WINTER 2015 CATALOG

Published date January 5, 2015

MAIN CAMPUS
Florence
16 Spiral Drive, Florence, KY 41042
(859) 371-9393
(859) 371-5096 (FAX)

BRANCH CAMPUS
Tri-County
225 Pictoria Drive, Cincinnati, OH 45246
(Ohio Reg. # 08-05-1857 T)
(513) 671-1920
(513) 671-1927 (FAX)
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MESSAGE FROM THE PRESIDENT

Welcome to Beckfield College as we celebrate over 30 Years of Academic Excellence! We are dedicated to providing a quality education in a friendly, student-centered atmosphere with individual attention to the needs of our students. You will find that we have an outstanding faculty qualified by academic credentials, professional preparation, and experience. They are committed to creating a meaningful and structured environment that leads to successful learning.

At Beckfield, we believe in designing the College around our students’ needs, not in molding the student to the system, to create a student-centered learning environment. We strive to provide hands-on learning opportunities that encourage students to become immersed in and responsible for their educational process, with assistance from staff and faculty. We believe in providing an environment rich in opportunity, encouragement, and methods that allow students to become successful, responsible learners today and competent, accountable leaders of tomorrow.

We are committed to the pursuit of excellence through effectiveness, innovation, and accountability. Please help us achieve excellence by coming to Beckfield with a dedication and commitment to serious learning which will enable you to reap the maximum benefits from your experience here. We also invite you to become involved in Beckfield College. Doing so will enrich your learning and make the College a better place because you have been here.

Sincerely,

Diane G. Wolfer
President
# ACADEMIC CALENDAR: 2015

## 2015 WINTER TERM

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
</table>
| Winter – 11 Week Term | Monday January 5 - Monday March 23 | Winter Module A – 6 Weeks  
Monday January 5 – Friday February 13  
Drop-add period: January 5 – 9  
Clock-Hour Holiday Make-up: Fri. Jan. 23  
Personal Training Tri-County Make-up: Fri. Jan. 23  |
|                      | Drop-add period: January 5 - 9  
Monday February 16 – Friday March 27  
Drop-add period: February 17 - 23 |

## 2015 SPRING TERM

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
</table>
| Spring – 11 Week Term | Monday March 30 - Monday June 15 | Spring Module A – 6 Weeks  
Monday March 30 – Friday May 8  
Drop-add period: March 30 – April 3  
Personal Training Tri-County APT220 Make-up: Fri. April 3 & Fri. April 10  |
|                      | Drop-add period: March 30 – April 3  
Holiday: Sat. May 23 – Mon. May 25 | Spring Module B – 6 Weeks  
Monday May 11 – Friday June 19  
Drop-add period: May 7 – 13  
Holiday: Sat. May 23 – Mon. May 25  
Clock-Hour Holiday Make-up: Fri. May 29  
Personal Training Tri-County Make-up: Fri. May 15 |

## 2015 SUMMER TERM

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
</table>
| Summer – 11 Week Term | Monday June 22 – Monday September 14 | Summer Module A – 6 Weeks  
Monday June 22 – Friday July 31  
Drop-add period: June 22 – June 26  |
|                      | Drop-add period: June 22 – June 26  
Sat. September 5 – Mon. September 7  
Summer Break: August 3 – 7 | Summer Module B – 6 Weeks  
Monday August 10 – Monday September 21  
Drop-add period: August 10 - 14  
Holiday: Sat. September 5 – Mon. September 7  
Personal Training Tri-County APT220 Make-up: Fri. Aug. 14 & Fri. Aug. 21 |

## 2015 FALL TERM

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Details</th>
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</thead>
</table>
| Fall – 11 Week Term   | Monday September 28 – Tuesday December 22 | Fall Module A – 6 Weeks  
Monday September 28 - Friday November 6  
Drop-add period: September 28 - October 2  |
|                      | Drop-add period: September 28 – October 2  
Holiday: Sat. Nov. 21 –Sun. Nov. 29 | Fall Module B – 6 Weeks  
Monday November 9 –December 22  
Drop-add period: November 9 - 13  

(Calendar dates subject to change)
### 2016 WINTER TERM
Monday January 4 – Monday March 24
(Registration Begins: December 7, 2015)

<table>
<thead>
<tr>
<th>Winter – 11 Week Term</th>
<th>Winter Module A – 6 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday January 4 – Monday March 21</td>
<td>Monday January 4 – Friday February 12</td>
</tr>
<tr>
<td>Drop-add period: Jan. 4 - 8</td>
<td>Drop-add period: Jan. 4 - 8</td>
</tr>
<tr>
<td>Holiday: Sat. Feb. 13 – Mon. Feb. 15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Module B – 6 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday February 16 – Monday March 28</td>
</tr>
<tr>
<td>Drop-add period: Feb. 16 – 22</td>
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</tbody>
</table>

### 2016 SPRING TERM
Monday April 4 – Friday June 24
(Registration Begins: March 7)

<table>
<thead>
<tr>
<th>Spring – 11 Week Term</th>
<th>Spring Module A – 6 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday April 4 – June 20</td>
<td>Monday April 4 – Thursday May 12</td>
</tr>
<tr>
<td>Drop-add period: April 4 - 8</td>
<td>Drop-add period: April 4 - 8</td>
</tr>
<tr>
<td>Holiday: Sat. May 28 – Mon. May 30</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Module B – 6 Weeks</th>
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<tbody>
<tr>
<td>Monday May 16 – Friday June 24</td>
</tr>
<tr>
<td>Drop-add period: May 16 - 19</td>
</tr>
<tr>
<td>Holiday: Sat. May 28 – Mon. May 30</td>
</tr>
<tr>
<td>Clock-Hour Holiday Make-up: Fri. June 3</td>
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### 2016 SUMMER TERM
Monday June 27 – Friday September 23
(Registration Begins: May 16)

<table>
<thead>
<tr>
<th>Summer – 11 Week Term</th>
<th>Summer Module A – 6 Weeks</th>
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</thead>
<tbody>
<tr>
<td>Monday June 27 – Monday September 19</td>
<td>Monday June 27 – Friday August 5</td>
</tr>
<tr>
<td>Drop-add period: June 27 –1</td>
<td>Drop-add period: June 27 – July 1</td>
</tr>
<tr>
<td>Holidays: Sat. July 2 – Mon. July 4</td>
<td>Clock-Hour Holiday Make-up: Fri. July 8</td>
</tr>
<tr>
<td>Sat. Sept. 3 – Mon. Sept. 5</td>
<td>Summer Break: Aug. 9 - 12</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Module B – 6 Weeks</th>
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<tbody>
<tr>
<td>Monday August 15 – Friday September 23</td>
</tr>
<tr>
<td>Drop-add period: August 15 - 19</td>
</tr>
<tr>
<td>Holiday: Sat. Sept.3 – Mon. Sept. 5</td>
</tr>
<tr>
<td>Clock-Hour Holiday Make-up: Fri. Sept. 9</td>
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</tbody>
</table>

### 2016 FALL TERM
Monday September 26 – Friday December 23
(Registration Begins: August 22)

<table>
<thead>
<tr>
<th>Fall – 11 Week Term</th>
<th>Fall Module A – 6 Weeks</th>
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</thead>
<tbody>
<tr>
<td>Monday September 26 – Friday December 23</td>
<td>Monday September 26 - Friday November 4</td>
</tr>
<tr>
<td>Holiday: Sat. Nov. 19 –Sun. Nov. 27</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Module B – 6 Weeks</th>
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</thead>
<tbody>
<tr>
<td>Monday November 14 –Friday December 23</td>
</tr>
<tr>
<td>Drop-add period: Nov. 14 - 18</td>
</tr>
<tr>
<td>Holiday: Thursday, Nov. 24 – Sun., Nov. 27</td>
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<tr>
<td>Clock-Hour Holiday Make-up: Fri. Friday Dec. 2</td>
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</table>

(Calendar dates subject to change)
MISSION AND OBJECTIVES

Beckfield College is a degree granting institution of higher learning dedicated to preparing learners for relevant professional, technical and business careers in a diverse, ethical, student-centered environment.

In support of this mission, the College pursues the following principal objectives:

- To provide, in all programs, a substantial concentration of courses designed specifically to prepare students for careers in the professions they have chosen.
- To provide, in degree programs, appropriate general education courses which promote effective communication, sound reasoning and judgment, analytical skills, responsible and ethical behavior, and enlightened accommodation of behavioral and cultural diversity.
- To provide faculty qualified by academic credentials, professional and/or teaching experience, and commitment to students’ academic and professional success.
- To provide services for assisting students in resolving issues and difficulties which might obstruct their pursuit of their education.
- To provide library services which support the curriculum and enhance students’ effectiveness in academic and professional research.
- To provide career services which assist students and graduates in pursuing employment in careers appropriate to the objectives of their academic programs.

The College has committed itself to preparing students for successful professional careers and providing them a sound basis for understanding and engaging an ever-changing world.

Beckfield College does not discriminate on the basis of race, color, sex, sexual orientation, age, disability, national or ethnic origin, or religious belief as to the admission or other treatment of its students, prospective students, employees, or prospective employees.

HISTORY OF THE COLLEGE

Beckfield College, founded by Dr. Harry L. Beck, was originally established in 1984 under the licensure of the Kentucky State Board for Proprietary Education.

The College was established as Educational Services Center dba Kentucky Career Institute. In 2001, the name was changed to Educational Services Center dba Beckfield College. Dr. Beck served as the College’s President and CEO until his retirement in the fall of 2006.

The College opened its doors to its first students in September 1984, with its first commencement in November 1986. During its more than 30 years of educating students, Beckfield College has offered programs in business administration, network administration, criminal justice, allied health, hospitality administration, nursing, and paralegal studies.

Beckfield College was incorporated in the Commonwealth of Kentucky in May 1989. Its purpose was to provide higher education and technical training to those who demonstrated the ability to benefit from such education and training. In September 2006, Beckfield College was acquired by Quad Partners and became a limited liability company, Beckfield College, LLC. In 2006, upon Dr. Beck’s retirement, Dr. Ronald A. Swanson was named as the President of the College. Upon Dr. Swanson’s retirement in 2009, Diane G. Wolfer was appointed President. Under her leadership, the College continues with the same purpose established in 1984:
the education and training of students for successful, productive lives in the workplace and in society.

With the inclusion of its first baccalaureate degree in 2004, the College came under the licensure of the Kentucky Council on Postsecondary Education.

The College’s Tri-County (Ohio) branch campus enrolled its first students in January 2009 with seven programs in business administration, computer network administration, criminal justice, allied health, and paralegal studies.

In 2011, Beckfield College, LLC, expanded into Canada after acquiring the Kingston, Ontario, campus of Trillium College. In 2013, Beckfield College, LLC, acquired a new brand adding more selections to its education options: Larock Healthcare Academy, with campuses in Northfield, Ohio; Columbus, Ohio; and Canton, Ohio.

**ACCREDITATION, LICENSURE, AND APPROVALS**

**National Accreditation:** Beckfield College is a senior college accredited by the Accrediting Council for Independent Colleges and Schools to award baccalaureate degrees, associate degrees, diplomas, and certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

**State Licenses and Approvals:**

**Kentucky:** The Florence campus is licensed by the Kentucky Council on Postsecondary Education.

**Ohio:** The Tri-County campus is approved by the Ohio State Board of Career Colleges and Schools (Registration Number 08-05-1857T).

**Indiana:** The institution is authorized by: The Indiana Board of Proprietary Education, 402 W. Washington Street, Room W462, Indianapolis, IN 46204.

**Program Approvals and Certifications:**

**Nursing:** The Florence campus diploma and associate degree programs in Nursing are approved by the Kentucky Board of Nursing. The Tri-County campus Nursing programs are approved by the Ohio Board of Nursing. The online Bachelor of Science in Nursing (BSN) completion program is also authorized by the Ohio Board of Regents. The current status of each approval is available from the College’s Nursing Department.

**Massage Therapy:** The diploma program in Medical Massage Therapy is certified by the State Medical Board of Ohio.

**Paralegal Studies:** The programs in Paralegal Studies are approved by the American Bar Association (ABA).

**Dental Assisting:** Radiology courses in the Dental Assisting program are approved by the Ohio State Dental Board for obtaining a Dental Assistant Radiographer Certificate.

*Students and others may obtain further information and documents pertaining to the College’s accreditation, licensures, and approvals from the College’s Office of Compliance.*
PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS

Beckfield College is a member of the following organizations and associations:

- American Association for Paralegal Education
- American Association of Collegiate Registrars and Admissions Officers
- American Hotel and Lodging Educational Institute
- American Massage Therapy Association
- American Medical Technologist
- Association of Private Sector Colleges and Universities
- Better Business Bureau (Southern Ohio, Northern Kentucky, Southeastern Indiana)
- Cincinnati Paralegal Association
- Cincinnati USA Regional Chamber of Commerce
- Coalition for Educational Success
- Fairfield Chamber of Commerce
- Greater Cincinnati Health Council
- Greater Cincinnati Human Resource Association
- Greater Hamilton Chamber of Commerce
- Kentucky Association of Career Colleges and Schools
- National Association of Colleges and Employers
- National Association of Legal Assistants, Inc.
- National Association of Student Financial Aid Administrators
- National Healthcareer Association
- National League for Nursing
- National Technical Honor Society
- Northern Kentucky Association of Paralegals
- Northern Kentucky Chamber of Commerce
- Ohio Association of Career Colleges and Schools
- Project Management Institute
- Servicemembers Opportunity Colleges Consortium
- Society of Human Resource Management
- Springdale Chamber of Commerce

The College is an authorized Microsoft IT Academy and has been designated a Military Friendly Institution.

The associate degree program in nursing is a member of the Scholarship of Teaching and Learning and maintains a chapter of the National Student Nurses’ Association.
PROGRAMS OFFERED

**The Associate Degree is awarded in**
Advanced Personal Training *(no longer enrolling)*
Business Administration
Computer Network Administration
Criminal Justice
Health Information Technology
Hospitality Administration *(no longer enrolling)*
Hotel & Restaurant Management
Human Resource Administration
Marketing
Medical Assisting
Medical Massage Therapy *(no longer enrolling)*
Nursing (pre-RN) *
Nursing (LPN to pre-RN)
Paralegal Studies

**Occupational Diplomas are awarded in**
Chiropractic Assisting**
Dental Assisting**
Medical Assisting
Medical Massage Therapy *(no longer enrolling)*
Medical Office Technology
Personal Training
Practical Nursing

**The Baccalaureate Degree is awarded in**
Business Administration *
Criminal Justice *
Nursing (RN to BSN) *
Paralegal Studies *

**Post-degree Academic Certificate is awarded in**
Paralegal Studies (post-baccalaureate)

* Offered at the Florence campus only
** Offered at the Tri-County campus only
A continuously enrolled full-time student who successfully completes all courses attempted will normally complete his or her program within the period indicated below:

- Baccalaureate degrees (except Nursing) 15 quarters
- Baccalaureate degree, Nursing (RN to BSN, junior and senior years only) 6 quarters
- Associate degrees (except LPN to pre-RN and Medical Massage Therapy) 8 quarters
- Associate degree, LPN to pre-RN 5-11 quarters
- Associate degree, Medical Massage Therapy 7 quarters
- Occupational diplomas (except Practical Nursing) 4 quarters
- Occupational diplomas - Practical Nursing 5 quarters
- Academic certificates 3 quarters

The time normally required for program completion may be reduced through courses credited by transfer or proof of proficiency, or extended by course failures and withdrawals, institutional withdrawals, leaves of absence, developmental courses, extended externships, part-time enrollment status, and change of program or change of an elective option within a program.

At its discretion, the College may modify its programs or individual courses. Any modifications will be become effective upon their approval by the appropriate agencies and will be published in the issue of the Catalog or Addendum following the quarter in which the modifications have been approved.

The following programs at the Florence Campus offer selected courses in an online format each quarter. Please note not all courses are available on line.

*Dates and times of all course and program offerings are subject to change without notice.*
SCHOOL OF BUSINESS & TECHNOLOGY

Business Administration
Computer Network Administration
Hotel & Restaurant Management
Human Resource Administration
Marketing
Bachelor of Business Administration
(Florence campus)

The Bachelor of Business Administration (BBA) program is designed for those students who seek employment opportunities in management beyond the entry-level objectives of the corresponding associate degree program. The program prepares graduates to plan, organize, direct, and control the functions and processes of a firm or organization. The graduate will have a clear understanding of management skills, professionalism, ethics, management theory, accounting principles, marketing, business law, and economics, as well as an understanding of the importance of effective communication, cultural sensitivity, and analytical skills in today’s professional environment. Students select an option in either Business Administration or Hospitality Administration.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>80 Credit Hours</th>
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<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS 115</td>
<td>Business Communications</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Project Management</td>
</tr>
<tr>
<td>CAP 101</td>
<td>Introduction to Business Applications</td>
</tr>
<tr>
<td>COM 105</td>
<td>Speech Communication*</td>
</tr>
<tr>
<td>ECN 101</td>
<td>Macroeconomics*</td>
</tr>
<tr>
<td>ECN 201</td>
<td>Microeconomics*</td>
</tr>
<tr>
<td>ENG 111</td>
<td>Composition I*</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Composition II*</td>
</tr>
<tr>
<td>ENG 301</td>
<td>American Literature*</td>
</tr>
<tr>
<td>HIS 215</td>
<td>American History: Society, Culture, and Law*</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Ethics*</td>
</tr>
<tr>
<td>HUM 315</td>
<td>Critical Thinking*</td>
</tr>
<tr>
<td>MTH 120</td>
<td>Quantitative Reasoning*</td>
</tr>
<tr>
<td>MTH 305</td>
<td>Statistics*</td>
</tr>
<tr>
<td>POL 101</td>
<td>The American Political System*</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology*</td>
</tr>
<tr>
<td>PSY 211</td>
<td>Developmental Psychology*</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology*</td>
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<tr>
<td>SOC 105</td>
<td>Interpersonal Communication*</td>
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*A General Education course

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
<th>100 Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 140</td>
<td>Accounting I</td>
</tr>
<tr>
<td>ACC 141</td>
<td>Accounting II</td>
</tr>
<tr>
<td>ACC 300</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BUS 150</td>
<td>Salesmanship</td>
</tr>
<tr>
<td>BUS 185</td>
<td>Introduction to Quantitative Analysis</td>
</tr>
<tr>
<td>BUS 310</td>
<td>Entrepreneurship</td>
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<tr>
<td>BUS 370</td>
<td>Business Ethics</td>
</tr>
<tr>
<td>BUS 380</td>
<td>International Business and Trade</td>
</tr>
<tr>
<td>BUS 415</td>
<td>Stock Market, Money, and Risk</td>
</tr>
<tr>
<td>MGT 102</td>
<td>Management Principles</td>
</tr>
<tr>
<td>MGT 120</td>
<td>First Line Supervision</td>
</tr>
<tr>
<td>MGT 203</td>
<td>Human Resource Management</td>
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<tr>
<td>MGT 305</td>
<td>Leadership</td>
</tr>
<tr>
<td>MGT 350</td>
<td>Strategic Planning</td>
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<tr>
<td>MGT 405</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>MGT 425</td>
<td>Labor and Employment Law</td>
</tr>
<tr>
<td>MGT 450</td>
<td>Purchasing, Logistics And Supply Chain Management</td>
</tr>
<tr>
<td>MGT 455</td>
<td>Operations Management</td>
</tr>
<tr>
<td>MGT 470</td>
<td>Senior Seminar Issues in Management</td>
</tr>
</tbody>
</table>
Students select one of the following options:

**Business Administration**
- ACC 160 Computerized Accounting 4
- BUS 120 E-Commerce 4
- BUS 130 Marketing 4
- BUS 170 Business Law 4
- MGT 104 Retail Management 4
- MGT 205 Small Business Management 4

**Hospitality Administration**
- HOS 210 Introduction to Hospitality 4
- HOS 212 Hospitality Safety and Security 4
- HOS 220 Travel and Tourism 4
- HOS 230 Front Office Management 4
- HOS 240 Hospitality Management 4
- HOS 250 Hospitality Externship 4

**Total Quarter Credit Hours Required** 180

This program description does not include any developmental courses required by placement testing.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at [http://www.beckfield.edu/about-us/disclosures.aspx](http://www.beckfield.edu/about-us/disclosures.aspx).
**Associate of Applied Science or Applied Business: Business Administration**

The objective of the associate degree program in Business Administration is to provide graduates with the skills and knowledge necessary for entry-level employment in industry or government careers. Graduates will be prepared to enter such positions as manager, assistant manager, supervisor, management trainee, office manager, administrative assistant, business manager, or in a variety of related administrative and business careers. This program is fully transferable into the corresponding baccalaureate degree program.

The Florence campus awards the Associate of Applied Science. The Tri-County campus awards the Associate of Applied Business.

**CORE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 101</td>
<td>Introduction to Business Applications</td>
<td>4</td>
</tr>
<tr>
<td>COM 105</td>
<td>Speech Communication*</td>
<td>4</td>
</tr>
<tr>
<td>ECN 101</td>
<td>Macroeconomics*</td>
<td>4</td>
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<tr>
<td>ENG 111</td>
<td>Composition I*</td>
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<tr>
<td>ENG 112</td>
<td>Composition II*</td>
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<tr>
<td>HUM 101</td>
<td>Ethics*</td>
<td>4</td>
</tr>
<tr>
<td>MTH 120</td>
<td>Quantitative Reasoning*</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology*</td>
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<td>SOC 101</td>
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</table>

*A General Education course

**CONCENTRATION**

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<td>ACC 160</td>
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<td>4</td>
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<td>BUS 120</td>
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<td>BUS 140</td>
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<td>BUS 150</td>
<td>Salesmanship</td>
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<td>BUS 170</td>
<td>Business Law</td>
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<td>BUS 185</td>
<td>Introduction to Quantitative Analysis</td>
<td>4</td>
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<tr>
<td>MGT 102</td>
<td>Management Principles</td>
<td>4</td>
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<tr>
<td>MGT 104</td>
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</tr>
<tr>
<td>MGT 120</td>
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<td>MGT 205</td>
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</table>

**Total Quarter Credit Hours Required**

96

This program description does not include any developmental courses required by placement testing.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at [http://www.beckfield.edu/about-us/disclosures.aspx](http://www.beckfield.edu/about-us/disclosures.aspx).
Associate of Applied Science: Computer Network Administration

The Associate of Applied Science in Computer Network Administration prepares graduates to manage the computer operations and control the system configurations emanating from a specific site or network hub. The curriculum includes instruction in computer hardware, software, and applications, local area (LAN) networking and wide area (WAN) networking, principles of information systems security, disc space and traffic load monitoring, data backup, resource allocation, and setup and takedown procedures. Graduates will have an understanding of basic information system infrastructure, security, and storage and retrieval systems. The program prepares graduates to enter such careers as business systems analyst, database administrator, network administrator, telecommunications manager, and information technology manager.

The Florence campus awards the Associate of Applied Science. The Tri-County campus awards the Associate of Applied Business.

<table>
<thead>
<tr>
<th>CORE</th>
<th>32 Credit Hours</th>
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<tbody>
<tr>
<td>COM 105 Speech Communication*</td>
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<td>ENG 111 Composition I*</td>
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<td>ENG 112 Composition II*</td>
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</tr>
<tr>
<td>HUM 101 Ethics*</td>
<td>4</td>
</tr>
<tr>
<td>MGT 102 Management Principles</td>
<td>4</td>
</tr>
<tr>
<td>MTH 120 Quantitative Reasoning*</td>
<td>4</td>
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<tr>
<td>MTH 305 Statistics*</td>
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<tr>
<td>SOC 105 Interpersonal Communication*</td>
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*A General Education course

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
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<tr>
<td>CAP 140 Database Design</td>
<td>4</td>
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<tr>
<td>CAP 150 Computer Logic and Programming Design</td>
<td>4</td>
</tr>
<tr>
<td>CAP 260 Windows Scripting</td>
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<tr>
<td>CAP 261 Advanced Windows Scripting</td>
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</tr>
<tr>
<td>DOS 201 Operating Systems</td>
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<tr>
<td>LOS 100 Introduction to Networking</td>
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<tr>
<td>LOS 101 LAN Operating Systems I</td>
<td>4</td>
</tr>
<tr>
<td>LOS 102 LAN Operating Systems II</td>
<td>4</td>
</tr>
<tr>
<td>LOS 103 LAN Operating Systems III</td>
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</tr>
<tr>
<td>LOS 104 LAN Operating Systems IV</td>
<td>4</td>
</tr>
<tr>
<td>LOS 105 LAN Operating Systems V</td>
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</tr>
<tr>
<td>LOS 106 LAN Operating Systems VI</td>
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</tr>
<tr>
<td>LOS 107 LAN Operating Systems VII</td>
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<td>LOS 108 LAN Operating Systems VIII</td>
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<td>LOS 109 LAN Operating Systems IX</td>
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<tr>
<td>TCP 110 Using the Internet Protocol</td>
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</table>

Total Quarter Credit Hours Required 96

This program description does not include any developmental courses required by placement testing.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
**Associate of Applied Business or Applied Science, Hotel & Restaurant Management**

The Associate of Applied Business or Applied Science Hotel & Restaurant Management program provides graduates with the skills needed to perform successfully in today's business dynamics. The student is provided with the necessary business theory to enable them to understand the demands of a modern business in a competitive environment. The curriculum is designed so that the graduate is prepared for employment in entry level employment in the hotel/restaurant field.

The Florence campus awards the Associate of Applied Science. The Tri-County campus awards the Associate of Applied Business.

<table>
<thead>
<tr>
<th>CORE</th>
<th>32 Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CAP 101</td>
<td>Introduction to Business Applications 4</td>
</tr>
<tr>
<td>COM 105</td>
<td>Speech Communication* 4</td>
</tr>
<tr>
<td>ECN 101</td>
<td>Macroeconomics* 4</td>
</tr>
<tr>
<td>ENG 111</td>
<td>Composition I* 4</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Composition II* 4</td>
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<tr>
<td>HUM 101</td>
<td>Ethics* 4</td>
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<tr>
<td>MTH 120</td>
<td>Quantitative Reasoning* 4</td>
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<tr>
<td>PSY 101</td>
<td>Principles of Psychology* 4</td>
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<table>
<thead>
<tr>
<th>BUSINESS CORE</th>
<th>40 Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 140</td>
<td>Accounting I 4</td>
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<tr>
<td>ACC 141</td>
<td>Accounting II 4</td>
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<tr>
<td>BUS 101</td>
<td>Introduction to Business 4</td>
</tr>
<tr>
<td>BUS 115</td>
<td>Business Communications 4</td>
</tr>
<tr>
<td>BUS 130</td>
<td>Marketing 4</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Project Management 4</td>
</tr>
<tr>
<td>BUS 170</td>
<td>Business Law 4</td>
</tr>
<tr>
<td>BUS 185</td>
<td>Introduction to Quantitative Analysis 4</td>
</tr>
<tr>
<td>MGT 102</td>
<td>Management Principles 4</td>
</tr>
<tr>
<td>MGT 205</td>
<td>Small Business Management 4</td>
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<table>
<thead>
<tr>
<th>HOTEL RESTAURANT MANAGEMENT FOCUS (Offered Online Only)</th>
<th>24 credit hours</th>
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</thead>
<tbody>
<tr>
<td>HRB 210</td>
<td>Introduction to the Lodging and Food Service Industry 2</td>
</tr>
<tr>
<td>HRB 220</td>
<td>Supervision in the Hospitality Industry 2</td>
</tr>
<tr>
<td>HRB 230</td>
<td>Managing Front Office Operations 4</td>
</tr>
<tr>
<td>HRB 240</td>
<td>Managing Housekeeping Operations 4</td>
</tr>
<tr>
<td>HRB 250</td>
<td>Managing Service in Food &amp; Beverage Operations 2</td>
</tr>
<tr>
<td>HRB 260</td>
<td>Planning and Control for Food and Beverage Operations 2</td>
</tr>
<tr>
<td>HRB 270</td>
<td>Hospitality Sales and Marketing 4</td>
</tr>
<tr>
<td>HRB 280</td>
<td>Hotel and Restaurant Accounting 4</td>
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</tbody>
</table>

Total Credit Hours 96

*A General Education course

This program description does not include any developmental courses required by placement testing.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
Associate of Applied Business or Applied Science, Human Resource Administration

The Associate of Applied Science, Business Human Resource Administration program provides graduates with the skills needed to perform successfully in today’s business dynamics. The student is provided with the necessary business and human resource administration theory to enable them to understand the demands of a modern business in a competitive environment. The curriculum is designed so that the graduate is prepared for employment in entry level human resources administration positions in a variety of industries.

The Florence campus awards the Associate of Applied Science. The Tri-County campus awards the Associate of Applied Business.

<table>
<thead>
<tr>
<th>CORE</th>
<th>32 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 101</td>
<td>Introduction to Business Applications</td>
</tr>
<tr>
<td>COM 105</td>
<td>Speech Communication*</td>
</tr>
<tr>
<td>ECN 101</td>
<td>Macroeconomics*</td>
</tr>
<tr>
<td>ENG 111</td>
<td>Composition I*</td>
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<tr>
<td>ENG 112</td>
<td>Composition II*</td>
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<tr>
<td>HUM 101</td>
<td>Ethics*</td>
</tr>
<tr>
<td>MTH 120</td>
<td>Quantitative Reasoning*</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology*</td>
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</table>

<table>
<thead>
<tr>
<th>BUSINESS CORE</th>
<th>40 Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 140</td>
<td>Accounting I</td>
</tr>
<tr>
<td>ACC 141</td>
<td>Accounting II</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS 115</td>
<td>Business Communications</td>
</tr>
<tr>
<td>BUS 130</td>
<td>Marketing</td>
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<tr>
<td>BUS 140</td>
<td>Project Management</td>
</tr>
<tr>
<td>BUS 170</td>
<td>Business Law</td>
</tr>
<tr>
<td>BUS 185</td>
<td>Introduction to Quantitative Analysis</td>
</tr>
<tr>
<td>MGT 102</td>
<td>Management Principles</td>
</tr>
<tr>
<td>MGT 205</td>
<td>Small Business Management</td>
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<table>
<thead>
<tr>
<th>HUMAN RESOURCES FOCUS</th>
<th>24 Credit Hours</th>
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<tbody>
<tr>
<td>(Offered Online Only)</td>
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</tr>
<tr>
<td>MGT 203</td>
<td>Human Resources Management</td>
</tr>
<tr>
<td>HRA 220</td>
<td>Human Relations</td>
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<td>HRA 240</td>
<td>Employment Law</td>
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<td>HRA 230</td>
<td>Labor Relations</td>
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<td>HRA 270</td>
<td>Employee Selection</td>
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<tr>
<td>HRA 280</td>
<td>Training and Development</td>
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</tbody>
</table>

**Total Credit Hours** 96

*A General Education course

This program description does not include any developmental courses required by placement testing.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
**Associate of Applied Business or Applied Science, Marketing**

The Associate of Applied Business or Applied Science, Marketing program provides graduates with the skills needed to perform successfully in today’s business dynamics. The student is provided with the necessary business and marketing theory to enable them to understand the demands of a modern business in a competitive environment. The curriculum is designed so that the graduate is prepared for employment in entry level marketing or marketing training positions in a variety of industries.

The Florence campus awards the Associate of Applied Science. The Tri-County campus awards the Associate of Applied Business.

<table>
<thead>
<tr>
<th>CORE</th>
<th>32 Credit Hours</th>
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<tbody>
<tr>
<td>CAP 101</td>
<td>Introduction to Business Applications 4</td>
</tr>
<tr>
<td>COM 105</td>
<td>Speech Communication* 4</td>
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<td>ECN 101</td>
<td>Macroeconomics* 4</td>
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<td>ENG 111</td>
<td>Composition I* 4</td>
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<td>ENG 112</td>
<td>Composition II* 4</td>
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<td>Ethics* 4</td>
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<td>MTH 120</td>
<td>Quantitative Reasoning* 4</td>
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<td>PSY 101</td>
<td>Principles of Psychology* 4</td>
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<table>
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<th>BUSINESS CORE</th>
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<tr>
<td>ACC 140</td>
<td>Accounting I 4</td>
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<td>Introduction to Business 4</td>
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<td>BUS 115</td>
<td>Business Communications 4</td>
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<td>BUS 130</td>
<td>Marketing 4</td>
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<tr>
<td>BUS 140</td>
<td>Project Management 4</td>
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<tr>
<td>BUS 170</td>
<td>Business Law 4</td>
</tr>
<tr>
<td>BUS 185</td>
<td>Introduction to Quantitative Analysis 4</td>
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<tr>
<td>MGT 102</td>
<td>Management Principles 4</td>
</tr>
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<td>Small Business Management 4</td>
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<table>
<thead>
<tr>
<th>MARKETING FOCUS</th>
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<tr>
<td>MGT 104</td>
<td>Retail Management 4</td>
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<td>MKT 111</td>
<td>Digital Marketing 4</td>
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<td>MKT 113</td>
<td>Promotion Strategies 4</td>
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<td>MKT 121</td>
<td>Marketing Research 4</td>
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<td>MKT 122</td>
<td>Consumer Behavior 4</td>
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<td>MKT 132</td>
<td>Sales Fundamentals 4</td>
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</table>

Total Credit Hours 96

*A General Education course

This program description does not include any developmental courses required by placement testing.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
**Associate of Applied Science or Applied Business: Hospitality Administration**  
*(No longer enrolling)*

This program provides an academic pathway for those who choose to obtain specialist qualifications in hospitality. Upon the completion of the degree, the graduate will be able to demonstrate the broad base of technical business and hospitality competence required for people entering the workforce in business related roles, people aspiring to middle management and supervisory positions, and people wishing to extend their business skills in a range of organizations, particularly in the hospitality industry.

The Florence campus awards the Associate of Applied Science. The Tri-County campus awards the Associate of Applied Business.

<table>
<thead>
<tr>
<th>CORE</th>
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<td>Macroeconomics*</td>
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<tr>
<td>ENG 111</td>
<td>Composition I*</td>
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<td>ENG 112</td>
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<td>HUM 101</td>
<td>Ethics*</td>
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<tr>
<td>MTH 120</td>
<td>Quantitative Reasoning*</td>
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<td>PSY 101</td>
<td>Principles of Psychology*</td>
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<td>SOC 101</td>
<td>Principles of Sociology*</td>
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*A general education course

<table>
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<td>BUS 101</td>
<td>Introduction to Business</td>
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<td>BUS 115</td>
<td>Business Communications</td>
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<td>BUS 140</td>
<td>Project Management</td>
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<td>BUS 150</td>
<td>Salesmanship</td>
</tr>
<tr>
<td>BUS 185</td>
<td>Introduction to Quantitative Analysis</td>
</tr>
<tr>
<td>HOS 210</td>
<td>Introduction to Hospitality</td>
</tr>
<tr>
<td>HOS 212</td>
<td>Hospitality Safety and Security</td>
</tr>
<tr>
<td>HOS 220</td>
<td>Travel and Tourism</td>
</tr>
<tr>
<td>HOS 230</td>
<td>Front Office Management</td>
</tr>
<tr>
<td>HOS 240</td>
<td>Hospitality Management</td>
</tr>
<tr>
<td>HOS 250</td>
<td>Hospitality Externship</td>
</tr>
<tr>
<td>MGT 102</td>
<td>Management Principles</td>
</tr>
<tr>
<td>MGT 120</td>
<td>First Line Supervision</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required | 96

For Fully online enrollment:
The externship component of this program will be tracked and documented in a virtual classroom although the externship itself will be conducted on a workplace site consistent with the requirements of the program and expectations of the industry. The externship site will be selected using the same criteria used in the traditional execution of the externship and all documentation requirements will be communicated using uploaded files and threaded discussion forums in the virtual classroom. This program description does not include any developmental courses required by placement testing.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
SCHOOL OF JUSTICE

Criminal Justice
Paralegal Studies
**Bachelor of Science: Criminal Justice**  
(Florence campus)

The Bachelor of Science in Criminal Justice provides a comprehensive curriculum which prepares the graduate to develop a career in any of a variety of opportunities in the criminal justice field beyond those for which the corresponding associate degree prepares graduates. Graduates of this program should have a professional understanding of criminal justice theory and skills, professionalism, initiative, leadership, law, and research, as well as the importance of effective communication, cultural sensitivity, and analytical skills. Students select either the Addictions Counseling or Justice and Society option.

### CORE  
84 Credit Hours

<table>
<thead>
<tr>
<th>Code</th>
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<tr>
<td>BUS</td>
<td>Business Communications</td>
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<tr>
<td>BUS</td>
<td>Project Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS</td>
<td>Introduction to Quantitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CAP</td>
<td>Introduction to Business Applications</td>
<td>4</td>
</tr>
<tr>
<td>COM</td>
<td>Speech Communication*</td>
<td>4</td>
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<tr>
<td>ECN</td>
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<td>4</td>
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<td>ENG</td>
<td>Composition II*</td>
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<td>POL</td>
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* A General Education course

### CONCENTRATION  
96 Credit Hours

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<td>CRJ</td>
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<td>Police</td>
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<td>The Criminal Court System</td>
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</tr>
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<td>CRJ</td>
<td>Criminal Investigation and Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>CRJ</td>
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<td>CRJ</td>
<td>Substance Abuse</td>
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<td>CRJ</td>
<td>Private Security</td>
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<td>CRJ</td>
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<td>CRJ</td>
<td>Organized Crime</td>
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<td>The Juvenile Justice System</td>
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<td>CRJ</td>
<td>Crime Scene Technology and Criminalistics</td>
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<td>CRJ</td>
<td>Critical Issues in Criminal Justice I</td>
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<td>CRJ</td>
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<td>International Criminal Justice Systems II</td>
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<td>CRJ</td>
<td>Crime Scene Technology and Criminalistics II</td>
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<td>CRJ</td>
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CRJ 492 Critical Issues in Criminal Justice II 4
CRJ 499 Criminal Justice Externship II 4

Additionally, students select one of the following options:

Justice and Society Option
CRJ 260 Counseling in Criminal Justice 4
CRJ 300 Criminal Law 4
CRJ 305 The Constitution and Criminal Justice 4
CRJ 312 Homeland Security 4
CRJ 313 Criminal Justice Ethics 4
CRJ 325 White Collar Crime 4
CRJ 345 Race, Gender and Crime in Criminal Justice 4

Addictions Counseling Option
ADS 260 Diagnosis and Assessment 4
ADS 270 Pharmacology of Addictions 4
ADS 280 Counseling in Addictions 4
ADS 290 Group Treatment 4
ADS 320 Relapse Prevention 4
ADS 335 Ethics in Addiction Counseling 4
ADS 350 Externship in Addiction Counseling 4

(Beckfield is no longer enrolling students in this option of the program.)

Total Quarter Credit Hours Required 180

This program description does not include any developmental courses required by placement testing.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
**Associate of Applied Science: Criminal Justice**

The objective of the Associate of Applied Science in Criminal Justice is to prepare the graduate for successful entry-level employment in the criminal justice field through career-oriented coursework which is also fully transferable into the corresponding baccalaureate degree program. Graduates will have a fundamental and secure understanding of criminal justice theory and skills, as well as of law and research, and will be prepared for such positions as police officer, private security officer, private investigator, probation officer, corrections officer, and court clerk. Students enrolled at the Tri-County campus may select the Addictions Counseling option. In order to earn licensure as an addiction counselor, the graduate must pass the appropriate licensure examination. Further information on licensure may be obtained from the Department of Criminal Justice. Unless expunged, a felony conviction will prevent admission to this program.

### CORE

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<td>POL 101</td>
<td>The American Political System*</td>
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*A General Education course

### CONCENTRATION

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<td>CRJ 205</td>
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<td>CRJ 210</td>
<td>Criminal Investigation and Legal Research</td>
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Students select one of the following options:

#### Addictions Counseling (no longer enrolling)

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<td>Pharmacology of Addictions</td>
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<td>Counseling in Addictions</td>
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<td>ADS 290</td>
<td>Group Treatment</td>
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<td>ADS 320</td>
<td>Relapse Prevention</td>
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<td>ADS 335</td>
<td>Ethics in Addiction Counseling</td>
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#### Justice and Society

<table>
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<th>Course Title</th>
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<td>CRJ 305</td>
<td>The Constitution and Criminal Justice</td>
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<td>CRJ 312</td>
<td>Homeland Security</td>
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<tr>
<td>CRJ 313</td>
<td>Criminal Justice Ethics</td>
<td>4</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<td>CRJ 325</td>
<td>White Collar Crime</td>
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<tr>
<td>CRJ 345</td>
<td>Race, Gender and Crime in Criminal Justice</td>
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<td>CRJ 425</td>
<td>The Juvenile Justice System</td>
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<td>JUV 265</td>
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<td>JUV 280</td>
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<td>JUV 310</td>
<td>Counseling Juvenile Offenders</td>
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<td>JUV 335</td>
<td>Juvenile Corrections</td>
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<td>JUV 390</td>
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**Total Quarter Credit Hours Required** 96

This program description does not include any developmental courses required by placement testing.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at [http://www.beckfield.edu/about-us/disclosures.aspx](http://www.beckfield.edu/about-us/disclosures.aspx).
Bachelor of Science: Paralegal Studies
(Florence campus)

The objective of this program is to provide students with the education, training, and technical knowledge that will prepare them for employment as paralegals and legal assistants. Graduates will be able to carry out paralegal responsibilities reliably and communicate their findings and opinions effectively, both orally and in writing. In addition to courses focusing upon specific areas of law, the program provides coursework in legal research, legal writing, evidence, alternative dispute resolution, interviewing, ethics, management, and current topics in law. Courses in management, communication, reasoning, and social sciences complement the legal emphasis. Graduates will understand the role of paralegals in the legal community and their capabilities within the legal working environment. Except as permitted by law, paralegals do not provide legal services directly to the public.

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<td>COM 105</td>
<td>Speech Communication*                     4</td>
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<td>ECN 101</td>
<td>Macroeconomics*                            4</td>
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<td>Composition I*                             4</td>
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<td>Composition II*                            4</td>
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<td>American Literature*                       4</td>
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<td>American History: Society, Culture and Law* 4</td>
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<td>HUM 101</td>
<td>Ethics*                                    4</td>
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<td>HUM 115</td>
<td>Music in Culture*                          4</td>
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<td></td>
<td>or</td>
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<tr>
<td>HUM 125</td>
<td>Popular Music in America*                  4</td>
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<tr>
<td>HUM 315</td>
<td>Critical Thinking*                         4</td>
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<td>Quantitative Reasoning*                    4</td>
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<td>POL 101</td>
<td>The American Political System*             4</td>
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<td>PSY 101</td>
<td>Principles of Psychology*                  4</td>
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<td>Principles of Sociology*                   4</td>
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*A General Education course

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<td>Introduction to Rules and Procedure 4</td>
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<tr>
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<td>Legal Research    4</td>
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<td>LAW 103</td>
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<td>Tort Law          4</td>
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<td>Commercial Law    4</td>
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<td>Civil Procedure   4</td>
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<td>Computer Applications for Paralegals 4</td>
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<td>LAW 220</td>
<td>Corporations, Partnerships and Agencies 4</td>
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<td>Criminal Law      4</td>
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<td>LAW 300</td>
<td>Law Office Management 4</td>
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<td>LAW 315</td>
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**Substantive Electives** *(Select 3 courses)*

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<td>LAW 345</td>
<td>Sports and Entertainment Law</td>
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**Theoretical and Procedural Electives** *(Select 3 courses)*

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<td>LAW 365</td>
<td>Judicial Drafting and Court Maintenance</td>
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<td>Alternative Dispute Resolution</td>
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<tr>
<td>LAW 470</td>
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**Total Quarter Credit Hours Required**  

180

This program description does not include any developmental courses required by placement testing.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at [http://www.beckfield.edu/about-us/disclosures.aspx](http://www.beckfield.edu/about-us/disclosures.aspx).
**Associate of Applied Science: Paralegal Studies**

The objective of the Associate of Applied Science in Paralegal Studies is to provide students with the training and technical knowledge necessary for entry-level employment as paralegals. Graduates should be able to communicate their findings and opinions effectively, both orally and in writing, and perform manual and computerized case research. They will effectively apply legal terminology, as well as perform investigative skills necessary to assist in the drafting of such documents as contracts, mortgages, separation agreements, trust instruments, tax returns, shareholder agreements, stock option plans and employee benefit plans. Graduates will be prepared to enter such positions as paralegal, legal assistant, legal administrative assistant, and legal secretary. They will understand the paralegal’s place in the legal community, and that, except as permitted by law, paralegals do not provide legal services directly to the public.

### CORE

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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<tr>
<td>LAW 215</td>
<td>Estates, Trusts and Taxes</td>
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</table>

**Total Quarter Credit Hours Required** 96

This program description does not include any developmental courses required by placement testing. Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
**Post-Degree Certificate: Paralegal Studies**

The certificate program in Paralegal Studies provides students with the instruction, training, and technical knowledge that will enable them to gain entry-level employment as paralegals, legal assistants, or law clerks. Graduates will be able to handle legal matters logically and communicate their findings and opinions effectively, both orally and in writing. They will further understand the paralegal’s role in the legal community and will understand as well that, except as permitted by law, paralegals do not provide legal services directly to the public. Students are required to complete all courses in the core curriculum (24 credit hours) and choose one elective option (16 credit hours) for a total of 40 credit hours.

A completed baccalaureate degree in any field is required for admission to this program.

<table>
<thead>
<tr>
<th>CORE CURRICULUM</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 101A Orientation to Law</td>
<td>4</td>
</tr>
<tr>
<td>LAW 101B Introduction to Rules and Procedure</td>
<td>4</td>
</tr>
<tr>
<td>LAW 102 Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>LAW 103 Legal Analysis</td>
<td>4</td>
</tr>
<tr>
<td>LAW 299 Paralegal Externship I</td>
<td>4</td>
</tr>
<tr>
<td>LAW 315 Advanced Legal Research and Writing</td>
<td>4</td>
</tr>
</tbody>
</table>

Students select one of the following options:

**Family**
- LAW 104 Family Law
- LAW 205 Bankruptcy Law
- LAW 210 Real Estate Law
- LAW 215 Estates and Trusts

**Financial**
- LAW 107 Commercial Law
- LAW 205 Bankruptcy Law
- LAW 210 Real Estate Law
- LAW 220 Corporations, Partnerships, and Agencies

**General**
- LAW 104 Family Law
- LAW 110 Civil Procedure
- LAW 205 Bankruptcy Law
- LAW 225 Criminal Law

**Litigation**
- LAW 105 Tort Law
- LAW 107 Commercial Law
- LAW 110 Civil Procedure
- LAW 225 Criminal Law

**Total Quarter Credit Hours Required** 40

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
SCHOOL OF HEALTHCARE & WELLNESS

Chiropractic Assisting
Dental Assisting
Medical Billing and Coding Administration
Medical Assisting
Medical Massage Therapy
Medical Office Assistant
Personal Training
Associate of Applied Science: Advanced Personal Training

(No longer enrolling)

The associate degree program in Advanced Personal Training provides a strong foundation in the biosciences (anatomy, physiology, neurology, myology, kinesiology and pathology) as the basis for designing and executing safe and effective wellness and therapeutic exercise programs in a variety of settings. Graduates will be prepared to sit for any of several certification examinations in the field and work in commercial sports/fitness centers, community centers, corporate wellness programs, and a variety of clinical environments. Some may establish their own private personal training businesses.

In addition to the biosciences, the program includes courses in exercise physiology, testing, assessment and prescription, and in exercise program development. Courses in legal and ethical standards, professional development and business development provide guidance for future employment and communications and human relations skills are enhanced through courses in psychology and communications. Off-site clinical experiences provide students with an opportunity to practice skills in an employment-related setting.

<table>
<thead>
<tr>
<th>CORE</th>
<th>(General Education)</th>
<th>24 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 111</td>
<td>Introduction to Anatomy and Physiology I*</td>
<td>6</td>
</tr>
<tr>
<td>BIO 112</td>
<td>Introduction to Anatomy and Physiology II*</td>
<td>6</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology*</td>
<td>4</td>
</tr>
<tr>
<td>PSY 205</td>
<td>Health Psychology*</td>
<td>4</td>
</tr>
<tr>
<td>SOC 105</td>
<td>Interpersonal Communication*</td>
<td>4</td>
</tr>
</tbody>
</table>

*A General Education course

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
<th>70 Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>APT 101</td>
<td>Introduction to Exercise Physiology</td>
</tr>
<tr>
<td>APT 105</td>
<td>Introduction to Exercise Testing and Prescription</td>
</tr>
<tr>
<td>APT 108</td>
<td>Basic Nutrition</td>
</tr>
<tr>
<td>APT 110</td>
<td>Program Design and Prescription</td>
</tr>
<tr>
<td>APT 115</td>
<td>Training and Testing Special Populations</td>
</tr>
<tr>
<td>APT 119</td>
<td>Personal Training Externship I</td>
</tr>
<tr>
<td>APT 125</td>
<td>Professionalism and Ethics in Personal Training</td>
</tr>
<tr>
<td>APT 129</td>
<td>Personal Training Externship II</td>
</tr>
<tr>
<td>APT 135</td>
<td>Tools of Assessment</td>
</tr>
<tr>
<td>APT 205</td>
<td>Fitness Management and Marketing</td>
</tr>
<tr>
<td>APT 210</td>
<td>Motor Learning and Biomechanics</td>
</tr>
<tr>
<td>APT 220</td>
<td>Practical Exercise Modules</td>
</tr>
<tr>
<td>APT 290</td>
<td>Personal Training Externship III</td>
</tr>
<tr>
<td>BIO 115</td>
<td>Myology and Kinesiology</td>
</tr>
<tr>
<td>BIO 120</td>
<td>Palpation</td>
</tr>
<tr>
<td>BIO 130</td>
<td>Neurology</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Pathology I</td>
</tr>
<tr>
<td>BIO 202</td>
<td>Pathology II</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required 94

This program description does not include any developmental courses required by placement testing. Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
Associate of Applied Science: Health Information Technology

The Associate of Applied Science in Health Information Technology is designed to prepare candidates in the professional knowledge and skills which will qualify them for employment in a health care facility. Qualified graduates are eligible to apply for various coding, billing, and other certifications through national organizations. With a high industry demand for appropriately trained personnel, this program prepares graduates with the health information management skills best suited to entry-level careers such as medical administrative assistant, front office coordinator, medical receptionist, insurance specialist, billing specialist, coder, and insurance auditor. Graduates are eligible to sit for Certified Professional Coder (CPC) examination.

<table>
<thead>
<tr>
<th>CORE</th>
<th>40 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 140</td>
<td>Accounting I</td>
</tr>
<tr>
<td>BIO 145</td>
<td>Anatomy and Physiology*</td>
</tr>
<tr>
<td>BUS 115</td>
<td>Business Communications</td>
</tr>
<tr>
<td>CAP 101</td>
<td>Introduction to Business Applications</td>
</tr>
<tr>
<td>COM 105</td>
<td>Speech Communication*</td>
</tr>
<tr>
<td>ENG 111</td>
<td>Composition I*</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Composition II*</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology*</td>
</tr>
<tr>
<td>PSY 211</td>
<td>Developmental Psychology*</td>
</tr>
<tr>
<td>SOC 105</td>
<td>Interpersonal Communication*</td>
</tr>
</tbody>
</table>

* A General Education course

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
<th>54 Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HIT 135</td>
<td>Health Care Delivery Systems</td>
</tr>
<tr>
<td>HIT 220</td>
<td>Pathophysiology of Human Diseases I</td>
</tr>
<tr>
<td>HIT 225</td>
<td>Pathophysiology of Human Diseases II</td>
</tr>
<tr>
<td>HIT 230</td>
<td>Diagnostic Coding</td>
</tr>
<tr>
<td>HIT 240</td>
<td>Procedural Coding</td>
</tr>
<tr>
<td>HIT 260</td>
<td>Hospital Coding and Reimbursement</td>
</tr>
<tr>
<td>HIT 265</td>
<td>Advanced Coding for Reimbursement</td>
</tr>
<tr>
<td>HIT 270</td>
<td>Health Care Supervision and Management</td>
</tr>
<tr>
<td>HIT 299</td>
<td>Health Information Externship</td>
</tr>
<tr>
<td>MOA 111</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>MOA 120</td>
<td>Introduction to Medical Insurance</td>
</tr>
<tr>
<td>MOA 130</td>
<td>Computer Applications for Health Professionals</td>
</tr>
<tr>
<td>MOA 140</td>
<td>Legal and Ethical Aspects of Health Information</td>
</tr>
<tr>
<td>MOA 150</td>
<td>Administrative Practices and Procedures</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required 94

For Fully online enrollment:
The externship component of this program will be tracked and documented in a virtual classroom although the externship itself will be conducted on a workplace site consistent with the requirements of the program and expectations of the industry. The externship site will be selected using the same criteria used in the traditional execution of the externship and all documentation requirements will be communicated using uploaded files and threaded discussion forums in the virtual classroom.

This program description does not include any developmental courses required by placement testing.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
**Associate of Applied Science: Medical Assisting**

The Associate of Applied Science in Medical Assisting prepares the student for a career in physicians’ practices or ambulatory care settings. Graduates provide integral, multifunctional administrative and clinical roles in the healthcare field. Administrative duties may include preparing and maintaining medical records, scheduling and monitoring appointments, scheduling hospital admissions and procedures, procedural and diagnostic coding, submitting claims and monitoring reimbursement, and managing accounts receivable and payable. Clinical duties may include obtaining the patient history and vital signs, assisting with procedures, examinations and treatments, preparing and administering medications, performing diagnostic testing, and maintaining the treatment area and medical equipment. Graduates will be prepared to enter such careers as medical assistant, unit coordinator, ECG technician, lab technician, phlebotomist, and medical receptionist. Graduates are also eligible to sit for Registered Medical Assistant (RMA) examination.

<table>
<thead>
<tr>
<th>CORE</th>
<th>44 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO</td>
<td>145 Anatomy and Physiology*</td>
</tr>
<tr>
<td>CAP</td>
<td>101 Introduction to Business Applications</td>
</tr>
<tr>
<td>ENG</td>
<td>111 Composition I*</td>
</tr>
<tr>
<td>ENG</td>
<td>112 Composition II*</td>
</tr>
<tr>
<td>MOA</td>
<td>111 Medical Terminology</td>
</tr>
<tr>
<td>MOA</td>
<td>120 Introduction to Medical Insurance</td>
</tr>
<tr>
<td>MOA</td>
<td>130 Computer Applications for Health Professionals</td>
</tr>
<tr>
<td>MOA</td>
<td>140 Legal and Ethical Aspects of Health Information</td>
</tr>
<tr>
<td>MTH</td>
<td>115 Mathematics for Health Care Professionals</td>
</tr>
<tr>
<td>PSY</td>
<td>101 Principles of Psychology*</td>
</tr>
<tr>
<td>PSY</td>
<td>211 Developmental Psychology*</td>
</tr>
<tr>
<td>SOC</td>
<td>101 Principles of Sociology*</td>
</tr>
</tbody>
</table>

*A General Education course

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
<th>50 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT</td>
<td>220 Pathophysiology of Human Diseases I</td>
</tr>
<tr>
<td>HIT</td>
<td>225 Pathophysiology of Human Diseases II</td>
</tr>
<tr>
<td>HIT</td>
<td>230 Diagnostic Coding</td>
</tr>
<tr>
<td>HIT</td>
<td>240 Procedural Coding</td>
</tr>
<tr>
<td>MED</td>
<td>110 Pharmacology/Dosage and Calculations</td>
</tr>
<tr>
<td>MED</td>
<td>120 Hematology and Serology</td>
</tr>
<tr>
<td>MED</td>
<td>130 Urinalysis and Microbiology</td>
</tr>
<tr>
<td>MED</td>
<td>140 Medical Practices and Procedures I</td>
</tr>
<tr>
<td>MED</td>
<td>150 Medical Practices and Procedures II</td>
</tr>
<tr>
<td>MED</td>
<td>270 Management for Allied Health Care Professionals</td>
</tr>
<tr>
<td>MED</td>
<td>299 Medical Assisting Externship</td>
</tr>
<tr>
<td>MOA</td>
<td>150 Administrative Practices and Procedures</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required 94

This program description does not include any developmental courses required by placement testing.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
Associate of Applied Science: Medical Massage Therapy

(No longer enrolling)

The Medical Massage Therapy degree program provides a foundation in anatomy, physiology, myology, kinesiology and pathophysiology as the basis for training in specific therapeutic techniques. Fundamental hands-on techniques include Swedish, deep tissue, and neuromuscular massage. Training is accompanied by extensive supervised clinical practice. Courses in professional development, business and marketing, and ethical and professional standards prepare the graduate for employment in the field, and general education courses, including psychology and communications provide the basis for continuing education and effective human relations skills in the professional environment.

The curriculum meets or exceeds standards set by the Ohio Medical Board, and graduates are eligible to apply for certification examination. This program has specific academic requirements for admission (see ADMISSION, below).

<table>
<thead>
<tr>
<th>CORE</th>
<th>32 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 140 Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 111 Introduction to Anatomy and Physiology I*</td>
<td>6</td>
</tr>
<tr>
<td>BIO 112 Introduction to Anatomy and Physiology II*</td>
<td>6</td>
</tr>
<tr>
<td>ENG 111 Composition I*</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology*</td>
<td>4</td>
</tr>
<tr>
<td>PSY 211 Developmental Psychology*</td>
<td>4</td>
</tr>
<tr>
<td>SOC 105 Interpersonal Communication*</td>
<td>4</td>
</tr>
</tbody>
</table>

*A General Education course

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
<th>59 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 115 Myology and Kinesiology</td>
<td>6</td>
</tr>
<tr>
<td>BIO 120 Palpation</td>
<td>2</td>
</tr>
<tr>
<td>BIO 130 Neurology</td>
<td>6</td>
</tr>
<tr>
<td>BIO 250 Advanced Anatomy and Physiology for Massage</td>
<td>4</td>
</tr>
<tr>
<td>BUS 135 Business, Law, and Ethics in Massage Therapy</td>
<td>3</td>
</tr>
<tr>
<td>MMT 100 Fundamentals of Massage</td>
<td>2</td>
</tr>
<tr>
<td>MMT 110 Pathology and Pharmacology for Massage Therapy</td>
<td>4</td>
</tr>
<tr>
<td>MMT 115 Swedish Massage I</td>
<td>2</td>
</tr>
<tr>
<td>MMT 135 Shiatsu I</td>
<td>2</td>
</tr>
<tr>
<td>MMT 140 Ethics for the Massage Therapist</td>
<td>3</td>
</tr>
<tr>
<td>MMT 155 Eastern Massage</td>
<td>1</td>
</tr>
<tr>
<td>MMT 165 Deep Tissue Massage</td>
<td>2</td>
</tr>
<tr>
<td>MMT 205 Swedish Massage II</td>
<td>2</td>
</tr>
<tr>
<td>MMT 215 Shiatsu II</td>
<td>2</td>
</tr>
<tr>
<td>MMT 245 Spa Massage Techniques</td>
<td>2</td>
</tr>
<tr>
<td>MMT 255 Massage for Special Populations</td>
<td>2</td>
</tr>
<tr>
<td>MMT 265 Sports and Occupational Massage</td>
<td>2</td>
</tr>
<tr>
<td>MMT 275 Managing Physical Stress</td>
<td>2</td>
</tr>
<tr>
<td>MMT 285 Neuromuscular Massage</td>
<td>2</td>
</tr>
<tr>
<td>MMT 290 Massage Therapy Capstone</td>
<td>4</td>
</tr>
<tr>
<td>MMT 299 Massage Clinic Externship</td>
<td>2</td>
</tr>
<tr>
<td>PRD 200 Professional Development for the Massage Therapist</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required 91

This program description does not include any developmental courses required by placement testing. Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.

(Beckfield is no longer enrolling students in this program.)
Occupational Diploma: Chiropractic Assisting
(Tri-County Campus)

The Chiropractic Assistant diploma program provides a fundamental understanding of the rudimentary sciences and ancillary skills which prepare the graduate for integration as an administrative and clinical subordinate within the rapidly-growing professional field of chiropractic practice. The curriculum is designed to instill in its participants a focused knowledge of the theories which guide the chiropractic approach to health care, the relationships between normal human musculoskeletal structure and sound function, the necessity of developing rapport with patients and obtaining relevant clinical information from them, techniques involved in the diagnosis and treatment of structural and functional aberrations within the scope of chiropractic practice, and innovative methods of attracting new patients to the practice in which they gain employment.

<table>
<thead>
<tr>
<th>COURSE NUMBER AND TITLE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APT 108 Basic Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>BIO 150 Anatomy for Chiropractic</td>
<td>6</td>
</tr>
<tr>
<td>CA 100 Introduction to Chiropractic Assisting</td>
<td>4</td>
</tr>
<tr>
<td>CA 110 Patient Interviewing and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>CA 120 Patient Safety</td>
<td>4</td>
</tr>
<tr>
<td>CA 130 Therapeutic Modalities</td>
<td>6</td>
</tr>
<tr>
<td>CA 140 Chiropractic Diagnostics</td>
<td>6</td>
</tr>
<tr>
<td>CA 160 Chiropractic Office Marketing</td>
<td>6</td>
</tr>
<tr>
<td>CA 199 Chiropractic Assisting Externship</td>
<td>5</td>
</tr>
<tr>
<td>CS 100 College Success</td>
<td>4</td>
</tr>
<tr>
<td>MOA 111 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MOA 120 Introduction to Medical Insurance</td>
<td>4</td>
</tr>
<tr>
<td>MOA 140 Legal and Ethical Aspects of Health Information</td>
<td>2</td>
</tr>
<tr>
<td>MOA 150 Administrative Practices and Procedures</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required 56

The courses in this program are scheduled in six-week modular sections with no breaks between each six-week module.

This program description does not include any developmental courses required by placement testing. However, in order to qualify for admission into this program, students must earn a qualifying score on the Compass Reading exam as administered by Beckfield College.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
**Occupational Diploma: Dental Assisting**  
(Tri-County Campus)

The Dental Assisting program is designed to prepare graduates for an entry-level career in a variety of dental office environments. This program of study will prepare the graduate to perform both the Clinical and Administrative functions required of an entry-level Dental Assistant to participate as a viable member of a dental team. The program includes didactic classroom instruction and extensive “hands-on” laboratory experience as well as externship rotations at various local dental offices.

Students enrolled into this program gain the knowledge and experience in a variety of courses that will allow them to perform the basic chair side skills and other day-to-day functions in a general dentistry or specialty setting. The graduates will also be proficient in 4-handed dentistry, instrument and procedural set-up, sterilization and disinfection, identification and manipulation of a variety of dental materials, dental impressions, dental laboratory equipment and use, and patient management. Upon completing the Dental Radiology portion of the program, the student should be proficient in exposing and developing a variety of dental radiographs including digital radiography.

<table>
<thead>
<tr>
<th>COURSE NUMBER AND TITLE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 100 Introduction to Dental Practices</td>
<td>4</td>
</tr>
<tr>
<td>DA 101 Dental Practice Management</td>
<td>4</td>
</tr>
<tr>
<td>DA 130 Dental Science</td>
<td>4</td>
</tr>
<tr>
<td>DA 150 Dental Specialties</td>
<td>4</td>
</tr>
<tr>
<td>DA 160 Pre-Clinical Skills I</td>
<td>4</td>
</tr>
<tr>
<td>DA 161 Pre-Clinical Skills II</td>
<td>3</td>
</tr>
<tr>
<td>DA 200 Dental Radiography</td>
<td>4</td>
</tr>
<tr>
<td>DA 201 Dental Radiography Lab</td>
<td>3</td>
</tr>
<tr>
<td>DA 210 Dental Materials</td>
<td>4</td>
</tr>
<tr>
<td>DA 211 Dental Materials Lab</td>
<td>3</td>
</tr>
<tr>
<td>DA 220 Chairside Assisting</td>
<td>4</td>
</tr>
<tr>
<td>DA 221 Chairside Assisting Lab</td>
<td>3</td>
</tr>
<tr>
<td>DA 240 Clinical Externship I</td>
<td>5</td>
</tr>
<tr>
<td>DA 241 Clinical Externship II</td>
<td>5</td>
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<tr>
<td>DA 255 Clinical Review</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required 56

This program description does not include any developmental courses required by placement testing. However, in order to qualify for admission into this program, students must earn a qualifying score on the Compass Reading exam as administered by Beckfield College.

Radiology courses in this program are approved by the Ohio State Dental Board for obtaining a Dental Assistant Radiographer Certificate.

The courses in this program are scheduled in six-week modular sections with no breaks between each six-week module. Students in the Dental Assisting program are required to wear specific scrubs for lab classes.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
Occupational Diploma: Medical Assisting

The Medical Assisting diploma program prepares students in clinical medical assisting procedures such as applying principles of aseptic technique and infection control, recording vital signs, collecting and processing specimens, and preparing and administering medications and immunizations. In response to industry demand for appropriately trained personnel, the Medical Assisting diploma program provides graduates with specialized clinical training and associated administrative skills.

<table>
<thead>
<tr>
<th>COURSE NUMBER AND TITLE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 145 Anatomy and Physiology*</td>
<td>4</td>
</tr>
<tr>
<td>MED 110 Pharmacology/Dosage and Calculations</td>
<td>4</td>
</tr>
<tr>
<td>MED 120 Hematology and Serology</td>
<td>4</td>
</tr>
<tr>
<td>MED 130 Urinalysis and Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>MED 140 Medical Practices and Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>MED 150 Medical Practices and Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>MED 191 Medical Assisting Externship I</td>
<td>5</td>
</tr>
<tr>
<td>MOA 111 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MOA 120 Introduction to Medical Insurance</td>
<td>4</td>
</tr>
<tr>
<td>MOA 130 Computer Applications for Health Professionals</td>
<td>2</td>
</tr>
<tr>
<td>MOA 140 Legal and Ethical Aspects of Health Information</td>
<td>2</td>
</tr>
<tr>
<td>MOA 150 Administrative Practices and Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MTH 115 Mathematics for Health Care Professionals</td>
<td>4</td>
</tr>
</tbody>
</table>

*A General Education course

Total Quarter Credit Hours Required 49

This program description does not include any developmental courses required by placement testing.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
**Occupational Diploma: Medical Massage Therapy**

The Medical Massage Therapy diploma program provides a foundation in anatomy, physiology, mycology, kinesiology and pathophysiology as the basis for training in specific therapeutic techniques. Fundamental hands-on techniques include Swedish, deep tissue and neuromuscular massage. Special techniques include craniosacral massage, myofascial release, and other modalities. Training is accompanied by extensive supervised clinical practice. Courses in professional development, business and marketing, and ethical and professional standards prepare the graduate for employment in the field.

The curriculum meets or exceeds standards set by the Ohio Medical Board, and graduates are eligible to apply for certification examination.

<table>
<thead>
<tr>
<th>COURSE NUMBER AND TITLE</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 111 Introduction to Anatomy and Physiology I</td>
<td>60</td>
</tr>
<tr>
<td>BIO 112 Introduction to Anatomy and Physiology II</td>
<td>60</td>
</tr>
<tr>
<td>BIO 115 Myology and Kinesiology</td>
<td>60</td>
</tr>
<tr>
<td>BIO 120 Palpation</td>
<td>30</td>
</tr>
<tr>
<td>BIO 130 Neurology</td>
<td>60</td>
</tr>
<tr>
<td>BUS 135 Business, Law, and Ethics in Massage Therapy</td>
<td>30</td>
</tr>
<tr>
<td>MMT 105 Medical Terminology for Massage</td>
<td>30</td>
</tr>
<tr>
<td>MMT 110 Pathology and Pharmacology for Massage Therapy</td>
<td>40</td>
</tr>
<tr>
<td>MMT 111 Massage Theory and Practice I</td>
<td>80</td>
</tr>
<tr>
<td>MMT 121 Massage Theory and Practice II</td>
<td>80</td>
</tr>
<tr>
<td>MMT 131 Massage Theory and Practice III</td>
<td>80</td>
</tr>
<tr>
<td>MMT 140 Ethics for the Massage Therapist</td>
<td>30</td>
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<tr>
<td>MMT 141 Massage Theory and Practice IV</td>
<td>80</td>
</tr>
<tr>
<td>MMT 290 Massage Therapy Capstone</td>
<td>40</td>
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<tr>
<td>MMT 295 Externship in Massage Therapy</td>
<td>120</td>
</tr>
<tr>
<td>PRD 200 Professional Development for the Massage Therapist</td>
<td>20</td>
</tr>
</tbody>
</table>

Total Clock Hours Required 900

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
Occupational Diploma: Medical Office Technology

The Medical Office Technology diploma program prepares students for entry level administrative positions in the medical industry. Students will learn front office procedures such as management of patient accounts, processing medical records, word processing, and scheduling of patients. Graduates will possess strong office skills combined with the basic understanding of medical terminology, insurance and medical billing and coding practices, and legal and ethical issues. The program fosters the development of interpersonal skills, organizational effectiveness and strong written and oral communication skills necessary to function in a medical environment. In response to industry demand for appropriately trained personnel, the Medical Office Technology program provides graduates with both general office skills and specialized medical office training.

<table>
<thead>
<tr>
<th>COURSE NUMBER AND TITLE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 145 Anatomy and Physiology*</td>
<td>4</td>
</tr>
<tr>
<td>CAP 101 Introduction to Business Applications</td>
<td>4</td>
</tr>
<tr>
<td>ENG 111 Composition I*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 112 Composition II*</td>
<td>4</td>
</tr>
<tr>
<td>HIT 230 Diagnostic Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIT 240 Procedural Coding</td>
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</tr>
<tr>
<td>MOA 111 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MOA 120 Introduction to Medical Insurance</td>
<td>4</td>
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<tr>
<td>MOA 130 Computer Applications for Health Professionals</td>
<td>2</td>
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<tr>
<td>MOA 140 Legal and Ethical Aspects of Health Information</td>
<td>2</td>
</tr>
<tr>
<td>MOA 150 Administrative Practices and Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MOA 190 Medical Office Externship</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology*</td>
<td>4</td>
</tr>
</tbody>
</table>

*A General Education course

Total Quarter Credit Hours Required 47

This program description does not include any developmental courses required by placement testing.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
**Diploma: Personal Training**

The diploma program in Personal Training provides a thorough foundation in exercise testing, prescription, and design for executing safe and effective fitness programs for both general and specific populations. Partnered with the American Council on Exercise (ACE), the program prepares graduates ready to sit for the ACE certification examination and work in commercial or sports fitness centers, community centers, corporate fitness centers, and other health and wellness environments. Some graduates may establish private personal training businesses. In addition to the fitness-specific curriculum, the program includes anatomy and physiology, fitness nutrition, interpersonal communications, legal and ethical standards, professional development, and business which provide guidance for future employment. Off-site clinical experiences provide students the opportunity to practice skills in an employment-related setting.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>APT 100</td>
<td>Orientation to Personal Training</td>
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</tr>
<tr>
<td>APT 102</td>
<td>Orientation to Personal Training Lab</td>
<td>2</td>
</tr>
<tr>
<td>APT 108</td>
<td>Basic Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>APT 115</td>
<td>Training and Testing Special Populations</td>
<td>5</td>
</tr>
<tr>
<td>APT 121</td>
<td>Ethical Practices in Personal Training</td>
<td>2</td>
</tr>
<tr>
<td>APT 122</td>
<td>Leadership in Personal Training</td>
<td>2</td>
</tr>
<tr>
<td>APT 131</td>
<td>Musculoskeletal Injury and Emergencies Procedures</td>
<td>3</td>
</tr>
<tr>
<td>APT 135</td>
<td>Tools of Assessment</td>
<td>3</td>
</tr>
<tr>
<td>APT 145</td>
<td>Anatomy for Fitness</td>
<td>6</td>
</tr>
<tr>
<td>APT 150</td>
<td>Program Design</td>
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</tr>
<tr>
<td>APT 165</td>
<td>Kinesiology</td>
<td>4</td>
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<tr>
<td>APT 175</td>
<td>Physiology with Flexibility</td>
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</tr>
<tr>
<td>APT 185</td>
<td>Physiology with Strength</td>
<td>4</td>
</tr>
<tr>
<td>APT 220</td>
<td>Practical Exercise Modules</td>
<td>5</td>
</tr>
<tr>
<td>APT 295</td>
<td>Personal Training Externship</td>
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<tr>
<td>CS 100</td>
<td>College Success</td>
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</tbody>
</table>

**Total Credits** 55

This program description does not include any developmental courses required by placement testing.

This program description does not include any developmental courses required by placement testing. However, in order to qualify for admission into this program, students must earn a qualifying score on the Compass Reading exam as administered by Beckfield College.

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
SCHOOL OF NURSING

Bachelor of Science in Nursing
LPN to Pre-RN
Practical Nursing
Pre-RN Associate Degree
Bachelor of Science: Nursing (RN to BSN) - Online

The Bachelor of Science in Nursing prepares candidates who are thoroughly competent in the theoretical and practical knowledge and skills of their profession, as well as in effective communication, sound reasoning and judgment, analytical skills, responsible and ethical behavior, and awareness of human behavioral and cultural diversity. The program has been designed to provide to the nursing profession candidates who will find employment compatible with their education and training, succeed in their careers, continue their educational development, and move into positions of greater service and responsibility. Graduates are expected to demonstrate a thorough understanding of

- Competent higher-level registered nursing practice in diverse health care settings.
- An advanced level of safe and effective nursing care adapted to the special needs of patients.
- The need to continually develop nursing knowledge and skill in order to move from competent beginner to expert practitioner.
- Accountability for practice within the professional, ethical, and legal standards for nursing.
- The role of research in enhancing outcome-based nursing practice.
- The need for management and leadership skills.
- The importance of nursing education and its impact on the future of nursing and the nursing profession.
- The importance of mentoring nursing students, new graduates, and new nurses for their benefit and that of the nursing profession.

This program offers the junior and senior years of the baccalaureate degree and is available only to applicants who have earned an associate degree in nursing and hold current, unrestricted licensure as a Registered Nurse.

Baccalaureate Degree in Nursing (RN to BSN): In order to enroll for completion of the baccalaureate degree, the applicant must meet all three of the following requirements:

- Graduation from an associate degree program in nursing. An unofficial transcript may be presented for conditional enrollment, but Beckfield College must receive an official transcript of the associate degree from the student’s prior institution within thirty (30) days of enrollment in order to be permitted to begin the BSN completion program.
- A current, unrestricted licensure as a Registered Nurse. (Official documentation of licensure is required for enrollment).
- Completion of at least 32 quarter credit hours, or the equivalent, in collegiate general education courses, which must include:
  1) Eight (8) quarter-hour credits of communications;
  2) Eight (8) quarter-hour credits of Psychology;
  3) Twelve (12) quarter-hour credits of Science, with at least two (2) quarter-hour credits in lab;
  4) Four (4) quarter-hour credits of mathematics.

If Beckfield College does not receive official transcripts from the student’s prior institution evidencing the associate degree in nursing and the required courses as listed above within thirty (30) days of the student’s enrollment, that student will be dis-enrolled and will not be permitted to re-enroll until Beckfield College receives an official transcript from the student’s prior institution. Transcripts marked “Issued to Student” are acceptable for initial enrollment, but official transcripts from the student’s prior institution are required for official acceptance in the program. Registered Nurses who are graduates of the College’s associate degree programs in nursing will have met course and degree requirements for admission into the baccalaureate degree program.
Junior and Senior Years (Online Completion of the BS in Nursing) 76 hours

<table>
<thead>
<tr>
<th>CORE</th>
<th>(General Education)</th>
<th>28 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM</td>
<td>Critical Thinking*</td>
<td>4</td>
</tr>
<tr>
<td>COM</td>
<td>Professional Communication*</td>
<td>4</td>
</tr>
<tr>
<td>ENG</td>
<td>American Literature*</td>
<td>4</td>
</tr>
<tr>
<td>MTH</td>
<td>Statistics*</td>
<td>4</td>
</tr>
<tr>
<td>BIO</td>
<td>Nutrient Metabolism *</td>
<td>4</td>
</tr>
<tr>
<td>PSY</td>
<td>Abnormal Psychology*</td>
<td>4</td>
</tr>
<tr>
<td>SOC</td>
<td>Diversity in Society *</td>
<td>4</td>
</tr>
</tbody>
</table>

*A General Education course

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
<th>48 Credit Hours</th>
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<tbody>
<tr>
<td>NUR 300</td>
<td>Nursing In the Contemporary US Healthcare System 4</td>
</tr>
<tr>
<td>NUR 314</td>
<td>Nursing Informatics and Technology 4</td>
</tr>
<tr>
<td>NUR 325</td>
<td>Improving Quality and Safety in Nursing 4</td>
</tr>
<tr>
<td>NUR 312</td>
<td>Nursing in Gerontology 4</td>
</tr>
<tr>
<td>NUR 320</td>
<td>Health and Wellness Assessment 4</td>
</tr>
<tr>
<td>NUR 335</td>
<td>Population Focused Nursing 4</td>
</tr>
<tr>
<td>NUR 410</td>
<td>Research in Nursing 5</td>
</tr>
<tr>
<td>NUR 425</td>
<td>Leadership and Management in Nursing 5</td>
</tr>
<tr>
<td>NUR 432</td>
<td>Disaster Management Nursing 5</td>
</tr>
<tr>
<td>NUR 450</td>
<td>Legal and Ethical Issues in Nursing 4</td>
</tr>
<tr>
<td>NUR 491</td>
<td>Critical Issues and Strategies in Nursing 5</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required for Completion of the Baccalaureate Degree 76

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
The Associate of Applied Science in Nursing prepares graduates to be accountable and adaptable generalists who are prepared to function within the legal and professional standards of practice in a variety of diverse health care settings. Qualified graduates are eligible to apply for RN licensure examination through a state board of nursing.

This program has specific academic requirements for admission (see ADMISSION, below). Graduates of the program must pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in order to be eligible for licensure and employment as nurses.

<table>
<thead>
<tr>
<th>CORE</th>
<th>36 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 161 Human Anatomy and Physiology I*</td>
<td>6</td>
</tr>
<tr>
<td>BIO 162 Human Anatomy and Physiology II*</td>
<td>6</td>
</tr>
<tr>
<td>BIO 200 Medical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>ENG 111 Composition I*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 112 Composition II*</td>
<td>4</td>
</tr>
<tr>
<td>MTH 115 Mathematics for Health Care Professionals</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology*</td>
<td>4</td>
</tr>
<tr>
<td>PSY 211 Developmental Psychology*</td>
<td>4</td>
</tr>
</tbody>
</table>

*A General Education course

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
<th>68 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 101 Introduction to Nursing and Health Care</td>
<td>4</td>
</tr>
<tr>
<td>NUR 105 Nursing and Health Assessment</td>
<td>4</td>
</tr>
<tr>
<td>NUR 115 Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>NUR 125 Nursing and the Childbearing Family</td>
<td>4</td>
</tr>
<tr>
<td>NUR 140 Nursing and Health Alterations I</td>
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<tr>
<td>NUR 141 Nursing and Health Alterations II</td>
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<tr>
<td>NUR 160 Medical Ethics</td>
<td>3</td>
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<tr>
<td>NUR 200 Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 210 Nursing and Health Alterations III</td>
<td>7</td>
</tr>
<tr>
<td>NUR 211 Nursing and Health Alterations IV</td>
<td>6</td>
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<tr>
<td>NUR 230 Nursing and Sick Children</td>
<td>4</td>
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<tr>
<td>NUR 240 Management of Client Care</td>
<td>6</td>
</tr>
<tr>
<td>NUR 250 Nursing Trends and Issues</td>
<td>3</td>
</tr>
<tr>
<td>NUR 290 Nursing Practicum</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required 104

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
**Associate of Applied Science: Nursing (LPN to pre-RN)**

This program provides a means by which the student may pursue licensure as a Practical Nurse and, upon licensure, continue the program toward licensure as a Registered Nurse. Currently licensed Practical Nurses may enter the program as late as the sixth quarter, depending upon the amount of previous coursework accepted. Graduates of this program must pass the appropriate National Council Licensure Examination (NCLEX-RN) in order to be eligible for licensure and employment as registered nurses.

In order to enroll for completion of the associate degree (quarters 6 through 10), the applicant must hold current, unrestricted licensure as a Practical Nurse and must meet specific general education course requirements as determined by the Nursing Department. An official transcript of course work and documentation of licensure are required. Those enrolling directly into the sixth quarter will be exempted from completing MOA 111, MTH 115, and all PNR courses. Transfer of general education courses is determined on a course-by-course basis.

<table>
<thead>
<tr>
<th>CORE</th>
<th>40 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 161</td>
<td>Human Anatomy and Physiology I*</td>
</tr>
<tr>
<td>BIO 162</td>
<td>Human Anatomy and Physiology II*</td>
</tr>
<tr>
<td>BIO 200</td>
<td>Medical Microbiology</td>
</tr>
<tr>
<td>ENG 111</td>
<td>Composition I*</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Composition II*</td>
</tr>
<tr>
<td>MOA 111</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>MTH 115</td>
<td>Mathematics for Health Care Professionals</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology*</td>
</tr>
<tr>
<td>PSY 211</td>
<td>Developmental Psychology*</td>
</tr>
<tr>
<td>A General Education course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
<th>98 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 135</td>
<td>Medical-Surgical Nursing and Pharmacology</td>
</tr>
<tr>
<td>NUR 141</td>
<td>Nursing and Health Alterations II</td>
</tr>
<tr>
<td>NUR 160</td>
<td>Medical Ethics</td>
</tr>
<tr>
<td>NUR 200</td>
<td>Mental Health Nursing</td>
</tr>
<tr>
<td>NUR 210</td>
<td>Nursing and Health Alterations III</td>
</tr>
<tr>
<td>NUR 211</td>
<td>Nursing and Health Alterations IV</td>
</tr>
<tr>
<td>NUR 225</td>
<td>Advanced Maternal and Pediatric Nursing</td>
</tr>
<tr>
<td>NUR 240</td>
<td>Management of Client Care</td>
</tr>
<tr>
<td>NUR 250</td>
<td>Nursing Trends and Issues</td>
</tr>
<tr>
<td>NUR 290</td>
<td>Nursing Practicum</td>
</tr>
<tr>
<td>PNR 110</td>
<td>Introduction to Health Care</td>
</tr>
<tr>
<td>PNR 120</td>
<td>Health Care and Assessment</td>
</tr>
<tr>
<td>PNR 140</td>
<td>Pharmacology for the Practical Nurse</td>
</tr>
<tr>
<td>PNR 200</td>
<td>Medical-Surgical Care</td>
</tr>
<tr>
<td>PNR 205</td>
<td>Pediatric Nursing</td>
</tr>
<tr>
<td>PNR 210</td>
<td>Maternal Reproduction</td>
</tr>
<tr>
<td>PNR 220</td>
<td>Trends and Issues with Integrated Practicum</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>138</strong></td>
</tr>
</tbody>
</table>

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at [http://www.beckfield.edu/about-us/disclosures.aspx](http://www.beckfield.edu/about-us/disclosures.aspx).
**Occupational Diploma: Practical Nursing**

This program is designed to prepare graduates to be novice practitioners and employees within the discipline of practical nursing as directed by the licensing state board. The primary objective is to provide options to the student interested in nursing health care and to provide an avenue of growth for those who desire to further their education in this field. The emphasis is on geriatric nursing, but reproduction, pediatrics, and health and illness across the lifespan are included. Clinical rotations will acquaint students with these specialty areas in various clinical sites such as long term care, hospitals, rehabilitation units, or community settings. The clinical experience will also provide students with a more focused practice of assessment, planning, implementation and evaluation as part of the nursing process. Graduates will be able to function within the legal and professional standards under the direct supervision of a registered nurse, physician, or dentist. Licensure as an LPN must be attained through the National Council of State Boards of Nursing (NCSBN) according to their standards by satisfying the requirements and successful completion of the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

This program has specific academic requirements for admission (see ADMISSION, below). Upon licensure, graduates of the program are eligible for admission into quarter 6 of the College’s associate degree program in nursing (LPN to pre-RN).

<table>
<thead>
<tr>
<th>COURSE NUMBER AND TITLE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 161 Human Anatomy and Physiology I*</td>
<td>6</td>
</tr>
<tr>
<td>BIO 162 Human Anatomy and Physiology II*</td>
<td>6</td>
</tr>
<tr>
<td>ENG 111 Composition I*</td>
<td>4</td>
</tr>
<tr>
<td>MOA 111 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MTH 115 Mathematics for Health Care Professionals</td>
<td>4</td>
</tr>
<tr>
<td>PNR 110 Introduction to Health Care</td>
<td>8</td>
</tr>
<tr>
<td>PNR 120 Health Care and Assessment</td>
<td>8</td>
</tr>
<tr>
<td>PNR 140 Pharmacology for the Practical Nurse</td>
<td>4</td>
</tr>
<tr>
<td>PNR 200 Medical-Surgical Care</td>
<td>9</td>
</tr>
<tr>
<td>PNR 205 Pediatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>PNR 210 Maternal Reproduction</td>
<td>4</td>
</tr>
<tr>
<td>PNR 220 Trends and Issues with Integrated Practicum</td>
<td>8</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology*</td>
<td>4</td>
</tr>
</tbody>
</table>

*A General Education course

**Total Quarter Credit Hours Required**  
73

Information about this program’s costs, graduation rate, career placement, and employment opportunities is available through the College’s website at http://www.beckfield.edu/about-us/disclosures.aspx.
Description of Online Services

Many of the courses and selected programs offered at Beckfield College are provided in an asynchronous, online format on a Moodle® platform. These online courses are prepared to the same quality expectations as courses offered at our campus locations and are designed to accomplish the same academic course and program outcomes.

Online courses are prepared and taught by Beckfield College faculty and are not self-paced. Students who are registered for online courses are required to complete an orientation to online courses before the end of the drop/add period of their first online course to become familiarized with the technology and requirements of the online learning environment. The Online programs at Beckfield College are licensed by the Kentucky Council on Postsecondary Education.

Online Enrollment Requirements:
Access to an online course requires that the student
• has completed the orientation to online courses
• has submitted a writing sample as required in the orientation
• has access to a computer and internet access as described in the technology requirements below
• has been waived from or completed all required developmental reading, writing or keyboarding courses

Online Technology Requirements:
The online student must have access to a reliable computer which meets the following minimum requirements*:
• 2 GHz processor
• 2 GB RAM (4 GB Recommended)
• Audio with speakers or headphones.
• 10 GB of free hard drive space
• CD drive for CD installation (CD/DVD drive recommended)
• Windows 7 or 8 strongly encouraged
• Internet Explorer 9 or higher, Mozilla Firefox (latest two public releases), Apple Safari 6 or higher, or Google Chrome (latest two public releases)
• Adobe Flash and Adobe Acrobat Reader
• Microsoft® Office suite, or other suite capable of saving in Microsoft® Word, Excel, and PowerPoint
• reliable Internet access (broadband recommended)

* Please note that specific courses may have additional hardware and software requirements that are not necessary in every course (e.g. a camera for COM 105 and the ability to install Microsoft Project for BUS 140). For a detailed list of these requirements, please contact the program dean.
Online Attendance Requirements:

Online students are expected to actively participate regularly in each online course. Though students will normally not be required to connect at specific times or on specific days, they will be expected to participate each week and complete assignments as instructed. Attendance in online courses is recorded as it is in on-ground courses.

Activities within each course that constitute active participation typically include:

• making a substantial and relevant initial posting in an academic discussion forum.
• responding constructively to another students’ postings in an academic discussion forum.
• submitting an assignment.
• completing a quiz, examination, exercise, or other activity.

Online delivery normally includes such methods as online lectures, multimedia presentations, simulations, case studies, threaded discussions, text presentations, collaborative learning, research, and problem solving. These methods will vary from course to course. Online courses demand strong reading, writing, and reasoning skills.

Students may contact the Director of Online Learning at the Florence campus by emailing online@beckfield.edu for more information, including additional policies and recommended technology specifications, to ensure an optimal learning experience in online courses.

All College policies and procedures pertaining to curriculum, instruction, evaluation, attendance, and conduct apply to courses offered in the online format.

Online Identity Verification and Protection

Beckfield College is committed to protecting the integrity of the students’ education and the security of their identity in the online learning environment. This commitment is demonstrated through careful methods and processes from the application for admission through graduation or withdrawal. These processes include but are not limited to: secure transmission of application information, personal contact for advising, and individual logins to our portal and learning management system.

Process for verifying student identity:

1. All new or returning students will receive unique login credentials to access our secure sites, including the portal and virtual classrooms. It is recommended that a student reset their password to one which is unique and meets minimum length and complexity requirements. The transmission of login credentials is secured using appropriate encryption technology when used at any of the college’s online resources.
2. Online faculty designs courses and activities that employ assignments and evaluations unique to the course and that support academic integrity.
3. Students receive the academic integrity policy at the beginning of every course and are required to acknowledge receipt and acceptance of what constitutes academic integrity and the consequences or violating the policy.
4. Students are not charged additional fees to cover the cost of identity verification.
5. Beckfield College takes the following steps to protect the identity of its students:
   a. Student directory information, financial aid information, and data on academic progress are stored in a system separate from the portal and the virtual classrooms.
   b. The college messaging system provides means of contacting students and employees by name without accessing any personal information. Students may choose to block messages from other students in the learning management system.
   c. Passwords will only be reset by a student that presents a photo id in person or, in the case of distance students, identifies themselves by providing personally identifiable information previously collected by the college.
ADMISSION

GENERAL ADMISSIONS REQUIREMENTS FOR ALL PROGRAMS

Meet with Admissions Representative
The applicant must meet with an admissions representative before enrolling in the College. Admissions representatives advise applicants on available programs and admission requirements, and assist them in completing the application for admission and in understanding the enrollment agreement necessary for acceptance into a program.

Completion of High School or Equivalent
All applicants must be graduates of legitimate high school programs or have earned a General Educational Development (GED) certificate.

Proof of High School Graduation
Students must show proof of graduation in order to enroll in the college. Those applicants who have completed a vocational, home-school, online, or other alternative high school program may be required to provide documentation of graduation and proof that the curriculum is compatible with a standard high school curriculum.

Other Proof May Be Required
Where doubt exists as to the legitimacy of a high school or the quality of the curriculum, the applicant will be required to provide reliable documentation as requested by the College. If such documentation is not provided, the applicant will be ineligible for admission.

PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS

The following programs have admission requirements IN ADDITION to the general requirements above:

CRIMINAL JUSTICE
Associate and Baccalaureate Degrees

1. An applicant is not eligible for admission if he or she has been convicted of a felony.
2. All applicants are required to undergo a background check prior to enrollment.

PERSONAL TRAINING, DENTAL ASSISTING, and CHIROPRACTIC ASSISTING Diplomas

In order to qualify for admission into these programs:

1. Students must earn a qualifying score on the Compass Reading exam as administered by Beckfield College.
2. The program will permit only two (2) attempts to achieve a qualifying score.
3. If the student does not earn a qualifying score on the first attempt, the student may attempt the Compass exam a second time after a thirty-day wait period. If the candidate has already earned a postsecondary degree, this requirement may be waived.

PARALEGAL STUDIES
Post-Baccalaureate Certificate

1. The applicant must have earned a baccalaureate degree in any field or academic discipline.
2. An official transcript of the degree is required.
NURSING

Diploma in Practical Nursing and
Associate Degree in Nursing (Pre-RN)

To be considered for admission, the applicant:

1. **ACT/SAT** – applicant must provide official documentation of qualifying ACT or SAT scores earned within the five years preceding application.

2. **Other Tests** – the ACT/SAT requirement may be waived for either program if the applicant achieves qualifying scores in testing administered by the College.

3. **Other Degree** – the ACT/SAT requirement may be waived for either program if the applicant provides an official transcript of a completed baccalaureate degree or an approved quantity of general education coursework with a qualifying grade-point average, as determined by the Nursing Department.

4. **Essay** - Each applicant must also submit an acceptable self-assessment essay describing the applicant’s plans for academic success and program completion.

Students enrolling in the Practical Nursing component of the program (quarters 1 through 5) must meet the admission requirements of the diploma program in Practical Nursing (above).

For those seeking admission for completion of this associate degree (quarters 6 through 10):

1. **LPN Licensure** – Must hold current, unrestricted licensure as a Practical Nurse and must meet specific general education course requirements.

2. **Essay** – Each applicant must also submit an acceptable self-assessment essay describing the applicant’s plans for academic success and program completion. Documentation of licensure is required.

3. **General Education courses** – Applicants lacking some or all of the general education requirements must complete additional general education courses as determined by the Nursing Department. An official transcript of coursework is required for consideration of receipt of transfer credit for general education courses if any have been completed at a prior institution.

Baccalaureate Degree in Nursing (RN to BSN):

In order to enroll for completion of the baccalaureate degree, the applicant must meet all three of the following requirements:

1. **A.A.S./A.D.N. Degree** – Graduation from an associate degree program in nursing. An unofficial transcript may be presented for conditional enrollment, but Beckfield College must receive an official transcript of the associate degree from the student’s prior institution within thirty (30) days of enrollment in order to be permitted to begin the BSN completion program.

2. **RN License** – A current, unrestricted licensure as a Registered Nurse. (Official documentation of licensure is required for enrollment).

3. **Math Credits** – Four (4) quarter-hour credits of mathematics

4. **Gen. Ed. Credits** – Completion of at least 28 quarter credit hours, or the equivalent, in collegiate general education courses, which must include:
   a. Eight (8) quarter-hour credits of communications;
   b. Eight (8) quarter-hour credits of Psychology;
   c. Twelve (12) quarter-hour
The Nursing Admission Committee will evaluate all documents submitted in determining a candidate’s admission to the programs. Any exception to these policies must be approved by the Nursing Department. Because enrollment in these programs is limited, the College cannot guarantee the date of enrollment for any applicant. All applicants are required to undergo a background check prior to enrollment.

If Beckfield College does not receive official transcripts from the student’s prior institution evidencing the associate degree in nursing and the required courses as listed above within thirty (30) days of the student’s enrollment, that student will be disenrolled and will not be permitted to re-enroll until Beckfield College receives an official transcript from the student’s prior institution. Transcripts marked “Issued to Student” are acceptable for initial enrollment, but official transcripts from the student’s prior institution are required for official acceptance in the program. Registered Nurses who are graduates of the College’s associate degree programs in nursing will have met course and degree requirements for admission into the baccalaureate degree program. Beckfield is currently only enrolling for the online version of the RN to BSN Program.

RESIDENCY REQUIREMENT

With the exceptions noted below, the number of credits applied to a student’s program through transfer and proof of proficiency may not exceed 50% of the credit hours required by the student’s program, and a student must complete the final quarter (or at least the final 12 credit hours) of his or her program while enrolled at Beckfield College.

**Exception 1:**
The Academic Dean of the College’s Department of Legal Studies may determine that more than 50% of legal concentration credits earned in another institution’s program are applicable to a student’s Paralegal Studies program at Beckfield College, provided that the other institution’s program has been approved by the American Bar Association and other criteria applying to transfer have been met.

**Exception 2:**
Because the residency requirement applies only to individual courses, it may be set aside when a credential earned at another institution is fully accepted as a component of a degree program offered by the College. However, such acceptance may not result in a violation of a program’s general education and concentration requirements as these have been determined by the College’s accrediting and licensing agencies or its program approving agencies.

**Exception 3:**
A distinct, active duty service member exception can be applied in lieu of the standard residency requirement. Beckfield College limits academic residency to no more than 25% of the degree requirements for all undergraduate degrees for active-duty service members. Academic residency can be completed at any time while active-duty personnel are enrolled in their degree program. Active-duty personnel seeking an exception to the standard residency requirement must meet with their Academic Dean and submit a written request for a waiver. Reservist and National Guardsmen on active-duty are covered in this same manner.
SUPPLEMENTARY ADMISSIONS POLICIES:

Applicant Expectations
Meeting the admission requirements described here do not assure admission to the College, nor does admission to the College assure success in any specific program. Each applicant must be prepared with a serious commitment to learning and must also demonstrate an understanding of the requirements and demands of his or her program, an awareness of the professional objectives of the program, a commitment to completing the program, and the ability to successfully complete the professional and academic coursework required.

Background Checks
Many employers conduct background checks as part of their employment process, and any criminal activity discovered may affect an applicant’s eligibility for future clinical or externship assignment, as well as career employment. Applicants with criminal records are strongly urged to discuss their history with the Academic Dean or Director of the program into which they plan to enroll. Some programs deny admission to applicants with criminal records. As noted above, some programs require a background check for enrollment eligibility.

Other Documentation
Official copies of applicable transcripts, scores, licensures, certifications, and other documentation must be received by the College before the applicant may enroll in courses. The college will not accept transcripts that are hand-carried by the student. All collegiate credits and credentials submitted for admission must have been earned at institutions accredited by agencies recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. It is the applicant’s responsibility to ensure that the College receives all necessary documentation and that all documentation is in English. The College is not responsible for verifying or evaluating foreign transcripts (see FOREIGN TRANSCRIPTS). All documents submitted for admission become the property of the College.

Misrepresentation
Applicants or students found to have misrepresented their qualifications for admission will be subject to cancellation of their enrollment agreement or, once enrolled, cancellation of their enrollment in the College. Applicable refund of tuition and/or fees will be determined according to the appropriate refund policy (see REFUND POLICIES).

Cancellation of Enrollment Agreement
An applicant may cancel his or her enrollment agreement by giving notice in writing to the Admissions Department within five calendar days after signing the agreement. In the case of cancellation, the College will refund in full all monies collected within thirty days after notification of cancellation. This policy will not apply, however, if the student has already attended a class.

Orientation
Newly enrolled students are required to attend an orientation program designed to introduce them to College programs, personnel, resources, policies, and procedures. Orientation is normally scheduled during the break prior to the start of each quarter. New students are notified of the dates and times of orientation.

Placement Testing
In the absence of transferred courses, placement into appropriate levels of some courses is determined by qualifying SAT or ACT scores or through testing administered by the College. Applicants will be required to enroll in specific developmental courses (designated by the course number 090) if such courses are indicated by the score achieved in each area of the test. In order to waive placement testing in a specific skill, an applicant must provide an official transcript showing a grade of at least a C (at least 70%, or 2.00 on a 4.00 scale) in collegiate-level coursework in that skill. Required transcripts must be submitted before the student enrolls in classes. Once placement testing has determined that a student requires a developmental course, no transfer credit will be accepted for any course for which that developmental course is a prerequisite. If any developmental courses are required, the student’s total program length may be extended.
Jump Start Program
High school students who have completed their junior year may enroll in one course per quarter at the College for up to four quarters before and during their senior year. Students are charged only for their textbooks and other instructional materials during their jump start enrollment. Credits earned during jump start enrollment are applied to the student’s program upon the student’s matriculation in the College. All College policies and procedures pertaining to curriculum, instruction, evaluation, attendance, and conduct apply to courses offered during a jump start enrollment. Jump start enrollment is not available in some programs.

Online Enrollments
In addition to the above, enrollment for online programs have the following admissions requirements:

- Confirmation that the technology requirements for online courses has been met
- Submission of writing samples by participating in the orientation forum discussions
- Waiver from or completion of all required developmental reading, writing or keyboarding courses.

Vaccination Policy
Nursing, Allied Health, and Dental Assisting Students: Each student must submit evidence of CDC-compliant immunizations before they are permitted to attend clinical nursing courses, clinical assignments, or other health-related externship placements. Such required vaccinations may include any or all of the following:

- Hepatitis B: vaccination or positive antibody titer (Anti-HBs)
- Tetanus/Diphtheria
- Varicella titer
- TB Screening
TRANSFER OF CREDITS AND TRANSCRIPTS

TRANSFER OF CREDITS FROM OTHER INSTITUTIONS

Beckfield College applies two principles in its evaluation of credits earned at other institutions:

1. A student should not be placed under an unnecessary academic or financial burden by having to repeat courses which he or she has substantially and successfully completed at another appropriately accredited institution;

2. A student should not be placed in academic or financial risk by placement into courses for which he or she is not academically prepared;

- The College will evaluate courses for transfer if those courses have been earned at postsecondary institutions accredited by agencies recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. Only courses which can be applied to the student’s program are accepted. In evaluating credits for transfer, the College must consider the age of the credits earned;

- The compatibility of the course with a comparable course in the student’s program at Beckfield College, the grade earned in the course, which must be at least a C (at least 70%, or 2.00 on a 4.00 scale);

- The number of credit hours awarded by each eligible course, a semester credit hour converting as 1.5 quarter credit hours; and

- The number of credit hours eligible for transfer as a proportion of the number of credit hours required by the student’s program (see RESIDENCY REQUIREMENT in ADMISSIONS section).

The transfer of technical or program-specific courses may be restricted, and applicants or students may be required to qualify by testing in order to transfer certain other courses, as determined by the appropriate academic department.

All transcripts submitted for transfer credit evaluation must be received by Beckfield College before the end of the student’s first term. Students applying for nursing programs MUST submit any transcripts for transfer credit evaluation before the Nursing Admission Committee reviews their initial application.

Evaluation of a collegiate transcript is conducted only after an official transcript has been received directly from the institution at which the courses under consideration were originally earned. Unofficial or hand-delivered transcripts are not evaluated.

Exception - Beckfield College will only accept and evaluate hand-delivered transcripts under the following conditions:

1) Beckfield College must receive the transcript in an official, sealed envelope that has not been opened or tampered with in any way and dated no more than 45 days before submitting to Beckfield

2) The registrar of the prior institution must have signed or marked the envelope across the closure seal

3) The envelope is opened by the proper, designated officer at Beckfield College

4) Transcripts marked “Issued to Student” are acceptable only if all of the above criteria are met

5) Transcripts marked “Unofficial” are NOT acceptable even if all of the above criteria are met

Transferred courses are applied to the student’s program with a grade of TC (transfer credit), which is not computed in determining the student’s grade-point average. Only graded courses taken for collegiate credit will be evaluated for transfer. Courses ineligible for transfer include
Courses taken for personal development or non-academic skills.
- Courses graded under a pass/fail system.
- Courses for which credit was not awarded.
- Remedial or developmental courses.
- Courses for which non-evaluative grades were assigned.
- Courses indicated on only one institution's transcript as transferred from another institution.
- English courses completed at institutions in which the curriculum is not delivered in English.

It is the responsibility of the applicant or student to ensure that the College receives all necessary transcripts. If transfer of a course is denied and the applicant or student wishes to appeal the denial, he or she will be asked to provide further information about the course. In most cases, this will consist of at least the published course description and/or the course syllabus. All course information submitted must have been in effect when the student completed the course. Appeals must be submitted to the Academic Dean or Director of the department offering the course in question. The Academic Dean or Director will make the final determination and advise the Registrar of that determination.

Once it has been determined through placement testing that a student requires a developmental course, no transfer credit will be accepted for any course for which that developmental course is a prerequisite. A student who has attempted a Beckfield College course for credit is no longer eligible to have that course credited by transfer from another institution.

CREDITS EARNED IN PREVIOUS ENROLLMENTS

If a student has interrupted his or her enrollment or is returning for an additional credential, credits earned in previous enrollments at Beckfield College remain applicable, with the following provisions:

1) Courses earned under a previous catalog must be compatible with the program requirements of the catalog in effect upon the student's return.
2) Older credits, especially in technical areas, may be denied, regardless of the grade, if the content of the course has changed significantly since the course was originally completed.
3) Older credits may be denied if the grade originally earned was below a C.
4) Final determinations of applicability are at the discretion of the Academic Dean or Director of the department offering the course(s) in question.
5) If a student wishes to resume enrollment in a program and the program has been modified during the student’s absence, some credits previously earned may no longer be accepted.

CREDITS EARNED AT OTHER INSTITUTIONS DURING ENROLLMENT

Once enrolled, a student who wishes to enroll in a course at another institution in order to transfer the course to his or her program at Beckfield College must first have the course approved by the Academic Dean or Director of the Beckfield College department offering the comparable course. The following conditions apply:

1) The student must submit a written request for the course, which must be approved by the Academic Dean or Director of the department offering the course in question.
2) The request must include sufficient course information provided by the other institution.
3) The other institution must be appropriately accredited.
4) The student must not have attempted the equivalent course at Beckfield College.
5) The student must have satisfied all prerequisites to the course, as prescribed by Beckfield College.
6) The transfer of the course must not violate Beckfield College’s residency requirement (See RESIDENCY REQUIREMENT).
7) The student must be in good academic standing when the request is submitted and when the course is entered into the student’s Beckfield College transcript.
8) All other requirements pertaining to credit
FOREIGN TRANSCRIPTS

An employment applicant or a student who wishes to submit a foreign transcript for credits consideration by the College, must first have the transcript evaluated by a member of the Association of International Credentials Evaluators (AICE), or the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the degree to degrees awarded by institutions in the United States. Transcripts, in languages other than English, must be translated into English. The college will not accept foreign transcripts that are hand-carried by the student. The evaluation must provide a course-by-course analysis of the transcript, including grade and credit hour equivalencies for each course. If the transcript represents an earned credential, the analysis must indicate an equivalent U.S. credential. The applicant or student is responsible for any fee charged by a credential evaluation service. Further information about credential evaluation services is available from the Office of Admissions. This policy does not apply to foreign high school transcripts sent to the college for enrollment and admissions requirements.

TRANSFER OF CREDITS TO OTHER INSTITUTIONS

Beckfield College is a nationally accredited professional college whose mission and objectives are directed to educating students for careers in the professions they have chosen, and providing services which assist students and graduates in obtaining careers appropriate to the objectives of their academic programs (see MISSION AND OBJECTIVES).

The College has no transfer mission and can therefore make no assurances regarding the transfer of its courses to any other institution. Students should never assume that credits earned at one institution will transfer to another, and no institution can guarantee that its credits will transfer to other institutions. Colleges and universities apply their own policies for evaluating and accepting credits, and many regionally accredited institutions do not accept credits from nationally accredited institutions. Applicants who may wish to transfer Beckfield College credits to another institution must contact that institution to inquire about its transfer policies and should do so before signing any enrollment agreement. Transferring credits earned at Beckfield College is done at the discretion of the receiving institution.

ARTICULATION

The Department of Nursing maintains an articulation agreement with Northern Kentucky University’s College of Health Professions whereby graduates of Beckfield College’s associate degree program in nursing (pre-RN) may apply for admission to the University’s Bachelor of Science program in nursing. Specific academic and licensure requirements must be met in order for the graduate to be considered for acceptance into the University’s program. Further information about this articulation agreement is available from the Beckfield College Department of Nursing.

PROFICIENCY CREDIT

Students may have credits applied to their programs through professional certification or training, education provided by the military services, and such sources as the College Level Examination Program (CLEP). Advance Placement Test results from The College Board may also be considered. Crediting of a course through proof of proficiency is indicated in the student’s transcript by a grade of PC (proficiency credit), which is not computed in determining the student’s grade-point average. It is the student’s responsibility to ensure that the College receives acceptable documentation of proficiency. Students may receive credit for certain courses through examination administered by the College. A student who has attempted a Beckfield College course is no longer eligible to have that course credited by proof of proficiency.

TRANSCRIPTS

The student’s academic transcript records every course for which the student has registered, as well as any credentials awarded by the College. A sealed, dated, and signed copy of this record constitutes an official transcript. An official transcript will not be provided to or for any student who has unresolved obligations to the College and will not be released to third parties without the student’s or graduate’s written authorization. A transcript request form is available in the Registrar’s Office or on line at www.beckfield.edu. No fee is charged for a
transcript provided to a student upon his or her graduation. Otherwise, a fee is charged for each official transcript issued (see TUITION AND FEES). Transcripts are normally processed within five business days of the student’s or graduate’s written request.

Records Retention: For students who have transferred credits or have supplied an official transcript to Beckfield College for any reason, the official transcript from the other institution will be discarded after five years after student’s last date of attendance.

**ACCEPTING ELECTRONIC TRANSCRIPTS**

Beckfield College will accept electronic transmission of transcripts **ONLY** in the following manner:

- **Potential Students** wishing to submit electronic transcripts must have official clearing-house electronic transcripts sent to the college only at transcripts@beckfield.edu
- **Potential Employees** wishing to submit electronic transcripts must have official clearing-house electronic transcripts sent to the college only at compliance@beckfield.edu

*Hard copies (paper) of Official Transcripts should be sent to the college as described elsewhere in this catalog.*
TUITION, FEES, AND OTHER COSTS OF ATTENDANCE

Tuition

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baccalaureate Degree in Nursing (RN to BSN)</td>
<td>$18,240</td>
</tr>
<tr>
<td>Diploma, Practical Nursing</td>
<td>$21,900</td>
</tr>
<tr>
<td>Diploma, Chiropractic Assisting</td>
<td>$12,871</td>
</tr>
<tr>
<td>Diploma, Dental Assisting</td>
<td>$15,400</td>
</tr>
<tr>
<td>Diploma, Medical Massage Therapy</td>
<td>$13,950</td>
</tr>
<tr>
<td>Diploma, Personal Training</td>
<td>$8,575</td>
</tr>
<tr>
<td>Associate Degree in Nursing (LPN to pre-RN only)</td>
<td>$22,425*</td>
</tr>
</tbody>
</table>

*(Applies only to last 15 months of the program for Beckfield PN graduates)

All other programs $345 per credit hour

Quarterly tuition for all programs may vary, depending upon the number of credit hours for which the student is enrolled in each quarter.

Costs and Fees Applicable to All Programs

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee* (Florence campus)</td>
<td>$150 upon initial enrollment</td>
</tr>
<tr>
<td>(Tri-County campus)</td>
<td>$125 upon initial enrollment</td>
</tr>
<tr>
<td>Student Resource and Technology Fee</td>
<td>$162 per quarter</td>
</tr>
<tr>
<td>Course Challenge Testing Fee</td>
<td>$90 (each test attempted)</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$85 (each credential awarded)</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$5 (each official transcript issued)</td>
</tr>
<tr>
<td>Replaced Student Identification Badge</td>
<td>$5 (each replacement)</td>
</tr>
</tbody>
</table>

*(Charged to a continuing student who does not complete registration by the end of the previous quarter.

Costs and Fees Applicable to Specific Programs

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop Computer</td>
<td>$500 upon enrollment</td>
</tr>
<tr>
<td>Holster and Pump (Massage Therapy)</td>
<td>$10</td>
</tr>
<tr>
<td>Massage Table (Massage Therapy)</td>
<td>$280</td>
</tr>
<tr>
<td>Liability Insurance (Allied Health and Nursing)</td>
<td>$32</td>
</tr>
<tr>
<td>ATI Assessment Fee (Nursing, except BSN)</td>
<td>$410 per quarter</td>
</tr>
<tr>
<td>Science Laboratory Fee (Nursing)</td>
<td>$80 per course with laboratory Skills</td>
</tr>
<tr>
<td>Laboratory Fee (Nursing)</td>
<td>$105 per applicable course</td>
</tr>
<tr>
<td>Background Check Fee (Nursing, except BSN)</td>
<td>$25 per applicable course</td>
</tr>
<tr>
<td>Laboratory Fee (Allied Health)</td>
<td>$30 per course with laboratory</td>
</tr>
<tr>
<td>Laboratory Fee (Massage Therapy)</td>
<td>$15 per course with laboratory</td>
</tr>
<tr>
<td>Activity Fee (Criminal Justice)</td>
<td>$45 per quarter</td>
</tr>
<tr>
<td>Pinning and Photo Fee (Nursing, except BSN)</td>
<td>$140 (each credential awarded)</td>
</tr>
</tbody>
</table>

Certain non-institutional costs may be incurred by students for specific expenses, such as those for uniforms, vaccinations, licensing and certification tests, and background inquiries and insurance required by externship and clinical sites. Such costs will vary, and students will be advised if the costs apply. When a change in listed tuition, costs or fees occurs, students will be notified at least 30 days before the increase becomes effective. Any change normally becomes effective upon the start of the quarter following the announcement of the increase, provided that at least 30 days have elapsed since the announcement. Costs of required textbooks, netbooks, laptops, and other course materials, equipment, and supplies may vary with price adjustments made by publishers and vendors. Many of these costs can only be estimated, and, since variable costs are not within the College’s control, 30-day advance notification to students may not be possible. However, current estimated costs of such items are available from the Office of Student Financial Services.
FINANCIAL ASSISTANCE PROGRAMS

The available student financial aid programs are designed to assist students in meeting their educational expenses. Financial aid is awarded on the basis of a standardized application and on demonstrated financial need. All financial aid is awarded for one academic year only (three consecutive quarters); students must reapply for subsequent academic years and must maintain satisfactory academic progress in order to remain eligible for financial assistance (see STANDARDS OF ACADEMIC PROGRESS). Assistance in applying for financial aid programs, as well as information about institutional and Title IV financial assistance programs, is provided through the Office of Student Financial Services.

GRANT PROGRAMS

Pell Grant: Students admitted to the College are eligible to apply for a Federal Pell Grant to help pay for their educational costs. These awards are based on financial need and do not have to be repaid. Interested students should contact the Office of Student Financial Services for assistance in obtaining the necessary documents and in completing the application process, including a Free Application for Federal Student Aid (FAFSA). The Pell grant is not available to students who have earned a baccalaureate or higher degree.

Kentucky College Access Program Grant (Florence campus only): This grant is available to students who are enrolled in a program of study leading to a degree. Eligible students must establish financial need by completing a Free Application for Federal Student Aid (FAFSA). Grant recipients must also be US citizens and Kentucky residents. Students who have already received a bachelor’s degree are not eligible. Specific enrollment requirements and award amounts are available through the Office of Student Financial Services.

Go Higher Grant Program for Adult Students (Florence campus only): The Go Higher Grant provides up to $1,000 to help cover tuition and book costs for Kentucky residents who are financially needy adult students, age 24 or older, who have not previously attended college and enroll in fewer than six credit hours in a Kentucky college or university. The student must complete the Free Application for Federal Student Aid (FAFSA) as part of the Go Higher Grant application process. The Go Higher Grant Program application form is available in the Office of Student Financial Services.

Academic Achievement Award: Beckfield College recognizes the importance of providing encouragement to students who achieve academic excellence while maintaining regular attendance. Therefore, the College has established an award program to acknowledge academic achievement and encourage attendance. Students who achieve a 4.0 grade-point average in a quarter, while maintaining perfect attendance and completing at least twelve credit hours of coursework (not including developmental courses) will receive an award of $150.00. Students who achieve a 4.0 grade-point average in a quarter while maintaining perfect attendance and completing at least eight credit hours of coursework (not including developmental courses) will receive an award of $100.00. Perfect attendance requires that the student does not miss any classes and does not arrive late to, or leave early from, any scheduled classes. This award does not apply to students who are in their last quarter at the College and can be applied to tuition, fees, and book and equipment charges only.

LOAN PROGRAMS

Direct Subsidized Stafford Loan: A Federal Subsidized Stafford Loan is available to students who demonstrate financial need. Eligible students can borrow a Direct Subsidized Loan to cover some or all of their need. For a subsidized loan, the U.S. Department of Education pays the interest while the student is in school at least half-time, for the first six months after the student leaves school, and during a period of deferment. The amount of the variable, low-interest rate loan cannot exceed financial need. The Office of Student Financial Services will determine eligibility for and assist students in completing the required paperwork for student loans. Maximum and annual loan limits apply.

Direct Stafford Unsubsidized Loan: Students are not required to demonstrate financial need to qualify for an Unsubsidized Stafford Loan. Independent students may be able to borrow loan funds beyond the subsidized loan limit. The U.S. Department of Education does not pay interest on unsubsidized

loans. The student is responsible for interest that accrues on the loan from the time the loan is disbursed until it is paid in full. Maximum loan limits apply.

**Direct PLUS Loans**: The Direct PLUS Program allows parents of eligible dependent undergraduates to borrow money to help pay the cost of education of students. Credit-worthy parents may borrow an amount not to exceed the student’s estimated cost of attendance minus any other financial aid the student has been or will be awarded during the enrollment period. PLUS loans may be used in conjunction with other loan programs. Eligibility is not based on financial need. PLUS loans have a variable interest rate which is capped at nine percent. Repayment of principal and interest begins no later than sixty days after the loan is fully disbursed.

**Private Loans**: Several varieties of alternative private loans are available. Because the terms and conditions of these loans vary, students should inquire about such loans in the Office of Student Financial Services.

**SCHOLARSHIPS AND OTHER AWARDS**

**Kentucky Educational Excellence Scholarship (Florence campus only)**: To be eligible for the Kentucky Educational Excellence Scholarship (KEES), a student must

1) Be a Kentucky resident,
2) Attend a participating Kentucky institution of higher education, and
3) Not have been convicted of a felony.

The KEES scholarship is available to Kentucky high school graduates who are residents of the Commonwealth of Kentucky. KEES awards can be used for a maximum of 8 academic terms and must be used within the earlier of receiving a baccalaureate degree or 5 years from high school graduation. KEES awards can be used for fall and spring terms only.

The scholarship does not require an application. High schools will send information on all eligible students to the Kentucky Department of Education, which will forward the information to the Kentucky Higher Education Assistance Authority for processing. Award estimates are based on full-time enrollment (12 credit hours per quarter). Awards for students enrolled for 6 to 11 credit hours are prorated.

Further information about the KEES scholarship is available from the College’s Office of Student Financial Services.

**Kentucky National Guard Tuition Award Program (Florence campus only)**: Beckfield College is approved for tuition assistance under the state of Kentucky’s Higher Education Assistance Authority (KHEAA). This award program is available only to those enlisted in military service. For more information, students should contact the Veteran’s Certifying Official in the Office of Student Financial Services.

**Veteran’s Education Assistance**: Individual programs at Beckfield College are approved for education and training under the G.I. Bill. Eligibility of each student and program of study is determined by the U.S. Veterans Administration. Application forms are available through the College’s Office of Student Financial Services. Veterans who believe they may qualify for educational benefits should contact the College for an appointment for assistance well in advance of their intended date of enrollment.

**Legislative Scholarship (Tri-County campus only)**: Beckfield College, in association with the Ohio Association of Career Colleges and Schools and the Ohio General Assembly, makes scholarships available to Ohio high school seniors who will be graduating by June of their senior year in order to assist them in acquiring the education necessary to obtain employment in an Ohio business or industry. Each eligible program currently offers a $2000 scholarship. To be eligible, the applicant must

1) Have a cumulative grade-point average of at least a C (official transcript must show qualifying GPA),
2) Be nominated by a current member of the Ohio Legislature,
3) meet the program’s admission requirements,
4) Submit application materials by April 1 of his or her senior year, and
5) Enroll in the College no later than the fall quarter following his or her application.

This scholarship applies to tuition only and is not transferable to another school or program. Further information on eligible programs and application procedures is available through the Tri-County campus Admissions Office.

**High School Scholarship (Florence campus only)**: The Florence campus offers up to three full or half tuition scholarships each year to high school seniors who will be enrolling in the College. To be eligible
for consideration, the applicant must meet the admission requirements of his or her program. Applications must be submitted to the Admissions Office by May 1 of the student’s senior year and must be accompanied by

1) a high school transcript indicating a cumulative grade-point average of at least 3.0 on a 4.0 scale,
2) three letters of recommendation from teachers, counselors, and/or employers (non-family members), and
3) a typed essay of at least 500 words explaining in detail why the student wants a career in the field indicated on the application and why the student would be successful in this field.

The selection process also requires an interview with the College’s Scholarship Committee, which will select the scholarship recipients. Scholarship winners and their high schools will be notified when the awards are made. An awarded scholarship will be withdrawn if the student fails to graduate from high school. In order to retain the High School Scholarship, the student must

1) enroll in the College no later than the fall quarter following his or her application,
2) maintain a cumulative grade-point average of at least 2.75,
3) pursue his or her program uninterrupted,
4) comply with policies and procedures published in the College catalog, and
5) perform on-campus service at the College as determined by the Director of Student Services.

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

SATISFACTORY PROGRESS FOR FINANCIAL AID

The Federal Government requires that all students receiving federal financial aid maintain satisfactory academic progress in order to continue to receive financial aid. For more information, see the STANDARDS OF ACADEMIC PROGRESS, which apply to all students, regardless of their source of funding.

FINANCIAL AID GRADE LEVEL PROGRESSION

Beckfield College requires successful completion of the credit hours listed below in order to advance from one grade level to the next:

1. Grade level one up to 35 credit hours
2. Grade level two 36 to 71 credit hours
3. Grade level three 72 to 107 credit hours
4. Grade level four 108 or more credit hours

UNUSUAL ENROLLMENT HISTORY

Effective with the 2013-2014 academic year, the U.S. Department of Education (USDOE) has established new regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. Some students who have an unusual enrollment history have legitimate reasons for their enrollment at multiple institutions. However, such an enrollment history requires our office to review students’ files in order to determine future federal financial aid eligibility. If selected by the USDOE, this must be resolved before a student can receive financial aid. “Unusual Enrollment History” is the specific pattern the USDOE uses to select students includes those students who have received a Federal Pell Grant at multiple institutions during the past three academic years. Once the USDOE indicates that a student has an unusual enrollment history, the Corporate Financial Aid office must then take action to review the academic history prior to determining federal financial aid eligibility for that student.

What Actions Students Must Take:

If selected, the Beckfield College Corporate Financial Aid office will notify a student what action is required. The College will check financial aid history at previous institutions that the student attended during the past three (3) school years, i.e., 2010-2011, 2011-2012 and 2012-2013. Students are required to have received academic credit at any institution where they received the Federal Pell grant while attending in those relevant academic years. The college will notify the student which institutions must provide official transcripts from our office to review. These official transcripts should be sent to the Registrars’ office transcript email address: transcripts@beckfield.edu or the compliance office email address:
compliance@beckfield.edu. No aid will be determined until the College receives all required. Once all transcripts have been received, the College will verify that academic credit was received at each institution during the relevant year. If this can be verified, the college will notify the student that he or she has satisfied this requirement. If the student failed to receive academic credit at any institution a Federal Pell grant was received during the relevant award years, federal financial aid will be denied and the student will be notified.

**Appeal Process:**
If you were denied because it was determined that you did not earn academic credit, you may appeal by submitting a completed UEH Appeal form with an acceptable explanation describing why you were unable to successfully complete the credits, as well as corresponding documentation. This appeal will be reviewed by the Beckfield College Corporate Financial Aid office and the college will notify you of the decision. These decisions are final and are not appealable to the USDOE.
REFUND POLICIES

Florence campus: The refund policy applies to all students who withdraw, or are dismissed, from all courses after the beginning of the quarter. All refunds are based on the charges for the particular quarter, not on charges for the program. Refunds will be made within 30 days of the date of determination of a student’s withdrawal or dismissal. The refund policy applies only to tuition. Fees are non-refundable except in the case of written notice of cancellation of the enrollment agreement.

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Tuition Refunded</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>75%</td>
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<tr>
<td>Weeks 2-3</td>
<td>50%</td>
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<tr>
<td>Weeks 4-6</td>
<td>25%</td>
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<tr>
<td>Weeks 7-11</td>
<td>None</td>
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</tbody>
</table>

Tri-County campus: If the student is not accepted into the program, all monies paid by the student shall be refunded. Refunds of tuition and refundable fees shall be made according to the following provisions:

- A student who withdraws before the first class and after the five-day cancellation period shall be obligated for the registration fee.
- A student who starts classes and withdraws during the first full calendar week of the quarter shall be obligated for twenty-five percent of the tuition and refundable fees for that quarter plus the registration fee.
- A student who withdraws during the second full calendar week of the quarter shall be obligated for fifty percent of the tuition and refundable fees for that quarter plus the registration fee.
- A student who withdraws during the third full calendar week of the quarter shall be obligated for seventy-five percent of the tuition and refundable fees for that quarter plus the registration fee.
- A student who withdraws during the fourth full calendar week of the quarter and thereafter shall not be entitled to a refund of any portion of the tuition and fees.

The refund policy applies to all students who withdraw, or are dismissed, from all courses after the beginning of the quarter. All refunds are based on the charges for the particular quarter, not on charges for the program. Refunds will be made within 30 days of the date of determination of a student’s withdrawal or dismissal.

Appeals of refund determinations must be addressed in writing to the Corporate Director of Student Financial Services.

RETURN OF FEDERAL TITLE IV STUDENT FUNDS

When a student withdraws from the College, a tuition percentage will be determined based on the return of Title IV funds regulations. The Office of Student Financial Services determines the return of Title IV funds percentage and informs the Registrar. Institutions are required to determine the percentage of Title IV aid “earned” by the student and to return the unearned portion to the appropriate aid program. This percentage is determined by the percentage of the enrollment period completed by the student. In determining the percentage, the College will

1) Determine the percentage of the enrollment period completed by the student (Days Attended ÷ Days in Enrollment Period = Percentage Completed). If the calculated percentage exceeds 60%, then the student has “earned” all Title IV aid for the enrollment period.

2) Apply the percentage completed to the Title IV aid awarded to determine the student’s eligibility for aid prior to the withdrawal (Total Aid Disbursed x Percentage
Completed = Earned Aid).

3) Determine the amount of unearned aid to be returned to the appropriate Title IV aid program (Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned). If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

4) Distribute the responsibility to return funds between the institution and the student. If the type of aid that the student is responsible for returning is a loan, the student is not required to immediately repay the amount as the grace period for the loan, generally six months, is invoked. The Office of Student Financial Services will determine if any grants must be repaid by the student. Any refund or repayment obligation will be clearly outlined for the student in writing.

5) Return the Title IV aid, based on the type of aid disbursed, in the following order:

1. Direct Unsubsidized Stafford Loan
2. Direct Subsidized Stafford Loan
3. Direct PLUS (Parent) Loan
4. Federal Pell Grant

Examples regarding the application of the Return of Title IV Funds policy are available in the Office of Student Financial Services.

The return of funds required under this policy is made to the Title IV aid programs within 30 calendar days after the date of determination of withdrawal or dismissal. Students will receive a written notice of any federal funds returned by the College and an invoice for any balance owed to the College. Additional information on the return of federal funds, calculation procedures, and requirements, including examples, may be obtained by contacting the Office of Student Financial Services.

FOR INDIANA RESIDENTS:
Please note that the Above-stated Title IV policies conform to the Indiana Uniform Refund Policy §570 IAC 1-8-4.5.
STUDENT RESOURCES AND SERVICES

STUDENT SERVICES

The campus Student Services Coordinators offer assistance to students in order that they may be successful in completing their courses as well as in completing their programs. The services provided include attendance tracking, orientation, coordination of academic assistance, and coordination with community resources and counseling services. Student Services Coordinators also plan numerous events celebrating academic success, including quarterly Student/Faculty Appreciation Days and commencement ceremonies.

STUDENT RESOURCE SERVICE – WellConnect:

Students have immediate access to a network of experts and information 24 hours a day by means of confidential Student Resource Services, which assists students who are facing such challenges as

- Difficulties in financial planning and budgeting.
- Health care issues.
- Marriage and family problems.
- Stress and anxiety.
- Housing issues.
- Transportation issues.
- Legal concerns.
- Dependent care for children and elders.
- Emotional and psychological difficulties.
- Difficulties in academic performance.

Students requiring this assistance may contact “WellConnect” at www.wellconnectbysrs.com. Students may also call the 24-hour help line at 1-866-640-4777.

STUDENTS WITH DISABILITIES

The College complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. It is the College’s policy to provide reasonable accommodation to a student who has an identified disability and is otherwise qualified to fulfill the requirements of his or her program. “Otherwise qualified” means that the applicant or student has the ability to meet program requirements regardless of his or her disability. An applicant or student who requests an accommodation will be referred to the campus Student Services Coordinator, who will work in cooperation with the appropriate academic departments of the College in designing a reasonable accommodation. The College cannot assure that any accommodation will be immediately available for an applicant who fails to disclose an identified disability during the enrollment process or fails to provide reliable documentation of that disability.

Except in the case of a visible or otherwise obvious disability, it is the responsibility of the applicant or student who requires accommodation to identify himself or herself as an individual with a disability and to provide current medical, psychological, educational, or other professional verification of the disability that describes the nature of the disability, the resulting functional limitations, and the need for special accommodations as these would apply in a collegiate educational environment.

Verification must be dated within the three years preceding the student’s date of enrollment. Information pertaining to an applicant’s or student’s disability will be shared only among those officials who have an educational interest in that information. An elementary or high school Individualized Education Plan (IEP) is not appropriate as verification of the need for educational accommodations at the collegiate level.

In addressing the needs of a student with an identified disability, the College will

- encourage the student to offer recommendations for selection and application of special measures.
- provide special measures with due consideration for the student’s feelings, dignity, and privacy.
- strive to minimize the student’s disadvantage, not to provide an advantage over other students.
- hold the student accountable for meeting academic objectives, once measures are in place.
**ADDITIONAL TIME FOR ESL STUDENTS**

Students for whom English is a recently-learned second language may receive additional time with proper documentation. Students should request additional time accommodations by following the same procedures set forth in the Catalog for requesting ADA accommodations (see STUDENTS WITH DISABILITIES section above). ESL Students may request additional time for in-class quizzes, tests, and midterm and final examinations. These students should note that the college does not provide English translation assistance from their native language.

**STUDENT ORGANIZATIONS**

The College encourages and supports student organizations whose activities promote appropriate educational or social objectives. Students who wish to form an organization must first present their proposal to the campus Student Services Coordinator. The proposal must include the name and purpose of the organization, the names and titles of its officers, and the nature and objectives of its planned activities. If approved by the Student Services Coordinator, the proposal will be submitted for the approval of the Campus Director. If the organization is approved, it must be accepted under the voluntary supervision of a faculty or staff advisor, who will approve and monitor each of its activities. Each student organization must submit, through its advisor, a quarterly report of its activities and the outcome of those activities to the Student Services Coordinator by a date and in a format determined by the Coordinator.

**SCHOOL CLOSINGS AND DELAYS**

If severe weather or other emergency requires a cancellation or delay of operations, notification will be provided by local television stations and through the College email system. Because conditions may differ between the campuses, the Florence and Tri-County campuses may announce their information separately, and day and evening classes may be cancelled through separate announcements. If possible, announcements will be made no later than two hours before the start of any classes affected. Online classes are not affected by weather related closings and delays.

**COLLEGE EMAIL SYSTEM**

All enrolled students receive a Beckfield College email account. To ensure effective and secure communication, students should use only their Beckfield email in communicating with faculty and staff. The College email system may detect and filter emails sent from personal accounts, and communications from personal accounts may therefore not be received by employees of the College. Important announcements will also be sent to students through the College’s email, and students should check their Beckfield email at least daily, especially when classes are in session. Students are responsible for the content of all emails sent from their accounts and must take care that these communications do not violate the College’s policy on conduct (see CONDUCT). Students may be held legally liable for sending or forwarding emails or attachments which contain

- Libelous, defamatory, racist, threatening, obscene or other offensive content.
- Confidential or protected information.
- Content protected by copyright.
- Content containing a virus.

**CAREER SERVICES**

From the time a student enrolls at Beckfield College, the primary emphasis is upon educating and preparing students for their employability and ultimate success in the professional world. The success of its graduates is one the College’s most important objectives.

The Office of Career Services maintains current employer contact files and works to ensure that each graduate has the best opportunity to acquire suitable career employment. As a result, Beckfield College has consistently been able to assist in placing a great majority of its graduates in careers appropriate to their education. The College does not guarantee career placement to students or graduates, nor does it guarantee starting or eventual salaries. General information pertaining to the employment of graduates may be obtained from the Office of Career Services. Students and graduates are expected to cooperate with the Office of Career Services and to take the initiative in pursuing the employment process.

The Office of Career Services also coordinates or hosts a number of career-related seminars. Participation in the seminars is voluntary, but all students are encouraged to attend as many of these sessions as possible. Topics covered include resume preparation, interviewing skills, and networking. The Office of Career Services also schedules career days, campus employer visits, and job fairs. As alumni of the College, graduates have lifetime access to the College’s career services.
Many employers and licensing agencies conduct inquiries into applicants’ backgrounds as part of their employment or eligibility process. Any criminal activity discovered may disqualify a student from externships or clinical courses, career employment, and/or access to professional licensure or certification required for employment.

Graduates of the diploma and associate degree programs in Nursing must pass the appropriate National Council Licensure Examination (NCLEX-PN or NCLEX-RN) in order to be eligible for licensure and employment as Licensed Practical Nurses or Registered Nurses.

Graduates of a program in Medical Massage Therapy must pass the appropriate state licensure examination in order to apply for licensure in therapeutic massage. Applicants for licensure examination must also pass a criminal background check.

Graduates of the Personal Training program are strongly encouraged to pursue certification through such agencies as the National Strength and Conditioning Council, National Council of Sports Medicine, National Federation of Professional Trainers, American Fitness Training of Athletics, and American Council on Exercise. Such certification greatly enhances a graduate’s employment opportunities and is required by many employers.

**TEXTBOOKS**

Textbooks and other required instructional materials are available for student purchase through the campus bookstore. The Campus Bookstore is fully online and available to all students through our web access. The online bookstore offers new, used, and rental versions of our required textbooks. Publishers’ information and pricing are available for students who may prefer to purchase their textbooks through sources other than the College bookstore. However, students who obtain textbooks from other sources bear the consequences of acquiring the wrong textbooks or other course materials. Students are responsible for the cost of replacing items lost or damaged after purchase.
LIBRARIES

LIBRARY MISSION
The purpose of the College libraries is to support instruction and learning through collaboration with faculty, maintaining a carefully selected collection that addresses the needs of all programs and providing instruction and guidance in the appropriate use of those resources.

LIBRARY FACILITIES
The libraries provide a quiet place for students to study individually or to work in groups. Computers are available with Internet access and Microsoft Office programs, as well as a printer and copier for student use. Faculty who wish to use the libraries for instruction should schedule their visit with the Director of Library Services or Assistant Librarian. All library users are expected to conduct their activities with consideration for other users. Because library hours may vary from quarter to quarter, hours are posted.

HOLDINGS
The libraries maintain collections of printed resources as well as a growing selection of audio-visual resources. Students also have access to electronic reference books, thousands of articles, and access to various ProQuest on-line products to assist them in their research. Most of the electronic resources can be accessed off-campus, permitting students to do research from home. The College’s membership in the Southwestern Ohio and Neighboring Libraries Consortium permits students to borrow materials from more than 70 public and private libraries in the Greater Cincinnati area. Students and faculty are strongly encouraged to make recommendations to enhance the libraries’ collections and online resources.

BORROWING PRIVILEGES
Students can check out books for two weeks, and audio-visual materials for five days. There is no limit on the number of items which may be checked out or renewed.

RESEARCH ASSISTANCE
A professional librarian or trained library assistant is available to help with research and other assignments during the day five days a week. Research assistance includes help in finding resources online from databases or Internet sites, finding print resources, and finding resources in other libraries. The libraries also provide resources on study, research, and writing skills. Hours of operation are posted quarterly.

CAMPUS FACILITIES

The Florence campus occupies two buildings at 10 and 16 Spiral Drive in Florence, Kentucky. The campus is on a bus line and is easily accessible by two expressways, I-71/75 and I-275. The buildings are modern, well-maintained, wheelchair-accessible one-floor facilities which include lecture classrooms, science, nursing, and allied health laboratories, crime laboratory, firearms training center, computer laboratories, academic library, administrative and faculty offices, lounges for staff and faculty, and a common area for students. Smoking and consumption of other tobacco products are restricted to designated areas outside the buildings. Parking lots are adjacent to the buildings.

The Tri-County campus occupies two floors of the Pictoria Tower in Springdale, Ohio, a northern suburb of Cincinnati, easily accessible by two expressways, I-75 and I-275. The campus is housed in a modern, well-maintained, wheelchair-accessible facility which includes lecture classrooms, science, allied health, and nursing laboratories, dental laboratory, crime laboratory, computer laboratory, academic library, administrative and faculty offices, and student lounge. Smoking and consumption of other tobacco products are restricted to a designated area outside the building. Parking is available in a garage adjacent to the building.
SECURITY OF STUDENT RECORDS

Beckfield College maintains complete education records on each student’s admission, funding, academic progress, conduct, and career employment. These records are retained after the student graduates, and each department follows its own policies and procedures governing how long and in what form these records are maintained. Information not considered part of a student’s education records includes, but may not be limited to,

- Records which include information about other students.
- Medical records unrelated to the student’s enrollment status or to subsequent action by the College.
- Records created and retained by faculty or staff solely as aids to memory, provided that these are not intentionally made accessible to others.
- Confidential letters and recommendations.
- Law-enforcement records.
- Records unrelated to the individual’s status as a student, former student, or graduate of the College.
- Financial information provided by the student’s parents or others.

Education records are available for the student’s review in accordance with the Family Educational Rights and Privacy Act (FERPA), a federal law which protects the privacy of student education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. Students have specific rights regarding the release of such records, and FERPA requires that institutions adhere strictly to these guidelines. In compliance with FERPA, the College guarantees to each student, former student, or graduate the following rights regarding his or her education records:

1) The right to demand that education records be disclosed only with the student’s written consent. However, institutions are permitted by the law to disclose information in education records, without student consent, to the following parties or under the following conditions:

- To officials of the College who have a legitimate educational interest in the information. Such officials may include administrative, supervisory, academic, and staff personnel, as well as qualified persons contracted or retained by the College to provide appropriate legal or administrative services not performed by its employees in the normal course of their duties.
- To another institution to which a student is transferring, upon the request of that institution
- To specified authorized officials for audit or evaluation purposes
- To appropriate parties in connection with a student’s financial aid or other government benefits
- To legitimate organizations conducting certain studies for or on behalf of the College
- To appropriate accrediting and licensing agencies in response to their requirements
- To comply with a judicial order or lawfully issued subpoena
- To appropriate institutional and public officials in cases of health and safety emergencies
- To state and local authorities, within a juvenile justice system, pursuant to specific state law

2) The right to examine, within 45 days of a written request, his or her education records maintained by the College. In order to examine the records, the student or graduate must submit the request to the Registrar and identify specifically which records he or she wishes to examine. The Registrar will arrange a time and place for this examination. The student or graduate must present identification in order to review his or her records. If the student’s or graduate’s residence is so distant from the College that an on-site examination is not practical, the College will mail copies of the records requested. A fee applies to all copies provided.
3) The right to request, in writing, that the College correct education records which the student believes to be inaccurate, misleading, or in violation of his or her privacy rights under FERPA. The request must be addressed to the Registrar or Assistant Registrar, must identify the part of the record the student wishes to have amended, and must specify why the record should be amended. The Registrar will notify the person responsible for the record. If the College decides not to amend the record, the student will receive written notification of that decision. The notification will include the procedure for a hearing, should the student request one.

4) The right to file complaints against the College for disclosing records in violation of FERPA. Complaints and questions regarding the student’s rights under FERPA may be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Subject to the exceptions under number 1 above, information which will not be released without the student’s written consent includes the student’s

- social security number or College-assigned student identification.
- grades, in whatever form these are reported or recorded.
- grade-point average (current or cumulative).

Though the College will normally require the written consent of a student in order to release information from that student’s education records, the College may disclose, without a student’s consent, such “directory information” as the student’s

- name, address, telephone number, and College-assigned email address.
- program and enrollment status (full-time or part-time).
- dates of attendance.
- credentials and awards earned.
- participation in recognized organizations and activities.
- most recently attended institution.

The College will periodically notify students about directory information and allow students up to 30 days after notification to request that some or all of that information not be disclosed. Students may request that the College not disclose directory information in writing on a form available in the Registrar’s Office.

CAMPUS SECURITY
The primary objective of the College’s security policies and procedures is to promote a partnership among students, faculty, and staff in remaining watchful for threats, and the opportunities for threats, to persons and property. To provide both access and safety, college buildings have more entrances and exits than do most private enterprises. When unoccupied, the many classrooms, laboratories, and offices may appear very inviting to a person ready to seize an opportunity. When unattended, personal property may be stolen, even if others are present but preoccupied. For these and other reasons, all members of the Beckfield College community are asked to remain vigilant, for their own security and the security of others.

To ensure their personal security and that of their property, students and employees should

- lock their vehicles and conceal those items left in vehicles which could attract theft.
- avoid leaving personal property unattended.
- avoid unlocking or propping open locked exterior doors.
- familiarize themselves with emergency exit routes and evacuation procedures.
- be familiar with and aware of their surroundings while walking to and from class, especially at night.
- comply with requests by College personnel which pertain to security measures.
- report any suspicious activity to the receptionist, who will notify appropriate personnel.
- check their College email daily for alerts and announcements pertaining to
safety and security.

- follow all published and posted emergency instructions and procedures.

In the event of an injury or a potential or actual criminal act, an incident report must be completed as soon as possible. Report forms are available at the reception desk and should be returned to the receptionist when completed.

The Dean of Nursing has the authority and responsibility to determine responsibility for nursing student safety in health-related incidents both on and off campus.

The Beckfield College Annual Crime Report can be found on the “Student Consumer Information” Section of the college webpage.

**VISITORS**

All visitors to any Campus who are not current students or employees of the College must register at the reception desk, must enter the name of the person or persons with whom they have business, and must wait at the front desk area until met by that employee. Children (anyone under the age of 16) must be registered at the reception desk and must be continuously supervised by a parent or guardian while on College property. Children are not permitted in the library, classrooms, testing areas, or laboratories without authorization. Adult guests are permitted in classrooms or laboratories only with the instructor’s approval. Pets (as opposed to registered service animals) are not permitted in the buildings. The College’s computers, copiers, and other educational and business equipment are restricted for use only by students, faculty, and staff. No student will be summoned at any visitor’s request except in the case of a genuine emergency requiring the immediate notification of the student. All employees of the College are authorized to refuse access to the facility to any person who does not provide identification and sufficient reason for his or her presence, and anyone who interferes with the academic or business activities of the College will be required to leave the premises.

**ALCOHOL AND DRUG POLICY**

In compliance with the Drug Free Schools and Communities Act Amendments of 1989, Beckfield College requires that no employee or student may possess, consume, distribute, or be under the influence of any alcoholic beverage or legally prohibited substance while on College property or while attending any College-sponsored activity.

Persons who request assistance or counseling for a problem of abuse or addiction will be referred to local organizations and agencies through the College’s confidential advisory assistance, Student Resource Services. However, the College will take appropriate disciplinary action, up to and including dismissal, against an employee or student found to be in violation of this policy. A student convicted under any federal or state law for possession or sale of illegal drugs while enrolled in the College will immediately lose eligibility for any federal Title IV financial assistance. The College will periodically notify students of its alcohol and drug abuse policies, including the consequences of abuse and the community services available to abusers.

**CONDUCT**

Students are expected to treat faculty, staff, and other students with respect and consideration, and to comply with legal statutes and College policies. Disciplinary action will be taken in response to such offenses as:

1) disruption of classes or College-sponsored activities.
2) cheating, including complicity in cheating (see also ACADEMIC INTEGRITY, below).
3) violation of copyright laws, including unauthorized downloading, file sharing, or distribution of copyrighted materials.
4) profane, obscene, overtly sexual, disrespectful, vulgar, or insulting language, behavior, or display.
5) abuse of College email privileges (see also COLLEGE EMAIL SYSTEM, above).
6) manufacture, alteration, misrepresentation, or fraudulent use of College records, including student coursework or evaluations of coursework.
7) disorderly or obstructive behavior.
8) harassment, threats, intimidation, or physical violence.
9) sexual harassment or stalking.
10) insubordination.
11) theft or abuse of property.
12) possession or distribution of stolen property.
13) unauthorized solicitation.
14) unauthorized use of College facilities, equipment, or other resources.
15) unauthorized occupation of facilities provided for the exclusive use of faculty or staff.
16) deliberate damage to College facilities or equipment.
17) possession or threatened use of weapons.
18) purchase, possession, consumption, or distribution of prohibited substances.
19) violation of any other published departmental or institutional policies.
20) attempting any of the actions above.
21) inducing or attempting to induce others to participate in any of the actions above.

In responding to misconduct, the Campus President/Executive will normally issue an oral or written warning, but for intolerable, persistent, or unlawful misconduct, the only appropriate outcome may be the student’s immediate dismissal from a course, from his or her program, or from the College. A student dismissed from a course for misconduct will receive an F for that course. A student dismissed from his or her program or from the College for misconduct will receive an F for all courses in which he or she is enrolled when the violation occurs or is discovered (unless discovery occurs after course grades have been recorded, in which case the recorded grade will stand). Documentation of the misconduct will become part of the student’s academic file, as will any response the student may wish to have filed on his or her behalf. A student dismissed from his or her program or from the College under this policy is not eligible for re-enrollment.

Beyond enforcing its own policies against misconduct, the College will report violations of civil or criminal statutes to authorities of the appropriate jurisdiction and may file charges against violators in its behalf.

GRIEVANCE POLICIES AND PROCEDURES

COMPLAINT PROCEDURE
The College’s complaint procedure is designed to provide a convenient and effective means of resolving both academic and non-academic issues by involving, at each step, the person most capable of addressing the complaint and pursuing its resolution.

Academic Issues: A student with a complaint relating to course requirements, instruction, or other academic issue should first address the issue with the instructor of the course involved. If the student believes the issue has not been or cannot be satisfactorily resolved at this level, a written appeal should be addressed to the officials below in the order listed. At each level, a determination will normally be reached within 14 days of the date the appeal is received by that official and communicated to the student in writing as soon as reasonably possible after that determination. If the instructor is also the Academic Dean, Director, or Coordinator of the department offering the course involved, the student may begin the process with step 2.

1. The Academic Dean of the department offering the course in question
2. The Campus Dean of Academic Affairs
3. The Campus President or Executive Director

Non-academic Issues: A student with an issue relating to non-instructional matters should first address the issue with the individual employee involved. If the student believes that the issue has not been or cannot be resolved at this level, a written appeal should be addressed to the officials below in the order listed. At each level, a determination will normally be reached within 14 days of the date the appeal is received by that official and communicated to the student in writing as soon as reasonably possible after that determination.

1. The employee’s supervisor
2. The Campus President or Executive Director
3. The Chief Executive Officer (CEO)

After the initial attempt to resolve the issue with the instructor or other employee, each appeal must be in writing and must describe

1. the nature of the issue,
2. the outcomes of all previous attempts to resolve the issue, and
3. what further action the student considers appropriate or necessary for the resolution of the issue.
Written appeals must be dated and must include the student’s name and signature. Handwritten appeals must be legible. The College reserves the right to disregard anonymous complaints and appeals, as well as those containing language which violates the conduct policy (see CONDUCT).

**GRADE/ATTENDANCE DISPUTES**

An instructor’s syllabus includes the criteria by which assignments are evaluated and course grades are determined. Instructors record attendance for every class session and provide the roster to the registrar for permanent recording. A student who wishes to dispute a course grade must do so within 28 days of the beginning of the quarter following that in which the grade was assigned, whether or not the student is enrolled in the following quarter. The following steps are available for disputing a course grade. Only if the instructor is no longer available or is otherwise unresponsive should the student proceed immediately to the next step.

1. The student must appeal in writing to the instructor who assigned the grade or marked attendance. If the grade or attendance were merely reported or recorded in error, the instructor will inform the Registrar and the grade or attendance will be corrected, and the student notified. If the instructor concludes that the grade or attendance was properly awarded, the instructor will notify the student of that conclusion within 14 days of receiving the student’s appeal.

2. To appeal the instructor’s conclusion, the student must, within 14 days of receiving the instructor’s conclusion, appeal in writing to the Academic Dean or Director of the department offering the course in question. The appeal must provide verifiable information as to the inaccuracy of the grade. The Academic Dean or Director will decide the dispute and notify the student in writing of that decision within 14 days of receiving the appeal.

3. To appeal the decision of the departmental Academic Dean or Director, the student must, within 14 days of receiving that decision, appeal in writing to the appropriate Campus Dean, who will, within 14 days of receiving the student’s appeal, consult with an Administrative Review Committee to review the student’s appeal and notify the student in writing of the Committee’s determination within 14 days of consultation.

The Committee’s decision will be the final institutional resolution of the appeal. No other dispute procedure will be permitted.

This process is available only for disputes pertaining to the accuracy of a reported course grade. Other issues involving a course must be addressed through the College’s complaint procedure. In determining whether a student is meeting standards of academic progress, the College must consider the grade currently on record when those standards are applied. Failing grades imposed and upheld as a result of student misconduct are not subject to dispute. Because verifiable evidence is required at each step of the grade dispute process, students should retain their course syllabi and all assignments and examinations which have been returned to them until they have received their course grades.
**FINAL REMEDIES**

After exhausting the appropriate institutional procedures above, students with complaints which they feel have not been resolved by the College may address these to the appropriate agency or agencies below:

**Florence students**
Kentucky Council on Postsecondary Education  
1024 Capital Center Drive, Suite 320  
Frankfort, KY 40601  
502-573-1555 or (fax) 502-573-1535

**Tri-County students**
Ohio State Board of Career Colleges and Schools  
30 East Broad Street, Suite 2481  
Columbus, OH 43215  
614-466-2752, (toll-free) 877-275-4219, or (fax) 614-466-2219

**Medical Massage Therapy students**
State Medical Board of Ohio  
30 East Broad Street, 3rd Floor  
Columbus, OH 43215  
614-466-3934, (toll free) 800-554-7717, or (fax) 614-728-5946

**Nursing students (Florence campus)**
Kentucky Board of Nursing  
312 Whittington Parkway, Suite 300  
Louisville, KY 40222  
502-429-3300 or (toll-free) 800-305-2042

**Nursing students (Tri-County campus)**
Ohio Board of Nursing  
17 South High Street, Suite 400  
Columbus, OH 43215  
614-466-3947 or (fax) 614-466-0388

**All students**
Accrediting Council for Independent Colleges and Schools  
750 First Street, NE, Suite 980  
Washington, DC 20002  
202-336-6780 or (fax) 202-842-2593  
Email: complaints@acics.org

**All students**
Better Business Bureau  
7 West Seventh Street, Suite 1600  
Cincinnati, OH 45202  
513-421-3015 or (fax) 513-621-0907

Most of these agencies offer, on their websites, specific advice or instruction for filing a complaint. These agencies normally disregard complaints involving grade disputes or personal conflicts and may disregard or defer complaints from students or graduates who have not exhausted the College’s complaint procedure. In responding to a complaint addressed to an external agency, the College reserves the right to include student information it deems to be necessary to respond specifically and effectively to the complaint and to do so without the consent of the complainant.

All correspondence and other documentation pertaining to a complaint and its appeals will be maintained by the College for a period of at least five years after the date of the final institutional resolution.

Complete “Gainful Employment” information, and other required consumer information disclosures can be found on the Beckfield College website at http://www.beckfield.edu/disclosures/
ACADEMIC POLICIES AND INFORMATION

ACADEMIC SESSIONS
Classes are in session year-round, with the exception of scheduled legal holidays and breaks between terms as indicated in the academic calendar. Classes may be scheduled at various periods between 8:00 a.m. and 10:30 p.m. Monday through Thursday, and between 8:00 a.m. and 6:00 p.m. on Friday. Some programs or courses may be restricted to day or evening classes only. The online academic week runs from 11:56 p.m. Sunday through 11:55 p.m. the following Sunday.

FULL-TIME STATUS
A full-time student is enrolled in at least 12 credit hours per quarter. Students should be aware that changes in their enrollment status may affect their eligibility for financial assistance, their eligibility for academic recognition, their academic progress, and their date of graduation.

ATTENDANCE
Student learning is improved by regular attendance and participation in all classes. As part of their preparation for a career, students are expected to maintain good attendance. In a professional environment, employees are expected to be regular and punctual in attendance and to report to their employer if they will be absent.

Instructors will record attendance in every class session and students are expected to attend all scheduled class meetings. Students who expect to be absent from class should contact the instructor as soon as reasonably possible to arrange for any make-up work. Students are strongly encouraged to make use of the Beckfield College email system for communicating with faculty (see COLLEGE EMAIL SYSTEM).

A student absent from all of his or her classes for a period of 14 consecutive calendar days with the exception of scheduled legal holidays and breaks as published in the Academic Calendar will be withdrawn from the College and will receive a grade of W for each course in which he or she is enrolled (see EXPLANATION OF ADMINISTRATIVE GRADES). The student’s last recorded date of attendance will be used in determining any applicable adjustment to the student’s funding. A student withdrawn for ceasing to attend will not be permitted to re-enroll in any subsequent quarter without discussing academic progress with his or her Academic Dean, Director, or Program Coordinator (or designated academic advisor) and will be subject to a re-entry fee upon re-enrollment. This policy does not apply to a student during an approved leave of absence (see LEAVE OF ABSENCE).

Students returning to the College after being withdrawn for non-attendance must meet the requirements of any program modifications that may be in effect at the time of the student’s reentry.

CANCELLATION OF COURSE REGISTRATION
In order to remain enrolled in an on ground course for which he or she is registered, a student must attend at least one class meeting of that course within the first two scheduled class sessions of the academic term. If the student does not attend within the first two scheduled class sessions, his or her registration for that course will be canceled. For online courses within 6-week modules, the student must attend within 10 calendar days from the start of the term. In order to remain enrolled in an online course for which he or she is registered, a student must demonstrate attendance by actively participating in the course. This is demonstrated by doing at least one of the following: making a substantial and relevant posting in an academic discussion forum; responding constructively to another students’ postings in an academic discussion forum; submitting an assignment; completing a quiz, examination, exercise, or other activity during the first two scheduled weeks of the course. If a student in an online course fails to demonstrate attendance during the first two calendar weeks, his or her registration for that course will be canceled.

Students whose course registration is canceled will receive an administrative grade of NS (No Show) for that course. Because an NS indicated cancellation of registration, the grade does not affect a student’s academic progress. Students may enter a course for the first time after the second calendar week only if cancellation of a class meeting prevents their attendance in that course within the first two weeks.

When cancellation of course registration occurs, the student’s financial aid awards will be re-evaluated. If the cancellation results in a change in the student’s enrollment status (as from full-time to part-time), the student’s eligibility for federal and institutional grants will be immediately affected.
Federal student loan eligibility is determined by a student’s enrollment status at the time the loan payment is disbursed. If the student’s loan disbursement is received after the first two weeks of the quarter and the student’s enrollment has decreased to less than half-time status (fewer than 6 credit hours), the student is no longer eligible for that quarter’s loan disbursement.

**MAKE-UP POLICY**

The eligibility of a student to make up class work, assignments, and tests missed due to absences is at the discretion of the instructor. Students are expected to understand each instructor’s policy on make-up work as this is presented in the instructor’s syllabus. Some programs have policies regulating make-up work in specific courses. If a final examination is canceled because of a weather emergency or other unavoidable circumstance, the examination will be administered during the following week on the same day of the week and at the same time as originally scheduled, or at a time agreed upon by the students and the instructor, provided that no other properly scheduled class or examination is affected.

**ADDING AND DROPPING COURSES**

Students may adjust their schedules by adding or dropping courses only during the first week of classes (see the ACADEMIC CALENDAR). Thereafter, withdrawal from a course results in no tuition adjustment, and adding a course is not permitted. The last date on which a student may officially withdraw from a course is the last weekday before the scheduled date of the final exam for that course. Students are not be permitted to withdraw from a course on the scheduled day of the final exam for that course. Before processing the student’s withdraw request, the Registrar has the option to confirm with the instructor of the course that the student wishing to withdraw has not yet completed the course, and has not yet taken the final exam. When a student withdraws from a course after the first week of classes, the student will receive a grade of W (not computed) for that course. The W grade will count towards the student’s course completion rate (CCR) but not towards their cumulative grade point average (CGPA) for calculation of satisfactory academic progress (SAP). A student wishing to add or drop a course must meet first with his or her academic advisor to discuss how the change may affect academic progress. Students who receive financial aid must also meet with a financial aid administrator before any action can be taken.

**WITHDRAWAL FROM THE COLLEGE**

A student who wishes to officially withdraw from the College before completing his or her current quarter of enrollment must first contact his or her Academic Dean or Director, since an institutional withdrawal will negatively affect the student’s academic progress. The student is also required to complete financial aid exit forms. Information on tuition refunds for students who withdraw from the College appears in the REFUND POLICIES section of this catalog. Students should complete all necessary withdrawal paperwork in a timely manner. Students will be administratively withdrawn from the college if they are no longer enrolled in or registered for any classes at any point in a term.

Students returning to the College after a withdrawal or dismissal must meet the requirements of any program modifications which may have occurred during their absence.

**LEAVE OF ABSENCE**

A leave of absence may be granted to a currently enrolled student when unavoidable circumstances occur which would adversely affect the student’s attendance and/or academic progress. To request a leave, the student must address a written, signed, and dated application for a leave to the Registrar or Assistant Registrar. This application must provide an explanation of the student’s need for a leave of absence, accompanied by verifiable documentation, if requested by the College. In order to approve a leave of absence, the College must have a reasonable expectation that the student will return by or before the end of the leave. Students receiving Title IV funds are also required to meet with the Office of Student Financial Services before beginning or returning from a leave of absence. If an event beyond the student’s control prevents the student from requesting the leave in advance, the College will determine the beginning date of the leave to have been the first date on which the student was unable to attend classes as the result of that event.

No more than 180 calendar days of leave will be approved for a student during any twelve-month period. If a student’s absence will exceed 180 calendar days, the student must withdraw from the College and re-apply for admission in order to return. A student who fails to return from a leave by or before the end date of the leave will be regarded as having withdrawn from the College (see WITHDRAWAL FROM THE COLLEGE). The date of withdrawal will be determined to have been the student’s last date of attendance, and all policies pertaining to withdrawal...
will apply. A leave of absence will not be approved for any student who has violated the attendance policy (see ATTENDANCE) or whose enrollment in the College has been suspended or terminated for any other reason.

If a student’s program undergoes modifications during the leave of absence, the student may be subject to the requirements of those modifications upon his or her return.

**COURSE SCHEDULING**

It is the College’s objective to ensure that appropriate courses are available to those students who remain enrolled from quarter to quarter and successfully complete their courses. The College cannot assure that a specific course will be immediately available for

- a graduate returning for an additional credential.
- a student changing programs or elective options within a program.
- a student returning to the College from a withdrawal or dismissal.
- a student who has failed or withdrawn from the course or a prerequisite to the course.
- a student who has deliberately avoided the course when it has been appropriately scheduled.
- a student who has had prerequisites to the course transferred from another institution.

**COURSE SEQUENCING**

The College sequences its courses for the academic benefit of students. Students should pursue courses in the recommended sequence for their program in order that the College can better assure that courses will be available when it is in students’ best interest to take those courses. Any changes in course sequencing must be approved by the appropriate Academic Dean or Director. Classroom availability, course availability, and class enrollment sometimes make it necessary for the College to adjust the sequence of a student’s courses, but the integrity of the student’s program will not be affected by such adjustments. Students are cautioned that course failures and withdrawals can lead to difficulties in the effective sequencing of their courses.

**COURSE SUBSTITUTION**

In extraordinary circumstances, the appropriate Academic Dean or Director may permit a course to be substituted for another course in a student’s program. Normally, such substitution will be permitted only to accommodate a student approaching graduation who might otherwise be placed at an unreasonable disadvantage without the substitution. A substituted course must normally be selected from the same academic or technical area as the course replaced but may not be used to replace a course for which the student has received a grade of F (see GRADE REPLACEMENT). In no circumstance will a course substitution be permitted if the substitution would violate the general education or concentration requirements of the student’s program as these requirements have been determined by the College’s accrediting or licensing agencies or program approving agencies. Some programs do not permit course substitutions.

**INDEPENDENT STUDY**

A course may be offered in an independent-study format to a student who, because of unavoidable circumstances, has been prevented from taking the course as scheduled. Since independent study requires significant initiative and motivation on the part of the student, the College must determine that the student is academically prepared for the course. Therefore, the following criteria are applied in determining a student’s eligibility to enroll in an independent-study course:

- The student must not be under academic probation.
- The student must have earned at least a C in each prerequisite to the course (if applicable).
- The student must not have received a grade of F in a previous attempt of the course.
- The student must meet with or otherwise communicate regularly with the assigned instructor in accordance with that instructor’s requirements. Failure to do so may result in the student’s administrative withdrawal from the course.

A student requesting a course as independent study must be accepted by a qualified instructor and receive the approval of the Academic Dean or Director of the department offering the course. These arrangements must be made no later than the end of the first week of the quarter in which the course is to be offered. Not all courses can be adapted to the independent-study format. The
College will restrict the number of courses any student may take in this format and may deny independent study in specific cases regardless of the criteria listed (see also COURSE SCHEDULING and COURSE SEQUENCING). Independent study is restricted to courses described in the current College Catalog or current Addendum to the Catalog and is not available for developmental courses or courses requested for the purpose of improving a passing grade. All College policies and procedures pertaining to curriculum, instruction, evaluation, attendance, and conduct apply to courses offered through independent study.

AUDITING A COURSE
A graduate of the College may return at any time to audit a course taken previously without any additional charge other than the cost of the textbooks and applicable fees. Auditing is available for those who have left their employment for any reason and wish to review, for those who have changed jobs or assignments, or for those who simply want to update or refresh their skills. All audits require approval of the appropriate Academic Dean or Director and are arranged on a space-available basis. An audited course awards no credit and cannot be converted to a credited course. Some programs may require a student returning from a dismissal or institutional withdrawal to audit a course the student has previously passed.

GENERAL EDUCATION
In its Accreditation Criteria: Policies, Procedures, and Standards (August 2011), the College’s accrediting agency, the Accrediting Council for Independent Colleges and Schools, defines general education as “those areas of learning which are deemed to be the common experience of all ‘educated’ persons, including subject matter from the humanities, mathematics and the sciences, and the social sciences.” Legitimate college and university degrees require a substantial component of general education. At Beckfield College, associate degrees include at least 24 credit hours of general education courses, and baccalaureate degrees include at least 56 credit hours.

General education includes collegiate coursework in the principles of
- the social and behavioral sciences: sociology, psychology, political science, history, economics, cultural anthropology, cultural geography, etc.
- the arts and humanities: art, music, literature, composition, speech, logic, philosophy, etc.
- the natural and physical sciences: chemistry, biology, ecology, physics, physical anthropology, geology, physical geography, astronomy, etc.
- the mathematical disciplines: algebra, geometry, trigonometry, calculus, statistics, etc.

A general education course exposes students to the principles of a subject in one of the areas listed above. General education courses do not focus on the specific skills and knowledge required for a particular occupation because such a focus is not their purpose. The purpose of general education is to assist students in becoming citizens who are informed, inquisitive, independent, discerning, discriminating, analytical, reflective, and personally and socially responsible, and therefore less likely to be influenced by prejudice, propaganda, and unexamined opinions and conclusions.

The College’s current general education curriculum comprises the following courses:

Social and Behavioral Sciences
ECN 101: Macroeconomics
ECN 201: Microeconomics
HIS 215: American History: Society, Culture, and Law
POL 101: The American Political System
PSY 101: Principles of Psychology
PSY 205: Health Psychology
PSY 211: Developmental Psychology
PSY 230: Abnormal Psychology  
SOC 101: Principles of Sociology  
SOC 105: Interpersonal Communication  
SOC 300: Diversity in Society 

**Composition and Humanities**  
COM 105: Speech Communication*  
COM 300: Professional Communication*  
ENG 111: Composition I  
ENG 112: Composition II  
ENG 201: Introduction to Literature  
ENG 301: American Literature  
HUM 101: Ethics  
HUM 115: Music in Culture  
HUM 125: Popular Music in America  
HUM 315: Critical Thinking* 

**Natural Sciences**  
BIO 111: Introduction to Anatomy and Physiology I  
BIO 112: Introduction to Anatomy and Physiology II  
BIO 145: Anatomy and Physiology  
BIO 161: Human Anatomy and Physiology I (with laboratory)  
BIO 162: Human Anatomy and Physiology II (with laboratory)  
BIO 300: Nutrient Metabolism  
CHM 100: Integrated Chemistry (with laboratory) 

**Mathematics**  
MTH 120: Quantitative Reasoning  
MTH 305: Statistics 

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**ACADEMIC INTEGRITY**

As an institution which values learning through academic inquiry, Beckfield College must ensure that its students clearly understand the value, process, and use of research, as well as the consequences of misconduct in presenting or otherwise employing the results of research.

Faculty who assign research are responsible for instructing their students in how to accurately represent and attribute ideas and expressions belonging to others, and how to completely and accurately document all resources in which those ideas or expressions are found. Whether quoted, paraphrased, summarized, or otherwise represented, every idea or expression beyond the realm of common knowledge or the student’s own invention must be appropriately attributed and its source carefully documented.

Faculty who discover violations will enforce appropriate penalties. A violation of the principles of attribution and documentation is plagiarism, and, whether deliberate or accidental, plagiarism is a violation of academic integrity. When deliberate, it is clearly dishonest and should incur a significant penalty. When accidental, it is not thereby excusable by a student’s appeal of ignorance. Faculty must not only respect the scholarship of others but must teach their students to respect it, and must be prepared to protect that scholarship when they find that it has been abused.

Faculty are free to set reasonable penalties for any form of academic dishonesty, whether plagiarism, cheating in completing examinations or other assignments, or unauthorized computer file-sharing, illegal downloading, uploading or distribution of copyrighted materials. In most cases, the minimum academic penalty is a grade of zero in any assignment pertaining to the violation. However, a student found to have violated standards of academic integrity will forfeit any scholarship or other academic award to which he or she may otherwise be (or become) eligible and will be ineligible for honors upon graduation. More than one violation by the same student may result in the student’s disciplinary dismissal from the College. In cases of unauthorized or illegal use of electronic resources, substantial
legal penalties may also apply, as such activities are violations of U.S. copyright law.

In addition to the requirements already outlined above, students taking online courses will be required to answer identifying questions during the creation and any subsequent changes to their login accounts to verify personal identity. It is a violation of the Academic Integrity Policy to provide fraudulent information to obtain an account. It is the student’s responsibility to keep these credentials confidential. The student’s username and password should be used to access the college IT resources for their intended purposes only. These resources include all campus computers, servers, websites, email services, network connectivity services, and other online resources and files.

The following additional actions are considered violations of the Academic Integrity Policy in regard to virtual classrooms:

- Unauthorized collusion
- Misrepresenting one’s identity

Any instructor who discovers any of the above violations in his or her course will provide a written report of the violation to the Academic Dean or Director whose course is involved. The report will include at least such details as

1) the date on which the incident occurred or was discovered,
2) the title of the course involved,
3) the name(s) of the student(s) involved,
4) a description of the violation,
5) action taken by the instructor, and
6) the instructor’s recommendation for further action (if any).

The report will be accompanied by whatever documentation pertains to the violation. After consultation between the instructor and the Academic Dean or Director, the report will become part of the permanent academic record of the student involved, as will any response the student may submit.

In instructing their students in proper attribution and documentation, faculty will normally require the documentation style appropriate to their profession or to the academic discipline of their courses: American Psychological Association, Modern Language Association, Uniform System of Citation, or other.

**INCOMPLETES**

An Incomplete may be assigned for a course when circumstances beyond the control of the student prevent the completion of coursework. An Incomplete indicates that the student has demonstrated commitment to the course (by attendance and coursework submitted) and has done passing work, but has been prevented from fulfilling all requirements of the course. Further, the student must have submitted coursework of sufficient quantity and quality for the instructor to determine that the student has the ability to complete the course without assistance in the time permitted for completion. A request for an Incomplete will not be approved for a student who is failing the course at the time of the request or for a student who has violated the attendance policy (see ATTENDANCE).

An Incomplete must be requested by the student and will not be granted without the approval of the instructor and the Academic Dean or Director of the department offering the course, or if the student is in withdraw status (does not apply to “pending graduate” status). With the exceptions noted below, resolution of an Incomplete must occur within 28 days of the date the grade was assigned, whether or not the student is enrolled during the 28 day period. If the Incomplete has not been resolved within the period approved, a grade of zero will be entered for all work not submitted, and the course grade will be determined in accordance with the criteria published in the instructor’s syllabus.

Exception 1: With the approval of the student’s Academic Dean or Director, the term for resolution of an Incomplete in an externship or practicum may be extended to one quarter.

Exception 2: A student suspended for failure to meet standards of academic progress must resolve any incompletes before an academic plan may be developed (see STANDARDS OF ACADEMIC PROGRESS).

**GRADE REPLACEMENT**

In order to receive credit for a course in which a failing grade (F) was assigned, a student must repeat and pass the course. If the grade earned in repeating a course is passing, this grade will replace the failing grade, and the student’s cumulative grade-point average will be adjusted accordingly. If a student receives a failing grade in the same course more than
once, the passing grade earned in repeating the course will replace only the earliest failing grade. All grades remain recorded in the student’s transcript, and all attempts of a course are counted in determining the student’s course completion rate (see STANDARDS OF ACADEMIC PROGRESS). All courses failed must be repeated at Beckfield College.

If a student fails or withdraws from a course which subsequently becomes unavailable as a result of a program modification, the student will be scheduled according to the requirements of the modification and will not be permitted to repeat the course.

**CHANGE OF PROGRAM**
Because several programs have specific requirements for admission, a student may transfer from one program to another only with the recommendation of the Academic Dean or Director of the program to which the student wishes to transfer. Except in extraordinary circumstances, students are restricted to two such changes during their enrollment in the College.

When a student transfers from one program to another, courses that appear in both programs will be applied to the new program, and all grades previously recorded for these courses will be included in determining the student’s academic progress in the new program. Transcripts currently on file from other postsecondary institutions the student has attended will be re-evaluated to determine whether additional coursework may be eligible for transfer.

Students’ requests for a change of program will not be acted upon until their grades from the most recent quarter have been posted and their academic standing has been determined. Students may not change programs while under academic probation.

Students who wish to return to their original program will be subject to the requirements which apply to that program at the time of their return.

**CONTACT HOURS AND CREDIT HOURS**
Course crediting is based upon the number of lecture, laboratory, and externship or clinical hours provided in the contact (instructional) hours of each course. A contact hour is defined as 50 minutes of instruction. One quarter credit hour is awarded for each

- 10 or more contact hours of lecture (instruction in theory and principles). For every contact hour of a lecture class, students should expect to devote at least two hours out of class in such activities as reading, study, review, research, and completing written assignments.
- 20 or more contact hours of laboratory (supervised application of knowledge and skills). For every two contact hours of a laboratory, students should expect to devote at least one hour out of class in such activities as reading, study, review, research, and completing written assignments.
- 30 or more contact hours of externship, practicum, or clinical course work (supervised field experience).

In those programs for which Title IV funding requires a clock hour conversion, the College uses a 25-to-1 clock hour to credit hour conversion rate, which includes a minimum of 20 clock hours of classroom or direct faculty instruction, with the remaining 5 clock hours to include documented student work outside of class.

**GRADING SYSTEM**
Faculty report final course grades to the Registrar at the end of each quarter. After administrative processing, grades are made available to students. Grades for graduating students are mailed to the students’ homes. The following system is applied, with exceptions and clarifications noted below.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>DESCRIPTION</th>
<th>Quality Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(90-100%) Superior Achievement</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>(80-89%) Commendable Achievement</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>(70-79%) Satisfactory Achievement</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>(60-69%) Marginally Acceptable Achievement</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>(below 60%) Unsatisfactory Achievement</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn without grade penalty</td>
<td>Not computed</td>
</tr>
</tbody>
</table>
As indicated in the syllabus for each course, work completed out of class will be accounted for, and the evaluated results of such work will be included in determining the student’s grade for a course.

A grade of F will be administratively imposed when a student is dismissed from a course, from his or her program, or from the College as a result of misconduct (See CONDUCT).

Evaluative grades are not assigned for a laboratory section scheduled separately from the lecture section of a course. Laboratory grades are included in determining the grade for the course as a whole, and the grade of L indicates only that the student was enrolled in a separately scheduled laboratory section.

Grades earned in developmental courses (those with the course number 090) are not computed in determining a student’s grade-point average.

In the nursing department, C is the minimum passing grade in any course designated PNR or NUR, and the grade of D does not apply. The percent equivalents for the grades of A, B, C, and F in these courses are as follow: A = 93-100%, B = 85-92%, C = 78-84%, F = below 78%. A student who fails any two nursing courses, or the same nursing course twice, is subject to dismissal from the program and must successfully appeal, in writing, to the Nursing Department in order to continue or resume enrollment.

In some biological science, allied health, and specialized courses, a grade of C (70%) is the minimum passing grade, and the grade of D does not apply. Where this grading policy applies, it is noted in the appropriate course descriptions. A student who fails the same Allied Health laboratory course twice must receive the approval of the Allied Health Department in order to repeat the course.

EXPLANATION OF ADMINISTRATIVE GRADES

**AU:** Audit, indicating that the student has taken a course for no credit. Current students and graduates are permitted to audit courses on a space-available basis. Audited coursework awards no credit and cannot be converted to credit.

**I:** Incomplete, indicating that the student has demonstrated commitment to a course through quantity and quality of work and is passing the course, but because of unavoidable circumstances has been prevented from fulfilling all course requirements. An Incomplete must be requested by the student and approved by the instructor and the Academic Dean or Director of the department offering the course. Instructors will not assign an Incomplete simply because a student ceases attending class or submitting work.

**K:** Cancellation of enrollment, indicating that the student’s enrollment in the College has been canceled for cause, as determined by the College.

**LC:** Laboratory/Clinical, indicating that the student has been enrolled in a laboratory or clinical section of a course. Transcripts issued before June, 2014 may have a “L” in lieu of the “LC” grade.

**LOA:** Leave of Absence, indicating that the student has interrupted his or her attendance but is considered still enrolled under an approved leave of absence.

**NS:** No Show, indicating that the student’s registration for a course has been canceled as a result of his or her failure to attend the course within the first two calendar weeks of the quarter.

**PC:** Proficiency Credit, indicating that the student has passed an approved examination or has otherwise demonstrated appropriate proficiency in a subject or discipline required in his or her program.
**TC:** Transfer Credit, indicating that the student has been granted credit for a course by having successfully completed a comparable or equivalent course at another appropriately accredited institution.

**W:** Withdrawal, indicating that the student has withdrawn from a course in progress.

**WF:** Withdrawal while failing, indicating that the student has withdrawn from a course after the seventh week of the quarter and was currently failing the course as of the date of withdrawal. *NOTE: The College discontinued awarding this grade effective January 1, 2014. This grade may still be reflected on transcripts if earned in terms prior to January 1, 2014.*

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**GRADE-POINT AVERAGE**

The final grade assigned by an instructor at the end of a quarter is based on the student’s academic achievement during the term. Each course grade is assigned a number of quality points per credit hour. A student’s quarterly grade-point average (GPA) is determined by dividing the total number of these quality points by the total number of credits attempted during the quarter. The administrative grades AU, I, K, L, LOA, NS, PC, TC and W do not affect the student’s GPA.

**ACADEMIC HONORS**

The Deans’ List and President’s List are quarterly recognitions of academic achievement. At the conclusion of each quarter, students who have earned a grade-point average of at least 3.5 in that quarter are named to the Deans’ List. Those who earn a grade-point average of 4.0 in that quarter are named to the President’s List. In order to qualify for these honors, a student must have completed at least 12 credit hours (not including developmental courses) in the quarter for which the award is given.

Part-time students who have completed at least 6 but fewer than 12 credit hours (not including developmental courses) in the same quarter and have earned a grade-point average of at least 3.5 in that quarter are named to the Director’s List.

Lambda Epsilon Chi (LEX) is a national honor society for paralegal studies. The purpose of LEX is to recognize persons who have demonstrated superior academic performance in an established program of paralegal/legal assistant studies offered at an institution that is a member in good standing of the American Association for Paralegal Education. Students to be inducted will have demonstrated superior academic performance, evidenced by a cumulative grade point average of 3.5 or higher, and will have completed at least two-thirds of their program requirements. These students are recognized through a formal ceremony and the awarding of a certificate of induction and a membership pin. They are also entered into the permanent records of Lambda Epsilon Chi and the American Association for Paralegal Education.

The associate degree programs in nursing maintain an honor society for students who have completed at least three quarters of course work in their program. To qualify for induction, a student must have a cumulative grade-point average of at least 3.2 upon completing the third quarter and must continuously maintain the qualifying grade-point average in order to retain membership.

**GRADUATION**

To be eligible to graduate, a student must have

1) successfully completed all courses required for the credential sought,
2) met the College’s residency requirement,
3) earned all credits required by his or her program within the maximum program length (1.5 times the number of credit hours in the program),
4) completed his or her program with a cumulative grade-point average of at least 2.00,
5) completed an exit interview with the Office of Career Services,
6) completed a loan exit interview with the Office of Student Financial Services, if applicable, and
7) completed an exit interview with the Office of Student Services, if applicable.
**GRADUATION WITH HONORS**

Because Beckfield College believes that academic excellence deserves recognition, it awards honors to outstanding graduates in each graduating class. A degree graduate whose cumulative grade-point average (CGPA) meets the following criteria is graduated with the honor indicated.

**Academic Honor Minimum CGPA**

<table>
<thead>
<tr>
<th>Honor</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum laude</td>
<td>3.50</td>
</tr>
<tr>
<td>Magna cum laude</td>
<td>3.75</td>
</tr>
<tr>
<td>Summa cum laude</td>
<td>4.00</td>
</tr>
</tbody>
</table>

The Alpha Beta Kappa Honor Society Award will be earned by any graduate who has maintained at least a 3.75 cumulative grade-point average and outstanding attendance.

**STANDARDS OF ACADEMIC PROGRESS (SAP)**

At the conclusion of each quarter, every student’s academic record is evaluated to ensure that the student is making satisfactory progress toward graduation. Two standards apply: the course completion rate (CCR) and the cumulative grade-point average (CGPA). These standards apply to all students without exception.

The course completion rate (CCR) is evaluated at the end of each quarter of enrollment to ensure that the student can successfully complete his or her program within the maximum program length. The course completion rate is determined by dividing the number of credit hours the student has earned by the number of credit hours the student has attempted. Credits earned are those for which the student has received a grade of A, B, C, D, PC, or TC. Credits attempted are those for which the student has received a grade of A, B, C, D, F, I, PC, TC, W, or WF. In order to graduate, the student may not exceed the maximum program length; that is, the student may not attempt more than 1.5 times the number of credit hours required by his or her program (rounded down to the nearest whole number).

The cumulative grade-point average (CGPA) is evaluated at the end of each quarter of enrollment to ensure that the student can complete his or her program with the required CGPA of at least 2.00.

To be eligible for graduation, a student must have completed his or her program with a CCR of no less than two-thirds (67%) and a CGPA of no less than 2.00. These two requirements are referred to as the graduation standards.

The Bachelor of Science in Nursing requires that the student complete the junior and senior years within 1.5 times the credit hours required with a CGPA of at least 2.00. Because this is a degree completion program (associate to baccalaureate), the student’s academic progress is determined only by the CCR and CGPA achieved in his or her junior and senior years.

Because of the structure of the LPN to Pre-RN associate degree in nursing, the diploma standards (below) apply separately to each component of the program: quarters 1 through 5 (directed to licensure as a Practical Nurse) and quarters 6 through 10 (directed to licensure as a Registered Nurse).

The minimum standards indicated in the chart below apply to all students, regardless of their enrollment status (full-time or part-time) in any quarter. To maintain good standing, a student must meet or exceed both the CCR and the CGPA standard at each evaluation point.

*Students in clock-hour programs should consult the policies in the “Clock-Hour Policies” section of this catalog.*
# Minimum Standards of Academic Progress

## Degree Programs

<table>
<thead>
<tr>
<th>End of Quarter</th>
<th>CCR</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>33%</td>
<td>1.00</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>45%</td>
<td>1.25</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>50%</td>
<td>1.50</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>55%</td>
<td>1.60</td>
</tr>
<tr>
<td>Quarter 5</td>
<td>60%</td>
<td>1.80</td>
</tr>
<tr>
<td>Quarter 6*</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>Each Subsequent Quarter</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

## Diploma Programs

<table>
<thead>
<tr>
<th>End of Quarter</th>
<th>CCR</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>33%</td>
<td>1.25</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>50%</td>
<td>1.60</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>60%</td>
<td>1.80</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>Each Subsequent Quarter</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

## Certificate Programs

<table>
<thead>
<tr>
<th>End of Quarter</th>
<th>CCR</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>33%</td>
<td>1.25</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>55%</td>
<td>1.55</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>Each Subsequent Quarter</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*A degree student who fails to meet either standard at the conclusion of his or her sixth quarter or any quarter thereafter will be suspended.*

Upon the first failure to meet either of the minimum standards, the student will receive a notification of Academic Warning and will be required to meet with his or her Academic Dean or Director for academic counseling. If the student is receiving federal financial assistance, he or she will also be placed under Financial Aid Warning but will remain eligible for financial aid.

After the second consecutive failure to meet either of the minimum standards, the student will be notified that he or she is under Academic Suspension. If the student is receiving federal financial assistance, he or she will immediately be placed under Financial Aid Suspension and will be notified of this loss of eligibility.

If extenuating circumstances have caused or substantially contributed to the student’s failure to maintain academic progress and the student wishes to remain enrolled, he or she must submit a written appeal to his or her Academic Dean or Director. This appeal must explain the circumstances which have prevented the student’s academic success and what actions the student has taken to overcome those circumstances.

If the student’s appeal is approved, an Academic Plan must be developed and approved by the student and his or her Academic Dean or Director. This plan will set the requirements which the student must meet in order to remain enrolled and recover good academic standing.

If the student has been receiving federal financial assistance, he or she must also submit to the Office of Student Financial Services a written appeal for reinstatement of eligibility. This appeal must include:

1. a detailed explanation for the student’s failure to meet the Standards of Academic Progress,
2. documentation of the circumstances which have obstructed his or her academic progress,
3. the actions the student has taken to correct his or her academic deficiencies, and
4. a copy of the student’s Academic Plan.
If all necessary appeals are approved, the student will be placed on Academic Probation for no more than two quarters of enrollment, during which he or she must recover good academic standing. Failure to do so will result in the student’s academic dismissal from the College. A student who has successfully appealed loss of financial aid eligibility will be notified that he or she is under Financial Aid Probation for the term of the Academic Probation.

The following circumstances will result in dismissal from a program for lack of academic progress:

1) The student has failed to satisfy the terms of his or her Academic Plan.

2) The student cannot achieve good standing within the first two quarters of enrollment following an academic suspension.

3) It is determined at any time that it is mathematically impossible for the student to achieve graduation standards within the maximum program length (1.5 times the number of credit hours in the program).

4) The student’s final appeal of any academic action has been denied.

**Effects of administrative grades and other actions upon a student’s academic progress:**

**Credits Transferred from Other Institutions (TC):**
Transferred credits are treated as credit hours attempted and earned. Therefore, when transferred credits are applied to a student’s program, the student’s course completion rate is increased. A student’s quarter of enrollment is not affected by transferred credits; the student is subject to those standards of progress applying to his or her actual quarter of enrollment in the College.

**Proficiency Credit (PC):**
Credits granted to a student through proof of proficiency count as credits attempted and earned in determining course completion but do not affect the student’s grade-point average.

**Withdrawal from a Course (W):** A grade of W indicates that a course was attempted but not completed as the result of a student’s voluntary withdrawal or administrative withdrawal by the College (see ATTENDANCE and ADDING AND DROPPING COURSES). A grade of W carries no grade penalty and thus affects only the course completion rate.

**Cancellation of Course Registration (NS):** A grade of NS (no show) indicates that the student has not attended a course during the first two calendar weeks of a quarter, and that his or her registration for that course has been canceled. A grade of NS has no effect on a student’s academic progress.

**Cancellation of Enrollment (K):** A grade of K indicates that the student’s enrollment in the College has been canceled for cause, as determined by the College. A grade of K has no effect on a student’s academic progress.

**Incomplete (I):** An Incomplete indicates credit hours attempted but not yet earned. An unresolved Incomplete has no effect upon the student’s grade-point average, but will negatively affect the student’s course completion rate until the incomplete is resolved to a passing grade. A student suspended for failure to meet standards of academic progress must resolve any incompletes before an academic plan may be developed.

**Disputed Grade:** In determining whether a student is meeting standards of academic progress, the College must consider the course grade currently on record when the standards are applied (see GRADE DISPUTES, above). If the student is currently under an Academic Plan and a change of grade results from the dispute, the student’s Academic Plan may be revised to accommodate the amended grade.

**Repeated Course:** Any course not passed remains recorded in a student’s transcript and is charged to the student as credit hours attempted but not earned, whether or not the student has subsequently repeated and passed the course.

**Developmental Course:** Because developmental courses are provided as academic preparation in addition to the courses required by a student’s program, grades received in these courses are not computed in determining a student’s grade-point average, and the outcomes of the courses do not affect the student’s academic progress. If a student is enrolled only in developmental courses in a quarter, that quarter will not be included in determining the student’s academic progress.

However, a student who has not passed a developmental course within three attempts of that
course (one academic year) will no longer be eligible to receive federal financial assistance for the course.

Leave of Absence (LOA): An approved leave of absence does not affect a student’s academic progress. If the leave commences during a quarter, that quarter will not be included in determining the student’s academic progress, provided that the student fulfills the terms of the leave. However, a student who does not return by the conclusion of a leave will receive a grade of W in all courses in which he or she was enrolled when the leave was granted, and the student’s course completion rate will then be negatively affected.

Change of Program or Enrollment into a New Program: When a student changes programs, or a graduate re-enrolls for an additional credential, completed courses appropriate to the new program are applied to that program, and the outcomes of all previous attempts of these courses affect the student’s academic progress in the new program. Attempts of courses which do not apply to the new program remain recorded in the student’s transcript but do not affect the student’s progress in the new program. When all courses have been applied to the new program, the student must earn the credits remaining in the new program within 1.5 times the number of the credits remaining to complete the program (rounded down to the nearest whole number). A student may not change programs or enroll into a new program while under academic probation.

A change of program does not affect a student’s quarter of enrollment. The student will therefore be subject to the standards of progress applying to his or her current quarter of enrollment, regardless of any change of program.
CLOCK-HOUR PROGRAM POLICIES

This section provides financial aid, policies, and related information only for students enrolled in clock-hour programs. Some of these policies may differ slightly from those affecting credit-hour programs. Programs that utilize this section are noted in the “Program Offered” section of this catalog. Policies located elsewhere in this catalog will govern both credit-hour and clock-hour programs unless an alternate clock-hour policy is stated in this section.

FINANCIAL AID FOR CLOCK-HOUR PROGRAMS

Payment Periods and Disbursement Procedure for Clock-Hour Programs

Federal Student Aid (Title IV), includes Federal Pell Grants, Federal Direct Stafford Loans, and Federal Direct Parent PLUS Loans. Federal Student Aid will be disbursed to students (or their tuition accounts) in two or more payments, depending on the number of academic terms for their program. The first payment period begins at the start of a program and ends at the halfway point of the program. Unless a student has paid the tuition with her/his own money or other funding, some or all of the federal aid a student is eligible for will first go to reduce the student’s tuition bill.

Depending on the program length, there are two to four payment periods. Programs with one academic year or less will have two payment periods, while programs that have a second academic year will have either three or four payment periods. The Financial Aid Office sends a notice to students when their accounts are credited with student loan funds, although this does not necessarily mean a student will receive a refund. Students must maintain satisfactory academic progress in order to receive federal aid.

Institutional Refund Policy for Clock-Hour Programs

Refunds for Clock-Hour Programs are based on the student’s current term and the number of clock-hours that the student is scheduled for each term.

1) A student who withdraws before the first class and after the 5-day cancellation period (see above) shall be obligated for the registration fee.

2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.

3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.

4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.

5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program.

Refunds shall be based upon the last date of a student’s attendance or participation in an academic school activity.

Appeals of refund policy interpretations may be addressed, in writing, to the Corporate Director of Student Financial Services.

Satisfactory Academic Progress for Clock-Hour Programs

All Beckfield College students, whether or not they receive federal financial aid, are required to make academic progress toward completion of a degree or certificate. Satisfactory progress for a clock hour program is evaluated at the end of each academic term, in order to determine if the student has successfully completed their scheduled clock hours.
for that academic term. To be considered to be making Satisfactory Academic Progress (SAP) and to be eligible for the Federal Student Aid, a student must be meeting all of the following conditions:

**Qualitative - Grade Point Average**
Clock-hour students must maintain a cumulative grade point average (GPA) of at least 2.0, to be examined at the end of each academic term.

**Quantitative - Pace of Progress**
All students must successfully complete at least 75% of their cumulative attempted clock hours to stay on pace within the Maximum Time Frame requirements.

- Attempted clock hours are the hours a student attends each academic term.
- Transfer clock hours accepted toward the student’s program are included in both the attempted clock hours and completed clock hours.
- Excused absences must be made up.
- Grades of Incomplete are counted as attempted but not completed. If a student subsequently completes the course requirements and wants to request a recalculation of the percentage completed, he/she must notify the Financial Aid Office.

**Maximum Time Frame**
All students must complete their program requirements within 150% of the time it normally takes to complete the program (as measured in clock hours and calendar weeks). For example, a student must successfully complete a total of 900 clock hours in less than 1350 total attempted clock hours (900 x 150% = 1350). Also, a 48-week program must be completed in less than 72 weeks.

**Warning Period**
A student who fails to meet either or both the Qualitative and Quantitative standards will be given a Warning Period of one academic term. During the Warning Period, a student may continue to receive the financial aid for which he/she is otherwise eligible.

**Suspension/Termination**
A student’s financial aid eligibility will be suspended or terminated if either of the following occurs:

- The student failed to meet either or both the Qualitative and Quantitative standards by the end of the Warning Period.
- The student has attempted 150% of the clock hours required for the certificate program.
- Appeal

The appeals process for Academic Issues, SAP status, and for Financial Aid determinations are the same for students in all programs (clock-hour and credit-hour) as found in the previous sections of this catalog.

**Probationary Period**
A student whose appeal is approved will have academic and financial aid eligibility reinstated on a Probationary basis for one academic term. The student may continue to receive financial aid during this Probationary Period but must meet the regular SAP standards or be making progress under an approved academic plan by the end of the Probationary Period. A student who fails to make progress under the approved academic plan will not be allowed to submit another appeal.

**Re-establishing Eligibility**
A student who failed to make progress during the Probationary Period may re-establish his/her financial aid eligibility after meeting the following conditions: The student may enroll at the student’s own expense until both the Quantitative and Qualitative SAP standards are met, while not exceeding the Maximum Time Frame.

**Notification**
Students will be sent written notification if their status changes as a result of the SAP evaluation.
SAP Table by programs:
Medical Massage Therapy – Diploma

<table>
<thead>
<tr>
<th>Academic Term/ Evaluation Point</th>
<th>TERM 1</th>
<th>TERM 2</th>
<th>TERM 3</th>
<th>TERM 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Clock Hours</td>
<td>230</td>
<td>240</td>
<td>230</td>
<td>200</td>
</tr>
<tr>
<td>Minimum SAP %</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td>Minimum CGPA</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Minimum Earned Hours</td>
<td>173</td>
<td>353</td>
<td>525</td>
<td>675</td>
</tr>
<tr>
<td>Instructional Weeks</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
</tbody>
</table>

Program length – 48 weeks. Maximum program length – 72 weeks.

ACADEMIC POLICIES FOR CLOCK-HOUR PROGRAMS

Attendance Policy for Clock-Hour Programs
Clock-hour programs require documentation of student attendance for every scheduled hour of class time. Students are expected to attend all scheduled classes for the entire class session in order to achieve the learning objectives of their program.

Any absence in the program will require the student to attend a scheduled make-up session with the Instructor, Program Dean or the Academic Dean for the full amount of class hours missed. A student may use make-up sessions to compensate for a maximum of three (3) absences per course. After three absences, students are required to submit proper documentation and seek Academic Dean Approval before attending a make-up session.

Excused Absence in Clock-Hour Programs
No more than 10% of the clock hours per course may be counted as excused absences. Absence from a class period in a clock-hour program may be designated as an excused absence ONLY if:

- Prior approval for the absence is obtained by the instructor AND the Program Coordinator, Program Dean, or the Academic Dean; or
- Supporting Documentation is submitted, and a subsequent approval for the absence is obtained by the instructor AND the Program Coordinator, Program Dean, or the Academic Dean.

Make-Up Policy for Clock-Hour Programs
Students must attend a make-up session within seven (7) days of the original absent date unless approved by the Academic Dean, not to exceed the end of the academic term. Make-up times may be regularly scheduled by the program, or may be agreed upon by the student, Instructor, Program Dean and/or Academic Dean, provided that no other properly scheduled class or examination is affected.

Leave of Absence for Clock-Hour Programs
The Leave of Absence (LOA) policy and procedures is the same for all students at Beckfield College regardless of whether they are in a Credit-Hour or a Clock-Hour program. Please see the Leave of Absence policy as found in the previous sections of this catalog. The time spent on an approved leave of absence is not counted against the maximum time frame for clock-hour students.

Course Repeating in Clock-Hour Programs
Students may repeat failed courses until they have attained a passing grade. However, a student cannot exceed the 150% maximum time frame allowable for their program (see Maximum Time Frame Policy) and they may not receive financial aid for subsequent attempts at a course. An "Incomplete" grade (I) that remains on the academic record at the time satisfactory academic progress is reviewed will be treated as not completed but the attempted hours will be counted. Upon completion of the Incomplete (I) course, the grade and course will be given due credit in future consideration.
COURSE DESCRIPTIONS

100 and 200-level courses are normally designed to prepare students for more advanced coursework, though 200-level courses often have prerequisites and are recommended for students in their second year.

300 and 400-level courses are advanced, upper division courses normally taken by students in their junior and senior years. These courses have one or more prerequisites. Because admission into the certificate program in Paralegal Studies requires the student to have earned a baccalaureate degree, prerequisites to courses in that program are not applied, except for the prerequisites to LAW 103 and LAW 315.

The three-letter prefix preceding each course number refers to the discipline to which the course belongs:

Accounting (ACC)
Addiction Studies (ADS)
Advanced Personal Training (APT)
Biological Science (BIO)
Business (BUS)
Computer Applications (CAP)
Chemistry (CHM)
Communications (COM)
Criminal Justice (CRJ)
Dental Assisting (DA)
Disc Operating Systems (DOS)
Economics (ECN)
English (ENG)
Health Care Management (HCM)
History (HIS)
Health Information Technology (HIT)
Hospitality Administration (HOS)
Hotel and Restaurant Management (HRB)
Humanities (HUM)

In the following course descriptions, the number in parenthesis following the course title indicates the number of quarter credit hours awarded by the course. These hours include at least three hours per credit hour of student work per week, which may include lecture, laboratory and clinical experience, and documented outside academic preparation as indicated on the syllabus for each course. An asterisk indicates a general education course.

Human Resource Administration (HRA)
Juvenile Justice (JUV)
Paralegal Studies (LAW)
Legal Nurse Consulting (LNC)
LAN Operating Systems (LOS)
Medical Assisting (MED)
Management (MGT)
Marketing (MKT)
Medical Massage Therapy (MMT)
Medical Office Administration (MOA)
Mathematics (MTH)
Nursing (NUR)
Practical Nursing (PNR)
Political Science (POL)
Professional Development (PRD)
Psychology (PSY)
College Reading (RDG)
Sociology (SOC)
Transmission Control Protocol (TCP)

Student transcripts may also reflect sections with course numbers followed by an “L” or a “C”, and quarter-credit of zero (0) hours, and/or an “LC” grade. These are posted on the transcript only for purposes of our automated scheduling and electronic records keeping system. Student work completed in those sections is assessed and factored into the final grade of the accompanying course.
ACC 140  ACCOUNTING I (4)
An introduction to basic financial accounting principles. Topics covered include balance sheets, accounting techniques and cycles, billings, income statements, and financial statements. Prerequisite: MTH 090 or placement

ACC 141  ACCOUNTING II (4)
An introduction to managerial accounting concepts. Topics include the use of accounting information for decision-making and planning, cost-volume-profit analysis, operating and capital budgets, and cost variance analysis. Prerequisite: ACC 140

ACC 160  COMPUTERIZED ACCOUNTING (4)
Practice in the application and use of computerized accounting programs. The step-by-step computer lab approach allows for interaction and comprehension when entering data, analyzing information, and making decisions. Prerequisite: ACC 140

ACC 300  MANAGERIAL ACCOUNTING (4)
This course provides exposure to a broad range of economic decision problems that arise in a variety of organization contexts and with various types of accounting and other information. The course includes recognizing complex accounting issues and achieving solutions. Prerequisite: ACC 141

ADS 260  DIAGNOSIS AND ASSESSMENT (4)
An introduction to the clinical assessment and diagnostic process in addictions as well as co-occurring disorders. The student will learn key elements of making effective assessments and will become familiar with the diagnostic and statistical manual’s multi-axial and multidimensional paradigms. Prerequisite: PSY 101 or appropriate degree earned

ADS 270  PHARMACOLOGY OF ADDICTIONS (4)
A study of how tolerance, cross-tolerance, synergism, and withdrawal lead to addiction, how the route of administration alters pharmacodynamics, and how the liver and the kidney affect the body’s chemical metabolism. Aspects of neurophysiology will also be presented. Prerequisite: ADS 260 (co-requisite for students in the Addictions Counseling certificate program)

ADS 280  COUNSELING IN ADDICTIONS (4)
An overview of various counseling theories, including some counseling perspectives more commonly used in the field of addiction treatment. The course helps the student to build the foundation for development of a personal counseling approach, emphasizing the counseling process, basic requirements in a therapeutic relationship, and ethical considerations. Prerequisite: ADS 260 (co-requisite for students in the Addictions Counseling certificate program)

ADS 290  GROUP TREATMENT (4)
An introduction to group theories, issues, and key concepts of group process. Students will learn how to apply these concepts in working with a variety of groups with a focus on addictions. The course also provides a basic understanding of group dynamics, processes, and development, with the focus on addiction therapy. Students will identify and experience group member roles and behaviors and study group leadership characteristics, styles, and approaches. Various types of group work will be presented, including task therapy, counseling, and psycho-educational modes. Prerequisite: ADS 260

ADS 320  RELAPSE PREVENTION (4)
A study of the relapse and recovery process, including the phases of recovery, recognizing a healthy recovery from addiction, understanding relapse, the causes and manifestations of relapse, triggers associated with relapse, and understanding relapse in individuals within special populations. Prerequisite: ADS 260

ADS 335  ETHICS IN ADDICTION COUNSELING (4)
An examination of the codes of ethics in addictions and human services, with emphasis on the NAADAC code of ethics for addictions treatment providers and both state and federal guidelines. Experiential exercises and role playing will be used to identify and resolve ethical issues and dilemmas. Prerequisite: ADS 260

ADS 350  EXTERNSHIP IN ADDICTION COUNSELING (4)
A clinically supervised practicum which provides the opportunity to work with treatment, correctional, and social service agencies, thereby gaining valuable knowledge of support systems available in the community. Externships are considered work experience by the Ohio Chemical Dependency Professionals Board and the Kentucky Board of Certification of Alcohol and Drug Counselors and may be extended by agreement with the receiving agency. Students must have at least a 2.0 grade-point average to qualify for an externship and must be accepted by the host agency. Prerequisite: Departmental approval

APT 100  ORIENTATION TO PERSONAL TRAINING (2)
An introduction to types of personal training facilities. Field trips and classroom discussion will provide insight into employment types and opportunities and networking possibilities. Prerequisite or Co-requisite: APT102
APT 101 INTRODUCTION TO EXERCISE PHYSIOLOGY (5)
Physiological principles that lead to the development of safe, relevant, and effective exercise regimes. Topics covered include components of a fitness program, assessment of fitness, assessment of cardiovascular risk factors, energy systems involved in exercise and measurement of exercise intensity, nutrition, physiological adaptations to exercise, health related benefits of exercise, protocols for exercise prescription, guidelines for low back injuries, and biomechanical principles of injury prevention and effective exercise. Controversies in the field of fitness will also be introduced. A grade of C (70%) is the minimum passing grade in this course. Prerequisite or co-requisite: APT 108 and BIO 115

APT 102 ORIENTATION TO PERSONAL TRAINING LAB (2)
Hands on use of lab equipment, practical applications of APT100 Lecture. Introduction to various types of equipment, their application and use. Practical applications of program design, exercise technique, and safety. Students will experience new exercises, spotting techniques, and weekly progressions of workout routines. Prerequisite or required: APT 100.

APT 103 INTRODUCTION TO EXERCISE TESTING AND PRESCRIPTION (4)
Students receive hands-on instruction in basic testing procedures for body composition, flexibility, risk factors, muscular strength and endurance, and aerobic capacity assessment. Principles of exercise physiology are applied to designing exercise programs and individualized workouts using a combination of mat work, calisthenics, resistance tubing, free weights, and circuit training equipment. Off-site experiences at local gyms are used to illustrate course concepts. A grade of C (70%) is the minimum passing grade in this course. Prerequisite or co-requisite: APT 101

APT 104 BASIC NUTRITION (2)
An introduction to fundamental concepts of nutrition. Topics include the nutritive value of foods, factors influencing a body’s food requirements, carbohydrate, fat, protein, vitamin, and mineral requirements, additives, food fads and the importance of nutrition in promoting health. Principles of digestion and absorption, disease prevention, diet modifications, and weight controls are covered. This course will focus on overall nutrition for the athlete as well as educate and expose students to contemporary practices and trends in the field of Personal Training. Prerequisite: None

APT 105 PROGRAM DESIGN AND PRESCRIPTION (4)
The theoretical basis and application of common variations in strength training regimes. Functional anatomy, biomechanics, and common injuries to the major joints of the body will be reviewed and appropriate exercise modifications and protocols for clients with those injuries will be discussed. Protocol guidelines for clients with controlled metabolic disorders such as diabetes and hypertension are also presented. The practical/lab portion of the course gives students instruction in intermediate to advanced level exercises using a variety of exercise equipment. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: APT 105

APT 106 PERSONAL TRAINING EXTERNSHIP (1)
Under supervision of an instructor, students gain practical experience in community settings by participating in a local fitness fair. Students perform a variety of fitness assessments, including resting heart rate and blood pressure, skin fold and circumference measurements, YMCA step test, push-up, sit-up and hand grip tests, and flexibility tests to community members who vary in age and fitness status. Exercise program recommendations are formulated based on results of the evaluations and client fitness goals. The course provides training for certification in cardiopulmonary resuscitation and automated external defibrillation. A grade of C (70%) is the minimum passing grade in this course. Prerequisite or co-requisite: APT 101

APT 107 MEDICAL FITNESS AND HEALTH PROMOTION (3)
An introduction to the Medical Fitness Association’s concept of preventative health care, balanced nutrition and regular exercise as medicine, and health promotion. Students will acquire competence in medical fitness programming, medical terminology, and developing fitness programs to accommodate common and chronic muscle, bone and joint injuries, and designing health awareness events for the general population. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: None

APT 108 MEDICAL NUTRITION (2)
An introduction to the importance of nutrition in health and wellness. Topics include the role of nutrition in disease prevention, energy systems and metabolism, and the effects of stress on nutrition. Students will learn how to apply nutritional principles to everyday life. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: None

APT 109 ETHICAL PRACTICES IN PERSONAL TRAINER (2)
Successful personal trainers not only have good rapport, but they also have a business model they
follow. This involves creating a budget, establishing goals, developing a marketing plan, and knowing how to sell personal training. After a successful business model is established, legal understanding and professional responsibilities are covered. This includes topics such as lawsuits, damages, scope of practice, and standard of care. Benefits of independent contractors versus employees are covered, as well as contracts, negligence, and risk management. Prerequisite: APT 100, APT102, APT108, APT135, APT145, CS 100

**APT 122 LEADERSHIP IN PERSONAL TRAINING** (2)
Individual qualities of the personal trainer play a substantial role in the client’s likelihood for long term exercise adherence. Effective personal trainers influence the way their clients think, feel, and behave. Being a leader in Personal Training is both an art and a science, and the core components of each will be explored. How the personal trainer is part of an actively evolving process and not just a person who designs workouts is discussed. It may be helpful for some trainers to view themselves as a coach. Along with practicing what they preach, professionalism, trust, and listening are all skills of a good leader. Prerequisite: APT 100, APT102, APT108, APT135, APT145, CS 100

**APT 125 PROFESSIONALISM AND ETHICS IN PERSONAL TRAINING** (3)
This course teaches students to recognize and anticipate some of the complex dynamics and issues encountered in the client/trainer relationship, including informed consent, scope of practice, and currently accepted standards of ethics and professionalism. It also explains common client/trainer dynamics such as transference and dual relationships, as well as special considerations involved with special populations, including children and the chronically or terminally ill. The personal trainer career outlook is also examined, including the range of possible employment venues and the associated terms and conditions of employment. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: APT 115. Prerequisite or co-requisite: SOC 105

**APT 129 PERSONAL TRAINING EXternship II** (1)
Under supervision of an instructor, students continue to gain practical experience in community settings by participating in a local fitness fair. Students perform a variety of fitness assessments, including resting heart rate and blood pressure, skin fold and circumference measurements, YMCA step test, push-up, sit-up and hand grip tests, and flexibility tests to community members who vary greatly in age and fitness status. Students may also work with special populations, including children, the elderly, and clients with medical conditions. Exercise program recommendations are formulated based on results of the evaluations and client fitness goals. First aid certification training is also provided. A grade of C (70%) is the minimum passing grade in this course. Prerequisite or co-requisite: APT 115

**APT 130 MECHANICS OF FITNESS TRAINING AND STRETCHING** (4)
An introduction to the concepts of kinesiology, including motor learning and biomechanical principles as these relate to resistance training and stretching. Students will learn movement and exercise techniques for fitness programming and analyze motor skills required in sports or other applications in order to apply appropriate techniques and progressions in training. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO 145

**APT 131 MUSCULOSKELETAL INJURY AND EMERGENCY PROCEDURES** (3)
This course familiarizes students with common tissue injuries related to personal training. Tissue reactions to healing, managing pre-existing injuries, modification of training programs, and acute injury management within the scope of practice will be examined. Record keeping as it relates to medical history, exercise recording, incident reporting, and correspondence are key components. Common medical emergencies and injuries are reviewed, along with emergency policies and procedures, assessment, activating EMS, and the initial response to scene are covered. Prerequisite: APT 100, APT102, APT108, APT135, APT145, CS 100

**APT 135 TOOLS OF ASSESSMENT** (3)
This course presents the tools to measure and evaluate static posture and dynamic movement as it relates to activities of daily living, program design, and exercise technique. Students learn basic principles and techniques of functional assessments to improve movement efficiency. This is done thru the use of field tests, postural assessments, and movement screens. Prerequisite: None

**APT 141 ESSENTIALS OF PERSONAL TRAINING I** (4)
Instruction leading to preparation for the American Council on Exercise (ACE) Personal Trainer Certification Examination. Topics include human anatomy, exercise physiology, fundamentals of kinesiology, nutrition, physiology of training, role and scope of practice for the personal trainer, principles of adherence and motivation, communication and teaching techniques, health psychology and behavior change, the ACE Integrated Fitness Training model, building rapport and the initial investigation stage, functional assessments, and physiological assessments and functional programming for stability/mobility and movement. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO 145

**APT 142 ESSENTIALS OF PERSONAL TRAINING II** (5)
Further instruction leading to preparation for the American Council on Exercise (ACE) Personal Trainer Certification Examination. Topics include programming and progressions in resistance training
and cardiorespiratory training, the American Council on Exercise (ACE) Integrated Fitness Training model in practice, mind-body exercise, and exercise in special populations. The course also addresses common musculoskeletal injuries and their implications for exercise, exercise procedures, legal guidelines and professional responsibilities, and the business fundamentals of personal training. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: APT 141

APT 145 ANATOMY FOR FITNESS (6)
A study of the structure and function of body systems and organs to develop an overall knowledge of human anatomy and physiology. All major body systems are studied with emphasis on the seven physiological systems of the human body that all fitness professionals should understand: the cardiovascular, respiratory, digestive, skeletal, nervous, muscular and endocrine systems. Students will study how these body systems interact and the ability they have to impact physical activity. Special emphasis will be on the Skeletal and Muscular Systems as commonly used in Personal Training. Prerequisite: None

APT 150 PROGRAM DESIGN (4)
Resistance and cardiorespiratory training programming and progressions are covered in detail. Resistance training variables, principles, and periodization models are reviewed. Components of a cardio respiratory workout session and general guidelines for health, fitness, and weight loss are discussed. Frequency, intensity, duration, and progression are taught. Also, modes of cardiorespiratory exercise are explored. Client’s workout programs are being developed with the information learned. These will consist of traditional training parameters like cardiorespiratory (aerobic) fitness, muscular endurance, muscular strength, and flexibility. Also, new training parameters like, kinetic chain stability, core conditioning, balance, movement efficiency, and coordination are explored. Prerequisite: APT 100, APT 102, APT 108, APT 135, APT 145

APT 152 PROGRAM DESIGN AND IMPLEMENTATION (4)
The theoretical basis and application of common variations in strength and cardiorespiratory training regimens. Students will use their knowledge of the American Council on Exercise (ACE) Integrated Fitness Training model to design workouts for the general public and special populations. Functional anatomy, biomechanics, and common injuries to the major joints of the body will be discussed. Topics covered are periodization training, circuit training, interval training, and functional training for activities of daily living, super sets, assisted repetitions, plyometrics, and stretching anatomy for major muscle groups. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: APT 142

APT 165 KINESIOLOGY (4)
This course consists of the study of human movement from exercise science perspective. Students will study the basic concepts of motor learning and biomechanics and how it relates to personal training. General integration of the body systems and how they work together. Movements from activities of daily living to exercise performance is reviewed. Emphasis is placed on at risk movement patterns and high risk exercises. Laws of motion, gravitational forces, terms for muscular action, mobility and stability, and gravity are reviewed terms of how they affect exercise selection and program design. Age and obesity related biomechanical concerns are reviewed. Prerequisite: APT 100, APT 102, APT 108, APT 135, APT 145.

APT 175 PHYSIOLOGY WITH FLEXIBILITY (4)
Students will learn the benefits of physical activity and concepts of physical fitness. The physiology of the cardiovascular system is explored and the body’s energy systems are discussed. Acute responses to aerobic training, hormonal responses, and environmental considerations are covered. As well as age, gender, and pregnancy and how they relate to proper program design. Various types of stretches and how they relate to program design and implementation are part of lab activities, along with higher risk stretches and their relation body positions. APT 100, APT 102, APT 108, APT 135, APT 145.

APT 185 PHYSIOLOGY WITH STRENGTH (4)
This course covers the nervous system changes, acute and chronic adaptations, and thermoregulation during exercise. Hormonal responses, fuel and muscle fatigue are presented. Various types of resistance exercises and how they relate to progression and clients’ goals, are covered along with notes for higher risk resistance training exercises and movement patterns. Prerequisite: APT 100, APT 102, APT 108, APT 135, APT 145.

APT 205 FITNESS MANAGEMENT AND MARKETING (6)
The history of exercise and exercise science, including the history of the YMCA movement, community health/fitness, commercial fitness, corporate fitness programs, and marketing strategies. Students learn basic business and sales models for private personal training businesses, small personal training gyms, and larger commercial and corporate fitness organizations. Prerequisite or co-requisite: APT 125

APT 210 MOTOR LEARNING AND BIOMECHANICS (6)
Motor learning and biomechanical principles are presented as these relate to skill acquisition in sports and job settings so students can integrate complex movements and movement techniques appropriately into client programs. Students also analyze complex motor skills required in sports or job applications in order to apply appropriate techniques and progressions in training. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: APT 110 and APT 135

APT 220 PRACTICAL EXERCISE MODULES (5)
Students can earn certificates or prepare to test for certificates in three important exercise training
BIO 111 INTRODUCTION TO ANATOMY AND PHYSIOLOGY I *
An overview of the major body systems, including anatomical terminology, anatomical relationships, planes of section, body cavities, and the fluid spaces of the body. The first section of the course is a study of the skeletal system and the bony features which serve as landmarks and as sites of muscle and ligament attachment. In addition, it explores the structure of the major joints of the body and the movements performed at each joint. The course provides an introduction to the basic chemistry necessary to understand life processes, elementary cell anatomy and physiology, basic metabolism, the histology of epithelial, connective, and muscle tissue, and the physiology of skeletal muscle contraction. Prerequisite: None

BIO 111 INTRODUCTION TO ANATOMY AND PHYSIOLOGY I * - clock hour
(60 hrs)
An overview of the major body systems, including anatomical terminology, anatomical relationships, planes of section, body cavities, and the fluid spaces of the body. The first section of the course is a study of the skeletal system and the bony features which serve as landmarks and as sites of muscle and ligament attachment. In addition, it explores the structure of the major joints of the body and the movements performed at each joint. The course provides an introduction to the basic chemistry necessary to understand life processes, elementary cell anatomy and physiology, basic metabolism, the histology of epithelial, connective, and muscle tissue, and the physiology of skeletal muscle contraction. Prerequisite: None

BIO 112 INTRODUCTION TO ANATOMY AND PHYSIOLOGY II *
An examination of the endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems. The cells, tissues, and organs of each system are presented, along with basic normal physiology, including the role of each system in maintaining homeostasis and health. Prerequisite: BIO 111

BIO 112 INTRODUCTION TO ANATOMY AND PHYSIOLOGY II * - clock hour
(60 hrs)
An examination of the endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems. The cells, tissues, and organs of each system are presented, along with basic normal physiology, including the role of each system in maintaining homeostasis and health. Prerequisite: BIO 111

BIO 115 MYOLOGY AND KINESIOLOGY
A detailed examination of the human muscular system covering all major muscles of the axial and appendicular segments of the body. The location, origins, insertions, actions, and postural considerations will be presented for each muscle, as well as how to place on the slack and stretch. Prerequisite or co-requisite: BIO 111

BIO 115 MYOLOGY AND KINESIOLOGY – clock hour
(60 hrs)
A detailed examination of the human muscular system covering all major muscles of the axial and appendicular segments of the body. The location, origins, insertions, actions, and postural considerations will be presented for each muscle, as well as how to place on the slack and stretch. Prerequisite or co-requisite: BIO 111

BIO 120 PALPATION
Students learn to palpate structures studied in BIO 111 and BIO 112. The course includes a series of exercises designed to develop sensitivity in the hands, as well as the detailed palpation of all the bones, muscles, and ligaments previously studied. Students learn to assess the characteristics of various structures such as skin, tendons, ligaments, fascia, and muscles and will be able to perform basic palpation of all the major muscles of the body. Prerequisite: BIO 111. Prerequisite or co-requisite: BIO 112

BIO 120 PALPATION – clock hour
(20 hrs)
Students learn to palpate structures studied in BIO 111 and BIO 112. The course includes a series of exercises designed to develop sensitivity in the hands, as well as the detailed palpation of all the bones, muscles, and ligaments previously studied. Students learn to assess the characteristics of various structures such as skin, tendons, ligaments, fascia, and muscles and will be able to perform basic palpation of all the major muscles of the body.
Prerequisite: BIO 111. Prerequisite or co-requisite: BIO 112

**BIO 130 NEUROLOGY** (6)
An introduction to the nervous system, beginning with the study of the basic kinds of cells that form nerve tissue and the physiology of the nerve impulse, including the role of neurotransmitters in the transmission of impulses across the synapse. Topics include the anatomy of the spinal cord, spinal meninges, spinal nerves, spinal nerve plexuses, terminal nerve pathways, and points of endangerment and entrapment. The course examines the brain and cranial nerves, emphasizing their role in movement control and re-education, general and special sensory processing, pain, proprioception, posture, and equilibrium control. The course concludes with a presentation of the autonomic nervous system, its role in the regulation of visceral functions, and the relationship between visceral and somatic functions. Prerequisite: BIO 111

**BIO 145 ANATOMY AND PHYSIOLOGY I** * (4)
A study of the structure and function of body systems and organs to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, organs, and systems are covered. Among the systems studied are the skeletal, muscular, nervous, sensory, circulatory, immune, respiratory, digestive, urinary, reproductive, and endocrine. Prerequisite: None

**BIO 150 Anatomy for Chiropractic** (6)
This course includes an overview of whole-body anatomy with a more detailed study of nervous system, the anatomy of the spinal cord, and spinal nerves. An expanded examination of the human muscular system, including all major muscles of the axial and appendicular segments of the body, is also incorporated. Pre-requisite: None

**BIO 161 HUMAN ANATOMY AND PHYSIOLOGY I** * (6)
The structure and function of body systems and organs are studied to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, organs, and systems are covered. Among the systems studied are the skeletal, muscular, nervous, and sensory. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: None. Co-requisite: BIO 161L

**BIO 162 HUMAN ANATOMY AND PHYSIOLOGY II** * (6)
The structure and function of body systems and organs are studied to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, organs, and systems are covered. Among the systems studied are the circulatory, digestive, respiratory, and reproductive. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO 161. Co-requisite: BIO162L

**BIO 200 MEDICAL MICROBIOLOGY** (4)
An introduction to the role of microorganisms in human health and disease. Topics covered include the structure, physiology, biochemistry, and genetics of bacteria, fungi, protists, helminths, and viruses. Epidemiology, immunology, and the disease process will also be covered. Prerequisite: BIO 162. Co-requisite: BIO 200L

**BIO 201 PATHOLOGY I** (4)
An introduction to relevant terminology of disease, providing an overview of cellular adaptation to injury and stress, including the nature of inflammation and the acute, subacute, and chronic phases of recovery. Soft tissue injuries are emphasized, including muscle and joint injuries, whiplash, repetitive use disorders, intervertebral disc problems, dislocations, subluxations, and arthritis. The course also covers muscle disease, postural alignment, and myofascial pain syndromes. Indications and contraindications for massage and exercise training are addressed throughout. Prerequisite: BIO 112

**BIO 202 PATHOLOGY II** (4)
Pathology of other body systems, including infectious disease, autoimmune disorders, genetic conditions and aging-related disorders are considered. Pharmacological and other treatment regimes are included. Prerequisite: BIO 201.

**BIO 250 ADVANCED ANATOMY AND PHYSIOLOGY FOR MASSAGE** (4)
Topics in anatomy and physiology pertaining to massage therapy. The course covers basic pharmacology for massage therapists, emphasizing drugs used for musculoskeletal conditions and examining research methods and critical assessment of research in order that massage therapists may base their treatment plans on the most current evidence available. Included are further discussions on anatomy and physiology which assist the student in preparing for certification examination. Prerequisite: BIO 112 and BIO 120

**BIO 300 NUTRIENT METABOLISM** (4)
This course provides an examination of the nutritional biochemistry and the metabolic role of nutrients throughout the human life cycle. Studies recommended intakes of nutrients, along with the complete cycle of nutrient ingestion; absorption, utilization, and excretion are discussed. Examines advanced concepts in physiology and biochemistry in order to explain nutrient function and interdependence. Prerequisite: None.

**BUS 101 INTRODUCTION TO BUSINESS** (4)
A current view of the business world, with emphasis on small business management and entrepreneurial skills. Current business trends in the students' career fields are explored. Prerequisite: None
BUS 115 BUSINESS COMMUNICATIONS  (4)
This course addresses the importance of effective written and oral communication for success in today's business environment. The course includes discussion, memo writing, electronic communication, nonverbal messages, report writing, and letter writing. The technological, ethical, multicultural and legal aspects of business communications are also addressed. Prerequisite: ENG 111

BUS 120 E-COMMERCE  (4)
This course provides students with a thorough understanding of electronic commerce. The course traces the history of electronic commerce, from Electronic Data Interchange (EDI) to today's Internet marketplace, and covers the future of e-commerce. Security, promotion, sales, and customer service are covered. Case studies and practical exercises help to teach students to implement a successful e-commerce site. Prerequisite: BUS 101

BUS 130 MARKETING  (4)
An analysis of consumer needs, distribution and pricing strategies, positioning, and advertising. Marketing functions, marketing organizations, marketing research, and other key dimensions of marketing are discussed. Prerequisite: None

BUS 135 BUSINESS, LAW, AND ETHICS IN MASSAGE THERAPY  (3)
An introduction to the business of massage therapy, including types of workspace, building a client base, touch and the law, creating the perfect space, and the day-to-day realities of the massage practice. The student will explore self-marketing through creating a professional image and career advancement. The course examines the ethics and standards of professional conduct, including confidentiality of the client's personal information and the relationship between client and massage therapist. Prerequisite: None

BUS 140 PROJECT MANAGEMENT  (4)
This course instructs students in taking a project from start to finish, including documentation, time lines, allocating resources, and follow-through with update meetings. Designing documentation, assigning necessary resources, and implementing and completing projects are covered. Prerequisite: ENG 111

BUS 150 SALESMANSHIP  (4)
This course provides students with a solid foundation for developing professional/relationship selling skills. The course emphasizes developing an understanding of personal selling, initiating customer relationships, developing customer relationships, and enhancing those relationships. Prerequisite: BUS 101

BUS 170 BUSINESS LAW  (4)
An introduction to business law and the primary principles of law as these apply to business transactions. Topics include employer-employee relationships, consumer protection, negotiable instruments, and special laws. Prerequisite: BUS 101

BUS 185 INTRODUCTION TO QUANTITATIVE ANALYSIS  (4)
Fundamental techniques for analyzing mathematical data in order to assist or support the decision-making process. Business topics include determining probability and risk, forecasting, and simulation, especially as these apply to project management. Quantitative analysis provides a means of examining problems and suggesting effective solutions. Prerequisite: CAP 101 and MTH 120

BUS 310 ENTREPRENEURSHIP  (4)
A view of entrepreneurship as an ongoing process, emphasizing such distinct phases as generation of an idea, recognition of an opportunity, launching a new venture, and managing the rewards. The course examines the roles of individual variables, group or interpersonal variables, societal variables, the marketing process in a new company, protecting intellectual property, and the impact of entrepreneurship on family members. Prerequisite: MGT 205

BUS 370 BUSINESS ETHICS  (4)
This course develops the skills needed to deal with ethical issues. It will provide an understanding of appropriate values, ethical pitfalls, applicable codes of conduct, and sound ethical reasons where codes do not apply. Prerequisite: HUM 101

BUS 380 INTERNATIONAL BUSINESS AND TRADE  (4)
A study of the characteristics of a global economy and its impact in developing various business strategies. The course covers such topics as foreign environment for overseas operations, the cultural environment, U.S. government trade policies and programs for international business, importing, exporting, international economic policies, global market expansion, global management decisions and their implementation in international marketing, management and finance. Prerequisite: ECN 201

BUS 415 STOCK MARKET, MONEY, AND RISK  (4)
An examination of the technical aspects of a structured system for personal investing in addition to illustrating the dynamics and factors that influence the U.S. economy and stock market. The course provides the student with both the economic and accounting fundamentals, as well as the technical investment understanding to make rational investment decisions with the objective of increasing personal wealth. Investment instruments are explained (stocks, bonds, mutual funds, etc), as are the financial and technical bases for selecting,
evaluating, obtaining, and managing a personal portfolio. Prerequisite: ECN 201

CA 100 Introduction to Chiropractic Assisting (4)
This course is an introduction to the history of Chiropractic and includes an examination of both the philosophy and theory behind the profession. An analysis of the differences between various chiropractic approaches to healthcare as well as a comparison to the traditional allopathic approach is undertaken. Basic chiropractic Terminology /vocabulary are discussed as well as the Chiropractic Adjustment. Students will also gain a preliminary appreciation of some of the ethical considerations involved in day-to-day practice. Pre-requisite: None

CA 110 Patient Interviewing And Documentation (4)
Beginning with a review of medical terminology specific to chiropractic practice, the student is introduced to the patient interview. Topics include developing rapport with the patient, basic interview techniques, basic health history, interviewing for motor vehicle accident cases and workers compensation cases. Basic tenets involved in the detection of potential fraud are discussed. The student will be introduced to the basic SOAP format and common medical and chiropractic abbreviations. Prerequisite MOA 111

CA 120 Patient Safety (4)
This course is an introduction to the knowledge and ability to recognize and appropriately respond to situations that may compromise patient safety. Topics include recognizing and preventing office hazards, responding to health and office emergencies, understanding basic indications and contraindications to various therapeutic modalities, general principles of safe administration of therapeutic procedures, handling adverse reactions to treatment, as well as adhering to universal precautions with respect to topical and blood-borne pathogens. Special considerations with respect to the treatment of pregnant patients and elderly patients are presented. Students are also taught to identify common skin lesions. Prerequisite CA 100.

CA 130 Therapeutic Modalities (6)
In this course, students will be introduced to a variety of adjunctive therapeutic procedures commonly administered in the chiropractic setting. Rationale, patient preparation, equipment setup, and safe application principles are presented for spinal intersegmental traction, electrical muscle stimulation, therapeutic ultrasound, transcutaneous electrical nerve stimulation (TENS), spinal decompression therapy, as well as massage. Participants also gain the knowledge needed to properly cast patients for orthotic shoe inserts. A basic understanding of the role of active rehabilitation in the progression of the patient case is gained, along with simple, effective protocols utilizing rocker/wobble boards and other routine office exercise equipment. Students also learn how to effectively apply immediate palliative measures to patients with acute/emergency cases. All modalities are presented alongside discussions of relevant indications and contraindications for each. Prerequisite: BIO 150

CA 140 Chiropractic Diagnostics (6)
An overview of the most common procedures utilized in the chiropractic office setting to provide the practitioner with the diagnostic information necessary to formulate a treatment plan. Participants learn to properly measure and position patients for the taking of X-rays, as well as develop radiological films. Determination of a patient’s regional ranges of motion is demonstrated. Students learn to perform muscle tests to quantify strength as well as sensory and reflex testing to complete basic neurological screening assessments. A discussion and demonstration of postural analysis is also presented as relates to the incidence of distortion of normal muscle tone and function as well as resultant pain patterns. Electrodiagnostics, such as electromyography (EMG) and nerve conduction are introduced for theoretical understanding only. Prerequisite: BIO 150

CA 160 Chiropractic Office Marketing (6)
An introduction to the generation of internal and external referral sources, this course teaches students the importance of not only building a rapport with patients inside the office, but how to create opportunities to benefit prospective patients in their communities by providing education concerning the benefits of chiropractic care as applied to common, everyday conditions. Focus is placed on both individual and group interaction settings, such as designing and participating in new patient orientations, community presentations, health fairs, fundraising events, and presentation and cross-marketing with other related professionals. Prerequisite CA 100

CA 199 Chiropractic Assisting Externship (5)
Students are placed in an appropriate Chiropractic Office in order to provide them the opportunity to apply the skills and knowledge acquired in their collegiate coursework. Students must complete at least 150 clock hours of practical experience. A grade of C (70%) is the minimum passing grade in this course Prerequisite: Departmental approval

CAP 090 FUNDAMENTALS OF KEYBOARDING AND WORD PROCESSING (4)
Essential elements in using a computer, focusing on speed and accuracy in keyboarding and proficiency in word processing. The grade earned in the course does not affect the student’s grade-point average. Prerequisite: None

CAP 101 INTRODUCTION TO BUSINESS APPLICATIONS (4)
An introduction to the business uses of microcomputers, providing an overview of
computerized business applications, including word processing, spreadsheet, and database applications, as well as presentation software. Instruction and hands-on activities provide a basic knowledge of the uses of productivity application software and the role of computers in database and information management. Prerequisite: CAP 090 or placement

**CAP 140 DATABASE DESIGN** (4)  
Practice in designing and implementing databases, including basic and advanced design concepts such as file systems and databases, database structure, the relational database model, and entity-relationship modeling. Students learn the various purposes of a database, how to construct and manage a database, and the professional responsibility of the network administrator to adjust effectively and creatively to the developing needs of various clients. Prerequisite: None

**CAP 150 COMPUTER LOGIC AND PROGRAMMING DESIGN** (4)  
This course is designed to give the student a logistical approach to computer program design without being product-specific. The course will work primarily with algorithms and flowcharting to establish an orderly approach to computer program design. Prerequisite: MTH 120

**CAP 260 WINDOWS SCRIPTING** (4)  
This course provides the student tools to automatic setup, deployment, and management of Microsoft Windows networks using the various scripting interfaces contained with the product. In addition, it will provide the student with an understanding of a select number of VBScripts adaptable to unique environments. This course is designed to lead to an awareness of the basics of programming through modeling of fundamental techniques. Prerequisite: CAP 150 and LOS 104.

**CAP 261 ADVANCED WINDOWS SCRIPTING** (4)  
This course provides the student a comprehensive understanding of Microsoft Windows WMI (Windows Management Instrumentation). This includes using WMI to build queries, events, and methods. The course will also include designing WMI classes for hardware and the operating system. Prerequisite: CAP 260

**CHM 100 INTEGRATED CHEMISTRY** (6)  
An integration of the basic concepts of inorganic and organic chemistry and biochemistry to explain the components of our universe and the interactions of these components. The course emphasizes the composition, structure, properties and transformation of matter, especially as these affect human life. Prerequisite: None. Co-requisite: CHM 100L

**COM 105 SPEECH COMMUNICATION** (4)  
This course is designed to develop an understanding of the oral communication process. The focus is on improving oral communication skills, idea and message development, and the effective presentation of ideas. Prerequisite: None

**COM 300 Professional Communication** (4)  
This course focuses on effective written and oral communication and critical thinking strategies. Topics covered will include workplace communication, letter and report writing, persuasive communication, creating executive summaries, analyzing and synthesizing data, and presentation skills. Communication in virtual environments will also be discussed. Prerequisite: None

**CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE** (4)  
An introduction to the criminal justice system and the technology that supports the criminal justice system, including an overview of how contemporary technology has impacted and changed criminal justice. Prerequisite: None

**CRJ 170 CORRECTIONS** (4)  
An introduction to the corrections system, including corrections facilities and the theory and psychology of corrections. Prerequisite: None

**CRJ 180 POLICE** (4)  
The philosophy and history of law enforcement, crime, and police. Topics include organization and jurisdiction of local, state, and federal law enforcement agencies, and professional career opportunities and qualifications. Prerequisite: None

**CRJ 205 THE CRIMINAL COURT SYSTEM** (4)  
An analysis of the American court system in its structure, functions, and roles. The course will also research the complex political and economic impacts on the criminal court system. Prerequisite: CRJ 101

**CRJ 210 CRIMINAL INVESTIGATION AND LEGAL RESEARCH** (4)  
An introduction to the kinds, degrees, and admissibility of evidence, as well as the methods of research. This practice includes the collection and handling of evidence and an introduction to forensics and criminalistics. The course will include the study of investigative and research techniques applicable to specific offenses and types of investigations (establishing legal opinion, wiretapping, undercover, and sting operations). Discussion will include current trends and future prospects of investigation. Prerequisite: CRJ 101

**CRJ 215 CRIMINAL EVIDENCE** (4)  
The description and analysis of various evidentiary rules that impact police investigations and case presentations. Discussion will include the admissibility and weight of evidence and ethical considerations in the presentation of evidence. Prerequisite: CRJ 205

**CRJ 250 SUBSTANCE ABUSE** (4)  
An examination of the various forms of substance abuse, how to recognize each, applicable laws,
treatment, penalties, dealing with people who are under the influence, and researching various laws that identify and deal with substance abuse. Prerequisite: CRJ 101 and PSY 101, or equivalents

CRJ 260 COUNSELING IN CRIMINAL JUSTICE (4)
This course examines the psychology of conflict resolution and assists the criminal justice student in learning how to adapt to different personalities and employ various counseling techniques. Prerequisite or co-requisite: CRJ 250

CRJ 280 PRIVATE SECURITY (4)
This course is designed to provide the instruction in the field of private security, including industry background and law related to premise, retail, business, employment, and information/computer security. This course emphasizes professionalism in the field of private security, including day-to-day responsibilities, possible career opportunities, and the importance of cooperation between law enforcement and private security for the protection of public and businesses. Prerequisite: CRJ 101 and CRJ 180.

CRJ 299 CRIMINAL JUSTICE EXTERNSHIP I (4)
A field experience by which students in the baccalaureate or associate degree program work and/or study under the supervision of a professional in an appropriate organization or agency of the criminal justice system and are thereby provided the opportunity to apply the skills and knowledge acquired in their coursework. Students must complete 120 hours in the organization or agency to which they have been assigned and must attend scheduled seminars at the College with the Academic Dean or designated faculty member. Externship sites must be approved by the College’s Criminal Justice Department. Prerequisite: Departmental approval

CRJ 300 CRIMINAL LAW (4)
Instruction in the study of crimes, including major crimes, crimes against the person, crimes against property, conspiracy, elements of proof, and the processes and procedures involved. Prerequisite: CRJ 210 and CRJ 215

CRJ 305 THE CONSTITUTION AND CRIMINAL JUSTICE (4)
Discussion of constitutional cases in criminal justice, the effects of the fourth, fifth, and sixth amendments, and the Bill of Rights. Prerequisite: CRJ 205

CRJ 312 HOMELAND SECURITY (4)
An in-depth examination of the various agencies that make up the criminal justice system, from local police divisions to federal criminal justice entities such as the FBI, Homeland Security, Secret Service, and Central Intelligence Agency. Prerequisite or co-requisite: CRJ 300

CRJ 313 CRIMINAL JUSTICE ETHICS (4)
An examination of the moral, legal and ethical obligations of state and criminal justice professionals. Real world examples will be included in the discussions. Prerequisite or co-requisite: CRJ 300

CRJ 320 CRIMINAL JUSTICE MANAGEMENT (4)
An examination of the principles of management and administration as these are practiced in public criminal justice organizations, with special emphasis on budgeting and personnel. Prerequisite: CRJ 170, CRJ 180, and CRJ 313 (waived for Addictions Counseling option)

CRJ 325 WHITE COLLAR CRIME (4)
A review and analysis of crimes in business and government committed in the course of upper-level occupations and financial activities. Discussion and analysis will include the impact of these crimes on the company, industry, and society. Prerequisite or co-requisite: CRJ 300

CRJ 345 RACE, GENDER, AND CRIME IN CRIMINAL JUSTICE (4)
An examination of the issues encountered in working with people from differing backgrounds and cultures. Issues of race, gender, culture, and ethnic origin will be the primary focus of this course. Students will be exposed to methods of effectively communicating with those whose cultural backgrounds differ from their own. Prerequisite or co-requisite: CRJ 300

CRJ 350 INTERNATIONAL CRIMINAL JUSTICE SYSTEMS (4)
An analysis of various global criminal justice systems including police, courts, and corrections. National and cultural diversity of crime will be discussed. Prerequisite: CRJ 300 (waived for Addictions Counseling option)

CRJ 388 CRIMINAL JUSTICE RESEARCH (4)
An overview of the criminal justice research process, including an analysis of various research methods and procedures necessary to the study of crime policy and criminal justice. Prerequisite: CRJ 210 and CRJ 215

CRJ 400 APPLIED CRIMINAL JUSTICE ANALYSIS (4)
This course extends the research methods and procedures of CRJ 388 to analysis of information and data. Students will learn how to provide quantitative and qualitative findings. Prerequisite: CRJ 388

CRJ 401 ORGANIZED CRIME (4)
An overview of various aspects of organized crime. Discussions will include local, regional, national, and global organized crime syndicates. Students will also identify the cultural and social effects of organized crime. Prerequisite: CRJ 305 (waived for Addictions Counseling option) and CRJ 350
CRJ 425 THE JUVENILE JUSTICE SYSTEM (4)
An analysis of the juvenile court system and the legal process of dealing with juvenile offenders. Detention, records, sentencing, and the various methods of dealing with juveniles within the criminal justice system are reviewed. Prerequisite: CRJ 205

CRJ 450 CRIME SCENE TECHNOLOGY AND CRIMINALISTICS (4)
An examination of criminal investigation techniques involving profiling, DNA, and forensic aspects regarding firearms, arson and explosives. Discussion will also include investigative techniques for various aspects of the crime scene. Prerequisite: CRJ 300 (waived for Addictions Counseling option)

CRJ 491 CRITICAL ISSUES IN CRIMINAL JUSTICE I (4)
This course presents current issues in criminal justice. The course will involve guest speakers, field trips, book reviews, attendance at court trials and proceedings, and discussion of justice and the needs of today’s society. Prerequisite: CRJ 305 (waived for Addictions Counseling option)

CRJ 492 CRITICAL ISSUES IN CRIMINAL JUSTICE II (4)
This course continues the student’s exposure to real-world issues of criminal justice. The course examines the role of police in administering criminal justice, including limitations, technological developments, and issues in bureaucracy. Prerequisite: CRJ 491

CRJ 499 CRIMINAL JUSTICE EXTERNSHIP II (4)
A field experience by which students in the baccalaureate degree program work and/or study under the supervision of a professional in an appropriate organization or agency of the criminal justice system and are thereby provided the opportunity to apply the skills and knowledge acquired in their coursework. Students must complete 120 hours in the organization or agency to which they have been assigned and must attend scheduled seminars at the College with the Academic Dean or designated faculty member. Externship sites must be approved by the College’s Criminal Justice Department. Prerequisite: Departmental approval

Crs 090 Comprehensive Reading Strategies (4)
This is a course in the essential elements of reading comprehension, focusing on increasing reading ability, identifying and understanding purpose and tone in writing, and improving critical thinking skills. The grade earned in the course does not affect the student’s grade-point average. Prerequisite: None

CS 100 COLLEGE SUCCESS (4)
This course provides information and resources which promote students’ academic and professional development. The course introduces students to strategies to achieve success in college, including study techniques, communication skills, time management and critical thinking. Campus resources and services will also be introduced. Prerequisite: None
DA 200 Dental Radiography (4)  
This course will introduce the concepts of radiation physics and biology, the x-ray unit and its components, safety and precautions, dental films, film storage and radiographic interpretation. Theory of exposing intra-oral and extra-oral radiographs on adults, children, and special needs patients will be introduced. Prerequisites: DA100, DA 101, DA 130, and DA 150; Co-requisite DA 201.

DA 201 Dental Radiography (Lab) (3)  
This course is designed to provide the student the skills necessary to produce, process, and mount quality radiographs. Technical aspects of x-ray production, including exposing and processing radiographs aseptically, radiographic quality assurance and aseptic techniques will be introduced. Prerequisites: DA 100 and DA 130. Co-requisite DA 200.

DA 210 Dental Materials (4)  
Types and properties of dental lab and chairside materials will be introduced. Emphasis will be placed on compositions, uses of synthetic resins, dental waxes, dental abrasives, and elastomeric impression materials. Prerequisites: DA100, DA 101, DA 130, and DA 150; Co-requisite DA 211.

DA 211 Dental Materials (Lab) (3)  
The student will be introduced to manipulating and measuring dental materials. Students will practice taking impressions, pouring and trimming models, and demonstrate proper use and care of laboratory equipment. Fabrication of custom impression trays and temporary crowns will be practiced. Prerequisite: DA 100 and DA 130. Co-requisite DA 211.

DA 220 Chairside Assisting (4)  
The student will be introduced to theories of dental office and treatment room design, chairside procedures, preparing the patient and positioning the operator and assistant. Operative instruments and tray set-ups will be covered. Prerequisites: DA 100, DA 101, DA 130, and DA 150; Co-requisite DA 221.

DA 221 Chairside Assisting (Lab) (3)  
The student will be introduced to techniques of chairside procedures, preparing the patient and positioning the operator and assistant, operative instruments and tray set-ups. The student will demonstrate sterilization and disinfection anesthetic, syringes, needles and application techniques. Prerequisites: DA 100, DA 101, DA 130, and DA 150; Co-requisite DA 220.

DA 240 Clinical Externship I (5)  
Students will be assigned to dental offices or other appropriate dental facilities to obtain practical experience and to reinforce subject matter and skills learned in the classroom. Students will complete 150 contact hours. Prerequisites: DA 160, DA 161, DA 200, DA 201, DA 210, DA 211, DA 220, DA 221, and Dean’s approval.

DA 241 Clinical Externship II (5)  
Upon completion of DA 240, the student will be assigned to a second dental office or other appropriate dental facility to obtain additional practical experience and to further reinforce the subject matter and skills learned in the classroom and during the first clinical externship. Students will complete 150 contact hours. Prerequisite: Prerequisites: DA 160, DA 161, DA 200, DA 201, DA 210, DA 211, DA 220, DA 221, and Dean’s approval.

DA 255 Clinical Review (2)  
This course is designed to prepare the entry-level dental assistant will the skills necessary to be successful on the job. Topics include skill review, networking, resume preparation, professionalism and trends and issues in the field. Prerequisite: Prerequisites: DA 160, DA 161, DA 200, DA 201, DA 210, DA 211, DA 220, DA 221, and Dean’s approval.

DOS 201 OPERATING SYSTEMS (4)  
This course provides the student with a fundamental understanding of the Linux command line with an emphasis on system administration. This includes file generation, user management, boot processes, and services management. The course will also provide the student with relating the Linux command line to general UNIX commands. Prerequisite: LOS 103

ECN 101 MACROECONOMICS * (4)  
Instruction in the principles and procedures required for the understanding of macroeconomics. Topics covered include analysis, income and prices, monetary and fiscal policies, and human wants and scarcity. Prerequisite: None

ECN 201 MICROECONOMICS * (4)  
Instruction in the principles and procedures required for understanding microeconomics. Topics covered include revenue and cost projections, elasticity, market structure, pricing, supply and demand, income distribution, efficiency and profit. Prerequisite: ECN 101

ENG 090 FUNDAMENTALS OF WRITING (4)  
A course in the essential elements of writing, focusing on usage, grammar, sentence structure, and paragraph development. The grade earned in the course does not affect the student's grade-point average. Prerequisite: None

ENG 111 COMPOSITION I * (4)  
A course in expository writing, emphasizing those methods which are most frequently used in analysis, evaluation, and argument. Though the course assumes competence in grammar, usage, and mechanics, appropriate review in these skills will
be provided as the need arises. Prerequisite: ENG 090 or placement.

ENG 112 COMPOSITION II * (4)
A continuation of ENG 111, designed to teach students to compose effective argumentative essays, including a researched essay. Emphasis is placed on selection and restriction of topics, thesis statements, organization, development, coherence, clarity, and style. Adherence to the conventions of grammar, usage, and mechanics is required. Prerequisite: ENG 111

ENG 201 INTRODUCTION TO LITERATURE * (4)
An introductory course in literature, emphasizing examinations of, and written responses to, short fiction, poetry and drama, with a focus on the characteristic features and conventions of these literary genres. Prerequisite: ENG 112

ENG 301 AMERICAN LITERATURE * (4)
A survey of American literature during the 19th and the 20th centuries. Literature, speech, and writing are assimilated into course experiences. Students are exposed to a variety of literary genres (novels, short stories, dramas, poetry, and essays). Students learn to interpret selected works, and continue to develop their reading and writing skills. Prerequisite: ENG 112, or Academic Dean approval

HCM 370 HEALTH INFORMATION MANAGEMENT (4)
This course focuses on health care informatics. Topics covered include information technologies and their use in health care environments, information systems life cycle, and management of electronic health records systems. The course also presents issues in data quality and security in the design, implementation, and evaluation of health information systems. Prerequisite: HIT 240 and HIT 270 (Prerequisites do not apply to students in the baccalaureate nursing program)

HCM 390 PUBLIC HEALTH MANAGEMENT (4)
An examination of the management of population-based health care. Topics include the characteristics of local, state, and federal public health agencies, performance standards, public health workforce, health promotion, disease prevention, and accessibility of health services. Prerequisite: HIT 135 and MGT 102

HCM 410 HEALTH CARE LEGAL ISSUES (4)
A review of the regulatory and ethical environment of health care management. Included are topics pertaining to ethical decision-making concerning death, reproduction, and research. The course examines such issues as licensure, documentation requirements, liability, and other risk management issues related to health care administration and management. Prerequisite: BUS 170, HIT 135 and HUM 101

HCM 440 HEALTH CARE QUALITY MANAGEMENT (4)
This course focuses on the issues of quality management, utilization review, and risk management functions. Included are the criteria for performance excellence. The course emphasizes integrated methods for undertaking the challenges necessary to achieve the standards of quality mandated for health care settings. Prerequisite: HCM 410 and MGT 305

HCM 460 MANAGEMENT OF CONTINUOUS CARE (4)
This course addresses the issues of long term care. Topics include current models of continuous care and the necessity for creating new models that will address the needs of our aging society in new venues. The focus is on leadership and management skills essential for meeting the special challenges associated with continuous care. Prerequisite: MGT 102 and MGT 305

HCM 470 HEALTH CARE FINANCE (4)
An overview of the selection, financing, and stewardship of the assets of a health care organization. Topics covered include the financial market environment, management of assets and liabilities, the financial aspects of strategic health care planning, and the methodology for practical application of financial management procedures. Prerequisite: MTH 305

HCM 490 TRENDS IN HEALTH CARE SERVICES (4)
An advanced examination of current trends and issues relating to the management of health care organizations. Topics may include new health care policies and their effect on the health care delivery system, the political environment affecting changes to our present system, health literacy, bioterrorism, social stress, and mental illness. Prerequisite or co-requisite: HCM 460 and HCM 470

HCM 495 HEALTH CARE MANAGEMENT EXTERNSHIP (4)
Students are placed in an appropriate health care environment in order to provide them the opportunity for observation and application of the skills and knowledge acquired in their collegiate coursework. Prerequisite: Senior standing and departmental approval.

HIS 215 AMERICAN HISTORY: SOCIETY, CULTURE, AND LAW * (4)
The course provides a broad understanding of U.S. social, cultural and legal history across the following areas and time-periods: European exploration and settlement, the nation’s formative years to the Civil
HIT 135 HEALTH CARE DELIVERY SYSTEMS (4)
This course provides the student with an understanding of the development of the health care system, the balance between business and technology, the balance between business and technological advances, quality, cost and access of care, which affect all aspects of health care delivery. Prerequisite: None

HIT 220 PATHOPHYSIOLOGY OF HUMAN DISEASES I (4)
This course provides the student with the foundation for basic disease concepts including neoplasms, inflammation and infection. The etiology, treatment, pharmacology, and prognosis of diseases associated with the body systems are studied. Prerequisite: BIO 145 and MOA 111

HIT 225 PATHOPHYSIOLOGY OF HUMAN DISEASES II (4)
A continuation of Pathophysiology of Human Diseases I. Basic disease concepts, including neoplasms, inflammation and infection, are further examined. The etiology, treatment, pharmacology and prognoses of diseases associated with the body systems are studied. Prerequisite: HIT 220

HIT 230 DIAGNOSTIC CODING (4)
Principles and guidelines of the International Classification Disease Coding (ICD) manual. Topics include the coding and sequencing of diagnoses for providers and ambulatory facilities and the principles for the application of codes for the inpatient setting. Prerequisite or co-requisite: MOA 120

HIT 240 PROCEDURAL CODING (4)
Principles and basic rules of the Current Procedural Terminology (CPT) and the Healthcare Common Procedural Coding Systems (HCPCS) coding manuals. Some topics included in this course are guidelines, general coding, and modifiers. Evaluation and Management Codes, Anesthesia, Surgery, Radiologic Procedures, and Pathology and Laboratory CPT Codes as applied from physician and facility perspectives are studied. Compliance and ethical coding issues are emphasized. Prerequisite or co-requisite: MOA 120

HIT 260 HOSPITAL CODING AND REIMBURSEMENT (4)
Building upon the student’s knowledge of coding skills and medical insurance, this course examines the complexities of optimal inpatient hospital and outpatient coding for reimbursement. Topics will include the hospital coding and billing process, managed care, Medicare, Medicaid, and Tricare/Champus. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: HIT 230 and HIT 240

HIT 265 ADVANCED CODING FOR REIMBURSEMENT (4)
This course provides the student with proficiency in advanced coding for facilities, inpatient and outpatient hospital and physician coding. The medical record is used as the source document for abstracting codes. A variety of cases from across the major specialties are presented. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: HIT 260

HIT 270 HEALTH CARE SUPERVISION AND MANAGEMENT (4)
This course incorporates the principles and practices necessary for efficient health care management and supervision. Leadership, management, team building, work design, strategic planning, and other topics relative to health care organizations are presented. Prerequisite: Departmental approval

HIT 298 ALTERNATIVE HEALTH INFORMATION EXTERNSHIP (3)
Students are placed in an appropriate healthcare organization in order to provide them the opportunity to apply the skills and knowledge acquired in their collegiate coursework. Students must complete 90 clock hours of practical experience in health information management. This course is available only to students who have successfully completed the Medical Office Technology program. With MOA 190, this course will satisfy the HIT 299 requirement in the Health Information Technology program. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MOA190 and departmental approval

HIT 299 HEALTH INFORMATION EXTERNSHIP (6)
Students are placed in an appropriate healthcare organization in order to provide them the opportunity to apply the skills and knowledge acquired in their collegiate coursework. Students must complete at least 180 clock hours of practical experience. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: Departmental approval

HOS 210 INTRODUCTION TO HOSPITALITY (4)
The history, development, profile, and present state of the hospitality and tourism industry. Students will analyze the characteristics of types of service with an emphasis on providing high-quality benefits to the patrons. The course will examine the different segments of the hospitality and tourism industry, specifically the lodging, food service and travel and tourism industries, and will help students to understand their organizational structures, functions...
and terminology in the broader concept of “service.”
Prerequisite: None

HOS 212 HOSPITALITY SAFETY AND SECURITY (4)
The fundamentals of hospitality safety and security operations. Students will become familiar with federal, state, and local safety and security requirements. Topics include the consequences of poor safety and security, purchasing and receiving safe food supplies, cross-contamination, harmful pathogens, pest management, employee sanitation, safety training, and proper security measures. Prerequisite or co-requisite: HOS 210

HOS 220 TRAVEL AND TOURISM (4)
Instruction in the various elements of travel and tourism as these affect the hospitality industry. Topics include different travel sectors, promotional strategies, various cultures, economic forces, and current issues. Students will also study world geography as well as local tourism campaigns. Prerequisite: HOS 210

HOS 230 FRONT OFFICE MANAGEMENT (4)
This course provides students with complete coverage of a hotel’s front office functions and all the support positions that make these work. Prerequisite: HOS 210

HOS 240 HOSPITALITY MANAGEMENT (4)
This course is designed to allow the student to utilize all areas of industry knowledge including travel and tourism, safety and security, and front office management through the development of decision-making skills. Prerequisite: HOS 212, HOS 220, and HOS 230

HOS 250 HOSPITALITY EXTERNSHIP (4)
Students are placed in an appropriate hospitality industry environment in order to provide them the opportunity to apply the skills and knowledge acquired in their collegiate coursework. Students will work under the guidance of a qualified supervisor and must complete at least 90 hours of work for the site. In addition to on-site work, the student will attend scheduled seminar sessions at the campus with the Academic Dean. Prerequisite: Departmental approval

HRA 220 HUMAN RELATIONS (4)
This course examines the four major issues in human relations: understanding and managing one’s self, dealing effectively with others, fostering career success, and managing one’s personal life. These issues are presented within the premise that career and personal success are interrelated. Prerequisite: None

HRA 230 LABOR RELATIONS (4)
The study of labor relations examines the interactions between organized labor unions and company management. These interactions between unions and management include rights and responsibilities, negotiations, and collective bargaining. Prerequisite: MGT 203

HRA 240 EMPLOYMENT LAW (4)
This course surveys the key issues in employment law, describing the relationship between employers and employees, describing the scope of laws protecting employees from unlawful discrimination on the job, and introducing other employment matters such as workers’ compensation and union agreements. Prerequisite: MGT 203

HRA 270 EMPLOYEE SELECTION (4)
This course covers fundamental and advanced methods of recruitment, selection, and placement techniques. It includes well-known methods, such as interviewing and employee testing, as well as controversial methods, such as handwriting analysis and drug testing. Prerequisite: MGT 203

HRA 280 TRAINING AND DEVELOPMENT (4)
This course examines training and development as a human resources function. It offers students an opportunity to become familiar with adult learner styles and issues, needs assessment, goal setting, design, and evaluation. It examines various delivery options, including Web-based training. Prerequisite: MGT 203

HRB 210 INTRODUCTION TO THE LODGING AND FOOD SERVICE INDUSTRY (2)
This is an introduction of the lodging and food service industry. In addition to offering a historical perspective, the course will introduce all hotel operating areas to give students an understanding of each department and how it operates. Students will learn about the complex interrelationships involved in the hospitality business and discover the variety of available career opportunities. Prerequisite: None

HRB 220 SUPERVISION IN THE HOSPITALITY INDUSTRY (2)
This course introduces students to the supervisory skills necessary to succeed in a hospitality career. Students will be prepared to meet the expectations of management, employees, and guests. This course is designed to provide students with the principles of supervision as they apply specifically to the hospitality industry. During this course students will create a professional development plan for their career. None

HRB 230 MANAGING FRONT OFFICE OPERATIONS (4)
This course provides students with an in-depth look at management of the front office and how this
HRB 240 MANAGING HOUSEKEEPING OPERATIONS (4)
This course is designed to provide students with the principles of housekeeping management as they apply specifically to the hospitality industry, detailing what it takes to direct day-to-day operations of this department. Topics include, identifying the role of housekeeping in a hospitality operation, utilization of environmentally sound procedures for sustainable housekeeping, planning and organizing the work of the hospitality housekeeping department, training, scheduling, motivating, budgeting and cost controls. Prerequisite None

HRB 250 MANAGING SERVICE IN FOOD & BEVERAGE OPERATIONS (2)
In this course students will learn how each aspect of a food service operation contributes to the guest experience and will explore unique features of a variety of food and beverage operations. This course provides students with practical skills and knowledge for effective management of food service operations. It presents basic service principles while emphasizing the importance of meeting and, whenever possible, exceeding the expectations of guests. Prerequisites: HRB 210 & HRB 220

HRB 260 PLANNING AND CONTROL FOR FOOD & BEVERAGE OPERATIONS (2)
This course provides introduces students to control processes used to reduce costs in food and beverage operations worldwide. The course explores how planning and control functions can help operations work more efficiently, compete for market share, and provide value to guests. Included are standards determination, operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control, and computer applications. Prerequisites; HRB 210 & HRB 220.

HRB 270 HOSPITALITY SALES AND MARKETING (4)
This course focuses on a customer-oriented and practical approach for effectively marketing hotels and restaurants. This course explores the “four Ps” (price, product, promotion, and place) as they relate to specific market segments., In addition, the Internet’s increasing role in sales and marketing is explored in regards to social media and social networks, using the Internet to build brand awareness, and sales and marketing in the Web 2.0 world. This course is designed to provide students with a solid background in hospitality sales and marketing, with a main focus on practical sales techniques for selling to targeted markets. Prerequisites: HRB 210 & HRB 220.

HRB 280 HOTEL AND RESTAURANT ACCOUNTING (4)
This course provides a basis for understanding of hospitality accounting concepts and procedures, processing of hospitality financial data, and the flow of financial information in the accounting cycle that result in the production of financial statements. The course examines several introductory managerial accounting concepts, including information on the role of accounting in successful business decision making, fair value accounting, feasibility studies, and buying a franchise... Prerequisites: HRB 210 & HRB 220

HUM 101 ETHICS * (4)
An introduction to ethical theories, human conscience, and the process of moral decision-making. Morality and immorality, natural law, values and ideals are addressed. Philosophical views are applied to contemporary settings. Prerequisite: None

HUM 115 MUSIC IN CULTURE * (4)
An examination of musical forms, beginning with an introduction to Western classical music and moving into various modern styles, including jazz and popular music. Students will experience both live and recorded listening opportunities and will recognize different styles, understand their functions, and acquire a foundation for musical appreciation. The course will also encourage students to appreciate differing cultures through an encounter with their music. Prerequisite: None

HUM 125 POPULAR MUSIC IN AMERICA * (4)
This course provides a chronological examination of the roots and development of American popular music from 1840 to the present. Beginning with music fundamentals, the course will proceed to the elements of musical styles, the relationships among these styles, the heritage and diversity of popular music, and the evolution of popular music from minstrel show to rap and alternative forms. The course will incorporate readings and listening examples designed to introduce students to the elements of popular music. Prerequisite: None

HUM 315 CRITICAL THINKING * (4)
An exploration of the essential characteristics of good arguments. Emphasis is placed on the identification, interpretation, and evaluation of written arguments as well as on the ability to justify interpretative and evaluative judgments. Central to the course is the ability to recognize why a good argument persuades and why a misleading or fallacious argument does not. Prerequisite: ENG 112 or Academic Dean approval.

JUV 265 INTRODUCTION TO JUVENILE JUSTICE (4)
An introduction to the common law roots of juvenile justice philosophies and practice, an examination of historical and contemporary measures of juvenile punishment and correction, and a historical overview
of the development of juvenile case law in American history. Prerequisite: CRJ 250

JUV 280 ETHICAL ISSUES IN JUVENILE JUSTICE (4)  
An examination of ethical issues with regard to law enforcement’s involvement with juveniles, the role of legal actors in the juvenile court process, and the theories and practices inherent in juvenile corrections. Prerequisite: JUV 265

JUV 310 COUNSELING JUVENILE OFFENDERS (4)  
An exploration of the theory and practice of counseling juvenile offenders, utilizing case studies for identification and clarification of issues; overview of effective treatment strategies. Prerequisite or co-requisite: JUV 280

JUV 335 JUVENILE CORRECTIONS (4)  
An examination of the history, theories, and current practices of the juvenile corrections process in the United States. Prerequisite: JUV 265

JUV 360 JUVENILE JUSTICE AND THE FAMILY (4)  
A study of common law and statutory concepts of family relationships emphasizing legal remedies to criminal activity in the family unit. Prerequisite: CRJ 215 and JUV 265

JUV 390 SEMINAR IN JUVENILE JUSTICE (4)  
A broad examination of multiple facets of the juvenile justice system, with a focus on administration of juvenile agencies. Prerequisite: JUV 335

LAW 101A ORIENTATION TO LAW (4)  
An overview of the legal system and exposure to the operating structures and terminology of law. The course covers the duties of the paralegal as these relate to the structures of the court system, administrative agencies, private law firms, and public proceedings. A discussion of the importance of ethics is also included. Prerequisite: None

LAW 101B INTRODUCTION TO RULES AND PROCEDURE (4)  
A complement to LAW 101A, providing a further general overview of the legal system and exposure to the operating structures and terminology of law. The course instructs the student in the court rules of procedure and evidence at both state and federal levels. The course also provides an introduction to the substantive areas of law and a discussion of the appeal process. Prerequisite or co-requisite: LAW 101A.

LAW 102 LEGAL RESEARCH (4)  
Techniques for gathering information through a working familiarity with major books in the law library and practice in finding and interpreting statutes, case law, and administrative regulations, and in the various means of conducting criminal and civil investigations. Prerequisite: LAW 101B

LAW 103 LEGAL ANALYSIS (4)  
An examination of the principles of research, types of law books, citations, ambiguity in the law, interpreting case and statutory law, legal authority, annotations, the kinds of legal writing, organization and format. Concentration will be on specific research and writing assignments. Prerequisite or co-requisite: LAW 102

LAW 104 FAMILY LAW (4)  
This course addresses how to handle client interviews and draw up necessary pleadings relative to the general practice of law in relation to the family unit. The legal formalities of family law and its impediments are studied. Discussion of marriage annulments, divorce, property rights and distribution, child visitation, alimony, separation, adoption, and parent/child law will be included. Prerequisite: LAW 103

LAW 105 TORT LAW (4)  
An analysis of civil court procedures, court document preparation, and filing requirements. The student is introduced to evidence law necessary to review depositions and other court-related material to aid in preparing an attorney for trial. Emphasis is placed on assault, battery, nuisance, and negligence. Prerequisite: LAW 103

LAW 106 CONTRACTS (4)  
An introduction to the Uniform Commercial Code (UCC), and to the application of the UCC to secured transactions and commercial paper. The formation of contracts, consideration, statute of frauds, the capacity to contract, third party beneficiaries, parole evidence, breach of contract, and remedies are also studied. Prerequisite: LAW 103

LAW 107 COMMERCIAL LAW (4)  
An introduction to the process and procedures of civil litigation from the beginning of a conflict to its final resolution. The course defines basic principles of discovery and pre-trial motions, interrogatories, bill of particulars, and trial orders. Students will learn to draft legal documents in investigation of facts, settlement of lawsuits, judgments, and post-trial considerations. Other topics include the structure of state and federal court systems, jurisdiction of administrative agencies, the role of the lawyer, ethics, substantive law, torts, contracts, corporations, partnerships, bankruptcy, workman's compensation, consumer protection, real property, family law, probate, wills, estates, and trusts. Prerequisite: LAW 102

LAW 108 COMPUTER APPLICATIONS FOR PARALEGALS (4)  
An introduction to the basic functions of computer hardware and software, with further instruction in various office applications. Special emphasis is placed on applications for the law office, including document processing, database management systems for file management, litigation support, spreadsheet
software, and time, billing, and accounting functions. Prerequisite or co-requisite: LAW 101A

**LAW 205 BANKRUPTCY LAW (4)**
A study of bankruptcy, its terminology, and what is involved in the process from the filing of the petition to the discharge of indebtedness. The paralegal's role in the process, as well as the relationship between bankruptcy law and ethics, will be studied. Prerequisite: LAW 103 and LAW 117

**LAW 210 REAL ESTATE LAW (4)**
The basic concepts of the law of real property. Mortgages, methods for transferring real estates, closing, landlord/tenant law, purchase and sales agreements, deeds, foreclosures, zoning, and condominium law will be studied. Prerequisite: LAW 103

**LAW 215 ESTATES, TRUSTS AND TAXES (4)**
The requirements, formalities, drafting, and execution of wills and trusts, probating wills, intestacy law, and the administration of wills and estates. Discussions of the Federal Estates, U.S. Fiduciary Tax Return, state inheritance taxes, and the ethical considerations involved are included. Prerequisite: LAW 103

**LAW 220 CORPORATIONS, PARTNERSHIPS, AND AGENCIES (4)**
A survey of the basic principles of corporation law, the creation and operation of corporations, partnerships, and proprietorships. The student will learn to prepare documents for: incorporation, amendments to a corporation charter, by-laws, directors' meetings, minutes, dissolutions, and liquidations. Prerequisite: LAW 103

**LAW 225 CRIMINAL LAW (4)**
Instruction in the study of crimes, including crimes against the person and crimes against property, and in the process and procedures involved in criminal litigation with attention given to the constitutional safeguards. Prerequisite: LAW 103

**LAW 299 PARALEGAL EXTERNSHIP I (4)**
Students in the paralegal certificate or associate degree program are placed in an appropriate legal environment in order to provide them the opportunity to apply the skills and knowledge acquired in their collegiate coursework. Students work under the supervision of an attorney or experienced paralegal in such sites as private or public law offices, corporate or government legal departments, or other appropriate settings. Students must complete at least 120 hours of work for the site. In addition to on-site work, the student will attend scheduled seminar sessions at the campus with the Academic Dean. Prerequisite: Departmental approval

**LAW 300 LAW OFFICE MANAGEMENT (4)**
The fundamentals of law office management and organization, including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology. Prerequisite LAW 103 and LAW 117

**LAW 315 ADVANCED LEGAL RESEARCH AND WRITING (4)**
Further development in the research and writing skills learned in Legal Research and Legal Analysis. Prerequisite: LAW 103. Prerequisite or co-requisite: ENG 112

**LAW 320 ETHICS AND PROFESSIONAL RESPONSIBILITIES (4)**
An overview of ethical considerations and responsibilities regulating the paralegal profession. The focus will be on evolving issues within the industry with special emphasis on the unauthorized practice of law, attorney-client privilege and conflicts of interest. Prerequisite: HUM 101 and LAW 103

**LAW 325 INTERVIEWING AND INVESTIGATION (4)**
Upon completion of this course, students should be able to assist an attorney in preparing, directing, and organizing documents for civil litigation. Students should also be able to obtain medical records, official records and documents for client matters, research and design interview sheets and checklists, find and keep track of witnesses and principals, and keep in-house files for various legal matters. Prerequisite: LAW 315

**LAW 330 IMMIGRATION LAW (4)**
An introduction to immigration law and policy in a historical and constitutional context, with emphasis on paralegal skills training and practice. It covers the categorization of immigrants and non-immigrants, admission and deportation procedures, asylum and refugees, and citizenship. Prerequisite: LAW 315

**LAW 335 COPYRIGHTS, PATENTS, AND INTELLECTUAL PROPERTY (4)**
This course introduces and develops general and specific skills appropriate to copyright, patent, and intellectual property law and provides a foundation of knowledge and understanding of copyright, patent, and intellectual property law. The course will provide an introduction to the principal theories of trademark law and unfair competition, patent law, copyright law, and related state and federal doctrines. Prerequisite: LAW 103

**LAW 345 SPORTS AND ENTERTAINMENT LAW (4)**
An overview of sports and entertainment and their relationship to various categories of law. The course is also designed to acquaint the student with the intricacies of the law inherent in the sports and entertainment industries. While both sports and entertainment law encompass a vast array of various legal disciplines, including, but not limited to,
contract law, tort law, employment and labor law, constitutional law, criminal law, and intellectual property law, the application of these disciplines is unique to each industry. Prerequisite: LAW 103 and LAW 107

**LAW 365 JUDICIAL DRAFTING AND COURT MAINTENANCE (4)**
This course will provide the student with the opportunity to consider significant issues related to the judicial process and will introduce and develop skills required for assisting judges, law clerks, and court personnel. Among these skills are drafting of orders and opinions, summarizing motions and briefs in support, compiling jury instructions into a complete jury charge, hearing and trial dockets, evidence control, and adherence to Code of Judicial Conduct. Prerequisite: LAW 103

**LAW 400 ALTERNATIVE DISPUTE RESOLUTION (4)**
This intensive course trains paralegals in the art of negotiation and participation in conflict mediation processes. The course focuses on both traditional and non-traditional dispute resolution options. Attention will be given to the traditional techniques of negotiation, mediation, and arbitration as well as modern variations, such as summary jury trials and mini-trials. Topics include divorce settlement mediation and labor arbitration. Prerequisite: LAW 315

**LAW 405 LABOR AND EMPLOYMENT LAW (4)**
A comprehensive yet concise survey of the law affecting the workplace and an overview of the areas pertaining to paralegals. The course examines state laws regarding the employment relationship itself, employment contracts, employment-related tort law, and workers’ compensation. Students will also discuss the various federal laws and statutes and the most important Supreme Court cases interpreting those laws. Prerequisite: LAW 315

**LAW 410 ADVANCED LITIGATION (4)**
The paralegal's role in the civil litigation process. Topics include pleadings, motions, discovery, and trial and appellate procedures. Prerequisite: LAW 110

**LAW 415 ADVANCED LEGAL WRITING (4)**
A continuation of the skills developed in LAW 315, Advanced Legal Research and Writing. Students conduct research, and prepare case briefs, legal correspondence, objective memoranda, trial briefs, and appellate briefs. Independent research time is required in addition to scheduled class time. Prerequisite: LAW 315

**LAW 425 ADMINISTRATIVE LAW (4)**
This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker’s compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies. This course will also introduce the student to the fundamental concepts of environmental law and community planning. Prerequisite: LAW 315

**LAW 470 CONTEMPORARY LEGAL TOPICS (4)**
Special topics will be selected as the subject of focus and research in the class. Topics will vary according to the needs of the legal community and the demands of the student population. Examples of such topics are entertainment law, securities law, labor law, and tax law. Prerequisite: LAW 315

**LAW 499 PARALEGAL EXTERNSHIP II (4)**
Students in the baccalaureate degree program are placed in an appropriate legal environment in order to provide them the opportunity to apply the skills and knowledge acquired in their collegiate coursework. Students work under the supervision of an attorney or experienced paralegal in such sites as private or public law offices, corporate or government legal departments, or other appropriate settings. Students must complete at least 120 hours of work for the site. In addition to on-site work, the student will attend scheduled seminar sessions at the campus with the Academic Dean. Prerequisite: Senior standing and departmental approval

**LOS 100 INTRODUCTION TO NETWORKING (4)**
An introduction to terminology and computer networking, providing an overview of the role of networks, software applications, and operating systems, with a focus on common problems and effective problem solving techniques. Prerequisite: None

**LOS 101 LAN OPERATING SYSTEMS I (4)**
Instruction in the basics of installation, configuration, support, and troubleshooting of the current Windows networking client operating system. Prerequisite: None

**LOS 102 LAN OPERATING SYSTEMS II (4)**
Instruction in the basics of installation, configuration, support, and troubleshooting of Windows server. Prerequisite: LOS 101

**LOS 103 LAN OPERATING SYSTEMS III (4)**
Instruction in the basics of implementing and administering Windows Infrastructure. Prerequisite: LOS 100, LOS101, LOS 102 and TCP 110

**LOS 104 LAN OPERATING SYSTEMS IV (4)**
Instruction in the basics of implementing and administering Windows Directory Services Infrastructure. Prerequisite: LOS 103

**LOS 105 LAN OPERATING SYSTEMS V (4)**
This course provides comprehensive coverage to secure a Microsoft Windows Network with the most updated technologies. Prerequisite: LOS 104

**LOS 106 LAN OPERATING SYSTEMS VI** (4)
Instruction in the basics of installation, configuration, support, and troubleshooting of Microsoft Exchange Server. Prerequisite: LOS 104

**LOS 107 LAN OPERATING SYSTEMS VII** (4)
Instruction in the administration of Microsoft SQL Server. Prerequisite: CAP 140 and LOS 104

**LOS 108 LAN OPERATING SYSTEMS VIII** (4)
A comprehensive examination of the Microsoft network infrastructure design architecture. This includes working with IP addressing and routing, Public Key Infrastructure, and securing network communications. Prerequisite: LOS 104

**LOS 109 LAN OPERATING SYSTEMS IX** (4)
Instruction in designing a Microsoft SQL database. The student will have a solid fundamental understanding of designing, building, and implementing a Microsoft SQL database within the constructs of a Microsoft SQL Server. Prerequisite: LOS 107

**MED 110 PHARMACOLOGY/DOSAGE AND CALCULATIONS** (4)
An examination of various types of drugs, their uses, contraindications, adverse reactions, dosage, routes, and patient education. Basic principles in administering medications, universal precautions, nonparenteral and parenteral medications, and equipment and supplies will be presented. Dosage calculations and techniques of medication administration are practiced in the laboratory component. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO 145, MOA 111, and MTH 115

**MED 120 HEMATOLOGY AND SEROLOGY** (4)
An introduction to phlebotomy and other specimen collection techniques. Topics include the components of blood, quality assurance, quality control, specimen collection, processing and handling, and infection prevention. Students will perform various common laboratory tests. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO 145 and MOA 111

**MED 130 URINALYSIS AND MICROBIOLOGY** (4)
Instruction in the basic study of microorganisms and urinalysis. Topics include specimen collection and processing procedures, the physical, chemical, and microscopic analysis of urine, CLIA-waived testing, laboratory safety, and quality control. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MOA 111. Prerequisite or co-requisite: BIO 145

**MED 140 MEDICAL PRACTICES AND PROCEDURES I** (4)
An introduction to clinical and diagnostic procedures. Topics include the principles of infection control, Universal Precautions, OSHA regulations, patient charting, documentation, vital signs, and routine examining room procedures. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MOA 111

**MED 150 MEDICAL PRACTICES AND PROCEDURES II** (4)
This course is designed to enhance students' understanding of clinical and diagnostic procedures. Topics include medical and surgical asepsis, sanitation and chemical disinfection of instruments, sterilization procedures, physical examinations and their components, positioning and draping of patients, diagnostic imaging, electrocardiography, and other selected non-invasive testing. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MOA 111

**MED 191 MEDICAL ASSISTING EXTERNSHIP I** (5)
Students are placed in an appropriate healthcare organization in order to provide them the opportunity to apply the skills and knowledge acquired in their collegiate coursework. Students must complete at least 160 clock hours of practical experience. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: Departmental approval

**MED 220 CARDIOVASCULAR ANATOMY AND PHYSIOLOGY** (4)
An in-depth look at the heart and blood circulation as these relate to the practice of electrocardiographic and cardiovascular technology. Electrical conduction in heart tissue is described as it relates to rhythms and arrhythmias and other cardiac disorders are studied. Cardiac pharmacology and implant technologies and their physiological effects are described. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO 145 and MOA 111

**MED 260 ELECTROCARDIOGRAPHY I** (4)
A study of the characteristics of the sinus, atrial, and junctional cardiac rhythms and arrhythmias. Students will identify and describe the characteristics of ventricular rhythms, heart blocks, and pacemaker rhythms, and will understand the characteristics of hypertrophy, axis determination, bundle branch blocks, and myocardial infarctions from 12-lead tracings. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MED 150. Prerequisite or co-requisite: MED 220

**MED 265 ELECTROCARDIOGRAPHY II** (6)
Holter monitoring, telemetry monitoring and stress testing protocols and procedures. Students also learn to understand and operate the automated external defibrillator (AED). The course concludes with a thorough review of electrocardiography to prepare students for national certification testing. A grade of C
MGT 102 MANAGEMENT PRINCIPLES (4)
Instruction in general management theories and in the application of those theories to real-world situations. Topics covered include planning and organizing, managing and coordinating, and recruiting and staffing. Business-related decision making processes and problem solving strategies are addressed. Prerequisite: None

MGT 104 RETAIL MANAGEMENT (4)
This course addresses retail store management. Topics covered include financing, warehousing, pricing, displaying, personnel issues, cash handling, and marketing. Prerequisite: MGT 102

MGT 120 FIRST LINE SUPERVISION (4)
A survey of the knowledge and skills needed to help organizations meet today's challenges, and to adapt to the internally and externally changing environments. The course discusses important supervisory concepts and how to apply management principles in today's rapidly changing world. Prerequisite: MGT 102

MGT 203 HUMAN RESOURCE MANAGEMENT (4)
This course addresses all aspects of personnel management, to include recruiting, advertising, interviewing, selection, training, salary negotiations, employee performance reviews, and promotion. Students also receive instruction on labor disputes and the legal aspects of personnel management. Prerequisite: MGT 102 or SOC 105

MGT 205 SMALL BUSINESS MANAGEMENT (4)
Instruction on the processes involved in starting and maintaining a small business. Topics covered include market research, finances, organizational planning, controlling inventory, staffing, and the legal issues involved in small business management. Prerequisite: MGT 102

MGT 305 LEADERSHIP (4)
An examination of the qualities and skills that leaders need in a rapidly changing world. The course covers such topics as courage, moral leadership, developing personal potential (personal leadership qualities) sources of power, building a community of followers, emotional intelligence, independent thinking, problem solving, personality and leadership styles, comparing management and leadership, valuing change, collaboration, relationships, and diversity. Prerequisite: SOC 105

MGT 350 STRATEGIC PLANNING (4)
This course is designed to teach the skills of strategic thinking and analysis. The course will focus on building abilities to apply appropriate strategic theories and models to reach meaningful conclusions along the way, strengthening critical thinking skills and analytical skills, and the ability to make defensible decisions and generate persuasive arguments. Prerequisite: ACC 300 and BUS 140

MGT 405 ORGANIZATIONAL BEHAVIOR (4)
The integration of contemporary thinking about organizational design with classic ideas and theories. Concepts and models from organizational theory will be integrated with the changing events in the real world to provide the most up-to-date view of organization design available. The concept of leading by design is used to focus on the case studies of current companies that are successfully using organization design concepts to compete in today's complex and uncertain business world. Prerequisite: MGT 305
MGT 415 PRODUCTION AND INVENTORY MANAGEMENT (4)
This course is based on the principles of production and inventory management as recognized and certified by the American Production and Inventory Control Society (APICS). The course addresses the heightened intensity of global competition and the need for manufacturing and merchandising organizations to continuously improve production flexibility, product quality, delivery, and cost. Prerequisite: ACC 300, HUM 315

MGT 425 LABOR AND EMPLOYMENT LAW (4)
A study of the dynamics of the modern employment relationship. The participant should be competent to identify and understand legal and ethical issues well enough to know when to seek professional services, not to presume to perform them. Students will finish the course with a clear understanding of the law in general, agency and contracts of employment, their regulation by the government, and ethical considerations for corporate leaders. The focus of the course will be multidisciplinary and both theoretical and practical. Prerequisite: MGT 203 and BUS 170 (Business Administration Option) or HOS 212 and HOS 240 (Hospitality Administration Option)

MGT 450 PURCHASING, LOGISTICS AND SUPPLY CHAIN MANAGEMENT (4)
This course focuses on an increasingly vital part of today’s global business operations: purchasing, logistics and supply chain management. The course will examine in detail the processes of procurement and managing the issues surrounding the flow of materials from raw material supplier to end-user. The primary focus will be on the processes typically associated with a product-based manufacture; however commercial retailing will also be included. The integration and use of Just-In-Time (JIT), Total Quality Management (TQM) and Enterprise Resource Planning (ERP) technologies will also be introduced. Prerequisite MGT 350.

MGT 455 OPERATIONS MANAGEMENT (4)
An examination of the various operational elements impacting management, including purchasing, logistics, supply chain processes, and production and inventory controls. The course addresses the need for organizations to continuously improve flexibility, product quality, delivery, and cost. Prerequisite: ACC 141, BUS 115, BUS 130, BUS 140, and CAP 101

MKT 113 PROMOTION STRATEGIES (4)
This course provides students an overview in understanding an organization’s external communication processes from a theoretical and managerial perspective. Students will develop a deeper understanding of advertising, personal selling, sales promotion and publicity. Prerequisite: BUS 130

MKT 121 MARKETING RESEARCH (4)
This course provides students with a basic understanding of marketing research methods and how these methods are used in managerial decision-making. Students will develop a deeper understanding of data collection techniques, measurement and scaling, sampling techniques, and data analysis. Prerequisite: BUS 130

MKT 122 CONSUMER BEHAVIOR (4)
This course provides students with a basic understanding of consumer behavior in the development and implementation of effective marketing strategies. Students will develop a deeper understanding of individual consumer behavior, social and cultural influences on consumer behavior, and the consumer-decision process. Prerequisite: BUS 130

MKT 132 SALES FUNDAMENTALS (4)
This course provides students with a solid foundation for developing professional/relationship selling skills. Students will develop a deeper understanding of personal selling, initiating customer relationships and developing customer relationships. Prerequisite: BUS 101.

MMT 100 FUNDAMENTALS OF MASSAGE (4)
This course introduces the student to the foundations of therapeutic massage, including medical terminology for the massage industry and introductory massage manipulations and techniques. The student will review body mechanics, massage equipment, supplies, the professional environment, and positioning and draping of clients. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: None

MMT 105 MEDICAL TERMINOLOGY FOR MASSAGE (30 hrs)
This course prepares the student to communicate with medical personnel through the study of the basic structure of medical terminology: prefixes, suffixes, word roots, and combining forms. The course includes pronunciation, spelling, definitions, medical abbreviations, and regions and movements of the body. Prerequisite: None

MMT 110 PATHOLOGY AND PHARMACOLOGY FOR MASSAGE THERAPY (4)
This course introduces the student to pathology to familiarize them with conditions reported on client intake forms and assist them in making safe practice decisions when clients present signs and symptoms without a medical diagnosis. In addition, the student will learn practical applications as these apply to infection control and OSHA standards. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO 112

MMT 110 PATHOLOGY AND PHARMACOLOGY FOR MASSAGE THERAPY – clock hour (40 hrs)
This course introduces the student to pathology to familiarize them with conditions reported on client intake forms and assist them in making safe practice decisions when clients present signs and symptoms without a medical diagnosis. In addition, the student will learn practical applications as these apply to infection control and OSHA standards. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO 112

MMT 111 MASSAGE THEORY AND PRACTICE I (80 hrs)
An introduction to the foundations of therapeutic massage, including medical terminology, friction, touch, kneading, and joint movements. The student will also learn basic strokes of compression, jostling, effleurage, petrissage, friction, vibration, tapotement, and range-of-motion techniques. In addition, the student will review body mechanics, massage equipment and supplies, personal hygiene, the professional environment, bolstering, and draping. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: None

MMT 115 SWEDISH MASSAGE I (2)
This course prepares the students to perform Kata I (a full body Shiatsu sequence working the Earth, Metal, and Water meridians). Students study the fundamentals of body mechanics, proper placement of the body to access the meridians, as well as stretches, transitions, and protocols for each element. For each element, students study the basic associations and fundamental power and energy points (Mu and Shu points). A grade of C (70%) is the minimum passing grade in this course. Prerequisite or corequisite: BIO 111 and BIO 120

MMT 121 MASSAGE THEORY AND PRACTICE II (80 hrs)
Instruction in subjective and objective assessments that will help prepare students for future courses and clinics, which involve more therapeutic approaches. Students learn new techniques, including chair massage, muscle stripping, and myofascial techniques. The student will also learn the traditional Thai approach, combining elements of yoga, meditation, acupressure, and assisted stretching and gentle pressure along the body’s energy lines, combined with assisted yoga stretches to produce a more energizing and rigorous massage. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO 111 and MMT 111

MMT 131 Massage Therapy and Practice III (80 hrs)
This course introduces the student to the Massage Practice in the Spa Setting. The term spa is associated with water treatment which is also known as balneotherapy, a practice that has ancient roots from Europe and Asia which are in great demand today in modern therapeutic facilities. The belief in the curative powers of mineral waters goes back to prehistoric times. Instruction in several modalities associated with the spa industry and spa management. The course will teach and evaluate the students’ skill level in hot stone therapy, body wrap techniques, hand and foot treatments, and prenatal massage. The student will learn the proper operation of a massage spa with focus towards documentation for clients, indication and contraindications for various spa treatments and how to build an appropriate therapeutic relationship. Spa management techniques are another important area that students will learn in preparation of leading a group of employees or operating a spa facility. A grade of C (70%) is the minimum passing grade in this course. Prerequisites: BIO111 and MMT 111.

MMT 135 SHIATSU I (2)
This course prepares the students to perform Kata I (a full body Shiatsu sequence working the Earth, Metal, and Water meridians). Students study the fundamentals of body mechanics, proper placement of the body to access the meridians, as well as stretches, transitions, and protocols for each element. For each element, students study the basic associations and patterns of disharmony and the relationships within the generation and control cycles that form the foundations of Five Element theory. Protocols for working in side-lying positions are presented. Students become familiar with the order of infiltration and the evaluation areas of the Hara, the back zones and the Mu and Shu points. A grade of C (70%) is the minimum passing grade in this course. Prerequisite or corequisite: BIO 111, BIO 115, and BIO 120

MMT 140 ETHICS FOR THE MASSAGE THERAPIST (3)
This course helps students to recognize and anticipate some of the complex dynamics and issues encountered in the client/therapist relationship and to develop the communication skills necessary to negotiate and enhance these interactions. The course includes a discussion of informed consent and scope of practice, currently accepted standards of ethics and professionalism, sexual boundary issues, and...
impaired and chemical dependency issues. The AMTA Rules of Ethics are incorporated. Prerequisite: None

**MMT 140 ETHICS FOR THE MASSAGE THERAPIST – clock hour (30 hrs)**
This course helps students to recognize and anticipate some of the complex dynamics and issues encountered in the client/therapist relationship and to develop the communication skills necessary to negotiate and enhance these interactions. The course includes a discussion of informed consent and scope of practice, currently accepted standards of ethics and professionalism, sexual boundary issues, and impairments and chemical dependency issues. The AMTA Rules of Ethics are incorporated. Prerequisite: None

**MMT 141 MASSAGE THEORY AND PRACTICE IV (80 hrs)**
Instruction in the treatment of clients with special needs or specific medical conditions, including indications or contraindications of treatment for hospice patients, pregnant clients, elderly clients, oncology patients, clients with HIV, and clients with fibromyalgia. The course continues with instruction and practice in deep tissue massage, a technique addressing chronic tension, soft tissue tension, and pain associated with stress, overexertion and some injuries and illnesses. The student will learn the methodological categories of sculpting, its intentions, effects, and indications, as well as contraindications. The course concludes with therapeutic massage for athletes, including sports fitness, pre-event massage, recovery massage, remedial and rehabilitation massage, and promotional or event massage. Students will study the theory and application of exercise as it relates to athletic fitness and performance as well as sport injury and pain management. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MMT 131

**MMT 155 EASTERN MASSAGE (1)**
This course provides an introduction to the history of, and theoretical basis for, Eastern medicine. Students are exposed to the fundamental concepts of the Tao, Yin and Yang, Five Element theory, Qi, Blood, Jing and Shen, and study the pathways of the 12 regular meridians, two of the eight extraordinary vessels and selected points on each. Analysis is undertaken of the physiology of each organ system as understood in Eastern medicine, along with the basic patterns of disharmony of the various organ systems. A grade of C (70%) is the minimum passing grade in this course. Prerequisite or co-requisite: BIO 111, BIO 115, and BIO 120

**MMT 165 DEEP TISSUE MASSAGE (2)**
An introduction to deep tissue massage through the practice of deep tissue sculpting, a technique used to release chronic tension, release soft tissue tension and pain associated with stress, overexertion, and some injuries and illnesses. In this course, the student will learn the methodological categories of sculpting, its intentions, effects and indications as well as contraindications. Students will demonstrate and master sculpting massage skills. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MMT 115. Co-requisite: MMT 205

**MMT 205 SWEDISH MASSAGE II (2)**
Swedish Massage II builds upon the student’s base of myology, palpation, and Swedish Massage I. The course introduces subjective and objective assessments that will help prepare students for future classes and clinics, which involve more therapeutic approaches. Students continue to develop their palpation skills and learn new techniques, including chair massage, muscle stripping and myofascial techniques. Students also develop their understanding of the physiological effects of the new techniques and add to their understanding of local and systemic cautions and contraindications. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO111 and MMT 115

**MMT 215 SHIATSU II (2)**
This course prepares students to perform Kata II (a full body sequence in the Water, Wood, and Fire elements). Students also develop an individual Qi Gong practice to build Qi cultivation along with the knowledge of self-care and meditation exercises. The course introduces the study of Eastern assessment and evaluation within a Five Element framework, covering Bo Shin, Bun Shin, Mon Shin, and Setsu Shin, and marks the beginning of student’s integrated practice of Shiatsu. Students learn how to design a treatment to meet the specific needs of each client and how to use assessment information, using the concepts of the Generation and Control cycles to create specific treatment strategies. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MMT 135

**MMT 245 SPA MASSAGE TECHNIQUES (2)**
This course teaches the basic principles of techniques provided in the spa setting, including hot stone therapy, four-handed massage, body treatments, and paraffin treatments for hands and feet. The student will be introduced to calming music for massage therapy, aromatherapy, salt glow, oil application massage, and reflexology. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MMT 100, MMT 115, and MMT 205

**MMT 255 MASSAGE FOR SPECIAL POPULATIONS (2)**
This course teaches the student how to treat the client with special needs or specific medical conditions. The therapist must be educated about such needs, as well as indications or contraindications of treatment for hospice patients, pregnant clients, elderly clients, oncology patients, patients with HIV, and patients with fibromyalgia. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO120, MMT 110, MMT 205, and MMT 215
MMT 265 SPORTS AND OCCUPATIONAL MASSAGE (2)
Students will learn to combine stretching, body mobilization techniques, relaxation, and other techniques to create sessions tailored for individual athletes. Some of the additional techniques include hydrotherapy and reciprocal inhibition and approximation. Students will also learn principles and practice of sports massage, focusing on pre-event and post-event massages. Students will learn about conditions such as sprains, strains, thermal injuries, cramping, and dehydration. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MMT 115. Prerequisite or co-requisite: BIO 111, BIO130, and MMT205

MMT 275 MANAGING PHYSICAL STRESS (2)
Students learn therapy techniques for dealing with stress, focusing on stimulating the senses. Students will be introduced to aromatherapy, visualization, music for relaxation and meditation. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MMT 205 and MMT 215

MMT 285 NEUROMUSCULAR THERAPY (2)
Students are educated in physiology of the nervous system and the effects on the muscular and skeletal systems. Topics include application of static pressure on specific myofascial points to relieve pain, as well as manipulation of soft tissue of the body to balance the central nervous system. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO130 and MMT 100

MMT 290 MASSAGE THERAPY CAPSTONE (4)
This capstone course provides the student with a comprehensive program review and preparation for certification. Students will review anatomy, physiology, kinesiology and pathology of body systems; pathology and basic pharmacology; massage and bodywork assessment, therapeutic massage and bodywork application, and professionalism, ethics, business, and legal practices. The course concludes with comprehensive simulated exams. The course covers the rules and regulations set forth by the Ohio Medical Board (Massage Therapy Division). A grade of C (70%) is the minimum passing grade in this course. Prerequisite: Departmental approval.

MMT 290 MASSAGE THERAPY CAPSTONE – clock hour (40 hrs)
This capstone course provides the student with a comprehensive program review and preparation for certification. Students will review anatomy, physiology, kinesiology and pathology of body systems; pathology and basic pharmacology; massage and bodywork assessment, therapeutic massage and bodywork application, and professionalism, ethics, business, and legal practices. The course concludes with comprehensive simulated exams. The course covers the rules and regulations set forth by the Ohio Medical Board (Massage Therapy Division). A grade of C (70%) is the minimum passing grade in this course. Prerequisite: Departmental approval.

MMT 295 EXTERNSHIP IN MASSAGE THERAPY (120 hrs)
Under the direction of a Licensed Massage Therapist, students will implement the massage techniques and business practices learned during the program. Students will perform 25 one-hour massages, perform intake interviews and assessments, create treatment plans, monitor client progress, maintain records, and communicate in a meaningful way with clients. CPR and First Aid training are included. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MMT 131 and a one-hour massage from a Licensed Massage Therapist. Pre or Co requisite: MMT 141.

MMT 299 MASSAGE CLINIC EXTERNSHIP (2)
The student will incorporate the knowledge from the previous classes and labs to provide the client with the practical experience acquired through the curriculum. Under the direction of a Licensed Massage Therapist, the student will implement massage techniques and business practices learned during the program. Students will perform a one-hour Swedish massage and Shiatsu massage, perform intake interviews, perform assessments, research medical literature, create treatment plans, monitor client progress, maintain records and communicate in a meaningful way with clients. Cardiopulmonary resuscitation and first aid training are included. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MMT 115 and MMT 135. Prerequisite or co-requisite: MMT 205 and MMT 215

MOA 111 MEDICAL TERMINOLOGY (4)
This course prepares the student to create medical forms, reports, and letters, and to communicate with medical personnel by the study of the basic structure of medical terminology through prefixes, suffixes, word roots, and combining forms. The course includes pronunciation, spelling, definitions of medical terms, and medical abbreviations. Prerequisite: None

MOA 120 INTRODUCTION TO MEDICAL INSURANCE (4)
An introduction to the health insurance industry, major insurance programs, federal health legislation, medical coding, and medical billing. Topics will include the responsibilities of the health professional, legal issues, health insurance basics, procedural and diagnostic coding, and insurance claim processing. Prerequisite: MOA 111

MOA 130 COMPUTER APPLICATIONS FOR HEALTH PROFESSIONALS (2)
An introduction to various office applications, with emphasis on integrated applications designed for electronic health records and medical account management. Clinical medical records, scheduling, billing, insurance claims submission, letters, and
reports are some of the areas addressed in this course. Prerequisite: MOA 120

**MOA 140 LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION** (2)
An overview of the ethical and legal challenges that face the health care community. The course addresses ethical issues related to the delivery of patient care and the legal considerations associated with health information. The role of the allied health care professional will be emphasized throughout the course. Prerequisite: None

**MOA 150 ADMINISTRATIVE PRACTICES AND PROCEDURES** (4)
The study of administrative duties in a medical office environment, including traditional and managed care settings. Topics to be covered in the course include oral communication, records maintenance, financial practices, office management, and information processing. Managed care topics include the implications of managed care contracts on financial aspects of practices, referrals and collection techniques. This course will satisfy the MED 101 requirement in the Medical Assisting programs. Prerequisite: None

**MOA 190 MEDICAL OFFICE EXTERNSHIP** (3)
The capstone experience of the Medical Office Technology program. The method of instruction is a mentoring experience directed by staff in a medical office. The course requires ninety hours of on-site practical experience under the supervision of the facility’s staff and ten hours of classroom seminars and review designed to develop the professional attitude and skills necessary for success in a health care setting. A grade of C (70%) is the minimum passing grade in this course. With HIT 298, this course will satisfy the HIT 299 requirement in the Health Information Technology program. Prerequisite: Departmental approval.

**MTH 090 FUNDAMENTALS OF MATHEMATICS** (4)
A review of mathematical concepts and applications, including computation, conversions, fractional values, ratios, and an introduction to the metric system. The grade earned in the course does not affect the student’s grade-point average. Prerequisite: None

**MTH 115 MATHEMATICS FOR HEALTH CARE PROFESSIONALS** (4)
Instruction and practice in mathematical concepts relevant to health care professions. Topics include fractional values, calculations, conversions, ratios, and proportions, as well as critical analysis of numerical data and statistical reports. Review and practice of basic mathematical operations is provided as needed. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MTH 090 or placement

**MTH 120 QUANTITATIVE REASONING** * (4)
Instruction in mathematical problem-solving skills and concepts. Topics include the use of logic and critical thinking in solving problems, analysis of information suggested by statistical data, determination of probability, solution by means of geometry, and other applications of mathematical analysis. Prerequisite: MTH 090 or placement

**MTH 305 STATISTICS** * (4)
An introduction to descriptive and inferential statistics, with an emphasis on the collection, analysis, and interpretation of data. The student will learn to interpret statistical information, to discriminate between sound and unsound statistical methods and results, and to make more rational decisions when confronted by statistical data. Prerequisite: MTH 115 or MTH 120, or Academic Dean approval

**NUR 101 INTRODUCTION TO NURSING AND HEALTH CARE** (4)
An examination of the historical roots of nursing and health care delivery systems, the economics of health care, health care regulation, and the roles of nurses in today's health care. Health is defined, and belief models and functional health patterns across the life span are reviewed. The importance of holistic caring in the application of the nursing process is stressed. Alternative and complementary therapies are reviewed. Prerequisite: None

**NUR 105 NURSING AND HEALTH ASSESSMENT** (4)
An introduction to methods of health assessment, including physical, mental, emotional, spiritual and psychosocial. Growth and development are stressed as these are related to health assessment. A laboratory component provides opportunities to apply and practice assessment techniques as well as fundamental nursing procedures. Prerequisite: BIO 161 and NUR 101. Co-requisite: NUR 105L

**NUR 115 PHARMACOLOGY** (4)
A study of the use of medicines to treat or prevent disease, the classification of drugs, the principles of pain management, and the nurse’s role in the administration of prescribed medicines. Dosage calculations and techniques of medication administration are practiced in the laboratory component. Prerequisite: BIO 162, MTH 115, and NUR 105. Co-requisite: NUR 115L

**NUR 125 NURSING AND THE CHILDBEARING FAMILY** (4)
A study of pregnancy and care of the neonate within the structure of family, emphasizing nursing assessment and interventions for families experiencing a normal childbearing experience. Clinical practice during the childbearing process is required. Prerequisite: NUR 115 and NUR 141

**NUR 135 MEDICAL-SURGICAL NURSING**
AND PHARMACOLOGY  (6)
This course emphasizes the critical thinking, assessment skills, and test taking skills required by the student progressing from the role of the Practical Nurse to the role of the Registered Nurse, including the nurse’s role in the administration and management of medications. Prerequisite: BIO 161, BIO 162, MTH 115, ENG 111, and current, unrestricted licensure as a Practical Nurse

NUR 140 NURSING AND HEALTH ALTERATIONS I  (6)
An introduction to the concept of health deviation as related to Gordon’s functional health patterns, including a review of how health alterations may produce functional limitations that require traditional medical and nursing interventions. Clinical practice is required. Prerequisite: BIO 162 and NUR 105

NUR 141 NURSING AND HEALTH ALTERATIONS II  (7)
A study of nursing diagnoses and interventions related to commonly occurring health problems associated with inflammation and infection, oxygenation, cardiac output, tissue perfusion, fluid, electrolyte, and acid-base imbalances. Clinical practice is required. Prerequisite: NUR 115 and NUR 140, or NUR 135, NUR 225, and current, unrestricted licensure as a Practical Nurse

NUR 160 MEDICAL ETHICS  (3)
An introduction to the legal and ethical issues that lay the foundation for practice. Students learn the fundamental principles by which ethical decisions are made and will be able to distinguish between what is often legal but not necessarily ethical. Philosophical views are applied to health care settings. Prerequisite: NUR 105, or NUR 135 and current, unrestricted licensure as a Practical Nurse

NUR 200 MENTAL HEALTH NURSING  (4)
A study of alterations in the functional health pattern of cognition-perception and the nurse’s role in promoting mental health. Common alterations in the cognition-perceptual pattern are studied, including chemical dependency, violence, neurosis, psychosis and physical conditions affecting cognition. Clinical practice is required. Prerequisite: NUR 115 and NUR 140, or NUR 135 and current, unrestricted licensure as a Practical Nurse

NUR 210 NURSING AND HEALTH ALTERATIONS III  (7)
A study of alterations in mobility, sensation, digestion, nutrition, elimination, excretion, reproduction and metabolic regulation, with emphasis on the assessment and intervention roles of the nurse. Clinical practice is required. Prerequisite: NUR 115 (or current, unrestricted licensure as a Practical Nurse) and NUR 141

NUR 211 NURSING AND HEALTH ALTERATIONS IV  (6)
A study of alterations in immune system, excretion and reproduction, with an emphasis on the

NUR 225 ADVANCED MATERNAL AND PEDIATRIC NURSING  (5)
A transition from the Practical Nursing to the Registered Nursing role that includes commonly occurring health alterations during childhood and adolescence and related special care needs influenced by developmental status, and pregnancy and care of the neonate within the structure of family, emphasizing nursing assessment and interventions for families experiencing a normal childbearing experience, with emphasis on the role of the nurse as provider of care. Clinical practice is required. Prerequisite: BIO162, ENG 111, MTH 115, and current, unrestricted licensure as a Practical Nurse

NUR 230 NURSING AND SICK CHILDREN  (4)
A study of commonly occurring health alterations during childhood and adolescence and related special care needs influenced by developmental status, with emphasis on the role of the nurse as provider of care. Clinical practice is required. Prerequisite: NUR 115 and NUR 141

NUR 240 MANAGEMENT OF CLIENT CARE  (6)
A study of management information and skills by which the nurse provides safe and effective care for a group of clients in both acute and long-term care settings. Clinical practice is required. Prerequisite: NUR 125 (or NUR 135 and current, unrestricted licensure as a Practical Nurse), NUR 141, NUR 160, NUR 200, and NUR 210

NUR 250 NURSING TRENDS AND ISSUES  (3)
An examination of the role of the nurse as a member of the profession, exploring the transition from school to the world of work within the framework of current professional issues and trends. Prerequisite: Satisfactory completion of all coursework except NUR 290

NUR 290 NURSING PRACTICUM  (6)
Experience providing the opportunity for knowledge integration and concentrated clinical practice in either an acute or long-term care setting. The experience is designed to assure that the graduate is a competent entry-level practitioner. Competency demonstration required. Prerequisite: Satisfactory completion of all coursework except NUR 250

NUR 300 NURSING IN THE CONTEMPORARY US HEALTHCARE SYSTEM  (4)
In this course, students will participate in a review of the basic structure and operations of the US health care system, and the significant role that nursing professionals play as part of the system. Following a brief historical overview, the current status of health care organizations, national health care policies and health care needs of the US population will be covered.
Students will examine the impact of health care reform and other legislation. Topics will include the nursing shortage, the Institute of Medicine’s report on the Future of Nursing, managed care/case management and health care disparities in the US system. Perquisite: None

**NUR 305 PATHOPHYSIOLOGY (4)**
A review of the normal structure and function of body organs and systems to lay a foundation for exploring deviations from the norm as the body reacts to injury and disease, as well as to genetic disorders. Defense mechanisms and the unifying concepts of pathological processes such as etiology, pathogenesis, symptomatology and implications for therapy are explained. Prerequisite: BIO 162 or equivalent

**NUR 310 GERONTOLOGICAL NURSING (5)**
Applying the principle that healthy aging is an expectation of every elder, this course addresses the human potential possible as people age. It considers the demographics of, attitudes toward, and politics surrounding the aging person. Students will study the biological, psychological, and social aspects of nursing the elders in our society, considering the diversity of situations that may be encountered. The course includes both classroom learning and practicum experiences that will expose students to elders in all areas of living, as well as a study of the institutions, organizations, and other resources available to aging citizens and their care providers. Prerequisite: NUR 305

**NUR 312 NURSING IN GERONTOLOGY (4)**
Applying the principle that healthy aging is an expectation of every elder, this course addresses the human potential possible as people age. It considers the demographics of, attitudes toward, and politics surrounding the aging person. Students will study the biological, psychological, and social aspects of nursing the elders in our society, considering the diversity of situations that may be encountered. Perquisite: None

**NUR 314 NURSING INFORMATICS AND TECHNOLOGY (4)**
Nursing informatics integrates nursing science, computer science and information science in identifying, collecting, processing, and managing data and information to support nursing practice, administration, education, research and the expansion of nursing knowledge. (American Nurses Association, 2010). In today’s healthcare settings it is critical that nurses are competent as users of informatics and information systems. With this definition as a framework, the course will explore the data sources and technological tools and methods used by nurses to further the quality and effectiveness of care delivery in today’s complex healthcare environment. Perquisite: None

**NUR 315 ADVANCED PHYSICAL ASSESSMENT (6)**
Health assessment skills will be developed by building and expanding on the basic knowledge of health assessment techniques acquired in the ADN program. Improved accuracy in nursing diagnoses and therapeutic care will evolve from precise and thorough assessment methods encompassing physical, mental, emotional, spiritual, and psychosocial aspects of patient care. A laboratory component provides opportunities to study and practice assessment techniques as students advance in their profession. Perquisite: NUR 310. Co-requisite: NUR 315L

**NUR 320 HEALTH AND WELLNESS ASSESSMENT (4)**
This course will build upon the student’s basic knowledge of patient assessment and physical examination. Content will focus on nursing assessment and interventions aimed at promoting health and wellness and individual risk reduction. Students will complete a health and wellness assessment of a child, an adult and an older adult and incorporate health promotion and disease prevention concepts as well as healthy behaviors. Students will explore the role of complementary and alternative therapies in health and wellness care.

**NUR 325 IMPROVING QUALITY AND SAFETY IN NURSING (4)**
Providing nursing care that leads to quality outcomes and is protective of patient safety are both essential to professional nursing practice. A major initiative within the healthcare industry is to improve patient safety and reduce errors that impact patient outcomes. This course will focus on the processes and practices of quality assessment and continuous quality improvement in healthcare. Students will examine a variety of health indicators that reflect nursing accountabilities. Students will examine the issue of patient safety, risk appraisal, and medical error reduction. They will create a model safety or quality improvement initiative for a sample group of clients or nursing personnel. Perquisite: None

**NUR 330 COMMUNITY AND PUBLIC HEALTH NURSING (6)**
Models of health promotion, health maintenance, education, disease prevention, and coordination of care for individuals, families, groups, and communities. Epidemiology, identification of populations at risk, exploring rural, suburban, and urban environments, and health evaluation in various community settings provide a foundation for meaningful experiential learning in the practicum. Through application of community and public health theory and principles, students will explore and implement the roles of the nurse as teacher, collaborator, advocate, investigator, researcher, and direct care provider. Prerequisite: HCM 370, NUR 315, PSY 230, and SOC 101

**NUR 335 POPULATION FOCUSED NURSING (4)**
Models of health promotion, health maintenance, education, disease prevention, and coordination of care for individuals, families, groups, and communities. Epidemiology, identification of populations at risk, exploring rural, suburban, and urban environments, and health evaluation in various
community settings provide a foundation for meaningful experiential learning in the practicum. Through application of community and public health theory and principles, students will explore and implement the roles of the nurse as teacher, collaborator, advocate, investigator, researcher, and direct care provider. Perquisite: None

NUR 410 RESEARCH IN NURSING (5)
Generating, reading, evaluating, and using nursing research. Students study the systematic process of inquiry, using established guidelines to produce unbiased and useful answers to questions about nursing practice. Research will be explored for its various constructs, including synthesis of existing findings into a rational approach to practice, describing phenomena that affect health, exploring solutions to current and emerging problems, and testing approaches to client care to determine their effectiveness. Students will also develop their own research questions and begin a research project. Prerequisite or Co-requisite: MTH 305

NUR 420 PROFESSIONAL NURSING MANAGEMENT (4)
An examination of the multiple aspects of skillful management in any setting with emphasis on the health care industry. Potential nurse managers and their team members will be escorted through the teaching-learning process of managing people, including patients, families and staff; finances, including, budgeting and case management; resources, including supplies and equipment; risks, including liability and ethics; and advocacy, including consumer care and marketing. Prerequisite: HCM 370 and NUR 315

NUR 425 LEADERSHIP AND MANAGEMENT IN NURSING (4)
This course focuses on leadership and management principles that guide professional nursing across practice settings. Leadership theories and concepts are emphasized, including the identification of key organizational structures, mission statements, and developing organizational cultures. Students will examine professional communication and team work, collaboration and conflict resolution, delegation and supervision, resource management, workforce motivation, and managing and leading change. Core competencies for nurse leaders will be addressed. The course also introduces the integration of ethical and legal principles in nursing leadership roles. Perquisite: None

NUR 430 DISASTER MANAGEMENT AND THE NURSE (5)
This course focuses on the preparation for, response to, and management of the array of natural and man-made disasters and/or emergencies that may occur at various levels of society. Students will examine the existing and proposed pre-planning measures, the need for well-coordinated responses by appropriate organizations, and the management of ongoing issues as disasters or emergencies evolve. The role of the nurse in a variety of situations, agencies, and levels of government will be explored. Students will have the opportunity to experience the work of the many agencies involved in disaster/emergency management. Perquisite: None

NUR 432 DISASTER MANAGEMENT AND NURSING (4)
This course focuses on the preparation for, response to, and management of the array of natural and man-made disasters and/or emergencies that may occur at various levels of society. Students will examine the existing and proposed pre-planning measures, the need for well-coordinated responses by appropriate organizations, and the management of ongoing issues as disasters or emergencies evolve. The role of the nurse in a variety of situations, agencies, and levels of government will be explored. Students will have the opportunity to experience the work of the many agencies involved in disaster/emergency management. Perquisite: None

NUR 440 PROFESSIONAL NURSING LEADERSHIP (6)
Positive leadership is defined and examined in terms of Kouzes’ and Posner’s Five Practices of Exemplary Leadership and Ten Commitments to Leadership. The successful application of these leadership principles to the health care field will be explored using one of the world’s most admired service organizations, the Mayo Clinic. Prerequisite: NUR 410, NUR 420, PSY 230, and SOC 101

NUR 450 LEGAL AND ETHICAL ISSUES IN NURSING (4)
An exploration of the most significant legal and ethical issues and concerns related to the practice of nursing and the delivery of health care. Ethical theories and dilemmas are discussed and analyzed. The course addresses the sources of law as well as its current application in the health care arena. Standards of care, jurisdiction, and liability are considered as these apply to one’s own practice. Emphasis is on negligence, the importance of timely and clear documentation in whatever form required, and managing risk in the health care organization. This course is designed to assist nurses in taking an active role within institutional settings regarding the resolution of legal and ethical issues which arise. Perquisite: None

NUR 490 CRITICAL STRATEGIES IN NURSING (5)
This capstone course focuses on the strategies that nurses can use in career development, understanding professional organizations that influence the individual and the profession, interprofessional relations, and health system issues. Historical perspectives on nursing, other health professions, and organizations are explored in
terms of history’s influence on current relationships. Nursing theory is explored as a method of explaining visions of reality which describe the complex process of nursing care. Political issues will be addressed in terms of their effect and influence on nursing and health care. Prerequisite: Senior status

NUR 491 CRITICAL ISSUES AND STRATEGIES IN NURSING (4)
This capstone course focuses on the strategies that nurses can use in career development, understanding professional organizations that influence the individual and the profession, interprofessional relations, and health system issues. Historical perspectives on nursing, other health professions, and organizations are explored in terms of history’s influence on current relationships. Nursing theory is explored as a method of explaining visions of reality which describe the complex process of nursing care. Political issues will be addressed in terms of their effect and influence on nursing and health care. Prerequisite: None

PNR 110 INTRODUCTION TO HEALTH CARE (8)
Instruction in entry-level nursing skills in basic care and assessment techniques, with emphasis on the adult and pediatric patient. The course includes a historical overview of nursing and an introduction to the health care system. NCLEX-PN preparation is provided. Prerequisite: None

PNR 120 HEALTH CARE AND ASSESSMENT (8)
The role of the practical nurse in the nursing process, including care planning, health assessment techniques, and documentation. The course introduces health promotion, nutrition, electrolyte imbalance, and homeostasis mechanisms, as well as stroke, diabetes, and cardiac care. NCLEX-PN preparation is provided. Prerequisite: BIO 161 and PNR 110

PNR 140 PHARMACOLOGY FOR THE PRACTICAL NURSE (4)
A study of the safe delivery, dosage calculation, classification, routes, side effects, and contraindications of medications used to treat or prevent diseases in the practice of nursing. Prerequisite: BIO 162, MTH 115, and PNR 120

PNR 200 MEDICAL-SURGICAL CARE (9)
A study of the respiratory, skeletal, neuromuscular, and immune systems. NCLEX-PN preparation is provided. Prerequisite: BIO 162, MTH 115, and PNR 120

PNR 205 PEDIATRIC NURSING (4)
A study of common health alterations during childhood and adolescence, including related special care needs indicated by developmental status, with emphasis on

the practical nurse as the care provider. Prerequisite: PNR 140 and PNR 200. Co-requisite: PNR 210

PNR 210 MATERNAL REPRODUCTION (4)
A study of labor, delivery, and postpartum care, including pregnancy and neonatal care within the family, with emphasis on nursing assessment and intervention for families experiencing a normal childbirth. Prerequisite or co-requisite: PSY 101. Co-requisite: PNR 205

PNR 220 TRENDS AND ISSUES WITH INTEGRATED PRACTICUM (8)
A capstone course including clinical experience in direct patient care. The clinical experience consists of a minimum of 120 hours and must be completed within seven consecutive weeks during the student’s final quarter. Competency examination and demonstration are required. Prerequisite: Completion of all other PNR courses

POL 101 THE AMERICAN POLITICAL SYSTEM * (4)
An overview of the American national government and its various institutions. Topics covered include the Constitution, the legislative, executive and judicial branches, civil liberties, political parties and interest groups. The functions and relationship of state and local governments are also addressed. Prerequisite: None

PRD 200 PROFESSIONAL DEVELOPMENT FOR THE MASSAGE THERAPIST (2)
Students develop strategies for networking and building a practice, make appropriate referrals, prepare a resume, participate in a job interview, and present themselves and their work in effective ways. In addition, students are introduced to the various professional organizations and to malpractice and liability insurance options. Prerequisite: Departmental approval.

PRD 200 PROFESSIONAL DEVELOPMENT FOR THE MASSAGE THERAPIST – clock hour (20 hrs)
Students develop strategies for networking and building a practice, make appropriate referrals, prepare a resume, participate in a job interview, and present themselves and their work in effective ways. In addition, students are introduced to the various professional organizations and to malpractice and liability insurance options. Prerequisite: Departmental approval.

PSY 101 PRINCIPLES OF PSYCHOLOGY * (4)
An introduction to fundamental concepts in psychology. Topics include theoretical bases, perception, learning, motivation, personality, and the relationship of biology to psychological illness and treatment. Prerequisite: None

PSY 205 HEALTH PSYCHOLOGY * (4)
A survey of areas of current interest for research and treatment, including stress and illness, depression and illness, the psychology of addiction, pain management, coping with chronic illness, death and dying, and
psychosomatic symptoms and treatments. Also examined are stress reduction and the positive psychological and health value of exercise, healthy eating, weight reduction, good sleep habits, and other essentials of self-care. Prerequisite: PSY 101

PSY 211 DEVELOPMENTAL PSYCHOLOGY * (4)
An introduction to and survey of theories on the growth and development of the human being from conception to maturity and into old age. Topics include the special problems of the young child, emotional and social adjustment of the adolescent and young adult, marriage and the family, and issues unique to the elderly. Prerequisite: PSY 101

PSY 230 ABNORMAL PSYCHOLOGY * (4)
A study of behavior disorders to lead to an understanding of prevention, diagnosis, and treatment implemented in psychopathological entities. The symptom etiology of established mental illness classifications is examined to foster a clear understanding of the complexity of the evolution and reversal of abnormal behaviors. Prerequisite: PSY 101 or equivalent

SOC 101 PRINCIPLES OF SOCIOLOGY * (4)
An introduction to basic sociological concepts and the principles and methods employed in the scientific study of human societies. Topics include the socialization of individuals and groups, social stratification, social organization, deviant behavior, and the influences leading to social change. Prerequisite: None

SOC 105 INTERPERSONAL COMMUNICATION * (4)
An examination of the practices and principles of interpersonal communication. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Prerequisite: None

SOC 300 DIVERSITY IN SOCIETY (4)
This course is designed to provide students with the knowledge, skills and behaviors needed to demonstrate culturally sensitive competence in today's diverse global environment. Emphasis will be placed on the role of gender, race, ethnicity, religion, and economics on behavior of individuals and groups. The goal of the course is to provide students with an appreciation of human diversity and to work effectively with groups and individuals in an increasingly diverse environment. Prerequisite: None

TCP 110 USING THE INTERNET PROTOCOL (4)
Instruction on network protocol administration through Microsoft Windows using Transmission Control Protocol/Internet Protocol version 4(IPv4). There will be an emphasis on installation, configuration, and troubleshooting TCP/IP and its various sub-protocols. Prerequisite: None
GOVERNANCE

Beckfield College, LLC is a limited liability company owned by Quad Partners, 570 Lexington Avenue, 36th Floor New York, NY 10022. Beckfield College, LLC is governed by the following Board of Managers:

Chief Executive Officer .................................................. Bernard Marth
Vice President, Secretary, and Treasurer ............................... Lincoln E. Frank
Members ........................................................................ Matthew W. Brown, Daniel P. Neuworth

CORPORATE OFFICERS

Chief Executive Officer .................................................. Bernard Marth
Corporate College President and CFO ............................... Diane G. Wolfer
Vice President, Academic Affairs .......................... Cynthia L. Griggs
Vice President, Accreditation and Compliance ......................... Jerry Linger
Vice President, Marketing ........................................ Suzanne Deatherage
Administrative & HR Coordinator .............................. Linda S. Woodall
Comptroller .................................................................. Anne M. Staudter
Corporate Compliance Officer .................................. Amy E. Dunavent
Corporate Director, Information Technology ................... James E. Brun
Corporate Director, Student Financial Services ............ Kim Villaverde
Corporate Registrar ..................................................... Jocelyn Roy
Regional Director Admissions ..................................... Kathy I. Bender

FLORENCE CAMPUS ADMINISTRATION AND STAFF

Interim Campus President ................................................ Bernard Marth
Dean of Academic Affairs ........................................... Steven Lakes, MA
Director, Student Financial Services .................. Cathy L. Reed
Director, Career Services .............................................. Karen Sheldon
Career Services Advisor .................................................. Frank Wells
Coordinator, Student Services ...................................... Alisha Woodeshick
Administrative Dean of Technology ............................. Scott M. Burrell
Dean, Allied Health .......................................................... Dolores Dominguez, CPC, RMA, BS, ABM
Program Coordinator, Personal Training ...................... Steve Nagel, BS
Program Coordinator, Paralegal Studies ....................... Alison Warner, JD
Dean, Business and Technology .............................. Scott Smith, BS, MA
Dean, Science and Mathematics ................................... Craig D. Wilmoff, BS, MS
Program Coordinator Computer Network Administration ................................. Zachary Schaffner
Dean, Criminal Justice ...................................................... Rachel A. McArthur, BA, MS, PhD
Dean of Nursing .......................................................... Deborah Smith-Clay, RN, MSN
Associate Dean, Nursing .............................................. Jaime Kist, RN, MSN
Registrar ....................................................................... Patricia L. Suckow
Education Scheduler ....................................................... Trevor Gould
Director of Admissions ....................................................... Nicole Schreck
Assistant Director of Admissions, Nursing .................. Timothy A. Toller
Director, Library Services ................................................ Emily R. Steele, BS, MLIS
Online Coordinator ....................................................... Dana Hildebrand
Business Manager ......................................................... Ed Villaverde
Learning Assistance Center Coordinator .................. Laura K. Laws, BS, MA
Nursing Relations Manager ........................................... Johannah Smith, RN, BSN, MSN
Facilities Supervisor ...................................................... Steve McClain

TRI-COUNTY CAMPUS ADMINISTRATION AND STAFF

Executive Director ...................................................... Lee D. Foley, MBA
Dean of Academic Affairs ............................................ Frances Carroll, MBA
Director, Student Financial Services .................. Patricia A. Nettleton
Director, Career Services .................................................. Dr. Erica Okere
Career Services Advisor .................................................. TBD
Coordinator, Student Services ........................................ Katina Schlimm
Dean, Dental Assisting .................................................. Marina S. Davar, CDA, RDH, M.Ed
Associate Dean of Academic Affairs .................. Joyce E. Thompson, CCMA, CMAA, LPN, RN, BS
Program Coordinator, Personal Training ....................... Michael Murphy, BS
Program Coordinator, Paralegal Studies ....................... Holly Simpson, JD
Dean, Business and Technology ....................... Jasmel Jackson, MBA
Program Coordinator, Medical Massage Therapy .......... Luther Bond, LMT/CRC
Program Coordinator, Chiropractic Assisting ............... Jayson Levine, B.S., D.C.
Dean, Criminal Justice ...................................................... Stan Worthington, BA, MA, MS
Dean of Nursing .......................................................... Deborah Smith-Clay, RN, MSN
Associate Dean, Nursing .............................................. Scott Toney, RN, BSN, MSN
Registrar ....................................................................... Kelly L. Dugas
Education Scheduler ....................................................... Trevor Gould
Director of Admissions ....................................................... Lindsey Kovacs
Assistant Director of Admissions, Nursing .................. Malisa Sullivan
Director, Library Services ................................................ Emily R. Steele, BS, MLIS
Assistant Librarian ......................................................... Eric Johnson, MLS
Business Manager ......................................................... Ed Villaverde
Learning Assistance Center Coordinator .................. Yiwen Stratton, MS, Ph.D., MBA
Program Coordinator Computer Network Administration ................................. Keith Turner
FULL-TIME INSTRUCTIONAL STAFF

All Beckfield College faculty have been determined to be qualified by their academic and professional credentials to teach the courses assigned to them. Most of the College’s faculty are adjunct (part-time) faculty. Many of these, in addition to their academic qualifications, are currently working, or have worked, in a profession or academic discipline directly related to the courses assigned to them. All faculty are assigned to courses according to their availability and the availability of courses which they are qualified to teach. A current list of adjunct faculty is available each quarter via catalog addendum.

ALLIED HEALTH

Dolores Dominguez, CPC, RMA
BS, Health Care Administration, Kaplan University
ABM, Medical Assisting, RETS Tech

Joyce E. Thompson, CCMA, CMAA, LPN, RN, BS
Diploma, Licensed Practical Nursing, Hondros College
AAS, Registered Nurse, Hondros College
BS, Family Studies, Miami University

Susan M. Helton, LPN, CMA
Diploma, Medical Assisting, Northern Kentucky Health Occupations Center
Diploma, Practical Nursing, Northern Kentucky Health Occupations Center

BUSINESS AND TECHNOLOGY

Scott S. Smith, BS, MA
BS, Finance, Miami University
MA, Management, Antioch University

Jasmeial Jackson
BS, Construction Engineering, University of Southern Mississippi
MBA, Business Administration, William Carey University

GENERAL EDUCATION

Steven K. Lakes, Composition, Literature
BA, English, Eastern Kentucky University
MA, English Eastern Kentucky University

Frances Carroll, Science and Mathematics,
BA, Microbiology, The University of Texas at Austin
MBA, General Business, Xavier University

Craig D. Wilmhoff, Science and Mathematics,
BS, Biology, Centre College
MS, Biology, University of Memphis
Laura K. Laws, BS, MA  
B.S.Ed., Mathematics, Brescia University  
MA, Education, Northern Kentucky University  
Rank 1, Instructional Leadership, Northern Kentucky University  

Lee Jenny, Biological Science, Psychology  
BA, Psychology, Ohio University  
MS, Nutrition Sciences, University of Cincinnati  

Melinda M. Hodge, Mathematics  
BA, Education, University of Kentucky  
MA, Education, Northern Kentucky University  

**CRIMINAL JUSTICE**

Rachel A. McArthur, PhD  
BA, Criminal Justice, California State University  
BA, Political Science, California State University  
MS, Criminal Justice, University of Cincinnati  
PhD, Criminal Justice, University of Cincinnati  

Stanley S. Worthington, MS  
BA, Physical Education, Franklin College  
MA, Public Administration, Webster University  
MS, Criminal Justice, Jacksonville State University  

Brandy R. Taylor, MS  
BA, Justice Studies, Northern Kentucky University  
MS, Criminal Justice, South University  

Megan M. Gibbs, MS  
AAS, Criminal Justice, Hilbert College  
BS, Forensic Science Investigation, Hillbert College  
MS, Criminal Justice, Xavier University  

**DENTAL ASSISTING**

Marina S. Davar, RDH, M.Ed.  
AAS, Dental Hygiene, Youngstown State University  
M.Ed., Education/Linguistics, Georgian State University  

**NURSING**

Deborah Smith-Clay, RN  
BS, Nursing, University of Central Arkansas  
MS, Nursing, University of Central Arkansas  
PhD (candidate) Northcentral University  

Jaime Kist, RN  
BS, Nursing, Miami University  
MS, Nursing, Walden University  

Scott Toney, RN  
AAS, Nursing, College of Mount St. Joseph  
BS, Nursing, College of Mount St. Joseph  
MS, Nursing, Northern Kentucky University
Cheri Fay, RN
AAS, Nursing, Northern Kentucky University

Katherine Slat, RN
BS, Nursing, University of Cincinnati

Kimberlee Carpenter, RN
AAS, Nursing, Columbus State Community College
BS, Nursing, Indiana Wesleyan University

Mary Anne Crowell, RN
BA, Nursing, Thomas Moore College
MS, Nursing, Bellarmine College

Melanie Keip, RN
BS, Nursing, Miami University

Patty Katz, RN
AAS, Nursing, Raymond Walters College
BS, Nursing, Mt. St. Joseph University

Wendy Chastain, RN
MS, Nursing, Walden University
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The following campuses are accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Beckfield College – Florence (Main Campus)  
16 Spiral Drive, Florence, KY 41042  
(859) 371-9393  
(859) 371-5096 (fax)

Beckfield College – Online  
(859) 371-9393  
(859) 371-5096 (fax)

Beckfield College Tri-County Cincinnati, OH (Branch Campus)  
225 Pictoria Drive, Cincinnati, OH 45246  
(513) 671-1920  
(513) 671-1927 (fax)  
OH Reg. # 08-05-1857T

Trillium College – Kingston  
797 Princess Street  
Kingston ON, Canada K7L 1G1  
613-531-5138

Larock Healthcare Academy – Columbus (OH)  
3260 West Henderson Rd, Suite 020  
Columbus, OH 43220  
614-733-9542  
OH Reg# 13-05-2018T

Larock Healthcare Academy – Northfield (OH)  
61 West Aurora Road  
Northfield, Ohio 44067  
330-732-5422  
OH Reg# 13-05-2019T

Larock Healthcare Academy – Canton (OH)  
4960 Higbee Ave., N.W., Suite 200,  
Canton, OH 44718  
330-818-7244  
OH Reg# 13-05-2022T

The following learning academies are not accredited to award college credit for their courses.

Larock Healthcare Academy – Columbus (OH)  
3260 West Henderson Rd, Suite 020  
Columbus, OH 43220  
614-733-9542  
OH Reg# 13-05-2018T

Larock Healthcare Academy – Northfield (OH)  
61 West Aurora Road  
Northfield, Ohio 44067  
330-732-5422  
OH Reg# 13-05-2019T

Larock Healthcare Academy – Canton (OH)  
4960 Higbee Ave., N.W., Suite 200,  
Canton, OH 44718  
330-818-7244  
OH Reg# 13-05-2022T

(KY)  = campus is licensed by the Kentucky Council on Post-Secondary Education  
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(CA)  = campus is registered and approved by the Ontario Ministry of Training in Canada
CATALOG CERTIFICATION

The information in this Catalog has been determined to be correct and accurate as of the date of its publication and becomes effective immediately upon publication.

Where information applies to only one campus of the College, this fact will be indicated. Students are subject to the policies and procedures of the campus at which they are enrolled and are expected to read and understand the information published in this Catalog and its addenda.

No information found in other publications or obtained by other means should be interpreted in contradiction to the information published in this Catalog, including any of its addenda. In the event of any conflict between this Catalog and other sources of information, the Catalog will prevail. All interpretations of the material within are at the discretion of the college, not the reader.

I certify that the information contained in this publication is true and correct in content and policy:

Signature:

Diane G. Wolfer, President