Bryant & Stratton College Campus Locations

New York Campuses

**Albany**
1259 Central Avenue
Albany, NY 12205
Telephone 518/437-1802
Fax 518/437-1048

**Amherst**
3650 Millersport Highway
Getzville, NY 14068
Telephone 716/625-6300
Fax 716/689-6078

**Buffalo**
465 Main Street, 4th Floor
Buffalo, NY 14203
Telephone 716/884-9120
Fax 716/884-0091

**Henrietta**
1225 Jefferson Road
Rochester, NY 14623
Telephone 585/292-5627
Fax 585/292-6015

**Greece**
854 Long Pond Road
Rochester, NY 14612
Telephone 585/720-0660
Fax 585/720-9226

**Southtowns**
Sterling Park
200 Redtail Road
Orchard Park, NY 14127
Telephone 716/677-9500
Fax 716/677-9599

**Syracuse**
953 James Street
Syracuse, NY 13203
Telephone 315/472-6063
Fax 315/474-4383

**Syracuse North**
8687 Carling Road
Liverpool, NY 13090
Telephone 315/652-6500
Fax 315/652-5500

Ohio Campuses

**Akron**
190 Montrose West Avenue
Akron, OH 44321
Telephone 330/598-2500
Fax 330/598-2505

**Cleveland Downtown**
3121 Euclid Avenue
Cleveland, OH 44115
Telephone 216/771-1700
Fax 216/771-7787

**Eastlake**
35350 Curtis Boulevard
Eastlake, OH 44095
Telephone 440/510-1112
Fax 440/306-2015

**Parma**
12955 Snow Road
Parma, OH 44130
Telephone 440/205-3151
Fax 440/205-0325

Virginia Campuses

**Hampton**
4410 Claiborne Square
Suite 233
Hampton, VA 23666
Telephone 757/896-6001
Fax 757/896-6009

**Richmond**
8141 Hull Street Road
North Chesterfield, VA 23235
Telephone 804/745-2444
Fax 804/745-2444

**Virginia Beach**
301 Centre Pointe Drive
Virginia Beach, VA 23462
Telephone 757/499-7900
Fax 757/499-9977

Wisconsin Campuses

**Bayshore**
500 Silver Spring Rd.
Suite K340
Glendale, WI 53217
Telephone 414/961-9600
Fax 414/961-9605

**Milwaukee**
310 West Wisconsin Avenue
Suite 500 East
Milwaukee, WI 53203
Telephone 414/276-5200
Fax 414/276-3930

**Wauwatosa**
10990 W. Potter Road
Wauwatosa, WI 53226
Telephone 414/302-7000
Fax 414/302-7009

This catalog is an official publication of Bryant & Stratton College. As such it is subject to revision at any time. Bryant & Stratton College reserves the right to make changes in connection with any subject described in this catalog including curricula, class schedules, course content, training equipment, faculty, staff, tuition & fees, provisions or requirements, as it, in its sole discretion deems appropriate. Bryant & Stratton College reserves the right to make such changes without notice at any time, even after a program of study or course affected by a change has begun. It is advised that all students read and fully understand the rules, regulations and College-based policies stated in this catalog and its future updates. For the most current version of the catalog, visit www.bryantstratton.edu. Students should retain an electronic copy of this catalog for their records.

Bryant & Stratton College is an equal opportunity educator and employer.

The official catalog of Bryant & Stratton College is updated each semester and posted to www.bryantstratton.edu. Within 10 business days of the start of classes, students receive an email with the link to the electronic catalog in effect for that semester.
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History of Bryant & Stratton College

Bryant & Stratton College’s rich history is rooted in 160 years of outcomes-based education. Its founding can be traced back to 1852, when H. B. and J. C. Bryant and their brother-in-law, H.D. Stratton, organized Bryant & Stratton Mercantile College in Cleveland, Ohio. In 1854, J.C. Bryant, a noted physician and businessman, established Bryant & Stratton College in Buffalo, New York. Throughout the next century, the College developed career-based degrees and training programs to meet the needs of young and working adults seeking jobs and career advancement in business and industry due to both employer and student demands. From the 1980s through the current period, the College expanded its program offerings to healthcare, technology, justice, financial and service sectors. In 2000, the College offered distance learning through an Online Education division. Today the institution has many locations; however it is one college with several branches and additional locations, referred to as campuses. The College confers over thirty associate and baccalaureate degrees, and offers diploma and certificate programs for select occupations. In June of 2002, the College earned regional accreditation status from the Middle States Association of Colleges and Schools (MSA), now known as Middle States Commission on Higher Education (MSCHE). This history continues to build as the next generation of higher education evolves and the College continues to fulfill its mission.

Mission Statement

Bryant & Stratton College is a career college delivering outcomes-based education and training through a flexible, contemporary curriculum in a personalized environment.

Student Consumer Information Disclosure

The Higher Education Opportunity Act (HEOA) of 2008 requires institutions make available important information concerning academic programs, retention rates, graduation rates, crime reports, financial aid procedures and more in an effort to ensure fairness and transparency for all higher education consumers. Current and prospective students of Bryant & Stratton College have access to Student Consumer Information by visiting the address below:

http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx

Questions regarding this information should be directed to the Campus Director.

Accreditations and Approvals

The academic programs at all Bryant & Stratton College campuses are approved and registered by their respective State Education Departments:

- New York State Board of Regents
- Ohio Board of Regents
- Ohio Board of Nursing
- State Council of Higher Education for Virginia (SCHEV)
- Virginia Board of Nursing
- State of Wisconsin Educational Approval Board (EAB)
- Wisconsin Board of Nursing

In New York State, Bryant & Stratton College campuses are authorized by the New York State Board of Regents to confer Associate of Occupational Studies and Associate of Applied Science degrees. The Amherst, Buffalo and Southtowns campuses are authorized by the New York State Board of Regents to confer the Bachelor of Business Administration degree. The Southtowns, Albany, Greece, and Syracuse North campuses are authorized by the New York State Board of Regents to confer the Bachelor of Science degree.

All four Ohio campuses are authorized by the state of Ohio to confer associate and baccalaureate degrees. These degrees are also approved by the Ohio Board of Regents.

Bryant & Stratton College is accredited by the Middle States Commission on Higher Education 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The Medical Assisting programs offered at Albany, Bayshore, Buffalo, Cleveland Downtown, Eastlake, Greece, Hampton, Henrietta, Milwaukee, Parma, Richmond, Southtowns, Syracuse, Syracuse North, Virginia Beach and Wauwatosa are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), on recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Educational Programs contact information:

1361 Park Street
Clearwater, FL 33756
(727) 210-2350
www.caahep.org

The Nursing programs offered at the Eastlake, Parma, Wauwatosa and Bayshore campuses are accredited by the Accrediting Commission for Education in Nursing (ACEN). The Richmond and Akron campuses are candidates for ACEN accreditation. The Eastlake and Parma campuses are accredited with warning status. The Ohio Board of Nursing views Akron as a stand-alone program and the Eastlake and Parma campuses are viewed as one program. The Wauwatosa and Bayshore campuses are viewed as one program by the Wisconsin Board of Nursing.

Accrediting Commission for Education in Nursing (ACEN) contact information:

3343 Peachtree Road
Suite 850
Atlanta, GA 30326
(404) 375-5000
www.acenursing.org

Bryant & Stratton College is approved for the training of veterans and other eligible persons and for administering educational programs sponsored by state and federal agencies such as the Bureau of Indian Affairs and state rehabilitation services. The institution is authorized under federal law to enroll non-immigrant alien students.
Admissions

Bryant & Stratton College seeks students who desire practical career preparation in selected fields of study and have the ability to achieve academic success. It is recommended that prospective students apply as early as possible to ensure full consideration and proper placement. Applications are accepted throughout the year for multiple starts within an academic year. Refer to the Academic Calendar for exact starting dates for building-based or online courses.

Bryant & Stratton College welcomes first inquiries from high school students and their parents during their junior year. The admissions staff is available to explain curriculum planning and career opportunities.

Information about all Bryant & Stratton College campuses may be obtained from any admissions representative or at the College web site, www.bryantstratton.edu.

Admissions Interview and Tour

An important step in the admission process is a personalized interview with an admissions representative to discuss the College programs and conduct a campus tour. Candidates for the Nursing program are interviewed by the Nursing Program Director or his or her designee.

Admissions representatives are available for day, evening and Saturday morning appointments including most school vacation and most school holidays.

An interview and campus tour can be completed in approximately one hour.

Application Procedure

1. Applications for admission to the college may be obtained from the Admissions Office or at www.bryantstratton.edu.
2. The completed application is then submitted to the selected Bryant & Stratton College campus.
3. Applications are accepted throughout the year for all future enrollment dates.

Placement Evaluation

All students accepted for enrollment at Bryant & Stratton College will be subject to course and/or program evaluations. Students may be scheduled in pre-college courses based upon their placement evaluation scores and past academic history.

Notification of Admissions Decision

- Bryant & Stratton College’s admission policy makes it possible, in most cases, for applicants to be notified of the admission decision as soon as the application process is complete.
- Conditional acceptance is granted for applicants applying for building-based associate degree programs pending their self-certification on their FAFSA that they have received a high school diploma or GED or that they have completed secondary school through homeschooling, as defined by the law of the State in which the homeschooling was provided. If the applicant is not applying for Title IV financial assistance, and thus will not be submitting a FAFSA, conditional acceptance may be granted for applicants pending their affirmation on their application that they have received a high school diploma or GED or that they have completed secondary school through homeschooling, as defined by the law of the State in which the homeschooling was provided.
- Conditional acceptance is granted for applicants pending verification of entrance requirements for Online, Nursing or baccalaureate degree programs.

ASSOCIATE DEGREE PROGRAMS

Entry and Program Requirements for Campus-Based Students

For consideration into an Associate Degree Program, the candidate must:

1. Submit a completed Application or eApplication using the feature located on the Internet at www.bryantstratton.edu for Admission to the college.
2. Have:
   - certified on their FAFSA that he or she has received a high school diploma or GED or that he or she has completed secondary school through homeschooling, as defined by the law of the State in which the homeschooling was provided. If the applicant is not applying for Title IV financial assistance, and thus will not be submitting a FAFSA, the applicant’s affirmation on his or her application that he or she has received a high school diploma or GED or that he or she has completed secondary school through homeschooling, as defined by the law of the State in which the homeschooling was provided, will be sufficient.
3. Complete an Admissions Representative Interview. Each applicant will be interviewed by an admissions associate. The purpose of the interview is to assess the educational and professional goals of the applicant and determine if Bryant & Stratton College is a good match. During the interview, an admissions associate will provide information regarding the College’s educational mission; a content overview of the degree; admission criteria application, tuition costs, and will refer students to financial aid representatives who can discuss financial aid options.
4. Complete an entrance evaluation and meet any articulated program requirements and other evaluations required by state, federal and accreditation bodies.
5. Meet additional requirements to be admitted to the Nursing Program.

NURSING PROGRAMS

Entry and Program Requirements

For consideration into the associate degree Nursing Program, the candidate must:

1. Submit a completed Application or eApplication using the feature located on the Internet at www.bryantstratton.edu for admission to the college.
2. Provide an official U.S. high school transcript indicating successful completion, or official documentation of a U.S. GED or provide documentation establishing successful completion of secondary school through homeschooling, as defined by the law of the State in which the homeschooling was provided.
3. Complete a Nursing Program Director Interview. Each Nursing Program candidate must be interviewed by the Nursing Program Director or his or her designee. Selection to the program is made by the Nursing Program Selection Committee and is based on admission test scores, past academic record, and interview results.
4. Complete standardized assessments.
5. Attain college level placement scores on both the English and Mathematics placement evaluations.
6. Successfully complete a specialized nursing assessment.
7. Provide documentation of a recent physical exam and other required laboratory test results, including a drug screen, as described in the admissions interview and in the Nursing Handbook.
8. Meet current health record documentation requirements.
9. Submit to a criminal background check and drug screening as required by state and federal law and clinical facility and Bryant & Stratton College requirements.

WARNING

Note that criminal convictions and/or a record of certain other conduct may prevent the nursing student/graduate from being licensed and may preclude the nursing graduate from obtaining gainful employment as a nurse. Also, in order to successfully complete the Nursing program, students must participate in clinical programs at outside clinical agencies at varied times to provide patient/client care. These facilities have policies regarding convictions and past conduct which may bar students from being accepted at the facility for clinical participation.
For consideration into the Nursing Program, the candidate must:

1. Submit a completed Application or eApplication using the feature located on the Internet at www.bryantstratton.edu for admission to the college.

2. Provide an official U.S. high school transcript indicating successful completion, or official documentation of a U.S. GED or provide documentation establishing successful completion of secondary school through homeschooling, as defined by the law of the State in which the homeschooling was provided. High school graduates must have a minimum GPA of 75% or 2.5 out of 4.0 and those possessing GEDs must have a minimum average standard score of 500 (taken after 2002) or an average standard score of 50 (taken before 2002).

3. Complete an Admissions Representative Interview. Each prospective student will be interviewed by an admissions associate. The purpose of the interview is to assess the educational and professional goals of the prospective student and determine if Bryant & Stratton College is a good match. During the interview an admissions associate will provide information regarding the College’s educational mission; a content overview of the degree; admission criteria application, tuition costs, and will refer students to financial aid representatives who can discuss financial aid options.

4. Complete and submit to an admissions associate for review by the acceptance committee:
   a. Bachelor Application Form.
   b. Transcripts of post-secondary educational experience. If transcripts are necessary to evaluate credit, applicants must provide the transcripts confirming earned credit from a regionally or nationally accredited college. These documents must be a part of the applicant’s application packet before consideration of a candidate’s application is made. Official transcript(s) must be received by the end of the first semester.
   c. Personal Essay. Applicants must submit a non-graded informational essay that is 1 - 2 double-spaced, typewritten pages.

5. Complete a Bachelor Program Administration Interview. An interview with a bachelor program administrator may be scheduled as part of acceptance and prior to acceptance.

6. Provide Proof of Immunization. Candidates for admission to campuses in New York State who were born on or after January 1, 1957, must provide proof of immunization against measles, mumps, and rubella (MMR) within 30 days of the start of their first term of enrollment. During the admissions process, candidates in New York State will sign a statement which states they understand they will be dismissed from classes if the required documentation is not received within 30 days of the start of the first term of enrollment. (Candidates who produce third-party documentation that they have scheduled an appointment for the first MMR may be considered to be in good standing at the 30-day point. Such candidates must subsequently produce documentation of having received the first MMR, of having arranged for the second MMR in thirty days, and of finally receiving the second dose. Candidates who attended primary school in New York State after 1980 and/or who graduated from high school in New York State in or after 1984 need only receive one additional MMR shot to meet the immunization requirements.)

7. Students who test into Pre-College courses will not be considered for candidacy into a bachelor’s degree program until they complete an associate’s degree.

**Baccalaureate Degree Programs**

For consideration into the Baccalaureate Degree Programs, the candidate must:

1. Submit a completed Application or eApplication using the feature located on the Internet at www.bryantstratton.edu for admission to the college.

2. Complete an Administration Interview. For consideration into the Baccalaureate Degree Program, a candidate must:
   a. Submit a completed Application or eApplication using the feature located on the Internet at www.bryantstratton.edu for admission to the college.
   b. Complete an Administration Interview. An interview with a bachelor program administrator may be scheduled as part of acceptance and prior to acceptance.

3. Complete a Nursing Program Director Interview. Each Nursing Program candidate must be interviewed by the Nursing Program Director or his or her designee. Selection to the program is made by the Nursing Program Selection Committee and is based on academic and other required test results, including a drug screen, as described in the admissions interview and in the Nursing Handbook.

4. Submit to a criminal background check and drug screening as required by state and federal law and clinical facility and Bryant & Stratton College requirements.

5. Complete and submit a Personal Essay. Applicants must submit a non-graded informational essay that is 1 - 2 double-spaced, typewritten pages.

6. Must have a 2.5 out of 4.0 GPA.

7. Successfully complete standardized college and Nursing assessments.
RN-BSN PROGRAM

The RN-BSN option is designed for RN graduates who have passed the RN-N.C.L.E.X. exam, have earned licensure, and are ready to expand their nursing skills and professional potential by earning a BSN. The BSN is designed to promote the development of professional nurses who will meet the changing needs of clients. RN-BSN plan students are advised on an individual basis and transcripts are evaluated on an individual basis for maximum transfer credit. Students will not receive transfer credits for nursing courses until they complete NURS 235 Health Assessment and Interpersonal Communications and NURS 234 Psychomotor Skills Basic to Nursing Care (proficiency offered) which will typically be scheduled in their first semester because of the number of transfer credits that will be brought in. Students must satisfy requirements #1-6 of the BSN Generalist degree program.

Students should review the Warning regarding the effect of criminal convictions and past conduct on the ability of individuals to complete the Nursing program and be employed in the Nursing field. Students are advised to consult with the Nursing Handbook for additional details on specific state restrictions on licensing and employment for students with a record of a criminal conviction, illness, or drug/alcohol abuse.

Background checks in accordance with state regulations may be required by the precepted site. Fees for background checks vary by state, students are responsible for any and all fees associated with the required checks.

International Applicants

Entry and Program Requirements

For consideration into any Bryant & Stratton College program, International applicants must submit the documentation and information as stated above for the particular program to which they are applying. In addition, they must submit the following documentation with their application materials:

1. An original, official transcript from a secondary school or university which has been authenticated and evaluated by an authorized, independent third party chosen by Bryant & Stratton College, together with a notarized and certified translation if the document is recorded in a language other than English. Such translation is to be supplied by the applicant at the applicant’s expense. Employees of Bryant & Stratton College shall not be utilized to provide the required translations.

2. Documentation of either a score of 500 or better on the traditional paper version of the Test of English as a Foreign Language (TOEFL), or a score of 173 on the computerized TOEFL, or a passing score on Level 6 of the ASPECT English Language Proficiency. If required, International applicants will need to complete this evaluation before acceptance at Bryant & Stratton College. It is the applicant’s responsibility to set up all details of the TOEFL evaluation. (Web link: TOEFL Information at www.ets.org).

Exceptions:

a. Nonnative speakers who hold degrees or diplomas from postsecondary institutions in English-speaking countries (e.g., the United States, Canada, England, Ireland, Australia, New Zealand).

b. Nonnative speakers who have successfully completed at least a two-year course of study in which English was the language of instruction.

c. Transfer students from institutions in the United States or Canada whose academic course work was favorably evaluated in relation to its demands and duration.

d. Nonnative speakers who have taken the TOEFL test within the past two years.

e. Nonnative speakers who have successfully pursued academic work at schools where English was the language of instruction in an English-speaking country for two years.

3. A statement signed by the secondary school principal or other qualified person indicating sufficient proficiency in English to cope with college-level studies. Such statement must be written in English.

4. An original proof of finance letter issued by a U.S. or foreign banking institution certifying that the sponsor or student has adequate funds to meet financial obligations to Bryant & Stratton College and living expenses while enrolled.

5. The first semester’s tuition and, if applicable, room and board, paid in advance of acceptance.

International students will be issued the I-20 when formally accepted to one of the College’s campus locations. The I-20 will not be issued for students taking all classes via Online. This I-20 form must be taken by the student, along with his or her passport, and the financial documentation, to the nearest United States consulate or embassy for the purpose of receiving the appropriate student visa. All of these documents and the proof of English proficiency may be reviewed by a U.S. Customs Inspector upon entry to the United States.

Upon arrival in the U.S. city where the student will be attending Bryant & Stratton College, the student should immediately contact the campus Admissions Office. A visit and tour of the campus and, if applicable, student housing, will be arranged. During the visit, the student will also complete placement evaluations for appropriate placement and registration for the first semester classes.

Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Bryant & Stratton College recognizes and accepts its responsibility to provide a broad range of services to qualified students with disabilities in an effort to ensure them equal opportunity and full participation in their educational efforts. To that end, Bryant & Stratton College maintains institutional policies and procedures that govern the provision of accommodations to students with disabilities.

Reasonable accommodations are available to students with disabilities who provide documentation by a qualified professional and are ‘otherwise qualified’ for admission to the college. The student must demonstrate that they possess the ability to meet the academic standards of the curriculum. Each student’s eligibility for accommodations is considered and determined on a case-by-case basis dependent on the supporting medical and/or psychological documentation provided. It is both the right and responsibility of students to determine their need for services.

Students seeking accommodations must complete and submit a Request for Accommodation form for review by the campus ADA/504 Coordinator. A full description of the accommodations process, the list of campus ADA/504 Coordinators and their contact information is found in the back of the Catalog in the Staff/Faculty listing. All necessary forms are available from the campus ADA/504 Coordinators and at www.bryantstratton.edu.

Application for Readmission

Former Bryant & Stratton College students who wish to apply for readmission should contact the Admissions Office for an Application of Readmission. Returning students are not required to resubmit copies of records already on file. Any prior tuition balances and student loan status must be cleared before re-entry application forms are processed.

Readmission requirements for the Nursing Program are found in the Nursing Program Student Handbook.
Students dismissed for failure to meet Standards of Academic Progress and who were not granted immediate readmission based on a mitigating circumstances appeal may be considered for readmission after an absence of not less than one semester provided that it is mathematically possible for them to restore their satisfactory academic progress by the time they have attempted 12 additional credits after readmission. FSRS [former student returning] who are not able to mathematically attain Satisfactory Progress by the time they have attempted 12 additional credits after readmission MAY NOT be considered for readmission. Students who do not achieve satisfactory academic standing at the end of the probationary period will be dismissed.

Students who were dismissed for any reason must meet with an academic manager or a designated advisor to review the circumstances which led to the dismissal and to discuss the commitment required for the student to become successful. Following the meeting, the academic associate will make a recommendation regarding the student’s potential for academic success. A negative recommendation to the admissions department may disqualify the student for readmission.

Students dismissed for issues relative to conduct and deportment, as defined in the Code of Student Conduct published in this Official Catalog, will be eligible for readmission only if they are able to present reasonable proof that they have overcome the situation that lead to their inappropriate behavior. The decision to readmit will be made by the academic dean after a thorough review of the situation. Students seeking readmission after an administrative dismissal may be required to meet with the dean and/or a designated representative of the dean to discuss their situation. The decision of the dean will be final in all matters of readmission of students dismissed for reasons of conduct and deportment.

Students dismissed based on failure to complete their pre-college course requirements after two attempts may be considered for readmission after an absence of not less than one calendar year (3 academic semesters). In either case, readmission will be granted solely at the discretion of the academic dean or designee.

Returning students are required to meet all curriculum requirements in effect at the time of their return. If the curriculum and/or learning methodologies have been updated since a student last attended Bryant & Stratton College, that student may be required to attend an orientation program prior to returning to classes.

All credits earned during prior enrollment will be assessed for validity to current programs. Some credits earned in the past may not be applicable to the contemporary curriculum particularly technology.

Application for Individual Subjects

Application may be made for individual subjects in person or by mail or facsimile by completing an individual subject application.

When the application has been received and processed, the student will be sent an acceptance letter and instructions for completing registration.

The student should consult with an admissions representative to determine class hours, days classes meet and prerequisite requirements (if applicable). Class schedules are available during registration.

Students taking individual subjects are classified as non-matriculated, and federal financial aid is not available to them. If at some point non-matriculating students decide to matriculate, they will be required to adhere to the complete admissions process.

Transfer of External Credits

Bryant & Stratton College accepts transfer of college credit, high school articulation, and/or evaluation of knowledge and skills by selected course proficiency examination. Although Bryant & Stratton College does not grant credit for life experience, the College offers students the opportunity to attempt Credit by Examination for selected courses.

Up to 75% of the total credit hours required for graduation may be earned through a combination of transfer credits, high school articulation, national evaluation, and proficiency examinations.

Students who wish to take courses at other colleges while pursuing a program at Bryant & Stratton College may have their credits transferred into their program providing they obtain written approval from the Dean or designee prior to enrolling in the outside courses and providing they have an official transcript sent to the Dean or designee upon successful completion. Before beginning this process, a student should meet with a Financial Services staff member to discuss how transfer credit may impact federal, state, and building-based financial aid and scholarship funds.

Students who wish to transfer from other regionally accredited postsecondary institutions will be given appropriate credit for courses where they have earned a grade of C [2.0] out of a possible [4.0] or better. Transfer courses must be comparable in level and content to subjects in their program at Bryant & Stratton College. Applicants requesting transfer credit must arrange for their official college transcript(s) to be sent to Bryant & Stratton College for evaluation. Transfer credits are assessed on a course-by-course basis. Transferability of credits to Bryant & Stratton College may be affected by the age of the credits and by the degree to which related technology has changed since the credits were earned.

All requests for transfer credit to an associate degree must be completed prior to the start of the first semester of enrollment at Bryant & Stratton College. Requests for the transfer credit to the bachelor degree program must be completed prior to registration. Official transcripts must be received prior to the end of the first semester for credit to be applied to the degree plan.

Credit by Examination

Bryant & Stratton College offers students the opportunity to take examinations to validate their competency of selected courses and subject areas. The student may earn college credit for achieved scores of 70% or better on the College’s electronic Prior Learning Assessments (PLA). Additionally, the College will also grant college credit for applicable passing grades on specific PLA examinations available through College level Examination Programs (CLEP), American Council of Education (ACE), and Defense Activity for Non-Traditional Educational Support (DSST). A directory of eligible PLA assessments and corresponding BSC courses is posted on the website. Students are responsible for testing fees plus administrative charges to have PLA credit applied to their degree program. Financial aid funds may not be utilized for examination or processing charges. Students interested in attempting Credit by Examination and PLA should consult with their admissions representative or academic advisor for more details. Distance learners must take PLA examinations at approved testing sites.

All requests for credit for national evaluations must be completed by the end of the student’s first semester of enrollment at Bryant & Stratton College.
Academic Information

Class Schedule

Bryant & Stratton College’s schedule is based on three 15-week semesters. There is a brief break between semesters. The College is closed on most legal holidays. See the Academic Calendar for details.

All full-time students are scheduled in academic programs that may be completed in 2 years for associate degrees, except Nursing is a 2.5-year program, and 4 years for baccalaureate degrees if the student does not require pre-college course work, carries a full-credit course schedule, and attends full-time for consecutive semesters. Students who earn fewer than the recommended number of credits per semester, who fail courses, or who interrupt their programs may be unable to complete their programs in this amount of time. Students who fail or withdraw from required courses must complete their required courses the next time they are offered.

Students may be limited in the number of opportunities allowed to pass individual courses and may be counseled to reconsider their career plans based on difficulty they may have mastering certain skills and knowledge.

Classes are offered during the day, evening, weekends, blended format and online. Schedules are determined by the individual campuses and are subject to change based on availability. Some programs require courses to be taken exclusively online.

All programs feature field experience in the form of internship or practicum which may require scheduling outside of normal school hours. Students will be assigned to field experience related to their degree program.

Nursing students are scheduled in clinical agencies to provide patient/client care at varied times. Students who hold jobs must arrange with employers for flexibility in meeting College requirements. To complete the Nursing Program it may be necessary for a student to complete his/her clinical rotations during the week and weekend, both day and evening shifts, as well as enroll in both day or evening courses, depending on the availability of courses. The College is under no obligation to guarantee a specific clinical placement or time.

Attendance

Attendance at an academically related activity will be monitored for each student attending Bryant & Stratton College. Students who are absent from all of their courses for more than 14 consecutive calendar days, will be automatically withdrawn from the College unless the student contacts the College and is approved for an extension of this 14 day absence period and returns to school within 21 days of their last date of attendance. Students taking online courses, who are withdrawn from their session-one courses, must provide the College with a written notification of their intent to attend session-two course(s) at the time of their withdrawal from session-one, or they will be withdrawn from their session-two courses. At the start of the tenth week of classes the grade WF is assigned to class withdrawals and is factored into Standards of Academic Progress calculations, thereby impacting academic success and eligibility for financial aid. Please consult with an academic advisor or dean for questions pertaining to this policy.

Any student, who is withdrawn, whether officially or administratively, must have their financial aid reviewed to determine what portion of aid was earned by the student at his last date of attendance at the College. Please see the section in the catalog, Treatment of Federal Student Aid When a Student Withdraws, for additional information. Students are encouraged to discuss the consequence of their withdrawal from the College with both their Academic and Financial Aid Advisors.

Graduation Requirements

Candidates for graduation must complete the following:

- Successfully complete the required courses prescribed by their curriculum.
- Maintain a minimum 2.0 (C) cumulative grade point average.
- Earn a minimum of 40 percent of the total credit hours required for their program, including 40 percent of the total credit hours required in their major area of study while attending as matriculated Bryant & Stratton College students.
- Complete the petition exit requirements set by the Academic, Career Services, and Business Offices.
- Fulfill all financial obligations, including tuition, fees, and other expenses, before their degrees or diplomas are granted. Grade transcripts and grade reports are issued when all financial obligations have been met.
- Students officially graduate from Bryant & Stratton College at the end of the semester in which they meet all graduation requirements; however, formal commencement exercises are held annually.

Standards of Satisfactory Academic Progress

I. Introduction

Students must maintain satisfactory academic progress (SAP) toward completion of their program in order to remain in good academic standing, to remain enrolled at Bryant & Stratton College, and to receive financial aid. To ensure compliance with this policy, all students enrolled in degree programs will be measured by both quantitative and qualitative criteria at specific measurement points. On the quantitative side, students must maintain an adequate pace of progression toward completion of their degree in order to remain in good academic standing. On the qualitative side, students must maintain an adequate cumulative grade point average (CGPA) in order to remain in good academic standing.

II. Changes to Satisfactory Academic Progress Standards

Bryant & Stratton reserves the right to change its SAP standards at any time.

III. Minimum Requirements

A. Quantitative Measurement

The quantitative measurement factor requires students to complete their programs within a maximum time frame (MTF) to be in compliance with this standard, students must complete their program within 150% of the standard program length. The standard program length is the number of credit hours required for graduation from a program of study. For example, if an associate degree program requires 60 credits for graduation, then the standard program length is 60 and the MTF by which a student must successfully complete his or her program is 150% of the standard program length which is 90 (1.5 x 60) attempted credit hours. Students must meet the minimum completion percentages set forth in the following Satisfactory Academic Progress Charts for each measurement point. The completion percentage is based on a ratio of the cumulative number of attempted credit hours to the cumulative number of successfully completed credit hours expressed as the minimum percentage of credits a student must successfully complete to maintain SAP.

Students who do not successfully complete the minimum completion percentages for the given measurement point will be subject to dismissal with an opportunity to appeal.

B. Qualitative Measurement

The qualitative measurement requires students to maintain a minimum CGPA in relationship to the credits attempted and graded as indicated on the Satisfactory Academic Progress Charts provided.

The CGPA is determined by dividing the cumulative number of quality points awarded by the cumulative number of credits graded (credits for which the student has received grades of A, B+, B, C+, C, D+, WF or F).
The grade point average (GPA) is distinguished from the CGPA. The GPA is determined by dividing the number of quality points awarded for a given semester by the number of credits graded in the same semester (credits for which the student has received grades of A, B+, B, C+, C, D+, WF or F).

If a student's CGPA does not meet the minimum requirement for a given measurement point, the student will be dismissed with an opportunity to appeal.

Incomplete
I grades are given only when students are making satisfactory progress, but for valid reasons are unable to complete the semester's work. Students must initiate arrangements with instructors and the Dean of Instruction to make up required work by the end of the first week of the following semester or the I grade will be replaced by the grade of F. Permission for additional time to complete the course requirements may only be granted in the discretion of the chief academic official at the campus.

Withdrawals
The grade of W is assigned to course withdrawals made after the drop/add period and through the academic week nine (9). The grade of WF is assigned to course withdrawals after the end of academic week nine (9). Students are cautioned to meet with an academic advisor prior to course withdrawal, since an accumulation of W or WF grades may impact the quantitative component of SAP and eligibility for financial aid.

Transfer Credits
For those credits Bryant & Stratton College accepts from another educational institution after September 2009, the grades the student earned for those credits transfer with the credits and are used in computation of the student's CGPA and pace at Bryant & Stratton College. In this way, transfer credits will be taken into account for purposes of measuring both the qualitative and quantitative components of SAP.

A student who proceeds from one academic program at Bryant & Stratton College to another at Bryant & Stratton College will not be considered a transfer student and will have any and all credits applicable to the new program counted as credit toward receiving a degree in the new program. Credits inapplicable to the new program will not be factored into the student's SAP.

M Credits
M credits are assigned to students who apply for readmission after withdrawal due to service in the uniformed services in accordance with this policy as described below. M credits are not calculated into the CGPA or pace.

Credits Earned by Examination
Credits earned by examination are assigned the X grade and are not calculated into the CGPA, but are considered attempted credits for purposes of the quantitative component of SAP (pace).

Pre-College Credits
Pre-college courses are assigned the grades of P and NP. These grades are not calculated in the CGPA of students and they are not considered in the quantitative component (pace) of SAP. However, students will be allowed only two (2) attempts to pass each required pre-college course. Any effort that ends in an NP grade constitutes an attempt. The two attempts must be made in consecutive terms of enrollment. Students who do not pass a pre-college course after a second attempt will be dismissed from Bryant & Stratton College regardless of the grades they earn in their core courses.

Students taking pre-college courses must be scheduled for those courses within the first 24 credits of study. Full-time students who fail to complete their pre-college requirements by the end of their second semester of enrollment will be dismissed from Bryant & Stratton College.

Part-time students may have until the end of their third semester of enrollment to complete their pre-college requirements. However, some state aid is jeopardized when students do not complete their pre-college requirements by the end of the second semester.

Repeated Courses
Students may retake courses under certain circumstances. Each time the student takes the course is considered an attempt for purposes of calculating the quantitative component (pace) of SAP. The passing grades earned for the repeated courses will be recorded in the terms in which the courses were repeated and passed. Similarly, if a student chooses to retake a course for which he or she has already earned a passing grade, the higher grade earned will be used in calculation for the GGPA; however, each of the two grades earned for the course will be part of the calculation of the GPA for the term in which each grade was earned.

Bryant & Stratton College will not award credit or Title IV funds for a student to retake a course if:
1) The student previously passed the course, retook the course once, and is taking the course for a third or subsequent time;
2) The student previously passed the course and is retaking the course to rectify his or her failure in another course or courses;
3) The student is retaking a pre-college course that would place him or her in excess of the one academic year's worth of pre-college credits limitation;
4) Retaking the course would place the student in violation of any of Bryant & Stratton College's academic policies.

D. Grades That Are Included in CGPA and Completion Pace Calculation

- Credits earned from the grades of A, B+, B, C+, C, D+, F, and WF are considered attempted, graded credit hours that affect both the CGPA and completion pace.
- If Bryant & Stratton College accepts credits from another educational institution, the grades the student earned for those credits (other than “Pass” or “Satisfactory” grades) transfer with the credits and are used in computation of the student’s CGPA at Bryant & Stratton College.

E. Grades That Are Included in Completion (Pace) Calculation Only

- The grades of X, T, and W are not considered in calculating CGPA. However, X, T, and W credits are considered attempted credits for purposes of assessing whether the student is progressing at a pace to graduate within the MTI. Credits earned from W grades are considered attempted but not completed. Credits earned from the X and T grades are considered credits attempted and successfully completed.

F. Grades That Are Not Included in Either CGPA or Completion Pace Calculation

P and NP are not considered in calculating either CGPA or completion pace because they are applied only to courses whose credits do not count toward completion of course credit requirements for any Bryant & Stratton College degree. Grades of P and NP are assigned to courses that do not fulfill graduation requirements. M and I likewise are not considered in calculating CGPA or pace because they are temporary grades that will convert to other grades once the course is completed or the student withdraws from the course.

G. Satisfactory Academic Progress Charts

SAP Measurement Points
Measurement of SAP will occur at the end of semesters either at intervals of 12 months or at intervals of 24 attempted credits, whichever comes first. In no case will a measurement point exceed 12 months. Also, there may be cases where the measurement point will occur at shorter intervals for specific students such as students whose Academic Plan require more frequent measurement points.
Finally, students’ CGPA will be measured when the student has been at Bryant & Stratton College for four semesters regardless of his or her enrollment status. In other words, even if the student has not been continuously enrolled in his program for all of his or her first four semesters at the College, the student’s CGPA will be measured at the end of the fourth semester.

All students who fail to successfully complete the required percentage of attempted credits or the required grade point averages at the scheduled measurement points will be dismissed subject to any right to appeal. The Standards of Academic Progress Charts provided apply to all students.

**H. Consequences of Failure to Meet Satisfactory Academic Progress Standards**

Failure to maintain quantitative and/or qualitative SAP standards at any measurement point or in accordance with the terms of a student’s Academic Plan will result in dismissal subject to any right to appeal.

Probation: When SAP is not achieved either by failing at a measurement point to successfully complete the minimum percentage of credit hours attempted, by failing at a measurement point or at the end of the fourth semester to maintain the minimum CGPA, students are dismissed unless they successfully appeal. If the student successfully appeals, he or she is placed on probation for one semester. Probationary students are eligible for Title IV financial aid. However, if at the end of the probationary semester, the student’s CGPA or MTF completion pace fails to meet the requirements of an approved Academic Plan, the student will be dismissed. Dismissed students may petition for readmission on a probationary status after sitting out at least one term under the procedures and requirements set forth by Bryant & Stratton College.

In addition, a student on an approved Academic Plan who meets the requirements for the probationary semester will be dismissed without the opportunity to appeal if the student at the next scheduled measurement point fails to meet SAP requirements set forth in the Academic Plan. However, such a dismissed student may petition for readmission in a probationary status after sitting out at least one semester under the procedures and requirements set forth by Bryant & Stratton College.

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**Grading System**

This grading system went into effect for the May 2013 semester.

<table>
<thead>
<tr>
<th>Point Value</th>
<th>Percentage Grade</th>
<th>Letter Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>90-100%</td>
<td>A</td>
<td>Excellent - Performance of the student has been of the highest level, showing sustained excellence in meeting course requirements.</td>
</tr>
<tr>
<td>3.5</td>
<td>85-89%</td>
<td>B+</td>
<td>Very Good - Performance of the student has been very good, though not at the highest level.</td>
</tr>
<tr>
<td>3.0</td>
<td>80-84%</td>
<td>B</td>
<td>Good - Performance of the student has been good, though not of the highest level.</td>
</tr>
<tr>
<td>2.5</td>
<td>75-79%</td>
<td>C+</td>
<td>Satisfactory - Performance of the student has been more than adequate, satisfactorily meeting the course requirements.</td>
</tr>
<tr>
<td>2.0</td>
<td>70-74%</td>
<td>C</td>
<td>Fair - Performance of the student has been acceptable, adequately meeting the course requirements to pass and earn credit.</td>
</tr>
<tr>
<td>1.5</td>
<td>65-69%</td>
<td>D+</td>
<td>Poor - Performance of the student has been poor, however, is passing and worthy of credit. The D+ grade does not apply to AHLT, BIOL, NURS &amp; CHEM courses.</td>
</tr>
<tr>
<td>0</td>
<td>69% or less</td>
<td>F</td>
<td>Failure - Performance of the student failed to meet course requirements therefore no credit is earned.</td>
</tr>
</tbody>
</table>

- W Withdrawals through Academic Week Nine (9)
- WF Withdrawals After the End of Academic Week Nine (9)
- I Incomplete
- M Withdrawal with written notice (unless exempt from advance notice requirement under this policy) by reason of service in uniformed military service.
- T Transfer (non-graded transfer credit or credit transferred prior to 9/2009
- X Credit by Examination
- P Pass
- NP No pass
- Z Grade not submitted
Removal of probation may be achieved by meeting the requirements of the Academic Plan approved for the student by the end of the probationary semester.

- **Dismissal**: Students will be dismissed when:
  - They have successfully appealed a determination that they did not meet SAP requirements and have been placed on probation but failed at any scheduled measurement point to meet the requirements of their Academic Plan; or
  - At a measurement point (including the fourth semester point-CGPA only), they have failed to achieve the required CGPA and/or completion rate (pace) of these SAP standards and the students failed to appeal the determination that they are not meeting SAP or they appealed and were not successful.

- **Appeal**: Students may appeal a determination that they do not meet SAP standards and that they are therefore subject to dismissal. A student who does not prevail in such an appeal will be dismissed. However, such a dismissed student may petition for readmission after at least one semester not enrolled at Bryant & Stratton College.

**ACADEMIC PERFORMANCE MEASUREMENT CRITERIA**

### ASSOCIATE DEGREE PROGRAMS

#### 60 – 67 CREDITS

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum CGPA</th>
<th>Percentage of Successfully Completed Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-47</td>
<td>1.25</td>
<td>55%</td>
</tr>
<tr>
<td>48-71</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>72-89</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>90-101*</td>
<td>2.00</td>
<td>67%</td>
</tr>
</tbody>
</table>

#### 72 CREDITS

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum CGPA</th>
<th>Percentage of Successfully Completed Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-47</td>
<td>1.25</td>
<td>55%</td>
</tr>
<tr>
<td>48-71</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>72-95</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>96-108*</td>
<td>2.00</td>
<td>67%</td>
</tr>
</tbody>
</table>

### BACHELOR DEGREE PROGRAMS

#### 120 CREDITS

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum CGPA</th>
<th>Percentage of Successfully Completed Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-47</td>
<td>1.25</td>
<td>55%</td>
</tr>
<tr>
<td>48-71</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>72-95</td>
<td>2.00</td>
<td>63%</td>
</tr>
<tr>
<td>96-119</td>
<td>2.00</td>
<td>63%</td>
</tr>
<tr>
<td>120-143</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>144-167</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>168-180*</td>
<td>2.00</td>
<td>67%</td>
</tr>
</tbody>
</table>

Note that at any measuring point where a student’s CGPA and/or minimum number of credits successfully completed are so low that it is mathematically impossible for the student to meet SAP requirements by the next measurement interval, the student will be dismissed.

*Students must successfully complete their program within the MTF. For this reason, students will have SAP measured for the last time when attempting 150% of credits in the program (e.g. 90 credits for 60 credit program, 101 credits for a 67-credit program, 108 credits for a 72 credit program, 180 credits for a 120 credit program). A degree cannot be awarded to a student who does not meet SAP at this final measurement point.

Standards of Satisfactory Academic Progress are subject to change. Students will be informed of all changes prior to implementation. The charts are to be used in conjunction with any applicable additional criteria outlined in the policy.
Mitigating circumstances are those that are beyond the student's control, such as: 1) serious illness or injury to the student; 2) death or serious illness of an immediate family member; or 3) other special circumstances that could not have been foreseen.

Multiple SAP appeals are permitted only when:
1. The student fails to meet these SAP requirements, successfully appeals, meets the requirements of the Academic Plan for the probationary semester and for the next scheduled measurement point, but then fails to meet SAP/Academic Plan requirements thereafter; or
2. The student successfully seeks a multiple appeal through pursuant to Bryant & Stratton College’s disability accommodation policy and procedures.

Campus based students must submit such appeals to the Designated Campus Academic Administrator (DCAA) within seven (7) calendar days of the date of notification of the decision to dismiss for failure to meet SAP standards. Online Education students must submit appeals at least 1 day prior to the start of the next session.

Students submitting such appeals must establish with documented proof that mitigating circumstances prevented them from achieving the required SAP standing.

In addition, such appeal must be accompanied with documented proof of what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next scheduled measurement point. In addition, all appealing students should provide an appeal statement explaining why the student believes the appeal should be granted. Documented proof of mitigating circumstances should include signed letters or statements from relevant third parties, signed letters or statements from a medical doctor, copies of death certificates or obituaries, or other documentation establishing or corroborating the mitigating circumstances.

• After receipt of the appeal, the DCAA will forward the appeal to the Academic Review Committee, which evaluates the appeal and will attempt to render a decision within seven (7) calendar days of the Committee's receipt of the appeal.
• If an appeal is granted, the student will be permitted to enroll in a matriculated status.

Appeals granted due to mitigating circumstances are, in effect, a modification of Bryant & Stratton College’s published SAP standards for that student. However, the Academic Review Committee, in decisions granting mitigating circumstances appeals, will set out in an Academic Plan the particular academic requirements the student must meet at the end of the probationary semester and thereafter. In no case will an Academic Plan’s measurement points be less frequent than required of other students as set forth in this policy. The Academic Review Committee may permit a student who cannot meet the SAP standards in the charts in the probationary semester to meet alternative quantitative and qualitative thresholds by the end of the probationary semester pursuant to an Academic Plan, as defined above. All students who prevail in a mitigating circumstance appeal will be on probation for the first semester following the semester in which the student failed to meet SAP standards (the probationary semester).

• A student who prevails in an appeal may be paid Title IV funds for the probationary semester if the student is otherwise eligible for such funds.
• A student who is not successful in an appeal will be dismissed from Bryant & Stratton College.

Decisions of the Academic Review Committee, Dean or Campus Director are final.

A dismissed student may petition for re-admission under the procedures of Bryant & Stratton College after at least one semester not enrolled at Bryant & Stratton College. Readmission will be permitted only if the student can establish “mitigating circumstances” as defined in this policy and changes in the student’s situation since his or her dismissal that would allow the student to demonstrate SAP by the end of the student’s probationary semester after readmission. Such a student would be admitted in a probationary status with an Academic Plan.

Because these standards are based upon the federal minimum academic progress requirements for a student to be able to maintain eligibility for Title IV aid, a student subject to dismissal is also a student subject to the loss of Title IV eligibility. Likewise, a student who successfully appeals a determination that he or she is not meeting SAP requirements will also be eligible for Title IV aid while the student is on probation and subsequent to successful completion of the probationary period if he or she is otherwise eligible.

I. Multi-Degree Status Students

Students petitioning for multi-degree status, who have not yet graduated from their primary-degree program, will be subject to the Satisfactory Academic Progress Chart that applies to their primary degree program. Once such students have graduated from their primary-degree program and have been re-classified to their secondary degree program, they will be subject to the Satisfactory Academic Progress Chart that applies to their secondary-degree program. The credits already attempted in the student’s primary-degree program that will be credited toward the secondary-degree program will be considered in assessing SAP in the secondary-degree program. Thus, the first measurement point for students entering a secondary-degree program will be that which applies after taking into account the number of months that have passed and the attempted credits since the last measurement point during the primary-degree program.

J. Students Who Apply for Readmission After Withdrawal Due to Service in Uniformed Services

A student who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform, “service in the uniformed services” who must withdraw from Bryant & Stratton College by reason of service in the uniformed services will be entitled to readmission to Bryant & Stratton College if: 1) the student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to the DCAA; 2) the cumulative length of the absence and of all previous absences from Bryant & Stratton College by reason of service in the uniformed services does not exceed five years; and 3) the student submits a notification of intent to reenroll in Bryant & Stratton College no later than three years after the completion of the period of service, except as stated below.

The term “service in the uniformed services” means service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

In calculating the cumulative length of the absence and all previous absences, the following time in service will be included: 1) that service that is required, beyond five years, to complete an initial period of obligated service during which the student was unable to obtain orders releasing such student from a period of service in the uniformed services before the expiration of such five-year period and such inability was through no fault of such student; 2) service performed by a member of the Armed Forces (including the National Guard and Reserves) who is (a) ordered to or retained on active duty under section 688, 12301(a), 12301(g), 12302, 12304, or 12305 of title 10, United States Code, or under section 331, 332, 359, 360, 367, or 712 of title 14, United States Code, (b) ordered to or retained on active duty (other than for training) under any provision of law because of a war or national emergency declared by the President or the Congress, as determined by the Secretary concerned, (c) ordered to active duty (other than for training) in support, as determined by the Secretary concerned, of an operational mission for which personnel have been ordered to active duty under section 12304 of title 10, United States Code, (d) ordered to active duty in support, as determined by the Secretary concerned, of a critical mission or requirement of the Armed Forces (including the National
Guard or Reserve), or (e) called into Federal service as a member of the
National Guard under chapter 15 of title 10, United States Code, or
section 12406 of title 10, United States Code.

In addition, if the student is hospitalized for or convalescing from an
illness or injury incurred or aggravated during the performance of
service in the uniformed services, notice of intent to reenlist must be
submitted no later than two years after the end of the period that is
necessary for recovery from such illness or injury.

No advance written or verbal notice will be required if the giving of such
notice is precluded by military necessity, such as 1) a mission,
operation, exercise, or requirement that is classified; or 2) a pending or
ongoing mission, operation, exercise, or requirement that may be
compromised or otherwise adversely affected by public knowledge.
Also, a student (or an appropriate officer of the Armed Forces or official
of the Department of Defense) who did not give advance written or
verbal notice of service to the appropriate official at Bryant & Stratton
College as set forth above, may meet the notice requirement by
submitting, at the time the student seeks readmission, a written
attestation to Bryant & Stratton College that the student performed
service in the uniformed services that necessitated the student’s
absence from Bryant & Stratton College.

A student who submits an application for readmission shall provide to
Bryant & Stratton College documentation to establish that: 1) the
student was required to withdraw from Bryant & Stratton College
because of service in the uniformed services (written orders may meet
this requirement); 2) the student has not exceeded the service
limitations established under this section; and 3) the student’s eligibility
for readmission has not been terminated due to separation from the
uniformed services with a dishonorable or bad conduct discharge; a
dismissal of such person permitted under section 1161(a) of title 10,
United States Code; or a dropping of such person from the rolls
pursuant to section 1161(b) of title 10, United States Code.

Bryant & Stratton College will not delay or attempt to avoid a
readmission of a student under this section by demanding
documentation that does not exist, or is not readily available, at the
time of readmission.

A student’s eligibility for readmission to an institution of higher
education under this section by reason of such student’s service in the
uniformed services terminates upon the occurrence of any of the
following events: 1) a separation of such person from the Armed Forces
(including the National Guard and Reserves) with a dishonorable or bad
conduct discharge; 2) a dismissal of such person permitted under
section 1161(a) of title 10, United States Code, or 3) a dropping of such person from the rolls
pursuant to section 1161(b) of title 10, United States Code.

A student who is readmitted to Bryant & Stratton College under this
section will be readmitted with the same academic status as such
student had when such student last attended the College.

Students who provide to Bryant & Stratton College advance written
notice with documentation, such as written orders, establishing that
they must withdraw from Bryant & Stratton College by reason of service
in the uniformed services will receive the grade of M for courses they
were unable to finish as a result of the service in the uniformed
services. Students who are exempt from the advance notice
requirement under the terms of this section may receive the grade of M
for these courses upon request if they are eligible and granted
readmission under this section.

K. Nursing Programs

Students in the nursing programs must maintain the standards in the
Standards of Academic Progress to remain a student with Bryant &
Stratton College. However, to remain a student in the nursing program,
the student must also meet the academic standards for the nursing
degree programs, which are set forth in the Nursing Program’s Student
Handbook. Failure to meet the nursing programs academic standards
will result in a student’s release from the nursing program, but not from
Bryant & Stratton College if the student has met Bryant & Stratton
College’s SAP standards set forth in this Catalog.

L. Grade Challenge Procedures

The Academic Office, upon completion of each semester, issues final
grade reports. Transcripts are maintained in a permanent academic
database indefinitely. Students with questions or challenges about any
grade should first contact the instructor no later than two (2) weeks
after the issuance of grades.

Students challenging grades must complete written Grade Challenge
documentation and submit it to the Dean of Instruction within two (2)
weeks after the issuance of grades. The grade challenge will be
investigated, and the decision of the instructor and the Dean of
Instruction will be made the final decision. A grade challenge is distinct from
different than an SAP appeal, as previously covered.

M. Grade Determination/Unit of Credit

Class participation, homework, assessments and evaluations, projects,
and examinations are factored into final grades. All subjects may be
evaluated in terms of semester credit hours. A semester credit hour is
defined by the semester calendar which is divided into terms of 15
weeks including final assessment/examination periods. One semester
unit of credit is equivalent to 15 fifty-minute hours of classroom
lecture/discussion and outside preparation, 30 fifty-minute hours of
laboratory/study, or 45 fifty-minute hours of internship or a combination
of all three.

First Year Experience

The First Year Experience (FYE) is a group advising seminar focusing on
the academic, career and lifetime success for students. Modules are
delivered throughout the semester to support the academic progress
and social transition that is vital to the college experience.

Virtual Library

Bryant & Stratton College’s Virtual Library supports the educational
programs of the College by meeting the critical information needs of
students, faculty, staff, and alumni. The Virtual Library is a gateway to
reference materials and program resources including a broad array of
full-text and academic online databases to support programs of study.
Academic reference librarians are available to assist students either in
person or online 24 hours a day, 7 days a week. Bryant & Stratton
College’s Virtual Library also provides access to electronic books, select
web resources, tutorials, and course reserve materials.

Online Tutoring (SMARTHINKING™)

Bryant & Stratton College offers students real-time, 24/7 online tutorial
support through SMARTHINKING. Students may access free tutoring in
math, accounting, economics, statistics and biology. Attached to
SMARTHINKING is the Online Writing Lab (OWL) where students can
submit writing assignments returned in 24 hours with critique. For more
information regarding online tutorial services, see an advisor, learning
lab coordinator or dean.
ACADEMIC HONORS

Dean’s List
At the end of each semester, Bryant & Stratton College recognizes the academic achievement of students who have earned grade point averages of 3.30 to 4.0. To be eligible for Dean’s List status, students must have successfully completed at least 12 semester credit hours in the semester just ended and have earned grades of C or better. Grades of D+, F, I, NP, or academic dismissal or probation status makes a student ineligible for the Dean’s List for the semester in which those grades were earned.

Graduation Honors
At commencement exercises, eligible degree candidates receive recognition for academic excellence as follows:

- Summa Cum Laude (Highest Distinction) - Cumulative grade point average from 3.77 to 4.0
- Magna Cum Laude (High Distinction) - Cumulative grade point average from 3.54 to 3.76
- Cum Laude (Distinction) - Cumulative grade point average from 3.30 to 3.53

Honor Awards and Honor Societies
There are a number of honor awards that are attainable and honor societies that are active on designated Bryant & Stratton College campuses. Students are encouraged to seek specific information and academic requirements from the Academic Dean at the campus.

STUDENTS CIVIL RIGHTS AND OTHER NON-ACADEMIC GRIEVANCE PROCEDURES

Non-Discrimination Policy
Consistent with its obligations under governing law, Bryant & Stratton College prohibits discrimination on the basis of race, color, national origin, age, sex, disability, religion, or any other characteristic protected by governing law in the administration of its educational policies, admission policies, scholarship and loan programs, and other College-administered programs.

It is the policy of Bryant & Stratton College to comply with Section 504 of the Rehabilitation Act of 1973 (Section 504) and its regulations, which prohibit discrimination on the basis of disability. It is also the policy of Bryant & Stratton College to comply with the Americans with Disabilities Act of 1990 (ADA). Accordingly, Bryant & Stratton College does not discriminate on the basis of disability in admission to, or treatment or employment in, educational programs and activities. In addition, Bryant & Stratton College abides by its obligation to provide academic adjustments and auxiliary aids and services as are necessary for qualified students with disabilities as required by Section 504 and/or the ADA.

It is also the policy of Bryant & Stratton College to comply with Title IX of the Education Amendments of 1972 and its regulations, which prohibit discrimination on the basis of sex. This requirement not to discriminate extends not only to students but to applicants to Bryant & Stratton College. Moreover, this policy of non-discrimination includes a prohibition on sexual harassment and sexual violence.

Further, it is the policy of Bryant & Stratton College to comply with the Age Discrimination Act of 1975 and its regulations, which prohibit certain discrimination on the basis of age. Accordingly, Bryant & Stratton College does not illegally discriminate on the basis of age. If any individual has a question or concern regarding compliance with this policy, that individual may contact either the Americans with Disabilities Act (ADA)/504 Coordinator or the Grievance Coordinator with matters related to compliance with disabilities laws and the Grievance Coordinator with matters related to compliance with other anti-discrimination provisions. See the Grievance Contact information in the staff section of this Catalog. If the individual has a complaint regarding a matter related to discrimination on the basis of race, color, national origin, age, sex, disability, or religion, students may elect to use these grievance procedures.

Who these Procedures Cover
Students (and other individuals in the case of age and disability-related discrimination and harassment) who have concerns or claims related to:

- Discrimination or harassment based on sex, race, color, national origin, age, sex, disability, or religion.
- Denial in whole or in part of a requested service, accommodation, or modification of a Bryant & Stratton College practice or requirement that was requested due to a disability;
- Inability to access a Bryant & Stratton program or activity due to a disability; or
- Other non-academic matters, e.g., refund dispute, etc...

Sex discrimination claims may be made by students against other students, employees, or third parties.

The purpose of these procedures is to provide a process for students (and other individuals in the case of age and disability-related discrimination and harassment) on behalf of themselves individually to seek resolution of claims of discrimination including those that may arise where a student is also an employee of the College.

Grievance Coordinator
Each Bryant & Stratton College campus has a Grievance Coordinator whose responsibility is to administer these procedures. See the Grievance Contact information for your campus listed in the staff section of this Catalog. The Dean of Student Services at each campus serves as the Grievance Coordinator. Some grievances may be referred to other Bryant & Stratton grievance procedures as appropriate. In addition, some grievances may implicate more than one grievance procedure. For example, a claim of sexual harassment brought by a student under these procedures may also prompt a disciplinary investigation regarding a violation of the Bryant & Stratton College’s Student Code of Conduct.

Each campus of Bryant & Stratton College also has an ADA/504 Coordinator who is responsible for ensuring the College’s compliance with laws related to individuals with disabilities. However, it is the Grievance Coordinator, and not the ADA/504 Coordinator, who administers these procedures when a complaint regarding disability discrimination is brought.
Informal Resolution
With the exception of grievants who allege sexual assault, a grievant who believes that he/she has been discriminated against based on sex, race, color, national origin, age, religion, or disability by Bryant & Stratton College, is encouraged, but is not required, to discuss the matter informally with the Grievance Coordinator. [NOTE: If the Grievance Coordinator is the subject of the complaint, the grievant may, instead, contact the Campus Director who will designate a substitute to serve as the Grievance Coordinator.] The Grievance Coordinator shall verbally convey his/her findings to both the grievant and the person who is the subject of the complaint within 10 business days. The Grievance Coordinator will document his verbal findings and the date they were conveyed.

In addition, any grievant who has initiated the informal resolution process may stop it at any time and initiate the formal resolution process.

Except for students alleging sex discrimination, engagement in the informal resolution process does not extend the deadline (below) to file a formal grievance unless, upon the student’s request, the Grievance Coordinator extends the deadline in writing.

The informal resolution process will not be used to resolve sexual assault complaints.

Formal Grievance
In cases where an attempt at informal resolution is not successful, informal resolution is not practicable or appropriate, or the grievant prefers to skip the informal resolution process, the grievant may initiate a formal grievance.

A formal grievance is initiated by submitting a written complaint within 30 calendar days of the event complained of to the Grievance Coordinator who will then investigate the complaint. [NOTE: If the Grievance Coordinator is the subject of the complaint, the complaint should be submitted to the Campus Director who will designate a substitute to conduct the investigation and serves as the Grievance Coordinator]. The complaint shall be signed by the grievant and include 1) the grievant’s name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action of occurrence; 4) the type of discrimination alleged to have occurred; 5) efforts taken to resolve the complaint, if any; 6) the specific relief sought; and 7) the names of any witnesses and other evidence. The grievant should state in his or her complaint whether he or she will be assisted by a representative and, if so, the name of the representative. For purposes of these procedures, an attorney is not an appropriate representative for any party.

Upon receipt of the complaint, the Grievance Coordinator will notify the person who is the subject of the complaint and provide him or her with the opportunity to respond in writing and identify any witnesses and other evidence within five (5) business days.

An investigation of the complaint will be conducted within 30 business days following the submission of the written complaint. The investigation shall include an interview of the parties and any known witnesses, a review of relevant evidence, including any evidence submitted by the parties, and any other steps necessary to ensure a prompt, equitable and thorough investigation of the complaint. Interviews of parties and witnesses will be carried out in a manner that is conducive to fair resolution of the matter, minimization of conflict, and prevention of intimidation. In cases of allegations of harassment, the Grievance Coordinator will not interview the grievant and the person who is the subject of the complaint together.

The grievant and the person against whom the complaint has been brought may present to the Grievance Coordinator relevant witnesses and other relevant evidence throughout the conduct of the investigation. Each party will have an equal opportunity to present such witnesses and evidence consistent with the requirements and restrictions of the Family Educational Rights and Privacy Act (FERPA).

Both parties will be given periodic updates of the status of the investigation as warranted.

If a grievant alleges sexual harassment or sexual assault but insists that his or her name or other identifiable information not be disclosed to the accused, Bryant & Stratton College’s ability to respond may be limited. Grievants with sexual harassment/assault grievances are reminded that Title IX prohibits retaliation and school officials will not only take steps to prevent retaliation but will also take strong responsive action if it occurs.

If the grievant alleging sexual harassment/assault continues to ask that his or her name or other identifiable information not be revealed, the Grievance Coordinator will evaluate that request in the context of his or her responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the Grievance Coordinator may weigh the request for confidentiality against factors related to ensuring the safety of the College community and the alleged harasser’s rights to receive information about the allegations if the information is maintained by the school as an “education record” under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99.

The Grievance Coordinator will inform the grievant if he or she cannot ensure confidentiality.

A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless the parties are notified in writing that this timeframe has been extended. The disposition will be determined using a preponderance of the evidence standard (i.e., it is more likely than not that the claimed conduct did or did not occur). If a preponderance of the evidence supports the claim of the grievant, the Grievance Coordinator will issue a disposition in support of the grievant.

Copies of the disposition will be given to the grievant and the person who is the subject of the complaint. Both parties will be sent the decision at the same time. The disposition will be carried out promptly.

A. Appeal
If either the grievant or the person who is the subject of the complaint is not satisfied with the decision of the Grievance Coordinator, he or she may file a written appeal to the Campus Director within 10 business days from receipt of the written disposition. The appeal must contain a complete explanation of the grounds for appeal. The Campus Director or his/her designee shall respond to the appeal, in writing, within 20 business days of the date of the appeal. Except in exceptional circumstances, as decided by the Campus Director or his or her designee, an appeal that is not timely submitted will be rejected as untimely. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The decision of the Campus Director is final.

Students in Virginia dissatisfied with the decision of the Campus Director may contact staff at the State Council on Higher Education for Virginia as a last resort.

Other Guidelines
1. Definition of Sexual Harassment
Sexual Harassment is conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. While the following list is not exhaustive, the following is a list of examples of conduct that in certain circumstances and contexts may constitute sexual harassment:

• Threatening to fail a student unless the student agrees to date the teacher.
• Offering employment or educational benefits in exchange for sexual favors.
Family Educational Rights and Privacy Act of 1974

All Bryant & Stratton College students shall have the right to inspect and review their educational records, to request corrections or deletions to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, also referred to as the Buckley Amendment. Specifically, students have the right to:

1. inspect and review their education records within 45 days of the day the College receives a written request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the education record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. Under no circumstances will students be permitted to review their education records off campus or in a public campus setting. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed;

2. request the amendment of their education records that s/he believes are inaccurate, misleading, or in violation of the student’s privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the academic manager who will consult with the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. An informal conference will be scheduled to attempt to resolve the matter. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision, the right of the student to a formal hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing;

3. provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. For example, the College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another College in which a student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer. There are also other circumstances in which FERPA permits disclosure without consent of the student and such circumstances are available to the student upon his or her request;

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
Bryant & Stratton College will generally release certain student directory information to the public. Such information could include some or all of the following data: student's name, address(es), phone listing, e-mail address, date and place of birth, major field of study (program), enrollment status (e.g. undergraduate, full-time, or part-time), dates of attendance, photograph, post-graduation employer and job title, participation in activities and recognition received, and the most recent previous secondary and postsecondary institution attended by the student. Students who do not wish to have any part or all of this information released should inform the College of their wishes in writing no later than the end of the add/drop period. Students who do not wish to permit the release of directory information should complete an Opt-Out form provided by the campus. Additionally, Bryant & Stratton College reserves the right to release to police agencies and/or crime victims certain records or information pertinent to a crime which has occurred on campus, including the details of and disciplinary action taken against the alleged perpetrator of the crime.

Student Right-to-Know

In compliance with the Department of Education's Student Right to Know Act, Bryant & Stratton College offers an electronic SRK Directory with the required performance results, policies and information. Prospective students, enrolled students and staff will find the SRK Directory on the College's web site at http://bryantstratton.edu.

Campus Security

In compliance with the Crime Awareness and Campus Security Act of 1990, information about Bryant & Stratton College's campus security policies and procedures and crime statistics is made available to students and to employees on an annual basis, and upon request, to any applicant for employment or enrollment. Campus crime statistics can be obtained by visiting the website of the United States Department of Education at http://ope.ed.gov/security/search.asp. Bryant & Stratton College is committed to providing a safe and secure environment for all members of the campus community. Information on campus crime is available in the Admissions Department and is published and issued each fall. Students and employees on a particular campus may also call the Campus Director.

Substance Abuse Policy

Bryant and Stratton College recognizes that the misuse of drugs, alcohol and/or tobacco is a serious problem with legal, physical, emotional and social implications for the entire College community. Therefore, the consumption, sharing, distribution, selling, use, possession of drugs, alcohol, tobacco, illegal, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any College sponsored event or on College property at all times. The inappropriate use of prescription and over-the-counter drugs is also prohibited. Persons shall be banned from entering College grounds or College-sponsored events when exhibiting behavioral, personal, or physical characteristics indicative of having used or consumed alcohol or drugs (illegal or through the inappropriate use) or other substances. The College’s Student Code of Conduct outlines the disciplinary measures for students in violation of the Substance Abuse Policy.

Student Conduct

Student Code of Conduct/Dismissal Policy

Students should conduct themselves in a manner consistent with the College’s educational mission. The term “student” includes all persons enrolled and taking courses at the College, either full-time or part-time. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students.” This Student Code of Conduct applies at all locations of Bryant & Stratton College. Students at the College are expected to conduct themselves honestly, ethically, and meet the highest standards of personal integrity and to comply with the Student Code of Conduct. Conduct in violation of this Code either on-campus or at school-related activities or that threatens the safety or well-being of the Bryant & Stratton College community regardless of the location of the conduct is subject to appropriate disciplinary action.

Prohibited Conduct

Students may be subject to discipline up to suspension or dismissal from Bryant & Stratton College for poor conduct including but not limited to:

1. Acts of dishonesty, including but not limited to the following:

   Cheating. The term “cheating” includes, but is not limited to: (1) inappropriate collaboration; (2) sabotage; (3) falsification; bribery; (4) the use of any unauthorized assistance in taking quizzes, tests, or examinations; (5) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (6) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; (7) theft of another student or person's academic work; and (8) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

   Plagiarism. The term “plagiarism” includes, but is not limited to: (1) multiple submission; (2) the use of purchased reports or other material represented as the student's work; (3) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear attribution; (4) the unattributed use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (5) self-plagiarism, such as the submission of work prepared in another class or prepared for a purpose other than the class in which it is submitted.

Other forms of student misconduct.

- Theft, damage or misuse of library or computer resources.
- Illegal downloading or unauthorized distribution of copyrighted materials using the College's information technology system. The College’s procedures for addressing students’ unauthorized distribution of copyrighted materials and an explanation of the sanctions to be imposed for copyright infringement are set forth in the Bryant & Stratton College Catalog.
- Furnishing false information to any College official.
- Forgery, alteration, or misuse of any College document, record, or instrument of identification.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College activity, (including an on or off campus service function or authorized non-college event held on the college premises).
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person. This includes any violation of the College's Non-Discrimination, Non-Harassment and Non-Retaliation policies.
- Attempted or actual theft of or damage to College property or property of a member of the College community, or other personal or public property either on or off College premises. The term "College premises" includes the Bryant & Stratton College online environment, all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- Hazing that endangers the mental or physical health or safety of a student or other member of the College community, or the destruction or removal of public or private property, for the purpose of initiation, admission into, affiliation with, or a condition for continued membership in, group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- Failure to comply with directions of College officials or law
enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so.

- Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
- Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
- Violation of any federal, state or local law.
- Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
- Use, possession, manufacturing, or distribution of alcoholic beverages except as expressly permitted by College regulations, or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
- Drunken or disorderly behavior on College property or at functions sponsored or supervised by the College.
- Illegal or unauthorized possession of firearms, explosives or other weapons, or dangerous chemicals on College premises. In the event a student is licensed or otherwise permitted to carry a firearm and is required to carry a firearm even while off duty as a condition of his or her employment or service, prior to coming to campus with the firearm, the individual should present evidence of the licensure and evidence of the requirement to carry the firearm even while off-duty, so that the College can validate such a request. For Ohio students only, students who are licensed to carry a concealed firearm may maintain them only in a locked motor vehicle.
- Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the College or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled or normal activities within any campus building or area.
- Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
- Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises, or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

Theft or other abuse of the College’s electronic or computer facilities and resources, including but not limited to:

- Unauthorized entry into a file.
- Unauthorized transfer of a file.
- Use of another individual’s identification and/or password.
- Use of electronic or computing facilities and resources to interfere with the work of another student, faculty member or College Official.
- Use of electronic or computing facilities and resources to send obscene or abusive messages.
- Use of electronic or computing facilities and resources to interfere with normal operation of the College computing system.
- Use of electronic or computing facilities and resources in violation of copyright laws.
- Any violation of the College Computer Use Policy.
- Use of electronic or computing facilities and resources for purposes other than education, academic, administrative, or research purposes of the College.
- Conduct that threatens or endangers the health or safety of any person including oneself, on College property or at functions sponsored or supervised by the College. This includes, but is not limited to:
  - Causing or creating fire;
  - Tampering with safety measures or devices, including, but not limited to alarm systems, fire exit signs, emergency phone systems, smoke or heat detectors, fire hoses, security systems, doors, etc.
  - Failing to conform to safety regulations, including, but not limited to falsely reporting or circulatating a false report of an incident (e.g. bomb, fire, or other emergency), falsely reporting the use or possession of a firearm or explosive, or failing to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms.
- Unauthorized use or misuse of College property, including, but not limited to attempting to leave the library with library materials which have not been properly borrowed, unauthorized use of computer equipment, or misuse of College telephones.
- Failure to report the Campus Director, Dean or local law enforcement agencies any knowledge of criminal activity on campus, including but not limited to murder, rape, robbery, aggravated assault, burglary, or motor vehicle theft. Such a report shall be provided in a manner that is timely and that will aid in the prevention of similar occurrences.
- Violation of College policies, procedures, or regulations.
- The illegal use, possession of, or tampering with safety equipment on College property.
- Giving false testimony or evidence at any official College hearing.
- Violations of the conditions of a sanction imposed through College disciplinary procedures.
- Smoking in any indoor College buildings except in private suites and rooms in the residence halls that are duly designated as “smoking.” Smoking is also prohibited within thirty feet (30’) of exterior ventilation intake, within ten feet (10’) of building entrances and open windows, and in all exterior stairwells.
- Failing to comply with any College policy, procedure, guideline, or regulation regarding the registration of student organizations in the use of College facilities or regulation regarding the possession of motor vehicles on campus.
- Failure to abide by residence hall policies, procedures, guidelines, and regulations.

Any abuse of the College student judicial system, including, but not limited to:

- Failure to obey the directive of a judicial body or College official;
- Falsification, distortion, or misrepresentation of information before a judicial body;
- Disruption or interference with the orderly conduct of a judicial proceeding;
- Knowingly instituting a judicial referral without cause;
- Attempting to discourage an individual’s proper participation in, or use of the judicial system;
- Attempting to influence the impartiality of a member of a judicial body prior to and/or during a judicial proceeding;
- Verbal or physical harassment or intimidation of a member of a judicial body prior to, during, or after a judicial proceeding;
- Failure to comply with the sanction(s) imposed under the Bryant & Stratton College Code of Student Conduct/Dismissal Policy;
- Influencing or attempting to influence another person to commit an abuse of the judicial system;
- Engaging in social conduct that reflects poorly upon the College.

Student Disciplinary Procedure

This section describes the procedures that are followed when it is alleged that a student has violated the Code of Conduct or another applicable student conduct policy. These procedures apply year-round to all on-campus and school-related activities, and to any conduct that threatens the safety or well-being of the Bryant & Stratton community regardless of the location of the conduct. “On-campus activities” in this context includes the activities of students enrolled in online courses at Bryant & Stratton College.

These procedures are not intended to provide constitutional due process to students as would be required to be provided by a public institution. In addition, these procedures do not apply to student grievances alleging:

- Discrimination or harassment based on sex, race, color, national origin, age, disability, or religion;
- Dissatisfaction with a grade;
- Failure to provide an accommodation for a disability.
Although it is a violation of the Student Code of Conduct to engage in prohibited discrimination or harassment, concerns regarding discrimination or harassment based on sex, race, color, national origin, age, or religion must be brought under the Non-Academic Grievance Procedures. Concerns regarding grades may be brought under the Grade Appeal Procedures and allegations regarding the failure to provide disability accommodations may be brought under the Americans with Disabilities-Section 504 Grievance Procedures.

**Reporting Violations**

Any member of the College community may report a concern against a student for violation(s) of the Student Code of Conduct. Any report should be submitted as soon as possible after the event takes place, preferably within fourteen (14) days. The report should be prepared in writing and directed to the dean who will serve as the Judicial Officer in the matter.

The Judicial Officer will then conduct a preliminary review of the allegations. If the Judicial Officer determines that the allegations can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Officer, the Judicial Officer will dismiss the matter with proper record of the parties’ consent. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted or cannot be disposed of by mutual consent and the Judicial Officer concludes that the allegations, if proven true, would justify disciplinary action, the Judicial Officer then prepares a Charging Letter. The Charging Letter informs the charged student of the allegations against him or her and the nature of the evidence of the allegations. The Charging Letter also must contain the provision(s) of the Code of Conduct alleged to be violated and the date by which the charged student should respond in writing to the charges against him or her. Such Charging Letter must be sent via certified mail, return receipt requested and via e-mail. The Charging Letter will give the charged student 10 (ten) calendar days to submit a written response to the allegations in the Letter. A charged student who fails to respond to the Charging Letter, subject to the discretion of the Campus Director, will be subject to immediate suspension or suspension upon completion of the courses which the charged student is attending at the time the response to the Charging Letter was due.

Upon issuance by the Judicial Officer of a Charging Letter, the Campus Director will immediately appoint three individuals to a Code of Conduct Committee to investigate the validity of the allegations. The Code of Conduct Committee will include three (3) impartial individuals who have no prior involvement with the subject matter of the charge(s) or persons involved in the Charge. The Code of Conduct Committee must be comprised of a campus administrator, a faculty member, and a student advisor employed by the College who is not advising the person who filed the Charge or the charged student. The campus administrator appointed to the Committee will serve as the Chair.

The hearing will be closed to the public. The hearing may be held by teleconference. At the hearing both the Charged Student and Judicial Officer will each have an opportunity to make a brief opening statement. The entire hearing will be audio recorded. In cases involving more than one charged student, the Code of Conduct Committee will decide whether the hearing is to be conducted separately or jointly. If a charged student, with notice, does not appear before a Code of Conduct hearing, the information in support of the charges shall be presented and considered in the absence of the charged student.

Interim suspension may be imposed only: 1) to ensure the safety and well-being of members of the College community or preservation of College property; 2) to ensure the student’s own physical or emotional safety and well-being; or 3) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College. During the interim suspension, a student shall be denied access to the residence halls and/or campus (including campus-based and online classes) and/or all other College activities or privileges the Campus Director determines to be appropriate. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Code of Conduct Committee hearing, if required. The charged student should be notified in writing of this action and the reasons for the interim suspension. The notice should include the time, date, and place of a meeting with the Campus Director at which the student may show cause why his or her continued presence on the campus does not constitute a threat.

Regardless of whether the charged student is given an interim suspension, the Committee will continue its review and when it has completed such review, the Code of Committee will schedule a hearing date. The Committee should attempt to schedule a hearing date no later than fourteen (14) calendar days after receipt of the Charging Letter from the Judicial Officer.

No later than fourteen (14) calendar days before the hearing, each party will deliver to the Committee and to each other a copy of all documents, other evidence, and the name and addresses of the witnesses it wishes to present at the hearing. The witness list must also contain a summary of the testimony the witness is expected to present and indicate whether the party presenting the list wishes to cross examine the witnesses of the other party. Depending on the severity of the charges and the existence of a factual dispute, the Committee will decide at least five (5) calendar days before the hearing whether it will permit the parties to cross examine the witnesses of the opposing party. The Committee’s decision will be final.

Both the Charged Student and the Judicial Officer may present witnesses with information relevant to the charges. In addition, the Code of Conduct Committee may call additional witnesses it believes would aid in the resolution of the matter. If it decides to call additional witnesses, it will notify the parties no later than five (5) calendar days before the hearing of the names of those witnesses. The Code of Conduct Committee will ensure the orderly presentation of witnesses and evidence and will have the authority to determine the admissibility of testimony and other evidence. In addition, Committee members may ask questions of any of the witnesses.

The hearing will be closed to the public. The hearing may be held by teleconference. At the hearing both the Charged Student and Judicial Officer will each have an opportunity to make a brief opening statement. The entire hearing will be audio recorded. In cases involving more than one charged student, the Code of Conduct Committee will decide whether the hearing is to be conducted separately or jointly. If a charged student, with notice, does not appear before a Code of Conduct hearing, the information in support of the charges shall be presented and considered in the absence of the charged student.

If the Code of Conduct Committee has decided to permit cross examination, each party will be given an opportunity to cross examine the witnesses of the other party and of any witnesses presented by the Committee. Each party will be entitled to present a brief opening statement. The Judicial Officer has the burden of production and of persuading the Committee that there exists substantial evidence that the Charges in his or her Charging Letter constitute a violation of the Code of Conduct and that they did in fact take place. Formal rules of process, procedure, and technical rules of evidence, are not used in Code of Conduct hearings.
The Code of Conduct Committee may accommodate concerns for the personal safety, well-being, or fears of confrontation of any witness or the charged student during the hearing by providing separate facilities, using a visual screen, or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, as determined in the sole judgment of the Committee.

Upon conclusion of the hearing, the Code of Conduct Committee will meet in a closed session to deliberate based solely on the evidence presented at the hearing and charges contained in the Charging Letter. The closed session will not be recorded. A decision will be reached on a majority vote.

Upon reaching its decision, the Code of Conduct Committee will, no later than twenty (20) calendar days after conclusion of the hearing, notify both parties in writing of its determination. The decision will be sent to the Charged Student by Certified Mail, Return Receipt Requested. The Committee may 1) dismiss the case for insufficient evidence; 2) find that no violation of the Code of Conduct occurred; or 3) find that a violation did occur. If the Code of Conduct Committee concludes that no violation occurred, state in its written decision together with its Findings of Fact with the evidence upon which it relied. The charged Student’s permanent record will be expunged of reference to the matter of the Committee finds no violation.

If the Committee decides that substantial evidence exists to support a conclusion that the student violated the Code of Conduct, its decision will so state and will include an identification of the provision(s) violated by the Charged Student, Findings of Fact with the evidence upon which it relied, a Conclusion, and the sanction it will impose for the violation. In determining the appropriate sanction, the Committee will consider the nature and seriousness of the offense, extenuating circumstances, and prior violations. Sanctions may include, but are not limited to:

- **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.
- **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- **Loss of Privileges** - Denial of specified privileges for a designated period of time.
- **Fines** - Previously established and published fines may be imposed.
- **Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Discretionary Sanctions** - Work assignments, essays, service to the College, or other related discretionary assignments.
- **Residence Hall Suspension** - Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **Residence Hall Expulsion** - Permanent separation of the student from the residence halls.
- **College Suspension** - Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **College Expulsion** - Permanent separation of the student from the College.
- **Revocation of Admission and/or Degree** - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Withholding Degree** - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation.

**Appeals**

In those instances where a charged student is found to be in violation of the Student Code of Conduct, they may appeal the decision to the Campus Director by submitting a written Appeal Letter within ten (10) days of receiving the Code of Conduct Committee’s decision. The Appeal Letter must provide a complete explanation of the basis for the appeal with reference to the evidence presented to the Code of Conduct Committee. The charged student may not rely on evidence not presented at the hearing in the appeal.

Except as stated below, the Campus Director will base his or decision solely on the evidence presented to the Code of Conduct Committee. In considering the appeal, the Campus Director will consider whether the Code of Conduct Committee hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

In ruling on the appeal, the Campus Director should consider the following:

- Whether the decision reached regarding the charged student was based on substantial evidence, that is, whether the evidence presented at the hearing was evidence that a reasonable mind could accept as adequate to support the conclusion that a violation of the Student Code of Conduct occurred.
- Whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the student was found to have committed.

The Campus Director may consider new information not presented at the hearing only when such information is of sufficient significance to alter a decision and where such information was not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the Code of Conduct Committee hearing.

If an appeal is upheld by the Campus Director, the matter shall be returned to the original Code of Conduct Hearing and Judicial Officer for re-opening of the Code of Conduct hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

Students dismissed under these procedures will be eligible for readmission only if they are able to present reasonable proof that they have overcome the situation that led to their inappropriate behavior. The decision to readmit will be made by the Campus Director after a thorough review of the situation. Students may be required to meet with the Dean of Student Services and/or a designated representative of the dean to discuss their situation.

**Education Records**

Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record. They shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged by disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree, upon application to the Code of Conduct Committee. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student’s confidential record six years after final disposition of the case.

In general, disciplinary records are considered “education records” under the Family Educational Rights and Privacy Act (FERPA) and thus may be protected from disclosure. For this reason such records should not be disclosed without consulting the College’s legal counsel.
Servicemembers and Veterans

Facts for Veterans
Bryant & Stratton College programs are approved for the training of veterans, veterans’ children and veterans’ spouses in accordance with the rules and regulations administered by the United States Department of Veterans Affairs. Applicants may be referred to representatives of the Department of Veterans Affairs who are available to counsel them on their eligibility and entitlement for veteran’s educational benefits.

SOCNAV/SOCAD Servicemembers Opportunity Colleges (SOC) Programs
The SOC program was designed to provide educational opportunities to servicemembers, who, because they frequently moved from place to place, had trouble completing college degrees. SOC member Colleges make it easier to obtain college degrees rather than just accumulate course credits.

The Bryant & Stratton College, administered through the Virginia Beach campus, is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System. The College accepts DDST and USAF1 credits if appropriate to the degree plan.

Servicemembers Opportunity Colleges (SOC), established in 1972, is a consortium of national higher education associations and more than 1,900 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DoD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions can be found on the SOC Web site at http://www.soc.aascu.org/.

SOC Degree Network System
The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific Associate and Bachelor’s degree programs to service members and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCOAST). Refer to the SOC Degree Network System-2 and -4 Handbooks to view Associate and Bachelor’s degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC Web site, http://www.soc.aascu.org, on the SOCAD, SOCNV, SOCMAR, and SOCCOAST home pages.

Yellow Ribbon Program
Bryant & Stratton College is participating in the Yellow Ribbon Program under the Post 9/11 GI Bill (Chapter 33).

Tuition and Fees
All tuition is due and payable in full at registration. Arrangements may be made for full-time students (and/or parents of full-time students) to sign a promissory note to pay the portion of tuition not met by scholarship, financial aid, or other sources. The terms of this promissory note include monthly payments as stated on the signed promissory note. No interest or fees are charged if payments are made as agreed. All arrangements for financial aid should be made prior to the start of the semester.

The base tuition rate is $8,265 per semester for associate degree programs and the per credit hour rate is $551 except nursing. The base tuition rate for nursing and all bachelor degree programs is $8,415 and the per credit amount is $561. Additional fees vary by program and are explained below. Should economic conditions require a tuition adjustment, students will be advised before the start of each semester. All tuition and fees are quoted in US dollars.

Day Classes
Any student classified as a day student who takes between 12 and 18 credit hours per semester will be assessed the base day tuition rate per semester. Any student classified as a day student taking fewer than 12 credits or more than 18 credits will be assessed tuition at the per credit hour rate.

Evening & Online Classes
Any student classified as an evening or online student who takes between 13 and 18 credit hours per semester will be assessed the base tuition per semester rate. Any student classified as an evening or online student taking fewer than 13 credits or more than 18 credits will be assessed tuition at the per credit hour rate.

For students taking online courses or those changing degree programs for dedicated distance study, please refer to the Online Education Catalog excerpt publication on the College’s website, as this publication features important technology requirements and protocol specific to distance education.

Nursing Program Tuition and Fees
Nursing students taking courses totaling 12-18 credits per semester, for day or evening classes, will be assessed the base tuition per semester rate. A new student taking fewer than 12 credits or more than 18 credits will be assessed tuition at the per credit hour rate.

Students registered for NURS100, NURS101, NURS201, NURS211, NURS221, or NURS222 will be charged an Nursing Program lab fee of $500 for each of these courses.

Registration Fee
A $35 registration fee will be charged. This fee will not be charged in subsequent semesters unless there is a break in enrollment or it may be charged in event of change in program.

Transportation Costs
Transportation costs are estimated at $340 per semester.

Room and Board
Room and board are estimated at $4,200 per semester at the Syracuse campus. The room charge at the North Campus housing is $2,700 per semester.
Locker Fee
A locker fee is charged per semester for students electing to rent a locker.

Books and Supplies
Books and supplies are available for purchase at the Online Bookstore or at select campus stores. Student costs will vary each semester depending upon subjects scheduled and publishers'/suppliers' prices in effect at the date of purchase. Costs are estimated at $400 to $800 per semester and are posted each semester for those students ordering through the Online Bookstore. Textbooks and supplies are purchased by the student and become the property of the student. The college store is offered as a service to students. Students are not required to purchase their books or supplies from the College.

For more information about the Online Bookstore go to http://www.bryantstratton.edu on the Internet or ask your campus advisor.

Medical Assisting students are required to wear protective covering in the medical laboratory to comply with federal safety regulations. Medical Assisting students may be required to purchase a lab coat.

Medical Assisting - Ohio only
Ohio students enrolled in the medical assisting degree program will be charged uniform fees associated with selected courses. When registered for AHLT100 Medical Terminology and AHLT130 Clinical Procedures courses, students will be charged $15.00 and $50.00, respectively.

Nursing students are required to purchase at minimum, approved clinical attire (scrubs and shoes), stethoscope, and wrist watch with second-hand. The required items are described in the Nursing Program Student Handbook. The estimated cost of these items is $150 - $250.

Electronic Technology students purchase tool kits at approximately $200 - $300.

Graphic Design students purchase material kits for of approximately $150 - $250. Additional materials may be required for an approximate cost of $100 per semester.

Interactive Media Design - Online only
Students need to purchase Adobe Creative Suite software for approximately $500.

Financial Services
Students need a financial calculator for their program. Students should purchase an HPC or HP BII Financial Calculator for approximately $100.

Laptop Computer Required for Networking Technology and Security Technology Degree Programs
Students enrolled in the Networking Technology and Security Technology degree programs must have access to a laptop computer. Should a student need to purchase the laptop computer the estimated cost is $1,100. The minimum system requirements for the laptop are: Core2Duo processor, 2GB RAM; Wireless G or N card; 100Mbps Ethernet Connection (wired LAN); minimum 160GB disk drive; Optical media CDRW/DVD (Able to record CDROM, play DVD, read DVD data); Webcam; 4 hour battery capacity; Audio capability/sound enabled/line-in/line-out; Windows 7; Microsoft Office Professional 2010; Working Antivirus Subscription; Lojack for laptops (or other antitheft mechanism, such as a laptop leash/security cable). High-speed internet access via FIOS, DSL, satellite, or cable is recommended for online courses.

Graduation Fee
Students who successfully complete any degree or diploma program will be assessed a $100 administrative graduation fee. This fee incorporates the cost of caps and gowns for graduation.

Official Transcript Fee
Official transcripts are issued only on written request and are mailed directly to the receiver from the College. There is a $5 fee for each official transcript requested. Official transcripts are issued when all financial obligations to the College have been fulfilled and any delinquent loans have been cleared.

Credit by Examination
A $25 non-refundable fee is charged for each optional PLA examination attempted at the College. An administration fee of $350 is charged for PLA course credit applied to the degree plan.

Company-Sponsored Tuition Reimbursement
Many companies provide tuition reimbursement as part of their employee benefits package. If you are employed full-time, you should contact the personnel office of your employer for information concerning your company's tuition reimbursement program. Such programs commonly require that the employee initially pay the tuition for a subject or program and that the tuition will be reimbursed by the company upon successful completion by the student.

If you are attending College through a company-sponsored tuition reimbursement program, you must notify your Financial Aid office of this additional aid and make arrangements to provide your employer with the information required for its tuition reimbursement program. Your Financial Aid office may require proof of this reimbursement from your employer.
Cancellation and Refund Policy

Bryant & Stratton College believes a fair adjustment policy recognizes that situations occur where the student has no control and the College has incurred a continuing cost in faculty, space, and equipment for each student enrolled.

Students intending to withdraw from any number of classes are encouraged, but not required to give written notice of their withdrawal to the Academic Office to ensure the withdrawals are officially recorded and the students’ records are updated. Official withdrawal, however, will be accepted only once the necessary paperwork is completed and approved by the Academic Office. Unless a student drops a course or courses during the drop/add period, no refund of tuition will be granted to a full- or part-time student who does not officially withdraw from the College. This also applies to students taking online classes in the second session of the 15 week semester. Non-attendance in a course does not constitute an official withdrawal. Refunds for official withdrawals will be based on the Refund Policy listed in this catalog. In circumstances necessitating a student’s actual change from full- to part-time status, authorization may be granted only with the approval of the Academic Office. Students should be aware, both official withdrawals as well as administrative withdrawals due to lack of attendance as outlined in Treatment of Federal Aid When a Student Withdraws, have an impact on financial aid. Students who register as full-time students who do not officially withdraw from a course(s) will continue to be charged full-time tuition.

Unless students drop a course or courses during the drop/add period, students who register as part-time students who do not officially withdraw from a course or courses or are administratively withdrawn in full for lack of attendance during the corresponding refund period, will continue to be charged the tuition based upon the number of courses they registered for including students taking online classes in the second session of the 15 week semester. However, their lack of attendance in a course during the drop/add or census periods, may cause their enrollment status to change to part-time for financial aid purposes, leaving a tuition balance not covered through financial aid.

Tuition is based on the assumption that a student will remain in college for the full semester. All refunds will be computed based upon the last date of attendance, whether the student officially notifies the College of their intention to withdraw or is administratively withdrawn after 14 consecutive calendar days of non-attendance in all courses. This refund policy will apply to all tuition, fees, dormitory rents, and other charges incurred by the student, with the exception of purchases made at the Online Bookstore. The refund policy applies to all matriculating part-time and full-time students including those part-time matriculating students who take a single credit-bearing course and Online students. Withdrawal from a course or courses but not from a program will not result in a refund unless the withdrawal from the course or courses takes place during the drop/add period.

All tuition paid by new students who cancel their application or registration for any reason prior to the start of classes will be refunded in full. The refund will not apply to the cost of purchases made at the Online Bookstore. Students who officially withdraw or are withdrawn for lack of attendance from all classes during the refund period will receive a refund per the following chart.

Refunds for Wisconsin and Virginia students are found in the respective state sections of this catalog.

Refunds for New York and Ohio will be computed according to the following guidelines:

<table>
<thead>
<tr>
<th>Date of Official Communication</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to start of classes</td>
<td>100%</td>
</tr>
<tr>
<td>through the first week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>During the second week of classes</td>
<td>75%</td>
</tr>
<tr>
<td>During the third week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>During the fourth week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>After the fourth week of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

The references to weeks on the above charts refer to a calendar week that runs from Wednesday to Tuesday.

The refund policies apply to all students enrolled in credit-bearing single subjects as well as in a program, regardless of their form of payment. Refunds are not offered for special non-credit courses that are not part of a degree or diploma program. No amount of tuition will be retained for any terms beyond the current semester.

Refunds will be made within forty five (45) calendar days of the student’s official date of withdrawal unless federal or state guidelines require refunds be made in a shorter period of time.

Treatment of Federal Student Aid When a Student Withdraws

The law specifies how schools must determine the amount of Title IV program assistance that you earn if you withdraw from school. This applies to students who officially withdraw from school as well as those who are administratively withdrawn for non-attendance as outlined in the Attendance section of this catalog. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs). When you withdraw during your payment period or period of enrollment (Bryant & Stratton College can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your College or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Bryant & Stratton College and/or you. The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period. If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, your permission must be given before Bryant & Stratton College can disburse them. You may choose to decline some or all of the loan funds so that you don’t incur additional debt. Bryant & Stratton College uses all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the College). For all other College charges, Bryant & Stratton College needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the College to keep the funds to reduce your debt at Bryant & Stratton College. Title IV aid will be recalculated for online students who do not begin attendance in their second session courses. Please see a financial aid representative for further information.
There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not remained enrolled past the 30th day. If you receive (or Bryant & Stratton College or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: 1. your institutional charges multiplied by the unearned percentage of your funds, or 2. the entire amount of excess funds. Bryant & Stratton College must return this amount even if it didn’t keep this amount of your Title IV program funds. If Bryant & Stratton College is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with Bryant & Stratton College or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Bryant & Stratton College may also charge you for any Title IV program funds that Bryant & Stratton College was required to return. If you don’t already know what Bryant & Stratton’s College refund policy is, you can ask Bryant & Stratton College for a copy. Bryant & Stratton College can also provide you with the requirements and procedures for officially withdrawing from school as set forth in this catalog. If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

If a withdrawing student has received financial aid funds, Bryant & Stratton College will return such unearned funds to the federal program as required under federal regulation in the following order:

1. Unsubsidized Direct Stafford Loan (other than PLUS loans)
2. Subsidized Direct Stafford Loan
3. Perkins Loans
4. Federal PLUS Loans (DIRECT)
5. Federal Pell Grants for which a return of funds is required
6. Federal Supplemental Educational Opportunity Grants (FSEOG)
7. Other assistance under this Title (for example LEAP)
8. The student

Federal regulations require that financial aid recipients use refunds to repay financial aid received for that semester’s attendance. This policy applies to institutional aid as well.

Repayments
Students who completely withdraw from classes after having received an overage disbursement (check) caused by excess financial aid may be required to return all or part of that disbursement check to the College. Failure to return the funds (if required) will result in a loss of eligibility for further Title IV student aid.

Further Details on Refund/Repayment
Additional details on refunds and repayments can be found in The Student Guide, published annually by the U.S. Department of Education, which is available from the Financial Aid Office at each campus.

Certification and Disbursement of Stafford Loans
Disbursement of Stafford loan funds for first semester students’ who are also first time borrowers of Stafford loan funds, may not be disbursed earlier that thirty (30) days from the beginning of the semester. Continuing students’ funds may not be disbursed earlier than ten (10) days prior to the beginning of the semester.

Past Due Accounts
Past due student accounts will be referred to a collection agency at the discretion of the College.
Financing Your Education

A student’s decision to attend Bryant & Stratton College should be based on interest in our programs and not on the ability to meet all college costs. Bryant & Stratton College believes students should not be denied the opportunity to pursue their career interests because of a lack of financial resources.

Bryant & Stratton College participates in several types of financial assistance programs — gift aid (scholarships and grants), federal student loans, and employment opportunities. In many cases, our Financial Aid Office awards qualified students a financial aid “package” which includes all three types of financial aid.

Assistance with financial planning is available for families on an individual basis to help them determine how they can best utilize their own resources and other funds to meet college costs. The Financial Aid Office will gladly discuss the various types of financial assistance available and will provide students with assistance in completing financial forms during their visit to Bryant & Stratton College.

How to Apply

Students are encouraged to meet with a financial aid advisor in order to determine financial aid qualifications. A member of the financial aid staff will help students to complete the following application forms:

1. Financial Aid Forms - The “Free Application for Federal Student Aid” (FAFSA) is available online at www.FAFSA.ed.gov. The application must be completed by the student and forwarded to the Department of Education, where it is then processed. New York students receive an Express TAP Application (ETA) from NYSHESC. Eligibility for financial assistance is determined by federal and state agencies, which will produce and send an output document directly to the student.

2. Federal Income Tax Transcripts - Students may be required to provide the Financial Aid Office a copy of their own and/or their spouse’s and/or their parent’s federal income tax transcript and state income tax returns, including schedules, as well as any additional income and asset information requested by the school.

Upon evaluation of the above forms, the Financial Aid Office will notify students of their eligibility for financial aid or of any other steps they may take to receive further consideration for assistance.

Students are required to apply on an annual basis for financial aid consideration. Applications are generally available online beginning approximately January 1. Assistance with the application is available through the Financial Aid Office for the next financial aid year which begins on July 1.

Rights and Responsibilities of Students Receiving Financial Aid

Students are eligible to receive financial aid as long as they remain in good academic standing and continue to meet all eligibility standards. If students fail to maintain satisfactory academic progress, the Dean will notify them (see Standards of Satisfactory Academic Progress section). Financial aid will not be disbursed to students who fail to meet the academic progress standards.

Student Eligibility Requirements

Financial aid is distributed to students based on their computed financial need as determined by the financial aid application(s) filed. “Financial need” is the difference between the cost of the student’s education (tuition and fees, books and supplies, room and board, travel, and personal expenses) and the total contribution expected from his/her family. The family’s contribution is based on an analysis of the financial aid application. Among the items considered are family income, assets, liabilities, the number of people in the household, the number of family members in college, and the student’s own resources, such as savings.

Campus-based financial aid programs, including the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Work-Study (FWS) program, may be administered through Bryant & Stratton College. Students may apply for these programs directly at the Financial Aid Office. Students may be eligible for a combination of these programs, and a Pell Grant, and/or a state grant, or for just a single program. Aid from these programs is awarded on the basis of need, however, each program has different requirements. Consult with the Financial Aid Office for further information on these programs.

The general eligibility requirements for the federal assistance programs are:

- Enrollment or acceptance for enrollment into a program;
- U.S. citizenship, nationalization or permanent residency;
- Have a high school diploma or recognized equivalent;
- Maintaining satisfactory academic progress;
- Not being in default on any federally insured student loans (i.e., Perkins Loan (NDSL), Stafford Loan (GSL), Supplemental Loan (SLS), etc.) at any college;
- Not owe a repayment on federal or state grants at any institution;
- No Conviction or possession or sale of drugs during the enrollment period;
- Sign a Statement of Educational Purpose;
- If required, register with the Selective Service;
- Provide evidence of financial need.

Transfer Students

Students who attended any other postsecondary institution must request a financial aid transcript from each school or college attended. Financial assistance awards will not be disbursed until all financial aid transcript(s) have been received.

Distribution of Financial Aid

All student aid grants (Federal Pell, FSEOG, Federal Direct Student loans, TAP and Ohio College Opportunity Grants) are credited to the student’s account each semester the student enrolls as a matriculating student in an eligible program. All Federal Direct Loans are deposited to the student’s account when the check is negotiable or within three (3) days of the College’s receipt of an electronic fund transfer (EFT) disbursement. Federal Direct Student loans are normally disbursed in two payments. Federal Work-Study payroll is disbursed directly to the student in accordance with the employer’s routine payroll cycle.

Financial Aid Programs

The following federally-funded programs are the major financial aid resources available to students. Students may receive assistance from any one of these programs or from a combination of these programs. Eligibility for these programs is based on the completion of the Federal Application for Federal Student Aid (FAFSA).
Federal Programs

PELL GRANT - The Pell Grant Program provides grants of up to $5,645 for each undergraduate year. Eligibility for these grants is determined by the federal government, based on the information provided on the "Free Application for Federal Student Aid." As of the 2013-2014 federal award year, all students are limited to the equivalent of 12 semester payments in their lifetime. The student should receive and bring their Student Aid Report to the Financial Aid Office of the College to determine the amount of the student’s award.

Due to the passage of the Consolidated Appropriations Act of 2012 (C.A.A) a student may receive a total of six (6) Pell Grant scheduled awards, measured by percentage of scheduled award(s) disbursed (Lifetime Eligibility used, or “LEU” up to 600%).

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) The Federal Supplemental Educational Opportunity Grants Program provides financial assistance to students who demonstrate financial need. Grants range from $100 to $4,000 per academic year. Eligibility for these grants is determined by the Financial Aid Office of the College.

Federal Work-Study Program (FWS)
This is a federal program of student employment for students with financial need. Students may work part-time at the college while attending classes full-time. On-campus jobs include work in offices, library, computer labs, etc. Off-campus employment with qualifying agencies may also be available.

William D. Ford Federal Direct Loan (Direct Loan) Program
Federal Direct Loans enable you to borrow money directly from the U.S. Department of Education for the purpose of paying for your education. Unlike grants and work study, loans must be repaid with interest once you leave school. You must be enrolled at least half-time to be eligible for a Direct Student Loan.

The Direct Loan Program includes two distinct loan programs. Eligibility for the "Subsidized" Stafford Loan is based upon financial need.

Beginning July 1, 2013, first-time borrowers (those who have no principal or interest balance on any Direct or FFEL Loan on the date they receive a Direct Loan or, after July 1, 2013) may not receive Direct Subsidized Loans for more than 150% of the published length of the academic program in which they are currently enrolled. Your financial aid advisor can help you determine your specific eligibility status.

The "Unsubsidized" Direct Loan is not based on financial need. Almost all students who meet the "general eligibility requirements for federal financial aid" are eligible for a Direct Loan.

The eligibility for unsubsidized loans is larger for independent students because they do not have access to PLUS loans.

Students applying for federal student loans must use the Direct Loan Program beginning with the 2010/2011 federal aid year, and are required to sign an electronic master promissory note and complete entrance counseling online at www.studentloans.gov.

Federal Parent Loan for Undergraduate Students (PLUS)
The Federal PLUS Program enables parents to borrow directly from the US Department of Education lending institutions to pay for a dependent child’s cost of education. Repayment begins on the date of the last disbursement of the loan, and payment is made over a ten or twenty year period. Payments may be deferred upon request. The interest is a variable rate as determined annually by the federal government.

Other Financial Sources

Governmental Agencies
Various governmental agencies administer programs that assist with educational costs. These agencies may include the Department of Veterans Affairs (VA), Bureau of Indian Affairs (BIA), New York Vocational Educational Services for Individuals with Disabilities (VESID), Trade Readjustment Act (TRA), Workforce Investment Act (WIA), and others. For further information regarding eligibility, contact your high school guidance counselor, other social services agencies, or Bryant & Stratton College.

Scholarship and Grants
Tuition scholarships and grants are available to students to fund education and expenses. A list of available awards are posted to the website at www.bryantstratton.edu. A printed listing is also available at the admissions office.

Annual Loan Limits for Undergraduate and Graduate/Professional Students
Effective for loans first disbursed on or after July 1, 2008

<table>
<thead>
<tr>
<th>Dependent Students (excluding students whose parents cannot borrow PLUS)</th>
<th>Base Amount Sub/Unsub</th>
<th>Additional Unsubsidized Loan Amount Loans first disbursed on or after July 1, 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-year undergraduate</td>
<td>$3,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Second-year undergraduate</td>
<td>$4,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Third-year and beyond undergraduate</td>
<td>$5,500</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Independent Students (and depending students whose parents cannot borrow PLUS)</th>
<th>Base Amount Sub/Unsub</th>
<th>Additional Unsubsidized Loan Amount Loans first disbursed on or after July 1, 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-year undergraduate</td>
<td>$3,500</td>
<td>$6,000</td>
</tr>
<tr>
<td>Second-year undergraduate</td>
<td>$4,500</td>
<td>$6,000</td>
</tr>
<tr>
<td>Third-year and beyond undergraduate</td>
<td>$5,500</td>
<td>$7,000</td>
</tr>
</tbody>
</table>
Information by State
### Allied Health

<table>
<thead>
<tr>
<th>Program</th>
<th>B&amp;SC Code</th>
<th>CIP Code</th>
<th>Hegis Code</th>
<th>Albany</th>
<th>Amherst</th>
<th>Buffalo</th>
<th>Greece</th>
<th>Henrietta</th>
<th>Southtowns</th>
<th>Syracuse</th>
<th>Syracuse North</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Services Administration Bachelor Degree BS (3)</td>
<td>HSAD</td>
<td>51.2211</td>
<td>1202</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Medical Administrative Assistant Associate Degree AAS (1)</td>
<td>MAAT</td>
<td>51.0716</td>
<td>5005</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Medical Assisting Associate Degree AAS (1)</td>
<td>MATG</td>
<td>51.0801</td>
<td>5214</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Medical Reimbursement &amp; Coding Associate Degree AAS (1)</td>
<td>MRCD</td>
<td>51.0713</td>
<td>5213</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

### Applied Design

<table>
<thead>
<tr>
<th>Program</th>
<th>B&amp;SC Code</th>
<th>CIP Code</th>
<th>Hegis Code</th>
<th>Albany</th>
<th>Amherst</th>
<th>Buffalo</th>
<th>Greece</th>
<th>Henrietta</th>
<th>Southtowns</th>
<th>Syracuse</th>
<th>Syracuse North</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphic Design Associate Degree AAS (1)</td>
<td>GRAD</td>
<td>50.0409</td>
<td>5012</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Interactive Media Design Associate Degree AAS (1)</td>
<td>INMD</td>
<td>10.0301</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
</tbody>
</table>

### Business

<table>
<thead>
<tr>
<th>Program</th>
<th>B&amp;SC Code</th>
<th>CIP Code</th>
<th>Hegis Code</th>
<th>Albany</th>
<th>Amherst</th>
<th>Buffalo</th>
<th>Greece</th>
<th>Henrietta</th>
<th>Southtowns</th>
<th>Syracuse</th>
<th>Syracuse North</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Management Bachelor of Business Administration BBA (2)</td>
<td>GMGT</td>
<td>52.0201</td>
<td>0506</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>General Management - Concentration in Financial Services BBA (2)</td>
<td>GMFI</td>
<td>52.0201</td>
<td>0506</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>General Management - Concentration Office Mgt BBA (2)</td>
<td>GMIO</td>
<td>52.0201</td>
<td>0506</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Accounting Associate Degree AAS (1)</td>
<td>ACCT</td>
<td>52.0301</td>
<td>5002</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Business Associate Degree AAS (1)</td>
<td>BUSS</td>
<td>52.0101</td>
<td>5001</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Financial Support Services Degree AAS (1)</td>
<td>FISS</td>
<td>52.0803</td>
<td>5003</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Restaurant &amp; Hotel Management Associate Degree AAS (1)</td>
<td>REST</td>
<td>52.0901</td>
<td>5010</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Human Resources Specialist Associate Degree AAS (1)</td>
<td>HURS</td>
<td>52.1001</td>
<td>5099</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

### Information Technology

<table>
<thead>
<tr>
<th>Program</th>
<th>B&amp;SC Code</th>
<th>CIP Code</th>
<th>Hegis Code</th>
<th>Albany</th>
<th>Amherst</th>
<th>Buffalo</th>
<th>Greece</th>
<th>Henrietta</th>
<th>Southtowns</th>
<th>Syracuse</th>
<th>Syracuse North</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT - Mobile Applications Development AOS (4)</td>
<td>INMO</td>
<td>11.0101</td>
<td>5101</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Networking Technology Associate Degree AAS (1)</td>
<td>NETW</td>
<td>11.1002</td>
<td>5199</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Office Management AAS (1)</td>
<td>OITT</td>
<td>52.0401</td>
<td>5005</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Security Technology Associate Degree AAS (1)</td>
<td>SECR</td>
<td>11.1003</td>
<td>5199</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

### Legal

<table>
<thead>
<tr>
<th>Program</th>
<th>B&amp;SC Code</th>
<th>CIP Code</th>
<th>Hegis Code</th>
<th>Albany</th>
<th>Amherst</th>
<th>Buffalo</th>
<th>Greece</th>
<th>Henrietta</th>
<th>Southtowns</th>
<th>Syracuse</th>
<th>Syracuse North</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Associate Degree AAS (1)</td>
<td>CRJU</td>
<td>43.0103</td>
<td>5505</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Paralegal Studies Associate Degree AAS (1)</td>
<td>PLEG</td>
<td>22.0302</td>
<td>5099</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

### Note: All programs may not be offered at every campus every semester.

1. Associate of Applied Science
2. Bachelor of Business Administration
3. Bachelor of Science
4. Associate Occupational Studies

* Depending on location

See the “Programs of Study” section for a description of programs and degree plans.

### PROGRAMS OF STUDY – New York

In New York State, Bryant & Stratton College campuses are authorized by the New York State Board of Regents to confer the Associate of Occupational Studies and Associate of Applied Science degrees and related diploma programs. The Amherst, Buffalo and Southtowns campuses are approved by the NY State Board of Regents to confer the Bachelor of Business Administration degree. The Southtowns, Syracuse North and Albany campuses are approved by the NY State Board of Regents to confer the Bachelor of Science degree. Documents describing the particular Campus’ accreditation are available for review in the office of the Campus Director.
New York State

In order to meet the general eligibility requirements for the state financial assistance program in New York, a student must:

- Be a legal New York State (NYS) resident (for one year) and a U.S. citizen or eligible non-citizen.
- Be enrolled full time and matriculated in a program of study at Bryant & Stratton College.
- Not be in default on any NYS or federally insured student loans.
- Maintain satisfactory academic progress according to New York State standards.
- Meet the requirements of accelerated TAP as outlined.
- Students must attempt 12 credits to receive TAP. Therefore online learners who do not attend their second session classes forfeit their eligibility for these grants.
- Have graduated from high school in the United States, earned a GED or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department.

Tuition Assistance Program (TAP)

TAP is a New York State grant program which is available to New York State residents for full-time study at approved institutions. TAP grants are based on your family's New York State taxable income, federal, state or local pension income and private and annuity income, if applicable, for the prior year. Your financial status (independent or dependent) and the number of family members in college may also impact your reward. Your TAP award, depending upon your status, can range from $500 to $5,000 per academic year.

By law, undergraduate students' TAP awards are subject to a $100 annual reduction after students have received the equivalent of two full years of TAP Assistance the reduction is taken. The state will take these reductions in $50 intervals each term.

New York State TAP Program Requirements

The New York State TAP program has additional requirements for satisfactory academic progress standards that must be met for continued eligibility:

Successful Program Pursuit requires completion of a percentage of the minimum full-time course load according to the following schedule:

<table>
<thead>
<tr>
<th>Year of Eligibility</th>
<th>Percent Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st (0-12 points)</td>
<td>50% (6 credit hours)</td>
</tr>
<tr>
<td>2nd (13-24 points)</td>
<td>75% (9 credit hours)</td>
</tr>
<tr>
<td>3rd (25-36 points)</td>
<td>100% (12 credit hours)</td>
</tr>
<tr>
<td>4th (37-48 points)</td>
<td>100% (12 credit hours)</td>
</tr>
</tbody>
</table>

Standards of Satisfactory Academic Progress for the Purpose of Determining Eligibility for State Student Aid

Students should contact their financial aid advisor to determine which version of the NYS SAP charts will be applied.

Program: Baccalaureate Semester Based Program Chart (2006 Standards) -- applies to students first receiving aid in 2007-08 through and including 2009-10 and remedial students first receiving aid in 2007-08 and thereafter.

<table>
<thead>
<tr>
<th>Before being certified for this payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
<th>9th</th>
<th>10th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student must have accrued at least this many credits</td>
<td>0</td>
<td>3</td>
<td>9</td>
<td>21</td>
<td>33</td>
<td>45</td>
<td>60</td>
<td>75</td>
<td>90</td>
<td>105</td>
</tr>
<tr>
<td>With at least this grade point average</td>
<td>0</td>
<td>1.1</td>
<td>1.2</td>
<td>1.3</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Program: Baccalaureate Semester Based Program Chart (New Standards in Proposed Budget) -- applies to non-remedial students first receiving aid in 2010-11 and thereafter.

<table>
<thead>
<tr>
<th>Before being certified for this payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
<th>9th</th>
<th>10th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student must have accrued at least this many credits</td>
<td>0</td>
<td>6</td>
<td>15</td>
<td>27</td>
<td>39</td>
<td>51</td>
<td>66</td>
<td>81</td>
<td>96</td>
<td>111</td>
</tr>
<tr>
<td>With at least this grade point average</td>
<td>0</td>
<td>1.5</td>
<td>1.8</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Program: Associate Degrees Semester Based Program Chart (2006 Standards) -- applies to students first receiving aid in 2007-08 through and including 2009-10 and remedial students first receiving aid in 2007-08 and thereafter.

<table>
<thead>
<tr>
<th>Before being certified for this payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student must have accrued at least this many credits</td>
<td>0</td>
<td>3</td>
<td>9</td>
<td>18</td>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>With at least this grade point average</td>
<td>0</td>
<td>0.5</td>
<td>0.75</td>
<td>1.3</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Program: Associate Degrees Semester Based Program Chart (New Standards in Proposed Budget) -- applies to non-remedial students first receiving aid in 2010-11 and thereafter.

<table>
<thead>
<tr>
<th>Before being certified for this payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student must have accrued at least this many credits</td>
<td>0</td>
<td>6</td>
<td>15</td>
<td>27</td>
<td>39</td>
<td>51</td>
</tr>
<tr>
<td>With at least this grade point average</td>
<td>0</td>
<td>1.3</td>
<td>1.5</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

If students transfer from other postsecondary institutions or if they change their major program at Bryant & Stratton College, they will be positioned in the Standards of Academic Progress Chart to their best advantage as indicated by the number of credit hours approved for transfer into the program.

Specific criteria which explains in detail the level of performance required for good academic standing as approved by the New York State Education Department are available to all students in the Academic Office at each campus.
Satisfactory TAP Academic Progress
Program Pursuit and Pursuit Level
Students who have lost TAP eligibility may have this standing restored in one of the following ways:
• Make up past academic deficiencies by completing one semester of study without any state aid or scholarships
• Be readmitted to College after an absence of at least one calendar year
• Transfer to another institution
• Use a one-time TAP waiver

TAP Waiver
Regulations of the New York State Commissioner of Education permits students to receive a one-time waiver of TAP academic progress and pursuit level requirements as an undergraduate. Waivers to these requirements may be granted upon specific application and must be completed in accordance with the institution’s criteria. The institution may grant a waiver only in extreme situations where extenuating circumstances warrant its use. The chief academic official in conjunction with the financial aid official approves or declines waiver requests.

Aid for Part-Time Study (APTS)
The Aid for Part-Time Study Program is a New York State grant program which provides up to $2,000 per year not to exceed actual tuition cost to help part-time students meet their educational expenses, and has limited availability of funds.

Accelerated TAP
Effective January 2007, any student enrolled in his or her third consecutive semester must have earned 24 credit hours, or their equivalent, during the preceding two semesters to be eligible for TAP during that semester.

NYS – GI Bill Educational Benefits
Bryant & Stratton College programs are approved for the training of eligible veterans, eligible selected reservists, and eligible dependents by the New York State Bureau of Veterans Education.

New York State Veteran’s Tuition Awards are awarded to eligible full-time and part-time veterans matriculated in an undergraduate degree program. 2010-2011 awards are set at 98% of tuition or $4,895.10; whichever is less and prorated based on enrollment level. Eligibility requirements apply and can be found at www.hesc.com or the military corner tab.

Student Complaints
Bryant & Stratton College prides itself in providing a positive experience for all students. In the event you become dissatisfied with any aspect of your educational experience, you have the right to post a formal complaint. To register a formal complaint you should adhere to the following procedure.

1. Prepare a written complaint describing the nature of the problem, the date of occurrence, and your student identification number. You can mail, e-mail or submit a paper copy of your complaint. Send this formal complaint to the manager of the appropriate department. If your concern does not relate to a specific department, address your complaint to the Dean.
2. You will receive a return message within 5 business days, confirming that your complaint has been received.
3. Within 10 business days of receipt of the complaint, you will receive an official response from the manager or campus designate. The response may include a scheduled meeting, resolution action, or referral to a committee.
4. All formal complaints are retained as part of the student files.
5. If you are dissatisfied with the response from the campus department manager, you may submit your concern to the Campus Director.

Immunization
Upon acceptance, all students attending schools in New York State (full-time and part-time) born on or after January 1, 1957, are required to submit proof of immunization against measles, mumps, and rubella. Persons born prior to January 1, 1957, are exempt from this requirement. Proof of immunity is required of students for continued college attendance beyond 30 days in New York State. Students who fail to produce adequate documentation within 30 days of the start of their first semester of enrollment will be dismissed from College. An admissions representative can provide full information on this requirement. Effective August 15, 2003 the Public Health Law requires all new students to sign documentation regarding meningitis.
Scholarships for New York State

Bryant & Stratton College administers scholarships for students demonstrating outstanding leadership qualities, academic abilities and/or financial need. Students interested in applying for scholarships during their time at college should consult the scholarship listings available in the Financial Aid Department or at http://www.bryantstratton.edu/pdf/SGD.pdf for specific criteria.

Institutional Grants for New York State

The Bryant & Stratton College offers various institutional grants that are need based designed to assist students in paying educational costs. The grants are administered on a first-come, first-served basis for eligible students. Students interested in applying for grants during their time at college should consult the grant listings available in the Financial Aid Department or at http://www.bryantstratton.edu/pdf/SGD.pdf for specific criteria.

Merit Scholarships

Merit Scholarships

Merit scholarships are awarded at most Bryant & Stratton College campuses on a competitive basis. These scholarships are available to recent high school seniors, adult learners, online learners, and Bachelor Degree Program students. Scholarships are awarded based upon the materials submitted to the Scholarship Committee. Scholarships may be awarded contingent upon the application submittal and acceptance deadline set forth in the scholarship to a Bryant & Stratton College degree program. An award can be used at any campus location during the awarded school year(s) and is not transferable for use by any other person. Scholarships may be renewable for each semester that the recipient continuously attends, maintains satisfactory academic progress, a GPA of 3.0, and adheres to the College’s regulations and policies as outlined in the Official Catalog. Scholarship awards cover all or part of the cost of full-time tuition (12-18 credit hours per semester). All other costs such as college fees, books, supplies and proficiencies are paid in full by the student.

Bryant & Stratton College requires scholarship recipients to apply for federal and state grants. Any funds awarded under such grant programs will be applied first toward the student’s tuition. The Bryant & Stratton College Scholarship will then be applied to any remaining tuition balance. The value of any scholarship will not exceed the cost of tuition after the amount of state only grant award(s) has been applied. Scholarships are funded proportionally on a consecutive semester basis without interruption over the scholarship award period. Should circumstances warrant other consideration, only the Campus Director may grant approval.

Matching Scholarships

Bryant & Stratton College will match the dollar value of any scholarship awarded to any student from a professional organization with a valid academic scholarship program. The organization cannot be affiliated with Bryant & Stratton College. Organizations, typically 501(c)(3)s, may include but are not limited to unions, civic or fraternal groups, philanthropic societies, educational entities, and local or national professional groups and business firms. Scholarships from private or public businesses must be reviewed and pre-approved by the College. The focus of the review will include history of the program, past award amounts, award criteria, breadth of eligible award recipients and potential annual total award amounts. Scholarships provided to employees of public or private businesses must include eligibility criteria in addition to employment to be eligible for a matching scholarship. Internal College-specific scholarships are excluded from the matching program.

The dollar value will be applied towards tuition up to the full value of the scholarship that qualifies the student for this program, and in no instance will the amount exceed the total tuition for the program in which the student originally enrolled. The value of the scholarship will not exceed the cost of tuition after the amount of state grant awards has been applied. Bryant & Stratton College Matching Scholarships are funded on a consecutive semester basis without interruption over the award period identified by the granting agency. Documented proof of the organization’s academic scholarship program must accompany the Bryant & Stratton College Matching Scholarship application and must include written and specific eligibility criteria and/or conditions for awarding scholarship funds. Documentation should be submitted no later than two weeks prior to the start of classes.

Early Acceptance Scholarship Program

The Bryant & Stratton College campuses can award one-time scholarships of $500 each to students who complete the entire enrollment process by a deadline predetermined and specified by the local scholarship committees at each campus.

To be eligible for the award a student must:

- Meet with an admissions representative for a personal interview to determine program selection;
- Complete an application for enrollment in the spring or fall semester;
- Submit an essay that addresses these questions:
  - "Why are you interested in Bryant & Stratton College?"
  - "Why are you the best candidate for the scholarship?"
  - "How do you plan on using your Bryant & Stratton College education?"

The selection of winners will be based on the highest evaluation scores and the strength of the application as determined by the Scholarship Committee.

Institutional Grants Programs for New York State

The Bryant & Stratton College offers grant programs that are need based programs designed to assist students in paying educational costs. The programs are administered on a first-come, first-served basis for eligible students. The value of the grant will not exceed the total cost of tuition, fees, and books, minus all other forms of financial aid, which includes: grants, student loans, parent loans, scholarships and matching scholarships. Student eligibility for an institutional grant is determined when the student is packaged for financial aid. Certain institutional grants will be disbursed to the student’s account during the last week of the term. If a student withdraws, stops attending within a term, is academically dismissed or suspended, the student will no longer be eligible for the institutional grant for that term. Please see your campus financial services office for additional information as criteria for grants vary.

J A N U A R Y   2 0 1 4

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The Medical Assisting programs at the Cleveland Downtown, Eastlake, and Parma campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB).
## PROGRAMS OF STUDY — VIRGINIA

### Bachelor & Associate Degree Programs

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### Note: All programs may not be offered at every campus every semester.

(1) Associate of Applied Science  
(2) Bachelor of Business Administration  
(3) Bachelor of Science

See the "Programs of Study" section for a description of programs and degree plans.
PROGRAMS OF STUDY — VIRGINIA

Bryant & Stratton College is approved by the State Council of Higher Education for Virginia (SCHEV) to confer the Associate of Applied Science (AAS) degree and Baccalaureate degrees.

The Medical Assisting program at Richmond, Virginia Beach, and Hampton are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Medical Assisting Education Review Board (MAERB).

Bryant & Stratton College is approved by the Virginia State Approving Agency for the training of veterans and other eligible persons and by the United States Department of Education for various federally funded programs. The College is approved for administering educational programs sponsored by state agencies such as the state rehabilitative services.

The associate degree nursing program offered at the Richmond campus is provisionally approved by the Virginia Board of Nursing, and has ACEN candidacy status.

Students are notified of new policies or changes to existing nursing program policies and procedures from the Nursing Program Director. Students also receive updates to the Nursing Handbook and Official Catalog each semester.

The RN-BSN is offered at Richmond, Virginia Beach, and Hampton campuses.

Tuition Refunds - Virginia Only

For a student who officially withdraws from the Virginia Campuses of Bryant & Stratton College, a refund will be computed according to the following guidelines:

(a) A student who enters College but withdraws during the first 1/4 (25%) of the period is entitled to receive as a refund a minimum of 50% of the stated cost of the course or program for the period.

(b) A student who enters College but withdraws after completing 1/4 (25%), but less than 1/2 (50%) of the period is entitled to receive as a refund a minimum of 25% of the stated cost of the course or program for the period.

(c) A student who withdraws after completing 1/2 (50%), or more than 1/2 (50%), of the period is not entitled to a refund.
### Programs of Study — Wisconsin

**Note:** All programs may not be offered at every campus every semester.

(1) Associate of Applied Science  
(2) Bachelor of Business Administration  
(3) Associate Degree Nursing  
(4) Bachelor of Science

Wisconsin students may enroll in Online degree programs approved through the Virginia State Education Department and/or the New York State Education Department. Refer to the “Programs of Study Online Education” sections for information specific to degrees available online. Students earning their degree as a dedicated Online Student will receive their diploma through Bryant & Stratton College from the state where the program is approved.

See the “Programs of Study” section for a description of programs and degree plans.

<table>
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<tr>
<th>Bachelor and Associate Degree Programs</th>
<th>B&amp;SC Code</th>
<th>CIP Code</th>
<th>Milwaukee Campus</th>
<th>Wauwatosa</th>
<th>Bayshore</th>
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**Campus Locations**

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PROGRAMS OF STUDY – Wisconsin
The State of Wisconsin Educational Approval Board (EAB) has approved the programs, which Bryant & Stratton College offers, and the EAB has authorized the College to confer the Associate of Applied Science (AAS) degree and Baccalaureate degrees (BBA, BS).

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB). The Nursing program offered at the Wauwatosa and Bayshore campuses are accredited by the Accrediting Commission for Education in Nursing (ACEN). The Wisconsin Board of Nursing and the ACEN view the Nursing programs at these campuses as one accredited program.

Nursing students are notified of new policies or changes to existing nursing program policies and procedures from the Nursing Program Director. Students also receive updates to the Nursing Handbook and Official Catalog each semester.

Tuition Refunds – Wisconsin only
Refunds will be computed according to the following guidelines:

A student who withdraws or is dismissed after attending at least one class or submitting at least one lesson, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period.

1. Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.
2. Refunds shall be paid within 40 days after the effective date of termination.
3. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student’s control.

Transportation Fee
The bus pass charge at the Bayshore and Milwaukee campus is $45 each semester.

Leaves of Absence
Bryant & Stratton College does not recognize leaves of absence except for active military duty.

Continuous Placement Advisement
All graduates who have successfully completed a degree program at Bryant & Stratton College are eligible for placement advice. Graduates of Bryant & Stratton may receive placement advice at any Bryant & Stratton location.

Employment Results
Bryant & Stratton College evaluates program success in utilizing a variety of data, some of which includes meeting course outcomes as evidenced in student graded assessments, graduation rates, placement rates, salaries secured and retention at the worksite after placement. In addition the college secures feedback from alumni and employers about programs and services to continually improve the curriculum and support services.

Records Retention
The College retains student financial and academic records for a period of six years. Academic transcripts are permanently retained.
ACADEMIC CALENDAR
Campus-Based Students

SEMESTERS: WINTER 2014 - FALL 2015

WINTER SEMESTER
New Year’s Day 2014: January 1 2015: January 1
Beginning of Semester 2014: January 15 2015: January 14
Martin Luther King Day 2014: January 20 2015: January 19
Presidents’ Day 2014: February 17 2015: February 16
End of Semester 2014: April 26 2015: April 25

SPRING SEMESTER
Beginning of Semester 2014: May 7 2015: May 6
Memorial Day 2014: May 26 2015: May 25
Independence Day 2014: July 4 2015: July 4
End of Semester 2014: August 16 2015: August 15

FALL SEMESTER
Labor Day 2014: September 1 2015: September 7
Beginning of Semester 2014: September 10 2015: September 9
Veterans’ Day* 2014: November 11 2015: November 11
End of Semester 2014: December 20 2015: December 19

*Amherst, Southtowns and Buffalo campuses are open on Veteran’s Day and have off on Columbus Day.

Adding or Dropping Courses

Students who wish to add or drop courses after registration may do so during the drop/add period at the beginning of the semester. No charge is incurred when the student drops a course before the first class meets. Dropping one class and adding another class results in no change in tuition during the drop/add period. If a student only adds an additional course or only drops a course during the drop/add period, the student’s tuition rate will be adjusted accordingly. Students should contact the academic office for drop/add dates each semester.

PORTFOLIO DEVELOPMENT DAY / WINTER 2014

Eastlake March 25, 2014
Greece March 26, 2014
Henrietta March 25, 2014

See your academic advisor for registration information. Note: Bryant & Stratton College reserves the right to change dates without notice.
The Bachelor of Science in Health Services Administration program is designed to prepare graduates for entry-level and assistant management positions in medical settings such as hospitals, clinics, nursing care facilities, doctors’ offices, and insurance companies. Health services administrators are often responsible for creating and implementing policy and procedures, hiring and supervising staff, controlling finances, ordering supplies, and coordinating plans and activities with those of other health care managers.

The central focus of the program is to provide a comprehensive base in health-related knowledge and concepts and as well as the management of health services and facilities, with emphases on finance, legal aspects in healthcare, disaster planning and management, and information systems. The Bachelor of Science in Health Services Administration program prepares students to excel in decision-making skills, critical thinking, and small group communications.

Research opportunities and field experiences offer students insight into real-world applications of the information and skills they learn in class and help students prepare to successfully transition into a health care administration or management career.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Analyze and apply contemporary knowledge and skill sets to work effectively in a managerial capacity in a health services setting.
- Utilize effective skills in financial planning, long-term care management, human resource development, public safety, and emergency disaster planning in health service administration.
- Evaluate and apply leadership skills.
- Use legal and ethical principles to analyze and apply management practices of health care organizations and delivery of patient care.
- Research information management systems to evaluate and select technologies appropriate to a particular healthcare setting.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

### Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credit Hour</th>
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</thead>
<tbody>
<tr>
<td>ACCT 110</td>
<td>Accounting I</td>
<td>3</td>
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<tr>
<td>AHLT 100</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>AHLT 111</td>
<td>Introduction to Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>AHLT 125</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>AHLT 235</td>
<td>Healthcare Reimbursement/Billing Emphasis</td>
<td>3</td>
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<tr>
<td>AHLT 245</td>
<td>Medical Office Procedures/Electronic Records</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 410</td>
<td>Performance Management</td>
<td>3</td>
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<tr>
<td>HTHS 270</td>
<td>Health Services Internship</td>
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<tr>
<td>HTHS 301</td>
<td>Health Services Management I</td>
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<td>HTHS 302</td>
<td>Health Services Management II</td>
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<tr>
<td>HTHS 305</td>
<td>Legal Aspects of Healthcare Management</td>
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<td>HTHS 310</td>
<td>Healthcare Information Systems Management</td>
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<td>HTHS 315</td>
<td>Healthcare Finance &amp; Accounting Management</td>
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<tr>
<td>HTHS 400</td>
<td>Disaster Planning &amp; Management</td>
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<tr>
<td>HTHS 405</td>
<td>Long Term Care Management</td>
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<td>HTHS 410</td>
<td>Health Research Methods</td>
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</tr>
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<td>HTHS 470</td>
<td>Health Services Practicum</td>
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### Liberal Arts Requirements

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>AHLT 120</td>
<td>Anatomy and Physiology</td>
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<tr>
<td>COMM 150</td>
<td>Introduction to Information Literacy and Research</td>
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<tr>
<td>COMM 201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
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<tr>
<td>ECON 220</td>
<td>Macroeconomics</td>
<td>3</td>
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<tr>
<td>ENGL 101</td>
<td>Research and Writing I</td>
<td>3</td>
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<tr>
<td>ENGL 250</td>
<td>Research and Writing II</td>
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<td>ENGL 305</td>
<td>Research and Writing III</td>
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<tr>
<td>MATH 103</td>
<td>Survey of Mathematics</td>
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<tr>
<td>MATH 309</td>
<td>Statistics</td>
<td>3</td>
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<tr>
<td>PHIL 250</td>
<td>Practices in Analytic Reasoning and Critical Thinking</td>
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<tr>
<td>PSYC 101</td>
<td>Principles of Psychology</td>
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<tr>
<td>PSYC 310</td>
<td>Organizational Psychology</td>
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<td>SOSC 102</td>
<td>Principles of Sociology</td>
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<tr>
<td>SOSC 301</td>
<td>Interpersonal Relations and Group Dynamics</td>
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<tr>
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### Open Elective Requirements

9

### Total Credit Hours Required for Graduation

120

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Medical Administrative Assistant
Associate of Applied Science Degree
Campus Program: MAAT

The Medical Administrative Assistant program is designed to prepare individuals for careers as entry level medical administrative assistants for diverse health care delivery systems including private medical practices, clinics, public health departments, insurance agencies, government agencies, or out-patient departments of hospitals. The program offers a foundation in document processing, medical records, and modern medical office procedures. Additionally the program has an emphasis on patient billing. Graduates of the Medical Administrative Assistant associate degree program are prepared for entry-level employment in private medical practices, outpatient departments, clinics, or governmental institutions. Graduates of the Medical Administrative Program are encouraged to take the CMRS certification examination.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Apply coding, billing, records management and scheduling skills to administrative health care industry standards.
- Practice professional interpersonal relations with diverse patient/client customers, using knowledge of medical/legal and ethical issues.
- Perform diverse administrative responsibilities including the management and processing of information and the organization and design of communication procedures.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
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<thead>
<tr>
<th>Major Requirements</th>
<th>Semester Credit Hour</th>
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<tbody>
<tr>
<td>AHLT100 Medical Terminology</td>
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<td>AHLT111 Introduction to Healthcare</td>
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</tr>
<tr>
<td>AHLT120 Anatomy and Physiology I</td>
<td>3</td>
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<td>AHLT125 Anatomy and Physiology II</td>
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<tr>
<td>AHLT235 Healthcare Reimbursement/Billing Emphasis</td>
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<tr>
<td>AHLT245 Medical Office Systems/Electronic Records</td>
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<td>MIBC236 Advanced Billing</td>
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<td>MIBC250 Coding I</td>
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<td>MIBC255 Advanced Coding</td>
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<td>MAAT270 Medical Administration Assistant Internship</td>
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<td>VOIM110 Office Technology Software I</td>
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<tr>
<td>COMM150 Introduction to Information Literacy and Research</td>
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<td>COMM201 Public Speaking and Rhetorical Persuasion</td>
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<td>ENGL250 Research and Writing II</td>
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<td>PHIL250 Practices in Analytic Reasoning and Critical Thinking</td>
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**Total Credit Hours Required for Graduation** 60

Student Consumer Information is available on Bryant & Stratton College's website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Medical assisting is a multi-skilled health profession specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, requiring mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. Special personal qualifications such as a caring nature, accuracy, dependability, conscientiousness, and professionalism are required for this helping profession.

The goal of the Medical Assisting Program is to prepare competent entry-level medical assistants in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates of the Medical Assisting program must be able to complete all necessary external performance objectives as set forth by the American Association of Medical Assistants. In order to meet these objectives, entering students must be able to participate in classroom and laboratory activities, including keyboarding, tele-communications, taking vital signs, microscopy, vision testing, and fulfill competency evaluations. Medical Assisting students must present to the college, proof of their having completed and passed professional level CPR sponsored by a recognized agency. First Aid training will be included in course work.

Students need to be aware of the protected practice of the licensed professionals in New York. Infringement can result in felony.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Communicate effectively, utilizing content knowledge of medical terminology, anatomy, physiology, and pathophysiology.
- Demonstrate and practice behavior consistent with the legal and ethical standards of the profession, including working efficiently and collaboratively in a team setting.
- Using standard safety and risk-reduction precautions, demonstrate administrative and clinical skills to the AAMA entry-level competency standards.
- Calculate and administer medications as directed by a licensed physician.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills, and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

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<thead>
<tr>
<th>Major Requirements</th>
<th>Semester Credit Hour</th>
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<tbody>
<tr>
<td>AHLT100 Medical Terminology</td>
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<tr>
<td>AHLT111 Introduction to Health Care</td>
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<td>AHLT125 Anatomy and Physiology II</td>
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<td>AHLT130 Clinical Procedures</td>
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<td>AHLT128 Medical Laboratory</td>
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<td>AHLT125 Medical Care Reimbursement/Billing Emphasis</td>
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<td>AHLT245 Medical Office Systems/Electronic Records</td>
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<td>AHLT252 Advanced Medical Assisting</td>
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<td>AHLT270 Medical Assisting Internship</td>
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<tr>
<td>AHLT120 Anatomy and Physiology I</td>
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<tr>
<td>COMM150 Introduction to Information Literacy and Research</td>
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<td>COMM201 Public Speaking and Rhetorical Persuasion</td>
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<td>ENGL101 Research and Writing I</td>
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<tr>
<td>ENGL250 Research and Writing II</td>
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<tr>
<td>ECON220 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH103 Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250 Practices in Analytic Reasoning and Critical Thinking</td>
<td>3</td>
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<tr>
<td>PSYC101 Principles of Psychology</td>
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<tr>
<td>SOCS102 Principles of Sociology</td>
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<tr>
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</tbody>
</table>

| Total Credit Hours Required for Graduation                                         | 62                   |
The Medical Reimbursement and Coding (MRC) Program prepares students for entry level medical coding careers, working in every type of healthcare facility including doctor's offices, surgery centers, hospitals and healthcare systems. Coding involves extraordinarily detailed-oriented work. The coder must carefully review the patient's chart to understand the diagnosis and itemize each service provided with an accurate code as part of the reimbursement process.

This unique program allows students to select a track with course work for physician coding or hospital/inpatient coding depending on the area they wish to specialize. Students will study and practice coding based on current coding systems and new rules and regulations associated with healthcare reform.

The courses in the Medical Reimbursement and Coding AAS degree fulfill the criteria assessed in the AHIMA (American Health Information Management Association) or AAPC (American Academy of Professional Coders) certification exams. Students are encouraged to select a certification path, and prepare to take the rigorous exams associated with the various certification designations. Most employers recognize the designation as an indication of the coder's skill and accuracy levels; therefore it offers medical coders an employment advantage to those without the designation.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Demonstrate a professional-level understanding of medical terminology, anatomy and physiology, pathophysiology and pharmacology.
- Create a medical practice compliance plan based on national standards, and have a thorough understanding of coding, documentation, and reimbursement ethics.
- Assign CPT codes to medical documentation for medical services, procedures, and diagnostics.
- Correctly assign CPT E/M codes to services, utilizing the CPT metrics, including the 1995 and 1997 CMS Documentation Guidelines.
- Correctly assign HCPCS codes to durable medical equipment, drugs, supplies, and Medicare screening services, according to CMS guidelines.
- Assign current diagnosis codes, according to the American Hospital Association's standards and sequencing rules, for inpatient and outpatient medical services.
- Assign current procedure codes, according to the American Hospital Association's standards and sequencing rules, for inpatient services.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
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<thead>
<tr>
<th>Major Requirements</th>
<th>Semester Credit Hour</th>
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<tbody>
<tr>
<td>MRC100 Medical Terminology for Coders</td>
<td>3</td>
</tr>
<tr>
<td>MRC105 Anatomy &amp; Physiology for Coders</td>
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<tr>
<td>MRC115 Introduction to Coding</td>
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<td>MRC135 Diagnostic Coding: ICD-9-CM</td>
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<tr>
<td>MRC145 Coding Compliance &amp; Ethics</td>
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</table>

| Select One Specialties (must choose either Physician or Hospital) |  |
|---------------------------------------------------------------|  |  |
| Physician |  |
| MRCP200 Diagnostic Coding for Physician Services | 3 |
| MRCP220 Healthcare Common Procedure Coding | 3 |
| MRCP240 Evaluation and Management Services | 3 |
| MRCP280 Coding Practicum: Physician Coder | 3 |
| MRCP289 Virtual Career: Physician Coder | 3 |
| MRCP270 Medical Reimbursement & Coding Internship | 3 |
| OR |  |
| Hospital |  |
| MRCH210 Inpatient Diagnostic Coding | 3 |
| MRCH230 Introduction to Inpatient Procedural Coding | 3 |
| MRCH250 Advanced Inpatient Procedural Coding | 3 |
| MRCH290 Coding Practicum: Hospital Coder | 3 |
| MRCH299 Virtual Career: Hospital Coder | 3 |
| MRCH270 Medical Reimbursement & Coding Internship | 3 |

<table>
<thead>
<tr>
<th>Liberal Arts Requirements</th>
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</tr>
</thead>
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<tr>
<td>COMM150 Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
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<tr>
<td>ECON220 Macroeconomics</td>
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<tr>
<td>ENGL101 Research and Writing I</td>
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</tr>
<tr>
<td>ENGL250 Research and Writing II</td>
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<tr>
<td>MATH103 Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250 Practices in Analytic Reasoning and Critical Thinking</td>
<td>3</td>
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<tr>
<td>PSYC101 Principles of Psychology</td>
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<tr>
<td>SOSC102 Principles of Sociology</td>
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</tbody>
</table>

| Total Credit Hours Required for Graduation | 60 |

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Graphic Design
Associate of Applied Science Degree

Campus Program: GRAD

Bryant & Stratton College's Graphic Design program focuses on the creative thinking and conceptual problem solving abilities to communicate messages to the public in order to inform, persuade, and sell. Students explore the synthesis of type, image, color, and layout to design and produce effective communication pieces. Students apply industry-standard design software to produce web sites, identity systems, annual reports, package designs, and a variety of print collateral materials.

Professional graphic designers teach many of the graphic design courses. The instructors work with the students to ensure hands-on practical learning through "real-world" projects.

Graduates of the program may seek employment in areas such as advertising agencies, graphic design firms, newspapers, and publishing firms. They will also possess the skills necessary to manage freelance careers.

Graduates of this degree plan will achieve the following program and institutional outcomes:

• Interpret, prioritize, and organize concepts into complete advertising and/or graphic design presentation for print and web.
• Critique their own design work and the design work of others.
• Work effectively as part of a design team.
• Utilize manual and industry standard graphic design software to select, collect, and manipulate texts and images.
• Communicate and negotiate effectively with producers and suppliers of design products.
• Assemble a portfolio of finished work that is displayed in a professional manner.
• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
• Participate in social, learning, and professional communities for personal and career growth.

Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
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Liberal Arts Requirements

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<tr>
<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
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<td>ECON220</td>
<td>Macroeconomics</td>
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<td>ENGL101</td>
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<td>Research and Writing II</td>
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<tr>
<td>MATH103</td>
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<td>NSCI280</td>
<td>Ecology</td>
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<tr>
<td>PHIL250</td>
<td>Practices in Analytic Reasoning and Critical Thinking</td>
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<td>PSYC101</td>
<td>Principles of Psychology</td>
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<tr>
<td>SOSC102</td>
<td>Principles of Sociology</td>
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Total Credit Hours Required for Graduation 60

Student Consumer Information is available on Bryant & Stratton College's website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Interactive Media Design is a field of study that involves designing and producing desktop, tablet, smartphone and other mobile Web applications with a concentration on interface design and dynamic content. The associate degree in Interactive Media Design program will produce graduates who are prepared for entry-level interactive media design positions in website design and development, advertising, instructional design, social media development, animation, and mobile applications. Graduates of this program will have a solid foundation in the fundamentals of interactive authoring and the computer hardware and software skills necessary to support design and development of interactive media projects. Through design projects and hands-on experience, students will develop a portfolio of work that demonstrates a working knowledge of interactive media design and multimedia project authoring.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Apply knowledge of color, layout and typography to maximize visual communications.
- Interpret the principles of human-computer interaction (HCI) to design effective user-centered interactive media.
- Evaluate appropriate technologies to deliver interactive applications based on project requirements.
- Assess open source and proprietary technologies for implementing interactive designs.
- Analyze the entire interactive design and development process.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Participate in social, learning, and professional communities for personal and career growth.

Major Requirements

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<td>Elements of Design for Interactive Media</td>
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<td>Web Development I</td>
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<td>Usability I</td>
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<td>Raster Graphics</td>
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Liberal Arts Requirements

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<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
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<td>MATH103</td>
<td>Survey of Mathematics</td>
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<td>Practices in Analytic Reasoning and Critical Thinking</td>
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<td>PSYC101</td>
<td>Principles of Psychology</td>
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<tr>
<td>SOSC102</td>
<td>Principles of Sociology</td>
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Total Credit Hours Required for Graduation 60

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Accounting
Bachelor of Business Administration
Campus Program: ACCT-BBA

The Bachelor of Business Administration in Accounting program prepares graduates to begin a variety of accounting and financial related careers in business, industry, government and nonprofit organizations. Employment opportunities include financial accountant, staff accountant, internal auditor, tax accountant, management accountant, financial analyst, financial manager, revenue analyst, budget analyst and business manager.

Graduates will gain an understanding of the accounting industry and will develop the interpersonal, decision making and analytical skills required to manage workplace problems and situations. The well-balanced curriculum coupled with the diversified educational training will prepare graduates to be successful in today's accounting industry.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Recognize the commonalities between financial theory and tax law and the economic and social policy issues of taxation.
- Record and report financial information using Generally Accepted Accounting Principles (GAAP).
- Solve technology challenges, maintain systems, analyze data, and communicate results using business related computer applications.
- Judge appropriate ethical behaviors that follow the laws and regulations applicable to accounting practice.
- Integrate theory, knowledge and technology to interpret financial and non-financial information to aid decision makers within an organization.
- Justify the contributions of the increasingly internationally diverse society and defend its global and economic impact.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

Major Requirements

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<tr>
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<td>Major Elective</td>
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Semester Credit Hour

Liberal Arts Requirements

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<tbody>
<tr>
<td>COMM150 Introduction to Information Literacy</td>
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<tr>
<td>COMM201 Public Speaking and Rhetorical Persuasion</td>
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<td>ECON220 Macroeconomics</td>
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<td>ENGL101 Research and Writing I</td>
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<td>MATH103 Survey of Mathematics</td>
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<td>MATH309 Statistics</td>
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<td>PHIL310 Logic and Reasoning</td>
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<td>PSYC101 Principles of Psychology</td>
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Total Credit Hours Required for Graduation

120
General Management  
Bachelor of Business Administration  
Campus Program: GMGT

Graduates of the Bachelor of Business Administration program are prepared for professional careers in business, government, and non-profit organizations. Courses in this unique program provide students with the skill sets required of knowledgeable workers in this Information Age. Graduates will have the problem solving, strategic planning, communication, interpersonal, and technology application skills needed to meet operational demands and resolve contemporary business problems. Through exposure to active learning techniques, practical application of research methods, team projects, presentations, and internships, students will be prepared not only for the challenges of management positions, but also for a life of continued learning - both at work and in their private lives.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Apply contemporary knowledge and skill sets to work effectively in the business community.
- Display a working knowledge of strategic business applications, evaluative techniques, and management processes as well as the role business plays in a global economy.
- Demonstrate sensitivity to and appreciation for ethical issues and deport themselves in an ethical manner at all times.
- Display an appreciation for and understanding of humankind’s accomplishments in world affairs, arts & humanities, and the social sciences.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
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<tr>
<th>Major Requirements</th>
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<tbody>
<tr>
<td>ACCT110 Accounting Principles I</td>
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<td>BUSS110 Marketing Principles</td>
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<td>BUSS213 Business Law and Ethics</td>
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<td>BUSS215 Management Principles</td>
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| Open Elective Requirements | 15 |

| Total Credit Hours Required for Graduation | 120 |

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Information Technology
Bachelor of Business Administration
Campus Program: INFT-BBA

Graduates of the Bachelor of Business Administration program are prepared for professional careers in business, government, and non-profit organizations. Courses in this unique program provide students with the skill sets required of knowledgeable workers in this Information Age. Graduates will have the problem solving, strategic planning, communication, interpersonal, and technology application skills needed to meet operational demands and resolve contemporary business problems. Through exposure to active learning techniques, practical application of research methods, team projects, presentations, and internships, students will be prepared not only for the challenges of management positions, but also for a life of continued learning - both at work and in their private lives.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Apply contemporary knowledge and skill sets to work effectively in the business community.
- Display a working knowledge of strategic business applications, evaluative techniques, and management processes as well as the role business plays in a global economy.
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| ACCT110             | Accounting Principles I 3  
| ACCT120             | Accounting Principles II 3  
| ACCT220             | Financial Analysis 3  
| BUSS100             | Business Principles 3  
| BUSS110             | Marketing Principles 3  
| BUSS215             | Management Principles 3  
| BUSS270             | Business Internship 3  
| BUSS320             | Marketing Management 3  
| BUSS340             | Operations Management 3  
| BUSS410             | Performance Management 3  
| BUSS420             | Project Management 3  
| BUSS450             | Strategic Management 3  
| INFT120             | Programming I 3  
| INFT325             | Information Security Management 3  
| INFT330             | Managing Information Systems & Networks 3  
| INFT470             | Information Technology Practicum 3  
| TECH100             | Business Information Systems Principles 3  
| TECH140             | Networking Fundamentals 3  

| Major Electives | 6  
| Liberal Arts Requirements |  
| COMM150           | Introduction to Information Literacy and Research 3  
| COMM201           | Public Speaking and Rhetorical Persuasion 3  
| ECON220           | Macroeconomics 3  
| ECON325           | Microeconomics 3  
| ENGL101           | Research and Writing I 3  
| ENGL250           | Research and Writing II 3  
| ENGL305           | Research and Writing III 3  
| MATH103           | Survey of Mathematics 3  
| MATH309           | Statistics 3  
| NSCI280           | Ecology 3  
| PHIL250           | Practices in Analytic Reasoning & Critical Thinking 3  
| PHIL310           | Logic and Reasoning 3  
| PSYC101           | Principles of Psychology 3  
| PSYC310           | Organizational Psychology 3  
| SOSC102           | Principles of Sociology 3  
| SOSC301           | Interpersonal Relations & Group Dynamics 3  
| Liberal Arts Elective | 3  

| Total Credit Hours Required for Graduation | 120  

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
General Management – Concentration in Financial Services
Bachelor of Business Administration
Campus Program: GMFI - BBA (Buffalo, Southtowns and Amherst campuses only)

The Bachelor of Business Administration with a Concentration in Financial Services degree program prepares learners for an exciting degree in the financial industry in accounting, financial planning and financial service management. The curriculum was developed to meet the Certified Financial Planner Board of Standards, Inc. and the Academy of Financial Services standards. The program outcomes were created in association with input from major banks, brokerage firms, accounting firms, credit counseling organizations and insurance agencies. The emphasis of the program is personal financial planning, as students are eligible to sit for the CFP® Certification Exam.

Personal Financial Planning is one of the most lucrative and rapidly expanding professions. Much of the growth is attributable to the maturation of the Baby Boomers’ population; those entering their peak earning years and needing assistance to effectively manage and protect wealth. To prepare students for this profession, the program requires students to take business, accounting, and finance courses in addition to the essential liberal arts course series required for career success and mobility. The students will also develop knowledge, skills and competency in estate planning, investments, insurance, tax, retirement planning, and employee benefits planning as part of this specialized degree program.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Analyze and apply contemporary knowledge and skills in the financial services sector.
- Demonstrate strategic and tactical financial planning abilities.
- Analyze and evaluate client cases to prepare solutions that meet immediate need and long term goals.
- Use legal and ethical principles to analyze and apply practices to preserve wealth.
- Meet eligibility requirements for the rigorous multi-part CFP® Exam.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

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<thead>
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<tbody>
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<td>ACCT110</td>
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<td>Business Law &amp; Ethics</td>
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<td>Financial Concepts and Calculations</td>
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<tr>
<td>FINA270</td>
<td>Financial Services Internship</td>
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<tr>
<td>FINA311*</td>
<td>Personal Financial Planning</td>
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<td>FINA372*</td>
<td>Insurance Planning</td>
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<td>FINA373*</td>
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<td>Income Tax Planning</td>
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<td>FINA375*</td>
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<td>FINA465*</td>
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<td>Office Technology Software III</td>
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</table>

| Total Credit Hours Required for Graduation | 120 |

The Certified Financial Planner Board of Standards, Inc. requires 3 years full-time work experience as outlined on their website at www.cfp.net

*This course will only be offered online.

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx

J A N U A R Y  2 0 1 4
Information technology and management careers are transforming at an astounding pace. Mobile computing, virtual workplaces, electronic correspondence, and global markets have revolutionized all businesses and industries, at home and abroad. As advances in technology continue, business minded individuals need to be prepared to use technology to advance within their chosen career field. This program of study is designed to prepare students for administrative, support, and supervisory positions in business or industrial settings, professional offices, public institutions, and government agencies. Students will become proficient in state of the art technology and equipment, workplace procedures and management, document processing and design, communication skills and decision making. Students will gain an understanding of the impact of technology on office routines and procedures and the skills necessary to utilize technology to become efficient employees that assume leadership roles within the chosen career field. In addition, students will develop the interpersonal, decision making and analytical skills required in dealing with workplace problems and situations. This program combines a well-balanced academic program with expert administrative and computer instruction to give students the diversified educational training and background needed to hold positions of responsibility and importance in many areas of the business world.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Demonstrate and assess the utilization of current technologies in the management of the virtual workplace and/or business environment.
- Demonstrate a comprehensive understanding of key business processes including financial, managerial, marketing and human resource functions as it relates to the global economy.
- Demonstrate higher-level office administration, managerial, organizational, interpersonal and technical skills required to successfully create, and assess the implementation of required office procedures.
- Demonstrate an advanced level of competence in computer-technology applications, hand-held devices, and the use of the internet to access, evaluate and recommend efficient means to complete high-level managerial administrative and organizational tasks.
- Demonstrate ability to utilize current business related technologies and internet resources to identify creative solutions and alternatives to improve professional managerial productivity.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

Major Requirements

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>Operations Management</td>
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<td>VOIM120</td>
<td>21st Century Office Procedures</td>
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<td>VOIM230</td>
<td>Mobile Communication Management I</td>
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<td>Managing the Internet Business</td>
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<td>VOIM470</td>
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Total Credit Hours Required for Graduation: 120

Liberal Arts Requirements

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<tr>
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<td>MATH103</td>
<td>Survey of Mathematics</td>
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<tr>
<td>MATH309</td>
<td>Statistics</td>
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<tr>
<td>NSCI280</td>
<td>Ecology</td>
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<td>PHIL250</td>
<td>Practices in Analytic Reasoning</td>
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<td>Logic and Reasoning</td>
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<td>PSYC101</td>
<td>Principles of Psychology</td>
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<td>PSYC310</td>
<td>Organizational Psychology</td>
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<td>SOC102</td>
<td>Principles of Sociology</td>
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<tr>
<td>SOC301</td>
<td>Interpersonal Relations and Group Dynamics</td>
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Total Credit Hours Required for Graduation: 120

Semester Credit Hour

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Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Accounting
Associate of Applied Science Degree
Campus Program: ACCT

Bryant & Stratton College’s Accounting program provides the technical and critical skills needed to perform accounting functions and processes, including the acquisition, analysis and effective communication of financial information utilized in management decision making. Following graduation from this program, students will be prepared to enter such fields as general ledger accounting, managerial accounting and tax preparation. Entry-level positions may be found in the manufacturing, retail and service industries as well as the government sector.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Interpret and apply generally accepted accounting principles (GAAP) to analyze, record, and report financial information in a variety of accounting systems.
- Prepare accounting reports for internal and external users.
- Analyze and interpret financial reports to assist users in the management decision-making process.
- Select and utilize appropriate information technology to complete accounting functions.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Semester Credit Hour</th>
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<tbody>
<tr>
<td>ACCT110 Accounting Principles I</td>
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</tr>
<tr>
<td>ACCT120 Accounting Principles II</td>
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<tr>
<td>ACCT130 Tax Accounting</td>
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<td>ACCT210 Accounting Systems</td>
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<td>ACCT220 Financial Analysis</td>
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<td>ACCT230 Cost Accounting</td>
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<td>ACCT270 Accounting Internship</td>
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<td>VOIM220 Office Technology Software III</td>
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<td>Major Electives</td>
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<tr>
<th>Liberal Art Requirements</th>
<th>Semester Credit Hour</th>
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<tbody>
<tr>
<td>COMM150 Introduction to Information Literacy and Research</td>
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<tr>
<td>COMM201 Public Speaking and Rhetorical Persuasion</td>
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<td>ECN220 Macroeconomics</td>
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<td>ENGL101 Research and Writing I</td>
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<td>MATH103 Survey of Mathematics</td>
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<td>NSCI280 Ecology</td>
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<td>PHIL250 Practices in Analytic Reasoning and Critical Thinking</td>
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<td>PSYC101 Principles of Psychology</td>
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</table>

Total Credit Hours Required for Graduation 60

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
In this program, students develop the business skills, critical thinking skills, human relations skills and information technology skills that are required of employees in the 21st Century. Courses in this degree program provide students with a broad background in business communications, sales and marketing, accounting, business law, management principles and information technology.

Graduates of the program may apply their training to any one of several career opportunities including management trainee, service or sales representative, supervisor or department manager in a variety of business fields. Individuals desiring general business or self-employment in small business enterprises will find that this well-rounded program meets their needs.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Explain the role of business in a global environment.
- Recognize management and leadership skills.
- Demonstrate knowledge of numeric measurements within the business environment to make informed decisions.
- Select and apply current technology skills to specific business applications such as social media and cloud technology.
- Identify and apply the basic functions of management such as staffing, planning, organizing, controlling and leading to the decision-making process.
- Formulate ethical decision-making skills that can be applied in the workplace.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
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<td>BUSS120</td>
<td>Sales and Service Principles</td>
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### Liberal Arts Requirements

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<tr>
<td>COMM150</td>
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<td>NSCI280</td>
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<td>PHIL250</td>
<td>Practices in Analytic Reasoning and Critical Thinking</td>
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### Total Credit Hours Required for Graduation

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Total Credit Hours Required for Graduation: 60

Student Consumer Information is available on Bryant & Stratton College’s website at [http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx](http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx)
Human Resources Specialist

Associate of Applied Science Degree

Campus Program: HURS

The Human Resources Specialist program contains the same key components that underpin the College’s other strong business programs: a foundation in basic and career success skills, strong program knowledge and skills, and a capstone internship providing practical, real-world experience. Graduates will be prepared for entry-level positions that include staff recruitment, compensation and benefits, payroll, evaluation, and training. Graduates of this program will also have a solid business foundation with a focus on business administration techniques, critical thinking, decision making, communication skills, and information technology skills. Students can select specialization areas in compensation and benefits or payroll administration or choose to become generalists in Human Resources. As part of this program, students study local, state, and federal employment laws and regulations and learn ethical practices and perform to these standards.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Comprehend the primary functions of human resources in organizations, and apply those functions in the decision-making process.
- Apply information technology skills to specific human resources applications.
- Develop and begin to apply leadership skills in various settings.
- Understand and apply the principles of ethical behavior to the workplace.
- Demonstrate knowledge of economic and quantitative issues in the business environment.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
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<td>HURS104</td>
<td>Employee/Labor Relations 3</td>
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<td>HURS107</td>
<td>Introduction to Compensation &amp; Benefits 3</td>
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<td>HURS133</td>
<td>Employment Law 3</td>
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<td>HURS204</td>
<td>Employee Relations 3</td>
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<td>COMM150</td>
<td>Introduction to Information Literacy and Research 3</td>
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<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion 3</td>
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<td>Macroeconomics 3</td>
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<td>ENGL250</td>
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Student Consumer Information is available on Bryant & Stratton College's website at [http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx](http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx)
The Bachelor of Science in Electronic Engineering Technology (B.S.E.E.T.) program prepares students for advanced industrial work in a variety of electronics fields. Computer solutions in electronics applications are emphasized through extensive hands-on training and exercises with current industrial software and hardware tools. Students receive focused tutoring in small groups on embedded software and hardware applications, industrial and power electronics, Programmable Logic Devices as well as use of simulation tools. Training is also provided in the related electronics fields of Automatic Control and Quality Control.

The B.S.E.E.T. program prepares graduates with advanced technical skills for potential employment in a variety of capacities in military, industrial, and commercial environments. Positions include, but are not limited to, roles in sustaining engineering, field and application engineering, sales and marketing, production quality control, test engineering, and customer support.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Apply the basic principles of analog and digital electronics to analyze, troubleshoot, and maintain electronic equipment using standard established practices, procedures, and tools common to the industry.
- Utilize the ability to interpret technical documentation and make recommendations/decisions about the utilization and purchase of electronic equipment and material.
- Apply their existing knowledge base to improve the effectiveness of systems operation.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
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<td>Electronic Instrumentation and Interface</td>
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<td>Control Circuit Stability and Modeling</td>
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<td>Embedded Industrial Systems</td>
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<td>Electronic Engineering Practicum</td>
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<tr>
<td>MATH401</td>
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### Liberal Arts Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hour</th>
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<tbody>
<tr>
<td>COMM150</td>
<td>Introduction to Information Literacy and Research</td>
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<tr>
<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
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<td>ECON220</td>
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<tr>
<td>ENGL101</td>
<td>Research and Writing I</td>
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<td>Practices in Analytic Reasoning &amp; Critical Thinking</td>
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<td>PHYS400</td>
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<td>Principles of Psychology</td>
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### Arts and Humanities Electives

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<tbody>
<tr>
<td></td>
<td>Total Credit Hours Required for Graduation</td>
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</table>
The Electronic Technology program is designed for students who want a concentrated electronics education and may choose a manufacturing or medical devices focus. Analog and digital electronics and microprocessor systems are studied in theory and practice in this program. In addition, communication and interpersonal skills are emphasized to prepare students for a successful career. Students reinforce their knowledge through hands-on laboratory applications using equipment compatible with industry standards. Graduates of the Electronic Technology program are prepared for work as entry level technicians in such areas as installation, operation, service, maintenance, and troubleshooting. Students who complete the associate degree program may wish to continue their education in the Bachelor of Science in Electronic Engineering Technology (B.S.E.E.T.) program offered at our Cleveland Downtown campus.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Apply the basic principles of analog and digital electronics to analyze, troubleshoot, and maintain electronic equipment using standard established practices, procedures, and tools common to the industry.
- Utilize the ability to interpret technical documentation and make recommendations/decisions about the utilization and purchase of electronic equipment and material.
- Apply their existing knowledge base to improve the effectiveness of systems operation.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

Note: Students in the Medical Device Track will take courses with *
Financial Services
Bachelor of Science Degree
Campus Program: FINA

The Bachelor of Science in Financial Services degree program prepares learners for an exciting career in the financial industry. The curriculum was developed to meet the Certified Financial Planner Board of Standards, Inc. and the Academy of Financial Services standards. The program outcomes were created in association with input from major banks, brokerage firms, accounting firms, credit counseling organizations and insurance agencies. The emphasis of the program is personal financial planning, as students are eligible to sit for the CFP® Certification Exam.

Personal Financial Planning is one of the most lucrative and rapidly expanding professions. Much of the growth is attributable to the maturation of the ‘Baby Boomers’ population; those entering their peak earning years and needing assistance to effectively manage and protect wealth. To prepare students for this profession, the program requires students to take business, accounting, and finance courses in addition to the essential liberal arts course series required for career success and mobility. The students will also develop knowledge, skills and competency in estate planning, investments, insurance, tax, retirement planning, and employee benefits planning as part of this specialized degree program.

Graduates of this degree plan will achieve the following program and institutional outcomes:
• Analyze and apply contemporary knowledge and skills in the financial services sector.
• Demonstrate strategic and tactical financial planning abilities.
• Analyze and evaluate client cases to prepare solutions that meet immediate need and long term goals.
• Use legal and ethical principles to analyze and apply practices to preserve wealth.
• Meet eligibility requirements for the rigorous multi-part CFP® Exam.
• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
• Participate in social, learning, and professional communities for personal and career growth.

The Certified Financial Planner Board of Standards, Inc. requires 3 years full-time work experience as outlined on their website at www.cfp.net.

*This course will only be offered online.

Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<td>Accounting Principles I</td>
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<td>Accounting Principles II</td>
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<td>Financial Analysis</td>
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<td>Business Principles</td>
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<td>BUSS120</td>
<td>Sales Principals</td>
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<tr>
<td>BUSS213</td>
<td>Business Law &amp; Ethics</td>
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<td>BUSS340</td>
<td>Operations Management</td>
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<td>BUSS450</td>
<td>Strategic Management</td>
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<td>Financial Concepts and Calculations</td>
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<td>Financial Services Internship</td>
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<td>FINA371</td>
<td>Personal Financial Planning</td>
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<td>FINA372</td>
<td>Insurance Planning</td>
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<td>FINA373</td>
<td>Investment Planning</td>
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<td>FINA374</td>
<td>Income Tax Planning</td>
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<td>FINA375</td>
<td>Retirement Planning</td>
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<td>FINA465</td>
<td>Financial Planning Capstone Project</td>
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<td>FINA476</td>
<td>Estate Planning</td>
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<tr>
<td>VOIM220</td>
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| Total Credit Hours Required for Graduation | 120 |

Liberal Arts Requirements

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<td>COMM150</td>
<td>Introduction to Information Literacy and Research</td>
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<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
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<td>ENGL101</td>
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<td>MATH103</td>
<td>Survey of Mathematics</td>
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<td>NSCI280</td>
<td>Ecology</td>
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<tr>
<td>PHIL250</td>
<td>Practices in Analytic Reasoning &amp; Critical Thinking</td>
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<td>PHIL310</td>
<td>Logic and Reasoning</td>
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<td>PSYC101</td>
<td>Principles of Psychology</td>
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<tr>
<td>SOCS102</td>
<td>Principles of Sociology</td>
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<td>SOCS301</td>
<td>Interpersonal Relations &amp; Group Dynamics</td>
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</tbody>
</table>

| Total Credit Hours Required for Graduation | 57 |

Open Elective Requirements

| Total Credit Hours Required for Graduation | 6 |

The Certified Financial Planner Board of Standards, Inc. requires 3 years full-time work experience as outlined on their website at www.cfp.net.

*This course will only be offered online.
Financial Support Services
Associate of Applied Science Degree
Online Program: FISS

The Financial Support Services degree program prepares graduates to perform a variety of customer services in banks, insurance agencies and saving and loan companies processing financial transactions and generating reports. This program is designed to teach our students these essential workplace skills through a combination of financial services and liberal arts courses.

Students will learn how to calculate complex mathematical equations, complete fundamental accounting transactions, conduct themselves in an appropriately ethical manner and adhere to current legal regulations that are necessary to succeed in the financial services industry. The liberal arts courses will focus on verbal, quantitative and lifelong learning competencies that will prepare graduates to develop strategies to meet both their personal and professional goals.

Students will have an opportunity to enhance their knowledge and apply their skills through a combination of coursework, internship and reflection. Career job titles may include finance service representative, customer service representative, billing and posting clerk, brokerage clerk, loan processor, and banking specialist.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Process financial transactions and generate reports that support client needs.
- Judge appropriate ethical behaviors that follow the laws and regulations applicable to the financial services industry.
- Solve complex mathematical equations including time value of money.
- Select and support client relationship that will sustain business and sustain long term remuneration.
- Formulate useful solutions to clients’ financial and business related needs.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Semester Credit Hour</th>
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<tbody>
<tr>
<td>ACCT110 Accounting Principles</td>
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</tr>
<tr>
<td>ACCT120 Accounting Principles II</td>
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<tr>
<td>BUSS100 Business Principles</td>
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<tr>
<td>BUSS120 Sales &amp; Service Principles</td>
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<td>BUSS213 Business Law and Ethics</td>
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<td>FINA190 Finance Principles</td>
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<td>FINA 201 Financial Concepts &amp; Calculations</td>
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<td>FINA270 Financial Services Internship</td>
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<td>VOIM220 Office Technology Software III</td>
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<td>Major Elective</td>
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<table>
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<tr>
<th>Liberal Arts Requirements</th>
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<tbody>
<tr>
<td>COMM150 Introduction to Information Literacy and Research</td>
<td>3</td>
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<tr>
<td>COMM201 Public Speaking and Rhetorical Persuasion</td>
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<tr>
<td>ECON220 Macroeconomics</td>
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<tr>
<td>ENGL101 Research and Writing I</td>
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<td>ENGL250 Research and Writing II</td>
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<td>MATH103 Survey of Mathematics</td>
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<td>NSCI280 Ecology</td>
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<td>PHIL250 Practices in Analytic Reasoning and Critical Thinking</td>
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<td>PSYC101 Principles of Psychology</td>
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<td>SOSCI02 Principles of Sociology</td>
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| Total Credits Required for Graduation: | 60                     |

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Hospitality Management (WI, VA, OH)  
Restaurant & Hotel Management (NY) Associate of Applied  
Science Degree / Associate of Occupational Science*

**Campus Program: HOSS / REST**

Hospitality (Restaurant & Hotel) Management is a diverse, exciting and evolving global industry. Whether your current or future responsibilities involve assuming leadership roles in settings such as hotels, the food and beverage industry, travel and tourism, entertainment and sports venues, resorts and spa services, travel services, gaming and entertainment or special events planning, our degree offers foundational knowledge and relevant skills to help students meet their professional development goals.

Hospitality (Restaurant & Hotel) management includes responsibility for strategic decision making across several areas of the business including human resources, marketing, sales, and finance. Students are prepared to be leaders in a service industry with a program emphasis on leading teams in providing guests' value, service, comfort, and effective communication. The degree program will provide the foundational skills and experiences necessary for students to enter the workforce or pursue further educational opportunities in the hospitality and management fields.

**Graduates of this degree plan will achieve the following program and institutional outcomes:**

- Define the foundational leadership, service and business principles that comprise hospitality-related planning, sales, service, human resources, marketing and operations management.
- Classify the entities, facets and professions that comprise the hospitality industry.
- Employ foundational management principles and skills to define and manage career-related decisions.
- Analyze and apply leadership and service principles and skills to hospitality management strategic decision-making scenarios.
- Utilize technology tools and resources to support industry standards for compliance and service level expectations.
- Analyze and apply leadership and service principles to social, interpersonal, legal and ethical issues in the hospitality industry.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

*Depending on location*
Office Management
Bachelor of Science Degree
Campus Program: OITM

Information technology and management careers are transforming at an astounding pace. Mobile computing, virtual workplaces, electronic correspondence, and global markets have revolutionized all businesses and industries, at home and abroad. As advances in technology continue, business minded individuals need to be prepared to use technology to advance within their chosen career field. This program of study is designed to prepare students for administrative, support, and supervisory positions in business or industrial settings, professional offices, public institutions, and government agencies. Students will become proficient in state of the art technology and equipment, workplace procedures and management, document processing and design, communication skills and decision making. Students will gain an understanding of the impact of technology on office routines and procedures and the skills necessary to utilize technology to become efficient employees that assume leadership roles within the chosen career field. In addition, students will develop the interpersonal, decision making and analytical skills required in dealing with workplace problems and situations. This program combines a well-balanced academic program with expert administrative and computer instruction to give students the diversified educational training and background needed to hold positions of responsibility and importance in many areas of the business world.

Graduates of this degree plan will achieve the following program and institutional outcomes:

• Demonstrate and assess the utilization of current technologies in the management of the virtual workplace and/or business environment.
• Demonstrate a comprehensive understanding of key business processes including financial, managerial, marketing and human resource functions as it relates to the global economy.
• Demonstrate higher-level office administration, managerial, organizational, interpersonal and technical skills required to successfully create, and assess the implementation of required office procedures.
• Demonstrate an advanced level of competence in computer-technology applications, hand-held devices, and the use of the internet to access, evaluate and recommend efficient means to complete high-level managerial administrative and organizational tasks.
• Demonstrate ability to utilize current business related technologies and internet resources to identify creative solutions and alternatives to improve professional managerial productivity.
• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
• Participate in social, learning, and professional communities for personal and career growth.

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<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACCT110</td>
<td>Accounting Principles I</td>
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</tr>
<tr>
<td>BUSS100</td>
<td>Business Principles I</td>
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<td>BUSS110</td>
<td>Marketing Principles</td>
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<td>BUSS215</td>
<td>Management Principles</td>
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<td>BUSS410</td>
<td>Performance Management</td>
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<td>21st Century Office Procedures</td>
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<td>Mobile Communication Management I</td>
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<td>Web Design and Management</td>
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<td>VOIM420</td>
<td>Virtual Office Technology Management</td>
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<td>VOIM430</td>
<td>Social Networking Management</td>
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<td>VOIM440</td>
<td>Managing the Internet Business</td>
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<td>VOIM470</td>
<td>Office Management Practicum</td>
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Semester Credit Hour

57

Liberal Arts Requirements

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<tr>
<th>Course Code</th>
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<td>Public Speaking and Rhetorical Persuasion</td>
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<td>MATH309</td>
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<td>Practices in Analytic Reasoning and Critical Thinking</td>
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<td>Interpersonal Relations and Group Dynamics</td>
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Total Credit Hours Required for Graduation

120

Open Elective Requirements

3

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
The Information Technology associate degree program with a focus on mobile applications development will provide instruction in Android programming, Java programming, and database fundamentals. Students will learn how to develop, write and test mobile applications, collect and track information about application usage, optimize application performance, manage external devices, work with cloud-based storage, and learn how to submit a mobile application to Google Play (the Android Market.) Graduates of the program will be able to write and develop software programs for mobile applications using languages related to contemporary Smartphones and tablets on the market and produce training programs through applications in simulation. The Information Technology with a focus on mobile applications development associate degree program will produce graduates who are prepared for entry-level positions with software development companies, business environments and corporate training development organizations.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Develop, write and test mobile applications for Smartphones, tablets and wireless systems.
- Write, compile and debug programs using object-orientated programming techniques.
- Design and create relational databases for business, Internet and wireless environments.
- Optimize and manage application performance and use mobile advertising networks.
- Use computer technology and networks to communicate globally for a variety of information and business purposes.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

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<tr>
<th>Course Code</th>
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<td>INFT240</td>
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<td>TECH100</td>
<td>Business Information Systems Principles</td>
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<td>TECH130</td>
<td>Hardware and Operating Systems</td>
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<td>TECH140</td>
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### Liberal Arts Requirements

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<tr>
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Total Credits Required for Graduation: 60

Student Consumer Information is available on Bryant & Stratton College's website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Networking Technology
Associate of Applied Science Degree
Campus Program: NETW

The associate degree in Networking Technology offers students a foundation of classwork and hands-on experiences with network systems commonly found in business and industry. Students will evaluate how information systems support organizational success. Networking students will then move on to analyze the technologies comprising network infrastructures to allow for successful transfer and use of mission-critical information. Networking technology students will learn how to install, configure, secure, administer, and troubleshoot network components like routers and switches in LANs, WANs, and wireless network environments.

Graduates of this degree plan will achieve the following program and institutional outcomes:

• Effectively communicate with end users, managers, and peers of a technical and non-technical nature.
• Design and administer networks through installing, configuring, troubleshooting and securing network hardware and software components.
• Use information technology to apply logical, legal, and ethical principles in performing industry related tasks or projects in a global systems environment.
• Demonstrate the ability to translate technical information into business language to meet organizational needs.
• Research, identify, evaluate, recommend and specify components complete systems relative to hardware/software needs of an enterprise.
• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
• Participate in social, learning, and professional communities for personal and career growth.

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<th>Semester Credit Hour</th>
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<tr>
<td>NETW150 Routing and Switching in Networked Environments</td>
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<td>NETW200 Networking with Windows Operating System</td>
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<td>NETW210* Networking with UNIX/Linux Network Operating Systems</td>
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<td>NETW220 Wireless Networks and WANs in the Enterprise</td>
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<td>NETW240* Network Security and Forensic Fundamentals</td>
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<td>NETW250 Network Design and Implementation</td>
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<td>NETW270 Networking Technology Internship</td>
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<td>TECH100 Business Information Systems Principles</td>
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*Depending on location this course may only be offered online.

Student Consumer Information is available on Bryant & Stratton College's website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Office Management
Associate of Applied Science Degree
Campus Program: OITT

Information technology has revolutionized the office environment. Electronic correspondence, the internet, mobile devices, and virtual/wireless technology has revolutionized all businesses and industry, at home and abroad. As advances in technology continue, business minded individuals need to be prepared to use technology to advance within their chosen career field. This program of study is designed to prepare students for clerical, support and administrative assistant positions in all areas of business, from professional offices to public institutions, and government agencies. Students will become proficient in state of the art office technology and equipment, workplace procedures, document processing and design, and communication skills. Students will be able to utilize innovative technology to enhance and improve office procedures, in addition, students will develop the interpersonal, decision making and analytical skills required in dealing with workplace problems and situations. This program combines a well-balanced academic program with expert administrative and computer instruction to give students the diversified educational training and background needed to hold positions of importance in many areas of the business world.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Utilize current and innovative office technology in the operation of the virtual workplace and/or office environment.
- Employ key financial, managerial, marketing, relational and ethical business principles as it relates to the office environment and the global economy.
- Utilize higher level organizational, interpersonal and technical skills to successfully implement required office practices and procedures.
- Utilize advanced computer technology applications in the office environment to improve workplace efficiency.
- Assess current business related technologies and resources to enhance professional administrative productivity.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

**Major Requirements**

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<td>VOIM120</td>
<td>21st Century Office Procedures</td>
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**Liberal Arts Requirements**

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<td>COMM150</td>
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<tr>
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<td>Practices in Analytical Reasoning and Critical Thinking</td>
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<td>PSYC101</td>
<td>Principles of Psychology</td>
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<tr>
<td>SOSC102</td>
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</table>

**Total Credit Hours Required for Graduation**  60

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
The associate degree in Security Technology offers students a foundation of classwork and hands-on experiences with business technology systems, and the security procedures and technologies used to secure those systems. Students will discover how information systems are integral to organizational success. Security students will then move on to discover the technologies that comprise network infrastructures that allow for the successful transfer and use of mission critical business information. After discovering the makeup of Technology systems, Security students will move on to experience the technologies and procedures TECH professionals use to secure business systems and assets. Students will learn how to assess businesses for risk, develop effective policies and procedures to secure systems and respond to incidents and disasters. Students will also interact with the technologies used to secure and harden servers, network operating systems, and systems in general.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Explain business fundamentals found in typical global businesses.
- Distinguish among the different components that make up typical computer networks in business environments.
- Describe information security, common attacks, and technologies used to secure typical business networks and data.
- Identify major features of commonly used network operating systems.
- Analyze business situations to identify potential risks to the business and its assets.
- Assemble effective security policies, audits, logging procedures, incident response steps, business continuation procedures, and disaster recovery plans based on business security analysis.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
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Graduates will also interact with the technologies used to secure and harden servers, network operating systems, and systems in general.

### Major Requirements

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<td>Firewalls and VPN's</td>
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<td>SECR240*</td>
<td>Ethical Hacking</td>
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<td>SOSC102</td>
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</table>

**Total Credits Required for Graduation:** 60

*Depending on location, this course may only be offered online.

Student Consumer Information is available on Bryant & Stratton College’s website at [http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx](http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx)
Criminal Justice
Bachelor of Science Degree
Campus Program: CRJU-BS

The design of the Criminal Justice baccalaureate degree program enhances learning through a rigorous study of Criminal Justice. This includes the study of ethics, as well as the variety of deviant and/or criminal behavior that contribute to crime. Students study the Criminal Justice administrative structure, which includes analysis of international, federal, state, and local agencies involved directly and indirectly in Criminal Justice. Students also examine the concept of crime through the study of the varied criminal activity that occurs in today’s society. Reading, writing, and critical thinking skills are rigorously applied and developed throughout the program of study. The program is designed to provide graduates with a balance of theory and practice that will enhance their preparation for the criminal justice field.

Graduates of this degree plan will achieve the following program and institutional outcomes:

• Apply a comprehensive understanding and knowledge of the criminal justice system, criminology and victimology, juvenile justice system, public administration/policy, criminal and deviant behavior, criminal law and procedure through the evaluation of a variety of contemporary criminal justice issues.

• Display proficiencies in policing philosophies through the assessment of various investigation and surveillance techniques.

• Examine correctional practices in the United States to critique the various philosophies of punishment, sentencing practices, victim’s rights and community-based corrections.

• Evaluate the major criminological theories of crime causation including classical and contemporary theories.

• Distinguish the roles and challenges faced by the police, courts, and corrections and appraise their interrelationship within our justice system and justice systems internationally.

• Propose the characteristics of a sound ethical framework necessary to criminal justice professionalism through the review of various ethical theories and challenges.

• Appraise the value of leadership among various criminal justice related agencies.

• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.

• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.

• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.

• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.

• Participate in social, learning, and professional communities for personal and career growth.

Major Requirements

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<td>Juvenile Justice</td>
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Liberal Arts Requirements

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Open Elective Requirements

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Total Credit Hours Required for Graduation

| Total Credit Hours Required for Graduation | 120           |
Criminal Justice
Associate of Applied Science Degree
Campus Program: CRJU

The Criminal Justice associate degree program provides a broad understanding of the criminal justice system. The program includes the study of the United States court systems, correctional organizations, and law enforcement agencies. Students study the nature and extent of crime and delinquency, and the cause and explanation of criminal behavior. Reading, writing, and critical thinking skills are rigorously applied and developed throughout the program of study. Graduates are prepared for entry-level employment in a variety of Criminal Justice fields. The program is designed to provide graduates with a balance of theory and practice that will enhance their preparation for the criminal justice field.

Graduates of this degree plan will achieve the following program and institutional outcomes:
• Apply basic theories of criminal justice operations and management.
• Communicate effectively within the criminal justice system.
• Understand the laws regulating public conduct.
• Understand and apply concepts of community-oriented policing.
• Identify and resolve ethical issues in criminal justice.
• Follow criminal law and procedures.
• Use information technology skills in criminal justice applications.
• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
• Participate in social, learning, and professional communities for personal and career growth.

Major Requirements
Semester
Credit Hour

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Liberal Arts Requirements

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<td>COMM150</td>
<td>Introduction to Information Literacy and Research</td>
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<td>COMM201</td>
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<td>PSYC101</td>
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Total Credit Hours Required for Graduation 60

Student Consumer Information is available on Bryant & Stratton College's website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Paralegal Studies

Associate of Applied Science Degree

Campus Program: PLEG

The Paralegal Studies program emphasizes practical hands-on applications and prepares students to analyze cases and to prepare legal forms and documents required in litigating law suits, prosecuting crimes, closing real estate transactions, and drafting documents used in custody, separation, and divorce proceedings.

The program also emphasizes the ethical considerations for legal professionals as prescribed by the American Bar Association and the National Federation of Paralegal Associates.

Graduates are prepared to obtain entry-level positions working under the supervision of an attorney in private law firms or in other related occupations in government, legal departments of banks, corporations, insurance companies, accounting firms, and real estate development or property management firms.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Describe and discuss the basic responsibilities, legal and procedural theories, and limitations of a paralegal.
- Define, apply, and defend principles of legal ethics within a variety of settings.
- Distinguish appropriate legal terminology and utilize terms correctly in legal documents.
- Design and compose legal documents, including but not limited to correspondence, pleadings, briefs, and memoranda, that are relevant to different substantive areas of law.
- Utilize electronic and print resources to locate primary and secondary law related legal documents to research, summarize, and evaluate legal issues.
- Identify and utilize information technology tools and skills in both general and law related office practices.
- Apply appropriate paralegal specific knowledge, skills and behaviors to analyze and interpret primary and secondary law sources and related legal documents.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

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<td>PLEG120 Civil Litigation 3</td>
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<td>PLEG220 Torts and Remedies 3</td>
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<td>PLEG230 Criminal Law &amp; Procedures 3</td>
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<td>PLEG235 Legal Research &amp; Writing II 3</td>
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<td>PSYC101 Principles of Psychology 3</td>
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<td>SOSC102 Principles of Sociology 3</td>
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</table>

|                      | 30 |

|                      | Total Credit Hours Required for Graduation 60 |

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Nursing

Bachelor of Science Nursing Generalist

Campus Program: BSNG

The Bachelor of Science Nurse Generalist Program is a comprehensive eight semester program designed to promote the development of professional nurses who will meet the changing needs of patients. These nurses will address the increasing needs of persons trained for complex patient care in all healthcare settings and who are prepared to address particular needs in genomics, prevention, diagnosis, and treatment of diseases, illnesses and conditions. These needs that are influencing the nursing role changes are reflected in scientific advances, changing population demographics, technologic explosion, and increasing needs to better access health care and healthcare information (AACN, 2008).

The RN-BSN option is designed for RN graduates who have passed the RN-N.C.L.E.X. exam. RN-BSN plan students are advised on an individual basis and transcripts are evaluated on an individual basis for maximum transfer credit. Students must satisfy all requirements of the BSN Generalist degree plan in order to complete the RN-BSN plan. Nursing, biology, and liberal arts courses typically will transfer into the RN-BSN program.

Graduates of this degree plan will achieve the following program and institutional outcomes:

• Employ the nursing process to implement comprehensive, safe, diverse, culturally effective care across the lifespan in all health care settings.
• Utilize evidence-based information to support critical and clinical reasoning to formulate individualized care for multiple level patients.
• Practice within the ethical, legal, and regulatory frameworks of nursing, health care, and its related agencies assuming they have no past conduct or convictions which prevent such practice.
• Fulfill the roles of the baccalaureate nurse generalist as provider of direct and indirect care (advocate and educator), designer, coordinator, and manager of health care, and member of the profession (advocate for the patient and profession) [The Essentials of Baccalaureate Education for Professional Nursing Practice, 2008].
• Construct a framework which promotes lifelong learning essential to continuous professional development and tolerance for the unpredictable and ambiguous nature of the healthcare system.
• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
• Participate in social, learning, and professional communities for personal and career growth.

Major Requirements

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<th>Code</th>
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<td>Human Biology</td>
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<td>BIOL205</td>
<td>Pathophysiology</td>
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<td>NURS102</td>
<td>Foundations of Nursing Practice</td>
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<td>NURS235</td>
<td>Health Assessment and Interpersonal Communication</td>
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<td>Psychomotor Skills Basic to Nursing Care</td>
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<td>NURS125</td>
<td>Lifespan Development and Nursing Practice</td>
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<td>NURS232</td>
<td>Nutrition in Healthcare</td>
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<td>NURS215</td>
<td>Pharmacology for Nurses</td>
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<td>NURS231</td>
<td>Concepts Basic to Nursing</td>
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<td>NURS302</td>
<td>Gerontological Nursing</td>
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<td>Nursing Care of the Reproducing Family</td>
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<td>Nursing Care of Children and Families</td>
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<td>NURS401</td>
<td>Nursing Care of the Adult II</td>
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<td>NURS304</td>
<td>Psychiatric and Mental Health Nursing</td>
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<td>NURS407</td>
<td>Nursing Research</td>
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<td>NURS403</td>
<td>Nursing Management and Leadership</td>
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<td>NURS404</td>
<td>Nursing in the Community</td>
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Total Credit Hours Required for Graduation 125

Semester by Semester Breakdown:

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Liberal Art Requirements

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<td>Principles of Sociology</td>
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<td>Interpersonal Relations and Group Dynamics</td>
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<td>Logic and Reasoning</td>
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Total Credit Hours Required for Graduation 125
Nursing
Associate of Applied Science Degree (OH & VA)
Associate Degree Nursing (WI)
Campus Program: NURS

The mission of the Nursing Program is to provide quality nursing education in North Central Ohio, Virginia, and Wisconsin and to facilitate the provision of exceptional healthcare in the regions. The Nursing Program emphasizes classroom, laboratory, and clinical experiences that prepare students for both the world of work and for lifelong learning. Computer aided instruction, telecommunications technology, clinical simulation and other technical learning strategies are seen as integral components of the delivery methods needed to serve the educational needs of students in the 21st century.

The purpose of the Nursing Program is to prepare Nursing Program graduates to function in professional registered nursing roles. The program provides a foundation of learning which promotes integration of clinical decision making processes into the provision of nursing care for meeting the health/illness needs of patients across the life span.

The three roles of the associate degree nurse (Provider of Care, Manager of Care, and Member of the Discipline of Nursing) describe nursing practice and role expectations of the entry level registered nurse. The core components of those roles, as established by the National League for Nursing (NLN, 2000) are as follows: professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. The organizing framework provides direction for the selection and ordering of learning experiences to achieve program outcomes.

Graduates of the associate degree nursing program will be able to function in the following roles:

• Provider of care, in a variety of settings, using the nursing process to competently create, prioritize, and construct and implement individualized plans of care, including learning needs of the client and/or significant support(s) for individuals.

• Manager of care by communicating effectively and coordinating care with other nurses and members of the healthcare team, using basic leadership skills. Delegation of care will provide direction and teaching needed to the assistant in assuring competent care is delivered to reach desired outcomes.

• Member within the discipline of nursing by contributing to the profession through role modeling, upholding high standards of practice within the ethical and legal framework of nursing, promotion and use of research in nursing care, participation in professional nursing organizations and assumption of responsibility for lifelong learning and self-development.

Graduates of this degree plan will achieve the following program and institutional outcomes:

• Employ the Nursing Process to implement comprehensive, culturally effective care.

• Demonstrate clinical competence in performance of nursing skills to provide safe nursing care.

• Apply evidence-based information to support clinical decision-making.

• Collaborate, communicate, coordinate, and consult with other healthcare team members, the client, and significant support person(s) in assisting the client to achieve outcomes.

• Practice within the ethical, legal, and regulatory frameworks of nursing, standards of professional nursing practice, and employing agencies’ standards of care assuming they have no past conduct or convictions which prevent such practice.

• Construct a framework, with a beginning set of skills, knowledge and competencies, necessary for lifelong learning.

• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.*

• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.*

• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.*

• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.*

• Participate in social, learning, and professional communities for personal and career growth.*

*Institutional Outcomes

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Semester Credit Hours</th>
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<tr>
<td>BIOL110 Anatomy &amp; Physiology I</td>
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<td>BIOL120 Microbiology Applications</td>
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<td>BIOL205 Pathophysiology</td>
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<td>BIOL210 Anatomy &amp; Physiology II</td>
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<td>NURS100 Introduction to Nursing</td>
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<td>NURS101 Nursing Fundamentals</td>
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<td>NURS125 Lifespan-Development &amp; Nursing Practice</td>
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<td>NURS201 Family Child Nursing</td>
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<td>NURS211 Medical/Surgical Nursing I</td>
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<td>NURS215 Pharmacology for Nurses</td>
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<td>NURS221 Medical/Surgical Nursing II</td>
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<td>NURS222 Geriatric &amp; Mental Health Nursing</td>
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<td>NURS230 Nursing Issues, Leadership &amp; Research</td>
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<td>NURS270 Nursing Internship</td>
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<td>COMM150 Introduction to Information</td>
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<td>COMM201 Public Speaking and Rhetorical Persuasion</td>
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<td><strong>PSYC101 Principles of Psychology</strong></td>
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| **Total Credit Hours Required for Graduation:** | **72**

Student Consumer Information is available on Bryant & Stratton College's website at [http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx](http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx)
COURSE DESCRIPTIONS

The course numbering system consists of four letters and three numbers for each course. The letters indicate the following subject areas:

Accounting ..........................  ACCT
Allied Health .......................... AHLT
Biology ................................. BIOL
Business ............................... BUSS
College Success ........................ MISC PREFIXES
Communication ........................ COMM
Criminal Justice ........................ CRJU
Economics .............................. ECON
English ................................. ENGL
Electronics ............................. ELET
Financial Services ........................ FINA
Graphic Design ........................ GRAD
Health Services ........................ HTHS
Human Resources ........................ HURS
History ................................. HIST
Hospitality .............................. HOSM
Humanities .............................. HUMA
Information Technology ............... INFT
Interactive Media Design ............... INMD
Literature Technology .................. LITR
Mathematics ............................. MATH
Medical Administrative Assistant ...... MAAT
Medical Insurance Billing & Coding .... MIBC
Medical Reimbursement & Coding .... MRC
Natural Science ........................ NSCI
Network Technology .................... NETW
Paralegal Studies ........................ PLEG
Philosophy ................................ PHIL
Physics .................................... PHYS
Psychology ................................ PSYC
Security Technology .................... SECR
Social Science ........................... SOSC
Technology .............................. TECH
Virtual Office Information Management .... VOIM

Note: All major required courses are offered during each calendar year; however, not every course is offered every semester.

Look for Online course listings each semester on our web page www.bryantstratton.edu.

Accounting (ACCT)

ACCT110 ACCOUNTING PRINCIPLES I
3 Semester Credit Hours

An introduction to accounting concepts, principles, and practices is provided. The focus is upon the accounting cycle, the recording process, financial statement preparation, payroll and cash control.

ACCT120 ACCOUNTING PRINCIPLES II
3 Semester Credit Hours

Accounting concepts, principles and practices are continued. This course includes specific inventory methods, receivables and payables, bad debt, and valuation of plant and equipment. An overview of basic partnership and corporate transactions, cash flows, and cost principles is provided.

Prerequisite: ACCT110

ACCT130 TAX ACCOUNTING
3 Semester Credit Hours

The theory and practice of federal income taxes for preparation of individual returns and basic business returns are covered. IRS structure, federal tax forms and schedules, and computerized tax packages are also included.

Prerequisite: ACCT110

ACCT210 ACCOUNTING SYSTEMS
3 Semester Credit Hours

Students will explore concepts and applications of accounting through the use of integrated technology.

Prerequisite: ACCT120

ACCT215 INTERMEDIATE ACCOUNTING
3 Semester Credit Hours

This course is an advanced study of financial statements, cash, temporary investments, and inventory valuations. Emphasis is placed on calculations and analysis of information to prepare journal entries, financial statements and bank reconciliations.

Prerequisite: ACCT120

ACCT220 FINANCIAL ANALYSIS
3 Semester Credit Hours

Fundamental concepts of financial analysis and planning are covered. Students will apply ratio analysis and techniques to determine strengths and weaknesses of an organization. Capital budgeting, debt and equity fund raising, and forecasting based on budgets and cash projections are included with more advanced focus upon financial statements, cash and temporary investments. Preparation and interpretation of the cash flow statement relative to the decision making process is also addressed.

Prerequisite: ACCT120

ACCT230 COST ACCOUNTING
3 Semester Credit Hours

A study of job order and process cost accounting systems is provided. Cost applications for manufacturing, materials, labor, factory overhead, departmental costs, direct and absorption costing methods, and a more in-depth study of break-even and cost-volume-profit analysis are covered. An overview of activity based costing (ABC) is also included.

Prerequisite: ACCT120

ACCT240 ACCOUNTING CASES AND ETHICS
3 Semester Credit Hours

Students will review topics covered on the ACAT exam. In addition, a real world application case will require adjustments, corrections, and reclassifications of records in order to demonstrate competencies in the overall accounting process. A discussion of ethics will be integrated into topic areas.

Prerequisites: ACCT210 & ACCT220

ACCT270 ACCOUNTING INTERNSHIP
3 Semester Credit Hours

The internship provides students with valuable field experience under the supervision and evaluation of a cooperating faculty and the College. Students apply knowledge and skills gained in the career program for 90 hours at the host site. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolio.

Prerequisite: CMSM001

ACCT315 INTERMEDIATE ACCOUNTING II
3 Semester Credit Hours

This course builds upon the financial statements, cash, temporary investments, and inventory valuations taught in Intermediate Accounting. The course will focus on liabilities, shareholders’ equity, and earnings per share, income statement and statement of cash flows, time value of money, intangible assets, GAAP, IFRS, FASB Codification and the preparation and analysis of financial statements.

Prerequisite: ACCT215

ACCT420 AUDITING
3 Semester Credit Hours

This course provides students with an introduction to the art of auditing. Students will examine the fundamental principles and techniques of auditing, audit reporting, ethics, professional and auditing standards, risk and materiality and fraud. After completing this course, students will be able to identify the required components for a successful audit and identify and avoid common potential audit deficiencies.

Prerequisite: ACCT315
ACCT430  ADVANCED ACCOUNTING  3 Semester Credit Hours
This is an advanced financial accounting course that examines selected complex issues in accounting. Students will learn about equity and cost methods of accounting, business combinations, consolidated financial information, intercompany transactions, partnerships, foreign currency, fund and nonprofit accounting and financial reporting issues.
Prerequisite: ACCT215

ACCT470  ACCOUNTING PRACTICUM  3 Semester Credit Hours
In this course, students will design, execute and present the outcomes of a capstone project conducted during a practicum field experience. Students will be challenged to use their knowledge, skills and behaviors developed over the course of their program studies to solve real-world problems in their career discipline. Students will be evaluated from both academic and professional standards.

Allied Health (AHLT)

AHLT100  MEDICAL TERMINOLOGY  3 Semester Credit Hours
An introduction to constructing, spelling, and correctly using medical terminology is provided. The language of medicine is studied through an investigation of the structure and formation of medical terms. Focus is on an overview of anatomy utilizing the systems approach. Resource material, such as a medical dictionary and PDR are used. This course includes the content and competencies included in the latest edition of the MAERB Core Curriculum.

AHLT111  INTRODUCTION TO HEALTH CARE  3 Semester Credit Hours
Principles governing the release of information and confidentiality of patient information are discussed. Topics to be covered include: laws, regulations, ethics, standards affecting the management of health information, and principles of liability. An overview of health care delivery systems and the roles of health care professionals are also discussed. This course includes the content and competencies included in the latest edition of the MAERB Core Curriculum.
Prerequisite: AHLT100

AHLT120  ANATOMY & PHYSIOLOGY I  3 Semester Credit Hours
A study of basic molecular and cellular functions, as well as the structure, functions and basic disease processes of the integumentary, skeletal, muscular, respiratory, immune, cardiovascular and lymphatic systems. This course includes the content and competencies included in the latest edition of the MAERB Core Curriculum.
Prerequisite: AHLT100
Corequisite: AHLT130

AHLT125  ANATOMY & PHYSIOLOGY II  3 Semester Credit Hours
A study of basic molecular and cellular functions, as well as the structure, functions and basic processes of the nervous, digestive, urinary, reproductive, and endocrine systems. This course includes the content and competencies included in the latest edition of the MAERB Core Curriculum.
Prerequisite: AHLT100
Corequisite: AHLT230

AHLT130  CLINICAL PROCEDURES  4 Semester Credit Hours
Students gain skills in clinical procedures. Instruction includes fundamentals of assisting with patient examination/positioning and nutritional education, sanitation / disinfection / autoclaving procedures, vital signs, specialty exams, electrocardiograph, minor surgical procedures, and medical office emergencies. This course includes the content and competencies included in the latest edition of the MAERB Core Curriculum.
Prerequisite: AHLT100
Corequisite: AHLT120

AHLT230  MEDICAL LABORATORY  4 Semester Credit Hours
This course focuses on theory of laboratory testing and practical application of selected testing in the disciplines of hematology, chemistry, urinalysis, immunology/serology, and microbiology. Blood collection techniques are included. This course includes the content and competencies included in the latest edition of the MAERB Core Curriculum.
Prerequisite: AHLT100
Corequisite: AHLT125

AHLT255  HEALTH CARE REIMBURSEMENT/ BILLING EMPHASIS  3 Semester Credit Hours
Reimbursement methods and proper coding procedures for various insurance and managed care plans are covered. Eligibility requirements, processing, collection, and computerized patient accounting procedures are emphasized. This course includes the content and competencies included in the latest edition of the MAERB Core Curriculum.
Prerequisites: AHLT100, COMM150
Corequisite: MIBC250 (MAA only)

AHLT240  PHARMACOLOGY  3 Semester Credit Hours
The basic concepts of clinical pharmacology are examined. Drug legislation and the laws governing dispensing of drugs are studied. The mathematics of dosages, metric conversions, and the classification of drugs to include usual dosages, indications, side effects, and contraindications are discussed. This course includes the content and competencies included in the latest edition of the MAERB Core Curriculum.
Prerequisites: AHLT100 & MATH103

AHLT245  MEDICAL OFFICE PROCEDURES/ ELECTRONIC RECORDS  3 Semester Credit Hours
Administrative and management skills are developed for the medical office including daily operations, managing medical records, practice finances, quality improvement, risk management, and human resource management. This course includes the content and competencies included in the latest edition of the MAERB Core Curriculum.
Prerequisites: AHLT100, COMM150

AHLT252  ADVANCED MEDICAL ASSISTING  3 Semester Credit Hours
3 Semester Credits
The seminar course is the realization of the efforts in the previous courses. Students will be challenged with complex medical assisting issues (clinical and administrative), compliance issues, and general medical knowledge concepts. Students will explore current developments within the profession to recognize major trends and their effects on the profession. Students will prepare for the CMA exam by a comprehensive review and receive feedback to assess their knowledge and readiness for the CMA exam.
Co-requisite AHLT270
Prerequisites: AHLT100, COMM150

AHLT270  MEDICAL ASSISTING INTERNSHIP  3 Semester Credit Hours
Field experience under the supervision and evaluation of a cooperating facility and the college is provided. In accordance with AAMA regulations, students may not receive compensation from the Internship site. Students utilize knowledge and skills gained in the career program for a minimum of 160 clock hours. Students also attend classroom seminars for coordination and evaluation of the Internship experience.
Prerequisites: CMSM001
Final Semester: All AHLT courses must be completed prior to scheduling AHLT270 per AAMA excluding AHLT252.

Biology (BIOL)

BIOL101  HUMAN BIOLOGY  4 Semester Credit Hours
Introduction to scientific inquiry with special emphasis on the structure and function of cells, tissues, organs and systems of the human body. Topics related to fitness, nutrition, health, inheritance, evolution and ecology. Not intended for science majors.

BIOL110  ANATOMY & PHYSIOLOGY I  3 Semester Credit Hours
A study of chemical and cellular functions, as well as the structure and function of the nervous, musculoskeletal, integumentary, sensory, and hematological systems. Application of the knowledge learned relative to organs and body systems will be demonstrated in a laboratory setting.
JANUARY 2014

Prerequisite: BIO L113
BIO L113 ANATOMY & PHYSIOLOGY I (BSN ONLY)
4 Semester Credit Hours
A study of chemical and cellular functions, as well as the structure and function of the nervous, musculoskeletal, integumentary, sensory, hematological systems. Application of the knowledge learned relative to organs and body systems will be demonstrated in a laboratory setting.
Prerequisite: BIO L101

BIOL20 MICROBIOLOGY APPLICATIONS
3 Semester Credit Hours
An overview of concepts of microbiology to provide a basic understanding of these concepts. Emphasis is on infections and diseases, relationship between organisms, bacteriology and virology, concepts of immunology, epidemiology, and interpretation of common laboratory tests to form a basis for practical, patient-focused knowledge for application in providing nursing care. Students will demonstrate competence in microbiological lab practices.
Prerequisite: BIOL110 (ADN) or BIOL113 (BSN)

CHEM 101 (ADN) or BIOL120 (BSN)

BIOL205 PATHOPHYSIOLOGY
3 Semester Credit Hours
Study of the disease processes of the body systems. An overview of genetics and genetic transmission of diseases as well as stress and pain management will be explored. The pathophysiology of changes that occur at the cellular level during disease and the effect of pathophysiologic changes on tissues, organs, and organ systems will be examined.
Prerequisites: BIOL120, MATH103, BIOL210 (ADN) or BIOL213 (BSN)

BIOL210 ANATOMY & PHYSIOLOGY II
3 Semester Credit Hours
A study of chemical and cellular functions, as well as the structure and function of the respiratory, cardiovascular, digestive, lymphatic, endocrine, urinary and reproductive systems. Application of the knowledge relative to organs and body systems will be demonstrated in a laboratory setting.
Prerequisite: BIOL110

BIOL 213 ANATOMY AND PHYSIOLOGY II
(ADN Only)
4 Semester Credit Hours
Prerequisite: BIOL113

Business (BUSS)

BUSS100 BUSINESS PRINCIPLES
3 Semester Credit Hours
Business Principles provides an introduction to fundamental business operations. The course provides insight into the global economy as well as explores management, marketing, economics, human resources, ethics and financial principles.

BUSS110 MARKETING PRINCIPLES
3 Semester Credit Hours
Marketing Principles is designed to teach students the fundamental marketing terms and concepts used in contemporary marketing. The marketing approach includes defining the market environment, market research, and the marketing mix (4 P's: product, price, promotion and place). At the conclusion of the course, students will develop and present their marketing plan.

BUSS120 SALES AND SERVICE PRINCIPLES
3 Semester Credit Hours
Students will learn fundamental sales techniques to increase performance by applying effective sales strategies and customer service support. Learning foundational skills of the sales and service process, creating sales proposals, and the delivery of effective sales presentations to increase market share and customer satisfaction are the goals of this course. Practical sales and service experience will be gained through the use in sales presentation, role playing, and solving problems resolution. Exploration of ethics, behavior patterns, product analysis, and sales promotion will enhance the application of concepts.

BUSS213 BUSSINESS LAW & ETHICS
3 Semester Credit Hours
Describe how the law provides standards and a compliance system specifically tailored to the business environment. Students will examine emerging legal issues related to: copyright and trademark infringement, contracts, ethics, sales, criminal law, and cyber-law. Through discussion and the practice of cases students will evaluate current legal and ethical challenges.

BUSS215 MANAGEMENT PRINCIPLES
3 Semester Credit Hours
Students will study the functions of managerial and leadership theory and accountability. Special attention will be given to social responsibility and managerial ethics, and strategic planning through the analysis of case studies and class discussion. At the conclusion of this course, students will develop their own philosophical approach to organizational structure along with management and leadership.

BUSS220 INTRODUCTION TO PROJECT MANAGEMENT
3 Semester Credit Hours
Students will be introduced to the field of project management by combining theoretical and practical approaches that examine project manager responsibilities associated with initiating, selecting, planning, executing, controlling, and closing a business project. Subsequent project management course will build upon the concepts learned in this course and provide an advanced strategic approach to mastering project management. This course will only be offered online.
Prerequisite: BUSS110

BIUS250 THEORIES OF E-COMMERCE
3 Semester Credit Hours
An introduction to the theories of creating retail stores on the Internet including identifying a product to sell, finding customers, advertising, setting up the Internet-based store, constructing a warehouse, and establishing a credit payment and delivery system.

BUSS270 BUSINESS INTERNSHIP
3 Semester Credit Hours
The internship provides students with valuable field experience under the supervision and evaluation of a cooperating facility and the College. Students apply knowledge and skills gained in the career program for 90 hours at the host site. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolio.
Prerequisite: CMSM001

BUSS300 BUSINESS MANAGEMENT
3 Semester Credit Hours
An overview of business planning, operations, and law with an emphasis on organizational management, behavior, and ethics.

BUSS305 ENTREPRENEURSHIP
3 Semester Credit Hours
The course focuses on how to start a business. It examines the personal traits of an entrepreneur, the advantages and disadvantages of owning a business, new start-ups, and franchising.

BUSS310 MARKETING AND SALES
3 Semester Credit Hours
The principles of marketing and selling are discussed. Students study the consumer decision-making process, targeting, segmentation, positioning, prospecting, and follow-up techniques.

BUSS320 MARKETING MANAGEMENT
3 Semester Credit Hours
Development and implementation of a marketing strategy that addresses the issues of target markets, sales, advertising, channels, pricing and forecasting.
Prerequisite: BUSS110
Prerequisite: BUSS 230

GLOBAL MANAGEMENT
3 Semester Credit Hours
Utilizing globalization as a focus, this course provides the opportunity for students to explore and examine the cross-cultural and international environmental influences on an organization’s marketing, financial, and managerial operations. Special emphasis is placed upon a global mindset including adapting organizational structures to a constantly changing marketplace and transcending language and behavior barriers.
Prerequisite: BUS100

ADVANCED BUSINESS LAW
3 Semester Credit Hours
Students will learn how businesses operate within a legal and regulatory framework from several perspectives. Special emphasis is given to the following substantive areas of law: banking and bankruptcy, agency and employment law, business organizations, corporations and property and estates.

GLOBAL MARKETING
3 Semester Credit Hours
This course examines the issues involved with developing strategies and supporting marketing operations on a global scale. Students will evaluate opportunities, create plans and adapt marketing tactics to facilitate select target market needs in coordination with a firm’s global market strategy. This course will only be offered online only.

OPERATIONS MANAGEMENT
3 Semester Credit Hours
A survey of operations management techniques and procedures, this course topic includes TQM, aggregate planning and budgeting, projecting operational time lines and continuous improvement. Emphasis is placed upon strategic considerations and profit maximization.
Prerequisite: MATH 309

PROJECT PROCUREMENT MANAGEMENT
3 Semester Credit Hours
This course covers subjects regarding the processes required to acquire product or services needed from outside the project team. Students will learn about the processes required to plan, conduct, administer, and close procurements. Students will also study the purpose of each element and how to manage the process from either the buyer or seller perspective. This course will only be offered online only.
Prerequisite: BUS230

PROJECT RISK MANAGEMENT
3 Semester Credit Hours
This course covers subjects regarding the processes required to increase the probability and impact of positive events and decrease the probability and impact of negative events. Students will learn about the processes required to plan, identify, analyze, respond, monitor and control risks. Students will learn a variety of qualitative and quantitative tools to support all the risk processes.
Prerequisite: BUSS230

PROJECT SCHEDULING AND COST MANAGEMENT
3 Semester Credit Hours
This course expands upon project planning and cost management. Students will develop the skills necessary to manage the timely completion of a project by defining, sequencing, and estimating activities to create and control a project schedule. Students will also learn about the processes to estimate costs, determine and control budgets. Students will learn a variety of qualitative and quantitative tools to support both schedule and cost management through the development of a project plan. This course will only be offered online only.
Prerequisite: BUSS230

SMALL BUSINESS FINANCE
3 Semester Credit Hours
The course examines the various financial issues that a small business owner/manager may encounter. Topics to be covered are financial resources, owner liabilities, financial systems, tax issues, risk management and pension planning.
Prerequisite: ACCT 220

PERFORMANCE MANAGEMENT
3 Semester Credit Hours
Students learn basic principles supporting the creation of a Strategic Performance Based Management system. They will then develop specific behavioral skills associated with the high performance workplace. Utilizing the methodology of interactive small group problem solving sessions, coaching, performance appraisal, evaluation and termination skills will be modeled. Organizational culture topics in diversity, discrimination, labor relations that impact individual performance will be discussed and simulated through case studies and group discussion.
Prerequisite: BUSS 215 or HTHS 301

PROJECT MANAGEMENT
3 Semester Credit Hours
This course is designed to guide students through a complete project, from planning, obtaining resources, establishing priorities, meeting deadlines, and conducting project-related meetings, to evaluating progress, revising plans, and bringing the project to a successful conclusion.

MARKETING COMMUNICATIONS
3 Semester Credit Hours
An examination of marketing and advertising approaches and how they influence decision-makers. The course examines different media approaches and the development of marketing brochures, displays and web pages.

RELATIONSHIP MANAGEMENT
3 Semester Credit Hours
This course covers the business paradigm shift that focuses on the systematic development and cultivation of business relationships through marketing. The rules for business success have changed along with globalization, advances in technology, and the dimensions of relationship management. The course will explore both theory and application, demonstrating measurable benefits for organizations that move from short-term or volume transactions to a focus that develops long term customer value.

ADVANCED BUSINESS LAW
3 Semester Credit Hours
As a senior capstone course, students integrate and apply Business curriculum concepts. A detailed strategic plan is developed consisting of the goals, action steps and budget which are aligned with an organization’s mission. Students test various aspects of the plan and evaluate results.
Prerequisite: Final Semester or Dean’s Permission

BUSINESS PRACTICUM
3 Semester Credit Hours
In this course, students will design, execute and present the outcomes of a capstone project conducted during a practicum field experience. Students will be challenged to use their knowledge, skills and behaviors developed over the course of their program studies to solve real-world problems in their career discipline. Students will be evaluated from both academic and professional standards.

College Success
(Misc. Prefixes)

INTERNSHIP PREP SEMINAR
This required seminar is a prerequisite to the Internship/Capstone Experience course within all degree plans (except Nursing). Students prepare professional employment tools, in addition to the networking report as part of their portfolio. Students develop and practice effective interviewing techniques while articulating their skills and abilities in mock interviews. Students also participate in the final PDD event to prepare for career placement upon graduation.

PRE-COLLEGE ENGLISH
3 Semester Credit Hour Equivalents
Students review and practice the rules of grammar, punctuation, and essay development and develop their writing strategies through individual and group involvement. Students demonstrate a need for this course through a diagnostic evaluation. Satisfactory completion of this course qualifies students for enrollment in ENGL 101 Research and Writing I.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYEX098</td>
<td>FIRST YEAR EXPERIENCE</td>
<td>3</td>
<td>The First Year Experience (FYE) is a required and graded group advising seminar focusing on the academic, career and lifetime success for students. Modules are delivered over the 15 week period to support the academic progress and social transition that is vital to the college experience.</td>
</tr>
<tr>
<td>MATH097</td>
<td>PRE-COLLEGE MATHEMATICS</td>
<td>3</td>
<td>Students refresh their knowledge of the basic principles of arithmetic and algebra. Fundamental operations and problem solving are developed through exercises and drills. Students demonstrate a need for this course through a diagnostic evaluation. Satisfactory completion of this course qualifies the student for enrollment in more advanced mathematics courses.</td>
</tr>
<tr>
<td>CRJU101</td>
<td>CRIMINOLOGY</td>
<td>3</td>
<td>This course provides an overall introduction to the principles and theory of criminology. The student will learn the processes involved in identifying and recognizing the causes and patterns of criminal behavior. The course presents the standard approaches to criminology and the research methods used in this field. Additional topics include the biological, psychological, social, or psychiatric roots of crime.</td>
</tr>
<tr>
<td>CRJU102</td>
<td>POLICING</td>
<td>3</td>
<td>Focusing on the functions of contemporary law enforcement agencies, this course provides a comprehensive overview of law enforcement's role in the criminal justice system. Topics include: history, important roles and functions, community policing, patrol, administration, organization, accountability, gangs, ethics, civil liability, trends in contemporary policing, police subculture, and terrorism.</td>
</tr>
<tr>
<td>CRJU105</td>
<td>CORRECTIONS</td>
<td>3</td>
<td>Providing a survey on the contemporary American Corrections system, this course focuses on crime, courts, corrections, and law enforcement. Structure for the content presents three specific challenges facing the criminal justice community today: 1) the need for public order and safety; and 2) diversity at all levels; and 3) the double-draw of technology in promoting faster detection and apprehension, while offering additional opportunities to criminals. Specific topics include: patterns of crime, crime causation, definition and description of Corrections, the rule and types of law, history and structure of policing history; management of policing organizations, and legal aspects of policing.</td>
</tr>
<tr>
<td>CRJU110</td>
<td>CRIMINAL COURTS</td>
<td>3</td>
<td>By illustrating the important work of judges, juries, prosecutors, and defense attorneys, this course offers a practical overview of the United States criminal court system. Topics include: processing of offenders, arrest, charging, and booking, the trial process, sentencing, the appeal process, and other important issues.</td>
</tr>
<tr>
<td>CRJU120</td>
<td>COMMUNITY CORRECTIONS</td>
<td>3</td>
<td>This course will review probation, parole, and community corrections. Students will learn about their histories and organizational structures, the nature and effects of the process by which offenders are handled, and the dynamics and trends toward change in the fields of probation, parole, and community-based corrections.</td>
</tr>
<tr>
<td>CRJU130</td>
<td>INTERVIEWING THEORIES AND PRACTICES</td>
<td>3</td>
<td>This course provides a practical interviewing guide for persons who work in the Criminal Justice system. Specific topics include: Interview preparation, nonverbal communication, types of interviewees, multicultural interviewing, the basic skills model for interviewing, communication of empathy, use of speed and pacing, and immediacy, concreteness, confrontation and assertion skills. Prerequisite: CRJU100</td>
</tr>
<tr>
<td>CRJU150</td>
<td>JUVENILE JUSTICE</td>
<td>3</td>
<td>This thorough overview of the juvenile justice system includes: an introduction to juvenile justice, delinquency theories, categories of offenders, intake, adjudication and processing, treatment, emerging trends, and juvenile correction alternatives.</td>
</tr>
<tr>
<td>CRJU200</td>
<td>CRIMINAL LAW</td>
<td>3</td>
<td>Beginning with the historical evolution of criminal law, this course discusses the nature of criminal offenses against persons, property, and the public. The course also analyzes the types of criminal defenses, legal and social dimensions of crimes, and an in-depth view of offenses against public order and public morality. Topics include the purpose, nature and history of law, characteristics of the adversarial system, the elements of crime, and criminal defenses such as justifications, excuses, and insanity. Prerequisite: CRJU100</td>
</tr>
<tr>
<td>CRJU210</td>
<td>CRIMINAL INVESTIGATION</td>
<td>3</td>
<td>This course in criminal investigation is geared toward the practical application of investigative tools, concepts, and protocols. Students are introduced to the history, concepts, methods, and processes of standard criminal investigation. Topics covered in the course include: history of criminal investigation, basic concepts, methods of investigation, collecting evidence, interrogating witnesses and suspects, laboratory and technical services, ethical considerations, conducting the search of a crime scene, reporting, and effective methods of surveillance. Prerequisite: CRJU100</td>
</tr>
</tbody>
</table>
CRJU215  CORRECTIONAL ADMINISTRATION
3 Semester Credit Hours
This course provides students an overview of the management and administration of correctional agencies. Included topics are the link of theory and management, leadership, strategic management, implementing correctional goals, managing offender risk, staff organization, controlling violent inmates, creating a safe and secure prison environment, supervising employees, human resource management, and controlling correctional costs. Students will have the opportunity to compare general public management challenges to the growing correctional populations. Prerequisite: CRJU105

CRJU220  POLICE MANAGEMENT
3 Semester Credit Hours
This course focuses on the history of policing, police culture, basic organizational concepts of law enforcement agencies, operational considerations and managing of the police organization. Specific topics include: management styles and principles, characteristics of police culture, the purposes of police organizations, operating principles, the art of proactive police leadership, communication, management, police technology, patrol operations and community policing, non-management functions, administrative functions, fiscal policies, collective bargaining, and training. Prerequisite: CRJU102

CRJU222  CRIMINAL PROCEDURE
3 Semester Credit Hours
This course focuses on the constitutional rights of criminal defendants as interpreted by the U.S. Supreme Court. Students discuss Supreme Court decisions. Students will learn to distinguish between due process and crime control perspectives, including the impact on criminal procedure. Violation of constitutional rights will be examined, as well as the civil, criminal, and non-judicial remedies that are available. This includes a study of the Fourth, Fifth, and Sixth Amendments. Students will also analyze the entirety of criminal procedure from first contact to appeals, as well as the roles of prosecutors, grand juries, and defense attorneys. Prerequisite: CRJU110

CRJU225  SECURITY ADMINISTRATION
3 Semester Credit Hours
This course explores current critical issues concerning the efficient and effective delivery of security services. In particular, it focuses on three key areas: the administration of security by the public and private sectors and the need for greater cooperation between the two; the policies for the administration of security as set forth in the myriad of new and revised domestic security laws, especially the USA Patriot Act; and the need for security administrators to use technology to protect critical assets.

CRJU2270  CRIMINAL JUSTICE INTERNSHIP
3 Semester Credit Hours
The internship provides students with valuable field experience under the supervision and evaluation of a cooperating facility and the College. Students will apply knowledge and skills gained in the career program for 90 hours at the host site. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolio. Prerequisite: CMSM001

CRJU300  ETHICAL DILEMMAS AND CHALLENGES IN CRIMINAL JUSTICE
3 Semester Credit Hours
This course looks at the ethical dilemmas and professional problems faced by criminal justice personnel. Students will discuss the practical applicability of ethical ideals and organizational codes and standards. Students will study key concepts related to ethics and the impact of ethical decisions. This will include investigation of the relationship between values, morals, ethics, and critical thinking. Different philosophies related to ethics will be examined, and students will apply these theories through an analysis of the various processes associated with making ethical decisions. Finally, students will examine the specific nature of ethics in the criminal justice system and will evaluate methods used to address ethical misconduct in society. Prerequisite: CRJU101

CRJU303  RESEARCH METHODS FOR THE CRIMINAL JUSTICE PROFESSION
3 Semester Credit Hours
This course provides students with an overview of research processes that are common to most areas of the Criminal Justice profession. This will include discussion of topics that range from the relationship between theory and research, the notion of causation, specific forms of research designs and associated techniques, the process of conceptualization and measurement; operationalization, factors to consider in sampling, fundamental descriptive statistics, and information literacy skills tied specifically to the location, evaluation, analysis, and synthesis of research and data culled from the internet, electronic resources, and other data mining sources. Students also will discuss particular ethical issues that are associated with Criminal Justice-centered research. Students will study both the basics of research methods as well as their applicability within the larger Criminal Justice field. Prerequisite: COMM150

CRJU310  JUVENILE DELINQUENCY
3 Semester Credit Hours
A theoretical look at juvenile delinquency will be covered in detail during this course. The causes of juvenile delinquency will be examined at length. There will be a strong sociological focus on the root causes of delinquency and the theme followed across the life course. The information gathered helps learners understand how delinquent behavior originates. The course follows if it either continues and evolves into adult criminality or terminates. There will be an emphasis on the important roles that gender, race, social class and place of residence play in the formative adolescent years. Prerequisite: CRJU150

CRJU320  CRIMINAL BEHAVIOR
3 Semester Credit Hours
This course will examine knowledge gained regarding the “crime problem” and delve into the many levels of events that influence a person’s life course from the individual to the individual’s family, peers, schools, neighborhoods, community, culture and society as a whole. Reviews of contemporary research, theory and practice concerning the psychology of crime will be presented. Descriptions of the behavioral, emotional, and cognitive aspects of crime are examined from the perspectives of the victim and offender. The causes, classification, prediction, prevention, intervention and treatment of delinquency and criminal behavior are also examined. Prerequisite: CRJU101

CRJU330  VICTIMOLOGY
3 Semester Credit Hours
This course examines the causes of victimization and looks at theories associated with violent victimization. It analyzes the offender-victim relationship and presents ideas on preventing violence and responding to victimization. Students will study the terminology related to violence and victimization, as well as the concept of victimization. This will include tracing the development of theories of victimization and differentiation between types of violence. Students will examine offender-victim relationships and analyze injustices in the criminal justice system. Motives for terrorism will be examined, as well as an assessment of laws to combat terrorism. Finally, students will appraise ways to respond to criminal victimization. Prerequisite: CRJU101
This course alerts society and the criminal justice system to the expanding high-tech crime primarily through the use of computers. Explored are the high-tech crimes and techniques used by criminals. The tools and methods used by both criminals and investigators are explained. High tech crime has opened a new career field in various levels of the justice system.

**CRJU331 CYBER CRIME**  
3 Semester Credit Hours

This course provides an expanded definition of white collar crime and the victims impacted by deceitful acts. The list of this type of crime has been expanded to include conspiracy, fraud, and insider training. Corporation, not-for-profit and educational leaders are now being held accountable for actions which result in a loss of money or present false results to all stakeholders. This course will delineate environmental crimes, hazardous workplaces, medical malfeasance, and unsafe products as items to add to the criminal list. In addition, there will be discussions of many other categories of white-collar crime are covered such as: embezzlement, securities fraud, political corruption and computer scams.

**CRJU333 WHITE COLLAR CRIME**  
3 Semester Credit Hours

This course provides an expanded definition of white collar crime and the victims impacted by deceitful acts. The list of this type of crime has been expanded to include conspiracy, fraud, and insider training. Corporation, not-for-profit and educational leaders are now being held accountable for actions which result in a loss of money or present false results to all stakeholders. This course will delineate environmental crimes, hazardous workplaces, medical malfeasance, and unsafe products as items to add to the criminal list. In addition, there will be discussions of many other categories of white-collar crime are covered such as: embezzlement, securities fraud, political corruption and computer scams.

**CRJU335 DRUGS AND CRIMINAL JUSTICE**  
3 Semester Credit Hours

Determining who is impacted by drug use, misuse and abuse and how it has expanded in our society. This course emphasizes the sociological aspects of drug-taking behavior and the relationship between drugs and crime. The criminal justice system’s impact on the growth of drug use in America is discussed. How legal and illegal drugs affect the mind and the body is examined. The basic facts and major issues concerning drug taking behavior is presented in a straight forward comprehensive way.

**CRJU343 CRIMINAL JUSTICE ADMINISTRATION**  
3 Semester Credit Hours

This course will describe justice administration in a dynamic and changing world where society is adapting for future challenges. Criminal justice administration and career opportunities are addressed. A review of the “Ten Commandments” for police executives and discussions of courtroom civility and violence. Additional aspects of the justice systems such as inappropriate prison staff-inmate relationships, administering the death penalty, probation-police partnerships, computer crime and probation, workplace loyalty, drug courts and new technologies. Ethical considerations will be explored regarding the criminal justice system.

Prerequisite: CRJU100

**CRJU400 COMPARATIVE CRIMINAL JUSTICE**  
3 Semester Credit Hours

This course provides a global view of criminal justice by using different countries to demonstrate their legal systems. Comparative criminology and comparative criminal justice traditions are identified and their basic features are presented.  
Prerequisite: CRJU100

**CRJU422 FAMILY VIOLENCE**  
3 Semester Credit Hours

This course covers research from a sociological perspective with a leaning toward the criminal justice perspective. Legislation enacted is cited and the impact on improving the consequences explained. The definition of victims and offenders are expanded to include the elderly, disabled, children, males and females, heterosexuals and homosexuals, and all forms of family violence are discussed. The crimes of domestic violence are identified and the consequences understood through research.

**CRJU423 TERRORISM AND HOMELAND SECURITY**  
3 Semester Credit Hours

This course reviews the history of terrorism and its origins, its rapid evolution in the present and future. Terrorist events – left and right wing – are examined in various countries and regions. Discussions are presented about efforts of nations around the world to deter or discover terrorism and to find other ways to deal with the threats.  
Prerequisite: CRJU100

**CRJU470 CRIMINAL JUSTICE PRACTICUM**  
3 Semester Credit Hours

In this course, students will design, execute and present the outcomes of a capstone project conducted during a practicum field experience. Students will be challenged to use their knowledge, skills and behaviors developed over the course of their program studies to solve real-world problems in their career discipline. Students will be evaluated from both academic and professional standards.

**Economics (ECON)**

**ECON220 MACROECONOMICS**  
3 Semester Credit Hours

This course will introduce the students to issues in macro theory through the use of models, principles and econometric analysis. Topics will include: opportunity costs, supply and demand, market equilibrium, and the assessment of GNP/GDP. Discussions will focus on the impact of business cycles, the role of government in the economy, the financial system, the role of monetary policy and the major issues facing the U.S. economy.

**ECON325 MICROECONOMICS**  
3 Semester Credit Hours

This social science course, based upon the “allocation of scarce resources,” examines basic economic assumptions and models. Though the economic functions of government and aggregate concepts are addressed, the course primarily has a microeconomic focus. Opportunity costs, supply and demand, market equilibrium and the GNP/GDP are covered. The impact of business cycles, economic policies, deregulation, environmental protection and labor on both the market and the individual organization is also highlighted.
Electronics (ELET)

ELET102
CIRCUITS I
4 Semester Credit Hours
This course features an introduction to the principles of DC electronics and magnetism. Students develop competencies through practical application of the principles and theories if circuitry.
Prerequisite or Corequisite: MATH103

ELET122
CIRCUITS II
4 Semester Credit Hours
In this course, students are introduced to the principles of AC electronics, reactive circuits, and filters. Students also utilize semiconductor devices in the lab setting while developing competencies through practical applications of the principles and theories of circuitry.
Prerequisite: ELET102-Corequisite: MATH112

ELET152
DIGITAL ELECTRONICS
4 Semester Credit Hours
The fundamentals of digital logic are presented in this course. Students study the following topics: numbering systems, logic gates and families; Boolean expressions; flip-flops; registers and counters; adders and subtractors; encoders and decoders; multiplexers and demultiplexers; tristate; logic symbols; and microprocessor architecture. Students conduct experiments featuring digital gates, combinational logic, flip-flops, mathematical logic devices, shift registers, decoders, encoders, multiplexing, and tri-state logic.
Prerequisite: ELET102

ELET202
ANALOG ELECTRONICS
4 Semester Credit Hours
Circuit elements used in the conversion of signals are covered in this course. Students study operation and applications of transistors, multilayer devices, and small scale integrated circuits. Students develop competencies through practical application of the principles and theories of analog electronics.
Prerequisite: ELET122

ELET210
INDUSTRIAL ELECTRONICS
3 Semester Credit Hours
Students study devices unique to the field of industrial electronics. Topics to include AC/DC machines and robotics.

ELET215
MEDICAL DEVICES AND INSTRUMENTATION
3 Semester Credit Hours
Students study fundamentals of transducers and sensors used in the medical field. Emphasis will be placed on troubleshooting and repair techniques as applied to electronics devices used in the medical field.

ELET220
COMMUNICATION I
3 Semester Credit Hours
Students apply their knowledge of electronic components and circuits into a study of basic communication systems.
Prerequisite: ELET122
Corequisite: ELET221

ELET225
MEDICAL DEVICES & INSTRUMENTATION II
3 Semester Credit Hours
This course is a continuation of ELET215. Students are introduced to more complex medical device, application and safety, equipment testing and troubleshooting, including repairs.

ELET230
MICROPROCESSOR CONTROL
3 Semester Credit Hours
Hardware and software methods for control of microprocessor systems are covered.
Prerequisite: ELET152

ELET250
PROGRAMMABLE LOGIC CONTROLLERS
3 Semester Credit Hours
The principles and applications of programmable logic controllers are explored at the hardware and software level. The concepts of ladder logic are introduced.
Prerequisite: ELET230

ELET270
ELECTRONIC TECHNOLOGY INTERNSHIP
3 Semester Credit Hours
The internship provides students with valuable field experience under the supervision and evaluation of a cooperating facility and the College. Students apply knowledge and skills gained in the career program for 90 hours at the host site. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolio.
Prerequisite: CMSM001

ELET350
INTRODUCTION TO PDL APPLICATION
3 Semester Credit Hours
A review of Boolean Algebra and functional blocks in digital electronics including common combinational and sequential logic circuits. PLDs and MAX+PLUSII software for building various digital architectures are introduced. Students engage in numerous exercises in understanding the characteristics and applications of PLDs and various digital circuits through both graphical and text methods available in PLD software.

ELET410
ELECTRONIC INSTRUMENTATION AND INTERFACE
3 Semester Credit Hours
Emphasis is placed on real life applications of electronic technology in the measurement and instrumentation industries. An introduction to common sensing and measurement devices and analog signal conditioning circuits that amplify or filter the signals, A-D and D-A conversion circuitry, as well as common issues and practices related to these tasks through class exercises, software tools, or lab experiments.

ELET422
CONTROL CIRCUIT STABILITY AND MODELING
4 Semester Credit Hours
Emphasis on the concepts of stability in feedback control systems utilizing case studies and MATLAB tools. MATLAB tools are used to study time-domain characteristics of first and second order feedback control systems. Stability phenomenon, Bode plots and the Nyquist method are related to modern industrial applications.
Prerequisite: MATH401

ELET430
EMBEDDED INDUSTRIAL SYSTEMS
3 Semester Credit Hours
A concentrated study of Embedded systems, typical microcontroller architecture, addressing modes and programming code, and the basics of data structures and C++ programming language. Through Evaluation Board Hardware, the concepts of Interrupts, Timer and I/O interface are explored.
Prerequisites: ELET350 & ELET410

ELET442
POWER ELECTRONICS SYSTEMS
3 Semester Credit Hours
An introduction to DC and AC energy concepts, single phase and three phase AC power transfer, power switching device technologies, common topologies in single and three phase rectification and associated waveforms.
Prerequisite: ELET410

ELET479
ELECTRICAL ENGINEERING PRACTICUM
3 Semester Credit Hours
In this course, students will design, execute and present the outcomes of a capstone project conducted during a practicum field experience. Students will be challenged to use their knowledge, skills and behaviors developed over the course of their program studies to solve real-world problems in their career discipline. Students will be evaluated from both academic and professional standards.
Financial Services (FINA)

FINA190
FINANCE PRINCIPLES
3 Semester Credit Hours
This survey course provides a general overview of financial management with a focus on the tools and techniques used in financial decision making. Students are introduced to the fundamentals of business finance and will learn the basic concepts of time value of money, asset valuation and risk and return.

FINA201
FINANCIAL CONCEPTS AND CALCULATIONS
3 Semester Credit Hours
The time value of money (TVM) serves as the foundation for all other concepts in finance. This course provides the foundation necessary to compute advanced financial calculations including TVM. Students develop competencies through the practical application of quantitative investment concepts, measures of investment returns, bonds and stock valuation concepts and depreciation. Students are also introduced to the mathematical treatment of risk-neutral valuation, arbitrage, options, futures, and derivatives. In subsequent courses, students will apply the fundamental skills learned in this course to continue to solve a variety of financial equations.
Prerequisite: MATH103

FINA270
FINANCIAL SERVICES INTERNSHIP
3 Semester Credit Hours
The internship provides students with valuable field experience under the supervision and evaluation of a cooperating facility and the College. Students apply knowledge and skills gained in the career field and the College. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolio.
Prerequisite: CMSM001

FINA371
PERSONAL FINANCIAL PLANNING
3 Semester Credit Hours
Financial planning process; client/planner interactions; time value of money applications; personal financial statements development and assessment; cash flow and debt management; asset acquisition; education planning; planning elements of risk management; investment planning; and retirement planning; special needs planning review; integrating planning recommendations; financial planning ethics review; overview of practice management concepts. Note: This course will only be offered online.
Prerequisite: FINA190, ECON220

FINA372
INSURANCE PLANNING
3 Semester Credit Hours
This course introduces students to risk management and insurance decisions in personal financial planning. Topics include insurance for life, health, disability, property and liability risks, as well as annuities, group insurance, and long term care. Note: This course will only be offered online.
Prerequisite: FINA371, BUSS213

FINA373
INVESTMENT PLANNING
3 Semester Credit Hours
This course provides the student with an understanding of the various types of securities traded in financial markets, investment theory and practice, portfolio construction and management, and investment strategies and tactics. Note: This course will only be offered online.
Prerequisite: FINA371, ECON220

FINA374
INCOME TAX PLANNING
3 Semester Credit Hours
The course focuses on principles and current law and practice of income taxation and its impact on financial planning for individuals, couples and families in their roles as investors, employees and business owners. Note: This course will only be offered online.
Prerequisite: FINA371, ECON220

FINA375
RETIREMENT PLANNING
3 Semester Credit Hours
Retirement planning focuses on preparation for retirement. The course will include the importance of retirement planning, an evaluation of the client’s needs, and an understanding of Social Security and Medicare, and qualified and non-qualified retirement plans. Note: This course will only be offered online.
Prerequisite: FINA371, BUSS213

FINA465
FINANCIAL PLANNING CAPSTONE PROJECT
3 Semester Credit Hours
This course requires the student to demonstrate the ability to integrate and apply his or her knowledge of financial planning topics through the design, execution, oral presentation and defense of an authentic financial plan. The student will also refine his or her skills to identify and meet the financial needs and objectives of individuals, families, and business owners. At the conclusion of this course, the student will have demonstrated the ability to apply the financial planning process to real-life situations, as well as the ability to communicate his or her planning recommendations to a client. This course will be offered online.

FINA476
ESTATE PLANNING
3 Semester Credit Hours
Estate Planning focuses on the efficient conservation and transfer of wealth, consistent with the client’s goals. It is a study of the legal, tax, financial and non-financial aspects of this process, covering topics such as trusts, wills, probate, advanced directives, charitable giving, wealth transfers and related taxes. Note: This course will only be offered online.
Prerequisite: FINA371, BUSS213
Graphic Design (GRAD)

**GRAD100**
**INTRODUCTION TO DESIGN**
3 Semester Credit Hours

Students demonstrate the process of creative problem solving by producing thumbnail sketches and rough layouts to complete communication problems. Students will identify and apply the elements and principles of design through various projects and techniques including traditional rendering, color techniques, basic drawing skills and use of multiple mediums.

**GRAD115**
**PAGE LAYOUT**
3 Semester Credit Hours

An introduction to the fundamentals of computer design and production is offered. Students utilize industry-standard software to execute typographic designs, manipulate text and create page layouts.

**GRAD120**
**TYPOGRAPHY AND LAYOUT**
3 Semester Credit Hours

History, letterstyle, structure, and construction of type is studied. Students gain an understanding of how type is used in design, selection of type, creative use of type and combining type with images in grid layouts.

Prerequisite: GRAD100

**GRAD130**
**PRODUCTION FOR DESIGN**
3 Semester Credit Hours

Students gain an understanding of print production and printing technologies through lecture and hands-on projects. Managing production, mechanicals, paper, and electronic pre-press are covered.

**GRAD215**
**DIGITAL ILLUSTRATION**
3 Semester Credit Hours

Students apply advanced design and illustration techniques to produce graphic design projects on the computer. Emphasis is on production of design and images through an illustration software program.

**GRAD220**
**GRAPHIC DESIGN I**
3 Semester Credit Hours

An advanced course where students develop skills in the synthesis of words and image to communicate messages. The concepts of creative thinking, design, layout, and production are explored to produce design projects.

Prerequisite: GRAD120

**GRAD230**
**IMAGING TECHNOLOGY**
3 Semester Credit Hours

Exploration of electronic image scanning, manipulation, and alteration to solve complex design problems.

**GRAD240**
**GRAPHIC DESIGN II**
3 Semester Credit Hours

Skills and methods learned in Graphic Design I are expanded to solve complex design problems in Graphic Design II. The design process, visual techniques, and production methods will be applied to long-term projects which contain multiple components. Simulated client meetings will challenge students to determine objectives and complete design briefs. The relationship of graphic design in advertising will also be explored.

Prerequisite: GRAD220

**HISTORY (HIST)**

**HIST300**
**TWENTIETH CENTURY WORLD HISTORY**
3 Semester Credit Hours

A survey of key developments and prevalent themes in world history. Students study how select world-wide events affected the social and cultural fabric of a cross section of Western and Non-Western nations.

**HIST315**
**CONTEMPORARY ISSUES IN AMERICAN HISTORY**
3 Semester Credit Hours

In this course students will develop historical thinking skills required of learners, citizens and members of the workforce so they may make informed political decisions about contemporary issues. Students will be exposed to both conservative and liberal perspectives in an effort to assess the impact ideologies, time periods, and events had upon the nation’s development as a capitalist democratic state and it’s role in world affairs.

**Hospitality (HOSS)**

**TRVL211**
**HOTEL FRONT DESK OPERATIONS**
3 Semester Credit Hours

Students are introduced to the front-of-the-house operations of a hotel. A systematic approach details the flow of business through a hotel in areas such as reservations, guest reception, bell service, desk clerking, and cashiering. The interdependencies of the various departments of a hotel are explored in relation to front-office management, handling complaints, and concerns regarding hotel safety and security.

Prerequisite: REST101 or TRVL 100

**TRVL 231**
**CONVENTION SALES AND SERVICE**
3 Semester Credits

An overview of the scope of group business as it relates to hotels and restaurants. Sales, planning, accommodations, recordkeeping, company profiles, and planned events are discussed with attention to those factors necessary for successful execution.

Prerequisite: REST101 or TRVL 100

**HOSS 110**
**INTRODUCTION TO HOSPITALITY MANAGEMENT**
3 Semester Credit Hours

This introductory course acquaints the student with the scope and complexity of the hospitality industry by exploring the national and global relationships of hotel and restaurant operations. The course provides an overview of the history, career opportunities, and organizational structures of this field. Management styles, skills and functions with an emphasis on teamwork will be considered as part of the decision-making process. Students will examine the effect trends and technologies have on customer and guest services.

**HOSS120**
**FUNDAMENTAL HOSPITALITY MANAGEMENT PRINCIPLES**
3 Semester Hours

This course introduces students to fundamental management principles essential to the hospitality professional. Students will learn how organizations work as well as the essential skills needed to effectively manage customers and employees. Students will explore management within a service industry exploring fundamental organizational concepts such as communication, teaming, leadership, power and politics in the workplace as well as focus on management tasks such as organization, stress, conflict resolution and employees. Students will be provided with industry-related, detailed, hands-on exercises to sharpen their management talents.
HOSY210  
TECHNOLOGY IN THE HOSPITALITY MANAGEMENT INDUSTRY  
3 Semester Credit Hours  
This course explores the way in which technology and technological resources are utilized in the Hospitality Industry. As with all industries, technology has significantly changed how the industry operates. Almost all departments within the hospitality industry have department-specific software and information systems to guide daily operations. It is a Manager’s role to understand the uses of technology, advantages and disadvantages of technology, how to use technology to its fullest extent, and guide all departments with an emphasis upon the historical role of how the Hospitality Industry has changed due to technology.

HOSY220  
ETHICAL HOSPITALITY MANAGEMENT  
3 Semester Credit Hours  
This course offers students a strong foundation for making sound ethical decisions in the hospitality industry as managers. Students are provided with an interactive, hand-on learning experience with which to recognize and analyze ethical dilemmas within a variety of industry-related departments such as sales and marketing, housekeeping, front office, food services including dining and room service, as well as technology. Students will explore the impact of a strong ethical framework for a manager.

HOSY230  
LEADING HOSPITALITY SERVICES MANAGEMENT  
3 Semester Credit Hours  
This course addresses the hospitality industry from a services management perspective. Students will explore their role as managers by examining fundamental human resource concepts from a customer/employee perspective. Students will gain an understanding of how outstanding service in all aspects of an organization will impact all segments of a company including their global competitive edge.

HOSY240  
CONVENTION AND EVENT MANAGEMENT  
3 Semester Credit Hours  
This course explores the aspect of the hospitality industry focused upon meeting, event, convention and exposition planning and the manager’s role within this department. Students will acquire an in-depth knowledge and understanding about the specialized field of “event management” and become familiar with the management techniques and strategies required for successful planning, promotion, implementation and evaluation of special events. Students will utilize knowledge and skills necessary for successfully planning and management of conventions, meetings, and expositions in a commercial recreation setting.

HOSY270  
HOSPITALITY INTERNSHIP  
3 Semester Credit Hours  
The internship provides students with valuable field experience under the supervision and evaluation of a cooperating facility and the College. Students apply knowledge and skills gained in the career program for 90 hours at the host site. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolio.  
Prerequisite: CMSM001

Humanities (HUMA)  

HUMA315  
TOPICS IN WORLD CIVILIZATION: EARLY COMPARATIVE CULTURES  
3 Semester Credit Hours  
The course will focus primarily on literature, architecture, cultural history, art, music and philosophy within a framework, which explores the roots and continuity of cultures. An inter-disciplinary approach to culture from ancient civilizations through the middle ages will be taken.

HUMA316  
TOPICS IN WORLD CIVILIZATION: WESTERN CULTURE FROM THE RENAISSANCE TO THE LATE 20TH CENTURY  
3 Semester Credit Hours  
This course presents an interdisciplinary approach to western culture from the Renaissance through the late twentieth century. The course will focus primarily on literature, architecture, cultural history, art, music and philosophy within a framework that explores the roots and continuity of cultures.

Health Services (HTHS)  

HTHS270  
HEALTH SERVICES INTERNSHIP  
3 Semester Credit Hours  
The internship provides students with valuable field experience under the supervision and evaluation of a cooperating facility and the College. Students apply knowledge and skills gained in the career program for 90 hours at the host site. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolio.  
Prerequisite: CMSM001

HTHS301  
HEALTH SERVICES MANAGEMENT I  
3 Semester Credit Hours  
This course provides an overview of global health care systems and a review of the theoretical, conceptual foundations, and practices of health services management. The manager’s role in planning, organizing, staffing, directing, and monitoring is introduced and discussed. Approaches to managing major functional areas of the health care organization are reviewed including communication, human resources, financing and budgeting, and legal/regulatory. Students will understand governance in an organization and learn about best practices for quality and ethical management and the importance of monitoring influences in the external environment.

HTHS302  
HEALTH SERVICES MANAGEMENT II  
3 Semester Credit Hours  
This course provides the student with advanced concepts and applications of the management process in health care. Perspectives from organizational theory and management provide a conceptual basis for understanding and analyzing the practice of management in health care organizations. An overview of the strategic management process is provided. Advanced principles of management in health service organizations, focusing on legal and ethical concepts, corporate compliance, long-range planning, growth through alliances and affiliations, and future trends are discussed.  
Prerequisite: HTHS301

HTHS305  
LEGAL ASPECTS OF HEALTHCARE MANAGEMENT  
3 Semester Credit Hours  
This course explores in part the essential legal aspects ethical and bioethical components of the health care industry. Included is background information regarding the evolution of the health care system as well as a primer in applicable health care laws. Students learn about the anatomy of a lawsuit as well as the responsibilities and liabilities of all health care professionals and organizations. Patient rights and responsibilities are discussed along with the ethical responsibilities of health care providers.  
Prerequisite: AHLT111
HTHS310 HEALTHCARE INFORMATION SYSTEMS MANAGEMENT
3 Semester Credit Hours
This course provides an overview of the information systems used in the health care industry and establishes a framework for understanding the administration and delivery of health services using information systems. This course examines the use of technology in warehousing and mining health care data, communicating health care data, and safeguarding health care data, including discussion of electronic health records. This course explores the issues, benefits, and challenges of health care information systems as well as the future of health information management systems. Prerequisite: COMM150

HTHS315 HEALTHCARE FINANCE & ACCOUNTING MANAGEMENT
3 Semester Credit Hours
This course provides foundational instruction in the financial management principles, practices, and techniques used in health care organization. Students learn to examine and understand statements of operation, balance sheets, and cash flow statements in order to make administrative decisions. This course is designed to build upon the concepts introduced in basic accounting courses and develop proficiency in applying administrative financial techniques in health care decision making. Prerequisite: ACCT110, HTHS301

HTHS400 DISASTER PLANNING & MANAGEMENT
3 Semester Credit Hours
This course explores the principles of disaster planning for hospitals and other health care facilities. Students consider the various types of disasters that must be planned for and learn the six primary phases of disaster response. This course then builds upon that basic understanding and leads students to consider how health care facilities can best develop and implement a plan for disasters. In addition to the broad considerations of both internal and external planning, the specifics of developing a documented disaster plan are demonstrated. Prerequisite: AHLT111

HTHS405 LONG TERM CARE MANAGEMENT
3 Semester Credit Hours
This course is an introduction to management in the long-term care system. Students develop knowledge of the various segments of the system, how the system developed to its current state, compares it to an ideal system, and projects future trends. This course covers the full continuum of long-term care. The increasingly important topics of the aging of American society, the impact of the "baby-boomers", consumer choice, and the growing diversity in long-term care are covered extensively and from a variety of perspectives. Prerequisite: AHLT111

HTHS410 HEALTH RESEARCH METHODS
3 Semester Credit Hours
This course provides a foundation in the essential components of health care research. Included is background information regarding the evolution of health care research, the current status of research in health care, and the challenges health care research will face in the future. Students learn about the various methods of research, how to develop a research question and review current literature on their chosen topic, as well as how to evaluate existing case studies and write a research proposal. The various methods of data collection and data management are discussed and students learn to design and conduct a study. This course then discusses data analysis and interpretation, generating reports for various venues, and the impact of health-related research. Students will also consider the challenges of health services research. Prerequisite: COMM150 & MATH309

HURS103 INTRODUCTION TO HUMAN RESOURCE FUNCTIONS
3 Semester Credit Hours
In this course students will be introduced to the tasks and duties performed in both large and small organizations' human resource functional areas. The seven major human resource functions that will be considered are: human resource planning, recruitment, and selection, human resource development, compensation and benefits, safety and health, employee and labor relations, and human resource research. Prerequisite: ACCT110

HURS104 EMPLOYEE/LABOR RELATIONS
3 Semester Credit Hours
Development, structure, and processes of labor relations are discussed in this course. The history and development of labor relations, the structure of union organizations, union organizing and union avoidance, bargaining issues, and the process of negotiations and contract administration are defined and discussed in this course. This course will also address employee relations in nonunion organizations including examples of both cooperative and adversarial relationships. Discussions will also discuss the effects of globalization on employment and labor relations. Prerequisite: HURS103

HURS107 INTRODUCTION TO COMPENSATION AND BENEFITS
3 Semester Credit Hours
This course offers an introduction to the systems, methods, and procedures involved in the administration and oversight of compensation and benefits within organizations.

HURS133 EMPLOYMENT LAW
3 Semester Credit Hours
This course uses a "life cycle" approach in order to introduce the student to the legal issues that exist in the context of human resources management. Students will trace the employment cycle and address issues related to hiring, recruitment, and background checks. The course will also explore issues that arise during the tenure of employment including harassment, discrimination, privacy, benefits and compensation, performance appraisal and termination, and workplace safety. Current events and legal cases are used to illustrate important concepts with questions designed to prompt the student to think critically about the issues involved from an employer's viewpoint.

HURS204 EMPLOYEE RELATIONS
3 Semester Credit Hours
In this course, students will enhance their understanding of employment law through examination of the basic elements of successful employee relations programs within the broad field of human resources management. Prerequisite: HURS133

HURS207 PAYROLL RECORDS & PROCEDURES
3 Semester Credit Hours
This is a study of payroll and personnel records, procedures and regulations. The course will include a study of the various state and federal laws pertaining to the computation of earnings and withholdings, Payroll tax payment requirements and preparation of the employer's state and federal payroll tax reports will be included. Prerequisite: ACCT110

HURS208 EMPLOYEE TRAINING & DEVELOPMENT
3 Semester Credit Hours
In this course students will be exposed to current issues, concepts and processes for employee development and training facing today's dynamic organization. Students will use a hands-on approach to assess organizational needs for employee development and then design and evaluate a plan for employee development and training.

HURS217 RECRUITING, SELECTION, & STAFFING
3 Semester Credit Hours
In this course, students will be introduced to the processes of recruiting, selecting, and staffing of human resources for organizations. Students will learn about the theories, practices, and research and legal foundations that inform staffing and personnel decisions within an organization. Prerequisite: HURS103
HURS 225 HUMAN RESOURCES MANAGEMENT
3 Semester Credit Hours
A study of personnel administration including coverage of recruitment, selection, training, evaluation, disciplinary action, compensation and benefits. Employment laws and regulations are also discussed.

HURS 227 PAYROLL ADMINISTRATION
3 Semester Credit Hours
A study of payroll administration including payroll accounting, reporting requirements, recordkeeping and other payroll department issues.

HURS 270 HUMAN RESOURCES INTERNSHIP
3 Semester Credit Hours
The internship provides students with valuable field experience under the supervision and evaluation of a cooperating facility and the College. Students apply knowledge and skills gained in the career program for 90 hours at the host site. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolio.

Prerequisite: HURS 225

Information Technology
(INFT)

INFT 220 PROGRAMMING I
3 Semester Credit Hours
The INFT 220 course is an introduction to the basic features of Object-Oriented Programming (OOP) and the Java programming language. Upon completion of this course, students are able to write, compile, and debug simple Java programs. Students also understand the basic features of the most commonly used Java class libraries.

INFT 222 SUPPORT & TROUBLESHOOTING OS (Operating Systems)
3 Semester Credit Hours
This course offers an in-depth study of all the functions and features of installing, configuring, and maintaining the Windows XP operating system. Students learn troubleshooting solutions to common problems while supporting users of Windows XP OS. By successfully completing this course, students will be prepared to take Microsoft Certified Desktop Support Technician Exam #70-271.

Prerequisite: INFT 130
INFT242
NETWORK & PC SECURITY FUNDAMENTALS
3 Semester Credit Hours
Students learn the elements of practical network and computer security. Applied security techniques are learned and demonstrated through the use of case studies. This course assists the students in preparing for the CompTIA’s security + examination.
Prerequisite: TECH130

INFT245
INTERNET NETWORK ADMINISTRATION
3 Semester Credit Hours
An overview of the use of networks, TCP/IP, DNS, address translation and security issues as they pertain to Internet usage.
Prerequisite: TECH140

INFT247
INTERMEDIATE ANDROID PROGRAMMING
3 Semester Credit Hours
The INFT247 course is an exploration of some of the key features of the Android platform. Upon completion of this course, students are able to write programs that perform asynchronous processing, work with Services, Fragments, Notifications, Menus, event-handlers, Gestures, the camera, a database, and Content Providers. Students also learn simple debugging techniques.
Prerequisites: INFT224, INFT240
Corequisite: INFT250

INFT250
ADVANCED ANDROID PROGRAMMING
3 Semester Credit Hours
The INFT250 course is an exploration of special topics crucial to success as an Android developer. Upon completion of this course, students understand how to use source code control and bug tracking systems. Students learn to program location services and web services. They learn how to test their apps, collect and track information about app usage, optimize app performance, manage external devices, work with cloud-based storage, implement different strategies for monetizing an app, and the details of how to submit an app to Google Play (the Android Market).
Prerequisites: INFT224, INFT240
Corequisite: INFT250 or Dean’s permission

INFT270
INFORMATION TECHNOLOGY INTERNSHIP
3 Semester Credit Hours
The internship provides students with valuable field experience under the supervision and evaluation of a cooperating facility and the College. Students apply knowledge and skills gained in the career program for 90 hours at the host site. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolio.
Prerequisite: CMSM001

INFT310
INFORMATION TECHNOLOGY MASTERY
3 Semester Credit Hours
Students apply advanced applications software techniques with spreadsheet and database software. In addition, students learn to use project management and personal information management software in order to strengthen their ability to manage projects and improve personal productivity.
Prerequisite: INFT210

INFT320
MANAGING DATABASE SYSTEMS
3 Semester Credit Hours
Students will learn how to design and implement hierarchical networks and relational database systems. The implementation of database system security and the assessment of the final outputs of the database system will also be stressed. This course provides students with the background to design, implement and use database management systems. It introduces, in a comparative framework, the structure, requirements, functions and evolution of database management systems. After covering conceptual data modeling and the entity relationship data model, the course focuses on the relational data model. Students learn abstract languages such as relational algebra and relational calculus, including their commercial implementations like SQL, QBE, etc. Database design is covered and concepts of data integrity, security, privacy, and concurrency control are introduced. Students implement a major database application project.
Prerequisite: INFT224

INFT325
INFORMATION SECURITY MANAGEMENT
3 Semester Credit Hours
This course examines the principles of information security to help prepare students for their future roles as business decision makers in the digital age. Emphasis is placed on the skills needed to analyze and evaluate information security problems within a real world context, particularly in the areas of the intranets, Internet, World Wide Web and electronic commerce. The topics to be covered during the semester include: auditing and policy development, risk analysis, investigations and legal issues, cost-effective counter-measures, intrusion detection systems, practical aspects of cryptography, business continuity and disaster recovery, and security roles within an organization. Organizational Security Management offers extensive opportunities for hands-on work and case analysis.
Prerequisite: TECH140

INFT330
MANAGING INFORMATION SYSTEMS AND NETWORKS
3 Semester Credit Hours
The course introduces to the student the essential components of the information systems and the knowledge required to effectively manage information systems in business organizations. The students will be exposed to the role of information systems in organizations, the technical foundations of information systems, and the communication networks that interconnect information systems components.
Prerequisite: TECH140

INFT470
INFORMATION TECHNOLOGY PRACTICUM
3 Semester Credit Hours
In this course, students will design, execute and present the outcomes of a capstone project conducted during a practicum field experience. Students will be challenged to use their knowledge, skills and behaviors developed over the course of their program studies to solve real-world problems in their career discipline. Students will be evaluated from both academic and professional standards.

Interactive Media Design (INMD)

INMD100
INTRODUCTION TO INTERACTIVE DESIGN
3 Semester Credit Hours
In this introductory course, students will explore the interactive design field as well as the most widely used technologies for platform independent development and implementation. Some topics covered will be basic HTML, CSS, JavaScript and basic digital imaging.

INMD105
ELEMENTS OF DESIGN FOR INTERACTIVE MEDIA
3 Semester Credit Hours
Elements of Design for Interactive Media will provide an introduction to principles of visual communication as it relates to the interactive media design process and introduce the role of the conceptual designer as visual communicator. Some topics covered will be design elements, color theory, and the concept-based development process.

INMD110
WEB DEVELOPMENT I
3 Semester Credit Hours
Web Development I builds on the basic development skills obtained in INMD100 and moves toward more in-depth functionality. The focus will be on maintenance of resources, organization of digital content and client-designer relationships.
Prerequisite: INMD100
INMD115
USABILITY I
3 Semester Credit Hours
Usability I focuses on Human-Computer Interaction (HCI), which will enable the student to design projects from the user's perspective, such as basic principles of user interface design and the methods of usability development.
Prerequisite: INMD100

INMD120
Raster Graphics
3 Semester Credit Hours
Students will develop a thorough understanding of image processing software that is necessary for interactive media design. Topics will include developing and optimizing digital imagery, creating user interface elements and mocking up interactive designs prior to implementation.
Prerequisite or Corequisite: INMD100

INMD130
Vector Graphics
3 Semester Credit Hours
This course will develop the student's knowledge of vector graphics and digital illustration techniques. This will include integrating vector graphics with other applications as well as incorporating vector graphics into interactive media.
Prerequisite: INMD100

INMD215
Interactive Design I
3 Semester Credit Hours
Interactive Design I will provide a comprehensive overview of interaction techniques and concepts. The emphasis will be on providing a solid foundation of development skills and technologies using both open source and proprietary formats.
Prerequisite: INMD130

INMD220
Web Development II
3 Semester Credit Hours
Web Development II will examine the client-server relationship in depth, including server-side technologies, utilizing data storage and content management systems.
Prerequisite: INMD110

INMD230
Interactive Design II
3 Semester Credit Hours
Interactive Design II will take an advanced approach towards interaction design. Topics will include designing for multiple mobile devices, working with data, using animation and digital media as well as advanced interaction design considerations.
Prerequisite: INMD215

INMD270
Interactive Media & Design Internship
3 Semester Credit Hours
The internship provides students with valuable field experience under the supervision and evaluation of a cooperating facility and the College. Students apply knowledge and skills gained in the career program for 90 hours at the host site. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolio.
Prerequisite: CMSM001

Literature (LITR)

LITR120
Introduction to Literature
3 Semester Credit Hours
A study of literature in a variety of genres, to provide an aesthetic appreciation of the selected works, an understanding of the basic methods of literary analysis, and an understanding of various approaches to writing about literature.
Prerequisite: ENGL101

LITR320
World Literature
3 Semester Credit Hours
In this comprehensive survey course, students explore and analyze select themes in modern literature by comparing and contrasting approaches from Western and Non-Western novels, short stories, and essays. Major literary figures will be covered as well as connections between literature and culture.
Prerequisite: ENGL101

Mathematics (MATH)

MATH103
Survey of Mathematics
3 Semester Credit Hours
Students employ a wide range of problem solving strategies. This course introduces measurement, consumer math, quantitative reasoning, statistics, different numeration systems, and optional topics according to student needs.
Prerequisite: Placement Evaluation or MATH097

MATH112
Analytical Mathematics
3 Semester Credit Hours
Students develop the mathematical skills required for pursuit of a technical degree. Intermediate algebraic, geometric and trigonometric manipulation is used to obtain a solution. An analysis of the solution is reviewed to determine the reasonableness of the answer. Also, calculations involving numbers in base two, ten, and sixteen.
Prerequisite: MATH103

MATH301
Calculus
3 Semester Credit Hours
Students learn the foundations of calculus and its applications in engineering problem solving. The concepts and basic laws of differentiation and integration are demonstrated through the use of software tools. Practical examples with graphical results are applied in solving problems of electrical circuits and physics of motion using first order differential methods.
Prerequisite: MATH103

MATH303
Probability & Engineering Reliability
3 Semester Credit Hours
Students are introduced to probability and statistical concepts and terminologies, distribution functions and their application to the field of engineering, and statistical methods of industrial quality control.
Prerequisite: MATH301

MATH309
Statistics
3 Semester Credit Hours
This course is designed to provide a basis for business decisions through an introduction to the fundamental concepts of statistics and to the important methods of statistical inference.
Prerequisite: MATH103

MATH311
Calculus for Electrical Engineering
3 Semester Credit Hours
A study of the foundations of differential equations related to electrical engineering applications. First and second order differential equations and the use of Laplace transform to solve equations of electrical circuitry are emphasized. An introduction to infinite series is included in this course. Software tools are utilized extensively.
Prerequisite: MATH301

MATH401
Calculus for Signals and Systems
3 Semester Credit Hours
Block diagrams in systems and mathematical software tools are used to solve complex differential equations. Practical examples with graphical tools are applied in solving electrical circuit problems using MATLAB®. The role of the characteristics roots of the system in system solution is studied through Bode plots with the aid of software tools.
Prerequisite: MATH311
Medical Administrative Assistant (MAAT)

MIBC236 ADVANCED BILLING
3 Semester Credit Hours

Medical Insurance Billing & Coding (MIBC)

MRC105 ANATOMY & PHYSIOLOGY FOR CODERS
3 Semester Credit Hours

Medical Reimbursement & Coding (MRC)

See Degree Plan for course sequencing requirements.

MRC100 MEDICAL TERMINOLOGY FOR CODERS
3 Semester Credit Hours

Medical Terminology is the foundation that starts the learning process in this program for non-clinical students entering the coding and billing field. Students will read, write, and pronounce the components of the language of medicine that are imperative to medical coding, and communication with medical professionals. They will analyze the prefix, root, and suffix of medical terms, enabling them to analyze the basic meaning. The pronunciation rules will be introduced, as well as singular and plural words. Students will be able to identify the most common medical terms associated with all the body systems identified in the American Medical Association's Current Procedural Terminology (CPT).

MRC115 INTRODUCTION TO CODING
3 Semester Credit Hours

Introduction to Coding introduces students to the concept and theory of diagnostic and procedural coding in physician and hospital environments. It presents all three major code sets: ICD-9, CPT, and HCPCS. In this course, students will explore the purpose and application of each code set on a high level, focusing on protocols, hierarchies, and other high-level concepts to help navigate through the code sets.

MRC135 DIAGNOSTIC CODING: ICD-9-CM
3 Semester Credit Hours

Diagnostic Coding explores diagnostic coding for physician services, according to the World Health Organization and the American Health Association's guidelines and conventions. Students will learn the protocol specific to diagnostically coding illness, injury, and medical services for physician services, surgical procedures, diagnostic testing, and modifiers by code assignment. Students will become familiar with the format of the book sections, specific language, and interpretation of chapter and category guidelines. The National Correct Coding Initiative (NCCI) bundling and unbundling rules will also be explored.

MRC145 CODING COMPLIANCE & ETHICS
3 Semester Credit Hours

This course, like the others in the program, contains important information that will help students pass certifying examinations, and prepare them for the professionalism required of participants in the coding and reimbursement field. In this course, students will be introduced to compliance programs, including the components of these programs. They will explore the legal considerations involved in compliance. The students will review applicable industry and oversight agency standards, as well as enforcement activities. They will explore Medicare program and patient protection activities specific to Medical Fraud and Abuse, with specific attention to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

MRC220 HEALTHCARE COMMON PROCEDURE CODING SYSTEM LEVEL I AND LEVEL II
3 Semester Credit Hours

Healthcare Common Procedure Coding System Level I and II further explores the components of the Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) coding manuals that students were introduced to in Introduction to Coding. The Level I code set is comprised of the CPT which covers coding of procedures. The Level II code set covers products, supplies, and services. Students will also practice reporting anesthesia services, surgical procedures, diagnostic testing, and modifiers by code assignment. Students will become familiar with the format of the book sections, specific language, and interpretation of chapter and category guidelines. The National Correct Coding Initiative (NCCI) bundling and unbundling rules will also be explored.
MRCP240  EVALUATION AND MANAGEMENT SERVICES  
3 Semester Credit Hours  
Evaluation and Management Services takes students through the process of analyzing the components of evaluation and management services to enable them to correctly assign and measure a patient’s category of service and assign appropriate codes and modifiers based on that category. Students will access the CMS guidelines for E/M Services and distinguish between the 1995 and 1997 guidelines in order to assign appropriate E/M codes to documentation.

MRCP270/MRCH270  MEDICAL REIMBURSEMENT AND CODING INTERNSHIP  
3 Semester Credit Hours  
The internship provides students with valuable field experience under the supervision and evaluation of a cooperating facility and the College. Students apply knowledge and skills gained in the career program for 90 hours at the host site. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolio. 
Prerequisite: CMSM001

MRCP280  CODING PRACTICUM: PHYSICIAN CODER  
3 Semester Credit Hours  
The Coding Practicum is the realization of the efforts in the previous courses. Students are provided real-life documentation scenarios that are coded from all three code sets, according to the coding concentration respective to their specialty, Physician or Hospital. The student will be challenged with complex coding and documentation issues, compliance issues, and the reimbursement methodologies specific to each. 
Prerequisite: Final Semester

MRCP289  VIRTUAL CAREER: PHYSICIAN CODER  
3 Semester Credit Hours  
This course puts students into to real-world situations in a physician’s practice. Students perform coding using real data and documentation to complete job-related tasks respective to their concentration of study. This is an opportunity for students to practice professional standards of accuracy, productivity, and reporting in this realistic virtual environment. Students will provide researched and documented support of their findings for a medical record audit, and will create a reporting tool to communicate with physicians. 
Prerequisite: Final Semester

MRCH210  INPATIENT DIAGNOSTIC CODING  
3 Semester Credit Hours  
In this course students will practice identifying and coding diagnoses for inpatient hospital services. They will explore the important role of various governing principles such as proper code sequencing and UHDDS (Uniform Hospital Discharge Data Set) guidelines, with specific focus on abstracting principal and secondary diagnoses, as well as identifying comorbidities, complications, comparative and contrasting diagnoses, and uncertain (and definitive) diagnoses. The course is organized to allow students to explore diagnostic coding for different types of disease processes in detail.

MRCH230  INTRODUCTION TO INPATIENT PROCEDURAL CODING  
3 Semester Credit Hours  
Inpatient Diagnostic Code Sequencing addresses the important role of code sequence principles applicable to inpatient services. Specific disease processes methodology, and their respective sets of rules are explored in detail. Specific attention is paid to common infectious diseases that are typically seen in a hospital setting. These activities build upon the skills learned in Coding for Hospital Services.

MRCH250  ADVANCED INPATIENT PROCEDURAL CODING  
3 Semester Credit Hours  
Advanced Coding for Hospital Services presents students with more complex and advanced hospital coding issues and reporting. Students will explore Present on Admission (POA) indicators, sequencing quality measures, and the medical necessity controls Medicare has in place to monitor the appropriateness of hospitalizations. 
Prerequisite: Minimum 45 earned credits.

MRCH299  VIRTUAL CAREER: HOSPITAL CODER  
3 Semester Credit Hours  
This course puts students into to real-world situations in a physician’s practice. Students perform coding using real data and documentation to complete job-related tasks respective to their concentration of study. This is an opportunity for students to practice professional standards of accuracy, productivity, and reporting in this realistic virtual environment. Students will provide researched and documented support of their findings for a medical record audit, and will create a reporting tool to communicate with physicians. 
Prerequisite: Final Semester

Natural Science (NSCI)  

NSCI280  ECOLOGY  
3 Semester Credit Hours  
This course introduces students to environmental science, and examines the human/environmental relationship, fundamental ecological principles, energy resources, human impact on ecosystems, and industry’s impact on ecosystems, natural disasters, and cutting-edge environmental issues.

CHEM101  GENERAL CHEMISTRY  
4 Semester Credit Hours  
This course is a survey of general chemistry concepts, including: properties and states of matter, atomic structures and bonding, acid-base concepts, and basic organic chemistry and biochemistry. It will investigate how chemistry applies to medicine, including pharmacology and metabolic processes of the body that influence health and disease.
Network Technology Courses (NETW)

NETW150
ROUTING & SWITCHING IN NETWORKED ENVIRONMENTS
3 Semester Credit Hours
Builds on router configuration and switching technologies learned in TECH140. Students will use the TCP/IP protocol suite, command line interfaces (CLI), access control lists (ACLs), switching configurations, Quality of Service principles, and various maintenance tools on real networks as part of this course’s lab requirement. Students will also build on their skills by building and troubleshooting various networks with their routing and switching knowledge.
Prerequisite: TECH140

NETW200
NETWORKING WITH THE WINDOWS NETWORK OPERATING SYSTEM
3 Semester Credit Hours
Covers network administration using the Windows network operating system (NOS). Students will learn how to install and configure server and client-based software, establish domain controllers, manage users, design and manage the active directory, subnetting, security, and domain policies. Students will also encounter topics on network security and establishing Internet access gateways on a Window-based network. Monitoring network performance, troubleshooting, and interoperability with other NOSs will also be covered. Those taking NETW 200 will practice with these concepts and technologies in the lab portion of the course, and students will also discover how to install patches and upgrades to the Windows NOS as part of the lab process.
Prerequisite: TECH140

NETW210
NETWORKING WITH THE UNIX/LINUX NETWORKING OPERATING SYSTEMS
3 Semester Credit Hours
Explores administering LAN and WAN networks using the UNIX/Linux network operating systems (NOS). In this course students will discover how to install UNIX/Linux software on both servers and client workstations. The course will also allow students to learn about adding and configuring directories and users, shell commands, performance monitoring, network security, policy creation, interoperability with other NOSs and clients, and how to add upgrades to a UNIX/Linux-based network. Students will work hands-on with these technologies in a lab portion for the course. Hands-on experience with UNIX/Linux commands and troubleshooting techniques will also be emphasized. Note: Depending on the location, this course may only be offered online.
Prerequisite: TECH140

NETW220
WIRELESS NETWORKS AND WAN’S IN THE ENTERPRISE
3 Semester Credit Hours
Covers wireless networks and the technologies that make them operate. Students will discover the typical components of wireless networks and types of clients that work with wireless networks. Attention will be given to the design and implementation of wireless LANs and WANs as well as how to properly secure the wireless network. Topics on troubleshooting wireless networks and wireless devices will also be covered.
Prerequisite: TECH140

NETW240
NETWORK SECURITY AND FORENSIC FUNDAMENTALS
3 Semester Credit Hours
Students learn the elements of practical network and computer security. Applied security techniques are learned and demonstrated through the use of case studies. Students will also discover the fundamentals of computer forensics. Students will learn how to properly aid the investigation of network security breaches and relevant laws related to computer forensics. Note: Depending on the location, this course may only be offered online.
Prerequisite: TECH140

NETW250
NETWORK DESIGN AND IMPLEMENTATION
3 Semester Credit Hours
In this course students apply concepts and techniques learned throughout the entire program. A business scenario will be given to student groups, and the groups will plan, design, install, configure, secure, and troubleshoot a network system from scratch. The networks will require interoperability between two different network operating systems.
Prerequisite: Final Semester

NETW270
NETWORKING TECHNOLOGY INTERNSHIP
3 Semester Credit Hours
The internship provides students with valuable field experience under the supervision and evaluation of a cooperating facility and the College. Students apply knowledge and skills gained in the career program for 90 hours at the host site. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolio.
Prerequisite: CMSSM001

Nursing (NURS)

NURS100
INTRODUCTION TO NURSING
1 Semester Credit Hour
This course introduces the roles and responsibilities of nurses from a historical view to present day. Students are introduced to the concepts of contemporary health care and discuss nursing as a profession and ethical/legal concerns.
Prerequisite: Admission to the Nursing Program

NURS101
NURSING FUNDAMENTALS
5 Semester Credit Hours
This course helps students develop the basic skills of the nurse. This course builds on the introductory course information of the practice of nursing and the nursing process. It provides evidence-based rationale for nursing actions. Skill attainment is emphasized in the skills laboratory and through concurrent clinical experience which focuses on the self-care needs of adults, particularly the elderly.
Prerequisites: NURS100, BOL110, ENGL101 & MATH103
Corequisites: BOL120, BOL210

NURS102
FOUNDATIONS OF NURSING PRACTICE
2 Credit Hours
This course introduces the roles and responsibilities of nurses from a historical view to present day. The student is introduced to the nursing process, contemporary nursing practice and health care. Nursing as a profession and the ethical/legal implications are discussed.

NURS125
LIFESPAN DEVELOPMENT AND NURSING PRACTICE
3 Credit Hours
The learning focus of this course is human development across the life span, with primary emphasis on the physical, cognitive and psychosocial changes that occur from conception until death. The student will then have the ability to apply this knowledge in subsequent nursing classes within the curriculum and future nursing practice.

NURS201
FAMILY/CHILD NURSING
7 Semester Credit Hours
This course includes theory and clinical practice in nursing care of the child and childbearing family. Nursing care theory for care of the child and childbearing family will be applied utilizing patient care assignments in acute care and selected community settings.
Prerequisites: BOL205, NURS211, NURS215

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NURS211 MEDICAL SURGICAL NURSING I
6 Semester Credit Hours
This theory and practicum course introduces the student to the role of provider of care for patients with medical/surgical health/illness needs in acute care settings. Emphasis is on developing critical thinking in relation to the nursing process; application of knowledge of pathophysiology, relating principles of patient education, and demonstration of selected nursing interventions. Clinical activities focus on application of these concepts.
Prerequisites: NURS101, NURS215, BIOL120, BIOL205 and BIOL210
Prerequisites or Corequisites: NURS215 and BIOL205

NURS215 PHARMACOLOGY FOR NURSES
3 Credit Hours
Concepts related to the safe administration of pharmaceutical agents and use of the nursing process in pharmacology applications is examined. Expected actions, appropriate assessments, and nursing responses related to contraindications and adverse events are discussed, along with evaluation of pharmacologic effectiveness. Concepts related to patient education regarding pharmaceutical agents are applied.
Prerequisites: MATH103, BIOL120, BIOL210 (ADN) or 213 (BSN), CHEM101 (BSN), NURS101 (ADN)
Corequisites: NURS231 (BSN)

NURS221 MEDICAL SURGICAL NURSING II
4 Semester Credit Hours
This theory and practicum course gives emphasis to increasing critical thinking and clinical decision-making in the care of clients with increasingly complex health/illness needs. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings. Clinical experiences are focused on assisting the student to transition to the role of the graduate nurse.
Prerequisites: BIOL205, NURS211, NURS215

NURS222 GERIATRIC AND MENTAL HEALTH NURSING
5 Semester Credit Hours
This is a theory and practicum course, which builds on the role of the nurse as provider of care and emphasizes the manager of care role for groups of individuals. Clinical activities focus on critical thinking and clinical decision making skills in the care of individuals with long-term care, mental health and rehabilitative needs.
Prerequisites: BIOL205, NURS211, NURS215

NURS230 NURSING ISSUES, LEADERSHIP & RESEARCH
3 Semester Credit Hours
The focus of this course is in-depth exploration of clinical leadership and management, current nursing trends, legal/ethical issues in nursing practice, promotion and use of research in nursing practice.
Prerequisite: Final Semester of Nursing Program
Corequisites: NURS270

NURS231 CONCEPTS BASIC TO NURSING
5 Credit Hours
This theory and practicum course introduces the student to foundational concepts and techniques for the roles of provider of care, member of the profession, and manager/coordinator of care for patients with primary, acute, and restorative care needs. The student will apply knowledge from the sciences and liberal arts as they use the nursing process and evidence based activities and rationales to provide care. Emphasis will be placed on critical thinking and decision-making in both the theoretical and clinical components of the course. Communication, informatics, and working with the interdisciplinary team will be emphasized.
Prerequisites: NURS102, BIOL213, CHEM101, NURS125, SOSC102, NUR234
Corequisites: NURS215, MATH103, NURS232

NURS232 NUTRITION IN HEALTHCARE
2 Credit Hours
A basic understanding of nutrition and its role in disease prevention and treatment is an integral part of providing nursing care. This course provides a basic framework for incorporating nutritional concepts into comprehensive patient care.
Prerequisites: CHEM101, NURS235, BIOL213
Corequisite: NURS231

NURS234 PSYCHOMOTOR SKILLS BASIC TO NURSING CARE
1 Credit Hours
This course provides the student with the opportunity to develop the basic psychomotor skills applicable to the practice of professional nursing. This course builds on the introductory course content of the practice of nursing and the nursing process. It provides evidence-based rationale for nursing actions.
Prerequisite or Corequisite: NURS102

NURS235 HEALTH ASSESSMENT AND INTERPERSONAL COMMUNICATION
3 Credit Hours
This theory course introduces the student to interpersonal communication between the nurse and patient and the steps involved in performing a patient health assessment. Emphasis is on developing critical thinking, clinical reasoning and clinical decision-making in relation to interpersonal and therapeutic communication and determining normal and health alterations. The student will apply content learned in anatomy and physiology.
Prerequisite or Corequisite: BIOL113
Prerequisites or Corequisites: BIOL213, CHEM101

NURS236 TRANSCULTURAL NURSING (NURSING ELECTIVE)
3 Credit Hours
The course allows students to explore strategies that lead to increased sensitivity to the needs of patients from diverse cultures. Emphasis will be placed on concepts and theoretical models that define the concept of culture, belief systems, the nurse’s self-awareness, the relationship between culture and traditional health practices, and identification of beliefs, values and practices in relation to health, illness, health seeking behaviors and nursing care.

NURS270 NURSING INTERNSHIP
2 Semester Credit Hours
The focus of this course is to transition from student nurse to graduate nurse.
Prerequisite: Final Semester
Corequisite: NURS230

NURS301 NURSING CARE OF THE ADULT I
5 Credit Hours
This theory and practicum course focuses on the roles of designer, provider, manager/coordinator of care for patients with medical/surgical needs across the lifespan in all settings. Emphasis is on developing critical thinking and clinical decision-making utilizing the nursing process. Ethical, legal, cultural, spiritual, developmental, genetic, and socioeconomic needs will be incorporated in the care of patients. The student will use informatics and communications skills in patient care and with the interdisciplinary team. Clinical activities focus on application of these concepts.
Prerequisites: NURS231, NURS215
NURS302
GERONTOLOGY NURSING
3 Credit Hours
This course will provide a foundation for the care of the elderly. The theories and concepts of aging, the physiologic and psychosocial changes and problems associated with the process, and the appropriate nursing interventions are discussed. The unique ethical and legal aspects of caring for the elderly are discussed. The course content will provide a sound knowledge base for the practice of gerontological nursing and to cultivate appreciation and respect for the elderly.
Prerequisites: NURS215, NURS231

NURS303
NURSING CARE OF THE REPRODUCING FAMILY
3 Credit Hours
This course explores the nature and scope of care for the childbearing family and the neonate. The student will use evidence based practices to design nursing care and provide care to families in the community and acute care settings. Ethical, legal, cultural, spiritual, developmental, genetic, and socioeconomic issues will be explored as the nurse meets acute, chronic, and preventative needs.
Prerequisite: NURS301

NURS304
PSYCHIATRIC AND MENTAL HEALTH NURSING
4 Credit Hours
The course examines theoretical approaches to diagnosing, planning, implementing and evaluating the care for persons with major mental illness and personality disorders across the lifespan. Emphasis is placed on the nurse/client relationship, legal and ethical issues, psychopharmacology, and evidence-based treatment modalities. A comprehensive exploration of major psychiatric disorders and current treatments prepares the nurse to function as an effective member of the multidisciplinary mental health care team. Given the critical role of nurses in all areas of health care, this course will provide students with the critical skills to affect the emotional well-being of all clients regardless of the health care setting.
Prerequisites: NURS301, NURS302

NURS305
AGING POPULATIONS (NURSING ELECTIVE)
3 Semester Credits
This course is an elective course that explores theories of aging and common changes associated with aging; the foundations of gerontological nursing; current issues of health promotion and maintenance in the older population, to include major health problems experienced in later life, functional and sensory changes associated with aging, and ethical issues related to health care for the elderly. This course will also explore patterns of health services utilization, access to health care issues for the elderly, projected health needs of our aging population and costs associated with aging on the health care system. We will discuss support services available for the adult caregivers and family; prevention, detection and services available for elder abuse; and services available for terminal illness and palliative care needs.

NURS308
GLOBAL HEALTH STUDIES (NURSING ELECTIVE)
3 Credit Hours
Students will discuss and debate topics that are currently under discussion by policy makers in a variety of global and national agencies, illustrate a scientific methodology that is pertinent to public health in developing countries, and have a significant impact on global health. Disease, social systems and economic factors that affect health and public health will be explored. Students may have a focused clinical exploration experience reflecting a global health issue.
Prerequisite: NURS301

NURS401
NURSING CARE OF THE ADULT II
6 Credit Hours
This theory and practicum course gives emphasis to increasing critical thinking and clinical decision-making in the care of patients with increasingly complex or multi-system health needs. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal function. Clinical experiences support achievement of these outcomes.
Prerequisite: NURS301

NURS402
NURSING CARE OF CHILDREN & FAMILIES
3 Credit Hours
This theory and clinical practicum course focuses on the integration and synthesis of knowledge from the natural and social sciences, fine arts, and nursing science courses in the provision of family-centered, developmentally-appropriate, and culturally-sensitive nursing care of children and families. Learning experiences in both the classroom and clinical setting (actual, simulated, and/or virtual) provide opportunities to develop a beginning-level competency in providing safe, quality, evidence-based nursing care of children and families.
Prerequisite: NURS301

NURS403
NURSING MANAGEMENT & LEADERSHIP
3 Credit Hours
The focus of this course is in-depth exploration of clinical leadership and management, current nursing trends, legal/ethical issues in nursing practice, promotion and use of research in nursing practice.
Prerequisites: NURS301, NURS302, NURS303, NURS304, NURS401, NURS402, and Final Semester Corequisite: NURS470

NURS404
NURSING IN THE COMMUNITY
4 Credit Hours
The student in this course will provide care for communities and populations in community based sites. The student will explore theory, use of epidemiological models, and application of public health standards incorporating the current economic, political, and social issues. Health promotion strategies are applied with the use of the epidemiology model. Clinical integration provided in a variety of settings help to build professional roles of caregiver, teacher, and manager of care. At the completion of the course students will complete a community assessment and plan.
Prerequisites: NURS301, NURS302, NURS303, NURS304, NURS401, NURS402

NURS405
PRINCIPLES OF EMERGENCY NURSING (NURSING ELECTIVE)
3 Credit Hours
This course provides the essential knowledge base required for assessment and initial management of the emergency patient, including performance of select emergency nursing skills. Emphasis is placed on baseline data gathering, prioritization arts, and management of common emergent conditions.
Prerequisites: NURS301, NURS303, NURS304
NURS406
EDUCATION IN HEALTHCARE
(NURSING ELECTIVE)
3 Semester Credits:
The purpose of this course is to assist the student in the development and use of evidence-based educational strategies to assist patients and their families in learning health promotion and management interventions. Learning is guided through the basic tenants of Bloom’s Taxonomy as well as through the use of evidence-based educational strategies. Health care educational approach employs the levels and domains of Blooms taxonomy. Course content promotes a teaching-learning relationship between nurse and patient/family across the lifespan. Students learn educational strategies through praxis (reflective practice).

NURS407
NURSING RESEARCH
3 Credit Hours
This course introduces students to the concepts of the research process and its application to nursing practice. Students will become familiar with the manner in which notable nursing research has influenced quality nursing practice. Emphasis is placed on students becoming knowledgeable consumers of research has they expand their nursing practice.
Prerequisites: NURS102, NURS125, NURS301, MATH309

NURS470
NURSING PRACTICUM
5 Credit Hours
This course requires the student to integrate activities allowing progression from the role of student to that of novice nurse. The student will participate in both independent and supervised practice activities in preparation for independent practice and licensure.
Corequisite: Final Term, NURS403

Paralegal (PLEG)

PLEG100
INTRODUCTION TO LEGAL STUDIES
3 Semester Credit Hours
This course includes an introduction to the American legal system with emphasis on the organization of the federal and state government and court systems, and the procedural steps involved in litigating a dispute. Students will be introduced to legal ethics, legal research, critical thinking, and legal reasoning skills. The role of paralegals will be examined. The course also surveys substantive areas of law including torts, contract law, property & estate law, business law, family law, and criminal law and procedure.

PLEG110
CONTRACT LAW
3 Semester Credit Hours
This course is designed to provide students with basic knowledge regarding contract law, from the formation of a contract to the remedies available when a breach of contract occurs. This is a survey course that will introduce students to the required elements of a contract and afford students the opportunity to draft an enforceable contract. In addition to common law principles governing contract law, students will study the statutory laws affecting contract law, such as the Statute of Frauds and Uniform Commercial Code. The effects of e-commerce on contract law will also be examined.
Prerequisite: PLEG100

PLEG120
CIVIL LITIGATION
3 Semester Credit Hours
Civil litigation is a process by which private disputes of opposing parties are adjudicated by a neutral third party who has the power to render a decision of resolution. In this class, students will learn the unique characteristics of the civil litigation process, including investigating claims and case evaluation, preparing and filing pleadings, gathering evidence during the discovery phase, and engaging in all phases of trial, including pre- and post-phases. Students will be exposed to modern challenges in the civil litigation process, including ethical violations, the effect of entertainment on the industry, and the use of social media tools to gather evidence. Finally, students will be exposed to the process of e-discovery and e-filing.
Prerequisite: PLEG100

PLEG135
LEGAL RESEARCH AND WRITING I
3 Semester Credit Hours
This course is designed to provide students with the basic legal research and writing skills essential for entry level success in the legal profession. Students are introduced to the basic techniques of legal research, writing, and analysis—essential tools of the legal profession. Since learning legal research & writing requires a guided hands-on approach, students are provided opportunities to research legal issues, synthesize cases, frame legal arguments, analyze legal problems, and draft appropriate legal writings to communicate their findings. In addition to learning traditional research methods, students are also trained to use computer-assisted legal research.
Prerequisite: PLEG100

PLEG140
LAW OFFICE MANAGEMENT AND TECHNOLOGY
3 Semester Credit Hours
This course focuses on approaches to the organization and efficient operation of the law office from a legal management perspective, with concentration on the technical and administrative skills required in the legal profession. Students will develop an understanding of the fundamentals of management to comprehend the processes of decision-making, problem solving, and interpersonal communication within the legal profession. The functionality of a law office will be discussed regarding legal fees, timekeeping, billing, financial management, managing the client funds trust account, file and records management and docket control systems. Utilization of technology and the essential improvement of technical skills in the law office are emphasized.
Prerequisite: COMM150

PLEG210
DOMESTIC LAW RELATIONS
3 Semester Credit Hours
This course is designed to provide students an overview of the laws involving domestic relationships, with emphasis on marriage, marital dissolutions, property division and distribution, custody, child support, paternity and other legal issues affecting domestic partners and children. Through in-depth study of this material, students will gain an understanding of the responsibilities of the legal professional in this area of law. Through multiple hands-on drafting projects, students will develop the professional skills necessary to support attorneys practicing in this field. Finally, students will evaluate the many ethical issues that arise in this practice area.
Prerequisite or Corequisite: PLEG110
TORTS AND REMEDIES

3 Semester Credit Hours

Tort law is the area of civil law that governs private injuries and harms. The study of tort law examines negligence (unintentional torts), intentional torts (such as battery), and strict liability. In this course, students will engage in an in-depth examination of the required elements of these torts and the applicable defenses to each tort. Students will study the remedies available to redress these civil wrongs, the liability of principals and agents, corporate tort liability, governmental liability and immunity and other tort related subjects. Building on PLEG 120, students will recall and utilize civil procedural rules how they apply in a civil litigation case. Students will develop a civil litigation trial notebook for a tort case. Students will gain understanding of the relevance of tort law to everyday life. 

Prerequisite: PLEG100

CRIMINAL LAW AND PROCEDURES

3 Semester Credit Hours

Criminal Law and Procedure a course in which both substantive law and the procedural rules are studied and examined. In the process of the study of criminal law, students will examine the differences in definitions, classifications, elements and defenses of crime. In the study of criminal procedure students will examine the constitutional rights of the accused. This will be a hands-on class where students will prepare pleadings, engage in the discovery process and prepare for all phases of the trial and appellate process.

Prerequisite: PLEG100

LEGAL RESEARCH AND WRITING II

3 Semester Credit Hours

This course is designed to provide students with a more detailed examination of the legal research and writing skills essential for success in the legal profession. Students will build upon the basic knowledge and skills introduced in the PLEG 135 course to further develop their legal research, writing, and analysis abilities. Students will continue to engage in guided hands-on learning activities to research legal issues, synthesize cases, frame legal arguments, analyze legal problems and draft appropriate legal writings, but the process will result in more independent work-product. Students will develop a deeper proficiency towards using both traditional and electronic research tools to complete the assigned tasks.

Prerequisite: PLEG135

ESTATE PLANNING: WILLS, TRUSTS, AND PROBATE

3 Semester Credit Hours

This course is designed to provide students an overview of estate planning with particular emphasis on the law of wills, trusts, and probate. Through in-depth study of this material, students will learn how the law of estate planning interrelates with other areas of law and will gain an understanding of the responsibilities of the paralegal in this area of law. Through multiple hands-on drafting projects, students will develop the professional skills necessary to support attorneys practicing in this field. Finally, students will evaluate the many ethical issues that arise in this practice area and learn strategies to avoid the appearance of impropriety and unauthorized practice of law when dealing with the day-to-day operations of a legal practice setting.

Prerequisite: PLEG100

BUSINESS ORGANIZATIONS LAW

3 Semester Credit Hours

This course is designed to provide students an overview of business organizations, with an emphasis on sole proprietorships, corporations, partnerships, professional corporations, and limited liability entities. Through in-depth study of this material, students will learn how these business entities are legally formed, operated and dissolves, and will gain an understanding of the responsibilities of the paralegal in this area of law. Through multiple hands-on drafting projects, students will develop the professional skills necessary to support attorneys practicing in this field. Finally, students will evaluate the many ethical issues that arise in this practice area, with focus on an internal business-entity law department as well as a private practice setting representing business entities and governmental law departments that deal with business entities.

Prerequisite or Corequisite: PLEG110

PARALEGAL INTERNSHIP

3 Semester Credit Hours

The internship provides students with valuable field experience under the supervision and evaluation of a cooperating faculty and the College. Students apply knowledge and skills gained in the career program for 90 hours at the host site. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolio.

Prerequisite: CMSM001
Philosophy (PHIL)

PHIL250 PRACTICES IN ANALYTIC REASONING & CRITICAL THINKING 3 Semester Credit Hours
Explore and analyze contemporary topics using analytic methods and metacognitive strategies. Emphasis is on the application of these strategies within the dynamic communities of college, career and life. Students complete a career based ethical controversy research paper.

PHIL310 LOGIC AND REASONING 3 Semester Credit Hours
In this course students study the rules of argument, inductive and deductive reasoning, the recognition of formal and informal fallacies, and the application of logical thinking in work and social settings. Prerequisite: PHIL250

PHIL317 TOPICS IN ETHICS: PHILOSOPHY AND RELIGION 3 Semester Credit Hours
This course introduces students to the fundamental issues of philosophy, religion, and ethics, with special attention focused on how the contemporary professional can effectively apply philosophical principles in the business arena.

Physics (PHYS)

PHYS400 PHYSICS 3 Semester Credit Hours
Fundamental topics in classical laws of physics and their applications in engineering technology are covered. Vector and scalar quantities are applied to Newton’s laws of mechanics: motion, work, energy, and momentum, both in linear and angular forms. Electric and Magnetic fields, Gauss’s and Faraday’s Laws, Capacitance, Inductance and ac circuit fundamentals are studied. Prerequisite: MATH301

Psychology (PSYC)

PSYC101 PRINCIPLES OF PSYCHOLOGY 3 Semester Credit Hours
This course provides students with an introduction to psychology and the science of human behavior. Students are exposed to concepts, terminology, principles, and theories foundational to the discipline. Featured topics include research methods, reasoning and thinking practices, developmental and social psychology as they relate to the workplace.

PSYC310 ORGANIZATIONAL PSYCHOLOGY 3 Semester Credit Hours
This course applies general psychological principles and research to study the individual in organizational, workplace settings. Research-based principals and methods are utilized to study a variety of topics important to the understanding of human behavior in career settings. Emphasis is upon the interactive effects of situational and individual variables as they influence organizational behavior. Students will learn how principal theories and empirical findings from research in organizational psychology are used to improve employee performance and satisfaction. Prerequisite: PSYC101

Security Technology Courses (SECR)

SECR180 INTRODUCTION TO NETWORK SECURITY 3 Semester Credit Hours
Students are introduced to the importance of information security systems to protect networks and the integrity of data. Learners will study the concepts, ethics and legal implications associated with risk control and policies. In addition they will design and infrastructure and physical security plan. The concept of cryptography is introduced along with standards of protocol. Prerequisite: TECH140

SECR210 MICROSOFT SERVERS 3 Semester Credit Hours
Students will learn how to plan the server environment and how to configure and manage a Windows Server System. Students will demonstrate a solid understanding of basic networking and networking infrastructure, including the use of the OSI model, TCP/IP, and subnets to create logical networks. Students will also learn IP configurations, Automatic Private IP Addressing (APIPA), Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), Windows Internet Naming Service (WINS), IP Security (IPSec), and remote access. Prerequisite: TECH140

SECR220 FIREWALLS AND VPNS 3 Semester Credit Hours
Students will gain in-depth knowledge of designing, setting up, managing, and troubleshooting firewalls and virtual private networks (VPNs) from both a managerial and technical perspective. Students will learn to identify and harden network vulnerabilities, and gain an understanding and ability to manage packet filtering, authentication, proxy servers, encryption, bastion hosts, VPNs, log file maintenance, and intrusion detection systems. Prerequisite: TECH140

SECR240 ETHICAL HACKING 3 Semester Credit Hours
Students will learn the art and science of ethical hacking and security testing including how to use the tools and techniques that ethical hackers and security testers use to discover and secure vulnerabilities. Students will also learn how attackers operate and think and by doing so they will be able to offer proactive measures and solutions to protect computer networks. In addition to learning fundamental security testing concepts, students will gain practical knowledge in computer programming, documentation of security testing, and the ethical and legal of both ethical and unethical hacking. Note: Depending on the location, this course may only be offered online. Prerequisite: TECH140

SECR242 NETWORKING SECURITY 3 Semester Credit Hours
Students will learn to plan, implement, and manage network and computer security using the most up-to-date attack and defense techniques and technologies. Students will learn to identify and analyze different types of types of attacks and how to defend against them as well as how to harden networks to resist attacks, protect bask and advanced communication, and use cryptography and Public Key Infrastructure (PKI) to thwart attackers. Prerequisite: TECH140

SECR250 COMPUTER FORENSICS 3 Semester Credit Hours
Students will gain the knowledge and skills necessary to become a computer forensics investigator including; how to conduct high-tech computer and network investigations, the techniques and tools used to acquire digital evidence, and how to reporting their findings. Students will also learn how to set up forensics labs, how to acquire and work with forensic tools, and digitally analyze evidence. Note: Depending on the location, this course may only be offered online. Prerequisites: TECH140, TECH140, SECR180
SECUR10 SECURITY TECHNOLOGY INTERNSHIP
3 Semester Credit Hours
The internship provides students with valuable field experience under the supervision and evaluation of a cooperating facility and the College. Students apply knowledge and skills gained in the career program for 90 hours at the host site. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolio.
Prerequisite: CMSM001

Social Science (SOSC)

SOSC102 PRINCIPLES OF SOCIOLOGY
3 Semester Credit Hours
Students are introduced to sociological principles through exploring the relationship between the individual, attitudes, behavior and the community. This includes the contemplation of issues like race, gender, class, sex, and age, as well as organizational infrastructures and their tendencies towards power, authority, and status.

SOSC301 INTERPERSONAL RELATIONS AND GROUP DYNAMICS
3 Semester Credit Hours
This course focuses on the dynamics of groups and interpersonal relationships within the work setting. Small group theory and research form the basis for the study of professional communication and group decision-making skills. Students develop a clearer understanding of their own behavior and how it affects others in the workplace.
Prerequisite: SOSC102

SOSC310 TOPICS IN ETHICS: TECHNOLOGY AND MEDIA
3 Semester Credit Hours
This course provides an examination of the nature of technology and the media. Particular emphasis is placed on present-day ethical problems raised by the ever increasing prevalence of technology and the media in all aspects of life.

SOSC330 COMPARATIVE POLITICS
3 Semester Credit Hours
This course serves as an introduction to the comparative study of political behavior and institutions in various European and Third World countries. The American democratic political system is used as a consistent point of comparison throughout the course. Further, this course illustrates the interrelationship between politics and economics from a comparative perspective, by exploring the philosophical underpinnings of these political systems.

Technology Courses (TECH)

TECH100 BUSINESS INFORMATION SYSTEM PRINCIPLES
3 Semester Credit Hours
A foundational course that introduces information systems and its role in business. Students will learn fundamental topics on information system technologies, business applications, systems development, and IT ethics commonly used in business.

TECH130 HARDWARE AND OPERATING SYSTEMS
3 Semester Credit Hours
Students learn the purpose of and demonstrate the use of common operating systems utilized in computer hardware. Hands-on experience with a contemporary operating system is emphasized throughout the course. Students also learn to troubleshoot, repair, and replace common hardware and software components.

TECH140 NETWORKING FUNDAMENTALS
3 Semester Credit Hours
Introduces students to common networks and network technologies found in business. Students will uncover the technologies, protocols, media, and topologies used to build and maintain local area networks (LANs), wide area networks (WANs), and wireless networks. Hands-on experience with the technologies, protocols, media, and concepts covered in the class will be emphasized through the lab portion of TECH 140.
Prerequisite: TECH100

Virtual Office Information Management (VOIM)

VOIM110 OFFICE TECHNOLOGY SOFTWARE I
3 Semester Credit Hours
Students perform advanced information processing tasks utilizing Microsoft Word. Students will be required to demonstrate mastery level keyboarding skills in an effort to complete a variety of office related tasks utilizing Microsoft Word. Students will learn to create, customize, format, edit and organize a document and data within; insert and format visual content, merge content, review, share and secure documents. Students will be introduced to the use of transcription media and learn basic skills required for transcription. Students will learn the core knowledge and skills assessed in the MOS (Microsoft Office Specialist) Certification Exam for Word.
Prerequisite or Corequisite: COMM150

VOIM210 OFFICE TECHNOLOGY SOFTWARE II
3 Semester Credit Hours
Students develop proficiency in using desktop publishing and Power Point software to create a variety of business applications. Students will work collaboratively to develop, create, edit and present projects that incorporate the use of technology in developing business solutions. Students will learn how to develop documents incorporating graphics and documents from other software applications for use in designing business applications such as presentations, flyers, brochures, and newsletters. Students will learn the core knowledge and skills assessed in the MOS (Microsoft Office Specialist) Certification Exam for power point.
Prerequisite: COMM150

VOIM220 OFFICE TECHNOLOGY SOFTWARE III
3 Semester Credit Hours
Students explore the more advanced concepts utilized in spreadsheet and database technology. A continuation of the students’ proficiency development using the integrated office suite is accomplished through the application of advanced skills. Students will be prepared to take the Microsoft Office Specialist (MOS) Certification Exams for Excel and Access.
Prerequisite: COMM150

VOIM230 MOBILE COMMUNICATION MANAGEMENT I
3 Semester Credit Hours
In this course students will be introduced to the fundamentals of virtual communication in the business world including an historical overview. Students will be exposed to the role and function of business network systems, home networks and wireless systems, with an emphasis upon the basic technical skills needed in designing, managing and securing home/small business networks. Students will learn essential business communication and management tools including mobile devices, software applications and personal information managers. Students will learn how individuals use technology to organize their day to day information needs in order to acquire, organize, maintain, retrieve and use information items to fulfill professional responsibilities, specifically with the goal of making the best use of limited resources.
Prerequisite: COMM150
VOIM270
OFFICE INFORMATION TECHNOLOGY INTERNSHIP
3 Semester Credit Hours

The internship provides students with valuable field experience under the supervision and evaluation of a cooperating facility and the College. Students apply knowledge and skills gained in the career program for 90 hours at the host site. Students also attend 45 total class hours for program coordination purposes, evaluation of the internship experience, and refinement of their portfolios.

Prerequisite: CMSM001

VOIM320
OFFICE TECHNOLOGY SOFTWARE IV
3 Semester Credit Hours

The purpose of this course is to provide students with a comprehensive overview of the use and benefits of the personal computer, its components, operating system and office suite technology in the business and virtual office environments. Students will utilize Microsoft office suite technology including Microsoft word, excel, access, power point, desktop publishing and photo editing to design, edit, and produce integrated reports and projects. Students will utilize information processing simulation and production assignments to demonstrate workplace competencies and employment standards. Focus is on decision-making, teamwork, communication, time management, and efficient use of office technology in completion of projects.

Prerequisite: COMM150

VOIM330
MOBILE COMMUNICATION MANAGMENT II
3 Semester Credit Hours

This course will build upon mobile communication management I. Students will expand their understanding of what it means to operate in real-time, and assess the implications this will have upon the future of business practices. Students will be trained in the use of social software applications to assist with real-time, personal and professional management, including telecommunication and video tools as well as be exposed to the future of business communication tools. Students will utilize information processing simulation and production assignments to demonstrate workplace competencies and employment standards. Focus is on decision-making, teamwork, communication, time management, and efficient use of office technology in completion of projects.

Prerequisite: VOIM230

VOIM420
VIRTUAL OFFICE TECHNOLOGY MANAGEMENT
3 Semester Credit Hours

This course will provide students with an in-depth analysis of the managerial techniques and theories guiding the development of a quality office environment, with emphasis upon mobile and remote work teams and the virtual office environment. Students will assess, implement, and utilize best practices for supporting personnel working in remote locations, from a managerial perspective. This analysis will require students to effectively manage mobile employees, electronic documents and utilize troubleshooting solutions to support a technical environment to enhance individual performance.

Prerequisite: VOIM230

VOIM430
VIRTUAL AND SOCIAL NETWORKING MANAGEMENT
3 Semester Credit Hours

The course will explore the new social media landscape in terms of online expression, social networking, identity management, community building, and citizen journalism. How is social media changing the way you work and live? What are the implications for you and for the organizations you will work with? What opportunities and challenges do individuals, news organizations, and businesses face regarding communication. Those who complete this course will know how to use blogs, tagging, wikis, social networks productively, and have a framework for understanding and evaluating new social media tools and platforms.

VOIM440
MANAGING AN INTERNET BUSINESS
3 Semester Credit Hours

It is impossible to ignore the importance of electronic commerce in the contemporary managerial environment. Electronic commerce lies at the forefront of modern marketing and strategic management, altering the competitive landscape for large and small corporations alike. The Internet and new media are reshaping industries, creating new opportunities, and challenging existing commercial models and relationships. In this course students will gain an understanding of electronic commerce, theories behind e-commerce and marketing. Using a managerial perspective, this course focuses on key issues related to e-commerce including strategy development, competitive advantage, current and emerging technologies, pricing, distribution channels, promotion, and advertising. As a culminating project students will develop an Internet-business plan and construct an Internet based store by identifying a product to sell, finding customers, advertising, setting up the Internet-based store, constructing a warehouse, and establishing a credit payment and delivery system.

Prerequisite: VOIM410
Fraud Prevention

The College has established a fraud prevention communication approach similar to aspects of Sarbanes – Oxley Legislation. As part of our effort to ensure fraud prevention, a member of our Board of Directors, Mr. Gary Brost, will serve as the College’s operationally independent point of contact for the reporting of fraudulent acts. Mr. Brost may be contacted via email at gbrost@sihi.net.

Organization

Bryant & Stratton College is an independent coeducational postsecondary education institution. The campuses in New York and Ohio are incorporated under the laws of the state of New York. The College also operates campuses in the State of Virginia under the subsidiary of Bryant & Stratton College Corporation and campuses in the state of Wisconsin under the subsidiary of Stratton Educational Corporation. The System Office is located in Getzville, New York. The following serve as the Directors and Officers of Bryant & Stratton College, Inc. and its subsidiaries:

The Board of Directors of Bryant & Stratton College, Inc. and its subsidiaries:

BRYANT H. PRENTICE, III
Jacksonville, FL / Chairman of the Board, Bryant & Stratton College, Inc.

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DR. KENNETH C. GRAY
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The Officers of Bryant & Stratton College, Inc. and its subsidiaries:

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President and Chief Executive Officer

Executive Vice President / Chief Administrative Officer / Secretary

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Vice President / Online Education

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Vice President / Chief Operating Officer

BETH A. TARQUINO, M.S. Ed, B.A.
Vice President / Chief Academic Officer

DAVID VADEN, CPA, M.B.A., B.S.
Vice President / Chief Financial Officer / Treasurer
# GRIEVANCE CONTACT DIRECTORY

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<tr>
<th>CAMPUS</th>
<th>ADA/504 COORDINATOR – EMAIL</th>
<th>GRIEVANCE COORDINATOR’S EMAIL</th>
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<td><strong>New York</strong></td>
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<td>Albany</td>
<td>AlbanyADA <a href="mailto:Coord@bryantstratton.edu">Coord@bryantstratton.edu</a></td>
<td>AlbanyGrievanceCoord @bryantstratton.edu</td>
<td>Michael Gutierrez</td>
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<td>Jason Smolka</td>
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<td><a href="mailto:ParmaGrievanceCoord@bryantstratton.edu">ParmaGrievanceCoord@bryantstratton.edu</a></td>
<td>Lisa Mason</td>
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<td>Akron</td>
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<td>Hampton</td>
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<td>Suite 233</td>
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<td>Rod Rumlors</td>
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<td>Lennor Johnson</td>
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<td>500 Silver Spring Rd.</td>
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<td>Online Education</td>
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