to research many different occupations in the health care field and to become effective health care workers. (4 Quarter Credit Hours)

HCA310 The Healthcare Industry

This course provides a comprehensive overview of the healthcare industry including healthcare organizations and structures, public policy makers, and healthcare operations. Emphasis is placed on rapid changes in healthcare delivery systems as a response to increased healthcare costs, aging of the population, advanced medical science and technology, changing disease patterns, consumer demands, and distribution and use of the healthcare workforce. (4 Quarter Credit Hours)

HCA315 Health Care Communications

This course offers students the foundational knowledge and skills to communicate effectively in a variety of health care workplace settings. Students will review basic medical terminology, discuss the influences of gender and culture, examine channels of communication including the development of interpersonal and technology related

communication, and the impact of consumer and interdisciplinary communication. (4 Quarter Credit Hours)

HCA320 Health Care in the United States

This course provides a broad overview of the various functions of the United States health care system. The historical evolution of health care is examined. The student is introduced to the various forms of provider models and service delivery systems found in private and public health sectors, including ambulatory, acute, mental, and long-term care. The financing aspects of health care and their influence on health care delivery and quality are outlined. (4 Quarter Credit Hours)

HCA325 Information Technology for Health Care

This course provides a general introduction to computer literacy and information technology at a level appropriate for health care students. It includes discussions of hardware and software, communications and networking, ethical issues, and privacy concerns. In addition, the course focuses on how IT is transforming every aspect of health care—from administrative applications (such as the electronic medical record), to clinical systems involved in direct patient care, to special purpose applications (such as simulation software used in the education of health care professionals). (4 Quarter Credit Hours)

HCA330 Human Resources: Principles and Practices in Health Care

This course examines the complexities and multiple issues involved in Human Resources management in health care organizations. Students will examine the strategic role of human resource management in response to changes in the health care industry. In addition, issues such as recruitment, retention, performance management, organizational development, and employee relations are examined. Federal, state, and professional regulatory requirements specific to health care are emphasized. (4 Quarter Credit Hours)

HCA335 Essentials of Managed Health Care

This course presents basic information on all the critical concepts of managed care, including comparing myths about managed care to actual facts; progressing from introductory material on the types of managed care organizations to negotiating and contracting, controlling utilization, and using data reports in medical management;

and illuminating the regulatory landscape, with careful attention to both federal and state law, as well as the legislative environment. This course provides practical knowledge and advice to help master the complexities of managed care today. (4 Quarter Credit Hours)

HCA340 Cultural Diversity in Health Care

This course promotes an awareness of the dimensions and complexities involved in caring for people from diverse cultural backgrounds. The course will review the latest information on the health care delivery system; it examines the differences existing within North America by probing the health care system and consumers, and examples of traditional health beliefs and practices among selected populations. An emphasis on the influences of recent social, political, and demographic changes helps to explore the issues and perceptions of health and illness today. (4 Quarter Credit Hours)

HCA400 Public and Community Health

This course provides students with an introduction to the development of the public health system. Through the epidemiological model students will examine the impact of environmental factors on disease trends as well as communicable disease controls and will develop beginning skills in community assessment and health promotion strategies. The course also reflects the advances in population health in the community health field. This course represents the concept that many populations of concern in health programs are not solely defined by geographic location. (4 Quarter Credit Hours)

HCA405 Health Psychology

This course explores the meaning of health, illness, and optimal health care. It provides a conceptual integration of the most important relevant research, as well as discussing the most important recent findings. Throughout the course, the biopsychosocial health psychology model is explicitly contrasted and compared to the traditional biomedical model. (4 Quarter Credit Hours)

HCA410 Leadership and Professional Development

The course provides students with an overview of leadership theories to assist in the development of effective leadership skills. Students will discuss workplace change and the leaders' role in the change

process as well as examining and analyzing effective performance indicators for staff and organizational goals. (4 Quarter Credit Hours)

HCA420 Budgeting in Health Care

This course provides an overview to the many financial management aspects in health care organizations. The subject matter covers the many considerations and factors affecting the financial aspects of providing health care in today's dynamic and competitive environment. In addition to being able to appreciate the special considerations relating to the supply and demand for health care services, the student learns how to read and interpret financial statements to include cash flow analysis. (4 Quarter Credit Hours)

HCA430 Ethical and Legal Aspects of Healthcare

This course provides a working knowledge of law and ethics in a wide variety of healthcare topics, enabling students to deal with common legal and practical problems facing patients, their families, practitioners, care givers, and society within the healthcare industry. Students must possess a basic knowledge of ethics and the law as it applies to their areas of responsibility. (4 Quarter Credit Hours)

HCA435 Health and Disease Trends

This course introduces students to the basic principles of illness and disease as well as the impact of disease trends on the delivery of services. The clinical manifestations of diseases commonly seen in the health care environment will be reviewed. The impact of health promotion and wellness program perspectives will be presented. (4 Quarter Credit Hours)

HCA440 Planning and Marketing for Health Care Organizations

This course presents a framework for planning and implementing marketing initiatives for health services. Topics include market segmentation, targeting, positioning and communication, as well as ethical issues and examples unique to the healthcare industry. (4 Quarter Credit Hours)

HRM101 Personal Interviewing

This course provides an in-depth study of the legal aspects of interviewing, various types of interviews conducted in business, and

interviewing techniques. Students participate as both an interviewer and an interviewee, in selection, counseling, disciplinary, exit, and performance appraisal interview simulations. Interviewing techniques and skills are evaluated using videotape playback. (4 Quarter Credit Hours)

HRM102 Union and Employee Relations

This course focuses employee relations and communications, employee rights and discipline, OSHA and workplace safety and health. Also included in this course will be the history of the labor union. Unions in organizations, their structure and strategies will be introduced. Students will learn about collective bargaining, agreements, and negotiating. (4 Quarter Credit Hours)

HRM201 Managing Cultural Diversity

This course focuses on the management of persons from diverse countries and cultures. Culture-specific issues and issues of diversity in the workplace are introduced. Problems, cases, and research assignments associated with managing in a multicultural and international work environment are focal points of this course. (4 Quarter Credit Hours)

HRM202 HR Policy and Procedure Writing

This course provides an in-depth study of employment law, the recruiting process, and the selection process. A transition from “term paper writing” to formal policy writing and the application of employment law, business grammar, and policy writing skills through the development of an employment policy, procedure, and employee handbook summary of the policy. (4 Quarter Credit Hours)

HRM203 Compensation and Benefits Management

This course provides an in-depth study of the history, principles, and theories of monetary compensation and benefits package. The laws governing monetary compensation and application of these principles through the development of monetary compensation policies and procedures are introduced. Students learn the laws governing benefits and the application of these principles and theories, through the development of plan descriptions for benefit programs such as health, life, disability, pension/retirement, etc. (4 Quarter Credit Hours)

HRM204 Administration of Human Resource Management

This course focuses on problems, issues, policies, and practices as related to managing people in working organizations. The student will develop the awareness, knowledge, and skills needed to solve human problems and to make appropriate decisions. Students will learn how to work with others and get results through the efforts of others. Role playing and critical thinking activities will allow students to participate in simulations of situations likely to be encountered in businesses by managers, supervisors, and human resource personnel. (4 Quarter Credit Hours)

HRM205 Employment Law

This course introduces the student to labor and employment law topics and concepts. All major labor law topics are covered in this course, which include sexual harassment, Americans with Disabilities Act, Age Discrimination in Employment Act, and Sarbanes-Oxley Act. (4 Quarter Credit Hours)

INS200 Institutional Claims/Medicare

This course focuses on how to complete an inpatient and outpatient billing form. This course also covers the variety of requirements by various health plans, the data needed for each type of payer and the diverse payment methodologies for both inpatient and outpatient reimbursement. There is a focus on electronic charge capture, follow-up for unpaid and rejected claims, fraud and abuse and compliance issues. This course also covers the Medicare coding requirements for billing for physicians whether hospital based or freestanding. Prerequisite: Procedural Coding, BCS162 (4 Quarter Credit Hours)

INS210 Documentation Requirements

This course focuses on complete and accurate health records in diverse ambulatory healthcare settings and covers how to conduct a health record deficiency analysis. In addition this course covers the E/M Auditing Process to assess whether the correct evaluation and management code has been correctly selected and the documentation supports the level selected by the coder. This course also teaches how to use the NCCI Edits in order to uncover unbundling. Prerequisites: Health Care Delivery Systems, BCS100; ICD I, BCS161; and Procedural Coding, BCS162 (4 Quarter Credit Hours)

INS220 Health Insurance and Medical Necessity

This course covers information about major insurance programs and federal healthcare legislation. It also focuses on coding for medical necessity and how to develop medical necessity on the claim form. Claim preparation according to the different payer guidelines, HIPAA and contacting the payers for additional information using the insurance directory is also covered. This course represents an intermediate level of claims processing. Prerequisites: Procedural Coding, BCS162 and Claims Processing – 1500, BCS261 (4 Quarter Credit Hours)

INS221 Health Claims Examining/Preparation I

This course provides an introduction to health claims examining. Health claims examining is the study of the health claim from the time a claim is billed through the moment it is processed. The course provides an interactive simulated work experience. The course covers fraud indicators and claim inflation indicators. The course covers inpatient, outpatient and physician based claims. In addition, the course covers HIPAA compliance, coding, medical documentation, paper and electronic claim preparation and collections. This course helps to prepare the student from both the payer and provider perspective. Prerequisites: Procedural Coding, BCS162 and Claims Processing – 1500, BCS261 (4 Quarter Credit Hours)

INS222 Health Claims Examining/Preparation II

This course provides continued opportunities for health claims examining through an interactive simulated work experience. The major payer types including Medicare, Medicaid, Blue Cross/Blue Shield, Tricare, CHAMPVA, Dental and Worker's Compensation are covered. Inpatient, outpatient and physician based claims will be processed. A Relative Value Study is also utilized. The course furthers the student's claims examining and processing skills. Prerequisite: Health Claims Examining/Preparation I, INS221 (4 Quarter Credit Hours)

LAW114 Introduction to Law and Paralegal Studies

This course gives a general prospective of the legal system and the role of the paralegal within the system with regard to structure of the

court system, administrative agencies, private law firms, and the public sector. (4 Quarter Credit Hours)

LAW115 Ethics and Office Procedures for Paralegals

This course focuses on ethical principles relating to paralegals including the unauthorized practice of law and client confidentiality. Correct procedures used by paralegals in a legal setting will also be included. Prerequisite or concurrent: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW 157 Civil Litigation

This course teaches students the principles of litigation, the organization of the court system and prepares them to interview clients and witnesses, draft legal documents and prepare materials for discovery and trials. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW 158 Probate Administration and Estate Planning

This course introduces students to wills, trusts, and intestacy and gives an analysis of estate administration and accounting. The student will learn to interview clients and obtain information for drafting documents. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW210 Criminal Law

This course surveys basic principles of criminal law including rights of the accused, certain constitutional issues, and the relationship of practices of the law office with those issues. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW212 Tort Law

This course is designed to give students general knowledge and understanding of the legal principles of tort law such as negligence, strict liability, intentional torts, and the various forms of damages. Prerequisites: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW214 Real Estate Law

This course provides students with basic concepts of the law of real property and with the opportunity to perform legal office duties relating to the transactions occurring with real estate including basic

title examination. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW216 Family Law

This course introduces family law practice principles relating to marriage, divorce, annulment, custody and support, adoption, name change, guardianship, paternity and other aspects of family law. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW256 Legal Research

In this course, students gain a working familiarity with the major resource books found in law libraries. Students are taught the practical approach to finding and interpreting administrative regulations and statutes, as well as researching and analyzing case law. Students are given hands-on experience in using case reporters, digests, citators, and statutory codes, encyclopedias, handbooks, and other legal materials. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW257 Legal Writing and Analysis

This course focuses on the enhancement of legal writing skills and advanced legal research. Emphasis is given to preparation of appellate briefs, pleadings, interoffice memoranda, and other formal documents and reference citations in legal libraries as well as drafting legal memoranda. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

MED103 Medical Terminology

Medical Terminology presents students with prefixes, suffixes, and acquaints the students with medical word building. The course introduces body systems, word roots, medical terms, and teaches students to recognize widely used terms, their meanings and spellings. (4 Quarter Credit Hours)

MED153 Anatomy & Physiology I

This course is to provide the student with the basic knowledge of the anatomy of the body to assist in their understanding of how the structure of the body has an impact on the body as a whole and to

assist the student in understanding of the structure of the body as related to the disease process. (4 Quarter Credit Hours)

MED154 Anatomy & Physiology II

This course consists of anatomy and physiology of the cardiovascular, immune, digestive, respiratory, urinary, and reproductive systems functions during health and disease. Prerequisite: Anatomy & Physiology I, MED153. (4 Quarter Credit Hours)

MED158 Medical Emergencies

This course prepares students to handle various types of emergencies that are commonly seen in the physician's office and hospital emergency room such as myocardial infarction, acute respiratory difficulty, shock, and environmental emergencies. CPR and first-aid techniques are taught. (4 Quarter Credit Hours)

MED159 Basic Cardiovascular Anatomy & Physiology

This course will introduce the student to the structure and the functional part of the heart. For the student to fully understand the abnormal heart, the student must have a working knowledge of the normal structure and functional parts of the heart. Here the student will learn the basic anatomy and how this anatomy will function when the heart is diseased. The physiology will play a major part in the understanding of the diseased heart. Prerequisites: Anatomy & Physiology I & II, Medical Terminology, and Electrocardiography (EKG) (4 Quarter Credit Hours)

MED165 Medical Law and Ethics

This course covers professional ethics regarding conduct between patient and physician and confidentiality of patient information. Federal and state laws regarding malpractice, negligence, and the Good Samaritan Law are discussed. (4 Quarter Credit Hours)

MED188 Medical Office Procedures

This course prepares students to perform a variety of medical office procedures such as taking temperature, pulse, respiration, and blood pressure. Draping patients and examination preparation are included. In addition, students begin office management exercises such as filing, office communications, and patient records. Prerequisite or Concurrent: Medical Terminology, MED103. (4 Quarter Credit Hours)

MED227 Medical Insurance

This course is designed to increase the efficiency of insurance billing in the physician's office. Medical and dental offices have indicated a growing need for office workers who know the procedures for completing and submitting the various insurance forms in use today. Students learn procedural (CPT) and diagnostic coding (ICD-9), several types of insurance contracts such as Blue Cross/Blue Shield, Medicare, TRICARE, and Workers' Compensation. Prerequisite: Medical Terminology, MED103; Medical Office Procedures, MED188. (Medical Assisting students need both prerequisites. Pharmacy Technology only prerequisite is Medical Terminology, MED103. (4 Quarter Credit Hours)

MED250 Exam Room Procedures

This course is designed to provide students with the basic procedures of preparation of a patient in the examining room and assisting the physician with the general and specific examinations. Students learn to take vital signs and other vital measurements. Return demonstrations are required. (Prerequisites: both courses of Anatomy and Physiology or can be taken concurrently) (4 Quarter Credit Hours)

MED255 Pathophysiology

Pathophysiology is a study of the basic pathophysiologic process of the human body with emphasis on the anatomic systems and disease entities. Prerequisites: MED153, Anatomy/Physiology I, and MED154, Anatomy/Physiology II (4 Quarter Credit Hours)

MED261 Electrophysiology

The student will need a working knowledge of both the mechanical and the electrical components of the heart. Electrical heart disease is only one of the many congenial or acquired heart diseases that is recognized and treated successfully in the medical arena. With this class the student will be able to understand heart block and aberrant conduction, the treatment modalities to include, but not limited to, Pacemakers and drug treatments. Prerequisites: Anatomy & Physiology I, Medical Terminology, Electrocardiography (EKG), Basic Cardiovascular Anatomy & Physiology, and Anatomy & Physiology II may be taken concurrently. (4 Quarter Credit Hours)

MED263 Stress Test Techniques

Among the many diagnostic tests used to detect and to analyze treatment modalities, stress tests are used in approximately 85-90% of diagnostic tests. The student will have a thorough understanding of the different types of equipment used in stress testing. The student will learn proper hook-up technique and how to assist the cardiologist with the testing procedures. Prerequisites: Anatomy & Physiology I, Medical Terminology, Electrocardiography (EKG), Basic Cardiovascular Anatomy & Physiology, Electrophysiology, and Anatomy & Physiology II may be taken concurrently. (4 Quarter Credit Hours)

MED264 Holter Monitoring

Holter monitoring is a diagnostic tool used to detect electrical abnormalities. This tool is also used to analyze and determine the effectiveness of treatment modalities. Proper hook-up and patient education are stressed. Students will be instructed on how to read rhythm strips and prepare reports for patient charts and physician diagnosis. Prerequisites: Anatomy & Physiology I & II, Medical Terminology, Electrocardiography (EKG), and Basic Cardiovascular Anatomy & Physiology (4 Quarter Credit Hours)

MED266 Pharmacology

This course teaches routes of drug delivery, drug indications, actions, and contraindications. Included are common medications such as analgesics, antihypertensives, anti-anginal, calcium blockers, and antibiotics. (4 Quarter Credit Hours)

MED267 BLS-Advance EKG-ECG

The student will be certified by the American Heart Association in CPR and obtain their Healthcare Provider with AED (Automated External Defibrillator) certification. The student will receive training in the recognition and emergency intervention of Lethal Rhythms. This course includes a thorough understanding of the crash cart, including what is stored in each drawer, and the student's role and responsibility in a Code Blue Emergency. (This is a last quarter course, taken during internship) (4 Quarter Credit Hours)

MED268 Cardiac Drugs

This course covers types of drugs used in Cardiac Disease, their categories, and function. Students will have a thorough understanding and working knowledge of the various drugs used in the treatment of heart disease upon completion of the course. Prerequisites: Anatomy & Physiology I, MED153; Anatomy & Physiology II, MED154; Medical Terminology, MED103; Electrocardiography (EKG), MED294; Basic Cardiovascular Anatomy & Physiology, MED159; and Electrophysiology, MED261 (4 Quarter Credit Hours)

MED288 Medical Office Administration

This course offers students extensive practice and training as a medical receptionist, in preparing appointment records, compiling patient records, billing, simple accounting and banking responsibilities. Prerequisite: Medical Insurance, MED227. (4 Quarter Credit Hours)

MED290 Medical Dictation I

This course is designed to teach the basic skills transcribers need including basic skills in grammar and punctuation. Students transcribe letters, chart notes, histories and physicals, and prepare miscellaneous reports such as pathology and X-ray notes. Prerequisites: Medical Terminology MED103 (4 Quarter Credit Hours)

MED291 Medical Dictation II

This course exposes students to a broad base of medical terms. Students gain medical transcription practice by keyboarding ten medical cases and by using a transcriber. Students receive experience working with common medical reports. Prerequisite: Medical Dictation I, MED290. (4 Quarter Credit Hours)

MED292 Phlebotomy I

This course will prepare the student to perform routine specimen collections in the clinical laboratory. This will include venipuncture, skin puncture, and urine drug screen collections. In addition, the student will be given the necessary instruction for an understanding of the most common laboratory tests ordered, including laboratory department, specimen requirements, proper handling and complications/consequences of improper collection. Prerequisite:

Medical Terminology, MED103; Medical Office Procedures, MED188. (4 Quarter Credit Hours)

MED294 Electrocardiography

This course is an introduction to the Anatomy/Physiology of the cardiac cycle, the electrical system of the heart. The student will be introduced to normal sinus rhythm, atrial arrhythmia, junctional rhythm, ventricular. The student will be introduced to 12 lead EKG hook-up. Prerequisites: Anatomy/Physiology I, MED153 and Anatomy/Physiology II MED154. (4 Quarter Credit Hours)

MMT101 Anatomy & Physiology/Medical Terminology I for Massage Therapy

This course gives an overview of medical, anatomical, physiological and clinical vocabulary of the basic prefixes, suffixes, and acquaints the Massage Therapy Student with basic word building as well as providing basic knowledge of developing skills in usage, spelling, and proper applications of vocabulary of the human body for these systems: organization of the human body, chemical level, cellular level, tissue level, integumentary system, bone tissue, axial skeleton, appendicular skeleton, articulations and muscle tissue of the human body. The levels of structural organization of the systems of the human body, the chemical level, the cellular level, the tissue level, the integumentary system, the bone tissue, the axial skeletal system, the appendicular skeletal system, articulations and muscular tissue are also covered. This course discusses selected clinical connections and pathologies of these systems. (4 Quarter Credit Hours)

MMT102 Anatomy & Physiology/Medical Terminology II for Massage Therapy

Anatomy & Physiology/Medical Terminology II for Massage Therapy is a continuation of the anatomy, physiology and clinical vocabulary of the basic prefixes, suffixes; acquaints the student with basic words of the human body for these systems: axial skeleton, appendicular skeleton, articulations and the musculoskeletal system. This course also reviews the axial skeleton and includes the muscles that originate, insert, and activate the axial skeleton; nerve innervations of these muscles will be covered. The appendicular skeleton includes the muscles that originate, insert, and activate the axial skeleton; nerve innervations of these muscles will also be

covered. An emphasis will be placed upon signs and symptoms of selected pathologies of the skeletal system and muscular system. Prerequisite: MMT101, Anatomy & Physiology/Medical Terminology I for Massage Therapy (4 Quarter Credit Hours)

**MMT103 Anatomy & Physiology/Medical Terminology III
for Massage Therapy**

This course is a continuation of the anatomy, physiology and clinical vocabulary of the basic prefixes, suffixes; acquaints the student with basic words of the human body for these systems: nervous tissue, spinal cord, spinal nerves, brain, cranial nerves, automatic nervous system, somatic and special senses, endocrine system, the blood and the heart. This course is designed to provide a fundamental understanding of the nervous system including nervous tissue, spinal cord and spinal nerves, brain and cranial nerves and the automatic nervous system. An emphasis will be placed upon signs and symptoms of selected pathologies of the nervous system. Selected muscles and their action, origin, insertion, and nerve innervations will be reviewed. This course is designed to provide a fundamental understanding of the nervous system including somatic and special senses; the endocrine system, blood tissue and the heart. An emphasis will be placed upon signs and symptoms of selected pathologies of the special senses, endocrine system, blood tissue and cardiovascular system. Selected muscles and their action, origin, insertion, and nerve innervations will be reviewed. Prerequisite: MMT102, Anatomy & Physiology/Medical Terminology II for Massage Therapy (4 Quarter Credit Hours)

MMT122 Pathology I for Massage Therapy

This course is designed to provide the student with the knowledge of the structure of the human body and how it relates to pathology and the origin, progress, and the cause of disease. An understanding of the role of a professional massage therapist is introduced with a emphasis on recognizing the indications and contra-indications of massaging a variety of pathologies in the categories of: cells and tissues, integument system, skeletal system, joints and muscular system. Pharmacology is explored in this course under the categories of: antipyretics, skeletal muscle relaxants, non-steroidal anti-inflammatory drugs (NSAIDS), anti-hypertensive, anticoagulants/antithrombolytics and analgesics. Prerequisite: MMT101, Anatomy &

Physiology/Medical Terminology I for Massage Therapy (4 Quarter Credit Hours)

MMT123 Pathology II for Massage Therapy

This course is designed to provide the student with the knowledge of the structure of the human body and how it relates to pathology and the origin, progress, and the cause of disease. An understanding of the role of a professional massage therapist is introduced with a emphasis on recognizing the indications and contra-indications of massaging a variety of pathologies in the categories of: nervous system, cardiovascular system, lymphatic system, respiratory system and gastrointestinal system. Pharmacology is explored in this course under the categories of antipyretics, skeletal muscle relaxants, non-steroidal anti-inflammatory drugs (NSAIDS), anti-hypertensive, anticoagulants/antithrompolytics and analgesics. Prerequisite: MMT122, Pathology I for Massage Therapy (4 Quarter Credit Hours)

MMT131 Massage Therapy Lab I and Ethics

This course is an introduction to the professional practice of therapeutic massage including hygiene, touch, friction, kneading and joint movements. The student will learn the rules of massage, the basics of the above listed procedures as well as their therapeutic applications and physiological effects. Appropriate patient positioning, bolstering and draping are developed in this course. Emphasis is placed upon indications and contra-indications for massage. The student will use a wide array of ethical issues that include personal and professional boundaries, limits of practice, and parameters of professional conduct for massage therapists. (4 Quarter Credit Hours)

MMT132 Massage Therapy Lab II

This course is a continuation of MMT131 providing additional practice of massage therapy. Joints movements are reviewed and vibration, percussion and stroking are introduced well as the physiological effects and therapeutic applications. Emphasis is placed upon using the correct basic massage procedures and applying them to general full body massage which includes massage of the arms, legs, head, neck, face, shoulders, chest, abdomen, back and hips. Further discussions of the basic procedures, their applications, physiological effects and therapeutic effects focusing on bones, muscles, circulation, heat processes, digestion, immune system and elimination. An introduction to advanced therapeutic massage

techniques is explored. Prerequisite: MMT131, Massage Therapy Lab I and Ethics (4 Quarter Credit Hours)

MMT133 Massage Therapy Lab III

This course is a continuation of Massage Therapy Lab II. An understanding of the role as a professional massage therapist is introduced with a emphasis on analyzing and massaging a variety of pathologies in the categories of: skeletal system, joints, muscular system, nervous system, cardiovascular system, lymphatic system, respiratory system and gastrointestinal system. Specific massage techniques are applied and combined, with the therapeutic intent of relieving various types of soft tissue pain and dysfunction. This course also combines orthopedic massage principles and techniques for treatment of various types of soft tissue injuries. Pregnancy massage is explored. The use of hydrotherapy pertaining to hot and cold as therapeutic modalities, stretching are introduced, pressure touch and cross-fiber friction are reviewed. The student will continue to study and explore the principles of therapeutic application and physiological effects of reflex stroking and reflex percussion with emphases upon neuropathways. Charting for the massage therapy practice will be explored. Selected muscles will be reviewed this quarter. Prerequisite: MMT132, Massage Therapy Lab II (4 Quarter Credit Hours)

MMT204 Anatomy & Physiology/Massage Theory/ Exam Prep for Massage Therapy

This course is designed to provide a fundamental understanding of the cardiovascular system including blood vessels, and circulation, dynamics of the lymphatic system, respiratory system, digestive system and urinary system. The course is also designed to review the entire anatomy and physiology courses and is designed to prepare the student for a comprehensive final exam for graduation and is a tool in helping prepare the graduating student for the massage therapy exam. This course will review hygiene, touch, friction, kneading, percussion, vibration, stroking, joint movements and their therapeutic applications and physiological effects. Review of the physiological effects and therapeutic applications of bones, muscles, circulation, heat production, digestion, respiration and elimination, and neuropathways. Review the use of hydrotherapy pertaining to hot and cold as therapeutic modalities. Review pathologies in the categories of: cells and tissues, integument system, skeletal system, joints, muscular system, nervous system, cardiovascular system, lymphatic

system, respiratory system and gastrointestinal system. Review pharmacology in the categories of: antipyretics, skeletal muscle relaxants, nonsteroidal anti-inflammatory drugs (NSAID), antihypertensive, anticoagulants/ antithrombolytics and analgesics. Review selected muscles and their origin, insertion, action and nerve innervations. Review the state regulations as well as the AMTA Code Ethics. Review appropriate patient positioning, bolstering and draping are developed in this course. Review indications and contraindications for massage. Prerequisite: MMT103, Anatomy & Physiology/Medical Terminology III for Massage Therapy and MMT133, Massage Therapy Lab III (4 Quarter Credit Hours)

MMT234 Massage Therapy Clinic

This course is designed to provide the students with the opportunity to demonstrate basic Swedish massage techniques and advanced modalities in a supervised setting. The student will demonstrate documentation of SOAP charting. The student is to perform a minimum of 25 massages on the public and a minimum of 3 massages on a Licensed Massage Therapist. The student will demonstrate an understanding of how to answer the phone, make appointments, and do basic book keeping and general everyday running of a business. Prerequisite: MMT133, Massage Therapy Lab III (4 Quarter Credit Hours)

MMT244 Massage Therapy Business and Ethics

The course covers a broad spectrum of business policies, procedures and ethical issues vital to establishing and maintaining a successful massage therapy practice. Detailed discussion of finances, marketing, business forms and a business plan are all designed to prepare the student therapist for managing business aspects of a career in massage therapy. It also explores the rules and regulations for the field of massage therapy and how it relates to business practices and the required documentation for the practice of massage therapy. HIPPA release disclosure regulations are also covered. Prerequisite: MMT132, Massage Therapy Lab II (4 Quarter Credit Hours)

MMT260 Upper & Lower Body Trigger-Point, Structural Integration, and Myofascial Release

This course is designed to integrate core techniques with active muscle releases, connective tissue strokes, in addition to proprioceptive neuromuscular facilitation and muscle energy techniques. Major topics include: Knowledge of trigger points,

indications, contraindications and myofascial function. (4 Quarter Credit Hours)

MMT270 Cranio-Sacral, Reiki, Polarity, and Energy

This course explores specialized therapies in massage and bodywork, focusing mainly on the concept of energy and how it benefits mind, body, and spirit. (4 Quarter Credit Hours)

MMT280 Sports Massage

This course examines basic conditions that one might find when performing athletic massage. In addition, this course will discuss kinesiology, pre-event, post-event, training and the use of hydrotherapy in rehabilitation. (4 Quarter Credit Hours)

MMT290 Advanced Spa Massage

This course explores specialized techniques in a spa setting. This course will cover a brief history of spa massage, massage in the spa industry, hot and cold stone massage, various spa modalities, aromatherapy, body wraps, exfoliation, facial, and specialized spa equipment. (4 Quarter Credit Hours)

MTH103 General Math

This course in algebra covers algebraic expressions, equations and inequalities, graph linear equations, inequalities in variables, systems of linear equations, polynomials, factoring, rational expressions, tables, and graphs. (4 Quarter Credit Hours)

NSA150 CompTIA A+ Core Technologies

This course is designed as an introduction to the installation and configuration options of the personal computer. Students will gain hands-on experience in the assembly and disassembly of computer hardware. Emphasis will be on in-depth knowledge of system components. This course will also prepare students for the A+Core Exam. (4 Quarter Credit Hours)

NSA151 CompTIA A+ DOS/Windows

This course is designed as an introduction to the installation and configuration of the following operating systems: Microsoft DOS, Microsoft Windows 95/98/NT/2000/XP, and connectivity of those operating systems. Students will gain hands-on experience installing and troubleshooting these operating systems. This course will prepare students for the CompTIA A+ Exam. (4 Quarter Credit Hours)

NSA152 CompTIA Network+ Training Course

This course is designed for students to obtain the skills needed to implement and support basic networking and Microsoft networks. This class will go in depth about basic networking topology such as routers, hubs, repeaters, switches, and network wiring. An emphasis will be taught on real world issues. This course will allow individuals to gain knowledge necessary to successfully complete the CompTIA Network+ Exam. (4 Quarter Credit Hours)

NSA155 CompTIA Server+

This course is designed for students to obtain the skills needed to implement and support basic networking and Microsoft networks and in-depth study in basic networking topology such as routers, hubs, repeaters, switches, and network wiring. It gives students the tools and knowledge needed to prepare for the CompTIA Server+ Exam. (4 Quarter Credit Hours)

NSA240 Linux+

In this course, the student will define and identify origins, benefits, drawbacks, and uses of the Linux operating system. The student will log in, enter commands, shut down and restart the Linux workstation, create and configure users and groups, and manage the file system. The student will use Linux text editors and redirection to create and modify files. The student will then archive files with tar, cpio, and other commands, work in the X Window environment, manage print services, and add and update packages through package management utilities. Prerequisite: CompTIA Network+ Training Course, NSA152 and CompTIA Server+, NSA155 (4 Quarter Credit Hours)

NSA251 CISCO 1

This course is the first of four quarter courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, routers, router programming, star topology, IP addressing, and network standards. Particular emphasis is given to the use of decision-making and problem solving techniques in applying science, mathematics, communication, and social studies

concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations. Prerequisite: Administering Windows Client Operating System, NSA260 or Administering Windows Server Operating System, NSA261 (4 Quarter Credit Hours)

NSA252 CISCO 2

This course is the second of four quarter courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP Addressing Protocol, dynamic routing, routing, and the network administrator's role and function. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve network problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations. (4 Quarter Credit Hours)

NSA253 CISCO 3

This course is the third of four quarter courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction introduces and extends the student's knowledge and practical experience with switches, Local Area Networks (LANs) and Virtual Local Area Networks (VLANs) design, configuration, and maintenance. Students develop practical experience in skills related to configuring LANs, WANs, Novell networks, Internetwork Packet Exchange (IPX) routing, Interior Gateway Routing Protocol (IGRP)

protocols, and network troubleshooting. Prerequisites: CISCO 1, NSA251 and CISCO 2, NSA252 (4 Quarter Credit Hours)

NSA254 CISCO 4

This course is the fourth of four quarter courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction introduces and extends the student's knowledge and practical experience with Wide Area Networks (WANs), Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP), and Frame Relay design, configuration, and maintenance. Students develop practical experience in skills related to configuring WANs, ISDN, PPP, Frame Relay protocols, and network troubleshooting. Prerequisites: CISCO 1, NSA251 and CISCO 2, NSA252 (4 Quarter Credit Hours)

NSA260 Administering Windows Client Operating Systems

This course is designed for students to obtain the skills necessary to implement, install, configure and support Windows Client Operating Systems. It gives students the tools and knowledge needed to take the Microsoft Exam Installing, Configuring and Administering a Microsoft Windows Client. Prerequisite or concurrent: CompTIA Network+ Training Course, NSA152 (4 Quarter Credit Hours)

NSA261 Administering Windows Server Operating Systems

This course is designed for students to obtain the skills necessary to implement, install, configure and support a Windows Server Operating System. It gives students the tools and knowledge needed to take the Microsoft Exam Installing, Configuring and Administering a Microsoft Windows Server Operating System. Prerequisite or concurrent: CompTIA Network+ Training Course, NSA152 (4 Quarter Credit Hours)

NSA262 Implementing Windows Network Infrastructure

This course is intended for new-to-product support professionals who are responsible for installing, configuring, managing and supporting a network infrastructure that uses the Microsoft Windows Server Products. This course gives the students the tools and knowledge needed to prepare for the Microsoft Certification Exam Implementing

and Administering a Microsoft Windows Network Infrastructure. Prerequisite: Administering Windows Client Operating Systems, NSA260 or Administering Server Operating Systems, NSA261 (4 Quarter Credit Hours)

NSA263 Implementing Windows Directory Services

This course is designed to provide students with the knowledge and skills to install, configure and administer Microsoft Windows Active Directory Services, this course focuses on implementing Group Policy and understanding Group Policy tasks required to centrally manage users and computers. It gives students the tools and knowledge needed to prepare for the Microsoft Certification Exam Implementing and Administering a Microsoft Windows Directory Services Infrastructure. Prerequisite: Administering Windows Client Operating Systems, NSA260 or Administering Server Operating Systems, NSA261 (4 Quarter Credit Hours)

NSA264 Designing Windows Directory Services

This course is designed to provide students with the knowledge and skills necessary to plan and implement Microsoft Windows Directory Services in an enterprise environment; it gives students the tools and knowledge needed to prepare for the Microsoft Certification Exam Designing a Microsoft Windows Directory Service Infrastructure. Prerequisite: Implementing Windows Directory Services, NSA263 (4 Quarter Credit Hours)

NSA265 Migrating Windows Operating System

This course is designed to provide the Microsoft Windows NT 4.0 support professional with the knowledge and skills necessary to support Microsoft Windows 2000/2003-based networks. This is a performance-based course designed upon the job-related tasks a support professional must perform using new or modified features in the Windows 2000/2003 operating system. It gives students the tools and knowledge needed to prepare for the Microsoft Certification Exam Migrating from Windows NT 4.0 to Windows 2000/2003. Prerequisite: Administering Windows Client Operating Systems, NSA260 or Administering Server Operating Systems, NSA261 (4 Quarter Credit Hours)

NSA266 Troubleshooting Operating Systems & Networks

This course is designed for students to learn how to troubleshoot operating systems including Windows 95/98/NT/2000/2003. Students

will also gain first hand experience troubleshooting network problems and server problems in a controlled environment. This course will be mostly hands-on, and is designed to require students to do research, using the Internet, for problem determination and resolution. This course is not designed around any certification, but to mold the student in to a self-sufficient technician. (4 Quarter Credit Hours)

NSA267 Supporting Windows Client and Applications

Students in this class will learn how to support end users who run the leading operating system in a corporate environment or in a home environment. They will gain experience using applications that are included with the operating system, such as web browsers and e-mail clients, as well as the productivity applications used in a corporate environment, such as office suite applications. Students will be able to resolve operating system issues by telephone, by connecting to an end user's system remotely, or by visiting an end user's desktop. They will have a working knowledge of operating in a workgroup or client/server environment and how end users are affected by each environment. Prerequisites: CompTIA A+ Core Technologies, NSA150; CompTIA A+ OS/Windows, NSA 151; and CompTIA Network+ Training Course, NSA152. (4 Quarter Credit Hours)

NSA284 Managing Microsoft Exchange Server

The instructor-led course provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing, and sharing information by using Microsoft Exchange Server in a medium-sized to large-sized (250 to 5,000 seats) messaging environment. This course offers significant amount of hands-on practices, discussions, and assessments that assist students in becoming proficient in the skills that are needed to update and support Exchange Server. Course Prerequisites: Administering Windows Client Operating Systems, NSA260; Administering Windows Server Operating Systems, NSA261; Implementing Windows Directory Services, NSA263; and Designing Windows Directory Services, NSA264 (4 Quarter Credit Hours)

NSA285 Planning a Windows Network Infrastructure

This class will prepare students who may eventually work in the typically complex computing environment of medium-sized to large companies. The student will learn new skills and reinforce previously learned skills such as planning and implementing server security,

server roles, network infrastructure, subnetting, routing/routing protocols, clustering, and security infrastructure. Prerequisites: CompTIA A+ Core Technologies, NSA150; CompTIA A+ OS/Windows, NSA 151; and CompTIA Network+ Training Course, NSA152; CompTIA Server+, NSA155; Administering Windows Client Operating System, NSA260; Administering Windows Server Operating System, NSA261; and Implementing Windows Network Infrastructure, NSA262 (4 Quarter Credit Hours)

NSA298 Security

This instructor-led course provides the student with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. The course encourages decision-making skills through an interactive tool that simulates real-life scenarios that the target audience may encounter. Students are given the task of collecting the information and sorting through the details to resolve the given security requirement. Prerequisites: Administering Windows Client Operating Systems, NSA260; Administering Windows Server Operating Systems, NSA261; and Implementing Windows Network Infrastructure, NSA262 (4 Quarter Credit Hours)

PFT100 Medical Terminology and Anatomy & Physiology

This course presents students with prefixes, suffixes, and acquaints the students with medical word building. Medical Terminology and Anatomy & Physiology also introduces body systems, word roots, medical terms, and teaches students to recognize widely used terms, their meanings and spellings. This course also provides the student with knowledge of anatomy and physiology of the cardiovascular, immune, digestive, respiratory, urinary, and reproductive systems functions during health and disease. The student will expand their understanding of how the structure of the body has an impact on the body as a whole and the structure of the body as related to the disease process. (4 Quarter Credit Hours)

PFT101 Exercise Psychology

This course introduces students to the basics of personal and professional leadership. Motivational and situational techniques for client usage are extensively discussed. Attention is given to understanding and application of a holistic, integrated, principle-centered approach to organizing personal lives and motivating people

to be physically active. Students learn the affects of planned stress (e.g. exercise) and recovery (e.g. sleep, massage) on mental health, physical performance and health-related quality of life. This course lays the foundation for students to effectively promote personal fitness training as part of a healthy lifestyle. (4 Quarter Credit Hours)

PFT102 Exercise Physiology

This course includes a fundamental study of the physiological adjustments that occur within the body during exercise. The presentation of this material is particularly oriented toward a basic understanding of the physiological systems as they are affected by the physical exercise, including observations of respiratory, circulatory, nervous, and metabolic adjustments to physical exercise. (4 Quarter Credit Hours)

PFT110 Kinesiology

Kinesiology presents students with the mechanical concepts and principles that underlie human movement and the basic structure and function of the musculoskeletal system. Discussions will emphasize analyzing human movement and exercise progressions while systematically focusing on the bones, muscles, joints and ligaments for the upper extremity, lower extremity and the spinal column, pelvis and thorax. This course lays the foundation for student understanding of the musculoskeletal system as a machine capable of generating and transmitting forces. Students will perform quantitative analyses of human movement, design exercise programs to improve selected performance variables and identify ergogenic aids that may affect health and performance. (4 Quarter Credit Hours)

PFT111 Wellness and Nutrition

This course teaches students the basics of wellness to apply self-care as a model for care guidelines to help clients manage stress levels. A variety of methods of exercise and stress management, including improper nutrition, stretching techniques and body mechanics are discussed and experienced. Ethics and boundary setting will be covered. (4 Quarter Credit Hours)

PFT120 Personal Fitness Training Lab I

During this course, students will develop the knowledge and skills needed to assess physical fitness and prescribe exercise for apparently healthy individuals. This supervised lab experience provides a well-balanced approach to the field assessment of physical fitness, addressing five components of total physical fitness including: flexibility, muscular

fitness, cardio respiratory endurance, body weight and composition, and neuromuscular relaxation. Students learn to evaluate testing data and apply the information to the development of individualized exercise programs. Students develop the knowledge and skills to design functional strength training programs along an exercise continuum that ranges from corrective to athletic performance. Students will learn to consider the integrated nature of the human body, the operational environment, and the individual needs for successful performance as they focus on training movements vs. muscles. Students develop the knowledge and skills required to develop bodybuilding programs for recreational and competitive bodybuilders. Emphasis will be placed on the manipulation of training variables, such as exercise selection, exercise technique, sets, repetitions, training loads, training volume and recovery. Students are introduced to advanced bodybuilding techniques (e.g., pre-exhaustion, drop sets, forced reps) and training systems (e.g., super-slow, split routines, blitz). This lab lays the foundation for the development of exercise programs that cause muscle hypertrophy and reduce body-fat percentage. This course will include certification in CPR. (4 Quarter Credit Hours)

PFT121 Personal Fitness Training Lab II

During this course, students will develop the knowledge and skills to develop sport-specific power-development programs with an emphasis on learning the safest, most effective learning progressions for the movements used in competitive weightlifting—the snatch, clean, jerk, and their variations. Students also learn to combine weightlifting with ply metrics, speed and agility training, and sport psychology to optimize athletic performance. This lab lays the foundation for students to develop programs that will help athletes become stronger, faster and more powerful in football, baseball, basketball, soccer, ice hockey, track and field, wrestling, racket sports, or competitive weightlifting. Students will increase their knowledge about the various body systems and how they integrate during physical fitness, exercise and sports performance. The course specifically focuses on the components of exercise prescription and program design and will also introduce the instructional methods used in group fitness education. Learning the concepts of exercise prescription and physiology will allow you to connect physical activity, health and exercise to your chosen discipline. Understanding correctly how the cardiovascular, pulmonary, metabolic and

musculoskeletal systems, etc., directly affects your ability to be an effective fitness professional. Knowing how to correctly select, administer and monitor physiological tests will allow you to maximize the learning experience. A basic understanding of the limitations of selected populations is included in this course. (4 Quarter Credit Hours)

PFT200 Externship & Boot Camp

Students develop the knowledge and skills required to lead and work as independent professionals. Emphasis is placed on skill competency demonstrations at approved externship locations. Students are required to submit weekly narratives in association with the weekly evaluations submitted by on-site supervisors. Students learn to be innovative and combine multi-joint, multi-planar movements to increase fitness while having fun. The externship lays the foundation for students to train clients of varying fitness levels under any circumstances with whatever equipment is available. Prerequisites: completion of all other personal fitness training courses. (4 Quarter Credit Hours)

PHA100 Introduction to Pharmacy Technician Practices/Ethics

This is an introduction to pharmacy practice and the technician's role in various pharmacy settings. Topics include the pharmacy environment, pharmacy organizations and management, regulations and laws related to pharmacy, and ethics in the practice of pharmacy. (4 Quarter Credit Hours)

PHA110 Pharmacy Terminology and Calculations

A core of terminology, pharmaceutical routes of administration, pharmaceutical dosage forms, prefixes, suffixes, symbols, and abbreviations commonly encountered during the practice of pharmacy technology, pharmacy medicine. An emphasis will be placed on equating the brand name of a drug with generic. This course also reviews basic mathematical principles, as well as teaching calculations specific to the preparation and distribution of medications, including weights and measurements that apply to pharmacy calculations. (4 Quarter Credit Hours)

PHA155 Prescription and OTC Medications

This course teaches the history of prescriptions, definition of prescriptions, parts of a prescription, correct prescription procedure, and narcotic prescriptions. The classifications of drugs based on the

DEA's guidelines. A basic overview of the classifications and functions of drugs that are sold without prescriptions will be introduced. (4 Quarter Credit Hours)

PHA200 Pharmacology I for Pharmacy Technicians

This course is a basic overview of the drug classes, including generic and trade names, the disease states associated with the drug classes as well as the drug therapy, indications, side-effects, along with the parameters for safe drug use. Drug classes include cardiovascular, antihypertensives, diuretics, hormones, hypoglycemics, ophthalmics, optics, dermatologic and anti-inflammatory drugs and antifussives. (4 Quarter Credit Hours)

PHA225 Microbiology

This course is offered to help acquaint the health-profession student with the microorganisms in the disease processes. We will also discuss the valuable roles of microorganisms in food production, ecology, sewage disposal and product manufacturing. We will also discuss the anatomy and physiology of the microorganisms and the mechanisms of preventing the spread of the disease causing types. (4 Quarter Credit Hours)

PHA250 Pharmacy Operations and Claims

This course is designed to instruct the student in the overall operation of a pharmacy. Students will learn gathering and entering patient information into a data processing system and maintaining patient records. Instruction is given in preparing labels, counting, measuring, admixing of drug products, ordering, stocking, and returning pharmaceuticals. Insurance guidelines, Medicare and Medicaid regulations, and insurance billing, both electronic and manual, are presented to the student. (4 Quarter Credit Hours)

**PHA275 Compounding Aseptic Technique
and Non-Sterile Compounding**

This course is designed to provide a fundamental understanding of the different types of pharmaceuticals, including tablets, capsules, solutions, suspensions, emulsions, ointments, crèmes, and suppositories. The student will also be introduced to I.V. medications, and I.V. additives. Prerequisite: Pharmacology I for Pharmacy Technicians, PHA200. (4 Quarter Credit Hours)

PHA280 Sterile Product Technology

This course introduces the student to the skills and procedures necessary to prepare sterile injectable products. This course covers mathematical conversions and aseptic manipulations encountered in the pharmacy environment. Students will learn to prepare large volume parenterals, intravenous mixtures, total parenteral nutrition solutions, irrigation solutions, and other sterile products. Patient monitoring, proper use of equipment, specific distribution systems, and administration techniques are presented. Prerequisite: General Math, MTH103. (4 Quarter Credit Hours)

PHA290 Problem Solving

This course prepares the student with precise work techniques and knowledge where details can be a matter of life or death. Also, it identifies tasks that must be performed accurately every time, and prepares the student to perform critical tasks, and solve problems in a scientific method. Prerequisite: must have completed a minimum of 44 quarter credit hours of the pharmacy technology program. (4 Quarter Credit Hours)

POL109 Political Science

This course explores political, economic, and social issues that are in the news at the time the course is in session. As a core for background knowledge, the course acquaints students with political/geographical data and maps and encourages discussions and formal debates utilizing the information acquired through the course. Lectures are supplemented with magazines, books, films, and computer software relevant to the course. (4 Quarter Credit Hours)

POL300 Colonial America

This course provides a study of the foundation of the American nation beginning with the founding of the English colonies. Special emphasis is given to the War for Independence. (4 Quarter Credit Hours)

PSY202 Principles of Psychology

This course includes the study of human behavior with special references to research methods, sensation, perception, learning, cognition, mental abilities, personality traits, therapies, mental disorders, and differences in intelligence, aptitude, and social actions. (4 Quarter Credit Hours)

SCI305 Technology and Society

This course provides a study of technology's impact on individuals, groups, and institutions. Special emphasis is given to worker displacement, computer illiteracy, environmental and health issues, depersonalization, computer crime, intellectual property, invasion of privacy and other ethical/legal issues. (4 Quarter Credit Hours)

SCI310 Meteorology

This course provides a study of the earth's atmosphere, physical factors that affect weather, weather systems and patterns, and scientific methods used to collect data, analyze trends, and forecast weather. (4 Quarter Credit Hours)

SFS140 Strategies for Success

This course is designed to enhance the college learning experience and prepare students for personal and professional success. Concepts presented include managing change, setting and achieving goals, and thinking in ways that create success. Time management, study skills, and library research are also discussed. (4 Quarter Credit Hours)

SFS142 Small Business Management Strategies for Success

This course presents a contemporary treatment of the start-up and management of small firms. Strong emphasis is placed on entrepreneurial opportunities and the new-venture activities needed for the successful operation of small firms. This course is also designed to enhance the college learning experience and prepare students for personal and professional success. Concepts presented include managing change, setting and achieving goals, and thinking in ways that create success. Time management, study skills, and library research are also discussed.

SOC201 Introduction to Sociology

This course will introduce the student to the basic concepts and principles of the study of sociology. Focus on the characteristics of group life and the interrelationships between society, culture and the individual. This course fulfills a general education requirement. (4 Quarter Credit Hours)

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Donna Shock..... Admissions Representative

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