

C A T A L O G

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# 2020



**COLLEGEAMERICA®**



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## CATALOG RIGHTS POLICY

The Institution must retain the flexibility to improve its curriculum; therefore, course offerings may be changed during a student's education. If a course required under a previous catalog is no longer offered, a student eligible to graduate according to that catalog should consult his or her academic advisor or Dean to identify another course that may be used to fulfill the requirement. Course substitutions in the degree program are permitted only with the approval of the Dean through the department head or program director. Furthermore, the institution reserves the right to make any changes in requirements it may consider necessary and desirable by due notice in the catalog. Substitutions for discontinued courses may be authorized or required by campus administration.

Students may graduate under the catalog in effect at the time of their initial enrollment or any succeeding catalog provided the catalog is not more than seven years old upon the completion of requirements for graduation. Students who have been gone from the institution for seven years or more must enter the institution under the catalog in effect at the time of re-entry.

A student's transcript will reflect the course name, number, and credits that are in effect at the time the course is being taken by the student.

Information contained in this catalog is subject to change at the discretion of the College without prior notification.

In the event of any inconsistency between the information contained in this catalog and any other material, the information contained in the catalog (including any addenda) shall take precedence. The institution is not responsible for information or oral claims made by individuals that are contrary to the institution's published materials. Most photos included in this catalog are stock photography and do not represent actual students except where noted.

Volume 21, effective January 24, 2020. Good through and including December 31, 2020. Revised August 14, 2020.

For faculty information, please see addendum provided with this document.

I certify that this catalog is true and accurate in content and policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## GENERAL INFORMATION

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# Mission and Objectives

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

1. Provide a solid foundation of specific competencies that will enable students to acquire the skills required in their chosen occupation.
2. Provide students with education and knowledge to become competent members of their communities, enabling them to appreciate and successfully cope with the human relations problems encountered in the workplace.
3. Provide programs that include a variety of skills that will bring students to a fuller realization of the world in which they live and work, so that they will be capable of achieving a satisfactory and rewarding career and lifestyle.

4. Serve as a leader of higher education in each of our communities by incorporating suggestions and recommendations from knowledgeable representatives of the programs offered.

## History

### History of CollegeAmerica CO

In the mid-1960's, Control Data Corporation began a school to train its employees for the then-infant computer field. The school was named Control Data Institute.

In 1989, Control Data Institute was sold to Human Capital Corporation and renamed Career Development Institute (CDI). In early 1993, CollegeAmerica purchased the Denver school. The school was renamed CollegeAmerica Denver.

In 1994, CollegeAmerica relocated to a new facility at 1385 South Colorado Boulevard to provide for growth and expansion.

In 1998, CollegeAmerica became a degree-granting school, offering Associate of Occupational Studies degrees in Computer Technology, Computer Programming and Operations, Computer Programming and Network Administration, Accounting and Management, and Business Management and in 2002 the Medical Specialties program was added. In 2002, CollegeAmerica became a bachelor-degree-granting school, offering a Bachelor of Science in Computer Science, Business, and Accounting.

In June 2001, we opened a branch campus in Fort Collins, Colorado. In October 2002, a branch campus was opened and accredited in Colorado Springs.

## Campus Locations

### Campus Locations – CollegeAmerica CO

#### Denver – Main

1385 South Colorado Boulevard, 5th Floor  
Denver, CO 80222  
Phone: (303) 300-8740 Fax: (303) 692-9156

#### Fort Collins – Branch

4601 South Mason Street  
Fort Collins, CO 80525  
Phone: (970) 225-4860 Fax: (970) 225-6059

#### Colorado Springs – Branch

2020 North Academy Boulevard, Suite 100  
Colorado Springs, CO 80909  
Phone: (719) 622-3600 Fax: (719) 637-0806

## Facilities

### Facilities – CollegeAmerica CO

#### Denver

CollegeAmerica's Denver metropolitan main campus is conveniently located four blocks north of I-25 and Colorado Boulevard. This educational facility occupies several floors of a high rise office building and features a medical laboratory, a computer laboratory, a student lounge, a learning resource center, and handicapped accessibility. The main campus also features a secured parking garage, and is close to local transit.

#### Fort Collins

CollegeAmerica's northern Colorado campus is located in a one story retail complex. The campus is nestled between I-25 and the Rocky Mountain range. The campus has a medical laboratory, a networking laboratory, a student lounge, a learning resource center, several lecture classrooms, and a 120-seat movie theater. The campus is handicapped accessible and close to local transit.

#### Colorado Springs

The campus is centrally located at 2020 North Academy Boulevard. The 22,000 square foot newly renovated facility houses a traditional and on-line library, computer labs, four medical labs, an auditorium, student lounge and traditional classrooms. The facility also offers free parking, is handicap accessible, and is conveniently located near bus stops.

## Accreditation

### Accreditation – CollegeAmerica CO

CollegeAmerica® (CollegeAmerica CO) is accredited by ACCSC (Accrediting Commission of Career Schools and Colleges), 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212. The ACCSC is listed as a nationally recognized accrediting agency by the United States Department of Education under the provisions of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by the Department.

The Colorado campuses are approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.

## Governmental Agencies

### Governmental Agencies – CollegeAmerica CO

CollegeAmerica is recognized for vocational rehabilitation training by the State of Colorado Department of Education and by the Rehabilitation Division of the State Department of Public Instruction in Colorado. Programs at CollegeAmerica are approved for veterans' benefits by the Colorado State Approving Agency.

## Legal Control

Center for Excellence in Higher Education, Inc., a Delaware nonprofit corporation, legally controls Stevens-Henager College (including Independence University), CollegeAmerica (Arizona), CollegeAmerica (Colorado), and California College San Diego.

All colleges are affiliated. Officers at the corporation are Roy Hurd, President; Kody Larsen, Secretary; and William C. Dennis, Treasurer. Directors are William C. Dennis, Carl Barney, Eric Juhlin, Roy Hurd, Rajshree Agarwal and Ken Konesco.

## Calendar

Students can generally begin classes at the Institution in any month of the year. The Institution offers day and evening programs. Please see the detailed calendar on the last page of the catalog.

## Program Modifications

The Institution prepares its students for employment in the technology, business, and medical communities. To best meet the needs of these employers, periodic revision of our courses and majors is necessary. The Institution, therefore,

reserves the right to add to or delete material from courses, alter program content, cancel a program if there is insufficient enrollment, and change faculty, as circumstances indicate.

## Disaster Affecting the College's Operations

In the event of an "Act of God" affecting operations (e.g., fire, flood, hurricane, tornado, etc.), the Institution reserves the right to suspend training for a period not to exceed 90 days.

## Disability Services

### Philosophy

Students with disabilities have a right to reasonable accommodations.

### What Is a Disability?

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

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

### Exceptions

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

### Eligibility for Services

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

1. Have a documented disability (documentation must be supplied) that presents a significant barrier to the educational process, and
2. Request services from Disability Services through the Dean or Director of Student Services.

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

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

### Documentation Requirements

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

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

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

### Accommodations

Students with disabilities are entitled to reasonable accommodations at the Institution. Institution management will determine what reasonable accommodations to provide based appropriate documentation that outlines the needs of the student and the demands of the course.

## Title IX and VI of the Civil Rights Act - Notice of Nondiscrimination

Center for Excellence in Higher Education, Inc., which



operates as Stevens-Henager College (including Independence University), CollegeAmerica (Arizona), CollegeAmerica (Colorado), and California College San Diego (collectively, the “Company”), does not discriminate on the basis of race, color, national origin, sex, disability, age or any other characteristic protected by applicable law in any of its education programs or activities. Furthermore, this policy against discrimination on the basis of sex, includes sexual harassment, as defined under Title IX of the Educational Amendments Act of 1972 and regulations issued thereunder (“Title IX”). The requirement not to discriminate applies to admissions and employment. The following individuals have been designated and authorized to handle inquiries regarding, and allegations and formal complaints under, the nondiscrimination policies of the Company:

Chelsea Jones  
Sr. Leave Programs Specialist  
4021 South 700 East, Suite 400  
Salt Lake City, Utah 84107  
chelseaj.jones@collegeamerica.edu  
801-281-6962

Danielle Lammi  
Corporate Director of Career Services  
4021 South 700 East, Suite 400  
Salt Lake City, Utah 84107  
danielle.lammi@collegeamerica.edu  
801-284-7535

All educational institutions receiving federal financial assistance are required to comply with Title IX and Title VI of the Civil Rights Act of 1964, which prohibit such institutions from discriminating on the basis of sex, race, color, or national origin in the education programs or activities that they operate.

The Company is subject to these requirements and complies with them. The Company admits students and hires employees without respect to, and does not discriminate against anyone on the basis of, sex, race, color, ethnicity, national origin, disability, age, religion, or any other characteristic protected by applicable law. All students, faculty, and other employees of any kind should refer any allegations of discrimination, including, without limitation, sexual harassment, and inquiries regarding the Company’s non-discrimination policies, to the attention of either of the Title IX Coordinators identified above.

A comprehensive policy detailing the grievance procedure and grievance process for reports of sex discrimination, including sexual harassment, can be accessed through the Company’s website ([www.cehe.org](http://www.cehe.org)).

## Vocational Rehabilitation Act

The Institution is an equal opportunity employer covered by Section 504 of the Vocational Rehabilitation Act of 1973 concerning non-discrimination under federal grants: Section 504. No otherwise qualified handicapped individual in the United States, as defined in Section 7(6) shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

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

## Admissions Requirements

Applicants for admission must have graduated from an accredited high school, private secondary school, or have completed the equivalent (GED, HiSET, or TASC). High school transcripts in a foreign language must be translated and evaluated by a credential evaluation service for equivalency. Applicants must pay tuition in advance if they do not qualify for financial assistance programs.

Students who are selected for verification of documentation for funding purposes regarding proof of high school graduation or equivalent (POG), may submit an unofficial proof of high school graduation with a signed Transcript Request Form if the student cannot provide a copy of their high school diploma or GED. Once the student is able to access official POG, the student will have to provide it to the institution immediately. If the student does not provide this documentation in a timely manner, they will be dropped from school and all Title IV funds will be returned.

**Arbitration and Class Action Waiver Disclosure:** CollegeAmerica requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment (“Arbitration Agreement”). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student’s ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by CollegeAmerica prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student’s Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the Campus Director at CollegeAmerica for questions.

## Admissions Requirements

Applicants must pay a non-refundable \$25 registration fee at the time of enrollment. Applicants may not attend class unless the registration fee is paid. All applicants must take the Wonderlic Cognitive Ability Test in order to assess their readiness for courses. The Wonderlic requirement is waived if applicants have:

- a. A bachelor’s degree from an accredited college or university.
- b. An ACT score of 24 or higher.
- c. Proof of prior passing scores on both the reading and math sections of the TEAS V exam. Prior scores are valid for one year from the date of testing.

Applicants with a Wonderlic test score below 12 are required to take and pass both the English and Math remedial courses prior to starting the program.

## Admissions Procedures

To apply for enrollment, the student submits the completed application to the

Director of Admissions. The student should also request that a high school transcript or a copy of a high school diploma, or a GED, HiSET, or TASC for an associate’s or bachelor’s degree, be sent to the Director of Admissions. A foreign graduate must provide a translated and evaluated copy of a transcript. Applicants also may call, fax, or write the Admissions Department to request an application.

Upon completion of the application and an interview with an Admissions staff member, the Director of Admissions will review the applicant’s goals. If it is determined that the applicant’s educational and career goals are not aligned with the institution’s mission, the college may deny admission.

## Delivery Systems

### Consortium and Articulation Agreements between Affiliated Schools

The Center for Excellence in Higher Education (CEHE) group of schools, including Independence University, CollegeAmerica, Stevens-Henager College, and California College San Diego, has consortium and articulation agreements in place that allow students enrolled at one campus (“home campus”) to concurrently take courses from any of the CEHE group of schools. All courses, grades, and attendance are recorded at the students’ home campus. Students must take at least 50% of their courses in a program at their home campus.

### Online Distance Education Delivery

All students can expect to take courses or portions of courses via distance. All students, including both online and hybrid, will be required to complete a Computer Literacy Assessment (CLA) during the admissions process and must achieve a passing score of 14 or higher; students may retake the CLA two times in order to obtain the minimum passing score. If the student does not pass after two attempts, the student may enroll and reattempt the CLA by the end of the third week of the first course with the approval of the Dean. Students are also required to participate in an orientation session to ensure proper understanding of the distance-learning methods. During the orientation session the student will receive all passwords, complete course registration, and student questions will be reviewed. The orientation includes exposing students to the online communication system.

The components of this system include threaded discussion groups, chat, submitting assignments, assessment processes, electronic libraries, online help desk, and emails.

Students including both online and hybrid, need access to a computer and Internet service. Students enrolling for the first time at the Institution are provided with a laptop computer that is loaded with Microsoft Office to use during their program enrollment. Students are also provided with any software required in their program as needed.

## Hybrid Education Delivery

The hybrid educational delivery process integrates the benefits of the traditional face-to-face (FTF) teaching methodology with the flexibility and convenience of the online delivery method. Students enrolled in hybrid courses attend regularly scheduled FTF sessions with the instructor assigned to teach the course and the other students enrolled in the course. The activities conducted during the FTF sessions include but are not limited to lecture, hands-on laboratory assignments, classroom discussion, and other group activities. During the online portion of the course, students engage in synchronous and/or asynchronous interaction with fellow students and the instructor, and gain exposure to downloadable multi-media presentations, online research, and more.

The basic standards that apply to fully online students also apply to hybrid students while they are working online. Some specific expectations are listed below.

### Hybrid Course Standards

- Each "hybrid" class will require contact hours as dictated by the credits awarded for the course. Contact hours are a combination of face-to-face (FTF) and online participation/attendance.
- 5-credit courses require 50 hours of contact.
- 4.5 credit courses require 46 hours of contact.
- 3, 3.5, and 4 credit courses require 40 hours of contact.
- Amount of time allocated for FTF and online is determined by the requirements of the course (i.e., contact hours required to meet course description and learning objectives).

## Directed Study

In the event that a course is not available at the time a student needs a particular course to stay on track for graduation or if circumstances occur that the student must be temporarily but unavoidably absent due to such things as accident, illness, maternity or disability, directed study may be offered. Directed study is only offered with approval of the dean and requires a signed Directed study contract between the student and the school, which must be signed no later than the end of the first day of class. Directed study is not available during a student's first term of any program and must not exceed 10% of all coursework completed for a program.

## Certifications and Licenses

The College's educational programs lead to knowledge and skills for a stated major. Certifications and licenses are generally issued by a public or private entity that may change their requirements for certification or licensure at any time. Therefore, the College cannot guarantee that its educational programs will necessarily be sufficient to obtain any certification or license issued by a public or private agency. Students should check with the state(s) where they are interested in working to determine certification and licensure requirements for that state. We encourage students to pursue certification and licensure and will reimburse students or graduates up to \$500 for the cost of certifications and licenses. The institution makes no representation that a student will be able to pass certification or licensing examinations or as to a specific outcome resulting from a student's successfully obtaining or passing a certification or license examination. See the disclosure statements that accompany the enrollment agreement. Certification is available for the Medical Assisting program through the National Certification and Competency Testing organization and the National Healthcareer Association. Certification for Computer programs are available through Prometric in Microsoft, Novell, Cisco, A+, Network +, Server +, Linux +, and Mouse, Security+. Business program students may pursue Microsoft Office Specialist certifications. An available certification for Bachelor's level business and accounting programs is QuickBooks.

## Externship Requirements

Externships must be attended during normal office hours only, and students are responsible for transportation to the externship site. Students are not paid any salary or stipend during an externship. Some employers may make an offer of employment at the end of the externship, but employment is not guaranteed. Externships are assigned by the campus.

Although the Institution tries to take into consideration specific location and/or skill preferences, externship sites are assigned based on availability. Continuing availability may be compromised due to certain factors beyond the institution's control, including local economic conditions, state regulatory actions, failure of students to attend externships or meet site guidelines, and unreasonable student demands for alternative sites. Students must comply with any and all conditions prescribed by the sites, the institution, the state, accrediting body, or any other third party regarding attendance, conduct, and participation at the sites. If an extern is dismissed from more than one site, the extern will then be responsible for securing a new site.

If you have prior misdemeanor or felony convictions, you may be subject to denial of externships, employment opportunities, and/or professional licensure. You are advised that, in order to comply with clinical or employment requirements, you may be required by some hospitals or businesses to undergo a criminal background check and/or drug screening.

## Tuition and Fees

No out-of-state tuition requirements apply.

Associate's Programs	Total Tuition Charges (Based on # of quarter credits)
Business	\$39,425
Business Management and Accounting	\$42,389
Computer Technology and Networking	\$42,408
Medical Assisting	\$42,488
Bachelor's Programs	
Business Administration	\$74,700

## Military Funding

Applicants who plan to use Veteran Affairs (VA) benefits to pay for all or a portion of tuition may provide a certificate of eligibility on or before the first day of the program. Depending on the benefits available, you may also need to make arrangements to pay the amount that is the difference between the amount of the tuition and the amount of the VA education benefit disbursement.

We have reviewed and are in compliance with 38 USC 3679(e) that went into effect on August 1, 2019. For more information on this, please contact the VA department at your campus.

For active duty military personnel and their spouses, National Guard personnel and their spouses, military reservists and their spouses, and Department of Defense/Veteran Administration employees and their spouses and adult children, the regular tuition will be discounted across the board to a level that will be equivalent to \$250 per credit hour for all associate's and bachelor's, programs. Those receiving this discount shall not be eligible to receive any scholarships offered by the Colleges.

Books are loaned at no charge for all programs. The cost of uniforms and laboratory supplies for the health sciences programs are included in tuition.

In the event a check is returned for any reason, a charge of \$25 will be made to the student's account. Refund calculations are complex. For further information and examples, read the catalog, and visit our Financial Aid office.

## Financial Aid

### Funding Tuition

The institution offers individual financial planning sessions

for each student and family. The institution participates in the Title IV Federal Financial Aid Program that includes Federal Pell Grants, Federal Parent Loans for Undergraduate Study, the Federal Supplemental Educational Opportunity Grant, and the Federal Direct Student Lending program. All students must have an appointment with the Finance Department prior to starting school to arrange payment of tuition. Prospective students may request a Student Financial Aid Guide, a Financial Aid Consumer Information packet, and other pertinent information and forms from the Finance Department. Private loans, scholarships, and electronic tuition payments are available to students to cover the cost of tuition as listed below. The institution will work with any bank that the student wishes to use for student alternative private loans, in addition to those banks and programs listed below. Please see the local campus Financial Aid office for information about specific lenders.

Students who are selected for verification of documentation for funding purposes regarding proof of high school graduation or equivalent (POG), may submit an unofficial proof of high school graduation with a signed Transcript Request Form if the student cannot provide a copy of their high school diploma or GED. Once the student is able to access official POG, the student will have to provide it to the institution immediately. If the student does not provide this documentation in a timely manner, they will be dropped from school and all Title IV funds will be returned.

**Educational Plan:** This convenient budget plan uses a payment plan to help a student meet educational expenses.

Monthly payments made to a student's account while in school will reduce the principal balance and future interest charges. Interest will begin to accrue 45 days after graduation; if a student withdraws, interest will start accruing 45 days after the withdrawal.

A five percent discount is applied when a student pays in full for at least one academic year or more. This discount does not apply to monthly or partial payments and does not apply to employer reimbursements.

- A \$10 late fee will be assessed on accounts overdue more than 15 days.
- A \$25 fee will be assessed for each returned check.

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

# Scholarships and Grants

## Application Requirements for Scholarships

Recipients must meet all admissions and financial requirements of the Institution for initial and continued enrollment. All scholarships include specific eligibility criteria and may be awarded only after application, determination of eligibility, and approval by the Institution. The institution admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

A prospective student who is interested in applying for one of the scholarships will:

1. Complete a Scholarship Application Form
2. Sign an affidavit of eligibility
3. Submit an essay (approximately 500 words) on "How will earning a degree change my life?"

The requirements above apply to all scholarship programs except for the Academic & Bachelor's Degree, which have their own application and selection criteria.

To be considered for a scholarship or grant, the applicant must submit all of the required paperwork at least one week prior to the start of the prospective student's first module. The exceptions to this are applicants who are applying to the Academic Scholarship, Build a Better Future Scholarship, or Bachelor's Degree Scholarship. Applicants to any of these scholarships have until the Friday prior to the start of the module to submit all the required application paperwork.

### General Policies for Scholarships and Grants

Scholarships and Grants may only be awarded to new students. Exceptions to this are the Return to Learn Grant and returning students who are moving up with Bachelor's degree programs.

A student may not receive multiple grants, scholarships, or a grant and a scholarship simultaneously from the institution; a student may only receive a single grant or a single scholarship from the institution at any given time. A student may have other external scholarships or grants in addition to the one awarded by the institution.

Scholarships and grants are non-transferable, apply to tuition only, and will not result in a cash payment to students. All scholarships and grants are waivers of tuition. The number of qualified applicants determines the total amount awarded by the campus in any academic year.

**PLEASE NOTE:** Not every scholarship listed in this section

is available at every campus location. Students interested in any of these scholarships must speak with the campus to determine if the campus offers the respective scholarship.

## Available Scholarships

**Academic Scholarship:** An Academic Scholarship of up to \$8,000 may be awarded by a campus to high school seniors. Students must enroll and start classes no later than one year after their graduation from high school. Applicants who graduate from high school with a GPA of 3.5 or higher (as evidenced on an official transcript) are exempt from testing and receive the maximum amount of \$8,000. Other applicants must take the Otis Lennon test and can receive an award based upon the following scores:

1. Applicants who score >34 receive a scholarship award of \$7,000
2. Applicants who score >46 receive a scholarship award of \$7,500
3. Applicants who score >58 receive a scholarship award of \$8,000

To remain eligible for the scholarship, recipients must maintain a cumulative GPA of 3.0.

**Build a Better Future Scholarship:** This \$3,000 scholarship, is to help people who have successfully completed the institution's GED classes and earned their GED. There is no limit on how many Build a Better Future scholarships a campus can award each year. To be eligible, applicants must have completed the institution's GED classes, must have earned their GED, and must apply for the scholarship within one year of earning their GED. The applicant must have a recommendation letter from the institution's GED Coordinator or designate. To remain eligible for the scholarship, recipients must maintain a 3.0 cumulative GPA.

**Bachelor's Degree Scholarship:** A Bachelor's Degree Scholarship program is available for graduates of the Institution's Associate's degree programs. The scholarship award is \$5,000. In order to qualify, the applicant must have graduated with an Associate's degree from the Institution with a 2.5 CGPA. Once awarded, a recipient has seven years from the time he/she graduated from the Associate's program to use the scholarship for one of our Bachelor's degree programs. To remain eligible for the Bachelor's Scholarship, a recipient must maintain a 3.0 cumulative GPA while in the Bachelor's program.

## Grants

**Family Grants:** Family Grants will be awarded for 10% of the tuition remaining after transfer of credits if an applicant

enrolls in a program offered by the Institution. The following criteria apply:

1. The Family Grant applies only to applicants who are immediate family members (father, mother, son, daughter, brother, sister, stepchild, spouse, or grandparent/grandchild) of either a graduate or a currently enrolled student.  
  
The Family Grant may be awarded to non-immediate family members (aunts, uncles, cousins, nieces, nephews and in-laws) of a graduate or currently enrolled student in good standing with prior written approval of the Campus Director.
2. Family Grants are applied to the student's tuition in the first module of every term.
3. Every enrolling family member is granted the Family Grant in an amount representing 10% of tuition.
4. The grant may not be combined with other institution scholarships or grants.
5. The grant applies to tuition only and does not result in a cash payment to the student or the student's immediate family member. This grant is not transferable to non-family members and is a waiver of tuition. If a recipient of the Family Grant withdraws or is terminated, he or she permanently forfeits the Family Grant award.

**Externship Sponsor Grant:** Full-time employees of a externship sponsoring facility are eligible for a 33% tuition grant toward any currently offered degree program. A Externship Sponsor Grant recipient must be a full-time employee of a sponsoring facility and must complete a clinical grant recipient disclaimer. The recipient remains eligible for the grant provided 1) he/she remains employed by the sponsoring facility and 2) the facility where the recipient works must remain a sponsoring facility. A grant recipient may transfer within our family of colleges or change programs but must still meet all eligibility requirements. The Externship Sponsor Grant may not be combined with any other grant or scholarships offered by the institution, is nontransferable, applies to tuition only, and does not result in a cash payment to the student.

**Career Grants:** There are three types of Career Grants. Each type of Career Grant is \$5,000. Each campus is restricted in the number of Career Grants that they can award each module.

1. **Dependent Student Grant:** This grant is only available to applicants that are considered "Dependent" pursuant to federal financial aid rules. A student must be Dependent for financial aid purposes to apply for and receive this grant.
2. **1st Time College Grant:** This grant is for an applicant that has never attended college before. The student must attest that they have never earned college credit at any other college to receive this grant.

3. **Return to Learn Grant:** This grant is for an applicant that has been to college before and already earned some college credit. The student must document or attest that they have previously earned some college credit.

**PAC (Program Advisory Committee) Member Grants:** These grants are for the employees of companies that serve on one or more of the campus PACs. This program is currently being revised. See your Campus Director for details.

## Matching Funds

Matching funds are available for students employed by an organization that reimburses its employees for educational costs. A student is eligible for matching funds only after providing written evidence that the student is being reimbursed for educational costs during the time frame in which he/she is an active student at the institution. A student whose status with the institution is active or graduate and who is employed by the organization may receive an amount of up to \$5,000 for associate's degrees up to \$10,000 for bachelor's degrees. The matching funds allowance will not exceed the tuition reimbursement award of the employer and the maximum limit established by the institution. The matching funds will be posted to the student's account when the funds are received by the school and applied to the student's account up to the maximum limit. In the event that students transfer credits to the institution, the matching funds allowance will be reduced proportionally.

## Refund Policy

### Refund Policy

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

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

The following institutional charges apply upon withdrawal or termination during the first term of the first academic year:

1. If you terminate after midnight of the fifth day of classes, but before completing 10% of the term, you are responsible for 10% of the tuition, and the cost of any books or computers not returned, and of uniforms issued.
2. If you terminate after completing 10% of the term but within 25%, you are responsible for 25% of the term's tuition, and the cost of any books or computers not

returned, and of uniforms issued.

3. If you terminate after completing 25% of the term but within 50%, you are responsible for 50% of the tuition, and the cost of any books or computers not returned, and of uniforms issued.
4. If you terminate enrollment after completing 50% of the term but within 75%, you are responsible for 75% of the tuition, and the cost of any books or computers not returned, and of uniforms issued.
5. If you terminate enrollment after completing 75% of the term, you are responsible for 100% of all tuition plus the cost of any books or computers not returned and of uniforms issued.

## Military Tuition Assistance Refund Policy

For any student withdrawing from the institution who is receiving Tuition Assistance (TA) from the Department of Defense, the institution will return any unearned TA funds on a proportional basis through the 60 percent portion of the academic term of the program for which the funds were provided. TA funds will be earned proportionally during an academic term with unearned funds being returned based upon when a student stops attending.

If a refund is owed, the institution shall pay the refund to the person or entity that paid the tuition within 30 calendar days after the date of determination of withdrawal.

The institution will calculate the student's TA eligibility based on the last date of attendance using the following formula:

Proportion of the Academic Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Withdraw prior to the program start	100% return of funds
Withdraw after completing 1 to 10% of the academic term	90% return of funds
Withdraw after completing 11 to 20% of the academic term	80% return of funds
Withdraw after completing 21 to 30% of the academic term	70% return of funds
Withdraw after completing 31 to 40% of the academic term	60% return of funds
Withdraw after completing 41 to 50% of the academic term	50% return of funds
Withdraw after completing 51 to 59% of the academic term	40% return of funds

Withdraw after completing at least 60% of the academic term

No return of funds

## Return of Title IV Funds

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

## Earning and Returning Title IV Funds

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

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

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

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

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

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

## Refund Examples

### Sample Refund Policies

Example: Assume that a first time enrollment student enrolled in a program and was charged \$150 in fees. The student's start date for the payment period was 1/28/13 with an end date of 5/16/13. The Institution determined that the student attended into module 2, LDA 2/28/13. The student's loans and grants were fully disbursed for the payment period. The Institution terminated the student after 14 days of non-attendance, PELL was recalculated and unearned funds were returned.

### Institutional Calculation

Loan Funds Disbursed	\$4,703.00
Amount Earned by the Student (29.4%)	\$893.00
PELL Funds Received for Full Time	\$2,775.00
Amount Earned by the Student (8 credits attempted: Below 1/2 time)	\$694.00
Total Unearned (Returned)	\$2,081.00
Student Tuition Charged	\$8,279.00
Less: 50% Tuition Refund	\$4,139.50
Plus Administrative Fees	\$150.00
Total Tuition and Fees Earned by College	\$4,289.50
Funds Retained by College	\$1,587.00
<b>Balance Due College by Student</b>	<b>\$2,702.50</b>

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

## Degree Programs

Not all programs and areas of emphasis are approved at each campus; see the program descriptions in this catalog for more information.

The institution reserves the right to vary the order in which courses are offered within each program, to update and make changes to the subject matter, schedules, and course material, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

## Course Codes

ACC	Accounting
APP	Computer Applications
BIS	Business Information Security
CAP	Capstone
CMN	Communication
CSS	College Success Strategies
ECN	Economics
ENG	English
ETH	Ethics
EXT	Externship
FIN	Finance
HIS	History
HRM	Human Resources Management
ISS	Information Systems Security
LBT	Laboratory
MAN	Management
MAT	Mathematics
MCS	Microcomputer Systems
MED	Medical
MKT	Marketing
NET	Networking
OPS	Operating Systems
PHI	Philosophy
PHR	Pharmacy
PRG	Programming
PRO	Professionalism
PSY	Psychology
RAM	Research
SOC	Sociology
STA	Statistics

## Definition of Credit

Academic credit is measured in quarter credit hours. Credits are based on the amount of time students spend in class, in a laboratory setting, on an externship, or in a

combination of the three. Additionally, credits are based on the amount of time students spend on out-of-class activities such as readings, research, writing papers, and/or working on assignments and projects.

Students are enrolled in classes every four weeks. A clock hour is equal to 50 minutes of instruction. One-quarter credit hour is equivalent to a minimum of 10 clock hours in class, 20 clock hours in a laboratory, or 30 clock hours devoted to an externship, or a combination of the three. Students are expected to spend two hours working on out-of-class activities for every one hour in the classroom. For example, if a student is scheduled for 10 hours of classroom instruction in a week, he or she would be expected to spend 20 hours working on out-of-class activities. Therefore, it is very important that students budget their time to allow for completion of supplementary learning activities to ensure success in their studies.

## Course Numbering System

Courses numbered 100 to 299 are considered basic to the learning process of the student. Courses numbered 300 to 499 are generally considered upper-level work.

## General Education Courses

**General education courses are:**

CMN 201	Communication and Public Speaking
CMN 205	Communciation and Public Speaking
ECN 220	Economics
ECN 221	Economic Principles
ECN 225	Microeconomics
ENG 101	English Composition
ENG 105	English Writing Fundamentals
ENG 310	Advanced Interpersonal Communication
ENG 315	Advanced Interpersonal Communication
ETH 233	Ethics
HIS 220	American Civilization
HIS 225	American History
MAT 220	College Algebra
MAT 225	College Algebra
PHI 210	Critical Thinking
PHI 315	Critical Thinking
PSY 220	Psychology
PSY 250	Positive Psychology
PSY 255	Psychology and Emotional Intelligence
RAM 110	Research Application Methods

SOC 220	Sociology
SOC 240	World Cultures
SOC 400	Sociology of Aging
STA 322	Statistics
STA 325	Statistics

### Applied General Education Courses for Medical Assisting program:

MAT 120	Healthcare Calculations and Accounting
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*School of* **HEALTHCARE**

Associate of Occupational Studies:  
Medical Assisting

## Associate of Occupational Studies Degree

# Medical Assisting

CollegeAmerica Colorado

### 20 Months

The Medical Assisting AOS degree program is designed to provide the students the knowledge and clinical skills for gaining entry-level employment in a medical facility in both administrative and clinical areas. Specific training is provided in preparing instruments and materials, vital signs, phlebotomy, medication preparation and administration, clinical documentation and assisting the physician with exams and procedures. Training in computer and administrative skills is also provided as they pertain to electronic health records and medical office procedures. The student will be able to function independently with administrative duties as well as clinical duties and computer functions of the office.

### PROGRAM OBJECTIVES:

Upon completion of this program students demonstrate the primary duties of medical assistants in the front-office administrative and back office clinical functions of a medical office, clinic, surgical center or hospital, which include:

- Completing patient history and measuring vital signs
- Assisting with patient examinations or treatments
- Giving patients injections as directed by the physician
- Collecting routine laboratory specimens and performing basic laboratory procedures
- Completing general medical office procedures including medical records and medical reception
- Demonstrating telephone techniques and communication skills

The externship in this program is a credit-earning course. Externship sites are assigned to students based on the availability of sites at the time of the course. All students must complete an externship in order to graduate. Students will generally do their externship at a doctor's office, clinic, hospital, or other healthcare-related facility. This gives graduates exposure to working with patients or general medical procedures and practices, such as insurance, coding and billing, phlebotomy, etc. Although externships are not required by most states for subjects taught in the Medical Assisting program, they are a requirement for graduation

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

Course No.	Course Name	Credits
APP 110	Business Computer Fundamentals	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0
EXT 101	Externship	5.0
LBT 280	Medical Laboratory Processes	3.0
LBT 295	Phlebotomy and Laboratory Procedures	3.0
MED 100	Medical Terminology, Law, and Ethics	4.0
MED 102	Medical Aseptic Procedures	3.0
MED 103	Cardiopulmonary/ECG	3.0
MED 105	Microbiology and Clinical Procedures	3.0
MED 106	Vital Signs and Emergencies	3.0
MED 109	Medical Records and Communication	3.0
MED 116	Medical Billing and Computerized Administration	3.5
MED 210	Professional Medical Coding	3.0
MED 211	Insurance Specialist	3.0
MED 280	Skeletal and Muscular Systems	4.0
MED 281	Cardiac and Respiratory Systems	4.0
MED 282	Lymphatic, Immune, and Endocrine Systems	4.0
MED 283	Digestive, Reproductive, and Urinary Systems	4.0
PHR 150	Pharmacology	3.5

### General education courses:

CMN 205	Communication and Public Speaking	5.0
ENG 105	English Writing Fundamentals	5.0
PSY 255	Psychology and Emotional Intelligence	5.0

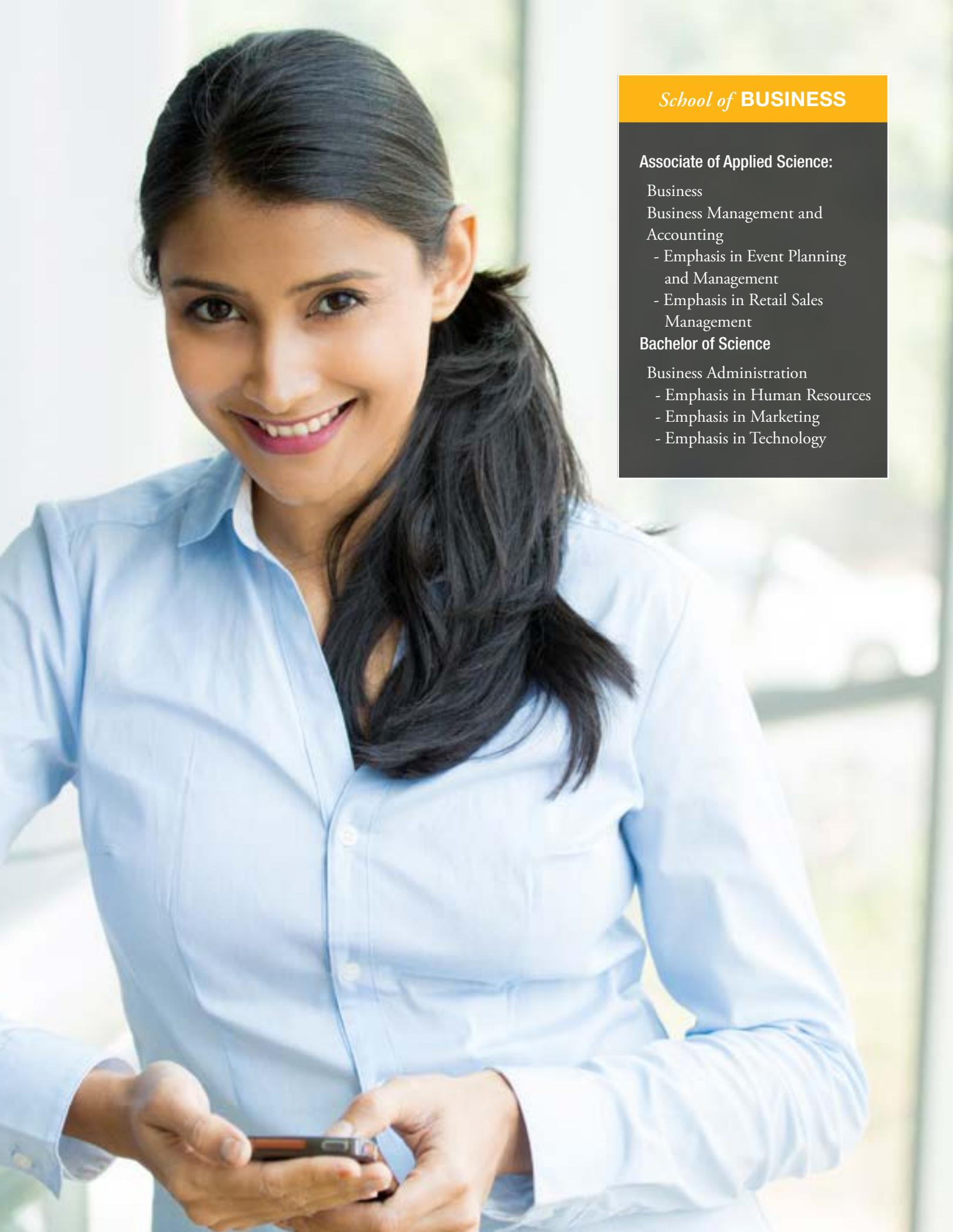
### Applied general education courses:

MAT 120	Healthcare Calculations and Accounting	5.0
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**TOTAL MINIMUM NUMBER OF CREDITS: 94**

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

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



*School of* **BUSINESS**

**Associate of Applied Science:**

Business

Business Management and  
Accounting

- Emphasis in Event Planning  
and Management
- Emphasis in Retail Sales  
Management

**Bachelor of Science**

Business Administration

- Emphasis in Human Resources
- Emphasis in Marketing
- Emphasis in Technology

## Associate of Applied Science Degree

# Business

**NOT ACCEPTING APPLICATIONS AT THIS TIME**

CollegeAmerica (except Fort Collins)

### 19 Months

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

A majority of the courses offered in this program are delivered through a hybrid model, which means instructors meet with students both face to face and through an online platform each week.

Course No.	Course Name	Credits
ACC 113	Introduction to Accounting & Workplace Relationships	5.0
ACC 114	Payroll Accounting & Human Resources and Policies	5.0
APP 110	Business Computer Fundamentals	5.0
APP 111	Practical Business Spreadsheets	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0
FIN 235	Principles of Business & Personal Finance	5.0
HRM 211	Introduction to Human Resource Management	5.0
MAN 111	Introduction to Business & Job Search Skills	5.0
MAN 113	Management Principles & Professional Success	5.0
MAN 115	Marketing & Business Etiquette	5.0
MAN 215	Entrepreneurship, Motivation, Leadership, and Teams	5.0

MAN 234 Business Law and Ethics 5.0

MKT 235 Technology in Marketing and Branding Strategy 5.0

### General education courses:

CMN 205 Communication and Public Speaking 5.0

ECN 225 Microeconomics 5.0

ENG 105 English Writing Fundamentals 5.0

MAT 225 College Algebra 5.0

RAM 110 Research Application Methods 5.0

**TOTAL MINIMUM NUMBER OF CREDITS: 95.0**

## Associate of Applied Science Degree

# Business Management & Accounting

CollegeAmerica (except Fort Collins)

### 20 Months

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

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

SOC code: 11-2022, 11-3011, 11-3071, 11-9151, 11-9199, 13-1111

Course No.	Course Name	Credits
ACC 101	Fundamentals of Accounting I	3.0
ACC 102	Fundamentals of Accounting II	3.0
ACC 103	Payroll Accounting	4.0
ACC 108	Computerized Accounting I	3.0
ACC 109	Computerized Accounting II	3.0

ACC 233	Income Tax	3.5
APP 101	Computer Fundamentals	3.5
APP 103	Word Processing and Presentations	3.0
APP 104	Spreadsheet Applications	3.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
MAN 103	Management Principles	4.0
MAN 104	Business Practices	4.0
MAN 105	Marketing	4.0
MAN 150	Business Calculations	4.0
MAN 201	Supervision	4.0
MAN 210	Entrepreneurship	4.0
MAN 224	Business Law	4.0
PRO 131	Professional Success	1.0
PRO 132	Interview Preparation	1.0
PRO 150	Business Communication	1.0
PRO 209	Business Etiquette	1.0
PRO 211	Professional Branding	1.0
PRO 213	Personal Financial Management	1.0
PRO 221	Electronic Business Communication	1.0
PRO 223	Human Resources and Policies	1.0

**General education courses:**

CMN 201	Communication and Public Speaking	4.0
ECN 220	Economics	4.0
ENG 101	English Composition	4.0
ETH 233	Ethics	4.0
MAT 220	College Algebra	4.0
SOC 240	World Cultures	4.0

**TOTAL MINIMUM NUMBER OF CREDITS: 97.0**

\*The following Courses may be substituted:

- APP 101 Computer Fundamentals with APP 110 Business Computer Fundamentals
- CSS 101 Psychology of Motivation with CSS 105 Psychology of Motivation

- CSS 299 Professional Development with CSS 295 Professional Development
- CMN 201 Communication and Public Speaking with CMN 205 Communication and Public Speaking
- ENG101 English Composition with ENG 105 English Writing Fundamentals

**Event Planning and Management emphasis**

CollegeAmerica Colorado Springs

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

**Event Planning and Management education courses:\***

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

**TOTAL MINIMUM NUMBER OF CREDITS: 97.0**

\*The Event Planning and Management courses replace the following courses: ACC 103, MAN 105, MAN 150, & MAN 201.

**Retail Sales Management emphasis**

CollegeAmerica (except Fort Collins)

The Retail Sales Management emphasis prepares students to enter the world of retailing and sales in entry- to mid-level positions. Topics covered in the Retail Sales Management emphasis courses include the changing nature of the retail environment, successful selling strategies, customer-service

competency, and an introduction to the basic human resource functions as they relate to the retail sales professional.

**Retail Sales Management education courses:\***

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

**TOTAL MINIMUM NUMBER OF CREDITS: 97.0**

\*The Retail Sales Management courses replace the following courses: ACC 103, MAN 105, MAN 150, & MAN 201.

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing, and speech general education course.

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

**Bachelor of Science Degree**

**Business Administration**

CollegeAmerica Colorado Springs and Fort Collins

**36 Months**

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

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

SOC codes: 11-1021, 11-2022, 11-3011, 11-3071, 11-9151, 11-9199, 13-1111

Course No.	Course Name	Credits
<b>ACC 113</b>	Introduction to Accounting & Workplace Relationships	5.0
<b>ACC 114</b>	Payroll Accounting & Human Resources and Policies	5.0
<b>ACC 201</b>	Accounting for Non-Accountants	5.0
<b>APP 110</b>	Business Computer Fundamentals	5.0
<b>APP 111</b>	Practical Business Spreadsheets	5.0
<b>CSS 105</b>	Psychology of Motivation	5.0
<b>CSS 295</b>	Professional Development	5.0
<b>FIN 235</b>	Principles of Business & Personal Finance	5.0
<b>HRM 211</b>	Introduction to Human Resource Management	5.0
<b>MAN 111</b>	Introduction to Business & Job Search Skills	5.0
<b>MAN 113</b>	Management Principles & Professional Success	5.0
<b>MAN 115</b>	Marketing & Business Etiquette	5.0
<b>MAN 205</b>	Supervision, Conflict, Negotiations, and Accountability	5.0
<b>MAN 215</b>	Entrepreneurship, Motivation, and Leadership	5.0
<b>MAN 225</b>	Project Management	5.0
<b>MAN 234</b>	Business Law and Ethics	5.0
<b>MAN 235</b>	Advertising Fundamentals & Strategies	5.0
<b>MAN 301</b>	Business Communication	5.0
<b>MAN 325</b>	Operations Management & Problem Solving	5.0
<b>MAN 336</b>	Retail Marketing Organization and Processes	5.0
<b>MAN 355</b>	Strategic & Operational Management Planning	5.0
<b>MAN 435</b>	Sales & Customer Relationship Management	5.0
<b>MAN 440</b>	Organizational Design, Evolution and Change Management	5.0
<b>MAN 445</b>	Human Resources Standards, Strategy, and Management	5.0
<b>MAN 455</b>	International Business Management	5.0
<b>MAN 499</b>	Business Capstone	5.0
<b>MKT 235</b>	Technology in Marketing and Branding Strategy	5.0

## General education courses:

CMN 205	Communication and Public Speaking	5.0
ECN 225	Microeconomics	5.0
ENG 105	English Writing Fundamentals	5.0
ENG 315	Advanced Interpersonal Communication	5.0
HIS 225	American History	5.0
MAT 225	College Algebra	5.0
PHI 315	Critical Thinking	5.0
RAM 110	Research Application Methods	5.0
STA 325	Statistics	5.0

**TOTAL MINIMUM NUMBER OF CREDITS: 180.0**

## Human Resources emphasis

CollegeAmerica Colorado Springs

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

### Human Resources education courses:\*

HRM 250	Workforce Management, Labor Issues & Dispute Resolution	5.0
HRM 340	Human Resource Training & Development	5.0
HRM 450	Compensation & Benefit Administration	5.0
HRM 460	Employee Recruitment & Retention	5.0

**TOTAL MINIMUM NUMBER OF CREDITS: 180.0**

\*The Human Resources courses replace the following courses: MAN 235, MAN 336, MAN 435, MKT 235

## Marketing emphasis

CollegeAmerica Fort Collins

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

### Marketing education courses:\*

MKT 260	Marketing Channels	5.0
MKT 340	Brand Marketing Strategy	5.0
MKT 350	Consumer Behavior	5.0
MKT 360	Content Marketing	5.0

**TOTAL MINIMUM NUMBER OF CREDITS: 180.0**

\*The Marketing courses replace the following courses: MAN 215, MAN 355, MAN 445, MAN 455

## Technology emphasis

CollegeAmerica Colorado Springs and Fort Collins

Students earning an emphasis in technology will be prepared to apply technology skills to achieve business goals. Emphasis is placed on preparing students to become certified in computer applications, networking, maintenance, and security. Possible employment areas include computer service technician, application specialist, and administrative and technical support representatives.

### Technology education courses:\*

BIS 250	Database Management	5.0
BIS 335	Computer Networks & Security	5.0
BIS 360	Data Communications & Management	5.0
BIS 400	Advanced Management of Information Systems	5.0

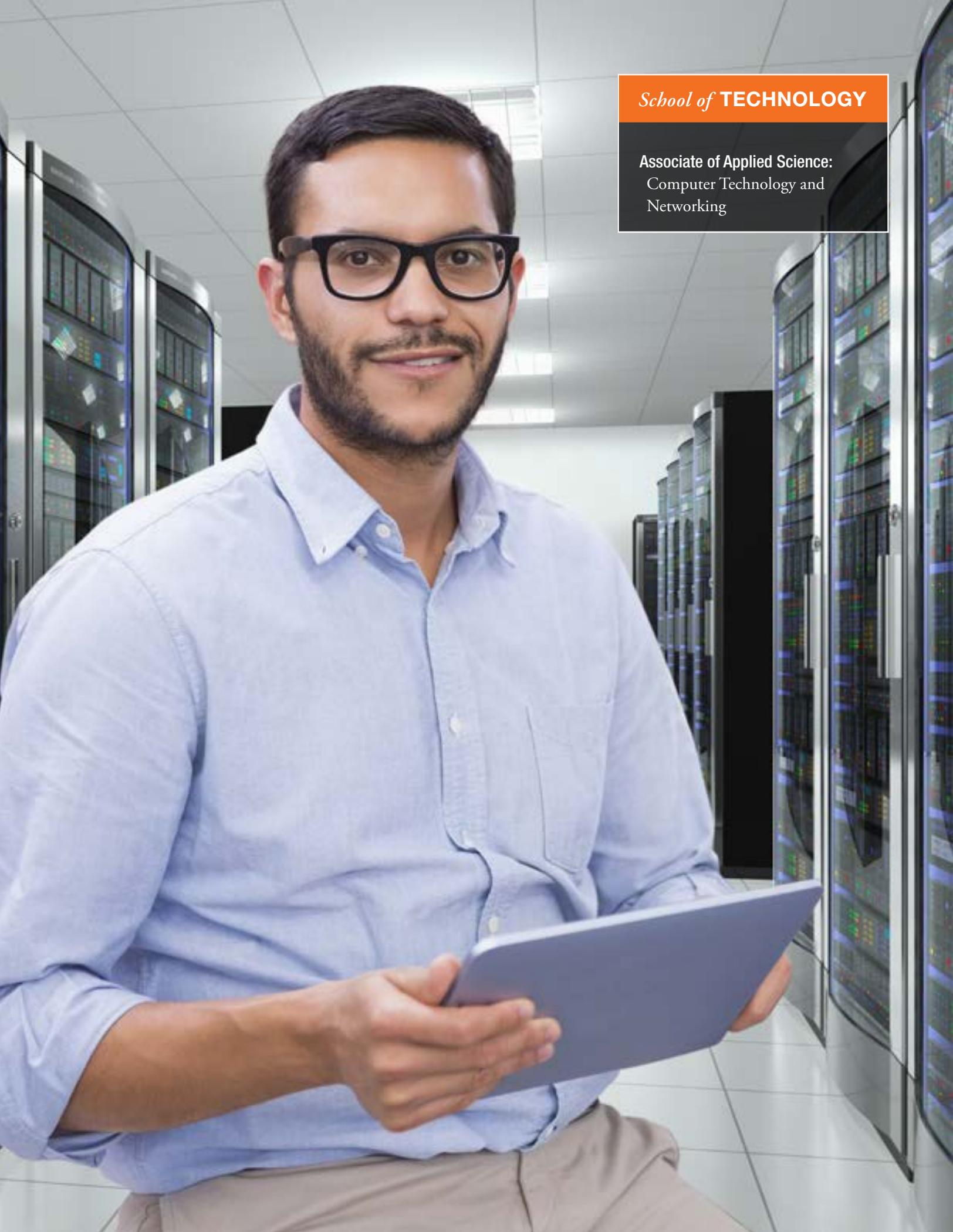
**TOTAL MINIMUM NUMBER OF CREDITS: 180.0**



\*The Technology courses replace the following courses: MAN 235, MAN 336, MAN 435, and MAN 455

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing, and speech general education course.

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



*School of* **TECHNOLOGY**

**Associate of Applied Science:**  
Computer Technology and  
Networking

## Associate of Applied Science Degree

# Computer Technology & Networking

CollegeAmerica Fort Collins

### 20 Months

This program prepares students for entry-level jobs in the computer repair and networking fields. Students are trained using current operating systems, network hardware, and Internet technology. The objectives of the program are to provide a solid foundation of knowledge about computers and to facilitate thinking that will permit continuing growth on the part of the graduates. Entry-level jobs include network administrator, computer repair technician, business computer operator, hardware and software trainer, and user support technician

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

SOC code: 15-1152

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
ISS 220	Computer Law	4.0
MAN 103	Management Principles	4.0
MAN 210	Entrepreneurship	4.0
MCS 101	Computer Servicing I	3.0
MCS 102	Computer Servicing II	3.5
MCS 215	Server Administration I	3.5
NET 103	Networking Concepts I	3.5
NET 104	Networking Concepts II	3.5
NET 215	Security Concepts I	3.5
OPS 101	Introduction to Operating Systems	4.0
OPS 113	Linux Operating Systems I	3.5

OPS 213	Linux Operating Systems II	3.5
PRG 101	Solutions Concepts	3.5
PRG 102	Programming Logic and Design I	3.5
PRG 140	Database Programming I	3.5

### General education courses:

CMN 201	Communication and Public Speaking	4.0
ECN 220	Economics	4.0
ENG 101	English Composition	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0
PHI 210	Critical Thinking	4.0

**TOTAL MINIMUM NUMBER OF CREDITS: 93.0**

\*The following Courses may be substituted:

- APP101 Computer Fundamentals with APP110 Business Computer Fundamentals
- CSS 101 Psychology of Motivation with CSS 105 Psychology of Motivation
- CSS 299 Professional Development with CSS 295 Professional Development
- CMN 201 Communication and Public Speaking with CMN 205 Communication and Public Speaking
- ENG101 English Composition with ENG 105 English Writing Fundamentals

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing, and speech general education course.

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

# Course Descriptions— Undergraduate Programs

## Accounting

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

This course introduces the fundamental practices of generally accepted accounting principles, including debits, credits, and the accounting cycle. Students learn how to create temporary and permanent accounts and record transactions.

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

This course introduces preparation of worksheets and financial statements. Students learn how to balance and make adjustments and closing entries, accounts receivable and payable, and banking procedures. Topics include special journals, cash receipts, and cash payments. (Prerequisite: ACC 101 or with the consent of the Dean.)

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

This course presents theoretical and practical applications of payroll procedures. Topics include the methods of computing wages and salaries, keeping records, and the preparation of various federal reports. (Prerequisite: ACC 101 and 102 or with the consent of the Dean.)

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

This course provides a hands-on approach to learning how automated accounting systems function. Students will learn how to operate a computerized general ledger, accounts receivable, accounts payable, and payroll systems. Students will also learn how to create a company in QuickBooks, deal with customers and vendors, and how to accurately compile banking records within the software. (Prerequisites: ACC 101 and 102 or with the consent of the Dean.)

### **ACC 109** **3 Credits** **Computerized Accounting II**

This course explores advanced computerized accounting skills using the QuickBooks application. Students will learn a range of skills including how to conduct inventory, develop balance sheets and accounts, run payroll,

and determine estimates and time tracking. Focus will be on how to create, develop, and customize a variety of QuickBooks reports and forms. (Prerequisites: ACC 101, 102, and 108 or with the consent of the Dean.)

### **ACC 113** **5 Credits** **Introduction to Accounting & Workplace Relationships**

This course will introduce the concepts of debit and credit and the principles of double-entry accounting. Students will analyze common business transactions, properly record them, and utilize this data to create basic financial statements. Students will explore the concepts of empowerment and accountability in the workplace and are introduced to various careers in the field.

### **ACC 114** **5 Credits** **Payroll Accounting & Human Resources and Policies**

This course presents practical applications of payroll procedures and human resource policies. Topics include the methods of computing wages and salaries, computing withholdings, keeping records, and the preparation of various federal and state government reports. Students are introduced to the basic functions of the human resource department. (Prerequisite: ACC 113 or with the consent of the Dean.)

### **ACC 201** **5 Credits** **Accounting for Non-Accountants**

This course presents a background in accounting principles and practices necessary to operate a business. The double-entry accounting system will be introduced, and common transactions discussed. Students will prepare and analyze financial statements in decision-making and performance evaluation.

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

This course is a comprehensive study of the Federal Income Tax structure. The course emphasizes individuals and case studies that will provide a thorough understanding of the taxation laws. Students learn the preparation of tax returns, supplemental forms, and schedules. (Prerequisite: ACC 101 and 102 or with the consent of the Dean.)

## Business Information Security

### **BIS 250** **5 Credits** **Database Management**

This course introduces students to database design and creation. Emphasis is on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. The course presents the fundamental concepts and techniques in database use and development as well as provides a foundation for research in databases.

### **BIS 335** **5 Credits** **Computer Networks & Security**

This course presents an introduction to the design and analysis of computer communication networks. Topics include application layer protocols, Internet protocols, network interfaces, local and wide areas networks, wireless networks, bridging and routing, and current topics. In this course, students will learn about network attacks and vulnerabilities as well as current defenses. Topics include cryptography, confidentiality and authentication protocols, botnets, firewalls, intrusion detection systems, and communication privacy and anonymity.

### **BIS 360** **5 Credits** **Data Communications & Management**

In this course, students gain a practical understanding of relevant terminology, concepts and other information necessary to manage data communications. By the end of the course, students should be able to make intelligent decisions about the appropriate design, purchase, integration and use of data communication equipment and systems.

### **BIS 400** **5 Credits** **Advanced Management of Information Systems**

This course helps students see the connection between information systems and business performance. The goal of the course is to enable students to assess the opportunities and problems that managers use to add value to their organizations. It also aims to help students understand transformational changes within and across industries.

## Capstone

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### **CAP 499** **4 Credits** **Capstone**

Students are required to complete project or write a thesis that integrates and demonstrates mastery of the basic learning objectives of the degree program. (Prerequisite: Completion of all core courses or with the consent of the Dean.)

## Communication

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### **CMN 201** **4 Credits** **Communication and Public Speaking**

This course focuses on the principles of effective public speaking and presentation. Emphasis is placed on Development, Preparation, Delivery, Presentation Aides, and Persuasive Speaking.

### **CMN 205** **5 Credits** **Communication and Public Speaking**

This course focuses on the principles of effective public speaking and presentation. Focus is on the preparation, presentation, and critique of various forms of oral communication. Emphasis is placed on development, delivery, presentation aids, and persuasive speaking.

## Computer Applications

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### **APP 101** **3.5 Credits** **Computer Fundamentals**

This course explores the introductory use of word processing, spreadsheet, and presentation applications. Students will learn computer skills, including document and spreadsheet creation and presentation techniques.

### **APP 103** **3 Credits** **Word Processing and Presentations**

This course explores the advanced use of word processing and presentation applications. Students will learn how to use advanced features of the application, including how to generate quality documents, use templates, and incorporate graphics and media in professional presentations. (Prerequisite: APP 101 or with the consent of the Dean.)

### **APP 104** **3 Credits** **Spreadsheet Applications**

This course explores the advanced use of spreadsheets. Topics include how to generate

formulas and sort and analyze basic research data. Students will learn how to use advanced features of the application, including how to develop tables, graphs, and charts. Upon completion, students will be able to complete simple data analyses. (Prerequisite: APP 101 or with the consent of the Dean.)

### **APP 110** **5 Credits** **Business Computer Fundamentals**

This course explores the introductory use of word processing, spreadsheet, and presentation applications. Students will learn computer skills, including document and spreadsheet creation and presentation techniques. Emphasis is on utilization of basic application skills to complete general business tasks.

### **APP 111** **5 Credits** **Practical Business Spreadsheets**

This course introduces students to the use of Excel as a business tool. The course will cover the use of Excel to sort and analyze basic research data. Students will be able to develop tables, graphs and charts, complete data analysis, and understand the importance and use of Excel in their career. Emphasis on use of Excel to meet general business needs.

### **APP 126** **3.5 Credits** **Databases**

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

## College Success Strategies

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

This course introduces students to the skills, characteristics, and habits that will help them be successful in a college environment and future careers. Such a desire for goal-oriented behavior is commonly referred to as motivation, and such motivation can propel students toward accomplishing their academic and vocational goals. Course topics include time management, problem solving, goal setting, career planning and preparation, and a range of additional student success strategies. Upon course completion, students will be more academically prepared in knowledge and practical training within an occupational area and also enhance their abilities to support

their job searches and submit application documents.

### **CSS 105** **5 Credits** **Psychology of Motivation**

This course introduces students to the skills, characteristics, and habits that will help them be successful in a college environment and future careers. Such a desire for goal-oriented behavior is commonly referred to as motivation, and such motivation can propel students toward accomplishing their academic and vocational goals. Course topics include time management, problem solving, goal setting, career planning and preparation, and a range of additional student success strategies. Upon course completion, students will be more informed and better prepared to progress in their programs and in their efforts to advance their desired career goals (i.e., students will be more academically prepared in knowledge and practical training within an occupational area and also enhance their abilities to support their job searches and submitting application documents such as documents created using standard writing guideline formats).

### **CSS 295** **5 Credits** **Professional Development**

In this course, students apply the techniques and strategies learned within the Psychology of Motivation for more in-depth exploration of relevant employment resources, for the development of documents to submit in job application processes (e.g., resumes, cover letters, reference letters, follow up correspondence, resignation letters, and other written communications), enhancing individual verbal communication and interview skills. Students will also learn how to prioritize job search activities, and to appropriately manage and organize relevant documents and records. Upon completion of this course, students will have completed a portfolio of resources and documents to support their current and future job searches and be more informed about the strategies and processes that can more effectively support such efforts.

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

In this course, students apply the techniques and strategies learned within the Psychology of Motivation for more in-depth exploration of relevant employment resources, for the development of documents to submit in job application processes, including resumes, cover letters, reference letters,

follow up correspondence, and other written communications. Through the course, students will enhance individual verbal communication and interview skills. Students will also learn how to prioritize job search activities, and to appropriately manage and organize relevant documents and records. Upon completion of this course, students will have completed a portfolio of resources and documents to support their current and future job searches and be more informed about the strategies and processes that can more effectively support such efforts.

## Economics

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

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

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

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

### **ECN 225** **5 Credits** **Microeconomics**

This course covers basic microeconomic concepts. Topics include recession and depression, the circular flow of production and consumption, the role of the market in the economy, wage and price movements, the functions of markets in capitalism, and government interference in free markets. Emphasis is placed on students acquiring the critical thinking skills of economics.

## English

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

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

### **ENG 105** **5 Credits** **English Writing Fundamentals**

This course focuses on the principles of effective English composition with a comprehensive review and reinforcement of language arts skills. Emphasis is placed on the writing process, including prewriting, drafting, revision, and editing. Practice in research, argument, and critical thinking is incorporated throughout the course.

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

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

### **ENG 315** **5 Credits** **Advanced Interpersonal Communication**

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

## Ethics

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### **ETH 233** **4 Credits** **Ethics**

This course is a study of ethics that is relevant to real-life work situations, introducing straight talk about ethics in the workplace. Students will develop a foundation of ethical theory, prescriptive and psychological approaches to ethical decision-making, and acceptable behaviors. The areas of ethics and the individual, managing ethics in the organization, and organizational ethics and social responsibility are examined.

## Event Planning and Management

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

This course focuses on the fundamentals of event and meeting management, provides a

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

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

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

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

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

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

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

## Externship

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### **EXT 101** **5 Credits** **Externship**

The student performs a 160-hour externship at an approved location and is supervised by the on-site professional(s) assigned to the student and by the instructor from the College. During the externship, the student gains proficiency

to an employee-acceptable level in the specific program he or she is studying. All hours are volunteered and no remuneration is allowed. (Prerequisite: Satisfactory completion of all core courses or with the consent of the Dean.)

## Finance

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

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

### **FIN 235** **5 Credits** **Principles of Finance**

This course introduces students to the concepts of personal financial management. This course will cover personal financial management, money management, debt and income, use of credit, credit reporting, saving and investing, and basic identity theft prevention.

## History

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### **HIS 220** **4 Credits** **American Civilization**

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

### **HIS 225** **5 Credits** **American History**

This course covers American history from colonization to the present. Emphasis is on the relevance of cultural, economic, political, and social developments in the United States.

## Human Resource Management

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### **HRM 211** **5 Credits** **Introduction to Human Resources Management**

This course introduces the human resources management functions in organizations. Emphasis is placed on staffing; training and development; employee relations; employee retention; workplace health, safety and

security; compensation and benefits; and job analysis.

### **HRM 250** **5 Credits** **Workforce Management, Labor Issues, & Dispute Resolution**

In this course, students are presented with institutional processes that maximize performance levels and competency for an organization. The course covers the activities needed to maintain a productive workforce, such as field service management, human resource management, performance and training management, data collection, recruiting, budgeting, forecasting, scheduling, and analytics. Students learn the principles of conflict resolution, and the techniques for productive conflict management.

### **HRM 340** **5 Credits** **Human Resources Training & Development**

This course provides students with an overview of the role of training and development in human resource management. The key elements covered include needs analysis, program design, development, administration, delivery and program evaluation. Other topics include adult learning theory, transfer of training, career planning, counseling, training techniques, and trends in training.

### **HRM 450** **5 Credits** **Compensation & Benefit Administration**

This course identifies a framework for implementing compensation and benefits systems to attract and retain a high performance workforce. The course focuses on the role of human resources in managing competitive rewards and pay plans. Specific topics include compensation administration, job evaluation and pay structures, base and incentive pay, increases and bonuses, executive compensation, and employee benefits plans including required, voluntary, and retirement plans. A review of various compensation influences such as laws and regulations is also covered.

### **HRM 460** **5 Credits** **Employee Recruitment & Retention**

This course examines the fundamentals of successful recruitment, staffing, and retention. The course focuses on job analysis, behavioral interviewing, assessing candidates, background investigations, legislative compliance, equal employment opportunity and Affirmative

Action requirements. The course presents economic conditions that impact staffing, short-term and long-term strategy and planning, internal and external recruiting, and career planning.

## Information Systems Security

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

This course covers legal topics pertaining to the protection of computer systems, data, and users in the cyber world. Students will be introduced to the laws and legal principles regulating the use and exploitation of computers and software as objects and instruments of commerce. Students will learn about the different types of hackers and web-based crime tactics and techniques. Students will be introduced to International laws and the global impact of internet crime.

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

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

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

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

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

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

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

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

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**Laboratory**

**LBT 280** **3.0 Credits**  
**Medical Laboratory Processes**

This course provides clinical testing of student knowledge attainment through practical training exercises using real-world equipment and/or supplies in an appropriate lab environment. Areas covered include complete urinalysis (i.e., physical, chemical, and microscopic analyses) and reagent testing as well as pregnancy and rapid strep testing. Upon completion of this course, students will have a better understanding of the practical application of knowledge that will enhance their abilities to perform various tasks and tests as an MA, as well as further understand how the process of analysis can inform medical determinations, overall.

**LBT 295** **3.0 Credits**  
**Phlebotomy and Laboratory Procedures**

This course is focused on the education and practical administration of procedures and protocols related to blood drawing and other hematological related procedures within an appropriately equipped lab. Special attention will be focused on health and safety issues surrounding the administration of invasive procedures and possible contamination and health hazards surrounding such administration, including the safe and sanitary use and handling of equipment/supplies and the appropriate disposal of contaminated equipment/supplies and related protocols. Upon completion of this course, students will be more informed about invasive procedures, the use and handling of contaminants in the medical setting and more prepared for entry-level employment as a Medical Assistant.

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**Management**

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

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

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

This course analyzes the major business activities of marketing, production, financial/information management, and personnel. Students learn the operation of a business by focusing on ownership, business operations, and career opportunities.

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

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

**MAN 111** **5 Credits**  
**Introduction to Business & Job Search Skills**

This course introduces students to essential areas and functions of business. Additional topics include networking and job search strategies.

**MAN 113** **5 Credits**  
**Management Principles & Professional Success**

An introduction to the basic principles of management. Students are introduced to the importance of effective management within organizations. The course will cover professional success fundamentals.

**MAN 115** **5 Credits**  
**Marketing & Business Etiquette**

This course introduces students to the activities necessary to attract, gain, and retain a target audience. The course will cover product, people, place, price, and promotion. Addresses professional appearance, quality work relationships, and personal skills in business etiquette.

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

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

**MAN 150** **4 Credits**  
**Business Calculations**

This course explores the application of business math used in the business and accounting industry. It focuses on the mathematical processes and the day-to-day operations of any business. Students will learn about percentages, sales commissions, discounts and markup. Topics include banking, payroll, taxes, and insurance. Upon completion, students will be able to calculate simple and compound interest, inventory and turnover, and depreciation and measurement.

**MAN 201** **4 Credits**  
**Supervision**

This course introduces students to the duties and responsibilities of being a supervisor. Topics include employee motivation, conflict management, decision-making skills, and human resource functions. Students will learn about daily operations, challenges, and legal aspects of first-level management.

**MAN 205** **5 Credits**  
**Supervision, Conflict, Negotiations, and Accountability**

The course focuses on skills and competencies of effective supervision. It is designed to provide the framework and foundation of what it takes to be a first-line supervisor. This course reviews the importance of employee coaching, performance reviews, and organizational change management. This course introduces students to workplace conflict resolution. The course will cover negotiation strategies for managing workplace harassment and violence.

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

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

business plans, and identify capital sources for new ventures.

**MAN 215** **5 Credits**  
**Entrepreneurship, Motivation, Leadership, and Teams**

This course is an introduction to business start-ups and competitive advantage in the business market. The student will be able to identify and evaluate new business ideas, identify capital sources for new entrepreneurial ventures, and elements of a business plan. Students will learn about resources for business plan development. The student will be introduced to basic leadership styles and employee motivation

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

This course explores the legal problems facing businesses such as court procedures, contracts, and property law. Students learn the intricacies of fair credit reporting, the Privacy Act, and the legalities of business relationships.

**MAN 225** **5 Credits**  
**Project Management**

In this course, students examine the aspects of project management. Emphasis will be placed on project management topics such as project management practices, planning, internal and external communication, monitoring, budgeting, scheduling, completion, and project management information systems.

**MAN 234** **5 Credits**  
**Business Law & Ethics**

This course surveys the various legal issues that impact the business environment. The course will help students gain understanding into the American legal system. Students will be introduced to the concept of ethics in the workplace and social responsibility. The course will cover the impact of ethics in personal and professional situations along with ethical decision-making, workplace diversity, and politics.

**MAN 235** **5 Credits**  
**Advertising Fundamentals & Strategies**

This course introduces students to advertising and its function and role within the business world, and its effect on society. The course will cover advancements in, and impacts from, technology and social media. Students learn advertising techniques and how to develop an advertising plan.

**MAN 240** **4 Credits**  
**Communications In Selling**

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

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

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

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

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

**MAN 301** **5 Credits**  
**Business Communication**

This course deepens the students' understanding of business and professional communication. Students will explore strategies for communication as a management tool, including rhetorical choices for diverse audiences. The student will practice developing effective oral and written messages.

**MAN 325** **5 Credits**  
**Operations Management & Problem-Solving**

This course emphasizes the best practices of operations management. Students will analyze the concepts, principles, and risks of operations management, both for manufacturing and service operations. Students will also explore core problem-solving techniques.

**MAN 336** **5 Credits**  
**Retail Marketing Organization and Processes**

This course overviews the general principles regarding the organization of retail stores and effective merchandising. Topics include distribution channels, promotion, pricing, merchandise management, store management, and customer service. Students will also cover non-store retailing.

**MAN 355** **5 Credits**  
**Strategic & Operational Management Planning**

This course addresses the principles of business planning. Topics including both strategic planning and long- and short-term operational planning. Students will explore differences in tactical and strategic planning and how the two complement each other. Students will develop elements of a strategic plan for a business.

**MAN 435** **5 Credits**  
**Sales & Customer Relationship Management**

This course is designed to help students develop a working understanding of selling processes and sales management. Topics include strategy, prospect planning, account management, negotiation and professional communication.

**MAN 440** **5 Credits**  
**Organizational Design, Evolution and Change Management**

This course focuses on developing strategies and structures that impact organizational design and change. Students will review the effective elements of an organization, and organizational design in small, mid-size, and large organizations. This course examines the design, development, culture, and change management of organizations.

**MAN 445** **5 Credits**  
**Human Resource Standards, Strategy & Management**

The course outlines the functions of members in a human resources (HR) department. Students will review how HR impacts strategic management, recruiting, performance management, and ethical standards. Students will also examine various federal laws and regulations that impact an employee's job search, and discuss how organizations hire.

**MAN 455** **5 Credits**  
**International Business Management**

This course addresses how legal issues, and financial and political environments can impact the global management. Students will review the challenges in conducting import and export activities, as well as how cultural differences may affect business relationships and strategies.

**MAN 499** **5 Credits**  
**Business Capstone**

Students will prepare a formal proposal in one of the following areas: accounting, sales and marketing, operations management, human resource management, or banking and finance. Once the proposal is approved, the student will prepare an original paper of research and analysis utilizing appropriate APA format. The student will then present findings and conclusions to an approved audience. (Students may select an experiential learning opportunity with Dean approval of both a location and project.)

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## Marketing

**MKT 235** **5 Credits**  
**Technology in Marketing and Branding Strategy**

This course will explore a range of digital marketing methods, with an emphasis on increased understanding of capabilities, pros and cons, and digital marketing best practices. The course will explore the history of the Internet and how it has changed business, marketing, and communication. Students will learn strategies for positive customer experiences online and digital customer retention.

**MKT 260** **5 Credits**  
**Marketing Channels**

This course provides an overview of the general principles regarding sound merchandising. This course provides students with the opportunity to analyze, design, and evaluate various marketing channel structures and decisions. Topics include channels, including wholesale, retail, and Internet; developing and managing marketing channels, and electronic and franchise marketing channels. Upon completion, students will be able to identify the most applicable channel(s) for marketing based on the product or service.

**MKT 340** **5 Credits**  
**Brand Marketing Strategy**

This course provides a comprehensive examination of the major components of marketing strategy and how they affect a company's profitability and marketplace position. Additionally, this course provides the framework for analyzing customer preferences and enhancing customer relationships while building and managing brand equity with effective market communication by outlining processes in building and sustaining inspired brands. Topics include branding fundamentals, branding strategies, and new branding applications. Upon completion, students will be able to distinguish between brand equity and brand value, identify key factors in managing an established brand, and discuss the key components in extending a brand.

**MKT 350** **5 Credits**  
**Consumer Behavior**

This course focuses on internal and external factors that influence consumer decision-making, including how technological and social trends of recent years have affected marketing communications by necessitating new communication strategies, innovative advertising approaches, and novel delivery tools. Topics include motivation, memory, attitude, and culture within the context of buyer behavior, as well as branding, market segmentation and positioning, customer insight, and the execution of marketing communications through appropriate media technologies. Upon completion, students will be able to competently discuss and apply contemporary integrated marketing communication techniques, and assess how different psychological and sociological components affect purchasing decisions.

**MKT 360** **5 Credits**  
**Content Marketing**

This course covers the emphasis in marketing placed on creative content development and distribution. Content marketing involves providing information that tells a story using relevant marketing materials in written, video, audio, and other formats that are shared with target audiences through various marketing channels (e.g., social media, blogs, e-mail). Topics include Search Engine Optimization (SEO), strategy, communication, Content Management Systems (CMS), and thought leadership. Upon completion, students will be able to identify and describe various content marketing approaches, create content that

tells a compelling story for a new or existing product or service, set up a blog, and post a blog entry using a CMS.

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## Mathematics

**MAT 120** **5 Credits**  
**Healthcare Calculations and Accounting**

This course provides a review of basic numerical concepts using the household, metric, and apothecary systems. Students practice using ratios and proportions to convert between measuring systems and to calculate medication dosages. Introductory accounting principles and practices are additionally presented and discussed. Upon completion of this course, students will have more knowledge and proficiency with understanding and training related to healthcare calculations and accounting and be more prepared for entry-level employment as a Medical Assistant.

**MAT 220** **4 Credits**  
**College Algebra**

This course covers introductory algebraic expressions, formulas, and solving equations. Students learn graphing, numerical sets, exponents, radicals, and inequalities.

**MAT 225** **5 Credits**  
**College Algebra**

This course covers introductory algebraic expressions, formulas, and solving equations. Students learn graphing, numerical sets, exponents, radicals, and inequalities.

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## Medical

**MED 100** **4.0 Credits**  
**Medical Terminology, Law, and Ethics**

This course introduces students to the terminology used in the medical field by first identifying/translating prefixes, suffixes and root words from their Greek and/or Latin origins, and then by further understanding how these word components when combined with other words that may/may not also have similar origins, create the terminology commonly used today in medical settings and also establish significant and standardized meanings typically used by health insurers as well as by medical biller and coders when posting information into health record files. The course also provides students with a survey of significant medical laws, ethics and bioethics

that are similarly dependent on understanding and using standardized medical terminology in statutory language and medical policy statements. Completion of this course provides students with the contexts in which medical terminology is identified and used, how such standardization of definitions and descriptions provide clarity in a variety of significant ways and permits more effective communication in the medical field.

### **MED 102** **3.0 Credits** **Medical Aseptic Procedure**

This course provides instruction and training on the importance of adherence to sanitation protocols that include hand washing, disinfection, sterilization, infection control as mandated by the federal Occupational Health & Safety Administration (OSHA) and similar state organizations across the country. Upon completion of this course, students will have a more informed understanding of federal, state and if applicable, local mandates related to workplace health and safety, as well as insights into how employer policies and insurance policies are impacted by such mandates, and how such mandates protect the health and safety of workers and patients alike in medical settings.

### **MED 103** **3.0 Credits** **Cardiopulmonary/ECG**

This course introduces students to electrocardiography diagnostic processes that record the electric activity of the heart. Students are presented with an overview and the purposes of electrocardiography devices and how to safely use such devices. Instruction and training also cover the data generated by such devices and how such data provides medical personnel with information about the structure and functioning of an individual's heart and for diagnosing cardiopulmonary irregularities. Upon completion of this course, students will have a more informed understanding of cardiopulmonary devices and procedures as well as may seek certification specialization as an EKG technician.

### **MED 105** **3 Credits** **Microbiology and Clinical Procedures**

This course focuses on clinical and microbiological testing. Topics include an introduction to the microscope, specimen collection, gram staining procedures, and additionally includes instruction on cultures and sensitivities related to clinical testing procedures. Demonstrations will be provided

for CLIA waived/moderate testing techniques, and hemoglobin, hematocrit, blood typing, and mono reagent testing. Upon completion students will better understand the clinical and microbiological testing processes and how to perform testing while using safe/sanitary procedures.

### **MED 106** **3 Credits** **Vital Signs and Emergencies**

This course provides instruction on the proper methods to use in taking patients' vital signs, including blood pressure, pulse rate, respiratory rate, temperature, height, and weight. Growth charting for children is also covered. Through the completion of the program, CPR and First Aid certification instruction/training and CPR for the Professional Rescuer and Community First Aid and Safety certification are obtainable through the American Heart Association.

### **MED 109** **3 Credits** **Medical Records and Communication**

This course focuses on interpersonal communications within a medical setting to enhance written and verbal skill development to support more effective medical administration and document management in medical settings. Medical Records, Problem Oriented Medical Records (POMR) and Subjective Objective Assessment Plans (SOAP) are covered as well as telephone techniques, appointment scheduling, mail handling and medical reception skills. Upon completion of this course, students will be more proficient in their verbal and written communications skills and their abilities to create and appropriately maintain medical records, to protect the integrity and confidentiality of those records and to identify strategies for more effective document and file management.

### **MED 116** **3.5 Credits** **Medical Billing and Computerized Administration**

This course provides instruction on the fundamentals of medical office bookkeeping and accounting procedures that include patient billing and collection processes and procedures, payroll processes and procedures, and other basic office/bookkeeping tasks that are typically based upon a computer software program and/or accessed through a subscription service. Students will become familiar with using computer aided financial programs commonly used in medical offices/settings. Upon completion of the course, students will have a better understanding of

financial practices in a medical setting, and be able to demonstrate proficiencies in those areas.

### **MED 210** **3 Credits** **Professional Medical Coding**

This course introduces students to the fundamentals of Medical Coding and the terminology used in such processes that also include using the following coding resources: Current Procedural Terminology (CPT), International Classification of Diseases 10th revision (ICD.10), and Health Care Procedure Coding System (HCPCS). Students learn to code by using the aforementioned resources and relevant texts and reference materials available in hard copy and in digital formats. Upon completion of the course, students will have a better understanding of the principles surrounding medical coding, and relevant knowledge and practical training proficiency in using coding software programs.

### **MED 211** **3.0 Credits** **Insurance Specialist**

This course presents students with an overview of the medical insurance industry, current policy options available, how to fill out insurance forms and the procedures related to insurance filings and claims. Filling out forms and claims includes instruction using hard copy and digital formats. Upon completion of this course, students will be more informed and knowledgeable about medical insurance, in general, as well as possess proficiency in working with insurance forms and filings.

### **MED 280** **4.0 Credits** **Skeletal and Muscular Systems**

This course covers the structural organization and the major organs of the human skeletal and muscular systems. Normal function, pathology, disease, and treatment protocols relevant to each system will also be covered. Upon completions students will have an understanding of these systems, issues related to abnormal system functions and strategies for treating such system abnormalities.

### **MED 281** **4.0 Credits** **Cardiac and Respiratory Systems**

This course will describe the structural organization and major organs of the cardiac and respiratory systems. Normal function, pathology, disease, and treatments will be discussed as they relate to each system. Upon completion of this course, students will be

more informed and knowledgeable about such systems that will also enhance their preparedness and overall effectiveness for working in medical settings.

**MED 282** **4.0 Credits**  
**Lymphatic, Immune, and Endocrine Systems**

This course will describe the structural organization and major organs of the lymphatic, immune, and endocrine systems. Normal function, pathology, disease, and treatments will be discussed as they relate to each system. Upon completion of this course, students will be more informed and knowledgeable about such systems that will also enhance their preparedness and overall effectiveness for working in medical settings.

**MED 283** **4.0 Credits**  
**Digestive, Reproductive, and Urinary Systems**

This course will describe the structure organization and major organs of the digestive, reproductive, and urinary systems. Normal function, pathology, disease, and treatments will be discussed as they relate to each system. Upon completion of this course, students will be more informed and knowledgeable about such systems that will also enhance their preparedness and overall effectiveness for working in medical settings.

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## Microcomputer Systems

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**MCS 101** **3 Credits**  
**Computer Servicing I**

This course introduces the proper procedures for assembly and disassembly of a computer system, software, and components. Safety concepts and procedures are covered, including electrostatic discharge (ESD) and electrical shock hazards. Students are introduced to the proper tools necessary to assemble and disassemble a computer. Cables and connectors are identified and case styles are covered. In this course, a student will disassemble a computer and identify all components. The student will then properly assemble the computer and verify proper operation.

**MCS 102** **3.5 Credits**  
**Computer Servicing II**

This course focuses on diagnosis and repair of computer systems. Passive and preventive maintenance procedures are studied. This course also includes theory and practice in

upgrade and configuration of computer systems, including addition of memory, pointing device interfacing, hard drives, printers, modems, and multimedia upgrade kits. (Prerequisite: MCS 101 or with the consent of the Dean.)

**MCS 215** **3.5 Credits**  
**Server Administration I**

This course helps prepare students for the Microsoft certification exam. Topics include working with disks, accounts, system resources, and virtualization. Upon completion, students will be able to install, upgrade, and configure Windows Server. (Prerequisite: OPS 101 or with the consent of the Dean.)

**MCS 315** **3.5 Credits**  
**Server Administration II**

This course helps prepare students for the Microsoft certification exam. Topics include implementing, managing, maintaining, and provisioning services and infrastructure. Upon completion, students will have the skills and knowledge necessary to administer a Windows Server infrastructure in an enterprise environment. (Prerequisite: MCS 215 or with the consent of the Dean.)

**MCS 415** **3.5 Credits**  
**Server Administration III**

This course helps prepare students for the Microsoft certification exam. Topics include advanced administration for disaster recovery/fault tolerance, network load balancing, clustering, and certificate services. Upon completion, students will be able to show mastery of advanced configuration tasks necessary to deploy, manage, and maintain Windows Server infrastructure in an enterprise environment. (Prerequisite: MCS 315 or with the consent of the Dean.)

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## Networking

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**NET 103** **3.5 Credits**  
**Networking Concepts I**

Introduces networking concepts, history, and technology. Students learn vocabulary and network terminology and are trained to identify components of a network. Different types of topologies and protocols are covered.

**NET 104** **3.5 Credits**  
**Networking Concepts II**

Introduces wireless standards, remote access, and WAN technologies. Students will

understand threats, firewalls, and basic security in small networks and learn to monitor and manage network operations. Students will learn the process of troubleshooting and documentation. (Prerequisite: NET 103 or with the consent of the Dean.)

**NET 215** **3.5 Credits**  
**Security Concepts I**

This course concentrates on general security concepts, communication security, infrastructure security, basics of cryptography, and operational/ organizational security.

**NET 315** **4 Credits**  
**Security Concepts II**

Covers implementing and administering security on a server. (Prerequisite: NET 215 or with the consent of the Dean.)

**NET 321** **3.5 Credits**  
**Network Communications I**

Examines switch and router communications and configurations. Students learn network types, network media, switching and routing fundamentals, TCP/IP, IP addressing and routing, WAN technologies, operating and configuring switch and router operating systems, and managing network environments. (Prerequisite: NET 104 or with the consent of the Dean.)

**NET 324** **3.5 Credits**  
**Network Communications II**

Students select, connect, configure, and troubleshoot various switch and router networking devices. Concepts include extending switched networks with VLANs, determining IP routes, managing IP traffic with access lists, establishing point-to-point connections, and establishing frame relay connections. (Prerequisite: NET 321 or with the consent of the Dean.)

**NET 403** **3.5 Credits**  
**Network Communications III**

Students explore and examine advanced switching, access control lists, IP routing, and will learn to troubleshoot routing. (Prerequisite: NET 324 or with the consent of the Dean.)

**NET 404** **3.5 Credits**  
**Network Communications IV**

Students will configure and verify Frame Relay, utilize advanced TCP/IP techniques, and describe security threats. This course concludes with the CCNA practice Certification Exam.

(Prerequisite: NET 403 or with the consent of the Dean.)

### **NET 424** **3.5 Credits** **Information Storage I**

In this course, students examine and explore Information Storage concepts, the data center environment, RAID systems, and Intelligent Storage Systems. Students also examine and explore Fiber Channel Storage Area Networks (FC SANs), IP SANs, Network Attached Storage (NAS), and object-based storage. (Prerequisite: NET 324 or with the consent of the Dean.)

## **Operating Systems**

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### **OPS 101** **4 Credits** **Introduction to Operating Systems**

This course helps prepare students for the Windows certification exam. Topics include installing and upgrading Windows as well as configuring hardware, applications, and network connectivity. Upon completion, students will be able to perform configuration and support for computers, devices, users, and associated network and security resources.

### **OPS 113** **3.5 Credits** **Linux Operating Systems I**

This course is an introduction to the Linux operating system. Topics include X Window system, clients, networking, the shell, and scripting. Upon completion, students will be able to install, configure, and administer the Linux operating system locally and remotely. (Prerequisite: OPS 101)

### **OPS 213** **3.5 Credits** **Linux Operating Systems II**

This course covers advanced concepts of the Linux operating system. Topics include installation, management, configuration, security, documentation, and hardware of the operating system. Upon completion, students will be able to demonstrate proficiency with all topic areas in a hands-on environment. (Prerequisite: OPS 113 or with the consent of the Dean.)

## **Pharmacy**

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### **PHR 150** **3.5 Credits** **Pharmacology**

Topics presented in this course include drug classifications, measuring medications

and dosage calculations, administering medications, and documentation requirements related to each topic area. Instruction includes occupational math and metric conversions, use of PDRs and related medical books. Common abbreviations used in prescription writing and related legal implications/requirements are also presented. The professional role of the MA in patient education and the rights related to medication administration are additional topics addressed in the course. Upon completion of this course, students will be more informed and knowledgeable about medications, in general, and about the appropriate and legal administration of medications.

## **Philosophy**

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### **PHI 210** **4 Credits** **Critical Thinking**

This course is designed as an interdisciplinary approach to critical thinking in a modern world. This course will challenge students to learn how to reflect, identify previous assumptions, and be able to analyze and apply common problem-solving techniques associated with the task of thinking critically and challenging the everyday norms.

### **PHI 315** **5 Credits** **Critical Thinking**

This course is designed as an interdisciplinary approach to critical thinking in a modern world. This course will challenge students to learn how to reflect, identify previous assumptions, and be able to analyze and apply common problem-solving techniques associated with the task of thinking critically and challenging the everyday norms.

## **Professionalism**

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### **PRO 131** **1 Credit** **Professional Success**

This course introduces students to the concepts of professionalism in the business environment. The course will cover professional attitude, goal setting, dress, etiquette, electronic communication, and social media footprint. Students will be able to clearly organize their thoughts and write short business memos.

### **PRO 132** **1 Credit** **Interview Preparation**

This course introduces students to some of the interpersonal strategies used in networking.

Concepts include verbal communication skills, listening skills, and presentation skills. Upon completion of the course students will be able to do an elevator pitch and prepare for and perform an informational interview.

### **PRO 150** **1 Credit** **Business Communication**

This course introduces students to the concepts of effective communication in the workplace. The course will cover the communication process, forms of communication and emotion-based communication in the workplace. Students will be equipped to communicate professionally, respect personal space, control the influence of emotion on communication, and professionally express themselves through various forms of communication.

### **PRO 209** **1 Credit** **Business Etiquette**

This course introduces students to the concepts of business etiquette. The course will cover basic business etiquette as it relates to professional appearance and networking. Students will be prepared to present themselves professionally.

### **PRO 211** **1 Credit** **Professional Branding**

This course introduces students to the concepts of professional branding. The course will cover personality, attitude, self-efficacy, personal goal setting, life planning, and setting priorities.

### **PRO 213** **1 Credit** **Personal Financial Management**

This course introduces students to the concepts of personal financial management. The course will cover personal financial management, money management, debt and income, use of credit, credit reporting, saving and investing, and basic identity theft prevention.

### **PRO 221** **1 Credit** **Electronic Business Communication**

This course examines the venues of electronic communication to include e-mail, mobile devices, texting, instant messaging, blogs, wikis and audio and video conferencing.

### **PRO 223** **1 Credit** **Human Resources and Policies**

This course introduces students to the basic functions of the human resource department. The course will cover the primary components of employee orientation, employment status, and the concepts of employment-at-will and right-to-revise clauses.

# Programming

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## **PRG 101** 3.5 Credits **Solution Concepts**

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

## **PRG 102** 3.5 Credits **Programming Logic and Design I**

Introduces elementary programming concepts. Areas of study include an introduction to the history of programming and programming languages, flow charts, and logic structures.

## **PRG 103** 3.5 Credits **Programming Logic and Design II**

Structures and constructs are explored and applied as students increase their knowledge of programming concepts. Students expand on their knowledge of data types and the use of variables in programming. Students will be introduced to Integrated Development Environments (IDE) and different programming languages. Students will also learn to build applications in an IDE. (Prerequisite: PRG 102)

## **PRG 111** 3.5 Credits **Web Page Programming I**

This course introduces students to basic web programming languages and concepts. Topics include HTML tags, elements, images, lists, tables, links, and multimedia. Upon completion, students will be able to construct documents to create a website.

## **PRG 140** 3.5 Credits **Database Programming I**

Students are introduced to the fundamentals of Structured Query Language. This course focuses on the basic techniques of SQL as it applies to data retrieval and manipulation.

## **PRG 204** 3 Credits **Programming Concepts I**

Students demonstrate coding, debugging, and troubleshooting techniques using common programming languages. Students become familiar with a software development environment and tools for creating working programs. (Prerequisite: PRG103)

## **PRG 205** 3 Credits **.NET Programming I**

This course introduces students to the .NET framework. Students will use a selected programming language to learn and implement common programming concepts. Students also become familiar with a .NET integrated development environment (IDE).

## **PRG 240** 3 Credits **Database Programming II**

Expands student knowledge of database concepts utilizing best practices. Students write web applications with full database connectivity features. (Prerequisite: PRG 140 or with the consent of the Dean.)

## **PRG 249** 3.5 Credits **Web Page Programming II**

This is an intermediate course on web development that builds on students' knowledge of web programming languages and concepts. Topics include CSS, JavaScript, intermediate HTML tags, elements, images, lists, tables, links, and multimedia. Upon completion, students will be able to enhance the creation and management of websites. (Prerequisite: PRG 111 or with the consent of the Dean.)

## **PRG 250** 3 Credits **Web Page Programming III**

This is an advanced course on web development that builds on students' knowledge of web programming languages and concepts. Topics include CSS, JavaScript, advanced HTML tags, elements, images, lists, tables, links, and multimedia. Upon completion, students will be able to master their creation and management of websites. (Prerequisite: PRG 249 or with the consent of the Dean.)

## **PRG 310** 3.5 Credits **Web Server Programming I**

Introduces the students to fundamentals of dynamic web application programming Server Components and ADO, client server-side applications, de-bugging, security, scripting, data validation, cookies, and cross-browser compatibility are discussed. (Prerequisite for Computer Science: PRG 204; for Web Design and Development: PRG 102 or with the consent of the Dean.)

## **PRG 321** 3.5 Credits **.NET Programming II**

This course expands students' knowledge of object-oriented programming concepts and enhances their ability to create programs using the .NET framework. This course also includes Windows programming concepts. (Prerequisite: PRG 205 or with the consent of the Dean.)

## **PRG 322** 3 Credits **.NET Programming III**

This course gives students the opportunity to practice the concepts taught in .NET Programming I and II. Students will complete the course with a .NET application that can be used as part of their career portfolio. (Prerequisite: PRG 321 or with the consent of the Dean.)

## **PRG 330** 3.5 Credits **Mobile Applications Development I**

In this course students explore and examine the advanced concepts of programming mobile applications. Students will learn how to configure the mobile development environment and build basic applications for mobile devices.

## **PRG 335** 3 Credits **Mobile Applications Development II**

This course expands students' knowledge of mobile applications development. Students will design, code, and publish a working mobile application that can be used as part of their career portfolio. (Prerequisite: PRG 330 or with the consent of the Dean.)

## **PRG 340** 3.5 Credits **Database Programming III**

In this course students explore and examine the advanced concepts of Structured Query Language (SQL) concepts and Procedural Language (PL)/SQL. Students will learn to install and configure an Oracle database. Students will also learn database automation techniques, including triggers, functions, and stored procedures. (Prerequisite for Computer Science: PRG 240; for Web Design and Development: PRG 140 or with the consent of the Dean.)

**PRG 351** **3.5 Credits**  
**Object Oriented Programming I**

In this course, students will learn to program in an object oriented programming environment. Topics covered include objects, classes, fields, functions, and class scope.

**PRG 410** **3.5 Credits**  
**Web Server Programming II**

This course expands students' understanding of server-based Web application programming. Students will build more robust Web-based applications that contain Web controls, connect to databases, and maintain application session state. (Prerequisite: PRG 310 or with the consent of the Dean.)

**PRG 412** **3 Credits**  
**Web Server Programming III**

This course gives students a chance to focus their efforts on a specific Web application that will require outside research and learning. Students will complete the course with a Web application that can be used as part of their career portfolio. (Prerequisite: PRG 410 or with the consent of the Dean.)

**PRG 422** **3.5 Credits**  
**Programming Concepts II**

This course continues students' examination and exploration of the software development process. Students will create larger and more sophisticated software applications. Students will continue to develop tier skills in developing, debugging, documenting and troubleshooting programs they have written. This course will also focus on object-oriented programming concepts. (Prerequisite: PRG 204 or with the consent of the Dean.)

**PRG 423** **3 Credits**  
**Programming Concepts III**

This course builds upon the concepts taught in Programming Concepts I. It addresses common program design issues that require the use of standard data structures, sorting algorithms, and search algorithms. (Prerequisite: PRG 422 or with the consent of the Dean.)

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## Psychology

**PSY 220** **4 Credits**  
**Psychology**

Explores the aims and methods of psychology. Concepts covered in the course include human behavior, learning theories, memory, and human development.

**PSY 250** **4 Credits**  
**Positive Psychology**

This course explores emotional intelligence and its application in personal, professional, and communal relationships. Focus is on recognizing and improving emotional intelligence and developing a plan for self-management and implementation.

**PSY 255** **5 Credits**  
**Psychology and Emotional Intelligence**

This course explores the aims and methods of psychology. Students will learn about human behavior and human development. Students will also explore emotional intelligence and its application in personal and professional relationships. The focus is on recognizing and improvement emotional intelligence. Upon completions, students will develop a plan for self-management and implementation.

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## Research

**RAM 110** **5 Credits**  
**Research Application Methods**

This course explores real world applications in statistics. Topics covered will be analyzing and creating graphs, survey techniques, preparing surveys and analysis of data. Emphasis will be placed on understanding the use of graphs, surveys and the importance of statistical analysis in a business setting.

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## Sociology

**SOC 220** **4 Credits**  
**Sociology**

This course addresses the relationships among different social institutions. It examines the dynamics in social groups. Topics covered include the concepts of control, inequity, and change within social groups.

**SOC 240** **4 Credits**  
**World Cultures**

This course is designed to provide students with a background on cultural intelligence and its relevancy in the workplace. Students will explore the various cultures they belong to and how these impact their perceptions. Students will also learn how self-efficacy and the concept of self influence cultural intelligence. Student emphasis will focus on improving cultural intelligence skills to positively impact their personal and professional lives.

**SOC 400** **4 Credits**  
**Sociology of Aging**

This course contains an interdisciplinary approach that provides the concepts, information, and examples students need to achieve a basic understanding of aging as a social process. This course addresses a broad range of societal issues and covers concepts associated with an aging population. It examines the concept of aging on both an individual and societal level. Major topics include: the history of aging in America; physical aging; psychological aspects of aging; personal adaptation to aging; death and dying; community social services; how aging affects personal needs and resources; and government responses to the needs of aging.

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## Statistics

**STA 322** **4 Credits**  
**Statistics**

This course focuses on the practical skills needed in statistics analysis. Topics include distributions, relationships, randomness, inference, proportions, regression, and variance. Emphasis is placed on understanding the use of statistical methods and the demands of statistical practice. (Prerequisite: MAT 220 or with the consent of the Dean.)

**STA 325** **5 Credits**  
**Statistics**

This course focuses on the practical skills needed in statistics analysis. Topics include distributions, relationships, randomness, inference, proportions, regression, and variance. Emphasis is placed on understanding the use of statistical methods and the demands of statistical practice. (Prerequisite: MAT225 or with the consent of the Dean.)

# Equipment – Programs

The following is a list of equipment typically found at each campus. The amount and type of equipment varies based on the size of the campus and the programs offered.

## Basic Clinical Equipment Inventory

- Oxygen bottles
- Centrifuge with tubes
- Incubator
- Refrigerator
- IV stands with sample IV bag and tubing
- Suture removal instruments
- Probes
- Curretts
- Exam tables
- Pulmonary testing equipment
- Heart chart
- Vascular system chart
- Digestive system chart
- Male reproductive system chart
- Autonomic nervous system chart
- Female reproductive system chart
- Respiration system chart
- Muscular system chart
- AMBU bags (various sizes)
- Hand held suction with catheters
- Triangular bandages
- Blue pads
- 70% rubbing alcohol-dispensers
- Infant tape measure
- Metal vaginal speculum
- Biohazard waste cans
- Snellen eye chart
- Ishihara's color chart
- Electric powered hospital bed
- Wheel chair
- Shower/camode chair
- Manual hospital bed
- Donated recliner
- Skeleton

- EKG machines
- Wall BP cuffs
- Med cabinets
- Portable shampoo tray
- Portable air tank
- Scale
- Autoclave
- Small fridge
- Automated hemoglobin A1C machine
- Automated coagucheck
- OSHA regulations hand-out
- CLIA regulations hand-out
- QA documentation form
- Hazardous materials classification labels
- MSDS sample data sheets
- CDC reportable disease forms
- Prepared slides of various bacteria
- Disposable gowns
- Glass slides
- Gram stain reagents
- Inoculating loops
- Media samplers
- Staining rack
- Antimicrobial susceptibility test discs
- 24-hour culture on agar
- Bacitracin disk
- Susceptibility testing disks
- Lab and requisition form
- Normal saline solution
- Specimen transport packaging
- Prepared slides of various normal and abnormal urine components.
- Sedi-stain

## Patient Exam Equipment Inventory

- Metal vaginal speculum
- Tuning fork
- Reflex hammer
- Patient gowns
- Anal speculum

## **Mannequins Equipment Inventory**

- Adult CPR mannequin
- Infant CPR mannequin
- OB mannequin
- Catheterization and enema mannequin
- Latex vein simular
- Latex arm (for injection and phlebotomy with simulated blood)
- Plastic anatomical skeletons

## **Emergency, First Aid, Vital Signs Equipment Inventory**

- Stiff neck collars
- Epi-pen (discharged)
- Blackboards
- Splinting kits
- Mast pants
- Defibrillator (fully functional with trainer.)
- KED (kendrick extrication device)
- Hare traction splint
- 3 Sizes blood pressure cuffs (aneroid)
- Stethoscopes
- Double stethoscopes

## **Phlebotomy and Blood Work Equipment Inventory**

- Glucometer
- Microspin centrifuge
- Butterfly winged infusion sets
- Hematocrit tubs
- Sealing clay
- Hemocue
- Microcuvettes
- Plastic HCT tubes
- Vacutainer 21 G needle
- Cholestoral testing equipment
- Capillary lancets with microlet lacing device
- Sharps containers
- Test strips
- Vacutainer multisample adapter
- Phlebotomy chairs
- Side tables

## **IT Equipment Inventory**

- Phones
- HP laptops
- Desktops
- Color inkjet printer
- 44" plot printer
- Monochrome printers
- Color laser printers
- Copy machines
- 32" TV
- 42" TV
- Switches
- Projectors
- DVD/VCR
- Interactive whiteboard module
- Scanner
- ID card printer
- Cash register
- Servers
- Uninterruptible power supplies
- Routers
- Intercom system
- 19" server cabinet
- 19" two-post rack for switches, routers, and patch panels
- Dell415r file servers
- Cisco 2901 ISR routers
- Cisco 24-port 100mb managed switches with power and Ethernet capabilities
- Cisco 10-port gigabit managed switches with power and Ethernet capabilities
- Multi-port patch panels
- Cisco Aeronet wireless access point
- Windows server 2008 R2
- Exchange server 2008
- CentOS6.x
- Software access for lab Sim and DreamSpark

## **Computer Repair and Maintenance Inventory**

- Anti-static workbenches and seating
- Assortment of computers and laptops used for disassembly and repair practice
- A wide assortment of computer main boards, sound cards, video cards, network cards, keyboards, mice and other parts used to build and repair computers.

## **Equipment for Student Use – CollegeAmerica CO**

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

- Library of research materials
- Online resource library containing more than 120,000 articles and related materials
- Current industry periodicals
- Professional software for training
- Fully-equipped medical lab including: phlebotomy kits; microscopes; EKG machine; miscellaneous medical supplies
- Computer lab for individual and group work: computers; printers; and Internet access

Upon enrollment, all new students receive a laptop to use when class starts and may keep it when they graduate at no additional charge.





ACADEMICS

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## Attendance

### On Ground Attendance Policy

Attendance/participation is essential to a student's successful completion of each course, including externship.

Students attending classes on campus are expected to be on time and maintain a high attendance rate.

Students who are absent or tardy are expected to make up the scheduled academic work.

Absences are recorded from the first day of the module, regardless of the reason for the absence. If a student needs to be absent from classes, he/she is expected to contact the instructor(s) or the campus' front desk. Students may be asked for documentation concerning their absences.

Students absent without prior notification will be contacted by the college to ascertain the reason for the absence.

If the college is unable to reach a student directly, the college may contact references that the student previously provided to the college. If a student fails to return to class on or before the expiration of fourteen (14) days, then the student's enrollment must be terminated.

For safety reasons, unattended children are not allowed on campus. No

children, whether attended or unattended, are allowed in classrooms or labs during sessions.

### Attendance Rule for New Students

If a new student does not regularly attend classes during the first five days of their first module, then the student will be reclassified as a No-Show and will be withdrawn from the program.

Students who are absent during the first week of any subsequent module need to communicate with their instructor and discuss any issues that the student may have that will impede his/her success in that module.

Students who are absent more than 25% of any module will be sent a 25% Absent Notice from the Registrar stating that the student's absences are excessive and that the student is in jeopardy of failing the course.

Students who are absent more than 50% of any module will be placed on Attendance Warning Status and directed to meet with the Dean or Program Advisor in order to discuss issues and identify strategies for improving attendance.

### Attendance for Blended Delivery Classes

Students completing coursework in a Blended model are strongly encouraged to participate in all live class sessions, whether online or onground. Scheduled onground courses may include in-class activities that may not be made up if a student is not present.

### Online Attendance Policy

Students taking a fully online course are expected to participate, at a minimum, of four (4) days each week in their course. Online course participation occurs through the college's Learning Management Systems (LMS).

Several LMS participation activities count as attendance, including: submitting homework assignments, taking assessments, online reading in the LMS course shell,

participating in discussion board chats, and completing daily checkpoint activities. The daily checkpoint activities tie directly to learning objectives, with gradable questions each day, and only for that day. Completion of daily checkpoint activities is included as part of the student's online course grade.

If an online student fails to attend/participate in his/her online course for five (5) consecutive days, then the student will be contacted by Student Services about their poor attendance/participation and will be reminded/encouraged to actively attend/participate in his/her course.

If the student fails to resume attendance/participation in his/her online course, then he/she will receive a daily notice from Student Services reminding him/her to attend/participate in the course. These daily notices will also include a warning that failure to attend/participate for fourteen (14) consecutive days will result in termination from the program.

If an online student has no attendance/participation for ten (10) days, then he/she will receive an Attendance Warning Letter.

CollegeAmerica does not accept leaves of absence.

## Class Size

Class size will vary. The maximum scheduled for laboratory classes is 25, and the maximum scheduled for lecture classes is 60 students. The maximum scheduled for online classes is 45 students.

## Class Schedule

Classes are offered in a classroom format and most courses are available by hybrid and by online instruction.

### Course delivery methods:

1. Face-to-Face: Each course meets face to face at a specific time and location.
2. Asynchronous Distance: Internet-based courses that are not time or location specific. A student interacts with the coursework, prepared by an instructor, using the Internet and our Learning Management System.
3. Synchronous Distance: Internet courses that are time but not location specific (i.e., classes are scheduled for a specific time but can be accessed via the Internet). Students interact in real-time with classmates and the instructor using the Internet and a software product called Zoom. Zoom allows the students to ask questions either verbally or through text and get responses immediately.

4. Hybrid: a hybrid course involves elements of both face-to-face and online (distance) delivery methods.

## Scheduling

Courses are scheduled so that students should be able to complete all program requirements on time unless the student fails courses, fails to achieve core requirements, or withdraws and re-enters. Students with transfer credits may experience disruptions in their schedule. If any of these circumstances occur, the institution will make every effort to schedule the student with a full schedule each module; however, courses will not be scheduled simply to facilitate the student who has interrupted his or her schedule. Students are urged to do everything possible not to interrupt their schedule.

**Day and Evening Program:** Classes are offered in a hybrid format which means students scheduled for face to face sessions Monday through Thursday and attend sessions online in Canvas Monday through Sunday each module. Courses can be scheduled as early as 8am and can end as late as 10pm. The period(s) students are expected to attend face to face can vary from module to module depending upon the number of courses into which an individual student is scheduled and the delivery method used for that course.

## Externship Requirements

Externships must be attended during normal office hours only, and students are responsible for transportation to the externship site. Students are not paid any salary or stipend during an externship. Some employers may make an offer of employment at the end of the externship, but employment is not guaranteed. Externships are assigned by the campus to provide general experience in a field of training but not specific experience within a field. Students may not expect to receive an externship in any specialization within a given field.

Although the Institution tries to take into consideration specific location and/or skill preferences, externship sites are assigned based on availability. Continuing availability may be compromised due to certain factors beyond the Institution's control, including local economic conditions, state regulatory actions, failure of students to attend externships or meet site guidelines, and unreasonable student demands for alternative sites. Students must comply with any and all conditions prescribed by the sites, the Institution, the state accrediting body, or any other third party regarding attendance, conduct, and participation at the sites. If an extern is dismissed from more than one site, the extern will then be responsible for securing a new site.

If you have prior misdemeanor or felony convictions, you may be subject to denial of externships, employment opportunities, and/or professional licensure. You are advised that, in order to comply with clinical or employment requirements, you may be required by some hospitals or businesses to undergo a criminal background check and/or drug screening.

**Course Load:** Students will routinely be scheduled in courses totaling at least 18 quarter credits every sixteen weeks. However, course loads may vary from module to module depending upon the student's program, academic performance, and other variables.

## Make-Up Work

Students who have been absent are expected to make up all missed work prior to returning to classes and to proceed with the new course material in the original sequence. Courses are normally delivered by the traditional lecture/lab instructor-led method. In special circumstances, these same courses may be delivered in an alternative style.

**Denver campus:** The Dean or Campus Director may approve a tutorial method of making up a course. The student who is approved for this method will be assigned to a faculty member who will work individually with the student to cover the exact course material presented in a lecture/lab situation. There will be no variance in the content or assignments.

## Transfer of Credit

### Credit Transfer from Another College

Credits from other institutions which are accredited by an agency recognized by the U.S. Department of Education may transfer when the course submitted for consideration is of comparable scope and content to the campus's own courses. International credits will be reviewed on an individual basis. Transfer of credit is at the judgment and discretion of the Dean and/or the Campus Director. The institution does not currently have any formal articulation agreements to accept credit from other schools. The maximum transfer credits allowable from other institutions are:

**To associate's degree programs:** No more than 75% of the credits may be transferred. Transferred credits must be C- or better. Credits in core courses may not be more than 15 years old and credits in core technology courses may not be more than 8 years old. General education courses have no time limit. Credits within the time limits may still be rejected based on educational relevancy.

## Transfer Credit Process

The applicant must supply a college transcript for transfer of credit to occur. For courses that do not match the institution's current courses, a catalog or course syllabus must be provided.

### Course Numbering

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

### Course Credits

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

### Continuing Education Units/Seminars

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

### CLEP, DANTEs, AP, and Certification Credit

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

### Pass by Exam

Students may challenge out of a course by taking a competency examination. To successfully earn credits the student must score 90% or better on the challenge exam. The challenge exam must be completed and scored before or during the first day of the module in which the course is scheduled. Courses passed by challenge exam will be awarded a "PE" (Pass by Exam) grade, will not count as attempted credits and are not eligible for VA benefits or federal financial aid. There will be no charge to the

student for courses passed by examination.

## Prior Learning Assessment

A student may be eligible for college credit earned through life experience. These experiences may happen through work, the military, community related activities, free online education such as MOOC, or other independent studies. The following process applies to PLA credit:

1. The student must be in good standing (academic, financial, and conduct) with the college in order for an application to be processed.
2. The student must complete the Prior Learning Assessment Form and a portfolio and submit these to the dean at least thirty (30) days prior to being scheduled for the course.
3. The portfolio must include the following:
  - a. Name of course, course description (from catalog), and the course objectives;
  - b. Cover letter that summarizes why the student believes he/she has experience demonstrating mastery of the course objectives (usually one page);
  - c. A statement or short report (1-3 pages) for each course objective explaining how the student has experience that demonstrates mastery of the course objectives; and
  - d. Supporting documents including resume, performance reviews, certifications and awards.

The Prior Learning Assessment Form and portfolio are reviewed by the academic staff to determine whether the submitted materials demonstrate that the student has mastered the learning objectives of the course.

If the portfolio is approved, credit for the course is awarded with a "PE" (Pass) grade. PLA courses do not count as attempted credits.

## Credit Transfer to Other Colleges

Graduates or students who are considering transferring from the college to other institutions should recognize that programs at the college are specifically tailored to career preparation. Courses that make up such programs are not generally transferable to other colleges, particularly in programs that emphasize general or liberal education. It should also be noted that in any transfer situation, regardless

of the colleges involved, **the acceptance of credits is at the sole discretion of the accepting college and our Institution makes no representations whatsoever concerning the transferability of any college credits to any other institution. Our Institution's credits generally are not transferable to other colleges** unless a written articulation agreement between our institution and another institution has been negotiated. See the director of admissions or the Campus Director for details of any articulation agreements.

## Credit Transfer from Affiliated Colleges

Graduates or students who are transferring within the affiliated college system will have their credits automatically accepted. Graduates of associate's degree programs within the affiliated college system may transfer credits to an applicable full bachelor's degree, not a bachelor's completion degree.

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

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

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

### Special Conditions for Students Eligible for Military Benefits

The institution requires, for academic residency, a minimum of 25 percent of the degree requirements for all degrees to be completed in residency at any time for active-duty servicemembers, reservists, and National Guardsmen, and their dependents.

With respect to transfer of credit, the institution recognize and use the ACE Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service, and awards credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations and/or those transcribed by the community college of the Air Force, when applicable to a servicemember's program.

## Program Transfers

Efforts are made to direct students to the program of study best suited to achieving skills and competency; however, at times a student may request a program transfer.

All credits earned in the original program that apply to the new program will be automatically accepted. All grades associated with credits earned in the original program will be calculated towards satisfactory academic progress in the new program.

Students are required to apply in writing to the Dean of Education for a program transfer, and must be approved by a Financial Planning Officer and the Dean of Education. Any exception to this policy is at the discretion of the Dean.

## General Grading Guideline

Grade	%	Grade Points	Explanation
A	94–100	4.0	Excellent
A-	90–93	3.7	
B+	87–89	3.4	
B	84–86	3.0	Very Good
B-	80–83	2.7	
C+	77–79	2.4	
C	74–76	2.0	Average
C-	70–73	1.7	
D+	67–69	1.4	
D	64–66	1.0	Poor
D-	60–63	0.7	

The above are passing grades for Associate's and Bachelor's programs.

F	59 and below	0	Failing
I		0	Incomplete

An incomplete grade (I) turns to F (failing) four weeks of end of module if work is not completed for an academic grade.

PE	**	Passing by exam
IP	**	Attempted, partial completion
P	N/A	Passing

Used for on-ground Respiratory Therapy (Boise and San

Diego campuses) and Associate's in Nursing clinical grades.

W	*	Withdrawal
T	N/A	Transfer of credits from another educational institution
◆		Transfer of credits from an affiliated educational institution

\*\*PE grades are issued for courses taken by exam. Both PE and IP do not affect the GPA calculation.

### Previous Grading System:

Grade	%	GPA	Explanation
P*	-	4.0	Passing

(P\* is used for Respiratory Therapy clinical grades.)

WP/WF	N/A	Withdrawal (Pass/Fail)
NA	N/A	Not Attempted

NOTE: PE, IP, W, WP, WF, P, and T do not affect the GPA calculation.

## Grade Reports

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

## Student Records

All student records are kept for at least six years from the last date of attendance unless they are subject to a U.S. Department of Education program review that is outstanding beyond such six-year period, in which case the records are kept until the completion of the review. Transcripts are kept in perpetuity. To review records, students or alumni should contact the campus registrar.

## Transcript Policy

CollegeAmerica has partnered with Parchment® to securely order and send official electronic transcripts at a cost of \$5.00 per request (additional charges apply for printed and mailed transcripts). Current and former students can order official transcripts at: <https://www.parchment.com/u/registration/30982427/account>.

A student with a hold on their financial account is not eligible to receive either an unofficial or official transcript until the hold is resolved.

Grades of transferred courses from other institutions are recorded as a “T” grade and do not contribute to quality points in calculating the student’s cumulative GPA at our colleges.

## Family Educational Rights and Privacy Act of 1974

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

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

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

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

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

**Family Policy Compliance Office**  
U.S. Department of Education  
400 Maryland Avenue, SW

Washington, DC 20202-5920

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## Satisfactory Academic Progress for Undergraduate Programs

### Standards of Satisfactory Academic Progress

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

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

### Maximum Time Frame

Students must complete their program within one and one half times the credit hours required to complete the program. Students must complete 67% of their credits attempted in each evaluation period in order to meet satisfactory academic progress standards. The student must complete the program within the maximum time frame in order to graduate.

For example, if a program requires 90 credit hours to graduate, the student can take up to 135 credits in order to complete the program. Taking extra credits occurs primarily when a student has to repeat a course. Students who reach their maximum time frame and have not graduated must be dismissed from the institution.

## Calculation of SAP

Satisfactory progress and successful course, completion is not affected by “passed by examination” (PE).

Incomplete grades are counted as credits attempted and affect the maximum time frame but do not affect the grade point average. When calculating the GPA for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an “F”.

Pass/fail courses, credit/no-credit courses, and courses assigned a grade of IP are counted as credits attempted and affect the maximum time frame but are not considered in the grade point average calculation. Non-credit remedial courses do not affect satisfactory academic progress. The student does not earn an academic grade, nor is the non-credit remedial course counted toward the maximum time frame.

A withdrawal grade (W) is counted as credit attempted, but not completed, and will adversely affect a student’s satisfactory academic progress. A grade of W does not affect the student’s cumulative GPA (CGPA).

In the case of a program transfer, all credits earned in the original program that apply to the new program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits earned in the original program that apply to the new program will be calculated toward satisfactory academic progress in the new program as credit completed and also contribute to quality points in calculating the student’s cumulative GPA.

In the case of a previously earned credential, all credits earned in the program that apply to the current program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits awarded in the earned credential that apply to the current program will be calculated toward satisfactory academic progress in the current program as credit completed and also contribute to quality points in calculating the student’s cumulative GPA.

Grades of accepted transferred courses from other institutions, including those from previous credentials, are recorded as a “T” grade and count as credit completed, but do not contribute to quality points in calculating the student’s cumulative GPA at our colleges.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA), and satisfactory academic progress (SAP) status transfer with the student. In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation.

## Course Repetitions

Programs are not designed to facilitate course repetitions due to the short, fast-paced, and intense nature of the coursework. If a student fails a course or earns a non-passing grade (see General Grading Guidelines), that course could be repeated, provided it is offered again within the maximum time frame. The Dean or Program Director must approve all course repetitions. Each attempt is recorded on the student transcript but only the highest grade is reflected in the cumulative GPA. Each attempt at the course would be counted as a “course attempted” in the calculations for successful course completion and maximum time frame. Repeating a course in a program will result in the assessment of tuition charges at the current credit hour rate. A course may be taken a maximum of three times. If a student fails a course or earns a non-passing grade three times, he or she will be dismissed from the school.

## Satisfactory Progress Verification

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

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

## Financial Aid Warning

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

## Dismissal

Student termination may result from unsatisfactory academic progress, unsatisfactory course completion, failure to achieve the appropriate proficiency level within the prescribed timeframe, use of controlled substances on campus, carrying of weapons on campus, conduct detrimental to the institution, failure to comply with financial aid regulations, or non-observance of other student regulations. A student who is dismissed may appeal to the Campus Director of the College, who will make the final determination.

Students may be terminated from the institution, without a right to appeal, after 14 consecutive days of non-attendance. However, the student will be allowed to petition for readmission.

### Dismissal for Unsatisfactory Academic Progress

If a student on Financial Aid Warning Status fails to achieve the minimum standards of academic progress at the end of the next evaluation period, the student immediately becomes ineligible for federal financial aid and is dismissed (immediate dismissal is suspended if the student files an appeal). A student who fails to meet SAP standards at the end of their FAWS period may file an appeal (see next section) with the Appeals Panel. The Appeals Panel will determine if the student is eligible for continued enrollment and access to federal financial aid. If a student's appeal is denied, the student is dismissed.

## Appeal

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

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

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

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

## Financial Aid Probation

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

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

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

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

## Mitigating Circumstances

Mitigating circumstances are those conditions which the student has little control over, and most often have an adverse

effect on academic progress. Mitigating circumstances must be documented and are limited to the list below:

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

## Cancellation and Withdrawal

### Cancelling Enrollment Prior to Starting Class

If you are not accepted into the College, your enrollment agreement will be cancelled, and the College will refund all money paid within 30 days. You may cancel the enrollment agreement within three (3) business days and receive a full refund of all money paid within 30 days. If you have not visited the institution prior to enrollment, you may withdraw without penalty within three (3) business days following a tour of the college facilities and inspection of equipment where your education services will be provided and receive a full refund of all money paid. You will also receive a full refund within 30 days if your educational services are discontinued by the College or if your starting date is postponed by more than 90 days.

### Postponement of Starting Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a) Whether the postponement is for the convenience of the school or the student; and,
- b) The deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of the prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.

### Cancellation After Classes Have Started

You may cancel enrollment for any reason up until midnight of the fifth day of scheduled classes in the first module of the first academic year, and the institution will refund any monies paid, minus an administrative fee of \$150.00 and any charges for books and equipment not returned and uniforms issued. Thereafter, you may terminate your enrollment by giving written notice to the institution. Such notice is effective when the institution receives the notice. The written notice of cancellation need not take any particular form.

### False Start Period

The first three weeks of attendance is considered an evaluation period that allows both the college and the student to determine if the educational program is a good fit. At the end of the three-week period, if either the college or the student determines that the student may not have the commitment, readiness, desire, or ability to succeed in the program, the student's enrollment will be cancelled, all charges will be removed from the student's ledger, and any payments received will be refunded.

### Course Withdrawal

A student who withdraws from a course receives a grade of W. A student may officially withdraw by the first Friday at the end of the first week of the module.

All courses with a final grade of W are considered attempted credits and will be charged tuition accordingly. PELL and SEOG can be awarded for courses given a grade of W.

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

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

- A student has attended at least one day of the class during the first week of the module and then formally withdraws with the Registrar before the end of the first week of the module.

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

## Program Withdrawal

Students who find it necessary to withdraw from a program should have an interview with one of the following: Dean, Registrar, or Associate Dean of their program. The student is also required to have an exit interview with a representative of the Financial Aid Office. If a student provides notice of withdrawal in writing, the date on which the notice is mailed with appropriate postage is the date of withdrawal.

## Readmission

Readmission to the institution following dismissal or withdrawal will be at the sole discretion of the institution. Students whose enrollment has been terminated may appeal the termination to the Campus Director or the Dean in writing for reinstatement. The written request should contain a summary of why the student feels he or she should be readmitted. All students seeking re-entry must participate in a readmission interview with an Admissions Consultant, and complete the Re-entry Applicant Questionnaire. The Campus Director or Dean shall review all requests on a case-by-case basis. Mitigating circumstances will be taken into consideration. However, the institution reserves the right to refuse to readmit any student who does not meet the institution's academic or behavioral standards.

## Re-establishing Eligibility for Federal Funds

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

## Student Conduct

Students at the institution are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses:

1. Interruption or any manner of interference with the normal operation of the college;
2. Destruction, damage, or misuse of college equipment, facilities, or property;
3. Illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in college-related activities;
4. Illegal possession, use, or furnishing of drugs while on campus or while involved in college-related activities;
5. Physical, written (via electronic or other means), or verbal abuse of another person in the college community, whether such person is a student or college staff member (such abuse includes but is not limited to profanity, threats, and violent communications). The college reserves the right to report such abuse to law enforcement;
6. Theft of another's property occurring on college premises;
7. Participation in hazing;
8. Academic cheating or plagiarism;
9. Commission of other offenses (including use of inappropriate Internet material) that in the opinion of administration may be contrary to the best interest of the college community.

Sanctions that may be imposed are:

1. Warning
2. Suspension
3. Expulsion

When appropriate, the institution will issue warnings prior to dismissing a student for poor conduct. The institution, however, may dismiss a student without warning if the offense is serious. The Campus Director makes the decision as to the seriousness of any offense. Additionally, termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

## Academic Dishonesty

**Cheating** is defined as the giving or receiving of aid, whether written, oral or otherwise, in order for a student to receive undeserved credit on class work, homework, tests or any



other assignment that is his or her own responsibility.

**Plagiarism** violates the central core of the college’s educational philosophy. It involves stealing another person’s work and claiming it as your own. It occurs whenever one directly copies another person’s intellectual effort and integrates it into his/her class work without giving proper credit to the author.

**Paraphrasing** is defined as “a restatement of a text or passage giving the meaning in another form.” (Webster’s New Universal Unabridged Dictionary, 1996). When one paraphrases but intentionally omits authorship of the work, this too is a violation of academic honesty.

As a student, you have an individual responsibility to understand what cheating, plagiarism, and improper paraphrasing are. You must also be aware that the consequences for doing any of these activities are severe. Whenever you have doubt about what constitutes cheating, plagiarism, or paraphrasing, contact your instructor. With the advent of the Internet, the potential for cheating by simply cutting

and pasting information into your paper is tempting. Be aware that these dishonest activities will not be tolerated and instructors have access to increasingly sophisticated search engines to “test” the validity of your work. Plagiarism, in particular, is easily traced. Don’t do it.

**Consequences:** Upon finding that a student has violated the policies on Academic Honesty, the consequences will be:

1. The first offense is failing the assignment.
2. The second offense is failing the course.
3. The third offense is dismissal.

## Dress Code

Students are required to dress modestly and in appropriate professional dress according to each program. Consult orientation materials for specifics on each program’s dress code. Failure to comply with the program dress code could result in suspension of employment assistance privileges.

# Graduation Requirements and Awards

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

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

## Degrees/Diplomas Granted

Upon fulfillment of the graduation requirements, the student will be issued the appropriate degree or diploma, indicating satisfactory completion and passing of all program requirements. The institution offers programs leading to a diploma, an Associate of Occupational Studies degree, an Associate of Applied Science degree, and a Bachelor of Science degree. Students should check with the campus of choice to see what degrees are available.

## Graduation Honors

A student may graduate with honors as follows:

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



## STUDENT SERVICES

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# Student Services

## Tutoring

Any student at any time can request tutoring through the Student Services office, the Dean's office, or the department head's office. Tutoring will be provided at no cost to the student by an advanced student, teaching assistant, instructor, or staff member.

## Advising

Advising is an important service at the college. Each campus has administrators who guide students through problems that may arise while enrolled at the college. The administrator may enlist the expertise of community resource groups, associate deans of programs, the Dean, faculty members, the Director of Financial Aid, or the Director of Career Services in resolving student problems, whether personal or scholastic in nature.

## Career Services

Students and graduates of the College are encouraged to utilize the assistance of the Career Services department throughout their academic and professional careers; there is no charge for the utilization of these services. The Career Services department mission is to assist students and

graduates in making informed decisions about their careers, identify employment opportunities, and provide assistance with the skills needed to complete a successful career search. Planning a career is a long-term process, and students are encouraged to understand and use the services available to them throughout their education. The College does not guarantee employment but can provide networking techniques, contacts, potential interviews, and guidance during the job seeking process. The Career Services department does not offer a resume-writing service, but rather provides models from which a student can write his or her own resume. The Career Services staff provides guidance and assistance to students and graduates in their career pursuits by providing feedback for a strong and effective resume and engaging in sound networking practices.

Graduates experiencing difficulty in securing employment have the opportunity to audit one or more courses at the College, at no charge, to update professional skills, employment techniques, and social interaction.

A graduate requesting career services after a significant period of time away from the College should be current in vocational skills and conceptual understanding aligned with the program in which he or she graduated and therefore may elect to audit one or more courses at the College at no charge.

The College reserves the right to deny career services to any past or present students. Such denial can be based upon student conduct that may be significantly detrimental to the integrity of the College, such as failing to pass a drug test, being fired from previous employment for illegal or immoral acts, committing acts against company policy, or being subject to a felony investigation or conviction. Students with a felony conviction may find it more difficult to secure satisfactory employment. Even some misdemeanors prevent employment depending upon the field being pursued.

## Library

The Library, or Learning Resource Center, is available for student use each day during college hours. Videos, books, periodicals, reserved readings, and Internet services are available. A trained librarian or library assistant is available during library hours to assist each student.

## Campus Security

The college strives to provide a safe environment for our students' learning experience. Our facilities are located in business settings, and trespassing laws are enforced on our premises. If a crime is committed on our premises, college personnel are available to assist students.

Pursuant to the requirements of the U.S. Department of Education, colleges publish all known occurrences of crimes committed on campus. These statistics are available in the Financial Aid Office and are posted on the college web site under Consumer Information. In the event of a crime, an incident report must be completed, and a police report may be filed. Any and all occurrences of crime committed on the campus should be reported immediately to the administration of the college. In the event a sexual assault should occur on campus, the victim and any witnesses present are to report the crime to campus officials immediately. In order that the crime can be fully investigated, the police will be contacted.

The college provides timely written information on personal safety and anti-crime measures as they become available. An annual report is available for all students and personnel of the college.

## Copyrighted Materials Policy and Sanctions

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

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

Copyright infringement is the act of exercising, without

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

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

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

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

## Student Complaint/ Grievance Procedure

### Student Complaint Hotline

A student who has questions or concerns that have not been fully addressed by the campus staff can contact the Student Hotline at 877-402-0954; or via email to:

[wehearyou@collegeamerica.edu](mailto:wehearyou@collegeamerica.edu)  
or via regular mail to Student Hotline, 4021 South 700 East, Suite 400, Salt Lake City, UT 84107. Furthermore, to the extent a student has questions or concerns with respect to the Company's policy against discrimination on the basis of sex, including sexual harassment, or wishes to report sex discrimination, including sexual harassment, the student should contact Title IX Coordinator Danielle Lammi, 4021 South 700 East, Suite 400, Salt Lake City, Utah 84107, [danielle.lammi@collegeamerica.edu](mailto:danielle.lammi@collegeamerica.edu), 801-284-7535.

### Alternative Dispute Resolution

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

**Step One:** Any and all disputes, conflicts, problems, controversies, or claims of any kind without exception arising

from or connected to enrollment and attendance at the College (“dispute”) may first be taken up with the Campus Director. If the dispute is not then resolved, a written statement may be made of each party’s position and submitted to the Corporate Chief Executive Officer for a final decision. The Campus Director will provide contact information for the CEO, who will use reasonable efforts to resolve the dispute within thirty days. The parties may proceed to Step Two if the dispute is not resolved in Step One.

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

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

Any dispute a student may bring against the College or any of its parents, subsidiaries, officers, directors, or employees, without limitation, or which the College may bring against a student, no matter how characterized, pleaded or styled, shall be resolved by confidential binding arbitration by a single arbitrator. Both parties forever waive rights to a trial by jury and elect instead to submit all disputes to the binding, confidential decision of a single arbitrator. The student understands that the decision of the arbitrator will be binding, and not merely advisory. At the student’s election, the arbitration shall be conducted by the Better Business Bureau (“BBB”) or by the American Arbitration Association (“AAA”) under its Consumer Arbitration Rules (“Consumer Rules”). Any and all disputes concerning the interpretation, scope, and enforcement of the Arbitration Agreement shall be decided exclusively by a court of competent jurisdiction, and not by the Arbitrator. The Federal Arbitration Act (“FAA”) shall govern the interpretation, scope, and enforcement of this Agreement and the arbitration. If any part of this Arbitration Agreement is declared unenforceable or invalid, it shall be severable and the remainder of the Arbitration Agreement shall continue to be valid and enforceable.

### **Terms of Arbitration**

1. The student agrees that any dispute or claim the student may bring shall be brought solely in the student’s individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass, consolidated or joint action.
2. Except as provided by applicable state law, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives, and the arbitration administration. The student agrees that any actual or threatened violation of this provision would result in irreparable harm, and will be subject to being immediately enjoined.
3. Any remedy available from a court under the law shall be available in the arbitration. The arbitrator(s) shall not have the power to commit any error of material fact, in law, or in legal reasoning, and such error shall be corrected on appeal as provided below.
4. This Arbitration Agreement does not affect either party’s right to seek relief in small claims court for disputes or claims within the scope of the small claims court’s jurisdiction.
5. Nothing in this agreement prohibits a student from filing a complaint with the state regulatory agency. A student may, but need not, be represented by an attorney at arbitration. Nothing in this agreement is intended to be, or shall be construed as, (1) a waiver of any right to an investigation of allegations of sexual harassment as contemplated in 34 C.F.R. § 106.45 or of any right to access to any grievance procedures or grievance process required by Title IX, (2) a waiver of any right to file a complaint with the Department of Education, Office for Civil Rights (“OCR”), or (3) an offer of, or a requirement to participate in, an informal resolution process under Title IX. This agreement does, however, govern any claim concerning sexual harassment or other sexual misconduct of any kind that may be pursued outside the context of Title IX grievance procedures, a Title IX grievance process, or any administrative process provided by the OCR.
6. If a student desires to initiate arbitration, he or she shall first contact the Campus Director, who will provide the student with a copy of the BBB Rules or the AAA Consumer Rules. Information about the BBB arbitration process and rules can be obtained at [www.bbb.org](http://www.bbb.org) or 703-276-0100. Information about the AAA arbitration process and the Consumer Rules can be obtained at [www.adr.org](http://www.adr.org). The student shall contact the BBB or the AAA, which will provide the appropriate forms and detailed instructions. The student shall disclose this document to the BBB or the AAA.
7. The parties agree to the following arbitrator selection process: The chosen arbitration administration (either BBB or AAA) shall send simultaneously to each party to the dispute an identical list of 10 names of neutral qualified arbitrators. The parties will make a good-faith effort to agree to an arbitrator from the submitted list



and to advise the arbitration administration of their agreement. If the parties are unable to agree upon an arbitrator, each party to the dispute shall have 14 calendar days from the transmittal date in which to strike names objected to, number the remaining names in order of preference, and return the list to the arbitration administration. The parties are not required to exchange selection lists. If a party does not return the list within the time specified, all persons named therein shall be deemed acceptable to that party. From among the persons who have been approved on both lists, and in accordance with the designated order of mutual preference, the arbitration administration shall invite the acceptance of an arbitrator to serve. If the parties fail to agree on any of the persons named, or if acceptable arbitrators are unable to act, or if for any other reason the appointment cannot be made from the submitted lists, the arbitration administration shall have the power to make the appointment without the submission of additional lists.

8. Notwithstanding that the arbitration will be binding, if the college or the student loses in arbitration, the appeal shall be made to a three-member arbitration

appeal panel. That review shall examine the arbitration award for error as described in item three above. The notice of appeal must be in writing and served on the other party and on the BBB or the AAA within 10 days of the date of the award. The notice of appeal must specify those elements of the arbitration award that are being appealed and must contain a statement of the grounds for the appeal. Both parties shall participate in the selection of the panel. The fees and expenses of the appeal tribunal and the BBB or the AAA shall be paid in full by the appealing party. Once the notice of appeal is timely served, the arbitration award shall no longer be considered final for purposes of seeking judicial confirmation, vacatur or modification under the law.

### **Specific State Information**

The Colorado campuses of CollegeAmerica are approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational School (“DPOS”) Board. Complaints or claims pursuant to Section 12-59-118, C.R.S. or Section 12-59-115(6)(a), C.R.S, may be filed in

writing with the Board within two years after the student discontinues his or her training at the school, or at any time prior to the commencement of training. Other complaints may be filed in writing with the Board within two years of the date the alleged injury and its cause were known or should have been known. The student must file all complaints in writing; complaints may be filed online. No action regarding third party complaints is required, except as required by Section 12-59-115 (6)(a), C.R.S. The DPOS address, phone number, and website address are as follows: 1600 Broadway, Suite 2200, Denver, CO 80202; telephone 303-862-3001; <http://www.highered.colorado.gov/dpos>.



## **ACCSC Grievance Policy**

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

## Academic Calendar

Day	Date	Event
Mon.	January 6, 2020	Module One Begins
Mon.	January 20, 2020	<b>Holiday (Martin Luther King Day)</b>
Sun.	February 2, 2020	Module One Ends
Mon.	February 3, 2020	Module Two Begins
Mon.	February 17, 2020	<b>Holiday (President's Day)</b>
Sun.	March 1, 2020	Module Two Ends
Mon.	March 2, 2020	Module Three Begins
Sun.	March 29, 2020	Module Three Ends
Mon.	March 30, 2020	Module Four Begins
Sun.	April 26, 2020	Module Four Ends
Mon.	April 27, 2020	Module Five Begins
Sun.	May 24, 2020	Module Five Ends
Mon.	May 25, 2020	<b>Holiday (Memorial Day)</b>
Mon.	May 25, 2020	Module Six Begins
Sun.	June 21, 2020	Module Six Ends
Mon.	June 22, 2020	Module Seven Begins
Fri.	July 3, 2020	<b>Holiday (Independence Day)</b>
Sun.	July 19, 2020	Module Seven Ends
Mon.	July 20, 2020	Module Eight Begins
Sun.	August 16, 2020	Module Eight Ends
Mon.	August 17, 2020	Module Nine Begins
Mon.	September 7, 2020	<b>Holiday (Labor Day)</b>
Sun.	September 13, 2020	Module Nine Ends
Mon.	September 14, 2020	Module Ten Begins
Sun.	October 11, 2020	Module Ten Ends
Mon.	October 12, 2020	Module Eleven Begins
Sun.	November 8, 2020	Module Eleven Ends
Mon.	November 9, 2020	Module Twelve Begins
Wed.	November 11, 2020	<b>Holiday (Veteran's Day)</b>
Thu.	November 26, 2020	<b>Holiday (Thanksgiving)</b>
Fri.	November 27, 2020	<b>Holiday (Day after Thanksgiving)</b>
Sun.	December 6, 2020	Module Twelve Ends
Mon.	December 7, 2020	Thirteen Begins
Mon.	December 21, 2020	<b>Winter Break Begins</b>
Sun.	January 3, 2021	<b>Winter Break Ends</b>
Sun.	January 17, 2021	Module Thirteen Ends

\*\*\*Calendar is subject to change\*\*\*

## Holidays

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving
Day after Thanksgiving
Christmas



School of **HEALTHCARE**

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