

CATALOG

2019





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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 20, effective January 21, 2019. Good through and including January 5, 2020. Revised December 30, 2019.

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

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 AZ

CollegeAmerica was established in 1964 in Denver, Colorado. In 2001 CollegeAmerica acquired the location in Flagstaff, Arizona formerly known as the Northern Arizona College of Health Careers. In 2004, CollegeAmerica Flagstaff opened a branch campus in Phoenix, Arizona. A second branch campus was opened in Idaho Falls, Idaho in 2011.

Campus Locations

Campus Locations – CollegeAmerica AZ

Flagstaff – Main

399 South Malpais Lane, 2nd Floor

Flagstaff, AZ 86001

Phone: (928) 213-6060 Fax: (928) 526-3468

Phoenix – Branch

9801 North Metro Parkway East

Phoenix, AZ 85051

Phone: (602) 589-9860 Fax: (602) 246-3063

Stevens-Henager College

Idaho Falls – Branch of CollegeAmerica Flagstaff

901 Pier View Drive, Suite 105

Idaho Falls, ID 83402

Phone: (208) 528-7692 Fax: (208) 528-7821

Facilities

Facilities – CollegeAmerica AZ

Flagstaff

CollegeAmerica Flagstaff is housed in a two-story structure with 26,000 square feet of space. CollegeAmerica occupies the entire second floor at 399 South Malpais, just off Milton Avenue. The campus offers ten classrooms, which includes two medical labs and one computer lab along with high-speed wireless Internet access throughout, and a learning resource center along with a large student lounge/study room. Ample parking is available. Local transit and numerous restaurants are within walking distance. The campus is handicapped accessible.

Phoenix

CollegeAmerica Phoenix Campus is a two story structure with over 33,000 square feet of education space. It is equipped with medical and computer labs, nine comfortable classrooms with audio and visual, a large auditorium along with a library and a two story student lounge. It has up-to-date learning support equipment and high-speed internet throughout the campus. There is a large parking lot in the front of the building with handicapped accessibility. The campus is easily accessible off the Black Canyon Freeway and is located adjacent to the Metro Center Mall and close to local transit systems. CollegeAmerica is an approved training provider for the Arizona WIOA program as well as Arizona Private School Association (APSA).

Idaho Falls

Stevens-Henager College—in Idaho Falls, a branch of CollegeAmerica Flagstaff, is a 10,000-square foot facility located on the first floor of a professional building and is conveniently located near I-15 right on the Snake River, with ample parking. The campus offers four medical labs and eight classrooms along with a student lounge and a learning resource center. The facility has wireless Internet access.

Accreditation

Accreditation – CollegeAmerica AZ

CollegeAmerica® (CollegeAmerica AZ) is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212. ACCSC is listed as 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 Arizona campuses are approved and regulated by the Arizona State Board for Private Postsecondary Education.

Governmental Agencies

Governmental Agencies – CollegeAmerica AZ

CollegeAmerica is recognized for vocational rehabilitation training by the Arizona Department of Education.

CollegeAmerica is approved for veteran's education benefits.

CollegeAmerica is licensed by the Arizona State Board for Private Postsecondary Education.

CollegeAmerica is an approved training provider for the Arizona WIOA program as well as Arizona Private School Association (APSA).

Legal Control

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

All colleges are affiliated. Officers at the corporation are Eric Juhlin, President, and Todd Zywicki, Secretary and Treasurer. Directors are William C. Dennis, Todd Zywicki, Carl Barney, Eric Juhlin, Roy Hurd, 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 technical, 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 Campus Director or Dean.

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 on appropriate documentation that outlines the needs of the student and the demands of the course.

Title IX and VI of the Civil Rights Act

All educational institutions receiving federal financial assistance are required to comply with Title IX of the Educational Amendments of 1972 and Title VI of the Civil Rights Act of 1964, whereby institutions do not discriminate on the basis of sex, race, color, or national origin in the



educational programs or activities that they operate. 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.

The Institution is subject to these requirements and complies fully. The Campus Director is the coordinator at the Institution. All students, faculty, and administrative employees should refer any complaints of discrimination in writing to the coordinator's attention.

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). Home-schooled high school graduates must provide an affidavit from the parent-instructor stating the education meets Arizona Revised Statutes Annotated S15-802(A). 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.

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 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 issue 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. Certification is available for the Medical Assisting programs 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 (For Re-Entry Only)	\$42,389
Computer Technology and Networking	\$42,408
Medical Assisting	\$42,488
Bachelor's Programs	
Computer Science	\$74,700

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 \$35 charge will be made to the student's account. Refund calculations are complex. For further information and examples, read the catalog, and visit our Financial Aid office.

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.

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 \$35 fee will be assessed for each returned check.

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

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.

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)

The requirements above apply to all scholarship programs except for the Academic and Bachelor's Degree scholarships, 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 an on-ground 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 available 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. An 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. Career Grants are only available at CEHE's On Ground campuses. 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 On Ground campus PACs. This program is currently being revised. See your Campus Director for details.

Tuition Discounts

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 and 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.

Institutional charges 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 more than 10% of the term, you are responsible for 10% of the tuition, a \$150.00 administrative fee and the cost of any books not returned and uniforms issued.
2. If you terminate after completing more than 10% of the term but less than or equal to 25% of the term, you are responsible for 25% of the term's tuition, a \$150.00 administrative fee, and the cost of any books not returned and uniforms issued.
3. If you terminate after completing more than 25% of the term but less than or equal to 50% of the term, you are responsible for 50% of the tuition, a \$150.00 administrative fee, and the cost of any books not returned and uniforms issued.
4. If you terminate enrollment after completing more than 50% of the term but less than or equal to 75% of the term, you are responsible for 75% of the tuition, a \$150.00 administrative fee, and the cost of any books not returned and uniforms issued.

5. If you terminate enrollment after completing more than 75% of the term, you are responsible for all tuition and fees, a \$150.00 administrative fee, plus the cost of any books not returned and uniforms issued.

The following institutional charges apply upon withdrawal or termination during any subsequent term.

1. If you terminate during the first 25% of the term, you are responsible for 25% of the tuition, a \$150.000 administrative fee, and the cost of any books or computers not returned, and of uniforms issued.
2. If you terminate after completing more than 25% of the term but less than or equal to 50%, you are responsible for 50% of the tuition, a \$150.000 administrative fee, and the cost of any books or computers not returned, and of uniforms issued.
3. If you terminate after completing more than 50% of the term but less than or equal to 75% of the term, you are responsible for 75% of the tuition, a \$150.000 administrative fee, and the cost of any books or computers not returned, and of uniforms issued.
4. If you terminate after completing more than 75% of the term, you are responsible for all tuition and fees, a \$150.000 administrative fee, and the cost of any books or computers not returned, and of uniforms issued.

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

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
Balance Due College by Student	\$2,702.50

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
CAP	Capstone
CMN	Communication
COT	Communications in Technology
CSS	College Success Strategies
ECN	Economics
ENG	English
ETH	Ethics
EXT	Externship
HIS	History
ISS	Information Systems Security
LBT	Laboratory
MAN	Management
MCS	Microcomputer Systems
MED	Medical
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:

ECN 220	Economics
ECN 221	Economic Principles
ECN 225	Microeconomics
ENG 101	English Composition
ENG 105	English Writing Fundamentals
ENG 310	Advanced Interpersonal Communication

ETH 233	Ethics
CMN 205	Communication and Public Speaking
HIS 220	American Civilization
MAT 220	College Algebra
MAT 225	College Algebra
PHI 210	Critical Thinking
PSY 220	Psychology
PSY 250	Positive Psychology
PSY 255	Psychology and Emotional Intelligence
RAM 110	Research Applications Methods
SOC 220	Sociology
SOC 240	World Cultures
STA 322	Statistics

Applied general education courses in Medical Assisting programs (please see individual program listings for details):

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

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

SOC codes: 31-9092,

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.

Technical courses:

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

Applied general education courses:

MAT 120	Healthcare Calculations and Accounting	5.0
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General education courses:

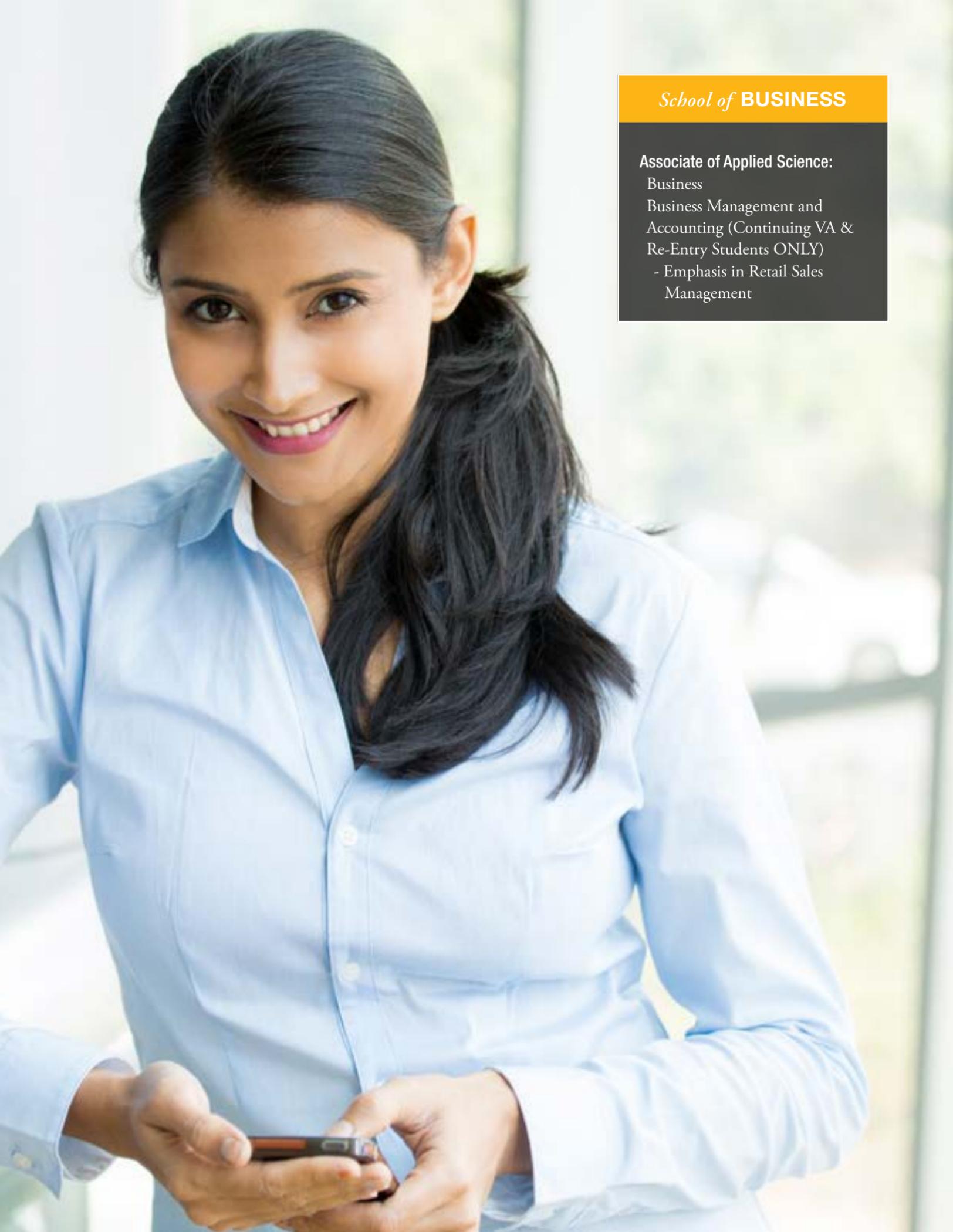
CMN 205	Communication and Public Speaking	5.0
ENG 105	English Writing Fundamentals	5.0
PSY 255	Psychology and Emotional Intelligence	5.0

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 (Continuing VA &
Re-Entry Students ONLY)

- Emphasis in Retail Sales
Management

Associate of Applied Science Degree Business

CollegeAmerica Phoenix

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.

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

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 (Continuing VA & Re-Entry Students ONLY)

CollegeAmerica Phoenix

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

Retail Sales Management education courses:*

MAN 120 Introduction to Retail Sales Management 4.0

MAN 240 Communications in Selling 4.0

MAN 242 Procurement, Logistics, and Merchandising 4.0

MAN 244 Managing Retail Teams 4.0

TOTAL MINIMUM NUMBER OF CREDITS: 97.0

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

*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

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

Bachelor of Science:
Computer Science
- Emphasis in Networking and
Information Systems Security
- Emphasis in Software
and Mobile Applications
Development

Associate of Applied Science Degree

Computer Technology & Networking

CollegeAmerica Phoenix

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.

Bachelor of Science Degree

Computer Science with emphases

CollegeAmerica Phoenix

36 Months

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

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: 11-3021, 15-1122, 15-1131, 15-1132, 15-1133, 15-1134, 15-1152, 15-1199

Course No.	Course Name	Credits
APP 101	Computer Fundamentals	3.5
APP 126	Databases	3.5
CAP 499	Capstone	4.0
CSS 101	Psychology of Motivation	4.0
CSS 299	Professional Development	4.0
ISS 220	Computer Law	4.0
MCS 101	Computer Servicing I	3.0
MCS 102	Computer Servicing II	3.5
MCS 215	Server Administration I	3.5
MCS 315	Server Administration II	3.5
MAN 103	Management Principles	4.0
MAN 210	Entrepreneurship	4.0
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
PRG 101	Solutions Concepts	3.5
PRG 102	Programming Logic and Design I	3.5
PRG 103	Programming Logic and Design II	3.5
PRG 111	Web Page Programming I	3.5
PRG 140	Database Programming I	3.5
PRG 204	Programming Concepts I	3.0
PRG 249	Web Page Programming II	3.5
PRG 250	Web Page Programming III	3.0

General education courses:

CMN 201	Communication and Public Speaking	4.0
ECN 220	Economics	4.0
ECN 221	Economic Principles	4.0
ENG 101	English Composition	4.0
ENG 310	Advanced Interpersonal Communication	4.0
ETH 233	Ethics	4.0
HIS 220	American Civilization	4.0
MAT 220	College Algebra	4.0

PHI 210	Critical Thinking	4.0
PSY 220	Psychology	4.0
SOC 240	World Cultures	4.0
STA 322	Statistics	4.0

Networking and Information Systems Security emphasis

Students earning an emphasis in Networking and Information Systems Security will be prepared to work as computer science professionals working in networking and information systems security in business and industry. Topics of the program include networking, database management, client interface, information security, and information protection. Possible areas of employment include Network Administrator, Network Designers, Helpdesk Technician/Administrator, NSA and Government agencies, Information Systems Security Officer/Analyst, Information Technology Specialist, Cloud Computing Admin/Manager, Server Administrator, Computer Forensic Investigator, Computer Crime Investigator, Network Security Administrator, Security Architect/Analyst.

ISS 310	Information Security Management	3.5
ISS 320	Ethical Hacking	3.5
ISS 420	Introduction to Cryptography	3.5
ISS 430	Computer Forensics	3.5
MCS 415	Server Administration III	3.5
NET 315	Security Concepts II	4.0
NET 321	Network Communications I	3.5
NET 324	Network Communications II	3.5
NET 403	Network Communications III	3.5
NET 404	Network Communications IV	3.5
NET 424	Information Storage I	3.5
OPS 213	Linux Operating Systems II	3.5

Software and Mobile Applications Development emphasis

Students earning an emphasis in Software and Mobile Applications Development will be prepared to succeed in the field of developing desktop, web, and mobile applications, using programming languages and the systems development life cycle. Students learn to develop, create, and modify general computer applications software or specialized utility



programs, analyze user needs and develop software solutions, and design software or customize software for client use with the aim of optimizing operational efficiency and user experience. Graduates will also be able to analyze and design databases, working individually or coordinating database development as part of a team, and supervise computer programmers. Possible areas of employment include Software Developer, Computer Applications, System Analyst, Computer Support Specialist, Web Developer/Designer, Database Administrator/Developer, Database Support/Management, Website Administrator, Mobile Applications Developer.

PRG 205	.NET Programming I	3.0
PRG 240	Database Programming II	3.0
PRG 310	Web Server Programming I	3.5
PRG 321	.NET Programming II	3.5
PRG 322	.NET Programming III	3.0
PRG 330	Mobile Applications Development I	3.5
PRG 335	Mobile Applications Development II	3.0
PRG 340	Database Programming III	3.5
PRG 351	Object Oriented Programming I	3.5
PRG 410	Web Server Programming II	3.5
PRG 412	Web Server Programming III	3.0

PRG 422	Programming Concepts II	3.5
PRG 423	Programming Concepts III	3.0

TOTAL MINIMUM NUMBER OF CREDITS: 180.0

*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

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 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.)

Capstone

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

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

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 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.

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

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

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 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

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.

Ethics

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.

Externship

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

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 Business and Personal 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

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.

Human Resource Management

HRM 211 **5 Credits** **Introduction to Human Resource Management**

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

Information Systems Security

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.

Laboratory

LBT 204 **3 Credits** **Phlebotomy and Hematological Procedures**

This course presents fundamental knowledge of hematology and blood draws using the vacutainer, capillary collection, single-draw, and double-draw methods. Topics include blood glucose testing, hemoglobin, blood typing, order of draw, as well as the anatomy and physiology of the circulatory system. Upon completion students will be able to use correct drawing methods for different hematological procedures.

LBT 280 **3 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 (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 a Medical Assistant, as well as further understand how the process of analysis can inform medical determinations overall.

LBT 295 **3 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.

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 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 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 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.

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.

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.

Medical

MED 100 **4 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 Credits**
Medical Aseptic Procedures

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 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 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 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 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 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 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.

Microcomputer Systems

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.)

Networking

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

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

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

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.

Professionalism

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

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.)

Psychology

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

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 improving emotional intelligence. Upon completions, students will develop a plan for self-management and implementation.

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.

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.

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.)

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
- Auto clave
- 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
- Cholesterol 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

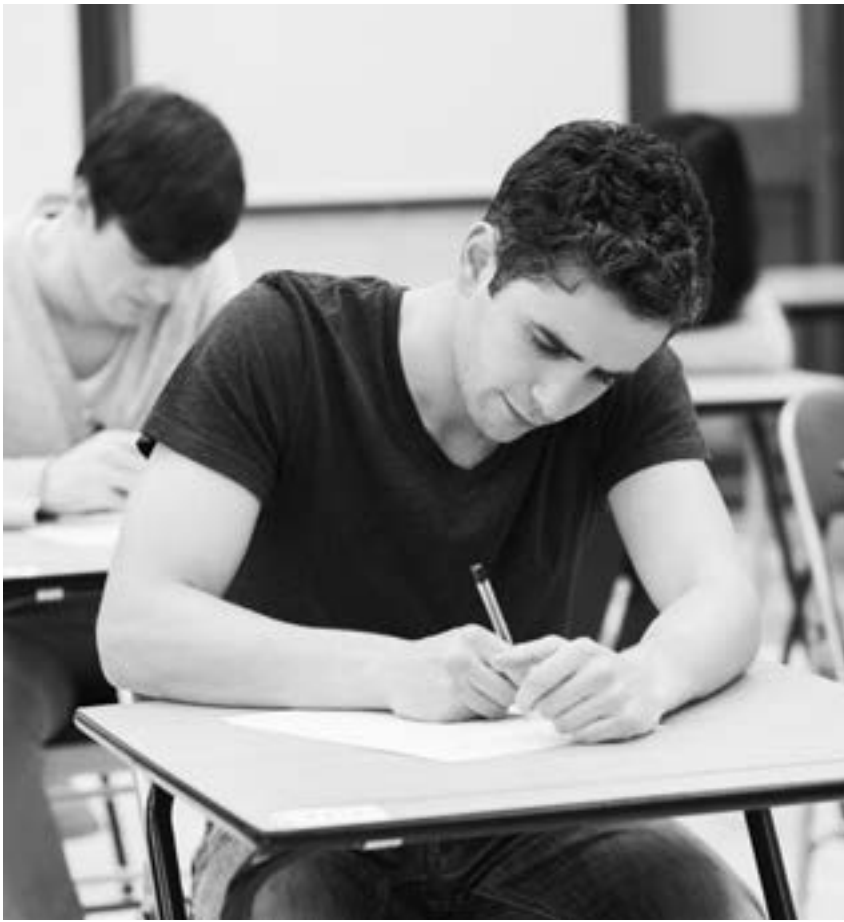
- Anti-static workbenches and seating
- Assortment of computers and laptops used for disassembly and repair practice
- A wide assortment of computer main boards, sound cards, video cards, network cards, keyboards, mice and other parts used to build and repair computers.

Equipment for Student Use – CollegeAmerica AZ

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; exam tables; skeletons; hospital beds; CPR "Annies"; training manikin; centrifuge
- Miscellaneous medical supplies
- Computer lab for individual and group work:
- Computers; printers; and Internet access

Upon enrollment, all new students, except for I-20 students, receive a laptop to use when class starts and may keep it when they graduate at no additional charge.



ACADEMICS

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.

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 anytime for active-duty servicemembers, reservists, and National Guardsmen, and their dependents.

With respect to transfer of credit, the institution recognizes and uses 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
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 five 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 five-year period, in which case the records are kept until the completion of the review. 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

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
(Bachelor's Degree Program)	
First term	1.0
Second term	1.5
Third term	1.8
Fourth term	2.0
End of each term until 150%	2.0
(Associate of Applied Science and Occupational Associate's Degree Program)	
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 Within Three Days of Signing Enrollment Agreement

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 of signing the agreement and receive a full refund of all money paid within 30 days. This three-day cancellation period applies whether or not you have started classes. 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.

Cancellation After Classes Have Started

If you have started classes and are beyond the three (3) day cancellation period discussed above, you may cancel your 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. 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, indicating satisfactory completion and passing of all program requirements. CollegeAmerica offers programs leading to an Associate of Applied Science, Associate of Occupational Studies degree, or a Bachelor of Science degree.

Graduation Honors

A student may graduate with honors as follows:

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



STUDENT SERVICES

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 also 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.

Sexual Harassment

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

Copyrighted Materials Policy and Sanctions

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

Students engaging in unauthorized use of copyrighted materials, including peer-to-peer file sharing, illegal downloading, or unauthorized distribution of copyrighted materials using the school's information-technology system, may face termination from the institution. In addition, the student may face criminal penalties as summarized below. This list is not all-inclusive, and the student needs to be aware of the severe sanctions 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, especially the FAQs at 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
or via regular mail to Student Hotline, 4021 South 700 East, Suite 400, Salt Lake City, UT 84107.

Alternative Dispute Resolution

While no one expects disputes and conflicts, sometimes they do occur, and it is in the best interests of the parties to resolve

the dispute in the simplest, fastest, and least-expensive manner. The student therefore agrees to follow the three steps below:

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

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

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

Both parties forever waive rights to a trial by jury and elect instead to submit all disputes (claims) to the binding, confidential decision of a single arbitrator. At the student’s election, the arbitration shall be conducted by the Better Business Bureau (“BBB”) or by the American Arbitration Association (“AAA”) under its Supplementary Procedures for Consumer-Related Disputes (“Consumer Rules”). The substantive law in the state in which the college is located shall be applied to the proceeding, except to the extent that federal substantive law would apply to any claim. The arbitration conducted under this agreement shall be governed by the Federal Arbitration Act, 9 U.S.C. § 1, etseq. Any proceeding relating to the interpretation, enforcement, or validity of this agreement, including proceedings relating to any award, shall be decided by the arbitrator and not by the court. Both parties agree that each provision is severable from this arbitration agreement and that all other terms shall remain in force.

Terms of Arbitration

1. Neither party shall file a lawsuit against the other in any court, and parties agree that any suit filed in a court shall be promptly dismissed by the court in favor of arbitration. Both parties agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.
2. The costs of the arbitration filing fee, arbitrator’s compensation, and facilities fees that exceed the applicable court-filing fee will be paid equally by the student and the college. The student will not be responsible for arbitration fees if the student proves

hardship and, if represented by an attorney, he or she does not advance clients’ litigation costs. In that instance, the arbitration fees will be paid by the college. The arbitrator has power to award the prevailing party attorney fees and costs if a claim is based on a statute providing such fees to any party. All fees, including the opposing party’s attorney fees, shall be paid by any party whose claims are determined by the arbitrator to be frivolous.

3. The student agrees that any dispute or claim he or she may bring shall be brought solely in his or her individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, or consolidated action.

Notice Regarding Borrower Defense Claims

The provisions below are included pursuant to U.S. Department of Education regulations at 34 C.F.R. § 685.300(e) and (f), respectively, and shall apply to this arbitration agreement for any period during which such regulations are in effect. These provisions apply only to claims concerning acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained, and do not affect any other claim:

- (1) The college agrees that neither it nor anyone else who later becomes a party to this arbitration agreement will use it to stop a student from being part of a class action lawsuit in court. A student may file a class action lawsuit in court or may be a member of a class action lawsuit in court even if a student does not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by the college of educational services for which the Federal Direct Loan was obtained. The parties agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.
- (2) The college agrees that that neither it nor anyone else who later becomes a party to this predispute arbitration agreement will use it to stop a student from bringing a lawsuit concerning the college’s acts or omissions regarding the making of the Federal Direct Loan or the provision by the college of educational services for which the Federal Direct Loan was obtained. A student may file a lawsuit for such a claim or may be a member of a class action lawsuit for such a claim even if a student does not file it. This provision does not apply



to other claims. The parties agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

4. Any remedy available from a court under the law shall be available in the arbitration. The arbitrator(s) shall not have the power to commit any error of material fact, in law, or in legal reasoning, and such error shall be corrected on appeal as provided below.
5. To the extent the student has outstanding federal student loan obligations incurred in connection with his or her enrollment at the college, any arbitration award providing monetary damages shall direct that those damages be first paid toward those student loan obligations.
6. Nothing in this agreement prohibits a student from filing a complaint with the state regulatory agency. A student may, but need not, be represented by an attorney at arbitration.
7. Except as specifically required by the laws of the state in which this arbitration is executed, the fact of and all aspects of this arbitration and the underlying dispute shall be kept strictly confidential by the parties, their representatives, and the BBB or the AAA.
8. 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 or 703-276-0100. Information about the AAA arbitration process and the Consumer

Rules can be obtained at www.adr.org or 1-800-778-7879. The student shall contact the BBB or the AAA, which will provide the appropriate forms and detailed instructions. The student shall disclose this document to the BBB or the AAA.

9. Notwithstanding that the arbitration will be binding, if the college or the student loses in arbitration, appeal shall be made in Arizona to a court of competent jurisdiction if permitted by applicable law; otherwise, 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 four 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 enforcement, modification, or annulment under the applicable arbitration statute. Following the appeal process, the decision rendered by the appellate arbitrators may be entered in any court having jurisdiction and, in Arizona, in the superior court of the state.



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. A copy of the commission's complaint form is available at the school and can be obtained by contacting the Campus Director.

Specific State Information

The Campus Director will provide the contact information for the CEO, who will use reasonable efforts to resolve the dispute within thirty days. If the student complaint cannot be resolved after exhausting the college's grievance procedure, the student can file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the state board for further details: 1740 West Adams St., Suite 3008, Phoenix, Arizona 85007; telephone 602-542-5709; www.ppse.az.gov. The parties can proceed to step two if the dispute is not resolved in step one.

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

Academic Calendar

Day	Date	Event
Mon.	January 6, 2020	Module One Begins
Mon.	January 20, 2020	Holiday (Martin Luther King Day)
Sun.	February 2, 2020	Module One Ends
Mon.	February 3, 2020	Module Two Begins
Mon.	February 17, 2020	Holiday (President's Day)
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	Holiday (Memorial Day)
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	Holiday (Independence Day)
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	Holiday (Labor Day)
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	Holiday (Veteran's Day)
Thu.	November 24, 2020	Holiday (Thanksgiving)
Fri.	November 25, 2020	Holiday (Day after Thanksgiving)
Sun.	December 6, 2020	Module Twelve Ends
Mon.	December 7, 2020	Thirteen Begins
Mon.	December 21, 2020	Winter Break Begins
Sun.	January 3, 2021	Winter Break Ends
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**

School of **BUSINESS**

School of **TECHNOLOGY**



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