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BOARD OF DIRECTORS

Mr. Jim Tolbert
Chief Executive Officer

Mr. Louis Kenter
Chairman

Mr. Michael P. McInerney
Vice President and Secretary

CORPORATE OFFICERS

Mr. Louis Kenter
Chairman

Mr. Timothy Armstrong
Vice President of Operations

William Klettke
Chief Financial Officer and Assistant Secretary

Mr. Jim Tolbert
Chief Executive Officer

Mr. Michael P. McInerney
Vice President and Secretary

Andrew Gray
Controller

CAMPUS DIRECTOR

Arthur Waller, Ph.D
Campus Director

This catalog is current as of the time of printing. Vista College reserves the right to make changes in course content, equipment, materials, organizations, policy and curriculum as circumstances dictate, subsequent to publication. The college expects its students to have knowledge of the information present in this catalog and in other official publications.

Vista College is in compliance with the following: Title VII (The Civil Rights Act), Title IX (Discrimination on the Basis of Sex), The Equal Credit Opportunity Act (Discrimination in Lending), the Age Discrimination Act and the Americans with Disabilities Act.
Chief Executive Officer’s Message

Success doesn’t just happen. Success is the result of a plan that is made and followed. Unfortunately, too many students have been led to believe that all they need for a successful and happy future is a diploma. This belief has resulted in disappointment for hundreds of capable graduates. Today it is important that every person be self-reliant. Our personal and national economies demand it. How then should a person plan to assure himself the greatest possibility for a happy and successful future? There are three simple but vitally related factors which are essential but too frequently ignored: interest, demand and potential growth.

The most important item to remember in planning your future is that you must start with your interests. If you are interested in something, you will enjoy learning about it today and doing it tomorrow. Once you’ve spent your time and money on education it is important there be a demand for the services in which you were trained. Finally, explore the growth potential in the field you select and be sure the field will meet your expectations. An ambitious person properly trained does not want to stagnate but rather wants to progress and grow.

We are primarily a nation of business. The whole structure of our busy world depends largely upon properly trained office and medical personnel for successful operation. By recognizing the need to continue your education you have taken the first step in becoming a marketable individual. You have recognized the need to possess certain necessary skills if you are to compete in the rapidly changing job market. Business and industry thrives because of motivated people like you who want to contribute to the growth of our nation.

Vista College provides students with the opportunity to learn state-of-the-art, as well as traditional concepts in the areas of medicine, business and technology and industry. I personally challenge you to be the best that you can be; not only while attending Vista College Online, but also once you have entered the job market as a graduate.

Vista College students are in a unique community. Our philosophy is that each student is an integral part in the success of our school. Every student has individual needs and wants, and we will strive to meet each and every one of them. We will treat you with the respect and dignity you deserve. Our goal is to make every student proud to be a part of Vista College. Our rewards will come from your accomplishments and successes obtained from your education. We want to be your educational family. Remember, you are the College!

If you consider yourself a motivated individual who sees the world as exciting and challenging, I invite you to explore this catalog and consider Vista College as your means to become an integral part of our ever changing and competitive world.

ALL INFORMATION CONTAINED IN THIS STUDENT CATALOG IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Jim Tolbert
Chief Executive Officer
MISSION AND OBJECTIVES

The mission of Vista College is to provide high quality, specialized career preparation or enhancement. Vista College recognizes this is an era of accelerated changes and accepts the responsibility to aid its students in preparation for these changes by providing quality education and career guidance relative to the demands of an evolving work place. Consistent with its mission, Vista College has established the following objectives:

- To enroll students who demonstrate the aptitude and attitude to successfully pursue offered programs.
- To provide programs designed to help students to meet the needs of allied health, business and trades vocations.
- To acquire and maintain data from graduates, employers, publications, and professional conferences that is organized and shared with faculty, staff and advisory board members to ensure that courses and program content are relevant and timely.
- To collaborate with community employers to develop and revise curricula that include competency-based vocational skills training and traditional occupational classroom experiences for students.
- To assist displaced workers with training of new and marketable skills.
- To assist graduates with securing training-related careers.
- To be an active and contributing member of the community.
- To maintain an environment of professional, positive integrity that serves as a role model for enrolled students.

HISTORY

Vista College was initially founded as Certified Careers Institute (CCI) in July 1983 in Salt Lake City, Utah. The school’s original mission was to provide hands-on computer training for computer programmers, technicians, and data processors.

To keep up with the continuing growth within the Information Technology (IT) Industry, a branch campus was opened in Ogden, Utah in October 1988. Increasing demands of the IT Industry, and the growing student population made it necessary for both campuses to relocate to their current facilities in Salt Lake City and Clearfield. The Salt Lake City Campus and Clearfield campuses were accredited by ACCSC on March 17, 1999. On March 17, 1999, Landmark Education Industries purchased both Utah campuses.

In October 2002, Landmark Educational Industries changed the focus of the institution from self-paced information technology programs to instructor-led allied health programs – Medical Assisting and Medical Office Specialist. These two programs followed a traditional, lecture-lab delivery format. Massage Therapy and Dental Assisting Programs were added to the programs offered in 2005 and 2006.

On June 1, 2007, CCI was acquired by Education Futures Group, LLC (EFG). Education Futures Group currently owns schools in Texas and Utah. Education Futures Group also owns operates a school in New Mexico operating under the name Computer Career Center.

In September 2010, Vista College received its first approval from ACCSC to offer Business Administration (Diploma) and Medical Office Specialist (Certificate) via distance education. In 2014, the campus relocated to Richardson, TX. In the subsequent years, the college expanded its distance education offerings to include Associate and Bachelor level degrees in Business Administration, Diploma and Associate level degrees in Medical Insurance Billing and Coding, an Associate degree in Logistics and Operations Management, an Associate degree in Criminal Justice, a Bachelors in Project Management.

In August 2016, Vista College revised all programs to a 4.5 credit hour per course format, and also added a Bachelor program for Healthcare Administration. In January 2017, a new Supply Chain Management program was added (name changed to Logistics and Operations Management in February 2018). In 2017 and continuing in to 2018, Vista College is changing courses to an Evidence Based format, beginning with the Medical Administrative Assistant diploma, and Business Administration and Leadership diploma and Associate programs.
CAMPUS FACILITIES

Vista College operates its facilities at 300 N. Coit Road, Suite 300, Richardson, Texas 75080. The school occupies approximately 3,300 square feet of space with adequate administrative offices, conference room, and a separate area for admission representatives. Computers, printers, and other office equipment are utilized throughout the offices.

ACCREDITING AGENCY, APPROVALS AND MEMBERSHIPS

Vista College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education. ACCSC is located at 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (www.accsc.org). The school is licensed by Texas Workforce Commission and approved to offer degree programs by the Texas Higher Education Coordinating Board.

*Vista College is authorized to enroll students from the following states ONLY:*  

**Vista College is approved by:**
- Department of Veterans Affairs
- Texas Workforce Commissions Career Schools & Colleges
- Texas Workforce Solutions – Vocational Rehabilitation Services

Vista College is eligible for participation in Federal Title IV Student Assistance Programs.

**Vista College is a member of:**
- National Association of Student Financial Aid Administrators (NASFAA)

PROGRAM ADVISORY COMMITTEES

Vista College utilizes the expertise of industry partners to provide business knowledge in various fields. These partners collectively constitute the Vista College program advisory committees and provide advice in the formation and successful continuation of educational programs for the effective growth of the College. The role of each committee member is to assist in appropriate decision making, to assure maintenance of quality educational programs and services. The program advisory committee meetings are held twice annually.

NON-DISCRIMINATION POLICY AFFIRMATIVE ACTION STATEMENT

The school requires all admission and hiring practices be structured and applied equally without regard to factors that are non-job related. These factors include but are not limited to race, sex, creed, color, religion, national origin, age, source of income, marital status, sexual preferences, and physical or mental disabilities when the individual is otherwise qualified, or status as disabled or Vietnam-era veterans. This policy commits Vista College to provide equal admission and hiring opportunities to all phases or aspects of student or employee recruitment, including but not limited to selection, placement, transfer, training, development, termination and all conditions or privileges of admission or hire.

Vista College complies with Section 504 policies (non-discrimination against persons with disabilities) and does not discriminate against hiring or enrolling persons with disabilities on the basis of the disability.

**DRUG-FREE SCHOOLS AND COMMUNITIES ACT – PUBLIC LAW 101-226**

The Drug Free Schools and Communities Act Amendment of 1989 requires as a condition of receiving funds or any form of financial assistance under any Federal Program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.
This program will be an ongoing prevention project that at a minimum will provide an annual distribution in writing to each employee and to each student who is taking one or more classes for any type of academic credit regardless of the length of the student’s program of study, to include:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment, or rehabilitation program that is available

Vista College will impose disciplinary action on students and employees up to and including expulsion or termination of education or employment and referral for prosecution for the violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

**SUMMARY:** All employees and students must certify that, as a condition of enrollment, employment or receiving any financial aid, they will not engage in the unlawful manufacture, distribution, dispensing or use of a controlled substance during the period covered by employment or the period during which federal financial assistance is used for education.

**UNLAWFUL HARASSMENT**

Vista College is committed to ensuring all members of the Vista College community (students, faculty and staff) have the right to be free from sexual harassment by any member of the community. Should a student feel that s/he has been sexually harassed, the student should immediately inform the Campus Director or Academic Dean. In the event the student is uncomfortable discussing the situation with a member of the campus community, the student may also call 1-877-241-0084. This is a confidential, toll-free number for students to use to report any unethical or questionable behavior.

Sexual harassment refers to sexual conduct that is unwelcome, offensive, or undesirable to the recipient including unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Vista College has a zero tolerance policy for sexual harassment.

**TITLE IX REGULATIONS**

Vista College (for NM Computer Career Center, a Division of Vista College) (herein known as “the Institution”) is committed to maintaining a learning environment that is free from inappropriate conduct based on gender. As required by Title IX, the Institution does not discriminate on the basis of sex in its education programs and activities, and it encourages any student who thinks that he or she has been subjected to sex discrimination, sexual harassment (including sexual violence) or sexual misconduct by another student, member of the faculty or staff, or campus visitor or contractor, to immediately report the incident to any Institutional official, administrator, supervisor or the Title IX Coordinators.

Students are encouraged to report such incidents to the Senior Vice-President of Compliance; employees and campus visitors are encouraged to report to the Executive Vice-President of Human Resources. Reports of sex discrimination or sexual harassment can be made to the Institution at any time, however, the Institution encourages individuals to report such incidents as soon as possible after the date of the alleged incident so prompt action can be taken to investigate and resolve the complaint. A complaint should normally be filed within 90 calendar days of the occurrence of the alleged violation. However, circumstances may allow for an inquiry into alleged incidents outside the 90-day period. In the case of a currently enrolled student, if the last day for filing a complaint falls prior to the end of the grading period in which the alleged violation occurred, then the complaint may be filed within thirty (30) calendar days after the end of that grading period.
No person is required to report sex discrimination or sexual harassment to the alleged offender.

Institutional Title IX Coordinator (including Students)
Jody Cohen
Senior Vice-President of Compliance
Education Futures Group
300 N. Coit Rd, Suite 1400
Richardson, TX 75080
972-733-3431
jcohen@vistacollege.edu

Deputy Title IX Coordinator for Employees, Visitors and Contractors
Stacy Dorsey
Executive Vice-President of Human Resources
Education Futures Group
300 N. Coit Rd, Suite 1400
Richardson, TX 75080
972-733-3431
sdorsey@vistacollege.edu

Students may also contact the U.S. Department of Education, Office for Civil Rights to complain of sex discrimination or sexual harassment including sexual violence: http://www.hhs.gov/ocr/civilrights/complaints/index.html

A complaint alleging sex discrimination or sexual harassment should be submitted, preferably in writing, to the Senior Vice-President of Compliance or the Executive Vice-President of Human Resources. The complaint should contain the following information:

- Name of the Complainant(s)
- Contact Information, including address, telephone, and e-mail
- Name of person(s) directly responsible for alleged violation(s)
- Date(s) and place(s) of alleged violations
- Nature of alleged violation(s) as defined in this policy
- Detailed description of the specific conduct that is the basis of alleged violation(s)
- Copies of documents pertaining to the alleged violation(s)
- Names of any witnesses to alleged violation(s)
- Action requested to resolve the situation
- Complainant's signature and date of filing
- Any other relevant information.

The lack of information, such as, but not limited to, the kinds or types listed above, may impact the Institution’s ability to fully investigate a complaint.

AMERICAN WITH DISABILITIES ACT (ADA)

Vista is committed to providing full academic access to all qualified students, including those with disabilities. For the purposes of ADA considerations, a disability is a physical or mental impairment that substantially limits one or more major life activities, a record of a physical or mental impairment that substantially limited one or more major life activities, or a condition which causes an individual to be regarded as having an impairment, whether they have the impairment or not.

If a student wishes to have accommodations during the program, it is the student’s responsibility to request accommodations using the Reasonable Accommodation Request form. The student will complete the form, include medical documentation no older than two years old, and submit to the Campus Director.

The ADA Committee will consider the following factors when making the determination regarding appropriate accommodations and/or auxiliary aids/services:
• The nature and extent of the limitations resulting from the disability;
• Accommodations and/or auxiliary aids/services that have worked for the student in the past;
• Whether the requested accommodations and/or auxiliary aids/services would allow the student to effectively access and participate in the course/program; and
• Whether the requested accommodations and/or auxiliary aids/services would alter the essential requirements of the course/program.

Vista will provide reasonable accommodations and/or auxiliary aids/services to qualified students with identified physical or mental limitations, although the student is not required to accept some or all accommodations provided. Requests for accommodations and/or auxiliary aids/services are considered on a case-by-case basis, and will vary depending on the individual’s circumstances.

ENGLISH AS SECOND LANGUAGE

Vista College does not provide English as a second language instruction. All classes and instructional materials and supplies are in English.

APPLYING FOR ADMISSION

The admissions procedure is based upon a free exchange of information between the applicant and the school. In cases where the applicant is applying to the school directly from high school, the applicant’s high school counselor may be consulted. Admission representatives conduct an interview with each applicant before any decision is made regarding enrollment. During the interview the representative will discuss the school’s programs and the applicant’s career goals.

The Campus Director will review each applicant file for an indication of high school graduation recognized by Vista College to be eligible for enrollment such as:

• Verifiable original diploma from student
• Official transcript in sealed envelope
• Via etranscript
• Official GED certificate from provider
• Photograph of official transcript

Applicants may also provide a verifiable original or photograph diploma document or official transcript indicating completion of an associate degree at an accredited post-secondary institution. Transcripts from accredited post-secondary institutions and DD214s will NOT be accepted as proof of graduation. If the applicant is not accepted for a desired program, an alternative program may be suggested. Any applicant rejected for admission will be notified within seven working days (defined as Monday through Friday). Any fees paid with the application will be fully refunded.

The following requirements and procedures are established by Vista College for admission:

• Complete the entrance interview with the Admissions department
• Complete the Admission package
• Complete the financial arrangements prior to the class start
• Sign the enrollment agreement

DISTANCE EDUCATION

Applicants for online delivery must meet all Admissions requirements and:

1. Have access to a computer
2. Have access to the internet
3. Pass the Wonderlic Online Readiness Assessment with a minimum success factor of 12
4. Participate in Online Orientation
DISTANCE EDUCATION IDENTITY VERIFICATION AND PRIVACY

Each distance learning faculty and student shall be assigned a user ID in the Canvas system and will create an alphanumeric password that uniquely identifies him/her in the distance learning environment. The purpose of this identification is to enable the use of data processing in maintaining student records.

This combination of user ID and password identifies faculty and students to the system on each subsequent course visit. In order to maintain a secure distance learning environment, users shall:

1. Accept responsibility for the security of their personal passwords.
2. Maintain student information separate from others within the LMS and protected from outside intruders.
3. Protect faculty information from student views within the LMS and from outside intruders.
4. Take reasonable steps to protect the password when using public computers.
5. Disclose a password compromise to college staff as soon as possible.

In addition to these requirements, online faculty and staff shall maintain familiarity with FERPA regulations and may not disclose confidential student information in an unauthorized manner. All student information in the LMS is confidential and access is granted to a limited number of administrators only.

ACCEPTANCE

To qualify for acceptance each applicant must meet the following requirements:

- Submit copies of diplomas or high school transcripts evidencing graduation date or passing GED test scores. Proof of Graduation must be received by the third day of class in order to enroll for that term.
- Must be at least 17 years of age. Students under 18 must have a parent/legal guardian signature on the Enrollment Agreement.
- Individuals applying to Vista College must complete the Wonderlic Scholastic Level Exam (SLE) entrance assessment and pass with a minimum score of 15 for all programs.
- Prospective students can attempt the Wonderlic SLE test twice on their first visit. If the prospective student does not pass the test on their 2nd attempt, they must wait 5 calendar days to retest. If the prospective student fails to meet the required score at this time, they must wait 365 days to retest.
- Individuals applying to Vista College must complete the Wonderlic Online Readiness Assessment and pass with a minimum success factor of 12 for all programs. Applicants with a success factor of 11 or less will be interviewed by a Program Director or the Academic Dean to evaluate the applicant’s readiness for online learning.

CRIMINAL BACKGROUND CHECK (Applicants for Criminal Justice program only)

A student who is entering a career program should be aware that future employers may elect or be required to do background investigations on prospective employees to determine if any criminal records exist. This most frequently occurs when a prospective employee will be involved in “direct contact services.” Many employers have hiring requirements that prohibit any person convicted of a felony from being employed. Therefore, Vista College may not accept a student with a disclosed felony conviction for enrollment. Additionally, enrollment for students may not be granted for programs where the background check identifies a conviction, pending case, or deferral for certain misdemeanor crimes.

RE-ENTRY FROM PRIOR DROP

Students who have previously attended but did not graduate and are returning to the same program of study are subject to all admissions requirements and procedures as new applicants in effect at the time of re-entry. Students who have previously attended but did not graduate and are returning to a different program of study are subject to all admissions requirements and procedures as new applicants in effect at the time of re-entry. Vista reserves the right to refuse re-entry to any student based upon the attendance, academic, financial, or conduct history of the student. Satisfactory Academic Progress, prior balances, fees, and/or financial obligations to the school must be reviewed before the student
will be permitted to re-enter.

If the program requires a background check for admission, a re-entry must fulfill this requirement for each enrollment. Retaking the Wonderlic SLE exam is required only if the score standard is higher than for the prior enrollment.

Students who wish to re-enter Vista College after having voluntarily withdrawn for any reason from their program of study may restart upon review and approval. A student who was academically dismissed may apply for re-entry after sitting out for at least one full grading period. A student who was dismissed for violating the attendance policy may apply for re-entry after sitting out for at least one full grading period.

VISTA-TO-VISTA CAMPUS TRANSFER

Students who previously attended a Vista campus, and who wish to change to a different Vista campus, are subject to all admissions requirements and procedures as new applicants. If the student earned grades in any courses that associate to the program at the new campus, all earned grades will transfer (A, B, C, D, F, and W). Vista reserves the right to refuse re-enrollment to any student based upon the attendance, academic, financial, or conduct history of the student.

PROGRAM CHANGE WITHIN THE INSTITUTION

Students at Vista College may change programs within the institution. Students must complete a Request for Program Change form that will be sent from their Academic Advisor. The Academic Dean, Business Office Manager, and the Financial Aid Office must sign this form prior to approval. If applicable, credits will be evaluated by the Academic Advisor or Registrar and approved by the Academic Dean and applied towards the new program. Students will only be allowed to change to another program once during the course of enrollment. If a student has graduated or withdrawn from Vista College and wishes to enroll into a new program, the student will be treated as a new enrollment.

TRANSFER OF CREDIT FROM ANOTHER INSTITUTION

Students may transfer course credit for up to 75% of a program from other post-secondary institutions accredited by an agency recognized by the US Department of Education. Transfer of credit will be based on an evaluation of the official academic transcript(s). Students may be required to provide the previous institution’s course syllabus or school catalog containing course descriptions.

Courses will be eligible for transfer consideration if:

- The final grade is the equivalent of “C” or better;
- The transfer course content matches the Vista course objectives, and is comparable in nature;
  - Multiple related courses may be combined to be equivalent to a Vista College course
  - Remedial (below 100 level) coursework is not transferable
- The course applies to the graduation requirements of the program

To ensure an adequate and fair assessment, students should submit official transcripts after the student has applied and prior to the beginning of any class for which the transfer credit is being requested. Transfer credit evaluation determinations are final.

Veterans and Service Members

Students using military and VA education benefits are required to submit all obtainable post-secondary institution transcripts, a military transcript or a Joint Service Transcript, and a DD214 (when applicable) for the mandatory evaluation of all potential transfer credits by the end of the student’s first term.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

Post-secondary institutions vary greatly in their practice of accepting transfer credit(s) for courses completed at other post-secondary institutions. The acceptance of transfer credits is left to the discretion of the institution to which an individual transfers. Students planning to transfer are urged to contact the school to which they intend to transfer and
Some institutions may accept Vista College courses as credit, while other institutions may not accept the transfer credit.

**PROFICIENCY CREDIT**

A student may request credit for some courses in the curriculum based on the student’s prior work or educational experience. All requests must be submitted no later than three weeks prior to the course start date and be completed before the course begins. Students must demonstrate above average “retained knowledge” of the course material. Academic credit for the course will only be received if the student passes the course final exam with a minimum 85% grade. The final exam must be administered by the Program Director or Academic Dean. Proficiency credit is not available for all courses. See chart below for eligible courses. Proficiency credit may be accepted for some CLEP courses for military students only. A student cannot receive proficiency credit if he or she has received a prior failing grade in the course equivalent. Students may contact the Academic Dean to determine if a course is available for proficiency credit. If the student demonstrates proficiency, the letter grade of “PE” will appear on the student’s transcript. Proficiency credit will not be used to determine satisfactory academic progress, but will be used to determine completion of graduation requirements. A fee of $200 will be charged for each exam for proficiency credit. This fee is waived for active military and veterans. Payment must be made in certified funds.

A student cannot receive Federal Title IV financial assistance for proficiency credit. All tests and supporting documentation for proficiency credit will be retained in the student’s academic file.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Course Number</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>ACNT 1452-O</td>
<td>Accounting Software</td>
<td>CJSA 2456-O</td>
<td>Criminal Behavior</td>
</tr>
<tr>
<td>BMGT 1451-O</td>
<td>Principles of Management</td>
<td>COMM 3451-O</td>
<td>Communications</td>
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<tr>
<td>BMGT 2451-O</td>
<td>Production and Operations Management</td>
<td>COSC 1451-O</td>
<td>Computer Science</td>
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<td>BMGT 4452-O</td>
<td>Project Management</td>
<td>ECON 3451-O</td>
<td>Macroeconomics</td>
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<td>BUSG 1451-O</td>
<td>Introduction to Business</td>
<td>ENGL 1451-O</td>
<td>English Composition I</td>
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<tr>
<td>BUSG 1452-O</td>
<td>Business Law</td>
<td>ENGL 3451-O</td>
<td>English Composition II</td>
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<td>BUSI 1453-O</td>
<td>Business Ethics</td>
<td>HITT 1450-O</td>
<td>Medical Terminology</td>
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<td>BUSI 1454-O</td>
<td>Customer Service</td>
<td>HRPO 2451-O</td>
<td>Human Resources</td>
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<tr>
<td>CJSA 1450-O</td>
<td>Introduction to Criminal Justice</td>
<td>LGLA 2457-O</td>
<td>Courts and Criminal Procedures</td>
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<td>CJSA 1451-O</td>
<td>Fundamentals of Criminal Law</td>
<td>MATH 2451-O</td>
<td>Contemporary Mathematics</td>
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<td>CJSA 1452-O</td>
<td>Ethics in Criminal Justice</td>
<td>MDCA 1450-O</td>
<td>Anatomy &amp; Physiology – Structural</td>
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<td>CJSA 1453-O</td>
<td>Victimology</td>
<td>MDCA 1451-O</td>
<td>Anatomy &amp; Physiology – Internal</td>
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<td>CJSA 2452-O</td>
<td>Criminal Investigations</td>
<td>POFI 2452-O</td>
<td>Spreadsheets</td>
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<td>CISA 2453-O</td>
<td>Corrections</td>
<td>PSYC 2451-O</td>
<td>General Psychology</td>
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<td>CISA 2455-O</td>
<td>Crime and Criminals</td>
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**COURSES ELIGIBLE FOR CLEP CREDIT**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name/Title</th>
<th>CLEP Subject Examination</th>
<th>Required Score</th>
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<tbody>
<tr>
<td>MATH 2451-O</td>
<td>Contemporary Mathematics Online</td>
<td>College Algebra or College Mathematics</td>
<td>50</td>
</tr>
<tr>
<td>PSYC 2451-O</td>
<td>General Psychology Online</td>
<td>Psychology, Introduction</td>
<td>50</td>
</tr>
<tr>
<td>ENGL 1451-O</td>
<td>English Composition I Online</td>
<td>College Composition</td>
<td>50</td>
</tr>
<tr>
<td>ENGL 3451-O</td>
<td>English Composition II Online</td>
<td>College Composition or College Composition Modular</td>
<td>50</td>
</tr>
<tr>
<td>ECON 3451-O</td>
<td>Macroeconomics Online</td>
<td>Principles of Macroeconomics or Principles of Microeconomics</td>
<td>50</td>
</tr>
<tr>
<td>BMGT 1451-O</td>
<td>Principles of Management Online</td>
<td>Principles of Management</td>
<td>50</td>
</tr>
<tr>
<td>COSC 1451-O</td>
<td>Computer Science Online</td>
<td>Information Systems and Computer Applications</td>
<td>50</td>
</tr>
<tr>
<td>BUSG 1452-O</td>
<td>Business Law Online</td>
<td>Introductory Business Law</td>
<td>50</td>
</tr>
</tbody>
</table>
RECORD RETENTION AND MAINTENANCE

Admissions material submitted to the school, upon receipt by the admissions office, become property of the school. Originals, except for diplomas or foreign transcripts, will not be returned to the student. An admissions file will be considered complete if the material required for enrollment has been received.

In accordance with school policy, admissions applications and supporting documentation for students who applied but did not start will be retained for a period of one year. Transcripts are kept indefinitely.

In accordance with provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, third party access to records or copies of the documents therein, will not be permitted without written consent of the student. Validation of written consent will be required prior to release of information in the record. A reasonable period (not to exceed 5 business days) may take place before records are available.

RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 1974

In compliance with the Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment, Vista College gives notice that the following types of directory information may be released to the general public and agencies without the written consent of the student:

- Student name
- Dates of attendance
- Major field of study and awards, degree received

Students currently enrolled may request all or part of their directory information be withheld from the public by filing a written request with the Registrar. Such a request will remain in effect during the enrollment period unless the student requests its removal in writing.

Students must authorize release of any additional information pertaining to student records in writing, except as authorized under the law. Such exceptions include, but are not limited to agencies duly conducting authorized audits of school records, compliance with legally authorized court orders, and cooperation with law enforcement officials in official investigations. Students have a right to inspect and review upon written request to the campus. In addition, the student has the right to request an amendment of the education records including information that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

FINANCIAL AID

Students enrolled in a certificate, diploma or degree-granting program at Vista College are encouraged to apply for financial aid. The amount of financial aid an individual student may receive is dependent upon many factors, including current legislation, the amount of funds allocated to Vista College and student need according to a nationally accepted formula applied uniformly to all individuals.

Vista College has various financial aid programs available to assist qualified high school graduates and GED recipients.

The college participates in the following Federal Student Aid programs:

- Federal Pell Grant
- Iraq and Afghanistan Service Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- William D Ford Direct Loan Program

Federal Grant Programs available to students who qualify are the Federal Pell Grant, Iraq and Afghanistan Service Grants, and the Federal Supplemental Educational Opportunity Grant (FSEOG). Grant aid is funding that does not have to be paid back, and is available for students who qualify.

The Federal Direct Loan Program (FDLP) is available to assist students who qualify in meeting the cost of attaining
an education at Vista College. A loan is money you borrow and must repay with interest.

Additional information regarding federal student aid programs is available on the [www.studentaid.gov](http://www.studentaid.gov) website.

Vista College’s academic year is defined as forty (40) weeks of instructional time in which a full-time student is expected to complete 36 quarter-credit hours.

Students enrolled in the Associate degree-granting programs must enroll for a minimum of 12 quarter-credits per term to be considered full-time students. Terms are defined as 10 weeks. Students are advised to seek an appointment with a representative of the Office of Financial Aid as early as possible. A Financial Aid Officer will provide information regarding all financial aid programs in which the school participates.

*Note: The actual number of class hours required for completion of specific certificate, diploma, or degree programs may vary. Class hours are estimates in the competency-based courses and intended as a general guide to the amount of time necessary to complete course requirements.*

**DEFAULT PREVENTION**

Making regular payments on student loans builds a strong credit record and helps avoid collection activities. Being in default has many negative consequences including denial of new loans, bad credit reports, possible wage garnishment, seizure of tax returns, and refusal by the school to release transcripts. If students are having problems making payments on federal student loans, please contact a Vista College Default Administrator to discuss options.

**TUITION AND FEES**

Vista College reserves the right to modify tuition and other charges upon sufficient notice to students. Tuition is based on scheduled courses per term for Certificate, Diploma and Degree Program students.

Announced tuition increases will not apply to students who maintain continuous attendance in a program of study.

- **Tuition** - Tuition charges are assessed and payable as arranged when the student enrolls. The charges for each program are detailed in the tuition section of the catalog.
- **Proficiency/Test Out Fee** - assessed to all students, excluding active military and veterans, wishing to earn credit based on the student’s prior work or educational experience.
- **Transcript** - Students are provided one transcript at no charge. Once all financial obligations to Vista College are satisfied transcripts will be released. Additional official transcripts are $5 each. Payment must be made in certified funds.
- **Certificate/Diploma** - Students are provided one certificate of completion or diploma at no charge. Once all financial obligations to Vista College are current certificate/diploma will be released. Additional diplomas are $10 each. Payment must be made in certified funds.

**CANCELLATION/REFUND POLICY**

**Texas Workforce Commission, Career Schools and Colleges (TWC) and Institutional Refund Policy**

CANCELLATION POLICY: A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student or within the student’s first three scheduled class days (does not apply to Seminars).

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and College holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:
a) The last day of attendance, if the student is terminated by the College
b) The date of receipt of written notice from the student
c) Fourteen consecutive calendar days following the last date of attendance excluding scheduled breaks and holidays

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter College, not more than $100 in nonrefundable administrative fees shall be retained by the College for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the College may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A full refund of all tuition and fees is due and refundable in each of the following cases:
   a) An enrollee is not accepted by the College
   b) If the course of instruction is discontinued by the College and this prevents the student from completing the course
   c) If the student’s enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the College, or representations by the owner or representatives of the College

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy for Students Called To Active Military Service

A student of the College who withdraws from the College as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.

2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program

3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
   a) Satisfactorily completed at least 90 percent of the required coursework for the program
   b) Demonstrated sufficient mastery of the program material to receive credit for completing the
4. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

**Date of Termination**

The effective date of termination will be:

- Fourteen consecutive calendar days following the last date of attendance excluding scheduled breaks and holidays
- The date the student fails to return from a military leave of absence
- The date the student notifies the school of withdrawal
- The last day of attendance if the student is terminated from the school for any other purposes

Refunds will be totally consummated within 45 days after the effective date of termination for students who withdraw or who are terminated by the school. Upon request by a student or any state or federal department the institution shall provide an accounting for such amounts retained within five workdays. Refunds for graduates and completed students will be consummated within 60 days.

**RETURN OF TITLE IV FUNDS - DEPARTMENT OF EDUCATION/VISTA COLLEGE**

The Return of Title IV Funds regulations do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement (PWD) using the Return of Title IV calculation.

Since Return of Title IV Funds regulations do not prohibit a school from developing its own refund policy, Vista College must comply with refund policies required by state or other outside agencies. These policies will not affect the amount of Title IV Aid the student has earned under the Return calculation even though the institution, state or other agency refund policy will determine the charges a student may owe after withdrawing.

Definitions:
- **R2T4** – Return of Title IV Funds
  Calculation that is required when student either withdraws, drops or does not fully complete their program and is eligible for Federal Title IV Funds to assist in funding their education.

**Title IV Funds** – T4
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Subsidized/Unsubsidized Loan
- Federal Plus Loan
- Iraq and Afghanistan Service Grants

**BOM** – Business Office Manager

**COS** – Change of Status

**NOT** – Notice of Termination

**Withdrawal** “student initiated”- Officially enrolled students who decide to cease attending any or all courses.
Dismissal “school initiated” - Student who has been dismissed from the institution for either failing to meet Satisfactory Academic Progress or Attendance requirements.

Official or Unofficial – A Withdrawal is always Official. A Dismissal is Official if you are dismissing the student for any reason other than 14 calendar days out. Dismissals for 14 calendar days out are always unofficial.

DOD – The Date of Determination for a Withdrawal/Drop should always be the day the student made the campus aware of their intent to withdraw or the date the school determined the student was no longer in attendance.

LDA – The student’s last day of attendance

NSLDS WDRWL Date – The students last day of attendance

PWD – Post-withdrawal disbursement

INSTITUTIONAL SCHOLARSHIPS

Vista College offers a variety of institutional scholarships to students enrolling for the first time and for students who have graduated from a diploma program enrolling into a corresponding degree program. Scholarships are also available to veterans and their spouse and dependents.

Matching Agency Scholarship

Agency Scholarships are awarded to eligible students as follows:

- Students with an executed ITA or Purchase Order will be packaged to match the amount of tuition approved on the domicile state’s ETP website for WIOA and TAA or the domicile state’s approved amount for vocational rehabilitation services.
- Students will be entitled to maximize their Pell eligibility and may receive funds not required to cover published tuition in the form of stipend.
- If the total amount of aid (minus Pell Grant) received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount.
- Be actively attending at time of scholarship disbursement. Withdrawn students lose eligibility for future scholarship disbursements. Additionally, a paid scholarship disbursement will be proportionally adjusted for current term when a student withdraws.

Reaching Your Goal Scholarship

The Vista College Reaching Your Goal Scholarship is periodically offered to assist full-time students who have previously attended Vista College but who were unable to complete their programs of study. To be eligible for the scholarship, the student must return to Vista College, enroll and start classes, and must successfully complete and graduate from a program during this enrollment.

The Reaching Your Goal Scholarship provides 100% debt forgiveness against any previous enrollment balance up to $3,000 upon graduation from the currently enrolled program.

Success Scholarship

Vista College offers a “Success” Scholarship to graduating students who directly enroll in a diploma or degree program, demonstrate a commitment to academic success by making continuous progress towards the completion of their program, and who meet the Eligibility Criteria both at the time the scholarship is awarded and at the time the scholarship is disbursed. This scholarship is available to new enrollments only.

Eligibility Information:

a) The student must maintain continuous enrollment (no withdrawal, drop, or leave of absence*) and be on track to graduate based on the Registrar’s projected graduation date. The scholarship is not awarded until the student has completed and graduated.

b) The student must commit to financial discipline by voluntarily limiting borrowing and returning any excess funds, as the result of the scholarship being posted to a student ledger, to the U.S. Department of Education to reduce total indebtedness. The student must have the appropriate excess funds
authorization form on file with Vista College. In the event any excess funds resulting from the scholarship exceed the recipient’s total packaged Federal student loans and institutional debt for the recipient’s program enrollment, the recipient will be eligible to receive the excess funds as a stipend.

c) The student must not be receiving any other form of institutional aid.

d) The student remains current with their in-school payments throughout their program.

e) For qualifying enrollments, the scholarship will not exceed the following:

- $1,000 per student in a Diploma program
- $2,000 per student in an Associate degree program
- $3,000 per student in a Bachelor’s degree program

*exception for Active duty military students who are granted a Leave of Absence for service

Vista Military Scholarship
This Vista Military Scholarship is intended to assist the eligible student in obtaining an affordable college education leading to gainful employment with as little student loan debt as possible.

Eligibility Information:

- Student is eligible to participate in one of the following programs:
  - MGIB Montgomery GI Bill®, Post 911 GI Bill®, Yellow Ribbon
  - My Career Advancement Account (MyCAA)
  - Survivors & Dependents Educational Assistance (DEA)
- A Certificate of Eligibility or printout from eBenefits and Transcripts must be provided
- If the total amount of aid (minus Pell Grant) received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount
- Be actively attending at time of scholarship disbursement. Withdrawn students lose eligibility for future scholarship disbursements. Additionally, a paid scholarship disbursement will be proportionally adjusted for current term when a student withdraws.

Vista Hope Scholarship
In order to support local tribes that want to promote access to affordable higher education and training, Vista College provides the Hope Scholarship. The Hope Scholarship provides additional financial support to students who are receiving tribal funding to assist with educational costs that are not supported by other sources of funding. To apply, students must complete the scholarship application form and provide documentation of tribal funding award. Funding will be matched dollar-for-dollar until the student creates a credit balance.

VOCATIONAL REHABILITATION

Vocational rehabilitation has several programs to assist persons with disabilities. These programs are designed to equalize employment opportunities for those persons who - because of accident, disease, or congenital deformity - have an impairment that constitutes a barrier to employment or preparation for it. For detailed information concerning these programs contact the local rehabilitation office.
VETERANS AFFAIRS

Vista College is eligible to provide educational services to veterans and other eligible persons. New students should apply for VA educational benefits at least 60 days prior to the start of the academic quarter for which they wish to receive benefits. As part of the application process the new student must call or email the Director of Financial Aid to complete application instructions and to receive important information. As part of the certification process, students must provide official transcript. (Refer to the Transfer of Credit section for further details). It is the student’s responsibility to notify the Director of Financial Aid of any changes in course load or dependents.

CHANGE OF NAME

At the time of application for admission, individuals must provide their legal name as it is to appear on the official student record and diploma. After submission of the application for admission, any name changes must be reported on the Name Change Form which can be obtained from the Financial Aid Office at onlinefa@vistacollege.edu. In the case of a name change because of marriage or divorce, legal documentation to identify the name under which the record is to be maintained must be provided. In the case of a legal name change, a copy of the court order for the change and/or copy of the new state photo issued ID or social security card reflecting the change should be provided to the Financial Aid Office at onlinefa@vistacollege.edu.

CHANGE OF ADDRESS, TELEPHONE NUMBER, VISTA COLLEGE STUDENT EMAIL

The address and telephone number provided by the student at the time of registration and the Vista College issued email address are used for all correspondence from the school. The student is responsible for reporting changes of address and telephone number in writing to the Registrar at onlineregistrar@vistacollege.edu.

STUDENT SERVICES

NEW STUDENT ORIENTATION
New student online orientation is mandatory upon enrollment. The orientation acquaints new students with school policies, procedures, describes the available advisory services offered and demonstrates how to navigate the online campus.

CAREER SERVICES
Vista College provides Career Service assistance to all students and graduates. The Career Services Department will utilize, and educate students on, the use of multiple Internet search engines as well as stress the importance of networking within individual communities via professional affiliations and organizations to identify job opportunities. In addition, students will be assisted in creating individualized job search strategies, resumes and cover letters and in improving interviewing skills. Students and graduates are encouraged to participate in webinars/virtual workshops provided through the Career Services Department. Vista College does not guarantee employment or a starting salary upon graduation, completion or withdrawal from the College.

ACADEMIC ASSISTANCE
The maximum number of students in a virtual classroom is 30. Students seek help and advice during their education for many reasons. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance. The academic personnel are responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may also be provided as needed.

RECEIPT OF CLASS SCHEDULES
All students in good financial standing receive an official class schedule before classes are scheduled to begin. All students should be familiar with the class/course program as published in the College catalog. The following occurrences may cause scheduling conflicts and/or delay a student’s estimated graduation date:

- Withdrawing from a class
- Failure to successfully complete a course
CLASS SCHEDULES AND BREAK TIMES

The online platform does not have scheduled breaks or mealtimes. It is at the student’s discretion to schedule personal breaks and mealtimes.

GRADING STRUCTURE

To assist students in assessing progress in their course work, the following grading system will be used (as of November 2013):

<table>
<thead>
<tr>
<th>GRADE</th>
<th>EXPLANATION</th>
<th>NUMERIC GRADE</th>
<th>GRADE POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>80-89</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70-79</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>60-69</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>Below 60</td>
<td>0</td>
</tr>
<tr>
<td>NC</td>
<td>Non-Credit</td>
<td>Not Computed</td>
<td>Not Computed</td>
</tr>
<tr>
<td>PE</td>
<td>Proficiency Credit</td>
<td>Not Computed</td>
<td>Not Computed</td>
</tr>
<tr>
<td>T</td>
<td>Transfer Credit</td>
<td>Not Computed</td>
<td>Not Computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>Not Computed</td>
<td>Not Computed</td>
</tr>
<tr>
<td>WM</td>
<td>Withdrawn Military</td>
<td>Not Computed</td>
<td>Not Computed</td>
</tr>
</tbody>
</table>

NOTICE: Effective January 7, 2019, the grade of “D” will no longer be awarded for any course in any Vista College program. All grades of “D” earned prior to January 7, 2019 will remain on students’ academic histories and transcripts, and will be included in the students’ SAP calculations.

DEFINITION OF GRADES

A, B, C, D = The student has satisfactorily met course requirements and has earned credit for the course.

F = The student has not satisfactorily met course requirements and must repeat the course. “F” credits count as attempted and earned credits.

NC = Indicates the course is a non-credit course. They are not included in maximum Time Frame (MTF) or cumulative grade point average.

PE = The student passed a proficiency test to earn credit for the class. They are not included in MTF or cumulative grade point average.

T = Indicates the student passed a similar course at another institution and earned a grade of ‘C’ or higher. They are included in MTF but not included in the cumulative grade point average.

W = The student withdraws after ADD/DROP period (after the 12th calendar day). Students receiving a “W” have not met the minimum objectives of the course and must repeat the course in order to receive credit. “W” credits count as attempted but not earned credits.

WM = Exclusively used for students who are called into military action when they are enrolled and they do not have time to complete the course activities.
WX = Students who withdraw prior to the ADD/DROP period. They are not included in maximum time frame or cumulative grade point average.

Note: Students whose enrollment is cancelled prior to posting attendance do not receive grades.

REPEAT OF COURSE CALCULATIONS OF GRADE AVERAGE

When a student takes the same course more than once, all grades received remain on the student’s transcript but only the last grade is used in calculating cumulative grade point average. Students will be charged for repeat course and will need to meet with his/her Financial Representative for pricing details.

DEFINITION OF ACADEMIC PERIODS

Vista College’s academic term for certificate, diploma and degree programs is defined as 10 weeks. A grading period is defined as 5 weeks for all programs.

One quarter credit hour equals 30 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student’s achieved competency relative to the required subject matter objectives = 0.5 unit

BASIS FOR CALCULATION OF GRADE POINT AVERAGE

The cumulative grade point average (GPA) will be calculated at the end of each grading period for each student. Student progress reports will be available through the Registrar’s office or Student Services.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require student aid (Title IV) recipients to maintain satisfactory academic progress (SAP) toward achievement of their certificate, diploma, or degree. Every student, whether or not a Title IV recipient, is evaluated at the end of each term or payment period to assess academic standing and continued financial aid eligibility.

At the end of each quarter or payment period, the school will assess SAP, and students must demonstrate progress in the program at each of the evaluation points. The cumulative grade point average (CGPA) will be calculated at the end of each grading period for each program. The calculation will include all quarter credit hour courses completed during the program of study. In all calculations, a grade of “W” (Withdrawal) will be treated as zero (0) credits earned.

<table>
<thead>
<tr>
<th>SAP Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualitative Component Benchmark</td>
</tr>
<tr>
<td>Quantitative Component Benchmark</td>
</tr>
<tr>
<td>2.0 Cumulative Grade Point Average</td>
</tr>
</tbody>
</table>

At each SAP evaluation point, students will be placed in one of the following four statuses:

**Good Standing**

Students who achieve both SAP benchmarks are considered to be in good academic standing.
Financial Aid/Academic Warning (FA Warning)
The first time a student fails to meet one or both SAP benchmarks will be notified and placed on FA Warning status for one academic term, during which the student will retain federal financial aid eligibility. Students who are placed on FA Warning will be reinstated to Good Standing at the end of the academic term upon achieving both SAP benchmarks. All students on FA Warning will complete and commit to an academic improvement plan.

Financial Aid/Academic Probation (FA probation)
A student who does not meet one or both of the SAP measurements for a second consecutive academic term will be notified and placed on FA Probation, and may retain federal financial aid eligibility if the student is able to successfully appeal the SAP decision. The student must agree to follow an academic plan that supports the student’s ability to achieve satisfactory academic benchmarks by the end of the next term. A student will be reinstated to Good Standing at the end of the evaluation period upon meeting both SAP benchmarks.

Financial Aid/Academic Suspension (FA Suspension)
A student who does not meet one or both of the SAP measurements for a third consecutive academic term will be notified and placed on FA Suspension. The student will lose federal financial aid eligibility, but may be able to continue school with alternative funding arrangements if the student is able to successfully appeal the SAP decision. The student must agree to follow an academic plan that supports the student’s ability to achieve satisfactory academic benchmarks upon graduation from the program and within the maximum time frame. A student may not progress from FA Suspension directly to Good Standing. However, upon meeting both SAP measurements at the end of the subsequent term, the student may be eligible to return to FA Probation and reinstate Title IV funding if the student is able to successfully appeal the SAP decision.

SAP Appeals
A submitted SAP Appeal Application must include:

- A description of the extenuating or mitigating circumstances that negatively affected the student’s ability to meet satisfactory academic progress requirements. The circumstances must be temporary in nature and directly linked to performance for that term.
- An explanation of how circumstances have changed that will allow the student to meet SAP in future terms.
- What the student will do differently to overcome obstacles that would cause them to be placed on a SAP status in the future.
- Any supporting documentation that evidences the circumstances described in the appeal application. Supporting documentation could include; car repair bills, letter from the court, a doctor’s note, attestations from non-related people who are aware of the situation, etc.

Mitigating circumstances include, but are not limited to, the following:

- Death of an immediate family member
- Student illness requiring hospitalization
- Illness of a family member where the student is a primary caretaker
- Abusive relationship
- Divorce proceedings
- Previously undocumented disability
- Natural Disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there was no alternative method of transportation
- Temporary incarceration

If approved, the student will be notified and placed on an academic plan.

If the appeal is denied, all charges accrued for the grading period will be removed. The student will then be dismissed from school, and assigned a grade of WX for the current course. The student may appeal only once per grading period.
Students wishing to re-enter from a prior withdrawal or dismissal, with a most recent SAP status of FA Probation, must successfully appeal to re-enter. Students will be on FA probation upon re-entry, and must fulfill all the requirements of the appeal.

ATTENDANCE POLICY

A record is generated each time the student logs into the Canvas platform. The academic week is Monday-Sunday by 11:59 PM (CT) with the exception of week five, which ends at 11:59 PM (CT) Friday. To receive credit for attending class, the student must complete a minimum of one weekly graded requirement as defined by the course syllabi.

**NOTE:**
- Logging into class without active participation does not constitute weekly attendance.
- Graded course work completed in a week other than the one when it was due will not count towards attendance for the previous week but will be applied to the current week.
- New students are required to post attendance at minimum of one time during the first week of class or will be automatically withdrawn from class and considered a No Show.
- Students who do not post attendance for 14 calendar days will be dismissed from class.
- Students are strongly encouraged to log in more frequently in order to understand the subject fully and to be successful in class.

Students are reminded it is their responsibility to be current in all assignments at all times. Absences do not excuse program obligations which lead to satisfactory progress.

Attendance records reflecting absences are kept by the school. Any agency that provides educational financial assistance to a student can receive accurate and complete information concerning the student attendance and progress.

ACADEMIC LATE WORK POLICY

Students have the opportunity to submit past-due assignments and quizzes during a course. A student submitting any assignments or quizzes outside of the week (Monday thru Sunday) that they are due will receive a 10% reduction in credit for each week the assignment is late regardless of the day of the week the work is submitted (i.e. A late assignment from week 1 submitted during week 3 will result in a 20% reduction in credit).

No work will be accepted past the end of a course without prior approval from the Academic Dean or designee.

Discussion posts will not be accepted outside of the week in which they were assigned.

LEAVE OF ABSENCE

Vista College does not grant Leaves of Absence with the exception of students called to “Active Military” duty. Military students who are called to active duty may request, using the Academic Leave – Military Request Form with documented orders, an academic leave of no more than 16 consecutive calendar days. The request must be submitted at least five (5) calendar days in advance of the leave start date (unless the orders are dated less than five days prior to the start date of the leave). If the academic leave is granted, the student will not be withdrawn from school, and will have the opportunity to make up work to earn a grade. If the student returns on the scheduled date, there will be no negative impact to the student’s Satisfactory Academic Progress.

RESPONSE TO STUDENT REQUESTS

Vista College ensures timeliness of responses to students’ requests by placing a requirement on response time of no more than 24 hours.
WITHDRAWAL FROM COURSES

Officially enrolled students who decide to cease attending any or all courses are responsible for initiating withdrawal action through the Academic Dean or their designee.

The official withdrawal form should be electronically submitted to the Academic Dean or their designee. Such withdrawal will be effective as of the date the written request is date stamped on the email. Only the student may request to be withdrawn unless express written authorization is provided to a third party representative.

Application to re-enter must be made to the Academic Dean or their designee. Students approved to restart must reapply through the Admission office and must sit out one grading session after withdrawal before resuming studies.
GENERAL INFORMATION

REPEATING COURSES

Students repeating courses/classes are subject to additional fees.

TECHNICAL REQUIREMENTS

Online students will use a computer to complete assignments, download course material, and complete other tasks. Students will be expected to have access to and use the hardware and software described below:

- 1.6 GHz processor or faster
- Current anti-virus application
- 512Mb RAM or greater
- 100 GB hard drive or larger
- High Speed Internet connection
- Monitor and Video Card with 1024x768ppi or greater resolution
- Sound card with speakers
- CD-ROM
- Printer
- Email address
- Adobe Reader
- Microsoft Office 2007 or greater
- **Browser Support**
  - Google Chrome: 30.0 – Latest
  - Mozilla Firefox: 25.0 – Latest
  - Apple Safari: 6 – Latest
  - Microsoft Internet Explorer: 9 – Latest

Due to the rapid rate of change in information technology, hardware and software competencies are subject to regular updates; selected courses may be subject to additional requirements.

LIBRARY

The Vista College online library offers a vast array of scholarly and professional research materials and is remotely accessible via the EBSCO website.

PLAGIARISM POLICY

Plagiarism is defined as the act of using words and/or ideas from another person or source without giving proper acknowledgement to that person or source.

A student is plagiarizing if they:

- Turn in someone else’s work as their own,
- Copy words or ideas from someone else without giving credit by using proper in-text citations and a work cited page
- Fail to put a quote in quotation marks, change words, but copy the sentence structure of a source without giving credit by using proper in-text citations and a work cited page
- Student’s own work and/or ideas are less than 40% whether you give credit or not.

Plagiarism is against the law and will result in a failing grade for the assignment and may even result suspension from school.

- First Offense: Academic Dean advises student and documents offense.
- Second Offense: Student can be dismissed from school at the discretion of the Campus Director. Student is advised by both the Campus Director and Academic Dean. The advising will be documented and placed in the student’s academic file.
STUDENT CONDUCT AND DISCIPLINE

Students must observe Vista College code of conduct and govern themselves in a professional manner. A mutual respect of individual rights must exist between students and fellow students as well as students and staff to insure a positive learning atmosphere. Students whose actions constitute misconduct will be subject to disciplinary action by Vista College that may lead to suspension or termination. Courteous behavior and professional conduct, appropriate to a professional environment is to be displayed at all times. Inappropriate conduct and/or communication may be a cause for suspension or termination. Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of the school or which Vista College administration feels would endanger members of the Vista College community shall be subject to disciplinary action. Infringements of the Student Code of Conduct are handled by the Academic Dean and/or Campus Director. Students dismissed for misconduct will be advised by the Campus Director. Readmission is subject to Campus Director’s approval.

The following actions are considered misconduct and may result in dismissal from Vista College:

- Actions which interfere with another student's right to gain an education
- Vulgarity, foul language, and/or lack of respect for peers, instructors, and/or Vista College staff members
- Becoming a disruptive influence or nuisance
- All forms of dishonesty including but not limited to cheating, plagiarism, forgery and intent to defraud
- Violation of current rules and regulations
- Actions that bring the name or reputation of Vista College into disrepute
- Violation of the Copyright Policy
- Violation of the Internet Access and Usage policy

CODE OF CONDUCT

Freedom of speech and expression is valued not only throughout the society but also, and particularly, in the academic setting. To that end, online students at Vista College will adhere to the following code of conduct:

- Access Vista College courses only for lawful purposes.
- Respect the privacy of other members of the class and other students.
- Respect the integrity of the College’s computer systems.
- Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner.
- Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on threaded discussion boards and other postings in online courses.

STUDENT PROBLEM RESOLUTION (GRIEVANCE PROCEDURE)

Vista College provides a prompt and equitable process for resolving student grievances. The procedure is available to any student who believes that a school decision or action has adversely affected his/her status, rights, or privileges. Students with a grievance must first make a reasonable effort to resolve the issue on an informal basis with their instructor or administrative personnel. If the issue is not resolved to the student’s satisfaction, the student shall review the grievance with all parties concerned.

We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Vista College administration against any party involved. Grievances will be addressed with the involvement of a person who will serve as an impartial representative of the institution but not directly involved in the area of the complaint, such as a member of the Human Resources team. Students must address their concerns about an educational program by following the school's grievance process outlined below.
Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved.

Step 2 – Grievance or complaints not resolved with the individual instructor or staff member should be discussed with the Academic Dean. The Academic Dean will investigate the claim and attempt to resolve the issue. Resolution may include a mediated conversation between involved parties.

Step 3 – If the matter is not resolved to the student’s satisfaction in Step 1, the student should submit a written, dated and signed statement to the Campus Director. Within ten (10) business days of the receipt of the written statement, the Campus Director will arrange for a preliminary meeting with the student to discuss the grievance, and the Campus Director will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The Campus Director will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the Campus Director’s findings, conclusions, and reasoning. The student’s written complaint, together with the Campus Director’s decision, will become a permanent part of the files of the parties involved.

The Campus Director’s decision is considered final at the institutional level. If a student is still not satisfied, the student may direct unresolved issues to the Corporate Office - Education Futures Group (EFG) - at the following address:

Education Futures Group
Attn: Compliance
300 N. Coit Road, Suite 1400
Richardson, TX 75080
(972) 707-8569
Compliance@vistacollege.edu

Texas students in a diploma program may also file a complaint with the:
Texas Workforce Commission
Career Schools and Colleges
101 E. 15th Street
Austin, Texas 78778-0001
(512) 936-3100
Information on filing a complaint with TWC can be found on TWC’s website at www.texasworkforce.org/careerschoolstudents

Texas students in a degree program may also file a complaint with:
Texas Higher Education Coordinating Board
Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788
www.thecb.state.tx.us/studentcomplaints

All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form. Rules governing student complaints can be found in Title 19 of the Texas Administrative Code, Sections 1.110-1.120: http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&scht=E&rl=Y

New Mexico students in all programs may file their grievance according to the institution’s procedures above. If the grievance is not resolved, a complaint can be made with:
New Mexico Higher Education Department (NMHED)
2044 Galisteo Street
Santa Fe, NM 87505
Phone: 505-476-8442
Georgia students in all programs may file a complaint with:
State of Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
Office: (770) 414-3300
Fax: (770) 414-3309
www.gnpec.org
Complainant Form can be found at: http://gnpec.org/consumer-resources/gnpec-authorized-school-complainant-form/

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school at www.vistacollege.edu/online and may be obtained by contacting ACCSC or online at www.accsc.org.

Grade Appeal Procedure

Students who have a concern about a course grade are initially encouraged to consult with the faculty member who issued the grade to resolve the matter. Students wanting to pursue the matter further may appeal the grade in the following manner.

The student must file a written grade appeal to the Program Director. Students may appeal a grade or an evaluative comment within seven calendar days of the end of the academic term. The written appeal must include the grounds upon which the student believes the grade is not correct. Those grounds include the following: the application of nonacademic criteria in the grading process, the assignment of a grade to the student for reasons other than the student’s academic performance in the course, or miscalculation of the grade according to grading criteria contained in the course syllabus or other posted or distributed course information. The student should include any relevant written evidence, which may include the syllabus, exams, papers, and anything else that supports the student’s claim.

The Program Director shall review the appeal and issue a written response within seven calendar days of receipt of the appeal. If, after receiving a written response to the grade appeal from the Program Director, the student wishes to pursue the issue, he/she must request in writing further investigation from the Academic Dean within seven calendar days of receipt of the decision. The Academic Dean will review the findings and issue a written response before the end of the academic term. The final authority rests with the Academic Dean. After following the procedure above, students who believe further recourse is needed, the student may contact the Campus Director.

If the faculty member involved is the Program Director, the written grade appeal is submitted to the Academic Dean. If the faculty member involved is the Academic Dean, the written grade appeal is submitted to the Campus Director. The result of the review will be summarized by the campus official responsible for the final decision and recorded in CampusVue notes.

Grade Changes

If a grade appeal results in a recommended change of grade, the course instructor will forward a completed Grade Change Form to the Academic Dean. The Academic Dean will approve or deny and forward the Registrar for processing. Grade changes may only occur during the session following issuance of the grade or evaluative comment and with the appropriate approvals. Exceptions may be granted under extenuating circumstances by the Academic Dean.
DEGREES, DIPLOMAS AND CERTIFICATES OF COMPLETION

Degrees, diplomas and certificates are awarded upon satisfactory completion of all courses in the student's program. A degree, diploma or certificate will not be issued nor will record of graduation of the program be posted to a student’s academic record until successful completion of all the requirements for graduation is met.

TRANSCRIPT FEES

One transcript and diploma will be provided to each student free of charge upon satisfactory completion of the program. Additional copies will be provided at $5 each. Additional diplomas are $10 each. Transcripts may not be released until the student is in good financial standing with Vista College.

GRADUATION REQUIREMENTS

Vista College awards diplomas, certificates and degrees for successful completion of programs. Students must meet the diploma/certificate/degree requirements as outlined in the Academic Catalog current at the time of application for graduation.

Students must successfully complete all courses in the program of study. Transfer of credit from another institution may be used to qualify as successful completion of a course. A minimum of 25% of credit hours must be completed at Vista College. **Diplomas/Certificates/Degrees will not be awarded if the highest grade recorded for a course is “F” or “W”**.

Students must earn a cumulative grade point average of 2.0 (grade of “C” or better) for all course work completed at Vista College. Students must be in good financial standing prior to earning the diploma/degree.

CONDITIONS FOR RE-ADMITTANCE

Students dismissed for violation of school rules or policies, attendance, or academic reasons will only be considered for re-admittance after Academic and Financial Review. Re-admission criteria are determined on an individual basis. Re-admission will be granted based on the student’s progress reports and prior attendance record as well as consideration given to correct poor academic or attendance performance. Re-admitted students will be advised by the Academic Advisor. Students may be re-admitted at the start of the next grading period. Re-admitted students may be subject to additional fees.

HIGHER EDUCATION OPPORTUNITY ACT

**Notice of Vista College Policies to Comply with the Higher Education Opportunity Act of 2008**

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing and photocopying, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner’s permission unless “fair use” or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, and news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within “fair use” or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a ‘fair use” and therefore may be a violation of the law. A violation of the institution’s policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from $750 to $30,000 per work for a non-willful infringement and up to $150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys’ fees. The government also can
file criminal charges that can result in fines and imprisonment.

Vista College’s policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution’s information technology system. Vista College’s policies prohibit use of the Vista College computer network and instructional equipment to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission).
DIPLOMA PROGRAMS

Business Administration and Leadership Online
Medical Administrative Assistant Online
Medical Insurance Billing and Coding Online

The following pages will provide students with program titles, objectives, and purposes. A brief synopsis of each subject will be provided in the section titled Course Descriptions.

**To meet regulated clock hour to credit hour conversion requirements enforced by the Department of Education effective July 1, 2011, “out of class work” has been incorporated into courses offered for each program. Please refer to course syllabi for “out of class” work assignment details. §668.8 (1) (2)
DIPLOMA - BUSINESS ADMINISTRATION AND LEADERSHIP ONLINE

The online diploma in Business Administration and Leadership is an evidence-based program designed to provide students with a comprehensive platform from which to build a career in service, retail, and other general business sectors. Students will learn management and leadership skills, as well as four fundamental business disciplines: leadership, marketing, strategy and finance. Throughout the program, students can demonstrate their mastery of topics by earning digital competency badges in management, communication, and leadership through individual assessments and application projects. Graduates of this program may find entry-level employment in business offices, government agencies, service and retail industries, or any other type of business or office environment. Graduates may work in roles such as administrative assistant, customer service representative, or office manager. Upon completion of the program, a diploma is awarded.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>THEORY CLOCK HOURS</th>
<th>LAB CLOCK HOURS</th>
<th>QUARTER CREDIT HOURS</th>
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<tr>
<td>ACNT 1453-O</td>
<td>Accounting</td>
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<tr>
<td>BMGT 1452-O</td>
<td>Management</td>
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</tr>
<tr>
<td>BMGT 1453-O</td>
<td>Leadership Principles</td>
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<tr>
<td>BMGT 1454-O</td>
<td>Small Business Management</td>
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<tr>
<td>BUSI 1451-O</td>
<td>Business Math</td>
<td>30</td>
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<td>4.5</td>
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<tr>
<td>COMM 1451-O</td>
<td>Oral Communication</td>
<td>45</td>
<td>0</td>
<td>4.5</td>
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<tr>
<td>HRPO 1450-O</td>
<td>Human Resources Management</td>
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<tr>
<td>MRKG 1450-O</td>
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<td>Computer Applications</td>
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<tr>
<td>POFT 4451-O</td>
<td>Career Strategies</td>
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<td>0</td>
<td>4.5</td>
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</tbody>
</table>

Totals 510 60 54.0

TOTAL CLOCK HOURS: 570

ESTIMATED COMPLETION TIME: 62 Weeks
DIPLOMA - MEDICAL ADMINISTRATIVE ASSISTANT ONLINE

The evidence-based Medical Administrative Assistant diploma program focuses on front-office duties and administrative functions within healthcare organizations. Students in the Medical Administrative Assistant program learn how to aid healthcare professionals by performing a variety of patient and administrative functions. Throughout the program, professionalism, patient relations, critical thinking, adherence to the ethical and legal requirements of a medical practice and proper communication skills are emphasized. Graduates are prepared to function competently in a variety of entry-level positions in healthcare settings such as a medical secretary, receptionist, customer service representative, front office staff, office assistant. Upon completion of the program, students will receive a diploma.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>THEORY CLOCK HOURS</th>
<th>LAB CLOCK HOURS</th>
<th>QUARTER CREDIT HOURS</th>
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<tbody>
<tr>
<td>HITT 1450-O</td>
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<tr>
<td>HITT 1451-O</td>
<td>Medical Billing and Insurance*</td>
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<tr>
<td>HITT 1455-O</td>
<td>Customer Service in Healthcare*</td>
<td>45</td>
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<tr>
<td>HITT 1456-O</td>
<td>Introduction to Healthcare Systems*</td>
<td>45</td>
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<tr>
<td>HITT 1457-O</td>
<td>Introduction to Healthcare Communications*</td>
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<td>HPRS 1450-O</td>
<td>Foundations of Medical Administration*</td>
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<tr>
<td>HPRS 1452-O</td>
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<td>MDCA 1455-O</td>
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<td>Office Technology for Healthcare Assistants*</td>
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<td>POFT 4451-O</td>
<td>Career Strategies</td>
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<td><strong>Totals</strong></td>
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<td><strong>535</strong></td>
<td><strong>15</strong></td>
<td><strong>54.0</strong></td>
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</table>

TOTAL CLOCK HOURS: 550

ESTIMATED COMPLETION TIME: 62 Weeks

* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor’s permission to enter the course.
The online Medical Insurance Billing and Coding Diploma program is designed to provide instruction in the basic concepts and procedures necessary to perform the tasks associated with filling out health insurance forms, coding medical practice procedures, and medical terminology. Students will learn to perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing. Program objectives include: (1) competency in using practices that ensure health information is accurate and complete; (2) displaying proficiency in the administration and the use of health information systems and software applications; and (3) expertise in applying healthcare standards, concepts, and regulations in the delivery of healthcare. Graduates from the program may seek employment in hospitals, urgent-care facilities, clinics, insurance companies, home healthcare agencies, and pharmaceutical companies. The program prepares individuals to work as medical insurance billing and coding clerks. Upon completion of the program, students will receive a diploma.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>THEORY CLOCK HOURS</th>
<th>LAB CLOCK HOURS</th>
<th>QUARTER CREDIT HOURS</th>
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<tr>
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**TOTAL CLOCK HOURS:** 720

**ESTIMATED COMPLETION TIME:** 72 Weeks

* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor’s permission to enter the course.
ASSOCIATE DEGREE PROGRAMS

AAS Business Administration and Leadership Online
AAS Criminal Justice Online
AAS Logistics and Operations Management Online
AAS Medical Insurance Billing and Coding Online

The following pages will provide students with course titles, objectives, and purposes. A brief synopsis of each subject will be provided in the section titled Course Descriptions.

**To meet regulated clock hour to credit hour conversion requirements enforced by the Department of Education effective July 1, 2011, “out of class work” has been incorporated into courses offered for each program. Please refer to course syllabi for “out of class” work assignment details. §668.8 (l) (2)**
ASSOCIATE OF APPLIED SCIENCE DEGREE - BUSINESS ADMINISTRATION AND LEADERSHIP
ONLINE

The online associate degree in Business Administration and Leadership is an evidence-based program designed to provide students with a comprehensive platform from which to build a career in service, retail, and other general business sectors. Students will learn management and leadership skills, as well as four fundamental business disciplines: leadership, marketing, strategy and finance. Throughout the program, students can demonstrate their mastery of topics by earning digital competency badges in management, communication, and leadership through individual assessments and application projects. Graduates of this program may find entry-level employment in business offices, government agencies, service and retail industries, or any other type of business or office environment. Graduates may work in roles such as administrative assistant, customer service representative, or office manager. Upon completion of the program, an Associate of Applied Science degree is awarded.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
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<th>LAB CLOCK HOURS</th>
<th>QUARTER CREDIT HOURS</th>
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|               | TOTALS                              | 870                | 60             | 90.0                 |

TOTAL CLOCK HOURS: 930

ESTIMATED COMPLETION TIME: 104 Weeks
ASSOCIATE OF APPLIED SCIENCE DEGREE - CRIMINAL JUSTICE ONLINE

The online Associate of Applied Science Degree in Criminal Justice is designed to provide academic preparation in criminal law, legal procedure, court systems, law enforcement, and other related fields such as the fundamentals of law, corrections, and various practices. This associate degree program provides a combination of academic theory through general education courses and technical skills through technical courses that are necessary for employment in today’s criminal justice environment. Program objectives include: (1) demonstrating an awareness of the history and the nature of the major components of the criminal justice system such as the police, the courts, and corrections; (2) being familiar with the basis of the law and the legal system, decision-making in the criminal justice process, the social and the political context of the legal system, important constitutional issues, and how criminal law differs from other forms of law; (3) having a demonstrated knowledge of the overall problem of crime in the United States, in terms of being familiar with different types of crimes committed in society, as well as possessing knowledge of the distribution of these crimes; and (4) demonstrating an awareness of issues related to crime prevention and the rehabilitation of offenders. This program prepares graduates for entry-level employment in positions such as private detectives and criminal investigators, probation officers, correctional treatment specialists, retail loss prevention specialists, etc. Upon completion of the program, students will receive an Associate of Applied Science Degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>THEORY CLOCK HOURS</th>
<th>LAB CLOCK HOURS</th>
<th>QUARTER CREDIT HOURS</th>
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<td>POFT 4451-O</td>
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General Education Courses

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<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
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<th>LAB CLOCK HOURS</th>
<th>QUARTER CREDIT HOURS</th>
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<td>PSYC 2451-O</td>
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<td>Speech Communication</td>
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Totals 800 250 90.0

TOTAL CLOCK HOURS: 1050

ESTIMATED COMPLETION TIME: 104 weeks

* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor’s permission to enter the course.
ASSOCIATE OF APPLIED SCIENCE DEGREE – LOGISTICS AND OPERATIONS MANAGEMENT
ONLINE

The online Associate of Applied Science Degree in Logistics and Operations Management is designed to develop skills in managing materials and production delivery by integrating the three legs of operations management: supply management, logistics, and operations supported by courses in accounting, project management, and distribution fundamentals. The program provides a combination of academic theory through the general education courses and technical skills through the technical courses that are necessary for today’s workplace environment. Program objectives include: (1) gaining efficiencies in procurement, distribution, and logistics; (2) applying project management practices to “real world” problems; (3) developing a cross-functional awareness of the different activities driving supply chain performance; (4) coordinating activities with suppliers and customers; and (5) recognizing the importance of business ethics and social responsibility in business operations. Graduates of this program may find entry-level employment in warehousing, distribution firms, manufacturers, freight forwarders, major retailers, and charities. Upon completion of the program, an Associate of Applied Science degree is awarded.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>THEORY CLOCK HOURS</th>
<th>LAB CLOCK HOURS</th>
<th>QUARTER CREDIT HOURS</th>
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<tr>
<td>BUSG 1451-O</td>
<td>Introduction to Business</td>
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<td>MGMT 1450-O</td>
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**General Education Courses**

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<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
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<th>LAB CLOCK HOURS</th>
<th>QUARTER CREDIT HOURS</th>
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**TOTAL CLOCK HOURS:** 1010

**ESTIMATED COMPLETION TIME:** 104 Weeks
The online Associate of Applied Science Degree in Medical Insurance Billing and Coding is designed to provide instruction in the basic concepts and procedures necessary to perform the tasks associated with filling out health insurance forms, coding medical practice procedures, and medical terminology. The associate degree program provides a combination of academic theory through the general education courses and technical skills through the technical courses that are necessary for today’s medical environment. Students will learn to perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing. Program objectives include: (1) competency in using practices that ensure health information is accurate and complete, (2) displaying proficiency in the administration and the use of health information systems and software applications, and (3) expertise in applying healthcare standards, concepts, and regulations in the delivery of healthcare. Graduates from the program may seek employment in hospitals, urgent-care facilities, clinics, insurance companies, home healthcare agencies, and pharmaceutical companies. The program prepares individuals to work as medical insurance billing and coding technicians. Upon completion of the program, an Associate of Applied Science degree is awarded.

**General Education Courses**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>THEORY CLOCK HOURS</th>
<th>LAB CLOCK HOURS</th>
<th>QUARTER CREDIT HOURS</th>
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**TOTAL CLOCK HOURS:** 990

**ESTIMATED COMPLETION TIME:** 104 Weeks

* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor’s permission to enter the course.
BACHELOR DEGREE PROGRAMS

BS  Business Administration Online
BS  Healthcare Administration Online
BS  Project Management Online

The following pages will provide students with course titles, objectives, and purposes. A brief synopsis of each subject will be provided in the section titled Course Descriptions.

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The online Bachelor of Science Degree in Business Administration is designed to develop skills in business procedure, business management, leadership, and computer applications that are necessary in today’s automated office environment. This Bachelor of Science degree program provides a combination of academic theory through general education courses, which prepare students for productive lives, community engagement, a diverse and rapidly changing world, and a lifetime of learning while the technical skills prepare for employment in today’s business environment. Program objectives include: (1) developing human-relations skills that enable students to work effectively as group members and to organize and delegate tasks, (2) utilizing accounting-based skills, (3) utilizing computer applications with accuracy, (4) developing practices and policies required to meet short- and long-range organizational needs and opportunities, (5) developing various media skills, and (6) recognizing the importance of business ethics and social responsibility in business operations. Graduates of this program may find entry-level employment in business offices, government agencies, or any other type of business environment and may work in roles such as an office manager, an administrative assistant, a customer service representative, etc. Upon completion of the program, a Bachelor of Science degree is awarded.

<table>
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<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
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**General Education Courses**

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**TOTAL CLOCK HOURS:** 1945

**ESTIMATED COMPLETION TIME:** 208 Weeks

* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor’s permission to enter the course.
The online Bachelor of Science Degree in Healthcare Administration is designed to prepare graduates to develop skills in health management including health policy, finance, ethics and human resources. Emphasis is placed on improving the quality of care through advanced management practices. This program provides a combination of academic theory through general education courses, which prepare graduates for productive lives, community engagement, a diverse and rapidly changing world, and a lifetime of learning while the technical skills prepare students for employment in today’s healthcare environment. Program objectives include: (1) developing human-relations skills that enable graduates to work effectively as group members and to organize and delegate tasks, (2) utilizing practices that ensure health information is accurate and safeguarded, (3) developing practices and policies required to meet short- and long-range needs and opportunities, (4) developing leadership strategies and skills, and (5) recognizing the importance of medical and business ethics and social responsibility in healthcare operations. Graduates of this program may find entry-level employment in: hospitals, urgent-care facilities, clinics, insurance companies, home healthcare agencies, and other health-based companies. Upon completion of the program, a Bachelor of Science degree is awarded.

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<th>COURSE NUMBER</th>
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**General Education Courses**

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<th>QUARTER CREDIT HOURS</th>
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**TOTAL CLOCK HOURS: 1890**

**ESTIMATED COMPLETION TIME: 208 Weeks**

* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor’s permission to enter the course.
The online Bachelor of Science Degree in Project Management is designed to prepare graduates to become leaders in today’s project-based business world by providing them with a comprehensive knowledge of organization and innovation management along with the skills necessary for effective decision making in a business environment that is diverse, global, and highly competitive. Course work balances business fundamentals with real-world project management principles, tools, and techniques. This Bachelor of Science degree program provides a combination of academic theory through general education courses, which prepare students for productive lives, community engagement, a diverse and rapidly changing world, and a lifetime of learning while the technical skills prepare for employment in today’s business environment. Program objectives include: (1) developing human-relations skills that enable students to work effectively as group members and to organize and delegate tasks; (2) utilizing accounting-based skills; (3) utilizing computer applications with accuracy; (4) developing practices and policies required to meet short- and long-range organizational needs and opportunities; (5) developing project management, production management, and risk management skills; and (6) recognizing the importance of business ethics and social responsibility in business operations. Graduates of this program may find entry-level employment in such industries as construction, engineering, architecture, manufacturing, high tech, biotech, pharmaceutical, large corporations such as insurance companies and banks, and Internet companies, and may work in roles such as project managers, project coordinators, project planners, team managers, and operations managers. Upon completion of the program, a Bachelor of Science degree is awarded.

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<th>COURSE NUMBER</th>
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**General Education Courses**
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**TOTAL CLOCK HOURS:** 1950

**ESTIMATED COMPLETION TIME:** 208 Weeks

* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor’s permission to enter the course.
COURSE DESCRIPTIONS

ACNT 1451-O COMPUTERIZED ACCOUNTING
CONTACT HOURS: THEORY – 15 LAB – 65 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the relationship between accounting and information technology. Emphasis is placed on how application software is used to perform accounting tasks, maintain records, prepare reports, analyze reports for a business entity, complete projects, and apply the components of general ledger accounts.

ACNT 1452-O ACCOUNTING SOFTWARE
CONTACT HOURS: THEORY – 15 LAB – 65 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on utilizing computer software in maintaining accounting records with the primary emphasis on a general ledger package in Quicken, a popular accounting software package.

ACNT 1453-O ACCOUNTING
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course exposes students to a general manager’s point of view of accounting practices. Students will learn bookkeeping, debit and credit practice, ledgers, working papers, adjusting and closing entries, income statement, balance sheets, and statement of owner’s equity, cash, payroll, special journals, merchandising firms. Students will learn how to read and work with a profit & loss statement.

BMGT 1450-O INTRODUCTION TO PROJECT MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on methods for planning and controlling projects. Emphasis is placed on project management concepts and models, critical path analysis, time/cost benefit analysis, and resource utilization.

BMGT 1451-O PRINCIPLES OF MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the concepts, terminology, principles, theories, and issues relevant to the field of management. Emphasis is placed on various theories, processes, and functions of management as well as on the integration of behavioral and systematic approaches into the traditional analysis of business. Additional topics include decision making, planning strategies, and leadership skills.

BMGT 1452-O MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITE: NONE
This course examines the roles, goals, and functions of management. Students will learn organization and planning, decision making, staffing, strategy, and the difference between management and leadership. Mastery of course outcomes will be demonstrated through the completion of an application project.

BMGT 1453-O LEADERSHIP PRINCIPLES
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITE: NONE
Student’s examine individual, group and organizational behavior as it affects performance and productivity in the workplace. Through the course, they will explore issues such as diversity, leadership, teamwork, motivation,
employee development, ethics, decision making and problem solving toward the goal of improving interpersonal effectiveness on the job. Mastery of course outcomes will be demonstrated through the completion of an application project.

**BMGT 1454-O SMALL BUSINESS MANAGEMENT**
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
Students are exposed to practical information such as site selection, managing personnel, merchandising, buying, pricing, financial management, store security, and information systems. Students will be able to describe the skills required to manage a small business and will solve common small business challenges. Students will utilize the principles of market research and other tools learned to analyze opportunities and consumers’ responses.

**BMGT 1455-O PROJECT MANAGEMENT**
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
In this course, students learn the fundamentals of project management. Students learn how to initiate, plan, and execute a project that meets objectives. Key components of project management including project scope, time, risk factors, and cost management are explored. Students learn how to oversee projects, break down projects into manageable segments, and methods to improve communications.

**BMGT 2451-O PRODUCTION AND OPERATIONS MANAGEMENT**
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the fundamental of techniques used in the practice of production and operations management. Emphasis includes location, design, and resource allocation.

**BMGT 2452-O PROJECT SCOPE AND RISK MANAGEMENT**
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 1450-O
This course focuses on the identification, analysis, and mitigation of threats to project management elements. Emphasis is placed on the process of deciding what project to do, defining the plan for the desired outcomes, and developing a process for controlling changes to the project.

**BMGT 2453-O PRINCIPLES OF BUSINESS FINANCE**
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the financial dynamics of a business. Topics include the study of promotional distribution and pricing techniques, product management, various financial statements and their organizational purposes, business trends, and events that may change the future of business.

**BMGT 2454-O INFORMATION AND PROJECT MANAGEMENT**
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 1450-O
This course focuses on critical path methods for planning and controlling projects. Emphasis is placed on time/cost tradeoffs, resource utilization, task determination, time management, scheduling, management status reports, budget management, customer service, professional attitude, and project supervision.
BMGT 3452-O STRATEGIC MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 1451-O
This course focuses on the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. Emphasis is placed on the processes involved in management strategy development and how to develop an organizational strategic management plan.

BMGT 3453-O PROCUREMENT AND CONTRACT MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 1450-O
This course focuses on the specific concepts and the skills related to the processes by which a firm or an organization contracts to purchase or sell goods and services. Emphasis is placed on identifying principles, current issues, and topics in purchasing, procurement/acquisitions, and contracts management.

BMGT 3454-O BUSINESS NEGOTIATION
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 1450-O
This course focuses on the theory and the techniques of negotiation, including analysis of the negotiation process from various perspectives. Emphasis is placed on the preparatory activities and the stages of negotiation, including reaching and implementing an agreement.

BMGT 4451-O QUANTITATIVE ANALYSIS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 1450-O
This course focuses on decision-making processes in organizations using current quantitative decision-making models. Emphasis is placed on defining quantitative analysis, describing quantitative approaches to managerial problem solving, and describing the interdisciplinary aspects of managerial decision making.

BMGT 4452-O PROJECT MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 1451-O
In this course, students examine the essential aspects of project management. Emphasis is placed on modern practices in project management, project planning, project communication, project monitoring, project budgeting, project scheduling, project termination, continuous improvement, and project management information systems.

BMGT 4453-O LEADERSHIP
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course is designed to familiarize students with the basic principles of leadership. The course begins with an analysis of leadership and interaction, contingency theories, leadership qualities, leadership abilities, and developing leadership. Ethics and values, leadership behavior, and leadership styles also are explored. This foundation is used to examine management in terms of productivity, understanding people, and group and team dynamics. Other topics include change in leadership and its effects.

BUSG 1451-O INTRODUCTION TO BUSINESS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the fundamentals of business in an increasingly global society and serves as an introduction to business terminology, business concepts, business environments, business systems, business strategies, and current business issues. Topics include the business environment, business ethics and law, entrepreneurship, global business, management, and marketing.

BUSG 1452-O  BUSINESS LAW
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the legal system as it relates to business. Emphasis is placed on the study of the uniform commercial code, contracts for the sale of goods, commercial paper, personal property, bailments, real property, wills, trusts, insurance, agency law, partnerships, corporations, and computerized legal research.

BUSG 3454-O  BUSINESS ORGANIZATIONS
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities.

BUSG 3455-O  INVESTMENTS AND SECURITIES
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 2453-O
This course focuses on the terminology and changes in the stock market as a result of economic and political events and changes in interest rates and taxes.

BUSG 4451-O  CORPORATE FINANCE
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 2453-O
This course focuses on the theory and the practice of decision making within a corporation. Emphasis is placed on the goals of corporations, how corporations finance themselves, securities, present value, stocks, determining cash flows, and budgeting.

BUSG 4452-O  ENTREPRENEURSHIP
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on starting, operating, and growing a small business including essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

BUSI 1451-O  BUSINESS MATH
CONTACT HOURS: THEORY – 30 LAB – 30  (60 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
Students are exposed to basic math and statistical problems encountered in business situations. Students in this course will solve business problems using algebraic formulas, and demonstrate their ability to read, write, round off, add, subtract, multiply, and divide whole decimals. Students will compute simple interest, monthly payments, and compute wages based on hours worked. Students learn how to calculate discounts, basic statistics such as mean and mode, and construct basics graphs including a histogram, trend chart, and pie chart.

BUSI 1453-O  BUSINESS ETHICS
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Emphasis is on ethical corporate responsibility.

**BUSI 1454-O CUSTOMER SERVICE**  
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
This course focuses on defining customer service, identifying the elements involved in the customer service process, and applying problem-solving techniques to resolve both internal and external customer challenges.

**BUSI 3450-O BUSINESS REPORT WRITING**  
CONTACT HOURS: THEORY – 25  LAB – 40  (65 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
This course focuses on writing technical reports and correspondence in business. Emphasis is placed on practical strategies for developing a clear writing style, organizing ideas, choosing effective words, and composing concise paragraphs that make writing clear and persuasive.

**BUSI 3451-O PUBLIC RELATIONS**  
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
This course focuses on the exploration of the history and the development of public relations and includes the process of planning, implementation, and evaluation of PR campaigns.

**BUSI 3452-O SALES MANAGEMENT**  
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
This course focuses on identifying the elements and steps involved in sales, defining the principles of selling, exploring the questions that qualify a client, identifying the process to close a sale, and managing the sales personnel for success.

**CJSA 1450-O INTRODUCTION TO CRIMINAL JUSTICE**  
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
This course focuses on the history and the philosophy of the American criminal justice system. Emphasis is placed on the development and the modern operations of law enforcement, courts, and corrections and how these agencies function together. The primary goal of this course is to develop a general understanding of the purpose of the criminal justice system and its response to crime in society.

**CJSA 1451-O FUNDAMENTALS OF CRIMINAL LAW**  
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
This course examines criminal law from the aspect of historical evidence and classifications of crimes and criminal responsibility. Topics include the elements of criminal offenses, criminal liability, complicity, defenses, justifications, excuses, crimes against persons, crimes against property, and crimes against public order.

**CJSA 1452-O ETHICS IN CRIMINAL JUSTICE**  
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
This course focuses on the ethical considerations faced by personnel in the criminal justice industry. Emphasis is placed on an examination of cultural values and morals, an understanding of what constitutes moral and ethical
behavior, and the application of ethics to the everyday decision-making process.

CJSA 1453-O VICTIMOLOGY
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O
This course focuses on a comprehensive and a balanced exploration of victimology. Emphasis is placed on controversial issues in criminology to provide a better understanding of how society and the criminal justice system treat victims as a whole. Much of the data presented in this course comes from statistics gathered through the FBI’s annual NIBR Report and the Bureau of Justice Statistic’s National Crime Victimization Survey.

CJSA 1455-O POLICE SYSTEMS AND PRACTICES
CONTACT HOURS: THEORY – 25  LAB – 50  (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O
This course focuses on the inner workings of police departments including administration, the Criminal Investigation Department, special operations teams, internal affairs, school resources, and other specialized community policing groups. Special emphasis is placed on patrol procedures.

CJSA 2451-O POLICE REPORT WRITING
CONTACT HOURS: THEORY – 25  LAB – 50  (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O
This course focuses on writing an incident report and giving a thorough account of what happened. Emphasis is placed on following protocol, describing what happened, and editing the report including revisions to report writing as required by the prosecutor’s office. Additional topics include applications of field notes and demonstration of proper report writing.

CJSA 2452-O CRIMINAL INVESTIGATION
CONTACT HOURS: THEORY – 25  LAB – 50  (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O
This course focuses on the fundamentals of criminal investigation by examining the processes involved in identifying and arresting criminal suspects and identifying types of crimes and offenses while preparing for court.

CJSA 2453-O CORRECTIONS
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O
This course focuses on the history, the philosophy, and the components of the American corrections system. Emphasis is placed on the origins of correctional systems in the United States and examines programs such as jails, probation, parole, intermediate punishments, and prisons.

CJSA 2454-O FAMILY AND JUVENILE INVESTIGATION
CONTACT HOURS: THEORY – 25  LAB – 50  (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O
This course focuses on the parent-child relationship, reporting child abuse, consent to medical treatment of a minor, and the general provisions of officer/juvenile/parent interaction.

CJSA 2455-O CRIME AND CRIMINALS
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O
This course focuses on crime, criminal behavior, and theories of crime causation. Emphasis is placed on various types of crime and crime-control policies.
CJSA 2456-O CRIMINAL BEHAVIOR
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O
This course focuses on the origins of criminal behavior. Emphasis is placed on human aggression, violence, juvenile delinquency as it relates to criminal behavior, criminal psychopathy, and mental disorders as they relate to crime. Additional topics include homicide, family violence, sex crimes, multiple murders, and school/workplace violence. Finally, the course will offer insight into terrorism, property and public-order crimes, violent economic crimes, crimes of intimidation, and how substance abuse and alcohol relate to criminal behavior.

COMM 1451-O ORAL COMMUNICATION
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
In this course, students learn the process of transferring oral and non-verbal meanings and the techniques that help to remove communication barriers. Emphasis is given on how to effectively develop and make oral presentations. Mastery of course outcomes will be demonstrated through the completion of an oral presentation.

COMM 3451-O COMMUNICATIONS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the history, the principles, and the techniques of interpersonal, organizational, and mass communication. Emphasis is placed on written, verbal, and visual formats.

COSC 1451-O COMPUTER SCIENCE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on various information and communication technologies. Emphasis is placed on how information systems are used to solve problems.

ECON 3451-O MACROECONOMICS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the relationship among major economic aggregates such as households, firms, and the government. Emphasis is placed on gross domestic product, national income, economic growth, unemployment, inflation, the business cycle, fiscal policy, monetary policy, and international trade.

ECON 4451-O MICROECONOMICS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on microeconomic concepts and analysis, supply and demand analysis, theories of the firm and individual behavior, competition and monopoly, and welfare economics.

ENGL 1451-O ENGLISH COMPOSITION I
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on developing written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.
ENGL 1452-O  COMPOSITION I  
CONTACT HOURS:  THEORY – 45 LAB – 0 (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES:  NONE  
This course provides a general introduction to the principles of writing. Students will develop quality writing skills and knowledge of grammatical structures, including punctuation and spelling, through practice in writing and revising. Students will develop a research paper by gathering, summarizing, synthesizing and explaining information from various sources, while engaging in the writing process through multiple drafts and collaborating with peers through giving and acting on productive feedback.

ENGL 3451-O  ENGLISH COMPOSITION II  
CONTACT HOURS:  THEORY – 45 LAB – 0 (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES:  ENGL 1451-O  
This course builds on the writing skills learned in English Composition I. In addition to reviewing the writing process, students are introduced to research techniques, citation techniques, documentation formats, and critical analysis of written topics.

GOVT 1450-O  AMERICAN GOVERNMENT  
CONTACT HOURS:  THEORY – 45 LAB – 0 (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES:  NONE  
This is an introductory course on American politics with an emphasis on constitutional foundations, individual rights and liberties, the decision-making process in Congress and the executive branch, the electoral process, and political participation. This course will prepare students for their public lives as citizens, members of communities, and professionals in society.

GOVT 3451-O  POLITICAL SCIENCE  
CONTACT HOURS:  THEORY – 45 LAB – 0 (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES:  NONE  
This course covers the discipline of political science focusing on the scope and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

HIST 4452-O  U.S. HISTORY  
CONTACT HOURS:  THEORY – 45 LAB – 0 (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES:  NONE  
This course covers the history of the United States from first discovery and settlement through the Reconstruction Era following the Civil War. It examines the social, the political, the religious, and the economic events and influences that shaped the nation and its people.

HITT 1450-O  MEDICAL TERMINOLOGY  
CONTACT HOURS:  THEORY – 45 LAB – 0 (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES:  NONE  
This course focuses on learning basic medical terminology through the study of root words, prefixes, and suffixes. Emphasis is placed on correct pronunciation, correct spelling, and the correct use of medical terms.

HITT 1451-O  MEDICAL BILLING AND INSURANCE  
CONTACT HOURS:  THEORY – 40 LAB – 15 (55 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES:  HITT 1450-O  
This course focuses on the tasks and the responsibilities of the medical biller and includes types of insurance, Medicare, Medicaid, worker’s compensation, and private insurance. Emphasis is placed on HIPAA, coding ethics,
abuse, and fraud as they relate to medical billers.

HITT 1455-O CUSTOMER SERVICE IN HEALTHCARE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O
In this course, students will practice and develop skills in professionalism specific to the healthcare field. Topics covered in this course include the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques. Students will understand the factors that influence the perceptions of internal and external customers, and will be able to identify methods for practicing effective customer service in medical environments including applying knowledge in confidentiality and health information privacy.

HITT 1456-O INTRODUCTION TO HEALTHCARE SYSTEMS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O
This course provides an introduction to health care delivery in the United States through an evaluation of systems and theory. Topics of study include the types of professionals employed in health care, the institutions that provide services across the care continuum, and the effects of internal and external environments on the health care delivery system. Developments in the evolution of healthcare in the U.S. and changes in the current healthcare environment will also be examined.

HITT 1457-O INTRODUCTION TO HEALTHCARE COMMUNICATIONS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O
This course focuses on the study and practice of communication as it relates to health professionals and patient outcomes. Topics include provider-patient interaction, team communication, and the diffusion of health information through public health campaigns. Students learn the basics of clear, purposeful, and compassionate communication across multiple channels to reduce errors and provide better health care delivery.

HITT 3451-O HEALTH INFORMATION SYSTEMS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on various health information systems, health-related data structures, software applications, and enterprise architecture in healthcare and public health.

HPRS 1450-O FOUNDATIONS OF MEDICAL ADMINISTRATION
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O
This course will explore the scope and dynamics of a career in medical administration and the skills necessary to be successful both in the Medical Administrative Assistant program and the profession. This course will emphasize professionalism, communication, and medical terminology. The importance of maintaining patient privacy and handling patient situations ethically and professionally will be developed. Students will experience an overview of medical assisting as a career, analyze job responsibilities of a medical assistant including patient interaction, communication, scheduling, and maintaining accurate patient records. Processing insurance claims is described, and students examine various bookkeeping systems. The importance of taking inventory is discussed, as well as the steps in making a purchasing decision. Students also explore specialized options for an administrative medical assistant.

HPRS 1452-O HEALTHCARE ELECTRONIC RECORDS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O
Students in this course are exposed to the administrative tasks that occur in the front office of a healthcare facility.
Topics covered include telephone skills, applications of the electronic health record (EHR), and creating and maintaining medical records.

**HPRS 2450-O ELECTRONIC HEALTH RECORDS**
- CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)
- TOTAL QUARTER CREDIT HOURS: 4.5
- PREREQUISITES: NONE
This course focuses on the systems and processes for collecting, maintaining, and disseminating health-related information. Emphasis is on accurate maintaining of health records, documentation requirements, registries, indices, licensing, and regulatory agencies.

**HPRS 3452-O HEALTH POLICY**
- CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)
- TOTAL QUARTER CREDIT HOURS: 4.5
- PREREQUISITES: NONE
This course focuses on the medical model of healthcare in the U.S.; the role of various healthcare professionals, their education, and certification/licensure requirements; Medicare and Medicaid; HMOs, PPOs, and IPAs; medical malpractice and tort reform; and the role of the federal, state, and local governments.

**HPRS 3453-O FUNDAMENTALS OF HEALTHCARE FINANCE**
- CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)
- TOTAL QUARTER CREDIT HOURS: 4.5
- PREREQUISITES: NONE
This course focuses on the fundamentals of healthcare finance. Emphasis is placed on the characteristics of financial intermediaries in the health field and related markets.

**HPRS 3454-O CAREERS IN HEALTHCARE MANAGEMENT**
- CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)
- TOTAL QUARTER CREDIT HOURS: 4.5
- PREREQUISITES: NONE
This course focuses on the career opportunities within the healthcare management field. Emphasis is on the traditional and non-traditional steps available for a healthcare professional to move into management.

**HPRS 3455-O PUBLIC AND COMMUNITY HEALTH SERVICES**
- CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)
- TOTAL QUARTER CREDIT HOURS: 4.5
- PREREQUISITES: NONE
This course focuses on the role healthcare professionals play in the public and community health services delivery system. Emphasis is placed on the role of healthcare professionals, their education, certification/licensure requirements, insurance plans, the organizations, and the key issues driving healthcare reform in the U.S.

**HPRS 3456-O DELIVERY OF HEALTHCARE IN THE U.S.**
- CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)
- TOTAL QUARTER CREDIT HOURS: 4.5
- PREREQUISITES: NONE
This course focuses on the development of delivery systems in the healthcare field in the U.S. Emphasis is on the organization, financing, accreditation, licensure, and regulatory agencies.

**HPRS 3457-O HEALTH AND WELLNESS**
- CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)
- TOTAL QUARTER CREDIT HOURS: 4.5
- PREREQUISITES: NONE
This course focuses on an overview of wellness theory and its application throughout the life span. Emphasis is placed on attitude development, impact of cultural beliefs, and communication of wellness.
HPRS 4450-O HEALTHCARE MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the concepts, terminology, principles, theories, and issues relevant to the field of healthcare management. Emphasis is placed on various theories, processes, and functions of management as well as on the integration of behavioral and system approaches into the traditional analysis of healthcare. Additional topics include decision making, planning strategies, and leadership skills.

HPRS 4451-O QUALITY MANAGEMENT IN HEALTHCARE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on quality standards and methodologies in healthcare management. Emphasis is placed on various approaches to assessing patient safety issues and reporting through electronic systems are included.

HPRS 4452-O HEALTHCARE HUMAN RESOURCES MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the basic principles of human resources in a healthcare facility. Emphasis is placed on work analysis, workforce planning, recruiting, staffing, training, and performance of employees. This foundation is used to examine how the human resources professionals manage compensation, labor relations, safety issues and health issues of employees, and discipline and procedural justice in a healthcare environment.

HPRS 4453-O HEALTHCARE MARKETING
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on introduction to the marketing mix of functions and process in the healthcare field. Emphasis is placed on identifying the marketing mix components in relation to market segmentation, explaining the environmental factors which influence the healthcare consumer, and outlining a marketing plan.

HRPO 1450-O HUMAN RESOURCES MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 45
PREREQUISITE: NONE
Students are introduced to the management of human resources as well as the impact of human resource activities and accountability to the organization. Human resource strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensations, benefits, and employee rights are discussed and described.

HRPO 2451-O HUMAN RESOURCES
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the basic principles of human resources. Emphasis is placed on work analysis, workforce planning, recruiting, staffing, training, and performance of employees. This foundation is used to examine how the human resources professional manages compensation, labor relations, safety issues and health issues of employees, and discipline and procedural justice.

HRPO 4450-O LAW AND ETHICS IN HEALTHCARE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the regulations governing the legal relationships among physicians, patients, and healthcare
professionals and the ethics that apply. Emphasis is on the Patient’s Bill of Rights and identifying local, state, and federal standards and regulations for the control and use of health information in a legal and ethical manner.

**HRPO 4451-O ORGANIZATIONAL BEHAVIOR**
**CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)**
**TOTAL QUARTER CREDIT HOURS: 4.5**
**PREREQUISITES: NONE**
This course is designed to provide students with an opportunity to explore the behavior of individuals, groups, and organizations within today’s dynamic work environment. Specific topics include the determinants of individual behavior and task performance, motivation theories, and performance management. Aspects of working with teams are covered, including conflict negotiation and organizational politics, culture, structure, and design. Additional topics include changing management and leadership.

**HRPO 4452-O ORGANIZATIONAL BEHAVIOR FOR HEALTHCARE PROFESSIONALS**
**CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)**
**TOTAL QUARTER CREDIT HOURS: 4.5**
**PREREQUISITES: NONE**
This course is designed to provide students with an opportunity to explore the behavior of individuals, groups, and organizations within today’s healthcare environment. Specific topics include the determinants of individual behavior and task performance, motivation theories, and performance management. Aspects of working with teams are covered, including conflict negotiation and organizational politics, culture, structure, and design. Additional topics include changing management and leadership.

**IBUS 3450-O GLOBAL BUSINESS**
**CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)**
**TOTAL QUARTER CREDIT HOURS: 4.5**
**PREREQUISITES: NONE**
This course focuses on the global environment, business practices, and theory. Emphasis is placed on foreign business cultures and importing and exporting products.

**LGLA 1459-O EVIDENCE**
**CONTACT HOURS: THEORY – 25  LAB – 50 (75 HOURS)**
**TOTAL QUARTER CREDIT HOURS: 4.5**
**PREREQUISITES: CJSA 1450-O**
This course focuses on evidentiary concepts including gathering evidence, identifying evidentiary arguments, preparing evidence for trial, and emphasizing the role of the criminal justice professional. Emphasis is placed on terminology related to evidence, analyzing sources, drafting documents, applying the rules of evidence to discovery, determining the admissibility of evidence, and analyzing the ethical considerations relating to evidence.

**LGLA 2457-O COURTS AND CRIMINAL PROCEDURES**
**CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)**
**TOTAL QUARTER CREDIT HOURS: 4.5**
**PREREQUISITES: CJSA 1450-O**
This course examines the role of the judiciary in the criminal justice system, the various court levels and their jurisdictions, the prosecution of offenders, the basic right to counsel, the concept of pretrial release, the purpose and the function of a grand jury, the procedural processes of adjudication, types and purposes of sentencing, the rules of evidence, rules concerning trial procedure, the disposition of criminal cases, and the various means of structured sentencing.

**MATH 2451-O CONTEMPORARY MATHEMATICS**
**CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)**
**TOTAL QUARTER CREDIT HOURS: 4.5**
**PREREQUISITES: NONE**
This course focuses on the treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics.
MATH 2452-O COLLEGE MATH
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
In this course, students review contemporary mathematics, including basic math applications such as decimals, percentages, fractions, proportions, rates, units of measurement, finance, and probability. Students will apply these mathematical concepts to everyday life.

MATH 4451-O STATISTICS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the principles of statistics, skill development in computation, and calculation of data. Emphasis is on statistical reports, formulating statistics for administrative reporting needs and requirements of government regulatory agencies, how to analyze statistics, data validity and reliability and how to assess methods of collecting data with appropriate methods of data display.

MDCA 1450-O ANATOMY AND PHYSIOLOGY - STRUCTURAL
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the study of anatomy and the function of systems that support the structure of the human body. Emphasis is on the skeletal and integumentary systems.

MDCA 1451-O ANATOMY AND PHYSIOLOGY - INTERNAL
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the internal anatomy and the functions of the human body. Emphasis is placed on the cardiovascular and respiratory systems.

MDCA 1453-O ANATOMY, PHYSIOLOGY, & PATHOPHYSIOLOGY
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O
This course provides a basic overview of anatomy and physiology, with an emphasis on structure and function of the human body, to include an overview of all body systems.

MDCA 1455-O MEDICAL LAW AND ETHICS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O
This course will provide students with an overview of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Topics covered include fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics.

MDCA 4450-O PSYCHOLOGY OF ILLNESS AND DISABILITY
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course is designed to explore behavioral medicine and the interdependence of mind and body. Emphasis is on the basic functions of human body systems and the correlation with corresponding diseases and disability, and the psycho-social aspects of health-related impairments.
MDCA 4451-O  CULTURAL DIVERSITY IN HEALTHCARE SETTINGS
CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course is designed to help students examine their own attitudes, behaviors, perceptions, and biases in order to develop culturally aware approaches to administration in healthcare settings. Emphasis is placed on the role culture plays in healthcare perceptions.

MGMT 1450-O  GLOBAL SUPPLY CHAIN MANAGEMENT
CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
The course focuses on international and national purchasing or sourcing. Emphasis is placed on the advantages and the barriers of purchasing internationally and nationally, global sourcing, procurement technology, and purchasing processes.

MGMT 1451-O  FUNDAMENTALS OF DISTRIBUTION CENTER MANAGEMENT
CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the physical distribution and total supply chain management. Emphasis includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time inventory, and continuous replenishment.

MGMT 2450-O  MATERIALS MANAGEMENT
CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the concepts and principles of materials management including inventory control and forecasting activities.

MGMT 2451-O  PRINCIPLES OF PURCHASING
CONTACT HOURS: THEORY – 30  LAB – 30 (60 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the purchasing process as it relates to such topics as inventory control, price determination, vendor selection, supply chain management, and ethical issues in purchasing.

MGMT 2452-O  CURRENT SUPPLY CHAIN MANAGEMENT ISSUES
CONTACT HOURS: THEORY – 15  LAB – 60 (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the relevant and changing topics in the logistics management field. Emphasis is placed on group projects, interaction with local industry, class lecture, and case studies.

MGMT 2453-O  NEGOTIATION
CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the theory and techniques of negotiation. Emphasis is placed on analysis of the negotiation process, preparatory activities, the stages of negotiation, and reaching and implementing an agreement.
MKTG 2450 - BUSINESS LOGISTICS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on a systems approach to managing activities associated with traffic, transportation, inventory management, warehousing, packaging, order processing, and materials handling.

MRKG 1450 - MARKETING PRINCIPLES
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITE: NONE
Students in this course study the interacting business activities designed to plan, price, promote, and distribute want-satisfying products and services to present and potential customers. Students learn the process through which organizations analyze, plan, implement, and control programs to develop and maintain beneficial exchanges with target buyers. Pricing strategies, place and promotion tactics, and the importance of product creation to meet customer needs are explored.

MRKG 2450 - MARKETING
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses the introduction to the marketing mix functions and process. Emphasis is placed on identifying the marketing mix components in relation to market segmentation, explaining the environmental factors which influence consumer and organizational decision-making processes, and outlining a marketing plan.

MRKG 3451-O E-COMMERCE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the electronic tools utilized in marketing and marketing communication used in developing customer relations. Emphasis is on performing market analysis, developing e-marketing goals, evaluating electronic communications, identifying target audiences, and designing and evaluating customer feedback techniques.

MRKG 3454-O MARKET RESEARCH AND STRATEGIES
CONTACT HOURS: THEORY – 25 LAB – 40 (65 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on analyzing marketing studies using data-driven and decision-making processes. Emphasis is placed on employing the problem-solving process, utilizing marketing research techniques to implement competitive marketing decision, and interpreting marketing research data to meet customer demands.

POFI 1450-O COMPUTER APPLICATIONS
CONTACT HOURS: THEORY – 30 LAB – 30 (60 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This introductory course exposes students to software applications commonly used in a business environment. Using word processing software, students will create and format documents including inserting graphics and mail merging. Using spreadsheet software, students will create spreadsheets with basic formulas and functions and prepare charts to display the spreadsheet data. Using presentation software, students will create basic presentations. Students will also exchange data between programs.

POFI 1451-O BUSINESS WORD PROCESSING
CONTACT HOURS: THEORY – 15 LAB – 65 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on developing skills in utilization of word processing software. Emphasis is placed on skill and accuracy of the applications.

POFI 2452-O SPREADSHEETS
CONTACT HOURS: THEORY – 15  LAB – 60  (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on skill development in concepts, procedures, and application of spreadsheets. Emphasis is on spreadsheet terminology and concepts, calculating data using formulas and functions, creating and modifying workbooks, inserting graphics, generating charts and reports, and how to create and use special functions.

POFM 1450-O ICD GUIDELINES AND APPLICATIONS
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O, HITT 1451-O, MDCA 1450-O, MDCA 1451-O
This course focuses on the current ICD coding system with emphasis on the use of the ICD Coding Manual, coding conventions, and guidelines. Emphasis is placed on abbreviations, symbols, and the various types of instructional notes used in coding.

POFM 1451-O ICD CODING
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: POFM 1450-O
This course focuses on expanded coding guidelines and the practice and application of coding protocols. Emphasis is placed on the demonstration of diagnosis coding.

POFM 1453-O CPT CODING
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O, HITT 1451-O, MDCA 1450-O, MDCA 1451-O
This course focuses on using the CPT and the HCPCS manuals for billing outpatient services. Emphasis is placed on procedural coding.

POFM 1455-O CPT SURGICAL CODING
CONTACT HOURS: THEORY – 35  LAB – 20  (55 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: POFM 2454-O
This course focuses on outpatient coding for surgical procedures specific to each body system. Emphasis is placed on coding guidelines and extensive coding practice.

POFM 2452-O ICD CODING APPLICATIONS
CONTACT HOURS: THEORY – 35  LAB – 25  (60 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: POFM 1451-O
This course focuses on completing applications that provide coding practice. Emphasis is placed on applying coding rules accurately.

POFM 2454-O CPT CODING APPLICATIONS
CONTACT HOURS: THEORY – 35  LAB – 25  (60 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: POFM 1453-O
This course focuses on the application of procedural coding for outpatient billing services. Emphasis is placed on accuracy and ethical coding.
POFM 2458-O  COMPREHENSIVE CODING  
CONTACT HOURS: THEORY – 25  LAB – 40 (65 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: POFM 1455-O, POFM 2452-O  
This course focuses on utilizing all coding manuals. Emphasis is placed on coding practice and a review of coding ethics, fraud and abuse, and HIPAA regulations.

POFM 2459-O  CAPSTONE REVIEW  
CONTACT HOURS: THEORY – 25  LAB – 40 (65 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: POFM 2458-O  
This course contains a comprehensive review of the roles and the responsibilities of a medical insurance billing and coding professional in order to prepare students for their certification exam. Emphasis is placed on demonstrating competency related to ICD, CPT/HCPCS, and surgical coding.

POFT 1450-O  PROFESSIONAL STRATEGIES  
CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
This course focuses on the skills required to be successful in college and in your career. Emphasis is on time management, goal setting, and research techniques.

POFT 1451-O  BUSINESS COMMUNICATION  
CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
Students in this course will analyze realistic business situations and select an appropriate letter-writing approach to bring about a desired outcome. Students will explore and write effective routine letters and memos, such as inquiry and request, claim, orders, and acknowledgements. Students will identify strategies for writing persuasive credit, collection, and sales letters that use emotional appeals, and compose a series of employment-related letters, such as inquiry, application, and request for references.

POFT 1455-O  OFFICE TECHNOLOGY FOR HEALTHCARE ASSISTANTS  
CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: HITT 1450-O  
This course serves as an introduction to the necessary skills needed to operate a computer and function in a general healthcare environment. Students learn basic terminology associated with general computer operation and navigation. Topics covered include basic text editing, internet use and navigation, proper file management, and general computer navigation. In this course, students will learn how to utilize computer software to register patients, record accurate patient information, and enter insurance information into the Electronic Health Record (EHR). Students will also learn the essential skills needed to work with the patient schedule by scheduling appointments, cancelling appointments, tracking patients, patient privacy, and data security.

POFT 2451-O  BUSINESS CORRESPONDENCE AND COMMUNICATION  
CONTACT HOURS: THEORY – 35  LAB – 20 (55 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
This course focuses on the development of writing and presentation skills to produce effective business communications. Emphasis is on creating effective business documents, evaluating business documents, and applying ethical communication practices.

POFT 4451-O  CAREER STRATEGIES  
CONTACT HOURS: THEORY – 45  LAB – 0 (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job seeking portfolio including resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. Emphasis is on writing effective resumes, sources of job leads, techniques for successful interviewing, and the follow-up process in the career search.

**PSYC 2451-O GENERAL PSYCHOLOGY**  
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
This course focuses on human behavior. Emphasis is placed on biological foundations, the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

**PSYC 2452-O PSYCHOLOGY**  
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
This course introduces students to the psychological study of human behavior as it applies to daily living. The course includes social psychology, development through the life span, psychological disorders, and therapies. Students are exposed to concepts of conditioning, learning, thinking, memory, motivation, emotion, and stress.

**SCIT 1450-O INTRODUCTION TO ENVIRONMENTAL SCIENCE**  
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
Students in this course will gain an understanding of ecological principles and how to handle environmental problems such as water use, solid waste management, global warming, energy use, and conservation of irreplaceable natural resources. Students are exposed to environmental challenges and conversation techniques, in order to be conscientious stewards of nature and agents for a healthy and sustainable community.

**SOCI 4451-O SOCIOLOGY**  
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, and social structure. Students also explore the influence of social class and social institutions such as religion, education, healthcare, government, economy, and environment. The family as a social structure is also examined.

**SPCH 2451-O SPEECH COMMUNICATIONS**  
CONTACT HOURS: THEORY – 45  LAB – 0  (45 HOURS)  
TOTAL QUARTER CREDIT HOURS: 4.5  
PREREQUISITES: NONE  
This course focuses on human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.
## Program/Tuition/Fees/Books

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<th>Vista College Online Programs</th>
<th>Quarter Credits</th>
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<th>Ebooks</th>
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* Additional fee (optional)

**PROGRAM WITHDRAWAL BEFORE THE FIRST FIVE (5) BUSINESS DAYS:**

1. The Student has the right to cancel the Enrollment Agreement until midnight of the fifth business day from the program start date as listed on the front of this Agreement.

2. Cancellation shall occur when the Student gives written notice of cancellation to the Institution at the address listed on the front of this Enrollment Agreement. Notification may be given via mail, hand delivery or email to the attention of the Registrar. If sent by mail, the cancellation date is effective on the date of the postmark of a properly addressed notice.

3. The written notification of cancellation can take any form of notice. The Student must only express that he/she no longer wishes to be bound by this Enrollment Agreement.

4. The Student shall have no liability to the Institution except as provided in paragraph 5 outlined in the Enrollment Agreement.

5. Books mailed to the Student at enrollment must be returned to the Institution in new condition within 15 days of cancellation. If the Student fails to return books within the allotted time frame, the Institution will charge the Student for the unreturned items and may keep that portion of the money equal to the cost of the books and the Institution shall only refund the remaining balance.

**Buyer’s Right to Cancel**

Students may cancel the enrollment agreement or contract without any penalty or obligation within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. To cancel this transaction, students must mail or deliver to the campus a signed and dated copy of the cancellation notice or any other written notice.
2018 Academic Calendar

HOURS OF OPERATION
The online platform is available for students 24 hours a day, 7 days a week. The campus office hours are Monday – Friday 7:00 am to 7:00 pm, and Saturday 9:00 am to 1:00 pm Central Time.

PROGRAM END DATES AND GRADUATION
Program end dates vary by course of study. Each program consists of a specific number of credit hours that must be earned. Each student must complete his/her program of study in accordance with the requirements of the academic catalog.

2018 HOLIDAYS OBSERVED
Vista College Online observes a break in courses from 06/23/18 to 07/01/18 and 12/22/18 to 01/06/19.

DIPLOMA / DEGREE PROGRAMS

2018 CALENDAR

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VISTA COLLEGE FACULTY AND STAFF

ADMINISTRATION
Dr. Arthur Waller, Campus Director  
Dr. Larry Banks, Dean of Online Academics  
Veronica Redmyer, Director of Education  
Denise Ackley, Director of Financial Aid  
Sabrina Creola, Director of Admissions  
Seana Wade, Director of Career Services  
Carson Young, LMS Coordinator  
Kimberly Bausley, Instructional Designer  
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Lydia Rosebush, Manager of Student Services  
Sara Perez, Project Manager  
Tonya Sipes, Administrative Assistant

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Susan Cousins, M.Ed., MBA – Allied Health
Trudy Thomas, AAS – Allied Health
The following revision has been made to the *Vol. 13 ver. 2.0* catalog effective **July 1, 2019:**

1. *The effective date of the School Catalog Vol. 13 ver. 2.0 is extended to July 31, 2019.*

The following revision has been made to the *Vol. 13 ver. 2.0* catalog effective **May 1, 2019:**

2. *The effective date of the School Catalog Vol. 13 ver. 2.0 is extended to June 30, 2019.*

The following revisions have been made to the *Vol. 13 ver. 2.0* catalog effective **February 11, 2019:**

3. *The following section has been added to the catalog on page 11:*

**CRIMINAL BACKGROUND CHECK**

A student who is entering a career program should be aware that future employers may elect or be required to do background investigations on prospective employees to determine if any criminal records exist. This most frequently occurs when a prospective employee will be involved in “direct contact services.” Many employers have hiring requirements that prohibit any person convicted of a felony from being employed. Therefore, Vista College may not accept a student with a disclosed felony conviction for enrollment. Additionally, enrollment for students may not be granted for programs where the background check identifies a conviction, pending case, or deferral for certain misdemeanor crimes.

**Criminal Justice Program Requirements**

A student wishing to enter the AAS in Criminal Justice program must complete a Criminal Background Check (CBC) screening questionnaire that must be returned and passed prior to enrollment.

4. *The effective date of the School Catalog Vol. 13 ver. 2.0 is extended to April 30, 2019.*

The following revisions have been made to the *Vol. 13 ver. 2.0* catalog effective **January 2019:**

1. *The following language is revised on page 29:*

**STUDENT PROBLEM RESOLUTION (GRIEVANCE PROCEDURE)**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**

2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Dr. Art Waller, Campus Director, or online at [www.accsc.org](http://www.accsc.org).
2. The following change has been made to the Acceptance section on page 11: The minimum Wonderlic SLE score for acceptance is changed from 15 to 13. This change will be in effect for the February 2019 cohort.

ACCEPTANCE

- Individuals applying to Vista College must complete the Wonderlic Scholastic Level Exam (SLE) entrance assessment and pass with a minimum score of 13 for all programs.

The following revisions have been made to the Vol. 13 ver. 2.0 catalog effective November 2018:

1. The following language is added regarding seminar courses offered by Vista College:

   **CONTINUING EDUCATION SEMINAR COURSES**

   All continuing education seminar courses appear in the Continuing Education Seminar Catalog which is available on the Vista College website at [www.vistacollege.edu](http://www.vistacollege.edu).

2. The following section has been removed from the catalog on page 11:

   **CRIMINAL BACKGROUND CHECK (Applicants for Criminal Justice program only)**

   A student who is entering a career program should be aware that future employers may elect or be required to do background investigations on prospective employees to determine if any criminal records exist. This most frequently occurs when a prospective employee will be involved in “direct contact services.” Many employers have hiring requirements that prohibit any person convicted of a felony from being employed. Therefore, Vista College may not accept a student with a disclosed felony conviction for enrollment. Additionally, enrollment for students may not be granted for programs where the background check identifies a conviction, pending case, or deferral for certain misdemeanor crimes.