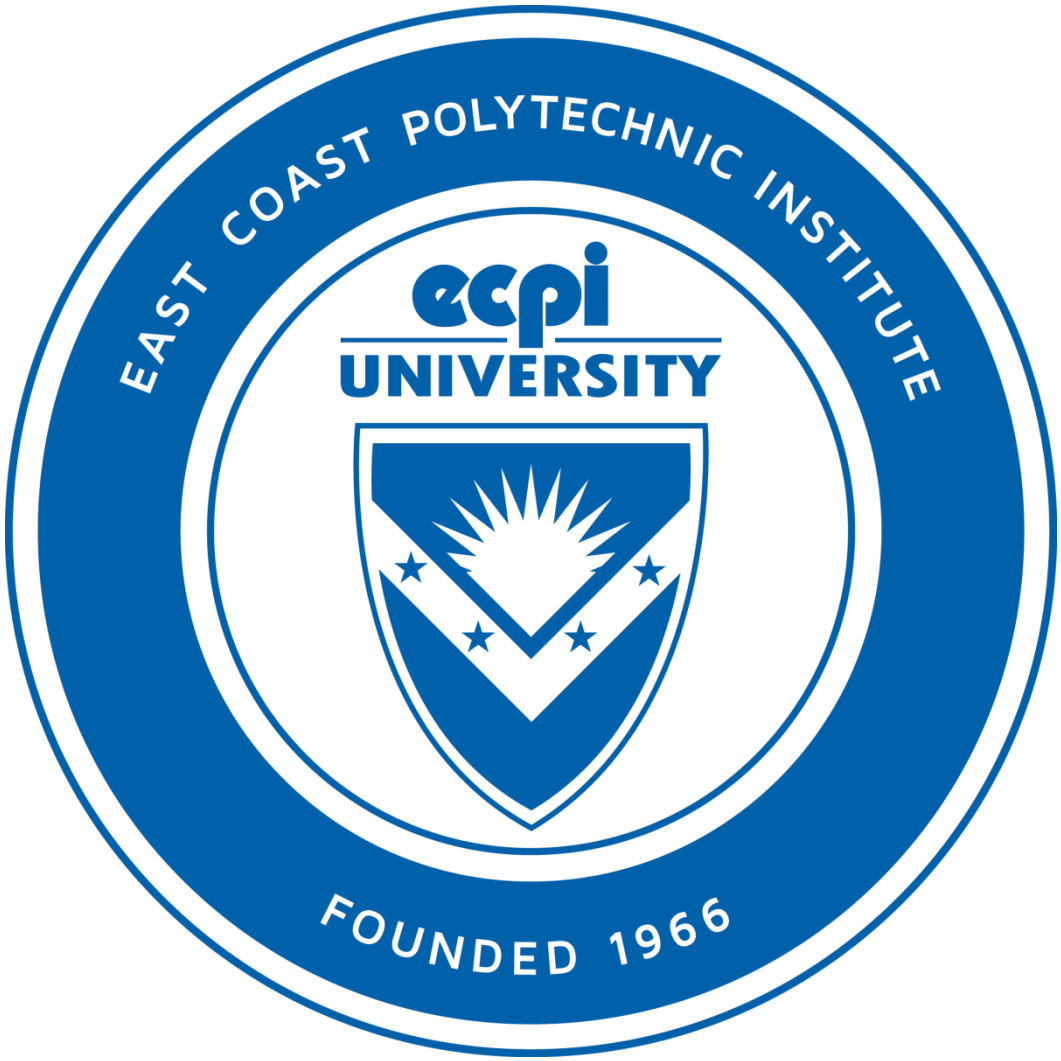

OFFICIAL CATALOG

This Catalog contains information, policies, procedures, regulations, and requirements that were correct at the time of publication and are subject to the terms and conditions of the Enrollment Agreement entered into between the Student and ECPI University. In keeping with the educational mission of the University, the information, policies, procedures, regulations, and requirements contained herein are continually being reviewed, changed, and updated. Consequently, this document cannot be considered binding. Students are responsible for keeping informed of official policies and meeting all relevant requirements. When required changes to the *Catalog* occur, they will be communicated through catalog addenda and other means until a revised edition of the *Catalog* is published.

The policies in this Catalog have been approved under the authority of the ECPI University Board of Trustees and, therefore, constitute official University policy. Students should become familiar with the policies in this *Catalog*. These policies outline student rights and responsibilities.

The University reserves the right and authority at any time to alter any or all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admission, and to dismiss from the University any student at any time, if it is deemed by the University to be in the best interest of the University, the University community, or the student, to do so. The provisions of this publication are subject to change without notice and nothing in this publication may be considered as setting forth terms of a contract between a student or a prospective student and ECPI University.

The electronic *Catalog* is the official version as it is updated on a regular basis. A printed Catalog is available for individuals who do not have access to the electronic *Catalog*. The following *Catalog* inserts are available upon request.
Catalog Insert A– Continuing Education and Certificate Programs
Catalog Insert B – Tuition and Fees
Catalog Insert E– Faculty and Key Personnel

Equal Employment/Educational Opportunity. ECPI University is committed to maintaining an educational environment which welcomes and supports a diverse student body and staff. ECPI is an equal employment opportunity employer and educational provider and does not discriminate against any person because of race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation or marital status or any other characteristic protected by law (referred to as "protected status"). This nondiscrimination policy extends to all terms, conditions, and privileges of admission to the University, enrollment in classes, student services, financial aid, and employment as well as the use of all University facilities and participation in all University-sponsored activities. The University conducts its educational activities in accordance with provisions of Title VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112). Harassment/discrimination will not be tolerated at ECPI and is considered a violation of institutional policy.

Inquiries concerning these Equal Employment/Educational Opportunity policies should be addressed to: Chief Compliance Officer/Title IX Coordinator, ECPI University, 5555 Greenwich Road Virginia Beach, Virginia 23462 (757) 671-7171.

Accreditation Liaison. The ECPI University accreditation liaison for the Commission on Colleges of the Southern Association of Colleges and Schools is Steve Whitten (email: swhitten@ecpi.edu).

ECPI University
University Administration
5555 Greenwich Road
Virginia Beach, Virginia 23462
(757) 671-7171
www.ecpi.edu

Effective June 1, 2015

Vol. 21 Issue 1

Message from the University President

Welcome to ECPI University!

At ECPI University, we understand the aspirations of people who want a direct route toward their career goals. Since 1966, ECPI has been offering career-oriented programs. A sound educational background, combined with hands-on experience, is required to meet the needs of an ever-changing and increasingly highly skilled society. As a student at ECPI University, you must take responsibility for your learning and personal development.

We invite you to learn from the full range of experiences that you will have, both inside and outside the classroom. We encourage you to remain open to new experiences and to new ideas and to pursue excellence while striving for your intellectual, professional, technical and personal goals. In addition, we ask you to contribute to the learning process of others. Every learner benefits when other learners share ideas, insights, and experiences in the classroom. We encourage respectful dialogue about differences in opinion and perspectives, as these are central to the learning process.

In all activities at the University, we expect students to behave responsibly and to communicate with honesty and integrity.

We encourage you to learn more about ECPI University and our programs to see how we may be able to help you achieve your educational goals.

Sincerely,

Mark B. Dreyfus
President
ECPI University

TABLE OF CONTENTS

University Administration
5555 Greenwich Road
Virginia Beach, VA 23462
(757) 671-7171 or (800) 986-1200
www.ecpi.edu

Virginia Campuses

Virginia Beach – Main Campus
5555 Greenwich Road
Virginia Beach, VA 23462
(757) 671-7171

Online
(757) 213-3601

College of Health Science
Medical Careers Institute
5501 Greenwich Road #100
Virginia Beach, VA 23462
(757) 497-8400

College of Culinary Arts
Culinary Institute of Virginia
2428 Almeda Avenue #106
Norfolk, VA 23513
(757) 858-CHEF (2433)

Newport News - Branch Campus
1001 Omni Boulevard #100
Newport News, VA 23606
(757) 838-9191

College of Health Science
Medical Careers Institute
(757) 873-2423

College of Culinary Arts
Culinary Institute of Virginia
11850 Merchants Walk #100
Newport News, VA 23606
(757) 858-CHEF (2433)

Northern Virginia - Branch Campus
10021 Balls Ford Road #100
Manassas, VA 20109
(703) 330-5300

Roanoke – Branch Campus
5234 Airport Road NW, #200
Roanoke, VA 24012
(540) 563-8000

Richmond - Branch Campus
Richmond/Moorefield Campus
800 Moorefield Park Drive
Richmond, VA 23236
(804) 330-5533

College of Health Science
Medical Careers Institute
(804) 521-0400

Richmond/Innsbrook Campus
4305 Cox Road
Glen Allen, VA 23060
(804) 934-0100

Richmond/Emerywood Campus
College of Health Science
Medical Careers Institute
2809 Emerywood Pkwy # 400
Richmond, VA 23294
(804) 521-5999

North Carolina Campuses

Charlotte - Branch Campus
4800 Airport Center Parkway #100
Charlotte, NC 28208
(704) 399-1010

Charlotte/Concord Campus
124 Floyd Smith Office Park Dr. #100
Charlotte, NC 28262-1684
(704) 971-5050

Greensboro - Branch Campus
7802 Airport Center Drive
Greensboro, NC 27409
(336) 665-1400

Raleigh - Branch Campus
4101 Doie Cope Road
Raleigh, NC 27613
(919) 571-0057

South Carolina Campuses

Charleston - Branch Campus
7410 Northside Drive #100
N. Charleston, SC 29420
(843) 414-0350

Columbia - Branch Campus
250 Berryhill Road #300
Columbia, SC 29210-6467
(803) 772-3333

Greenville - Branch Campus
1001 Keys Drive #100
Greenville, SC 29615
(864) 288-2828

About ECPI University

Mission Statement

ECPI University provides a student-centered learning environment that promotes the enhancement of each student's professional and personal life through education.

Core Values

ECPI University is a private, multi-campus university founded in 1966 that operates in Virginia, North Carolina, South Carolina, and globally through the online delivery of its programs. The University has a compelling history, and our success is dependent upon the trust and confidence we have earned from students, employees, and the communities in which we operate. We deliver high quality education and student services and we are committed to the following four Core Values.

Excellence in academics.

- Curriculum designed to foster life-long learning and educational excellence by reinforcing critical thinking, teamwork, problem-solving and communication skills.
- Industry-relevant programs maintain rigorous academic standards and are complemented by robust student support services.
- Hands-on, applied learning complements a strong theoretical foundation that prepares our graduates for the workplace.
- Qualified faculty are academically credentialed and enrich the classroom experience with their industry experience.

Commitment to students.

- Selective admissions process ensures that incoming students make informed decisions regarding their educational investment and are prepared for postsecondary education.
- Dedicated professionals support the student experience and facilitate the achievement of individual student success.
- Meaningful internship experiences and opportunities for graduate employment are available as a result of our long-standing employer partnerships.
- Rigorous institutional effectiveness process promotes continuous improvement of the University.

Professionalism in action.

- Professional appearance, punctuality, attendance, and other behaviors that are appropriate to professional environments are valued and reinforced.
- Professional, civic, and ethical behaviors are promoted through the examples set by faculty and staff.
- Student-centered learning environment simulates the workplace and encourages collaboration with diverse groups to accomplish common goals.
- Opportunities for students to demonstrate professionalism by participating in on-site employer interviews, networking, and professional events including career fairs.

Innovation in Education

- Extensive use of technology is encouraged to enhance each student's university experience.
- Convenient, year-round schedules allow graduates to complete their programs in a timely manner.
- Input is routinely sought from the dynamic communities we serve.
- Multiple approaches are encouraged to reach educational outcomes and maximize student success.

History of ECPI University

Founded in Norfolk, Virginia in 1966, ECPI University demonstrated early on its commitment to forward-thinking, market-based curriculum, being among the first to offer classes in the growing field of computer programming.

From that point forward, ECPI University has pursued a path of sustained growth based on addressing the needs of students and employers while playing a key role in the mid-Atlantic's economic development.

ECPI quickly established a reputation for providing high-quality instruction in certificate and diploma programs, while using industry-standard equipment and teaching the computer applications and software most in demand by employers. Classes were small, and faculty had industry experience, academic credentials, and teaching ability. Successful student outcomes, including high graduation rates and program-related employment, were considered of primary importance. These values continue to serve the institution, its students, and graduates.

1966	ECPI opened in Norfolk, Virginia
1984	ECPI opened its second campus in Richmond, Virginia. (Subsequently, branches opened throughout Virginia, North Carolina and South Carolina.)
1987	Main campus relocated to Virginia Beach, Virginia.
1992	Began offering degrees in Health Sciences.
1998	Became accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. (Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of ECPI University.)
2004	Following reaffirmation of accreditation, ECPI was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate degrees.

About ECPI University

2005	Additional baccalaureate degree programs and the use of distance learning technology were approved by the Commission on Colleges of the Southern Association of Colleges and Schools.
2006	Program offerings were expanded to include Culinary Science, Dental Assisting, Medical Radiography and Registered Nursing programs.
2011	Attained University status and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer a Master of Science Degree in Information Systems.
2013	Reviewed by Commission on Colleges of the Southern Association of Colleges and Schools and accreditation was reaffirmed. Next reaffirmation of accreditation review is scheduled for 2023.

Throughout its history, ECPI has maintained a strong relationship with industry and employers. Program advisory boards regularly meet and provide valuable feedback regarding employer needs and industry trends. This feedback often translates into curriculum revisions that add value and help to make ECPI programs more effective.

Accreditation and Approvals

Accreditation - Institutional

ECPI University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) to award the associate's, baccalaureate, and master's degrees and diplomas. SACSCOC is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. For more information, visit www.sacscoc.org.

Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of ECPI University.

State Licensure

Maryland

ECPI University is registered with the Maryland Higher Education Commission for the delivery of online programs to residents of Maryland.

North Carolina

ECPI University is licensed by the Board of Governors of the University of North Carolina to award degrees.

ECPI University is licensed by the North Carolina State Board of Community Colleges to award diplomas. The North Carolina State Board of Community Colleges is not an accrediting agency.

South Carolina

ECPI University is licensed by the South Carolina Commission on Higher Education to award Bachelor of Science, Associate of Applied Science degrees and diplomas (1333 Main Street, Suite 200, Columbia, SC 29201-3245, telephone 803.737.2260).

Licensure by this Commission indicates only that minimum standards have been met, and it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Virginia

ECPI University has authority issued from the State Council of Higher Education of Virginia to offer degrees, courses for degree credit, and programs of study leading to a degree.

State Nursing Board Approvals

North Carolina

The Associate of Applied Science in Nursing is approved by the North Carolina Board of Nursing at the ECPI University campus in Charlotte, North Carolina.

The Diploma in Practical Nursing is approved by the North Carolina Board of Nursing at the ECPI University campuses in Charlotte, Greensboro, and Raleigh, North Carolina.

South Carolina

The Diploma in Practical Nursing is approved by the South Carolina Department of Labor, Licensing and Regulation, South Carolina Board of Nursing at the ECPI University campuses in Greenville and North Charleston, South Carolina.

Virginia

ECPI University has received approval for the Practical Nursing (PN) by the Department of Health Professions, Virginia Board of Nursing at the Newport News, Northern Virginia, Richmond/Emerywood, Roanoke, and Virginia Beach, Virginia campuses.

ECPI University has received approval for a Registered Nursing (RN) program by the Department of Health Professions, Virginia Board of Nursing at the Newport News, Northern Virginia, Richmond/Emerywood, and Virginia Beach, Virginia campuses.

About ECPI University

Other Approvals

ECPI University is eligible to participate in federal Title IV financial aid programs administered by the U.S. Department of Education.

ECPI University is approved for the training of veterans and other eligible persons.

ECPI University in Virginia Beach is approved by the Federal Aviation Administration as an Approved Technical Operations in the FAA's Collegiate Training Initiative. This approval applies to the Electronics Engineering Technology associate's and bachelor's degree programs at the Virginia Beach, Virginia campus.

ECPI University is an eligible institution to train students under the sponsorship of the Department of Vocational Rehabilitation.

ECPI University is authorized under federal law to enroll nonimmigrant alien students at ECPI University campuses in Newport News, VA; Northern Virginia, VA; Raleigh, NC; and Virginia Beach, VA.

Programmatic Accreditation

ECPI University has met the standards of accreditation for the following specialized or programmatic accreditation agencies that are recognized by the Council of Higher Education Accreditation and/or the US Department of Education. Copies of the accreditation approvals are available for inspection during regular business hours at the respective local campus.

Accrediting Bureau of Health Education Schools

The Health Science/Medical Assisting program at ECPI University is accredited by the Accrediting Bureau of Health Education Schools (ABHES) at the following ECPI University campuses: Newport News, Northern Virginia, Richmond, Roanoke, and Virginia Beach, Virginia; Charlotte, Greensboro and Raleigh, North Carolina; and Charleston, Columbia, and Greenville, South Carolina. This is a programmatic accreditation by ABHES, a recognized accrediting agency for allied health programs, including medical assisting. For more information, visit www.abhes.org.

The Surgical Technology program is accredited by the Accrediting Bureau of Health Education Schools (ABHES) at the following ECPI campuses: Northern Virginia and Richmond, Virginia campuses. This is a programmatic accreditation by ABHES, a recognized accrediting agency for allied health programs including surgical technology. For more information, visit www.ahbes.org.

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314N
Falls Church, Virginia 22043
Telephone 703.917.9503

American Culinary Federation

The AAS in Culinary Arts degree and the Diploma in Culinary Arts programs are accredited by the American Culinary Federation Inc. (ACF) at the following ECPI campus: Virginia Beach, College of Culinary Arts. This is a programmatic accreditation by ACF, a specialized accreditation agency for postsecondary educational programs in culinary arts and baking and pastry arts. For more information, visit www.acfchefs.org.

American Culinary Federation
180 Center Place Way
St. Augustine, Florida 32095
Telephone: (940) 824-4468

Commission on Accreditation for Health Informatics and Information Management Education

The Health Science/Health Information Management associate of applied science degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) at ECPI University, Newport News and Richmond, Virginia.

This is a programmatic accreditation by CAHIIM, a specialized accrediting agency for health informatics and health information management educational programs. For more information, visit www.cahiim.org

Commission on Accreditation for Health Informatics and Information Management Education
233 N. Michigan Avenue; 21st Floor
Chicago, IL 60601-5800
Telephone: 312.233.1100

Commission on Physical Therapy Education

The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association at the following ECPI campuses: Newport News and Richmond/ Emerywood, Virginia. This is a programmatic accreditation by CAPTE, a specialized accreditation agency for qualified entry-level education programs for physical therapists and physical therapist assistants. For more information, visit www.capteonline.org.

Commission on Accreditation in Physical Therapy Education
111 North Fairfax Street
Alexandria, Virginia 22314
Telephone 703.706.3245, email:
accreditation@apta.org

About ECPI University

Joint Review Committee on Education in Radiologic Technology

The Medical Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology at the following ECPI campuses: Newport News and Northern Virginia, Virginia. This is a programmatic accreditation by JRCERT, which is the only agency recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. For more information, visit http://jrcert.org/

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Telephone 312.704.5300, fax 312.704.5304
email: mail@jrcert.org

Graduates qualify to sit for the national exam of the American Registry of Radiologic Technologists (ARRT).

Accreditation Commission for Education in Nursing

The Bachelor of Science in Nursing (RN to BSN, degree completion program) at ECPI University is accredited by the Accreditation Commission for Education in Nursing (ACEN). This is a programmatic accreditation by ACEN, the specialized accreditation agency responsible for nursing education programs. For more information, visit http://acenursing.org/

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 500
Atlanta, Georgia 30326

ACEN formerly operated as NLNAC/National League for Nursing Accrediting Commission, Inc.

Academic Partnerships

ECPI University is an approved CISCO Networking Academy (select locations)

ECPI University is an approved Citrix IT Academy which allows ECPI to offer Citrix training that prepares students for certification as part of the ECPI curriculum.

ECPI University is a VMware IT Academy and is authorized to teach approved VMware IT Academy curriculum.

ECPI University is a member of the EMC Academic Alliance which offers colleges and universities around the globe unique 'open' curriculum-based education that prepares graduates to fully leverage enhanced and emerging technologies in virtualized cloud environments.

Tuition Guaranty Bond (North Carolina and South Carolina only)

ECPI maintains tuition guaranty bonds of not less than $10,000 each for the Charlotte, Greensboro, and Raleigh, North Carolina campuses. The Charlotte bond is on file with the Clerk of Superior Court, Mecklenburg County; the Greensboro bond is on file with the Clerk of Superior Court, Guilford County; and the Raleigh bond is on file with the Clerk of Superior Court, Wake County; and may be reviewed by an appointment with the respective Campus President.

ECPI maintains a tuition surety bond of not less than $10,000 for the Charleston, Columbia, and Greenville, South Carolina campuses. The bonds are on file with the South Carolina Commission on Higher Education, License Division, and may be reviewed by an appointment with the respective Campus President.

University Governance

The University is governed by a Board of Trustees; members of the Board are Jonathan Bannett, Chair (New Jersey), Douglas Newman (New Jersey), Alfred Dreyfus, Gregory Casey, Lee Krumbein, and Finn Pincus, Ph.D. (all of Virginia). Members of the Board of Trustees may be contacted at ECPI University, 5555 Greenwich Road #600, Virginia Beach, Virginia 23462

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About ECPI University

Campus Information

Virginia Campuses

Virginia Beach, Virginia – Main Campus

5555 Greenwich Road
Virginia Beach, VA 23462
757.671.7171

2428 Almeda Avenue
Suite 106
Norfolk, VA 23513

5501 Greenwich Road
Suite 100
Virginia Beach, VA 23462

Online Campus
800.290.7177

College of Technology
College of Business and Criminal Justice
College of Culinary Arts
College of Health Science, Medical Careers Institute

Virginia Beach is the main campus of ECPI University and offers associate's , bachelor's and master's degree programs in a student-centered environment that promotes hands-on learning, schedule flexibility, and frequent faculty/student interaction. Equipment currently found on the job is utilized to further enrich student learning and valuable student learning resources are also available. Day, evening, and weekend classes are available for resident, online, and hybrid classes.

ECPI Virginia Beach is nestled in the heart of Hampton Roads off of Newtown Road with a short drive to neighboring cities of Norfolk, Chesapeake, and Portsmouth. The Virginia Beach Campus has several off-campus locations that are conveniently located near Newtown Road and Interstate 264. These locations provide free student parking. Student housing assistance is also available.

Virginia Beach is home to some of the country's largest military installations, Norfolk Naval Base and Naval Air Station Oceana. Students are minutes from the beautiful beaches of the Virginian Beach oceanfront and exciting fishing of the Chesapeake Bay. The location is close to Virginia Beach's Town Center, which offers diverse dining and shopping options.

ECPI's Online programs offer the same high quality education received by students in our traditional classrooms, ensuring students are provided with the education they need to keep in step with today's technology-based workplace.

Newport News, Virginia – Branch Campus

1001 Omni Boulevard
Newport News, VA 23606
757. 838.9191

11850 Merchants Walk
Suite 100
Newport News, VA 23606

College of Technology
College of Business and Criminal Justice
College of Culinary Arts
College of Health Science, Medical Careers Institute

The Newport News campus is located in one of the cities that make up beautiful Hampton Roads. The campus in located on the peninsula off of Omni Boulevard. Students are a short drive from Busch Gardens Amusement Park and historic Williamsburg. Newport News also offers students an exciting variety of cultural festivals throughout the year.

Northern Virginia – Branch Campus

10021 Balls Ford Road, Suite 100
Manassas, VA 20109
703.330.5300

College of Technology
College of Business and Criminal Justice
College of Health Science, Medical Careers Institute

The Manassas campus in located in Northern Virginia on Balls Ford Road. The location is a short drive or metro ride to our nation's capital, Washington DC. The location has an array of dining options within 20 minutes.

ECPI Manassas is active in the community, supporting the Virginia Renaissance Faire, Diabetes Step Out Walk and the SERVE Shelter which is part of the Northern Virginia Family Services.

About ECPI University

Richmond, Virginia – Branch Campus

800 Moorefield Park Drive
Richmond, VA 23236
804.330.5533

4305 Cox Road
Glen Allen, VA 23060
804.934.0100

2809 Emerywood Parkway, Suite 400
Richmond, VA 23294
804.521.5999

Richmond/Moorefield Campus
College of Technology
College of Business and Criminal Justice
College of Health Science, Medical Careers Institute

The Moorefield campus is located on the south side of Richmond, Virginia, is easily accessible from anywhere in Chesterfield County and sits less than one mile from the intersection of Midlothian Turnpike (VA60) and the Powhite Parkway (VA76). The campus offers scenic tranquility with ponds, ducks, geese, shade trees, and limited traffic flow.

Richmond / Innsbrook Campus
College of Technology
College of Business and Criminal Justice

The Innsbrook campus is located in Henrico County's Innsbrook business park, centered in the lively west end of Richmond, Virginia. Innsbrook is Richmond's largest business park area, which also features a well-established group of restaurants.

Richmond's location on the James River is well known for its historic monuments, excellent dining, museums, and outdoor events. Richmond is a short drive to the wine country and fabulous skiing and hiking trails of the Blue Ridge Mountain, as well as the great weekend destinations of the Atlantic coastline.

Richmond / Emerywood Campus
College of Health Science, Medical Careers Institute

The Emerywood (West) Campus is located in the west end of Richmond, immediately adjacent to and visible from I-64, Exit 183C on Emerywood Parkway. ECPI Emerywood is located in Commerce Plaza on Emerywood Parkway with easy access to West Broad Street, Glenside Drive, and Exit 183A on Interstate 64.

Roanoke, Virginia – Branch Campus

5234 Airport Road NW, #200
Roanoke, VA 24012
(540) 563-8000

Roanoke Campus
College of Technology
College of Health Science, Medical Careers Institute

The Roanoke Campus is centrally located in the Roanoke Valley, and is easily accessible from anywhere in Southwest Virginia. The campus is close to Interstate 81, Routes 460 and 220, and is a short distance from the scenic Blue Ridge Parkway, Allegheny Mountains, Smith Mountain Lake, and many historical sites including Mabry Mill, Mill Mountain Star, Appomattox, and George C. Marshall Research Library.

North Carolina Campuses

Charlotte, North Carolina – Branch Campus

4800 Airport Center Parkway, Suite 100
Charlotte, NC 28208
704.399.1010

College of Technology
College of Business and Criminal Justice
College of Health Science, Medical Careers Institute

The Charlotte campus is located in the bustling metropolis of Charlotte on Airport Center Parkway, near the Charlotte-Douglas International Airport and Billy Graham Parkway. Charlotte is known for its southern hospitality and business opportunities, with a significant number of Fortune 500 companies in the area. Charlotte also provides a wide variety of social activities through numerous cultural fairs, Charlotte Bobcats NBA team, and Carolina Panthers NFL team, museums, parks and the National Whitewater Center. Charlotte offers students extravagant dining, shopping, and a big city feel.

About ECPI University

124 Floyd Smith Office Park Drive, Suite 100
Charlotte, NC 28262-1684
704.971.5050

Charlotte/Concord
College of Technology
College of Business and Criminal Justice
College of Health Science, Medical Careers Institute

Our Charlotte, NC Concord campus location is located northeast of Charlotte on Floyd Smith Drive. The Concord location offers students all the benefits of the big city. Sports enthusiasts will have year-round fun with the close proximity to the Charlotte Motor Speedway, NASCAR SpeedPark, and the Great Wolf Lodge.

Greensboro, North Carolina – Branch Campus

7802 Airport Center Drive
Greensboro, NC 27409
336. 665.1400

College of Technology
College of Business and Criminal Justice
College of Health Science, Medical Careers Institute

The Greensboro campus is located on Airport Center Drive near the Piedmont Triad International Airport. Local history buffs will enjoy visits to Guilford Courthouse National Military Park and events at the Greensboro Coliseum Complex.

The Greensboro location is active throughout the Piedmont Triad area of North Carolina. ECPI is a member of the Chambers of Commerce of the nine surrounding counties. Through a semi-annual Community Resource Fair, community organizations are invited to campus to discuss opportunities for students. For those looking for the next step in their lives, the campus hosts seminars on "First-Time Home Buyers" and "Start Your Own Business," where students learn time and money management.

Raleigh, North Carolina – Branch Campus

4101 Doie Cope Road
Raleigh, NC 27613
919.571.0057

College of Technology
College of Business and Criminal Justice
College of Health Science, Medical Careers Institute

The Raleigh campus is located in the capital city of North Carolina and is surrounded by three prominent cities referred to as the Triangle: Raleigh, Durham and Chapel Hill. This area is known for academia, medicine, and technology. Within a few hours drive students can reach the beach or mountains. Raleigh offers exciting attractions such as a professional hockey team, the Carolina Hurricanes, and great college football and basketball teams. Raleigh's local shopping, dining and theatre are also outstanding.

The faculty and students of ECPI Raleigh are very active in the community, supporting causes like the American Cancer Society Relay for Life, Susan G. Komen Foundation, the Food Bank, United Way, and Kramden Institute.

South Carolina Campuses

Charleston, South Carolina – Branch Campus

7410 Northside Drive , # 101
North Charleston, SC 29420
843.414.0350

College of Technology
College of Business and Criminal Justice
College of Health Science, Medical Careers Institute

ECPI Charleston is located on Northside Drive in North Charleston, South Carolina (I-26 and Ashley Phosphate Rd/US 52 at exit 209). Charleston is one of the East Coast's hottest tourist attractions because of the rich history and beautiful beaches. Fill your weekends with a trip to Fort Sumter, the South Carolina Aquarium, or touring the historic homes.

About ECPI University

Columbia, South Carolina – Branch Campus

250 Berryhill Road #300
Columbia, SC 29210
803.772.3333

College of Technology
College of Health Science, Medical Careers Institute

The Columbia Campus is located one-half mile down the frontage road (Berryhill Road) off Bush River Road and is located in the area of South Carolina referred to as the "Midlands." Located in the center of the state, the location is a short drive from both the Atlantic Ocean or, in the other direction, the Appalachian Mountains.

Columbia has a number of recreational opportunities, including boating and fishing on Lake Murray, a 50,000 acre man-made lake with over 500 miles of shoreline. Lake Murray is a natural wonder to explore and a true fisherman's challenge, hosting numerous professional fishing tournaments annually.

Greenville, South Carolina – Branch Campus

1001 Keys Drive #100
Greenville, SC 29615
864.288.2828

College of Technology
College of Business & Criminal Justice
College of Health Science

ECPI Greenville is located off of Keys Drive. Greenville, South Carolina offers residents southern living at its finest with lots of outdoor recreation, hospitality, and great festivals and downtown events, including Fall for Greenville and Artisphere. The Greenville Zoo and many public parks provide great opportunities to enjoy the outdoors.

VIRGINIA CAMPUS PROGRAM OFFERINGS

Virginia Beach

Those programs noted "online" are available completely online or at the local campus, where noted.

Master of Science degrees
Master of Science in Information Systems (online)
Master of Science in Nursing (online)
Master of Business Administration (online)

Bachelor of Science degrees
Business Administration, concentration in Accounting (online)
Business Administration, concentration in Business Management (online)
Business Administration, concentration in Hospitality Management (online)
Business Administration, concentration in IT Management (online)
Computer and Information Science, concentration in Cloud Computing and Virtualization (online)
Computer and Information Science, concentration in Database Programming (online)
Computer and Information Science, concentration in Network Security (online)
Computer and Information Science, concentration in Software Development
Computer and Information Science, concentration in Web Development
Criminal Justice, concentration in Criminal Justice (online)
Criminal Justice, concentration in Homeland Security (online)
Electronics Engineering Technology, concentration in Electronics Engineering Technology (online)
Electronics Engineering Technology, concentration in Mechatronics (online)
Food Service Management
Health Science, concentration in Healthcare Administration (online)
Mechanical Engineering Technology, concentration in Mechanical Engineering Technology
Nursing (online)

Associate of Science degrees
Computer & Information Science, concentration in Database Programming (online)
Computer & Information Science, concentration in Network Security (online)
Electronics Engineering Technology, concentration in Electronics Engineering Technology (online)

Associate of Applied Science degrees
Baking and Pastry Arts
Culinary Arts
Culinary Arts and Applied Nutrition
Dental Assisting
Health Science, concentration in Medical Assisting
Nursing *(leads to RN)*

Diplomas
Baking and Pastry Arts
Culinary Arts
Practical Nursing

About ECPI University

Newport News

Master of Science degrees
Master of Science in Nursing

Bachelor of Science degrees
Business Administration, concentration in Accounting
Business Administration, concentration in Business Management
Business Administration, concentration in IT Management
Computer and Information Science, concentration in Cloud Computing and Virtualization
Computer and Information Science, concentration in Database Programming
Computer and Information Science, concentration in Network Security
Computer and Information Science, concentration in Software Development
Computer and Information Science, concentration in Web Development
Criminal Justice, concentration in Criminal Justice
Criminal Justice, concentration in Homeland Security
Electronics Engineering Technology, concentration in Electronics Engineering Technology
Electronics Engineering Technology, concentration in Mechatronics
Food Service Management
Health Science, concentration in Healthcare Administration
Nursing

Associate of Science degrees
Computer & Information Science, concentration in Database Programming
Computer & Information Science, concentration in Network Security
Computer & Information Science, concentration in Web Development
Electronics Engineering Technology, concentration in Electronics Engineering Technology

Associate of Applied Science degrees
Baking and Pastry Arts
Culinary Arts
Culinary Arts and Applied Nutrition
Health Science, concentration in Health Information Management
Health Science, concentration in Medical Assisting
Dental Assisting
Diagnostic Medical Sonography
Massage Therapy
Medical Radiography
Nursing *(leads to RN)*
Physical Therapist Assistant

Diplomas
Culinary Arts
Medical Assisting
Practical Nursing

Northern Virginia

Bachelor of Science degrees
Business Administration, concentration in Business Management
Business Administration, concentration in IT Management
Computer & Information Science, concentration in Network Security
Criminal Justice, concentration in Criminal Justice
Electronics Engineering Technology, concentration in Mechatronics

Associate of Science degrees
Computer & Information Science, concentration in Network Security
Electronics Engineering Technology, concentration in Electronics Engineering Technology

Associate of Applied Science degrees
Health Science, concentration Medical Assisting
Dental Assisting
Medical Radiography
Nursing (*leads to RN*)
Surgical Technology

Diplomas
Practical Nursing

Richmond

Richmond/Moorefield

Bachelor of Science degrees
Business Administration, concentration in Business Management
Business Administration, concentration in IT Management
Computer & Information Science, concentration in Cloud Computing and Virtualization
Computer & Information Science, concentration in Network Security
Computer & Information Science, concentration in Web Development

Criminal Justice, concentration in Criminal Justice
Electronics Engineering Technology, concentration in Electronics Engineering Technology
Electronics Engineering Technology, concentration in Mechatronics

Associate of Science degrees
Computer & Information Science, concentration in Network Security
Electronics Engineering Technology, concentration in Electronics Engineering Technology

Associate of Applied Science degrees
Health Science, concentration in Health Information Management
Health Science, concentration in Medical Assisting
Massage Therapy
Surgical Technology

Richmond/Innsbrook

Bachelor of Science degrees
Business Administration, concentration in Accounting
Business Administration, concentration in Business Management
Business Administration, concentration in IT Management
Computer & Information Science, concentration in Cloud Computing and Virtualization
Computer & Information Science, concentration in Database Programming
Computer & Information Science, concentration in Network Security
Computer & Information Science, concentration in Software Development
Computer & Information Science, concentration in Web Development
Criminal Justice, concentration in Criminal Justice
Electronics Engineering Technology, concentration in Electronics Engineering Technology
Electronics Engineering Technology, concentration in Mechatronics

Associate of Science degrees
Computer & Information Science, concentration in Database Programming
Computer & Information Science, concentration in Network Security
Computer & Information Science, concentration in Web Development
Electronics Engineering Technology, concentration in Electronics Engineering Technology

Richmond/Emerywood

Bachelor of Science degrees
Health Science, concentration in Healthcare Administration

Associate of Applied Science degrees
Health Science, concentration in Medical Assisting
Dental Assisting
Diagnostic Medical Sonography
Nursing *(leads to RN)*
Physical Therapist Assistant

Diploma
Practical Nursing

Roanoke

Associate of Science degrees
Computer & Information Science, concentration in Network Security

Associate of Applied Science degrees
Health Science, concentration in Medical Assisting
Health Science, concentration in Health Information Management
Nursing *(leads to RN)*

Diplomas
Practical Nursing

NORTH CAROLINA CAMPUS PROGRAM OFFERINGS

Charlotte

Bachelor of Science degrees
Computer & Information Science, concentration in Network Security
Criminal Justice, concentration in Criminal Justice
Electronics Engineering Technology, concentration in Electronics Engineering Technology
Electronics Engineering Technology, concentration in Mechatronics

Associate of Science degrees
Computer & Information Science, concentration in Network Security
Electronics Engineering Technology, concentration in Electronics Engineering Technology
Associate of Applied Science degrees

Health Science, concentration in Medical Assisting
Nursing (*leads to RN*)
Diplomas
Medical Assisting
Practical Nursing

Charlotte/Concord
Bachelor of Science degrees
Computer & Information Science, concentration in Network Security
Criminal Justice, concentration in Criminal Justice
Electronics Engineering Technology, concentration in Electronics Engineering Technology

Associate of Science degrees
Computer & Information Science, concentration in Network Security
Electronics Engineering Technology, concentration in Electronics Engineering Technology

Associate of Applied Science degrees
Health Science, concentration in Medical Assisting

Greensboro

Bachelor of Science degrees
Business Administration, concentration in Business Management
Computer & Information Science, concentration in Network Security
Electronics Engineering Technology, concentration in Electronics Engineering Technology
Electronics Engineering Technology, concentration in Mechatronics

Associate of Science degrees
Computer & Information Science, concentration in Network Security
Electronics Engineering Technology, concentration in Electronics Engineering Technology

Associate of Applied Science degrees
Health Science, concentration in Medical Assisting

Diplomas
Practical Nursing

Raleigh

Bachelor of Science degrees
Computer & Information Science, concentration in Network Security
Criminal Justice, with a concentration in Criminal Justice
Electronics Engineering Technology, concentration in Electronics Engineering Technology
Electronics Engineering Technology, concentration in Mechatronics

Associate of Science degrees
Computer & Information Science, concentration in Network Security
Electronics Engineering Technology, concentration in Electronics Engineering Technology

Associate of Applied Science degrees
Health Science, concentration in Medical Assisting

Diplomas
Practical Nursing

SOUTH CAROLINA CAMPUS PROGRAM OFFERINGS

Charleston

Bachelor of Science degrees
Business Administration, concentration in Business Management
Computer & Information Science, concentration in Cloud Computing and Virtualization
Computer & Information Science, concentration in Network Security
Computer & Information Science, concentration in Software Development
Electronics Engineering Technology, concentration in Electronics Engineering Technology
Electronics Engineering Technology, concentration in Mechatronics
Health Science, concentration in Healthcare Administration

Associate of Applied Science
Computer & Information Science, concentration in Network Security
Electronics Engineering Technology, concentration in Electronics Engineering Technology
Health Science, concentration in Medical Assisting

Diploma
Practical Nursing

Columbia

Bachelor of Science degrees
Computer & Information Science, concentration in Database Programming
Computer & Information Science, concentration in Network Security
Health Science, concentration in Healthcare Administration

About ECPI University

Associate of Applied Science degrees
Computer & Information Science, concentration in Database Programming
Computer & Information Science, concentration in Network Security
Electronics Engineering Technology, concentration in Electronics Engineering Technology
Health Science, Health Information Management
Health Science, concentration in Medical Assisting

Greenville

Bachelor of Science degrees
Business Administration, concentration in Business Management
Computer & Information Science, concentration in Database Programming
Computer & Information Science, concentration in Network Security
Computer & Information Science, concentration in Web Development
Electronics Engineering Technology, concentration in Mechatronics
Health Science, concentration in Healthcare Administration

Associate of Applied Science degrees
Computer & Information Science, concentration in Network Security
Computer & Information Science, concentration in Web Development
Electronics Engineering Technology, concentration in Electronics Engineering Technology
Health Science, concentration in Medical Assisting

Diplomas
Practical Nursing

Classrooms, Labs, Offices, and Equipment

Each campus and teaching location includes a variety of classrooms, labs, and equipment to meet the needs of students in the various program offerings. Instructional equipment is available according to the program curriculum so students can acquire an understanding of the kind of equipment they could expect to encounter in an entry-level position in their field. The equipment must be shared by students; accordingly, ECPI University cannot guarantee students hands-on use of the equipment beyond that called for in the curriculum. To complete the requirements of their programs, students may have to schedule use of the equipment outside normal class hours. Equipment may be used for class assignments only.

Program Information

Degree Overview

Master of Science overview
The master of science degree programs provide students with problem-solving, decision-making skills and strategic planning skills for the contemporary, global business world. Our curriculum is designed to bridge the gap between theory and practical application. Each graduate will possess a holistic technical education that facilitates entry into higher-level leadership and management positions commensurate with a technical lead, project and operations manager, or clinical/education director. Technical skills emphasized by the programs include data and information management systems related to the discipline, research analysis and application in a results-driven environment, information assurance, systems security best practices, and use of virtualization and simulation technologies.

Bachelor of Science overview
The bachelor of science degree programs consist of arts and science courses, core program courses, concentration courses, and electives. Arts and sciences courses teach students the essential elements of communication, mathematics, humanities, and the social sciences. Courses in the core program area and concentration courses prepare students with theory, skills, and specific outcomes necessary for success in their chosen career fields. Electives provide the student with an opportunity to concentrate on learning advanced techniques. Most programs offer externship opportunities for academic credit. The bachelor of science programs prepare graduates for entry-level careers as practitioners and managers in their respective fields.

Associate of Science and Associate of Applied Science overview
The associate's degree programs consist of arts and science courses, core program courses, concentration courses, and electives. Arts and sciences courses teach students the essential elements of communication, mathematics, humanities, and the social sciences. Courses in the core program area and concentration courses prepare students with theory, skills, and specific outcomes necessary for success in their chosen career fields. Electives provide the student with an opportunity to concentrate on learning advanced techniques. Most programs offer externship opportunities for academic credit.

The associate of science is considered an academic degree and some students who earn an associate of science choose to continue their education in a bachelor's degree program. In South Carolina, the associate of applied science in the technology fields are consistent, in content, with an associate of science degrees offered in Virginia and North Carolina; however, due to state regulations, the degree conferred in these technology programs is the associate of applied science. The associate of applied science degree programs in all health science fields are considered terminal degrees without opportunity for transfer credit; however, students may enter bachelor's degrees with advanced standing for their earned work at the associate's level.

The associate's degree programs prepare graduates for careers as practitioners in their respective fields.

Diploma overview
Diploma programs offer those who are already working in an industry the opportunity to broaden and deepen their skills or learn basic skills needed to change careers. These students may be scheduled for courses with degree-seeking students in their respective program areas. Diploma programs do not include arts and sciences.

Below is a list of the degree and diploma programs offered and the concentrations available. The programs of study vary at the campus locations and not all programs are offered at all locations.

College of Technology

Computer and Information Science
Master of Science in Information Systems
Master of Science in Cybersecurity
Bachelor of Science in Computer & Information Science
- Cloud Computing and Virtualization
- Database Programming
- Network Security
- Software Development
- Web Development

Associate of Science in Computer & Information Science
- Database Programming
- Network Security
- Web Development

Associate of Applied Science in Computer & Information Science
- Database Programming
- Network Security
- Web Development

Electronics Engineering Technology
Bachelor of Science in Electronics Engineering Technology
- Electronics Engineering Technology
- Mechatronics

Associate of Science in Electronics Engineering Technology
- Electronics Engineering Technology

Associate of Applied Science in Electronics Engineering Technology
- Electronics Engineering Technology

Mechanical Engineering Technology
Bachelor of Science in Mechanical Engineering Technology
- Mechanical Engineering Technology

College of Culinary Arts, Culinary Institute of Virginia

Bachelor of Science in Food Service Management
Associate of Applied Science in Baking & Pastry Arts
Associate of Applied Science in Culinary Arts
Associate of Applied Science in Culinary Arts and Applied Nutrition
Diploma Culinary Arts
Diploma Baking and Pastry Arts

College of Health Science, Medical Careers Institute

Master of Science in Nursing
- Health Systems Leadership
- Nursing Education

Bachelor of Science in Nursing
Bachelor of Science in Health Science
- Healthcare Administration

Associate of Applied Science
- Dental Assisting
- Diagnostic Medical Sonography
- Massage Therapy
- Medical Radiography
- Physical Therapist Assistant
- Nursing (*leads to RN*)
- Surgical Technology

Associate of Applied Science in Health Science
- Health Information Management
- Medical Assisting

Diploma
- Practical Nursing
- Medical Assisting

College of Business and Criminal Justice

Business Administration
Master of Business Administration
- Management
- Healthcare Administration
- Information Technology Management

Bachelor of Science in Business Administration
- Accounting
- Business Management
- Hospitality Management
- IT Management

Criminal Justice
Bachelor of Science in Criminal Justice
- Criminal Justice
- Homeland Security

College of Technology

Computer and Information Science

Master of Science in Information Systems

Program Overview

The Master of Science in Information Systems program is designed to prepare students to leading roles in IT. The program is focused on providing knowledge and skills to apply the principles and concepts related to the development and management of information systems and technology locally and globally. Students can earn your master's in less than 15 months through our year-round scheduled.

The program is designed for IT Professionals, executives, and baccalaureate degree graduates who realize the necessity of delivery value to customers through information technology. The degree provides students with theoretical, practical, and applied skills in computer-based information systems and the technologies that support them. Additionally, it offers a broad perspective of the business and management environments in which information system technologies play a strategic role.

Program Outcomes

The curriculum builds on a foundation of communication and problem solving, theoretical and applied understanding of basic technical concepts, protocols, and software/hardware components of information systems technologies. Students enhance their understanding and practical knowledge of desktop, mobile, and web technologies; software and mobile app development; database management; information assurance and information system security management; cloud computing and virtualization, and systems analysis. A capstone project is required.

Upon successful completion of this degree program, the graduate should be able to:

- Understand how basic software development and networking concepts apply to cloud computing and virtualization.
- Design, implement, and manage a complex relational database.
- Be able to manage an information system project from conception through closure.
- Be aware of information assurance issues and the essential skills required to implement and maintain security in information systems.
- Evaluate the impact of information systems on business operations and prescribe remedies.
- Design and implement an information system using the appropriate programming paradigm and programming language.
- Design and implement desktop, mobile, and web applications.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/technology/program/information-systems-master-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

About the Profession

Graduates of a graduate-level CIS degree program have many career options. They often have career paths that eventually lead them into IT management positions. They may manage complex IT projects, design computer systems using the most current information technologies, and develop innovative hardware and software system architectures. They may develop test plans and ensure their correct implementation. Graduates also may work as network architects or administrators who design computer networks, including wireless networks. Graduates of the M.S. in Information Systems degree program will be able to work in a wide variety of positions in business, industry, and government venues.

Possible job titles for an M.S. CIS graduate include Desktop, Web, or Mobile Application Developer, vArchitect, Cloud Administrator, or Security Administrator. With significant, successful work experience in the field, management opportunities could be available to the graduate.

Some positions may require background checks, drug screenings, and/or security clearances, depending on the position and industry. Graduates will be expected to have good problem-solving and decision-making skills. Technical competency in Software Development, Database Design, Information Assurance, Cloud Computation, and Storage, Virtualization Technologies, and Mobile App Platforms is desirable.

Program Information

Program Outline

Master of Science in Information Systems

36 semester credit hours
4 semesters/15 months

Core Curriculum

30 semester credit hours

IS 510	Object-Oriented Programming	3
IS 520	Database Management Systems	3
IS 530	Introduction to Information Security	3
IS 610	Mobile Application Development	3
IS 630	Information Security Policy and Practice	3
IS 640	Cloud Computing and Virtualization	3
IS 670	Software Engineering	3
IS 680	Information System Project Management	3
IS 698	Information System Design Project I	3
IS 699	Information System Design Project II	3

Electives

6 semester credit hours
(choose two courses)

IS 631	Information System Security Management	3
IS 641	Cloud Computing Management	3
IS 650	Mobile Information System Management	3
IS 690	Special Topics in Information Systems	3

Program Information

Master of Science in Cybersecurity

concentrations:
Cyber Operations
Cybersecurity Policy

Program Overview

The Master of Science in Cybersecurity program is designed to prepare students for the leading roles in IT Security demanded in a dynamic real-world environment. The program is focused on providing knowledge and skills to apply the principles and concepts related to the development and management of secure information systems and technology at the enterprise and individual levels, locally and globally.

The program is designed for IT professionals, executives, and baccalaureate degree graduates who realize the necessity of delivering value to customers through secure information technology systems. The degree provides students with theoretical, practical, and applied skills in computer-based information systems and the technologies that support them, as well as a broad perspective of the business and management environments in which information system technologies play a strategic role.

Program Outcomes

This degree program is based on the National Security Agency and the Department of Homeland Security program requirements for designation as a Center of Academic Excellence in Cybersecurity Information Assurance/Cyber Defense. The curriculum builds on a foundation of communication and problem solving, theoretical and applied understanding of basic technical concepts, protocols, and software/hardware components of information systems technologies. Students enhance their understanding and practical knowledge of network security and research providing a particular emphasis on technologies and techniques related to specialized Cybersecurity (e.g., collection, exploitation, and response), to enhance the national security posture of our Nation. These technologies and techniques are critical to intelligence, military and law enforcement organizations authorized to perform these specialized operations. A capstone project is required.

Upon successful completion of this degree program, the graduate should be able to:

- Summarize Cybersecurity fundamentals and how they are interrelated and employed to achieve desired solutions and effective mitigation strategies.
- Analyze security and operational effects on structured network communications in wired and wireless environments.
- Select and securely implement large-scale distributed cloud systems.
- Evaluate classes of possible threats, consequences associated with each threat, and determine what actions can be taken to mitigate the threat
- Relate the legal issues governing cyber operations and the use of related tools, techniques, technology and data.
- Evaluate user behavioral and ethical impacts of various securities on the implementation of and perception of security mechanisms.
- Devise a defensive network architecture employing multiple layers of protection using technology appropriate for secure network.
- Analyze security implications of data center virtualization and storage technologies.
- Evaluate various applied cryptography solutions and key management systems.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/master-degrees) which provides additional information on the future careers, success, cost, and financing for master's programs. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

About Cybersecurity

Graduates of the Cybersecurity program will be hired by three distinct groups: 1) Private industry firms to assume a technical/administrative leadership role related to Cybersecurity; 2) State and local government agencies to assume a technical/administrative leadership role in Cybersecurity; 3) Institutions of higher education that need competent faculty members in Cybersecurity, and other related knowledge areas.

Program Information

Possible job titles for an M.S. Cybersecurity graduate include Cybersecurity Analyst, Penetration Tester, Data Center or Network Security Administrator, Information Systems Security Engineer, Risk Assessment and Vulnerability Analysis Manager. With significant, successful work experience in the field, management opportunities could be available to the graduate.

Recommended Certifications

Certifications are not required for completion of this program, however, ECPI encourages students to obtain all appropriate certifications to increase potential job opportunities. Recommended certifications are the Certified Information Systems Security Professional (CISSP), and Cisco Certified Network Associate (CCNA).

Program Outline

Master of Science in Cybersecurity
36 semester credit hours
4 semesters/15 months

Program Requirements

Core Courses

Required courses, to be taken by everyone admitted to the program, include seven core courses (21 credit hours). Core courses build upon the knowledge support courses or appropriate experience.

CORE COURSES -- 21 Semester Credit Hours

Course ID	Course Name	Credits
MSCS501 or IS630	Cybersecurity Principles	3
MSCS513	Human and Ethical Aspects of Cybersecurity	3
MSCS615 or IS 640	Cloud Computing and Network Security	3
MSCS621	Security Architecture & Design	3
MSCS624	Network Security and Intrusion Detection	3
MSCS654	Wireless and Mobile Security	3
MSCS680	Virtualization Security	3

Specialization

The specialization courses build upon the core courses and should be taken after the majority of core courses have been completed. Students must select a specialization of four courses (12 credit hours). Specializations include Network Administration and Security, and Security Policy.

Cyber Operations 12 Semester Credit Hours

Course ID	Course Name	Credits
MSCS633	Applied Cryptography and Data Protection	3
MSCS635	Advanced Networking	3
MSCS637	Ethical Hacking	3
MSCS639	Cyber Forensics	3
	Security Policy 12 Semester Credit Hours	
MSCS641	Information Systems Risk Management	3
MSCS643	Cybersecurity Governance and Compliance	3
MSCS645	Cybersecurity Strategies (Prevention and Protection)	3
MSCS647	Compliance and Audit	3

Electives

ELECTIVES -- 3 Semester Credit Hours

Course ID	Course Name	Credits
MSCS633	Applied Cryptography and Data Protection	3
MSCS635	Advanced Networking	3
MSCS637	Ethical Hacking	3
MSCS639	Cyber Forensics	3
MSCS641	Information Risk Management	3
MSCS643	Cybersecurity Governance and Compliance	3
MSCS645	Cybersecurity Strategies (Prevention and Protection)	3
MSCS647	Compliance and Audit	3

Program Information

Computer and Information Science
Bachelor of Science

concentrations in:
Cloud Computing and Virtualization
Database Programming
Network Security
Software Development
Web Development

Program Overview

Computer programs tell the computer what to do, which database information to identify and access, how to process it, and what equipment to use. Computer programs vary widely depending upon the type of information to be accessed or generated.

This hands-on, interactive educational program equips students with the computer programming and information process skills required for career-entry positions in a wide range of positions. Students are introduced to a variety of operating system environments and programming languages.

Program Outcomes

Students in the bachelor's degree in Computer & Information Science program learn how to manage projects, design and write different computer programs, create interesting web pages, use and maintain databases, and install and secure computer networks. Students also learn to provide excellent customer service when assisting customers and clients with technical issues.

Upon successful completion of the Bachelor of Science in Computer and Information Science, graduates are able to:

- Utilize organizational customer service plans.
- Analyze various aspects of business operations.
- Evaluate the impact of information systems upon the operation of a business.
- Utilize PC operating system concepts.
- Effectively utilize PC productivity applications and concepts to include word processing, spreadsheets, and presentation graphics.
- Construct a basic web page.
- Correctly install basic network hardware and software by applying industry-standard networking knowledge.
- Demonstrate a working knowledge of the professional and ethical responsibilities of an information system specialist.
- Identify ethical uses of organizational data, applications, computers, and network operating systems.
- Apply basic logical constructs such as flow charts and process diagrams in order to understand the operation and troubleshooting of information systems.
- Design a basic relational database management application.
- Evaluate program-specific knowledge for an individual subject area concentration (e.g., Network Security or Web Development) appropriate for a Bachelor of Science Degree.
- Demonstrate comprehensive knowledge of subject area concentration via successful completion of a capstone project, including an oral and written defense.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/technology/?intcmp=technology-btn) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

In 2.5 years, through our year-round schedule, you can earn a Bachelor of Science in Computer and Information Science.

Program Information

Concentration Outcomes

Student may choose a concentration based on the student's area of interest. Concentration outcomes include:

- Cloud Computing and Virtualization students learn to virtualize servers and clients, utilize cloud technologies, create storage solutions, and deploy thin applications for large, medium, and small organizational networks.
- Database Programming students learn how to design, implement, and maintain databases that manage information for business and industry.
- Network Security students learn how to design, implement, and administer computer networks.
- Software Development students learn to develop efficient and scalable object-oriented programs, mobile apps, web apps, and cloud apps using multiple languages and diverse technologies.
- Web Development students learn web development skills and website management techniques.

All B.S. CIS students are prepared to continue their educational experiences in a Master's degree program in Computer & Information Science.

About Computer and Information Science

Graduates of a Computer & Information Science degree program have many career options. They often have career paths that eventually lead them into IT management positions, including software project management. They are able to design and implement computer software systems (including simulations, games, business applications, and other systems). They may develop test plans and then test software applications to ensure their correct implementation. Graduates also may work as network architects or administrators who design, implement, and maintain computer networks, including wireless networks.

Some positions may require background checks, drug screening, and/or security clearances, depending on the position and industry.

Some entry-level job titles for a B.S. CIS graduate include Computer Programmer, Software Developer, Application Programmer, Mobile App Developer, Systems Analyst, Systems Administrator, Network and Datacenter Administrator, Web Programmer, Game Programmer, Database Programmer, Virtual Server Administrator, or Storage Technology Manager. CIS graduates are required in many industries, so employment could be expected in most any military or business setting.

Recommended Certifications

Certifications are not required for completion of this program; however, ECPI encourages student to obtain all appropriate certifications to increase potential job opportunities. ECPI provides students in this program with vouchers which allow the student to take certification exams at a greatly reduced cost. Available certifications for this program include Microsoft and Oracle certifications, Linux+, A+, Network+, and Security+.

Program Information

Program Outline

Bachelor of Science in Computer and Information Science

121 semester credit hours
8 semesters/30 months

Program Requirements

Core Curriculum

24 semester credit hours

BUS 102	Fundamentals of Customer Service	3
BUS 121	Introduction to Business	3
BUS 472	Applied Project Management	3
CIS 121	Logic and Design	3
CIS 150	Networking I	3
CIS 223	Database I	3
CIS 282	Web Interface Design	3
CIS 495	Senior Capstone	3

Arts and Sciences*

31 semester credit hours

CAP 480	Arts and Sciences Capstone	3
COM 115	Principles of Communication	3
ENG 110	College Composition	3
ENG 120	Advanced Composition	3
HUM 205	Culture and Diversity	3
MTH 131	College Algebra	3
MTH 140	Statistics	3
PHY 120	Physics	3
PHY 120L	Physics LAB	1
PSY 105	Introduction to Psychology	3
PSY 220	Positive Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

9 semester credit hours

CIS 106	Introduction to Operating Systems	3
CIS 115	Computer Applications	3
COR 090	Career Orientation Seminar	0
FOR 110	Essentials for Success	3

Program Information

Concentration Requirements

Cloud Computing and Virtualization

24 semester credit hours plus electives

CIS 142	Cloud Computing Concepts	3
CIS 202	Introduction to Routing and Switching	3
CIS 220	Storage Area Networks and Disaster Recovery	3
CIS 225	Networking II	3
CIS 245	Windows Client and Server	3
CIS 253	Network Virtualization Fundamentals	3
CIS 353	Network Virtualization Administration	3
CIS 427	Enterprise Network Security	3
	Various Electives	33

Database Programming

24 semester credit hours plus electives

CIS 126	Programming I	3
CIS 203	Code Design and Debugging	3
CIS 206	UNIX Administration	3
CIS 214	Object-Oriented Programming Using C#	3
CIS 215	Programming II	3
CIS 218	Object-Oriented Programming Using JAVA	3
CIS 250	Database Scripting I	3
CIS 266	Intermediate Database	3
	Various Electives	33

Healthcare IT

(Available for NCPACE students only through September 2015)

24 semester credit hours plus electives

CIS 202	Introduction to Routing and Switching	3
CIS 212	Network Security Concepts	3
CIS 225	Networking II	3
CIS 245	Windows Client and Server	3
CIS 286	Information Technology in Healthcare	3
CIS 403	Ethical Hacking	3
HCA 101	Medical Terminology	3
HCA 112	Medical Office Procedures	3
	Various Electives	33

Network Security

24 semester credit hours plus electives

CIS 202	Introduction to Routing and Switching	3
CIS 204	Intermediate Routing and Switching	3
CIS 206	UNIX Administration	3
CIS 212	Network Security Concepts	3
CIS 225	Networking II	3
CIS 245	Windows Client and Server	3
CIS 403	Ethical Hacking	3
CIS 410	Security Systems Administration	3
	Various Electives	33

Software Development

24 semester credit hours plus electives

CIS 127	Object Oriented Programming I	3
CIS 227	Object Oriented Programming II	3
CIS 332	Mobile App Development I	3
CIS 360	Web Application Development	3
CIS 370	Cloud Application Development	3
CIS 421	Design Patterns	3
CIS 422	Software Engineering	3
CIS 432	Mobile App Development II	3
	Various Electives	33

Web Development

24 semester credit hours plus electives

CIS 107	Digital Imaging	3
CIS 126	Programming I	3
CIS 136	Storyboarding for Animation	3
CIS 213	Web Client Scripting	3
CIS 214	Object-Oriented Programming Using C#	3
CIS 250	Database Scripting I	3
CIS 303	2D Design	3
CIS 311	Web Site Management	3
	Various Electives	33

Electives

BUS 472L	Applied Project Management LAB	1
CIS 107	Digital Imaging	3
CIS 142	Cloud Computing Concepts	3
CIS 202L	Introduction to Routing and Switching LAB	1
CIS 204	Intermediate Routing and Switching	3
CIS 207	Network Routing and Switching LAB	1
CIS 212	Network Security Concepts	3
CIS 213	Web Client Scripting	3
CIS 215 / L	Programming II / LAB	3/1
CIS 218	Object-Oriented Programming Using JAVA	3
CIS 219	Object-Oriented Programming Using VB.NET	3
CIS 220	Storage Area Networks and Disaster Recovery	3
CIS 220L	Storage Area Networks and Disaster Recovery Lab	1
CIS 224	Server-Side Scripting	3
CIS 241	IP Telephony	3
CIS 245L	Windows Client and Server LAB	1
CIS 250	Database Scripting I	3
CIS 251	Advanced Windows Server	3
CIS 253	Network Virtualization Fundamentals	3
CIS 253L	Network Virtualization Fundamentals Lab	1
CIS 256 / L	Windows Active Directory / LAB	3/1
CIS 266L	Intermediate Database LAB	1
CIS 276	3D Game and Simulation Mathematics	3
CIS 280	CIS Project II	3
CIS 290	Externship-CIS III	3
CIS 291	Externship-CIS I-a	1
CIS 292	Externship-CIS I-b	1
CIS 293	Externship-CIS I-c	1
CIS 294	Externship-CIS II	2
CIS 303L	2D Design LAB	1
CIS 305 / L	Advanced UNIX Administration / LAB	3/1
CIS 308	Web Animation	3
CIS 311 / L	Web Site Management / LAB	3/1
CIS 317	Advanced Object-Oriented Programming Using C#	3
CIS 319 / L	Advanced Object-Oriented Programming Using Java /LAB	3/1
CIS 321	Network Scripting	3
CIS 324 / L	Server-Side Framework / LAB	3/1
CIS 328	Email Services	3
CIS 340 / L	Oracle Architecture and Operation / LAB	3/1
CIS 346 / L	Oracle Programming / LAB	3/1
CIS 350	Introduction to Data Structures	3
CIS 353	Network Virtualization Administration	3
CIS 353L	Network Virtualization Administration LAB	1
CIS 367 / L	Database Scripting II / LAB	3/1
CIS 395	Emerging Network Technologies	3
CIS 403	Ethical Hacking	3
CIS 410	Security Systems Administration	3
CIS 420	System Analysis and Design	3
CIS 425 / L	Advanced Network Defense and Countermeasures/LAB	3/1
CIS 435 / L	SQL Server / LAB	3/1
CIS 441	Mobile Game Development	3
CIS 450 / L	Web Interface Design II / LAB	3/1
CIS 455 / L	Web Interface Design III / LAB	3/1
CIS 460 / L	Simulation and Event Modeling / LAB	3/1
CIS 465 / L	3D Design / LAB	3/1
CIS 470	CIS Project III	4
CIS 480	CIS Project IV	3
CIS 490	Externship-CIS Sr. III	3
CIS 491	Externship-CIS Sr. I-a	1
CIS 492	Externship-CIS Sr. I-b	1
CIS 493	Externship-CIS Sr. I-c	1
CIS 494	Externship-CIS Sr. II	2
EET 110	Electric Circuits I	3
EET 250	Computer Configuration	3
EET 251	Computer Configuration II	3
EET 282	Wireless Security	3
EET 350	Overview of Electronic Security Devices	3
HCA 305	Legal Aspects of Healthcare Administration	3
HCA 310	Healthcare Administration Ethics	3
HCA 400	Health Information Systems	3
HCA 420	Healthcare Delivery Systems	3
HCA 422	Managing Crisis in a Community Setting	3

Program Information

Computer and Information Science
Associate of Science

concentrations in:
Database Programming
Network Security
Web Development

Program Overview

Computer programs tell the computer what to do, which database information to identify and access, how to process it, and what equipment to use. Programs vary widely depending upon the type of information to be accessed or generated.

This hands-on, interactive educational program equips students with the computer programming and information process skills required for career-entry positions in a wide range of positions. Students are introduced to a variety of operating system environments and programming languages.

Program Outcomes

Students in the Associate of Science in Computer and Information Science program learn how to create interesting web pages, write different kinds of programs, use and maintain databases, and install and secure computer networks. Students also learn to provide excellent customer service when assisting customers and clients with technical issues.

Upon completion of the Associate of Science in Computer and Information Science, graduates are able to:

- Utilize organizational customer service plans.
- Describe various aspects of business operations.
- Identify the impact of information systems upon the operation of a business.
- Utilize PC operating system concepts.
- Effectively utilize PC productivity applications and concepts to include word processing, spreadsheets, and presentation graphics.
- Construct a basic web page.
- Comprehend installation of basic network hardware and software by applying industry-standard networking knowledge.
- Demonstrate a working knowledge of the professional and ethical responsibilities of an information system specialist.
- Identify ethical uses of organizational data, applications, computers, and network operating systems.
- Comprehend basic logical constructs such as flow charts and process diagrams in order to understand the operation and troubleshooting of information systems.
- Apply program-specific knowledge for an individual subject area concentration (e.g., Network Security or Web Development) appropriate for an Associate of Science Degree.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/technology/?intcmp=technology-btn) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/)

In 1.5 years, through our year-round schedule, you can earn an Associate of Science in Computer and Information Science or an Associate of Applied Science in Computer and Information Science (South Carolina only).

Concentration Outcomes

- Students in the Database Programming concentration area learn how to manipulate databases to create custom reports for business and industry, and they are able to provide support for the use, and maintenance of database tables.
- Students in the Network Security concentration learn about installing, testing, and maintaining computer networks.
- Web Development students learn basic web design skills and programming fundamentals.

Program Information

About Computer and Information Science

Graduates with a computer and information science degree have many career options. They often implement computer software systems (including simulations, games, business applications, and other systems). They may test software applications to ensure their correct implementation. Graduates also may assist network architects with design, implementation, and maintenance of computer networks, including wireless networks.

Some positions may require background checks, drug screening, and/or security clearances, depending on the position and industry. Student must have a general education background related to database programming including: Database Development, ASP.Net, SQL, C#, Object Oriented Design, MS Access, SQL Server, Oracle, Java, HTM, and Web Development. Student should also have examples of work, as well as other related skills to include MS Office, OS, and Certifications.

Some entry-level job titles for associate's degree graduates include Help Desk Analyst, PC Technician, Technical Support Analyst, Hardware Technician, Systems Administrator, Network Administrator, Programmer Analyst, entry- level Database Programmer, entry-level Programmer Analyst, entry-level Application Developer, entry-level Web Programmer, Assistant Game Programmer, entry-level Net Programmer. CIS graduates are required in many industries, so employment opportunities exist in military, business, medical, and government settings.

Recommended Certifications

Certifications are not required for completion of this program; however, ECPI encourages student to obtain all appropriate certifications to increase potential job opportunities. ECPI provides students in this program with vouchers which allow the student to take certification exams at a greatly reduced cost. Available certifications for this program include Microsoft and Oracle certifications, Linux+, A+, Network+, and Security+.

Program Information

Program Outline

Associate of Science in Computer and Information Science

76 semester credit hours
5 semesters/18 months

Program Requirements

Core Curriculum

21 semester credit hours

BUS 102	Fundamentals of Customer Service	3
BUS 121	Introduction to Business	3
CIS 106	Introduction to Operating Systems	3
CIS 115	Computer Applications	3
CIS 121	Logic and Design	3
CIS 150	Networking I	3
CIS 282	Web Interface Design	3

Arts and Sciences*

22 semester credit hours

COM 115	Principles of Communication	3
ENG 110	College Composition	3
ENG 120	Advanced Composition	3
HUM 205	Culture and Diversity	3
MTH 131	College Algebra	3
PHY 120	Physics	3
PHY 120L	Physics LAB	1
PSY 105	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

3 semester credit hours

COR 090	Career Orientation Seminar	0
FOR 110	Essentials for Success	3

Program Information

Concentration Requirements

Database Programming

15 semester credit hours plus electives

CIS 126	Programming I	3
CIS 203	Code Design and Debugging	3
CIS 215	Programming II	3
CIS 223	Database I	3
CIS 250	Database Scripting I	3
	Various Electives	15

Network Security

15 semester credit hours plus electives

CIS 202	Introduction to Routing and Switching	3
CIS 206	UNIX Administration	3
CIS 212	Network Security Concepts	3
CIS 225	Networking II	3
CIS 245	Windows Client and Server	3
	Various Electives	15

Web Development

15 semester credit hours plus electives

CIS 107	Digital Imaging	3
CIS 126	Programming I	3
CIS 213	Web Client Scripting	3
CIS 223	Database I	3
CIS 250	Database Scripting I	3
	Various Electives	15

Electives

CIS 107L	Digital Imaging LAB	1
CIS 126	Programming I	3
CIS 136	Storyboarding for Animation	3
CIS 142	Cloud Computing Concepts	3
CIS 202L	Introduction to Routing and Switching LAB	1
CIS 203	Code Design and Debugging	3
CIS 204	Intermediate Routing and Switching	3
CIS 206	UNIX Administration	3
CIS 207	Network Routing and Switching LAB	1
CIS 215	Programming II	3
CIS 215L	Programming II LAB	1
CIS 223	Database I	3
CIS 245L	Windows Client and Server LAB	1
CIS 250	Database Scripting I	3
CIS 251	Advanced Windows Server	3
CIS 252	Fundamentals of Electronic Commerce	3
CIS 256	Windows Active Directory	3
CIS 256L	Windows Active Directory LAB	1
CIS 266	Intermediate Database	3
CIS 266L	Intermediate Database LAB	1
CIS 274	CIS Project I	4
CIS 280	CIS Project II	3
CIS 290	Externship-CIS III	3
CIS 291	Externship-CIS I-a	1
CIS 292	Externship-CIS I-b	1
CIS 293	Externship-CIS I-c	1
CIS 294	Externship-CIS II	2
CIS 305	Advanced UNIX Administration	3
CIS 305L	Advanced UNIX Administration LAB	1
CIS 311	Web Site Management	3
CIS 311L	Web Site Management LAB	1
CIS 367	Database Scripting II	3
CIS 367L	Database Scripting II LAB	1
EET 110	Electric Circuits I	3
EET 250	Computer Configuration	3
EET 251	Computer Configuration II	3
EET 282	Wireless Security	3

Program Information

Electronics Engineering Technology
Bachelor of Science

concentrations in:
Electronics Engineering Technology
Mechatronics

Program Overview

The Electronics Engineering Technology program focuses on real-world application of engineering principles. If you are the type of person who likes working with your hands, putting things together, and combining different systems to come up with a solution for a real world problem, then a career in Electronics Engineering Technology could be the right choice for you. The Mechatronics concentration will offer you the chance to develop and troubleshoot robotics solutions, programmable controllers, and integrated systems. Learn by doing while grasping a firm theoretical foundation in electronics. Put to practice your acquired knowledge through a culminating capstone experience.

With the new emerging technologies, a skilled workforce in the electronics field has been and will continue to be in demand for the maintenance, repair, installation, quality assurance, and research and development fields.

Program Objectives

Graduates of the B.S. Electronics Engineering Technology program are expected to attain the following objectives within a few years of graduation:

- Apply acquired technical and analytical skills as it relates to their professional positions in electrical, electronic, and related industries.
- Apply relative mathematical, science, and engineering methods to solve technical problems.
- Analyze and implement complex systems including both hardware and software.
- Pursue lifelong learning and successful professional careers.
- Perform as effective team members through adequate oral and written communication skills.
- Relate and exercise an educated judgment in regards to their professional and ethical responsibilities.

Program Outcomes

Students in the B.S. Electronics Engineering Technology program learn to design and build electronic systems through a strong foundation in analog and digital electronics. They are able to apply the acquired engineering and mathematical principles to implement and maintain computers and control systems.

Upon completion of the Bachelor of Science in Electronics Engineering Technology, graduates will have:

- An ability to select and apply the knowledge, techniques, skills, and modern tools of the discipline to broadly-defined engineering technology activities.
- An ability to select and apply knowledge of mathematics, science, engineering and technology to engineering technology problems that require the application of principles and applied procedures or methodologies.
- An ability to conduct standard tests and measurements; to conduct, analyze, and interpret experiments; and to apply experimental results to improve processes.
- An ability to design systems, components, or processes for broadly-defined engineering technology problems appropriate to program educational objectives.
- An ability to function effectively as a member or leader on a technical team
- An ability to identify, analyze and solve broadly defined engineering technology problems.
- An ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
- An understanding of the need for an ability to engage in self-directed continuing professional development.
- An understanding of and a commitment to address professional and ethical responsibilities including a respect for diversity.
- A knowledge of the impact of engineering technology solutions in a societal and global context.

- A commitment to quality, timeliness, and continuous improvement.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/technology/?intcmp=technology-btn) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

In 2.5 years, through our year-round schedule, you can earn a Bachelor of Science in Electronics Engineering Technology.

Concentration Outcomes

- Students enrolled in the Electronics Technology concentration will apply acquired knowledge to design and repair computer, control and embedded systems as well as implementing industrial automation solutions.
- Students enrolled in the Mechatronics concentration will apply acquired knowledge to design and repair mechanical, electronic, and control systems.

About Electronics Engineering Technology

Graduates of this degree program are able to design, install, maintain, and repair electrical and electronic equipment. They serve as a link between engineers and technicians in the workplace, and often work with engineers from the conception of an electronic product until its final production. They assist engineers in the development, testing, production, and quality assurance of components such as circuit boards, wireless phones, medical equipment, and control systems. Electronics engineering technologists are needed in many industries and can find employment in work environments where electronics are used extensively.

Some positions may require background checks, drug screening, and/or security clearances, depending on the position and industry.

The curriculum provides graduates with the education and foundation needed for employment in a variety of industries in the private and public sector, including the computer industry, homeland security, automation and manufacturing, and education. Electronics Engineering Technology graduates are employed in a wide spectrum of areas in positions such as engineering consultant, electrical engineering or computer engineering technologist, product engineer, or project manager. Graduates of the Mechatronics concentration area may also be employed as automation engineers and might enjoy a career working with robotics.

Recommended Certifications

Certifications are not required for completion of this program; however, ECPI encourages student to obtain all appropriate certifications to increase potential job opportunities. ECPI provides students in this program with vouchers which allow the student to take certification exams at a greatly reduced cost. Available certifications for this program include Fiber Optics Installer (FOI), Fiber Optics Technician (FOT), A+ Certification, Network+ Certification, Security+ Certification, GMDSS - Global Maritime Distress and Safety System Maintainer License, GROL - General Radiotelephone Operator's License, and Associate CET.

Program Information

Program Outline

Bachelor of Science in Electronics Engineering Technology

124 semester credit hours
8 semesters/30 months

Program Requirements

Core Curriculum

32 semester credit hours

CIS 121	Logic and Design	3
CIS 126	Programming I	3
CIS 150	Networking I	3
CIS 225 / EET 252	Networking II OR Data Communications and Networking	3
EET 110	Electric Circuits I	3
EET 111	Electric Circuits II	3
EET 111L	Electric Circuits LAB	1
EET 120	Semiconductor Devices	3
EET 121	Electronic Systems Applications	3
EET 130	Digital Systems I	3
EET 230	Digital Systems II	3
EET 230L	Digital Systems LAB	1

Arts and Sciences*

31 semester credit hours

CAP 480	Arts and Sciences Capstone	3
COM 115	Principles of Communication	3
ENG 110	College Composition	3
ENG 120	Advanced Composition	3
HUM 205	Culture and Diversity	3
MTH 131	College Algebra	3
MTH 200	Pre-calculus	3
PHY 120	Physics	3
PHY 120L	Physics LAB	1
PSY 105	Introduction to Psychology	3
PSY 220	Positive Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

9 semester credit hours

CIS 106	Introduction to Operating Systems	3
CIS 115	Computer Applications	3
COR 090	Career Orientation Seminar	0
FOR 110	Essentials for Success	3

Concentration Requirements

Electronics Engineering Technology

33 semester credit hours plus electives

EET 220	Industrial Applications	3
EET 221L	Instrumentation and Measurement LAB	1
EET 250	Computer Configuration I	3
EET 251	Computer Configuration II	3
EET 251L	Computer Configuration II LAB	1
EET 252	Data Communications and Networking	3
EET 280	Introduction to Communication Systems	3
EET 282	Wireless Security	3
EET 301	Special Topics in Engineering Technology	3
EET 310	Circuit Analysis	3
EET 380	Digital Communications I	3
EET 430	Microcontrollers	3
EET 430L	Microcontrollers LAB	1
	Various Electives	19

Mechatronics

33 semester credit hours plus electives

EET 191	Materials Science	3
EET 192	Engineering Graphic Communications	3
EET 192L	Introduction to 3-D Modeling LAB	1
EET 220	Industrial Applications	3
EET 221L	Instrumentation and Measurement LAB	1
EET 250	Computer Configuration I	3
EET 280	Introduction to Communication Systems	3
EET 292	Introduction Mechanics Statics and Dynamics	3
EET 293	Hydraulics and Pneumatics Systems	3
EET 310	Circuit Analysis	3
EET 380	Digital Communications I	3
EET 390	Motor Drives	3
EET 390L	Motor Drives LAB	1
	Various Electives	19

Electives

CIS 202	Introduction to Routing and Switching	3
CIS 204	Intermediate Routing and Switching	3
CIS 207L	Network Routing and Switching LAB	1
CIS 214	Object Oriented Programming with C#	3
CIS 215	Programming II	3
EET 191	Materials Science	3
EET 251	Computer Configuration II	3
EET 251L	Computer Configuration II LAB	1
EET 252	Data Communications and Networking	3
EET 272	Fiber Optics Communication	3
EET 272L	Fiber Optics Communication LAB	1
EET 281	Wireless Technologies	3
EET 282	Wireless Security	3
EET 300	Engineering Technology Project Management	3
EET 301	Special Topics in Engineering Technology	3
EET 302	Externship-EET Sr. III	3
EET 306	Externship-EET Sr. I-a	1
EET 307	Externship-EET Sr. I-b	1
EET 308	Externship-EET Sr. I-c	1
EET 309	Externship-EET Sr. II	2
EET 331	Programmable Controllers and Robotics	3
EET 331L	Programmable Controllers and Robotics LAB	1
EET 350	Overview of Electronic Security Devices	3
EET 352	Engineering Economics	3
EET 402	Capstone Project	3
EET 411	Senior Project	3
EET 411L	Senior Project LAB	1
EET 430	Microcontrollers	3
EET 430L	Microcontrollers LAB	1
MTH 220	Applied Calculus I	3
MTH 320	Applied Calculus II	3

Program Information

Electronics Engineering Technology
Associate of Science

concentration in:
Electronics Engineering Technology

Program Overview

If you enjoy hands-on electronics, then a career in Electronics Engineering Technology might be right for you. Engineering technicians install, maintain and repair electrical and electronic equipment. They also assist in the development, testing, production, and quality assurance of equipment and components such as: circuit boards, wireless phones, PDAs, medical equipment, and control systems.

The Electronics Engineering curriculum provides the education and foundation needed for employment in a variety of related industries in both the private and public sector including: automation and manufacturing, aerospace, automotive, and computer industries.

Program Objectives

Graduates of the A.S. Electronic Engineering Technology program are expected to attain the following objectives within a few years of graduation:

- Apply acquired technical and analytical skills as it relates to their professional positions in electrical, electronic, and related industries.
- Apply relative mathematical, science, and engineering methods to solve technical problems.
- Analyze and implement complex systems including both hardware and software.
- Pursue lifelong learning and successful professional careers.
- Perform as effective team members through adequate oral and written communication skills.
- Relate and exercise an educated judgment in regards to their professional and ethical responsibilities.

Program Outcomes

Students in the A.S. Electronics Engineering Technology program learn about subjects such as fiber optics, analog and digital electronics, control systems, and network technologies. They are able to use test equipment, to troubleshoot, maintain, and repair electronic systems as well as computer and network technologies. Students also learn to document and follow operating procedures as well as communicate ideas effectively to their colleagues and customers both verbally and in writing.

- An ability to apply the knowledge, techniques, skills and modern tools of the discipline to narrowly defined engineering technology activities.
- An ability to apply knowledge of mathematics, science, engineering, and technology to engineering technology problems that require limited application of principles but extensive practical knowledge.
- An ability to conduct standard tests and measurements, and to conduct, analyze, and interpret experiments.
- An ability to function effectively as a member of a technical team.
- An ability to identify, analyze, and solve narrowly defined engineering technology problems.
- An ability to apply written, oral and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
- An understanding of and a commitment to address professional and ethical responsibilities, including a respect for diversity.
- A commitment to quality, timeliness, and continuous improvement.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/technology/program/electronics-engineering-associate-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/)

In 1.5 years, though our year-round schedule, you can earn an Associate of Science in Electronics Engineering Technology or an Associate of Applied Science in Electronics Engineering Technology (South Carolina only).

Program Information

About Electronics Engineering Technology

Electronic engineering technicians install, maintain, and repair electrical and electronic equipment. They assist engineers in the development, testing, production, and quality assurance of equipment and components such as circuit boards, wireless phones, medical equipment, and control systems. Electronics engineering technicians are needed in many industries and can find employment in work environments where electronics are used extensively.

Some positions may require background checks, drug screening, and/or security clearances, depending on the position and industry.

Some entry-level job titles for an A.S. EET graduate include Medical Equipment Repairer and Installer, Biomedical Equipment Technician, Biomedical Support Technician, Electronics Technician, Computer Engineering Technician, Computer Support Specialist, Electrical/Electronic Engineering Technician, Field Service Technician, and Technical Salesperson.

Graduates of the A.S. EET degree program may choose to continue their education by pursuing a B.S. degree in EET.

Recommended Certifications

Certifications are not required for completion of this program; however, ECPI encourages student to obtain all appropriate certifications to increase potential job opportunities. ECPI provides students in this program with vouchers which allow the student to take certification exams at a greatly reduced cost. Available certifications for this program include Fiber Optics Installer (FOI), Fiber Optics Technician (FOT), A+ Certification, Network+ Certification, Security+ Certification, GMDSS - Global Maritime Distress and Safety System Maintainer License, GROL - General Radiotelephone Operator's License, and Associate CET.

Program Information

Program Outline

Associate of Science in Electronics Engineering Technology

76 semester credit hours
5 semesters/18 months

Program Requirements

Core Curriculum

36 semester credit hours

CIS 121	Logic and Design	3
CIS 150	Networking I	3
CIS 225 / EET 252	Networking II OR Data Communications & Networking	3
EET 110	Electric Circuits I	3
EET 111	Electric Circuits II	3
EET 111L	Electric Circuits LAB	1
EET 120	Semiconductor Devices	3
EET 121	Electronic Systems Applications	3
EET 130	Digital Systems I	3
EET 230	Digital Systems II	3
EET 230L	Digital Systems II LAB	1
EET 250	Computer Configuration I	3

Select a two-course sequence from the following (as part of Core)

EET 231	Introduction to Programmable Logic Controllers	3
EET 231L	Introduction to Programmable Logic Controllers LAB	1
or		
EET 251	Computer Configuration II	3
EET 251L	Computer Configuration II LAB	1
or		
EET 272	Fiber Optics Communication	3
EET 272L	Fiber Optics Communication LAB	1

Arts and Sciences*

22 semester credit hours

COM 115	Principles of Communication	3
ENG 110	College Composition	3
ENG 120	Advanced Composition	3
HUM 205	Culture and Diversity	3
MTH 131	College Algebra	3
PHY 120	Physics	3
PHY 120L	Physics LAB	1
PSY 105	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

9 semester credit hours

CIS 106	Introduction to Operating Systems	3
CIS 115	Computer Applications	3
COR 090	Career Orientation Seminar	0
FOR 110	Essentials for Success	3

Electives

9 semester credit hours

BUS 102	Fundamentals of Customer Service	3
BUS 121	Introduction to Business	3
CIS 202	Introduction to Routing and Switching	3
CIS 204	Intermediate Routing and Switching	3
CIS 207	Network Routing and Switching LAB	1
CIS 212	Network Security Concepts	3
CIS 212L	Network Security Concepts LAB	1
CIS 214	Object Oriented Programming with C#	3
CIS 215	Programming II	3
EET 200	Externship-EET III	3
EET 203	Externship-EET I-a	1
EET 204	Externship-EET I-b	1
EET 205	Externship-EET I-c	1
EET 220	Industrial Applications	3
EET 231	Introduction to Programmable Logic Controllers	3
EET 231L	Introduction to Programmable Logic Controllers LAB	1
EET 251	Computer Configuration II	3
EET 251L	Computer Configuration II LAB	1
EET 272	Fiber Optics Communication	3
EET 272L	Fiber Optics Communication LAB	1
EET 280	Introduction to Communication Systems	3
EET 281	Wireless Technologies	3
EET 282	Wireless Security	3
EET 285	CWNA Certification Seminar	3
EET 285 L	CWNA Certification Seminar LAB	1
MTH 200	Pre-Calculus	3

Program Information

Mechanical Engineering Technology
Bachelor of Science

concentration in:
Mechanical Engineering Technology

Program Overview

If you are the type of person who likes hands-on careers in design, testing, manufacturing, operations, maintenance, and technical support, then Mechanical Engineering Technology may be the right choice for you. Learn skills that support industries such as Product Design and Fabrication, Manufacturing, Power Generation, Heating, Air Conditioning, Transportation, Infrastructure, Plant Management, and Systems Controls.

In 2.5 years, through our year-round schedule, you can earn a Bachelor of Science Degree in Mechanical Engineering Technology with state of the art laboratories.

The Mechanical Engineering Technology program focuses on problem solving and real-world application of applied engineering science and technology. Mechanical Engineering technologists are real problem solvers with responsibilities ranging from those of a support technician to plant manager.

The program focuses on core areas such as:

- Mechanical design and analysis
- Materials science and manufacturing processes
- Thermal-fluid-energy sciences
- Computer aided engineering graphics and analysis
- Electro-mechanical devices
- Instrumentation and controls

Building upon ECPI's tradition of providing an interactive and "real world" hands-on education in technology, you can:

- Acquire knowledge, techniques, skills and modern tools of Mechanical Engineering Technology
- Conduct, analyze, and interpret experiments and apply experimental results to design and improve mechanical processes
- Function effectively as a team member for preparation of reports and presentations
- Incorporate quality, aptitude, and continuous improvement in expertise and professional behavior

Program Outcomes

The learning outcomes of BS MET program include the following:

- Select and apply current knowledge of mathematics, science, and engineering and technology
- Select and apply current knowledge, techniques, skills, and modern tools of mechanical engineering technology
- Design systems, components, or processes
- Conduct tests, measurements, experiments, and interpret results thereof
- Identify, analyze and solve key problems, and improve processes
- Communicate effectively by preparing technical reports, documenting work or writing paper, and by making individual and group presentations
- Demonstrate of an understanding of professional, ethical, and social responsibilities while collaborating effectively with diverse team members to achieve a designated task
- Commitment to quality, timeliness, and continuous improvement

Program Information

About Mechanical Engineering Technology

Mechanical engineering technologists are needed in many industries and can find employment in manufacturing environments.

Some positions may require background checks, drug screening, and/or security clearances, depending on the position and industry. The curriculum provides graduates with the education and experience needed for employment in various public and private careers: Mechanical Product Design and Fabrication; CAD and Computer Graphics; Automation and Manufacturing; Machining and Mechanical Maintenance; Power Generation and Plant Management; Climate Control: Heating, Ventilation, and Air Conditioning; Transportation: Vehicles and Infrastructure; Aerospace and Aerodynamics Industry; Systems Controls.

Entry-level employment opportunities for graduates in the mechanical engineering technology field include many specialties; it is anticipated that job titles would be diverse. A typical title would be technologist engineer or engineering technician and their respective specialty such as Mechanical Engineering Consultant; Product and Materials Testing Technologist; Drafting and Computer Graphics Engineer; Manufacturing and Quality Management Engineer; Industrial Engineer; Project Manager; Plant Maintenance and Production Manager; Transportation Engineer; Power and Energy Engineer.

Recommended Certifications

Certifications are not required for completion of this program; however, ECPI encourages student to obtain all appropriate certifications to increase potential job opportunities. ECPI provides students in this program with vouchers which allow the student to take certification exams at a greatly reduced cost.

Some Mechanical Engineering Technology specialties require the use of complicated and expensive machinery, training is often required. There are many certifications that a Mechanical Engineering Technician would need to acquire such as Machining, Welding, HVAC, CAD, etc.

Program Outline

To receive the Bachelor of Science in Mechanical Engineering Technology, the student must earn 124 semester credit hours. The program requires a minimum of eight semesters /120 weeks/30 months of instruction. The program requirements are as follows:

Program Information

Bachelor of Science in Mechanical Engineering Technology

124 semester credit hours
8 semesters /120 weeks/30 months

Program Requirements

Core Curriculum

36 semester credit hours

CIS 121	Logic and Design	3
EET 113	DC & AC Circuits	3
EET 191	Materials Science	3
EET 192	Graphics Communication	3
EET 192L	Introduction to 3D Modeling	1
EET 207	Applied Engineering Programming	3
EET 223	Electronic Devices & Operational Amplifiers	3
MET 211	Statics	3
MET 311	Mechanisms	3
MET 313	Applied Strength of Materials	3
MET 313L	Materials LAB	1
MET 330	Applied Fluid Mechanics	3
MET 330L	Applied Fluid Mechanics LAB	1
MET 410	Dynamics	3

Arts and Sciences*

37 semester credit hours

CAP 480	Arts and Sciences Capstone	3
COM 115	Principles of Communication	3
ENG 110	College Composition	3
ENG 120	Advanced Composition	3
HUM 205	Culture and Diversity	3
MTH 131	College Algebra	3
MTH 200	Pre-calculus	3
MTH 220	Applied Calculus I	3
MTH 320	Applied Calculus II	3
PHY 120	Physics	3
PHY 120L	Physics LAB	1
PSY 105	Introduction to Psychology	3
PSY 220	Positive Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

9 semester credit hours

CIS 106	Introduction to Operating Systems	3
CIS 115	Computer Applications	3
COR 090	Career Orientation Seminar	0
FOR 110	Essentials for Success	3

Concentration Requirements

Mechanical Engineering Technology

31 semester credit hours plus electives

EET 293	Hydraulics & Pneumatics Systems	3
EET 293L	Hydraulics & Pneumatics Systems LAB	1
MET 213	Advanced 3D Modeling	3
MET 221	Manufacturing Processes	3
MET 320	Machine Tools	3
MET 320L	Machine Tools LAB	1
MET 324	Introduction to Quality Management	3
MET 412	Machine Design	3
MET 420	Instrumentation and Industrial Controls	3
MET 420L	Instrumentation and Industrial Controls LAB	1
MET 432	Applied Thermodynamics	3
MET 434	Applied Heat Transfer	3
MET 434L	Applied Heat Transfer and Thermodynamics LAB	1
	Various Electives	11

Electives

BUS 472	Applied Project Management	3
BUS 472L	Applied Project Management	1
EET 130	Digital Systems I	3
EET 301	Special Topics in Engineering Technology	3
EET 331	Programmable Controllers and Robotics	3
EET 331L	Programmable Controllers and Robotics LAB	1
EET 390	Motor Drives	3
EET 390L	Motor Drives LAB	1
MET 322	CNC Machines	3
MET 400	Senior Project	3
MET 400L	Senior Project LAB	1
MET 402	Capstone Project	3
MET 405	Externship-MET Sr. III	3
MET 406	Externship-MET Sr. II	2
MET 407	Externship-MET Sr. I-a	1
MET 408	Externship-MET Sr. I-b	1
MET 409	Externship-MET Sr. I-c	1
MET 414	Applied Finite Element Analysis	3

Program Information

College of Business and Criminal Justice

Master of Business Administration

concentrations in:
Management
Healthcare Administration
Information Technology Management

Program Overview

ECPI University's Master of Business Administration (MBA) program provides a comprehensive training experience in business for students pursuing careers in business and management.

The courses in the MBA program integrate theories, knowledge and skills from multiple disciplines including: accounting, economics, marketing, finance, production operations, strategic management, and decision analysis, culminating in a business capstone course. The program objective is to develop students into business managers and leaders with a broad and holistic understanding of business operations with the tools and processes to be successful in any business or industry.

The program incorporates business theory and management philosophy with collaborative decision making processes, actual operational examples, case scenarios, simulations, video lectures and webinars and guest speakers to provide a program with the depth and breadth to prepare graduates for managerial level positions and/or career advancement.

Program Outcomes

Upon successful completion of this program, you will be able to:

- Apply strategic, tactical and operational knowledge to key business functions in support of organizational vision and mission.
- Employ research methods, information and organizational knowledge to make viable business decisions that expand competitive advantage.
- Create and present organizational plans that build core competencies through change and initiatives.
- Design a results-oriented organizational structure leveraging human resources, technology and innovative tools.
- Develop culturally-conscious strategies that promote effective teams.
- Demonstrate ethical and corporate responsibility.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/business/?intcmp=business-btn) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/)

About the Masters of Business Administration

Graduates will be expected to have excellent communication, problem-solving and decision-making skills, and an ability to lead a team in a variety of environments.

Possible job titles for an MBA graduate include Sales Director, Customer Care Manager, Production Manager, Financial Services Director, Project Manager, Operations and Logistics Manager, Healthcare Services Manager, Information Technology Manager. With proven successful work experience in the field, senior level management opportunities could be available to the graduate. The MBA program also helps to develop an entrepreneurial spirit for those who wish to open their own

Graduates of the MBA program have many career options, as noted above. They often have career paths that eventually lead them into senior level management. They may manage complex projects, develop strategic policy, drive competitive advantage and market share, and manage a multicultural workforce in a global network. Graduates will be able to work in a wide variety of positions in the public and private sectors, in business, industry, and government venues.

Program Information

Recommended Certifications

Certifications are not required for completion of this program; however, ECPI encourages student to obtain all appropriate certifications to increase potential job opportunities.

Program Outline

Master of Business Administration

36 semester credit hours
4 semesters/15 months

Program Requirements

Core Curriculum

27 semester credit hours

Course ID	Course Name	Credits
ACC 550	Accounting for Managers	3
BUS 620	Marketing and Analytics	3
BUS 622	Managerial Economics	3
BUS 624	Managerial Finance	3
BUS 626	Operations and Supply Chain Management	3
BUS 628	Business Capstone	3
MGT 520	Organizational Behavior and Leadership	3
MGT 524	Ethics and Corporate Responsibility	3
MGT 528	Business Research and Analysis	3

Concentrations

Business Management

9 semester credit hours

MGT 532	Organizational Change and Development	3
MGT 604	Management and Strategy	3
MGT 608	Global Management Processes	3

Healthcare Administration

9 semester credit hours

HCA 510	Healthcare Delivery Systems	3
HCA 610	Health Policy and Economics	3
HCA 615	Healthcare Technology	3

Information Technology Management

9 semester credit hours

IS 530	Information Assurance Management	3
IS 631	Information Systems Security Management	3
IS 655	System Development Life Cycle (SDLC)	3

Program Information

Business Administration
Bachelor of Science

concentrations in:
Accounting
Business Management
Hospitality Management
IT Management

Program Overview

Students develop decision-making, problem-solving, and leadership skills by building a strong foundation based on practical knowledge and application of business fundamentals. Students investigate business theory as it relates to accounting, management, and information technology. The program creates a unique opportunity for the student to explore the diverse aspects of business as it relates to today's global environment. The focus on real world application, case studies, hands-on activities, and relevant scenarios are woven within the framework of the program to develop and enhance analytical, professional, and organizational skills. The curriculum is a collaborative effort to integrate accounting, business, and information technology skills and knowledge, drawing upon industry needs, and incorporating current events, topics, business theories, and technological concepts. Students work collaboratively while applying the accounting, business, and information technology concepts to complete projects based on real world scenarios. This program provides an exceptional opportunity to obtain and practice the professional skills and industry knowledge necessary to be successful in any contemporary business environment.

Program Outcomes

Upon completion of the program, graduates are able to:

- Conduct business research and analyses.
- Analyze business, economic, and financial reports.
- Apply effective critical thinking, problem solving, and decision-making skills to business challenges.
- Demonstrate the ability to create effective plans that maximize business results.
- Demonstrate effective professional business communication.
- Apply ethical behavior, professional standards, and social responsibility in the practice of business.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/business/?intcmp=business-btn) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information about the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/)

In 2.5 years, through our year-round schedule, you can earn a Bachelor of Science in Business Administration.

Concentration Outcomes

In today's marketplace, business, and industry, government, and not-for-profit organizations need high-quality and near to "real time" financial information to compete in local, national, and global markets.

The accountant is a key person who can provide management with this critical information. No organization can function effectively without accounting. Our Bachelor of Science in Business Administration with a concentration in Accounting that you can earn in 2.5 years provides students with an in-depth understanding of accounting principles. Accounting graduates are prepared to pursue careers in public accounting, business, or government.

The Business Management program emphasizes application of business theory and principle in managing in a technically and economically dynamic world. As technology advances, businesses must continue adaptive change in order to sustain competitive advantage. Our program is designed to create managers and business-oriented personnel who are able to strategically manage and utilize technology while implementing changes essential to today's global business environment.

The IT Management program field focuses on:

- Classes in information technology management, , and accounting

Program Information

- Advanced courses in information technology communication, programming, databases, and networking
- Project based coursework to prepare you for the workplace market
- Technology optimization for operations and global marketing
- Management of information technology projects
- Workplace experience with externships
- Senior project designed to develop entrepreneurial skills by having you create a business, its technology requirements, and its marketing plan

Students with a passion for food service but are more interested in the business than in the cooking may find the challenge of managing the food service operations in America's restaurants, schools, businesses and health care facilities to be the right program for you.

About Business Administration

Graduates of the B.S. program in Business Administration have a wide range of career choices. They may open their own businesses or may work for established retail, service, banking, insurance, and industrial companies. They often become managers, and may choose to work with human resources departments. Many graduates enjoy careers in sales. Graduates of the Accounting concentration often go to work for accounting firms or work in financial departments in various companies. Graduates of the IT Management concentration can manage projects for IT departments in industry. Hospitality Management graduates can find great careers in the hospitality industry (including management of hotels and restaurants). Graduates of this program, in any concentration area, may be qualified to work in government positions as well as in industry.

Graduates of the Bachelor of Science in Business Administration may find employment in a variety of industries, including manufacturing, retail, banking, service, restaurant, accounting, and in government. Possible job titles include accountant, project manager, entrepreneur, sales manager, and actuary, among many others.

Recommended Certifications

Certifications are not required for completion of this program; however, ECPI encourages student to obtain all appropriate certifications to increase potential job opportunities. ECPI provides students in this program with vouchers which allow the student to take certification exams at a greatly reduced cost. Available certifications for this program include Management Skills, Six Sigma, Project Management, and System Analyst. For students taking the IT Management concentration, all of these certifications are available along with the Security+ certification. All ECPI certifications are available to BS BA students if they meet the criteria and requirements.

Program Information

Program Outline

Bachelor of Science in Business Administration

121 semester credit hours
8 semesters/30 months

Program Requirements

Core Curriculum

37 semester credit hours

ACC 160	Principles of Accounting I	3
ACC 161	Principles of Accounting II	3
BUS 121	Introduction to Business	3
BUS 222	Ethics in Business	3
BUS 298	Externship-BUS III*	3
BUS 314	Marketing Management	3
BUS 321	Business Organizational Management	3
BUS 331	Management Information Systems	3
BUS 350	Financial Management	3
BUS 480	Strategic Planning & Implementation	3
BUS 480L	Strategic Planning & Implementation LAB	1
ECO 201	Macroeconomics	3
ECO 202	Microeconomics	3

**Hospitality Management concentration only: FSM 298 Externship-FSM III*

Arts and Sciences*

31 semester credit hours

CAP 480	Arts and Sciences Capstone	3
COM 115	Principles of Communication	3
ENG 110	College Composition	3
ENG 120	Advanced Composition	3
HUM 205	Culture and Diversity	3
MTH 131	College Algebra	3
MTH 140	Statistics	3
PHY 120	Physics	3
PHY 120L	Physics LAB	1
PSY 105	Introduction to Psychology	3
PSY 220	Positive Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

9 semester credit hours

CIS 106	Introduction to Operating Systems	3
CIS 115	Computer Applications	3
COR 090	Career Orientation Seminar	0
FOR 110	Essentials for Success	3

Program Information

Concentration Requirements

Accounting

27 semester credit hours plus electives

ACC 206	Personal Income Tax I	3
ACC 319	Intermediate Accounting I	3
ACC 321	Intermediate Accounting II	3
ACC 322	Intermediate Accounting III	3
ACC 330	Cost Accounting	3
ACC 470	Auditing I	3
ACC 471	Auditing II	3
ACC 480	Advanced Accounting I	3
ACC 481	Advanced Accounting II	3
	Various Electives	17

Accounting Electives

ACC 309	Managerial Accounting for Managers	3
ACC 311	Personal Income Tax II	3
ACC 340	Governmental and Not-for-Profit Accounting	3
ACC 409	Business Taxation	3
ACC 450	Fraud Detection and Deterrence Methodology	3
ACC 460	Accounting Information Systems	3
BUS 211	Introduction to Human Resources Management	3
BUS 225	Legal Environment of Business	3
BUS 227	Operations Management	3
BUS 303	Organizational Leadership and Management	3
BUS 328	Business Process Improvement	3
BUS 328L	Business Process Improvement LAB	1
BUS 345	e-Commerce and Technology	3
BUS 431	Organizational Development	3
BUS 436	International Business	3
BUS 440	Global Marketing	3
BUS 496	Externship-BUS Sr. I-a	1
BUS 497	Externship-BUS Sr. I-b	1
BUS 498	Externship-BUS Sr. I-c	1
BUS 499	Externship-BUS Sr. III	3

Business Management

28 semester credit hours

ACC 309	Managerial Accounting for Managers	3
BUS 211	Introduction to Human Resources Management	3
BUS 224	Change Management	3
BUS 225	Legal Environment of Business	3
BUS 227	Operations Management	3
BUS 303	Organizational Leadership and Management	3
BUS 436	International Business	3
BUS 440	Global Marketing	3
BUS 472	Applied Project Management	3
BUS 472L	Applied Project Management LAB	1
	Various Electives	16

Business Management Electives

BUS 226	Managerial Processes & Communications	3
BUS 242	Technology Optimization	3
BUS 328	Business Process Improvement	3
BUS 328L	Business Process Improvement LAB	1
BUS 345	e-Commerce and Technology	3
BUS 496	Externship-BUS Sr. I-a	1
BUS 497	Externship-BUS Sr. I-b	1
BUS 498	Externship-BUS Sr. I-c	1
BUS 499	Externship-BUS Sr. III	3
CIS 121	Logic and Design	3
CIS 150	Networking I	3
CIS 223	Database I	3
CIS 282	Web Interface Design	3

Hospitality Management

29 semester credit hours

BUS 211	Introduction to Human Resource Management	3
BUS 225	Legal Environment of Business	3
BUS 226	Managerial Processes and Communication	3
FSM 101	Introduction to Food Service	3
FSM 335	Menu Engineering for Food Service	3
FSM 355	Wine and Beverage Management	3
FSM 409	Advanced Hospitality Customer Service	3
FSM 424	Facility Management	3

FSM 440	Project and Special Event Management	3
FSM 490	Food Service Entrepreneurship	2
	Various Electives	15

Hospitality Management Electives

BUS 224	Change Management	3
BUS 303	Organizational Leadership and Management	3
BUS 499	Senior Business Externship	3
CAA 105	Culinary Skills	2
CAA 110	Culinary Techniques	2
CAA 120	Culinary Fundamentals	2
CAA 130	Pantry Kitchen	2
FSM 102	Fundamentals of Cooking	3
FSM 210	Front of House Management	3
FSM 380	Food Service Cost Control	3
FSM 402	Case Studies in Food Service Management	3

IT Management

28 semester credit hours

BUS 224	Change Management	3
BUS 242	Technology Optimization	3
BUS 328	Business Process Improvement	3
BUS 472	Applied Project Management	3
BUS 472L	Applied Project Management LAB	1
CIS 121	Logic and Design	3
CIS 126	Programming I	3
CIS 150	Networking I	3
CIS 223	Database I	3
CIS 282	Web Interface Design	3
	Various Electives	16

IT Management Electives

ACC 309	Managerial Accounting for Managers	3
BUS 211	Introduction to Human Resources Management	3
BUS 225	Legal Environment of Business	3
BUS 227	Operations Management	3
BUS 303	Organizational Leadership and Management	3
BUS 328L	Business Process Improvement LAB	1
BUS 345	e-Commerce & Technology	3
BUS 431	Organizational Development	3
BUS 436	International Business	3
BUS 440	Global Marketing	3
BUS 496	Externship-BUS Sr. I-a	1
BUS 497	Externship-BUS Sr. I-b	1
BUS 498	Externship-BUS Sr. I-c	1
BUS 499	Externship-BUS Sr. III	3
CIS 202	Introduction to Routing and Switching	3
CIS 203	Code Design and Debugging	3
CIS 204	Intermediate Routing and Switching	3
CIS 206	UNIX Administration	3
CIS 212	Network Security Concepts	3
CIS 213	Web Client Scripting	3
CIS 215	Programming II	3
CIS 215L	Programming II LAB	1
CIS 225	Networking II	3
CIS 245	Windows Client and Server	3
CIS 245L	Windows Client and Server LAB	1
CIS 250	Database Scripting I	3
CIS 266	Intermediate Database	3
CIS 266L	Intermediate Database LAB	1
CIS 274	CIS Project I	4
CIS 280	CIS Project II	3
CIS 305	Advanced UNIX Administration	3
CIS 305L	Advanced UNIX Administration LAB	1
CIS 403	Ethical Hacking	3
CIS 410	Security Systems Administration	3
CIS 425	Advanced Network Defense and Countermeasures	3
CIS 425L	Advanced Network Defense & Countermeasures LAB	1

Program Information

Criminal Justice
Bachelor of Science

concentrations in:
Criminal Justice
Homeland Security

Program Overview

Students in the Bachelor of Science in Criminal Justice degree program learn about issues in crime scene management, terrorism, and law enforcement operations. Students study criminal procedures and criminal law. Computer investigation techniques are also taught to the Criminal Justice students.

Crime and other threats affect the stability of both local communities and the nation's security. Members of the criminal justice system work to identify and eliminate these threats.

The Bachelor of Science in Criminal Justice Degree provides a practice-based approach to learning so that students will gain skills in various aspects of criminal justice. Students are introduced to a variety of criminal justice positions, legal concepts and applied techniques.

Program Outcomes

Upon successful completion of the program, graduates are able to:

- Execute workplace policies and protocols when sensitive data is compromised.
- Critically evaluate the quality and sufficiency of evidence to support a criminal justice argument (case or proposal).
- Integrate scientific inquiry into the analysis of criminal justice issues.
- Analyze human behavior and the impact on crime.
- Execute ethical standards across professional and personal settings.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/business/program/criminal-justice-bachelor-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

In 2.5 years, through the year-round schedule, you can earn a Bachelor of Science in Criminal Justice.

Concentration Outcomes

All students in the B.S. Degree Program in Criminal Justice, regardless of Concentration, may expect to gain the following outcomes:

- Demonstrate oral and written communication skills.
- Design emergency operations plans.
- Demonstrate comprehensive knowledge of criminal justice through technology skills.
- Compile information into criminal justice reports representative of law enforcement, courts corrections/ community corrections and private security.
- Develop skills to communicate effectively with members of diverse cultural groups.

Students in the Criminal Justice concentration will gain the following additional outcomes:

- Apply evidentiary law to real and hypothetical fact situations.
- Perform security surveys.
- Assess hypothetical case management scenarios.
- Apply law enforcement policies and procedures to real world scenarios.

Students in the Homeland Security concentration learn about issues in domestic and international terrorism, cybercrime, organized crime, investigative intelligence, counterintelligence, emergency preparedness, security of critical infrastructures, and legal issues impacting the response of agencies to terror or other homeland security threats. The Homeland Security concentration focuses upon providing graduates the ability to:

- Create crime maps and GIS software

- Relate security and surveillance principles
- Assume the role of intelligence gathering in protecting the nation's critical infrastructures
- Acquire knowledge of NIMS (National Incident Management System) and its application to Homeland Security

About Criminal Justice

Graduates of a Criminal Justice degree program have many career opportunities. These career paths may lead students to positions within private security, which is one of the fastest growing industries in criminal justice. This industry has positions that work with the military and with private companies around the country and the globe. Another career path that students may choose may be within corrections and community corrections. Some students may elect to work within the local Probation Office or Sheriff's Department. Criminal Justice graduates may also seek positions directly related to law enforcement agencies at the local, state or federal level.

Applicants for employment in criminal justice must be capable of completing an employment process which may include the following:

- Criminal History Check
- Drug Screening
- Psychological Screening/ Mental Health History
- Driving Record
- Polygraph Examination
- Security Clearance
- Physical Agility
- Military Disciplinary History
- Domestic Violence Investigations
- Credit History
- Social Networking Background Investigation
- Background Investigation
- Panel Interviews
- Behavioral Assessment
- Possession of a Valid Driver's License
- Compliance with policies regarding body art/ tattoos and piercings

Graduates of the B.S. degree program in Criminal Justice (with the Criminal Justice concentration) obtain jobs in many different law enforcement fields. They may find employment in federal, state, and local law enforcement agencies, federal and state probation and parole offices, counseling facilities, and private security firms. Graduates may also work in transportation security organizations, emergency management agencies, public health agencies, courts, and law firms. Positions in community and institutional (adult and juvenile) corrections are also available to these graduates.

Graduates of the B.S. degree program in Criminal Justice (with the Homeland Security concentration) obtain jobs in law enforcement fields that focus on the security of United States citizens and control of its borders. They may find employment in federal, state, and local law enforcement agencies, probation offices, parole offices, emergency management agencies, or public health agencies. Employment opportunities also exist for these graduates in private security firms and in transportation security.

Recommended Certifications

Certifications are not required for completion of this program but are encouraged. ECPI University provides vouchers allowing students to take certification exams at a greatly reduced cost. Available certifications for this program include CERT, CPR, FEMA (various certifications available), AED, Red Cross mass Casualty and NIJ/DOJ (National Institute of Justice and Department of Justice) certifications.

Students in the Homeland Security concentration are encouraged to complete the CERT Disaster Training Certification prior to graduation. The students in this concentration also have a uniform requirement. Special consideration will be made for students with professional obligations that conflict with the uniform standards. Students in the Criminal Justice concentration are encouraged to complete the CERT Disaster Training Certification prior to graduation.

Program Information

Externships are opportunities for students to gain mentored, practical experience in a "real world" job setting. Students in the College of Criminal Justice are required to complete an externship as part of their programs of study. Each student will be assisted by Career Services in finding a suitable externship opportunity.

Program Outline

Bachelor of Science in Criminal Justice

121 semester credit hours
8 semesters/30 months

Program Requirements

Core Curriculum

48 semester credit hours

CJ 100	Introduction to Criminal Justice	3
CJ 105	Criminal Law	3
CJ 110	Law Enforcement Operations	3
CJ 125	Criminal Procedure	3
CJ 130	Ethics in Criminal Justice	3
CJ 135	Corrections	3
CJ 140	Research Methods	3
CJ 200	Investigations	3
CJ 225	Crime Scene Management	3
CJ 227	Computer Investigation	3
CJ 230	Introduction to Terrorism	3
CJ 235	Criminology	3
CJ 340	Organized Crime	3
CJ 350	Criminal Justice Documentation	3
CJ 380	Private Security I	3
CJ 430	Conflict Management	3

Arts and Sciences*

31 semester credit hours

CAP 480	Arts and Sciences Capstone	3
COM 115	Principles of Communication	3
ENG 110	College Composition	3
ENG 120	Advanced Composition	3
HUM 205	Culture and Diversity	3
MTH 131	College Algebra	3
MTH 140	Statistics	3
PHY 120	Physics	3
PHY 120L	Physics LAB	1
PSY 105	Introduction to Psychology	3
PSY 220	Positive Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Program Information

Self-Integration

9 semester credit hours

CIS 106	Introduction to Operating Systems	3
CIS 115	Computer Applications	3
COR 090	Career Orientation Seminar	0
FOR 110	Essentials for Success	3

Concentration Requirements

Criminal Justice

18 semester credit hours plus electives

CJ 115	Drugs and Crime	3
CJ 205	Juvenile Justice	3
CJ 370	Rules of Evidence	3
CJ 435	Emergency Planning	3
CJ 461	Media Relations for Law Enforcement	3
CJ 480	Probation & Parole	3
	Various Electives	15

Homeland Security

18 semester credit hours plus electives

CJ 210	Global Comparative Justice	3
CJ 245	Multi-Cultural Communication for Law Enforcement	3
CJ 416	Domestic Terrorism	3
CJ 425	Weapons of Mass Destruction	3
CJ 435	Emergency Planning	3
CJ 485	Homeland Security	3
	Various Electives	15

Electives

BUS 121	Introduction to Business	3
CJ 115	Drugs and Crime	3
CJ 205	Juvenile Justice	3
CJ 215	Community Policing	3
CJ 220	Criminal Justice Special Topics	3
CJ 240	Intelligence	3
CJ 245	Multi-Cultural Communication for Law Enforcement	3
CJ 290	Externship-CJ III	3
CJ 291	Externship-CJ II	2
CJ 292	Externship-CJ I-a	1
CJ 293	Externship-CJ I-b	1
CJ 294	Externship-CJ I-c	1
CJ 310	Digital Forensic Analysis	3
CJ 345	Managing Hazardous Materials	3
CJ 345L	Managing Hazardous Materials LAB	1
CJ 352	Criminal Statutory Analysis	3
CJ 361	Law Enforcement Management	3
CJ 370	Rules of Evidence	3
CJ 390	Crime Mapping	3
CJ 390L	Crime Mapping LAB	1
CJ 416	Domestic Terrorism	3
CJ 420	Security Management Technology	3
CJ 420L	Security Management Technology Lab	1
CJ 440	Use of Force	3
CJ 461	Media Relations for Law Enforcement	3
CJ 480	Probation and Parole	3
CJ 485	Homeland Security	3
CJ 490	Externship-CJ Sr. III	3
CJ 491	Externship-CJ Sr. II	2
CJ 492	Externship-CJ Sr. I-a	1
CJ 493	Externship-CJ Sr. I-b	1
CJ 494	Externship-CJ Sr. I-c	1
EET 350	Overview of Electronic Security Devices	3

Program Information

College of Health Science, Medical Careers Institute

Master of Science in Nursing

concentration in
Health Systems Leadership
Nursing Education

Program Overview

The Masters of Science in Nursing Degree program builds on the skills and knowledge of a diverse population of registered nurses with a bachelor degree in nursing and preparing them to succeed in progressive roles in inter-professional health care and education settings. The program assists future nurse leaders and educators in the advancement of their professional practice through scientific inquiry and other scholarly activities. The concentrations are designed to meet the American Organization of Nurse Executives (AONE) and the National League for Nursing's Certified Nurse Educator (CNE) competencies in preparation for certification following graduation.

Graduates of the health systems leadership concentration will be able to lead change, collaborate, and transform nursing systems to improve healthcare outcomes and patient safety. Graduates of the Nursing Education concentration will be prepared to educate nursing students and practicing nurses in academic and clinical settings. The program is delivered in hybrid and online formats using current technologies that promote collaboration, accessibility and flexibility for the working nurse.

The program will apply for New Applicant Status with Commission on Collegiate Nursing Education, One Dupont Circle, NW Suite 530, Washington, DC 20036.

Program Outcomes

Upon successful completion of this program, the graduate will:

- Integrate evidence-based nursing practice and related sciences for the continual improvement of nursing care to individuals, families, and communities.
- Perform as a member, educator, and leader of nursing by developing and implementing patient safety measures and quality improvement initiatives as part of an inter-professional team using appropriate theories, communication skills, and effective group dynamics.
- Apply systematic quality management models that meet patient safety goals and initiatives and improve nursing care and patient outcomes
- Act as a change agent by substantiating and applying research outcomes in practice and education settings to resolve nursing practice problems; and translate and disseminate resulting nursing knowledge
- Ethically utilize current technologies to communicate with the interdisciplinary team, improve and coordinate care across the continuum, strengthen the delivery and outcomes of nursing education, and analyze healthcare data.
- Advocate for policies that improve the health of the public and the profession of nursing by using the broad determinants of health (psychosocial, economic, and cultural factors), and the legal and ethical foundations of nursing.
- Implement current standards of practice and healthcare policies to design, deliver, manage and evaluate culturally appropriate, evidence-based education and nursing care for select populations.
- Analyze various roles of graduate-level nursing and synthesize personal philosophies of nursing within the changing education or healthcare environments.
- Demonstrate role development by performing in the role of nurse leader or educator by integrating the concepts related to the area of practice demonstrating expertise, evidence-based practice, and the appropriate competencies.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/programs/nursing-master-degree) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

Program Information

About the Profession

Nurses holding a master degree in nursing leadership will be eligible for positions in a variety of acute care and community settings. For example, graduates with a concentration in Health Systems Leadership will be eligible for leadership positions at the charge nurse, manager, or director levels, quality management positions, or bedside nursing practice. Graduates with a concentration in nursing education will be eligible for positions teaching patients, healthcare employees, and nursing students at the practical, associate and bachelor degree levels.

Program Outline

Master of Science in Nursing

36 semester credit hour
4 semesters / 15 months

Concentration in Nursing Education

NUR 511	Theoretical Foundations: A Multidisciplinary Approach	3
NUR 541	Policy, Politics and Advocacy in Healthcare	3
NUR 561	Nursing Research & Evidence-based Practice	3
NUR 581	Healthcare Technologies and Patient Safety	3
NUR 600	Advanced Pathophysiology	3
NUR 601	Advanced Physical Assessment	3
NUR 602	Advanced Pharmacology	3
NUR 650	Curriculum Planning and Development	2
NUR 650L	Nursing Education Practicum I	1
NUR 660	Teaching & Learning Strategies	3
NUR 660L	Nursing Education Practicum II	1
NUR 670	Assessing & Evaluating Nursing Education	2
NUR 670L	Nursing Education Practicum III	1
NUR 695	Nursing Synthesis	2
MTH 551	Healthcare Statistics	3

Concentration in Health Systems Leadership

NUR 501	Transformational Leadership in Nursing	3
NUR 511	Theoretical Foundations: A Multidisciplinary Approach	3
NUR 531	Topics in Population Health	3
NUR 541	Policy, Politics and Advocacy in Healthcare	3
NUR 561	Nursing Research & Evidence-based Practice	3
NUR 581	Healthcare Technologies and Patient Safety	3
NUR 611	Health Systems Management	3
NUR 621	Health Systems Finance	3
NUR 631	Health Systems Quality Measurement & Management	3
NUR 680	Health Systems Practicum I	2
NUR 690	Health Systems Practicum II	2
NUR 695	Nursing Synthesis	2
MTH 551	Healthcare Statistics	3

Master's Nursing Program - Specific Policies

Attendance. The course syllabi and course expectations guidelines within each course provide further information on attendance and participation. The MSN Program follows ECPI University's Graduate Attendance Policy.

The expectations at ECPI are similar to the workplace where employees are expected to arrive at work each day prepared to add value. As such, attendance and participation in the class is critical to success in the course and students are expected to attend each regularly scheduled session. If the student is absent, it is his/her responsibility to contact the faculty member and arrange for any make-up work assignments. Excessive absences may result in the termination of enrollment in a course and a grade will be assigned in accordance with the grading policies.

Preceptorship Attire. All students participating in clinical or preceptor experiences should dress appropriately. Clinical is limited to corporate casual attire, a white lab coat with school logo and a name tag. The MSN student handbook has more information on dress.

Practicum Clinical Requirements. Students attending the practicum courses in the MSN program are responsible for securing their own location and qualified preceptor, and providing any clinical documentation requested by the agency such as physical exam, immunizations, current PPD or TB testing, AHA CPR Certification, and current RN license in the state of residence. Students should maintain their own clinical records throughout the program.

Essential Functional Abilities. Nursing is a profession that requires specific abilities. Students must be able to complete the minimal level of abilities to practice as a nurse as published by the National Council of State Boards of Nursing. RNs should be able to fully function in the following areas:

- Physical (gross and the fine motor, physical endurance, physical strength, mobility)
- Sensory (visual, tactile, olfactory, hearing)
- Cognitive (reading, arithmetic, analytical and critical thinking)
- Interactive (interpersonal, communicative)
- Contact the Program Director for questions or more information if you have questions about any one or all of the essential functional abilities. Also see the catalog section on Americans with Disabilities Act.

Late Assignments and Testing. Guidance for late assignments and testing are located on the Course Expectations document within each nursing class.

Program Purpose. The purpose of the masters in nursing program is to prepare nurses to act as experts in various clinical and academic settings. Graduates of this program will integrate interdisciplinary knowledge to become leaders of change and ensure quality patient outcomes and safe practices. Graduates will be prepared to engage in the research process, apply research findings to nursing practice across populations and settings, and disseminate knowledge. Graduates will provide indirect nursing care at the graduate level, to coordinate care, advocate for patients, families and communities, and participate in political processes to ensure equality in care. Graduates will be able to leverage advanced technologies to solve healthcare systems problems and educate current and future nurses.

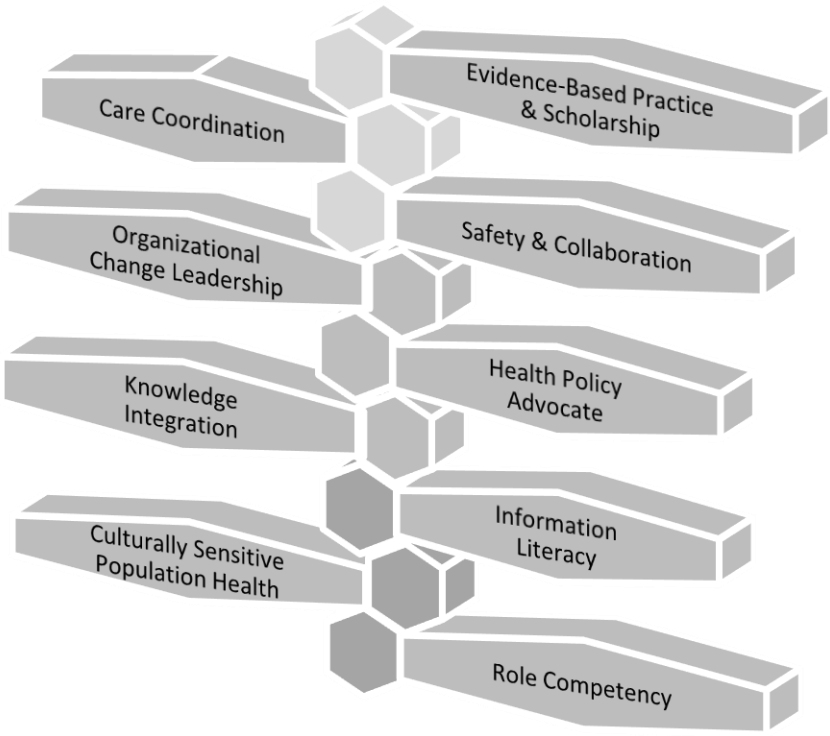
Philosophy of the MSN Program. Keeping with the nursing programs of the College of Health Science, the MSN program believes that:

- Each individual is a unique person having dignity and worth. Individuals, as members of the family and the community, are shaped by cultural, physiological, psychosocial, spiritual, and developmental forces. The family and the community influence early beliefs and values of individuals, and in turn individuals contribute to the effective functioning of the family and community.
- Nursing is both an art and a science grounded in a social context and related to experiences with people in need. It is based on a specific body of nursing theory and principles from behavioral and social sciences. Nursing is an interpersonal process and involves the application of knowledge, technical and collaborative skills, critical thinking and creative problem solving. The focus of nursing is on caring for individuals, families, or client groups. By using the nursing process, nurses promote, maintain, and restore client health as well as provide compassionate care to the dying. As health care providers, nurses engage in a collaborative practice that focuses on outcomes and adheres to practice guidelines that ensure quality and access.
- Professional values and value-based interventions are fundamental to nursing education. As the basis for professional nursing practice, values and value-based actions may be viewed as ethically reflective practice that the nursing student uses to interact with patients, health care professionals, and society.

Program Information

- Teaching and learning are life-long interactive processes through which active inquiry and participation result in a change in behavior. A teaching/learning process is facilitated when the learner and teacher share responsibility for outcomes. Learning is facilitated when content is presented in an orderly sequential manner (i.e. simple to complex, known to unknown, normal or abnormal, general to specific).
- Critical thinking, clinical competence, accountability, and a commitment to the value of caring is necessary to maintain or restore clients to their optimum state of health and to provide the support which allows death with dignity. As the provider of care, the nurse's commitment to client/family-centered care will facilitate successful preparation for practice in various health care settings.
- It is essential that the nurse have current knowledge in nursing concepts, principles, processes, and skills. Supportive of that knowledge is an understanding of health, acute and chronic health deviations, nutrition, pharmacology, communication, human development, teaching-learning principles, current technology, humanities, and biological, social, and behavioral sciences.
- The nurse is a manager of care in various health care settings where policies and procedures are specified and guidance is available. To be competent in the role as a manager of care, the nurse must possess the knowledge and skills necessary to make decisions regarding priorities of care, to delegate some aspects of nursing care, and direct others to use time and resources efficiently, and to know when to seek assistance. Supporting this knowledge is an understanding of the principles of client-care management, communication and delegation, legal parameters of nursing practice, and roles and responsibilities of members of the health care team.

Organizing Framework of the MSN Program



The roles and functions of the MSN nurse graduate expand from the BSN level. The framework for the MSN programs is built on the AACN Essentials of Master's Education in Nursing (2011). Graduates of the MSN programs will possess "broad knowledge and practice expertise" beyond the baccalaureate degree and the roles of health care leader, care manager, contributor to the profession, and community collaborator. Graduates will be prepared for work in current and future innovative environments where nursing and healthcare are delivered. Graduates will utilize technology to solve unique as well as global nursing issues, and learn to coordinate care by communicating across the boundaries of degrees, departments, facilities, and states. Graduates are prepared to educate patients, families, groups, students, and each other. Graduates in direct-care roles will possess graduate-level knowledge in assessment, pharmacology, and pathophysiology; and, have precepted learning experiences. Expectations for graduates will focus on patient safety, quality healthcare, and impacting the systems that provide care.

Program Information

Graduates will exemplify the Institute of Medicine (IOM) core competencies of all health care professionals (2003) by providing patient-centered care that identifies and respects patients' individual needs and differences. Graduates will work in interdisciplinary teams to promote care that is continuous, reliable and will use evidence-based practices to transmit research into practice. Quality improvement techniques will be applied to identify hazards to patient care, understand safety design principles, and measures of quality. Graduates will also use information technology to communicate with each other and reduce the chances for error. (http://www.iom.edu/Reports/2003/Health-Professions-Education-A-Bridge-to-Quality.aspx)

Additionally, the MSN program will use the teaching methods that support the use of technology and teach for a sense of salience, situated cognition and action in particular situations; integrate classroom and clinical experiences where appropriate; emphasize clinical reasoning and multiple ways of thinking; and emphasize role formation in graduate roles (Carnegie, 2010, http://www.carnegiefoundation.org/elibrary/educating-nurses-highlights)

Prerequisite courses. Applicants who do not have previous undergraduate coursework in statistics, health assessment and research, or computer applications may be required to complete one or more prerequisite courses prior to acceptance in the graduate program. Below are the corresponding undergraduate classes, which may be taken online, to satisfy this requirement. The MSN Director or Associate Director will review the undergraduate transcript for the following content:

MTH 140	Statistics
NUR 340	Health Assessment
NUR 350	Nursing Research & Evidence-based Practice
CIS 115	Computer Applications

Progression. The MSN Program follows the ECPI University graduate program policies, including the grading scale. All Graduate courses require a "B-" or better to be considered applicable toward degree completion and students must maintain a cumulative grade point average (CGPA) of a 3.0 or better to remain actively enrolled in the graduate program. Students who receive two grades of "C+" or below, at any time during the program, will be dismissed. A student must re-ate a course for which a grade of C+ or below was earned. Even if the course is repeated, the original earned grade counts as one of those grades and the student may not receive another grade of C+ or below.

Student Evaluation. The faculty uses the program student learning outcomes and course objectives within individual courses as criteria for student evaluation. A graduate portfolio is created across the curriculum and submitted as evidence of accomplishment of the student learning outcomes in the final nursing course. Student grades are determined by a variety of formative and summative evaluation methods.

Program Information

Health Science
Bachelor of Science

concentration in
Healthcare Administration

Program Overview

The Healthcare Administration program teaches students how to become entry-level managers in many different kinds of healthcare settings. Students learn the fundamental areas of healthcare administration including finance, accounting, management, technology, community health, healthcare research, long-term care administration, global health, managed care, and healthcare delivery systems. Graduates will serve as business advocates in the global healthcare workplace.

The business of healthcare needs well-educated caring professionals to manage:

- Medical Units
- Long-term Care Centers
- Hospital Departments
- Community Health and Physician Office Practices

Medical and health services managers plan, direct, coordinate, and supervise the delivery of healthcare. These workers are either specialists in charge of a specific clinical department or generalists who manage an entire facility or system.

Program Outcomes

Healthcare Administration students first learn basic business and accounting skills as they apply to the healthcare industry. They then learn about health information systems, managed care systems, marketing a healthcare business, public health issues, and legal and ethical issues in healthcare. The acute care track prepares entry level managers for work in hospitals, clinics, and emergency centers. The long-term care track prepares students for careers as long-term care administrators in skilled nursing facilities, nursing homes, and assisted living.

Upon completion of this program, graduates are able to:

- Critically analyze research findings for evidence-based medicine and management practices by applying core healthcare administration and fundamental knowledge of the arts and sciences for decision-making.
- Distinguish the legal and ethical standards of practice for healthcare administrators in a variety of healthcare settings and situations.
- Explain the complex relationships between healthcare payers, institutions, and customers within the state, nation, and foreign countries from economic and financial perspectives.
- Apply principles of healthcare administration within the continuum of care.
- Compare and contrast various U.S. healthcare delivery systems nationally and globally.
- Understand and utilize epidemiologic assessments, economic trends, population changes, and healthcare trends.
- Identify and recognize current and future health information technology, biotechnology, and other technological implications in the delivery of healthcare services.
- Apply skills, values, and knowledge from the coursework to present a complex business proposal for a healthcare unit.
- Incorporate a financial plan, human resources planning, a marketing strategy, basic and advanced technology needs, reimbursement, and applicability to the community.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/medical/program/healthcare-administration-bachelor-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

In less than 2.5 years, through the year-round schedule, you can earn a Bachelor of Science in Health Science, concentration in Healthcare Administration.

Program Information

About Healthcare Administration

The Bachelor of Science degree program in Healthcare Administration produces graduates who may plan, direct, coordinate, and supervise the delivery of healthcare. Program emphasis is on the preparation of future medical and health services managers to deal with the integration of healthcare delivery systems, technological innovations, an increasingly complex regulatory environment, and an increased focus on preventive care. Program graduates will be prepared to improve efficiency in a variety of healthcare settings and to positively impact the quality of the care provided.

Some jobs may require background checks and drug screening. Ability to obtain security clearance is a plus for certain government jobs. Students could seek entry level management positions in many different kinds of acute care healthcare venues and in long-term care facilities and assisted living facilities.

Recommended Certifications

Certifications are not required for completion of this program; however, ECPI encourages student to obtain all appropriate certifications to increase potential job opportunities. ECPI provides students in this program with vouchers which allow the student to take certification exams at a greatly reduced cost. While no certifications are necessary for the acute care track, state licensing as a long-term care administrator, nursing home administrator or assisted living administrator is required by most states.

Program Outline

Bachelor of Science in Health Science
concentration in **Healthcare Administration**
121 semester credit hours
8 semesters/30 months

Program Requirements

Core Curriculum

58 semester credit hours

ACC 160	Principles of Accounting I	3
ACC 161	Principles of Accounting II	3
BUS 121	Introduction to Business	3
BUS 303	Organizational Leadership and Management	3
BUS 328	Business Process Improvement	3
BUS 328L	Business Process Improvement LAB	1
HCA 200	Healthcare Marketing	3
HCA 300	Healthcare Administration and Regulation	3
HCA 305	Legal Aspects of Healthcare Administration	3
HCA 310	Healthcare Administration Ethics	3
HCA 330	Long-Term Care Across the Continuum	3
HCA 400	Health Information Systems	3
HCA 410	Human Resource Management in Healthcare	3
HCA 420	Healthcare Delivery Systems	3
HCA 422	Managing Crisis in Community Settings	3
HCA 430	Financial Management & Managed Care in Healthcare Organizations	3
HCA 440	Healthcare Research and Evidence-Based Practice	3
HCA 470	Global Healthcare	3
HCA 490	Capstone in Healthcare Administration	3
LTC 300	Long Term Care Environment	3

Arts and Sciences*

43 semester credit hours

BIO 250	Epidemiology	3
BIO 250L	Epidemiology LAB	1
CAP 480	Arts and Sciences Capstone	3
COM 115	Principles of Communication	3
ECO 201	Macroeconomics	3
ECO 202	Microeconomics	3
ENG 110	College Composition	3
ENG 120	Advanced Composition	3
HLT 101	Nutrition	3
HUM 115	Reasoning & Analysis	3
HUM 205	Culture and Diversity	3
MTH 131	College Algebra	3
MTH 140	Statistics	3
PSY 105	Introduction to Psychology	3
SOC 100	Introduction to Sociology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

7 semester credit hours

CIS 115	Computer Applications	3
COR 191	Career Orientation	1
FOR 110	Essentials for Success	3

Acute Care Track

13 semester credit hours

BUS 472	Applied Project Management	3
BUS 472L	Applied Project Management LAB	1
HCA 320	Healthcare Administration Externship I	3
HCA 450	Public Health	3
HCA 480	Healthcare Administration Externship II	3

Long Term Care Track

13 semester credit hours

LTC 310	Domains of Care	2
LTC 320	Long Term Care Administration Externship I	4
LTC 330	Domains of Care II	2
LTC 480	Long Term Care Externship II	4
LTC 482	Review for National Exam	1

Bachelor of Science Nursing

Program Overview

The Bachelor of Science in Nursing is a degree completion program for registered nurses. The program provides a smooth transition for Registered Nurses furthering their education and careers, and serves the community and our society by meeting the need for increased numbers of highly skilled and knowledgeable nursing professionals. Program emphasis is on professional development in communication, critical thinking, community health, research, and leadership. Advanced standing credits are awarded for past nursing coursework. The program is delivered in an online format with a part-time or full-time option.

Program Outcomes

The objective of the curriculum is produce a baccalaureate-prepared, registered professional nurse graduates who can:

- Utilize critical thinking, clinical reasoning, and research in evidence-based decision making to improve nursing practice and patient outcomes across healthcare settings.
- Apply contemporary leadership and management concepts and theories to innovate practice environments, problem solve and effect change.
- Apply legal and ethical concepts, theories, and standards to professional nursing practice.
- Communicate with patients, families, and healthcare providers to coordinate care and advocate for vulnerable populations across healthcare settings.
- Integrate a variety of concepts related to trends and issues in contemporary nursing to foster professional role development.
- Analyze how advanced technologies may be used in practice to improve patient care.
- Contribute to the profession by performing as a team member, delegating effectively, and mentoring other nurses.
- Analyze the role of healthcare policy and politics in promoting healthy populations and the nursing profession.
- Apply theories, interventions, and health promotion and disease prevention strategies to promote physically safe and healthy environments for culturally diverse individuals, families, and groups in a variety of community settings and situations.
- Apply knowledge and skills specific to roles in education, clinical practice, or informatics for professional practice and career advancement.
- Demonstrate accountability and responsibility to nursing practice and value life-long learning and reflective practice.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/medical/program/nursing-bachelor-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/)

About Nursing

The BSN-prepared graduate is eligible for roles in leadership and management, community health, informatics, and specialty bedside practice. Nurses holding a BSN degree may pursue advanced education that may lead to specialized practice. Graduates of this program can work in many different healthcare settings, such as hospitals, skilled nursing facilities, and community health facilities.

A state-issued license to practice as an RN, a background check, drug screening, up-to-date immunizations, TB testing, and CPR certification are all often required of BSN graduates in their careers.

Nurses who have a BSN degree are often placed in leadership positions after they have gained significant work experience. Some positions include: Case Manager, Charge Nurse, or Unit Manager.

Program Information

Program Outline

Bachelor of Science in Nursing

120 semester credit hours
3 semesters/12 months

Program Requirements

To receive the Bachelor of Science in Nursing, the student must earn a minimum of 120 credit hours, which includes 72 advanced placement credits from the required associate's degree or diploma in nursing. The degree completion program consists of 48 semester credits, which can be completed in a minimum of 3 semesters or 12 months of instruction for the full-time option and 6 semesters for the part-time option. The Program requirements are as follows:

Upper Level Arts & Sciences

21 semester credit hours

CAP 480	Arts & Sciences Capstone	3
COM 115	Principles of Communication	3
ENG 120	Advanced Composition	3
HUM 205	Culture & Diversity	3
MTH 140	Statistics	3
PSY 105	Introduction to Psychology	3
PSY 300	Human Growth & Development	3

Upper Level Program Curriculum

27 semester credit hours

NUR 300	RN-BSN Orientation	1
NUR 302	Foundations of Professional Nursing Practice	3
NUR 335	Pathophysiology	4
NUR 340	Health Assessment	4
NUR 350	Nursing Research and Evidence Based Practice	3
NUR 430	Leading & Managing for Innovation	3
NUR 443	Community Health Nursing	4
NUR 443L	Community Health Nursing Practicum	1
NUR 455	Senior Practicum	2
NUR 490	Nursing Capstone	2

Nursing Program - Specific Policies

Admissions Requirements. The RN to BSN Completion Program requires applicants to have an associate degree or diploma in nursing. All applicants must hold a valid, unencumbered license to practice registered program nursing in their state of residence, and have a 2.5 GPA or better in the past nursing program. Students who do not meet the 2.5 GPA requirement, may apply for admission to the RN to BSN program on a provisional status. Upon successful completion of the first semester of the nursing curriculum, a student may apply for a change of status from provisional admission to the full admission. All applicants are required to submit a resume demonstrating current work experience as an RN.

The full-time program is 45-weeks (9, five-week terms) in length. The part-time option is 15 terms. The classes are delivered online. All of the upper level general education courses are available online. Two courses require preceptorships (NUR 443L and NUR 455) and one class requires lab practice (NUR 340).

Students are required to successfully complete the Online Campus' orientation before they are enrolled in classes. In addition, students are encouraged to take an online tutorial available via the Internet at http://ecpicollege.com/?id=test#. These resources provide information on the nature of faculty/student interaction, prerequisite technology competencies, and skills, technical equipment requirements, and availability of academic support services information pertaining to technical requirements, etc.

Attendance. Attendance and participation is required. The attendance policy requirements for online classes are documented in each individual course. For courses with a clinical component, students will be required to attend scheduled clinical experiences as described in their course syllabus. Clinical assignments will vary and may occur on weekdays, weekends, or evening hours. If, for any reason, an absence is necessary, students must notify the faculty member no later than 1 hour before the scheduled start time. A student may be dropped from a course if the student is absent more than 20% of the scheduled total course hours (classroom and clinical).

Clinical/Preceptorship Attire. All students participating in clinical or preceptor experiences should dress appropriately. Clinical is limited to corporate casual attire, a white lab coat with school logo and a name tag. Note: some clinical settings may require the students to wear uniforms or scrubs. The RN to BSN student handbook has more information on dress.

Clinical Requirements. Upon acceptance into the RN to BSN program, the following items must be completed and submitted to the program director or designee by the end of the orientation course:

- Current resume showing RN work experience
- Signed permission to conduct a criminal background check
- Copy of current, unencumbered RN license in the state of residence
- Any questions or concerns about any of the above documents should be directed to the program director

Essential Functional Abilities. Nursing is a profession that requires specific abilities. Students must be able to complete the minimal level of abilities to practice as a nurse as published by the National Council of State Boards of Nursing. RNs should be able to fully function in the following areas:

- Physical (gross and the fine motor, physical endurance, physical strength, mobility)
- Sensory (visual, tactile, olfactory, hearing)
- Cognitive (reading, arithmetic, analytical and critical thinking)
- Interactive (interpersonal, communicative)
- Contact the Program Director for questions or more information if you have questions about any one or all of the essential functional abilities. Also see the catalog section on Americans with Disabilities Act.

Late Assignments. Written assignments must be submitted on time. All assignments will be submitted electronically to the classroom assignment drop box established for the assignment. If the classroom server is down, students may submit the assignment to the faculty member's ecpi.edu email address by the deadline and later post the assignment to the drop box.

Make-up examinations are at the sole discretion of the course faculty member and are discouraged.

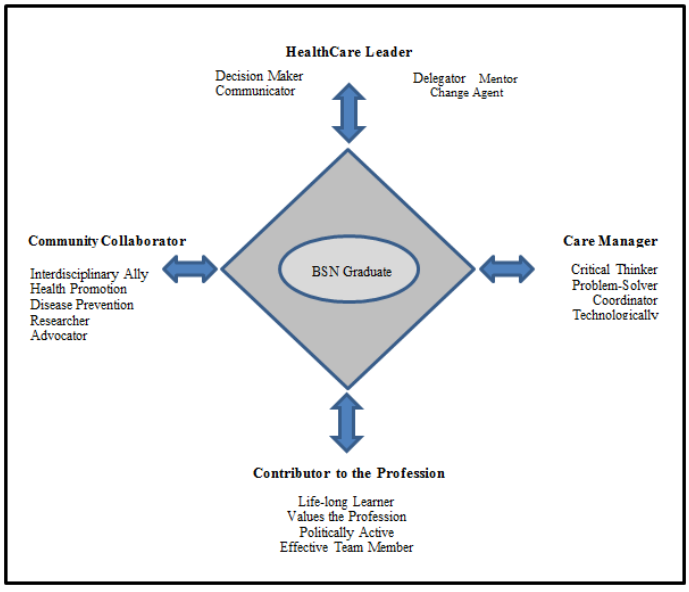
Program Purpose. The program is dedicated to providing education opportunities for qualified registered nurse students from diverse backgrounds in caring for individuals, families, and communities and preparing graduates for the practice in a variety of healthcare settings. A foundation for lifelong personal and professional learning is built upon a broad base of liberal arts and sciences, humanities, and nursing theory to assist students to develop ethically reflective professional nursing skills that will uphold the ideals of

today's healthcare delivery system. Through evidence-based clinical decision-making in nursing practice the development of leadership skills, the professional registered nurse will be educated to service and benefit a multicultural society across the lifespan.

Philosophy of the BSN Program. The BSN program believes that:

- Each individual is a unique person having dignity and worth. Individuals, as members of the family and the community, are shaped by cultural, physiological, psychosocial, spiritual, and developmental forces. The family and the community influence early beliefs and values of individuals, and in turn individuals contribute to the effective functioning of the family and community.
- Nursing is both an art and a science grounded in a social context and related to experiences with people in need. It is based on a specific body of nursing theory and principles from behavioral and social sciences. Nursing is an interpersonal process and involves the application of knowledge, technical and collaborative skills, critical thinking, and creative problem-solving. The focus of nursing is on caring for individuals, families, or client groups. By using the nursing process, nurses promote, maintain, and restore client's health as well as provide compassionate care to the dying. As healthcare providers, nurses engage in a collaborative practice that focuses on outcomes and adheres to practice guidelines that ensure quality and access.
- Professional values and value-based interventions are fundamental to nursing education. As the basis for professional nursing practice, values and value-based actions may be viewed as ethically reflective practice that the nursing student uses to interact with patients, healthcare professionals, and society.
- Teaching and learning are life-long interactive processes through which active inquiry and participation result in a change in behavior. A teaching/learning process is facilitated when the learner and teacher share responsibility for outcomes. Learning is facilitated when content is presented in an orderly sequential manner (i.e. simple to complex, known to unknown, normal or abnormal, general to specific).
- Critical thinking, clinical competence, accountability, and a commitment to the value of caring is necessary to maintain or restore clients to their optimum state of health and to provide the support which allows death with dignity. As the provider of care, the nurse's commitment to client/family-centered care will facilitate successful preparation for practice in various healthcare settings.
- It is essential that the nurse have current knowledge in nursing concepts, principles, processes, and skills. Supportive of that knowledge is an understanding of health, acute and chronic health deviations, nutrition, pharmacology, communication, human development, teaching-learning principles, current technology, humanities, and biological, social, and behavioral sciences.
- The RN to BSN program builds on the fundamental knowledge and skills acquired in associate degree and diploma nursing programs. The BSN graduate is prepared to care for individuals as well as families, groups and communities utilizing evidence-based practice. The BSN graduate will be prepared to serve in the roles of healthcare leader, care manager, community collaborator, and contributor to the profession of nursing.

Organizing Framework of the RN to BSN Program. This diagram represents the organizing framework of the RN to BSN program at ECPI University. The program is designed to build upon knowledge acquired in diploma and associate degree RN programs and offers courses that develop registered nurses to be healthcare leaders, community collaborators, care managers, and contributors to the profession. These four roles provide the basis for the program outcomes.



Program Information

Prerequisite Courses. (Must be greater than or equal to 100 level College Courses Only)

- College English I (3 credit hours)
- College Algebra (3 credit hours)
- Anatomy & Physiology I & II (8 credit hours)
- Microbiology w/lab (4 credit hours)
- Computer Applications (2 credit hours)
- Nutrition (3 credit hours)
- Introductory Sociology (3 credit hours)

Progression. Students must achieve a grade of C or higher in all courses to progress. Students must pass all classes before taking NUR455 and 490 with a cumulative GPA of 2.0 or higher. If a student fails a nursing course, they meet with the nursing program director. If a second failure occurs in any course in the program, the student is placed on probation. If a third failure occurs, the student is dismissed from the program. All catalog policies apply to RN to BSN students.

Students declare the part-time (PT) or full-time (FT) curriculum at the time of application. Students may request a one-time change from the FT to PT program by speaking to the nursing program director.

Student Evaluation. The faculty uses the objectives of the overall program and individual courses as criteria for student evaluation. A developmental student portfolio is created across the curriculum and submitted as evidence of accomplishment of the program outcomes in the final nursing course. Student grades are determined by a variety of formative and summative evaluation methods.

Program Information

Associate of Applied Science

Dental Assisting

Program Overview

The program offers an Associate of Applied Science degree in Dental Assisting designed to facilitate the development of each student into a competent dental assistant. The program regards each student as an active participant bringing a variety of individual needs and attributes to the educational process. The program is committed to preparing the dental assistant students to become lifelong learners and critical thinkers who will be prepared to contribute to the body of knowledge in dental assisting. Graduates of the program will be prepared to work under the direction and supervision of a dentist.

Program Outcomes

- Acquire knowledge and skills necessary to provide a safe environment for patients and dental staff.
- Illustrate competency in the arts and sciences pertinent to dental assisting.
- Attain skills in chairside, clinical, practice management, radiographic and laboratory procedures.
- Demonstrate knowledge of the American Dental Assisting Association's Principles of Ethics and Code of Professional conduct and its importance to the profession of dental assisting.
- Demonstrate the knowledge and skills necessary to successfully complete the Dental Assisting National Examination.
- Participate in dental community events and learning opportunities.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/medical/program/dental-assistant-associate-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

In 1.5 years, through our year-round schedule, you can earn an Associate of Applied Science in Dental Assisting.

About Dental Assisting

The dental assistant's responsibility can involve clinical and/or administrative duties. Graduates of the dental assistant program may be directly involved in patient care as "chairside" assistants. Other duties of a dental assistant may include performing lab work; sterilizing and disinfecting rooms and instruments; answering phones; filing charts; scheduling patients; charting, taking and processing X-rays; ordering supplies; and maintaining dental equipment.

Background checks, drug screening, and security clearances are not typically required for employment. Proof of negative chest x-ray, proof of tetanus and Hepatitis B titer, and proof of current CPR training are recommended but not required for employment.

The Dental Assistant can choose to work in private practice dental offices, public health facilities, and VA hospitals in a variety of dental specialty areas.

Certifications

Student Externship Agreement requires the student to have the Radiation Health & Safety Certification before completing a required ten week externship.

ECPI encourages student to obtain all appropriate certifications to increase potential job opportunities. ECPI provides students in this program with vouchers which allow the student to take certification exams at a greatly reduced cost. Entry-level dental assistants should retain CPR certification and pass the Dental Assisting National Board Exams, Infection Control and Radiation Health and Safety. A National DANB Radiation Health and Safety (RHS) is required to take dental x-rays. Certified Dental Assistant and Registered Dental Assistant (CDA/RDA) are recommended certifications.

Program Information

Program Outline

Associate of Applied Science in Dental Assisting

64 semester credit hours
4 semesters/15 months

Program Requirements

Core Curriculum

36 semester credit hours

DEN 100	Dental Anatomy	3
DEN 105	Introduction to Dental Assisting	1
DEN 110	Dental Fundamentals	2
DEN 120	Clinical Science	2
DEN 125	Community Health	1
DEN 200 / L	Dental Chair-side Assisting / LAB	2 / 2
DEN 206 / L	Dental Materials / LAB	2 / 1
DEN 211 / L	Dental Radiology / LAB	2 / 2
DEN 215 / L	Clinical Dental Procedures / LAB	2 / 1
DEN 220	Dental Practice Management	1
DEN 225	Clinical Rotation I	4
DEN 225S	Seminar I	1
DEN 230	Clinical Rotation II	3
DEN 230S	Seminar II	1
MED 104	Medical Terminology	3

Arts and Sciences*

21 semester credit hours

BIO 101	Human Anatomy & Physiology I	3
BIO 104	Human Anatomy & Physiology II	3
COM 115	Principles of Communication	3
ENG 110	College Composition	3
HUM 205	Culture and Diversity	3
MTH 120	College Mathematics	3
PSY 105	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

7 semester credit hours

CIS 115	Computer Applications I	3
COR 191	Career Orientation	1
FOR 110	Essentials for Success	3

Total of 1,260 contact hours

Dental Assisting Program - Specific Policies

Admissions Requirements. Dental assisting program applicants must have a high school diploma or a GED. Dental Assisting program applicants must successfully complete the admissions assessment.

***Attendance*.** A detailed record of each student's attendance is maintained by the instructor and becomes a part of their permanent record. Every absence from class, no matter what the reason, is recorded and counted as such by the instructor, beginning with the first day of class. It is sometimes necessary for the school to give employment recommendations for a student. The employer often takes attendance into consideration. Students MUST attend class regularly. NO CALL/NO SHOW TO SCHEDULED CLASSES IS NOT PERMITTED. If, for any reason, an absence is necessary, day clinical students must call the school and the instructor no later than one hour before the scheduled start time. Students with course absences greater than 15 percent may have their records reviewed for purposes of possible probation, termination, or suspension. A student may be dropped from a course if the student is absent more than 20 percent of the scheduled course hours. Written assignments must be submitted on time. Tests and assignments must be made up on the student's first classroom day back to school after absence unless the student makes alternate arrangements with the instructor. Students will be allowed two tests/exams make-ups per course. The student receives the grade earned for the first make-up test/exam. The grade received for the second makeup test/exam in the same course will be no higher than an 80%. No other make-up test/exam is permitted. A zero will be recorded for additional missed tests/exams in the same course. There are no make-up quizzes. Any late homework is the grade earned minus 10 points. All unit tests must be recorded prior to the final examination. Any student who does not take the make-up test/exam on the first day back will receive a zero for the test exam.

Clinical Phase Absenteeism and Tardiness. Absenteeism on clinical days will not be tolerated. Students are expected to arrive at clinical rotation sites prepared to administer patient care. If a student is unable to perform required duties due to health or other reasons, the student should not attend clinical. If for any reason the student cannot attend the clinical rotation site, the student must talk to the assigned site point of contact (POC) no later than one hour before the scheduled start time. Emergency messages will be conveyed from Medical Careers Institute to the clinical site location. At no time should family or friends call the healthcare facility where the student is assigned. If more than two clinical days are missed, the student must report to the Program Director.

Program Philosophy. The program for dental assisting is built on a foundation of academic coursework, clinical performance, administrative techniques, and general professionalism. Program faculty and staff are strongly committed to providing all students with an exciting, stimulating, and comprehensive learning experience. The program prepares a graduate to provide safe, effective, ethical, and legal care to persons of all ages and diverse backgrounds. The program develops the ability of the student to think independently, to understand fundamental theory, and to develop the skills necessary to become clinical practitioners who are enlightened decision makers.

Program Purpose. Dental assistants are essential participants in the dental care delivery system. This program prepares students to meet the requirements for employment as a dental assistant. The dental assistant performs patient care procedures and dental office duties under the direction of a dentist. Duties for patient care include preparing dental operatories for receiving patients for examinations, sick calls or routine dental treatment, reviewing and updating patient health histories, charting existing patient treatment as well as patient needs, taking and displaying radiographs, taking and recording vital signs, assisting the general dentist or dental specialist while conducting several laboratory procedures. Dental office duties include communications and public relations, appointment scheduling and recall systems, supply and inventory control, account payables and account receivables (collections). This program includes instruction in both clinical and administrative functions. Instruction includes on-campus classroom and laboratory courses, distance learning, and off –campus clinical rotations.

The dental assistant program is comprehensive by providing the correct mix of hands on skills and general education to ensure graduates are able to function effectively as highly skilled professionals. A variety of instructional methods are utilized in program courses to support the learning style of each student, yet challenge the student to recognize and develop alternative learning styles.

Program Hours. Students are required to attend classes during the day hours Monday through Thursday 8:00 a.m. to 1:00 p.m. and Career Orientation on Friday. Students are required to complete two off-campus clinical rotations. During these two clinical rotations, students will be assigned to an off-site facility for eight hours a day Monday through Friday as determined by the site point of contact (POC).

Student Evaluation. The faculty shall use the objectives of the dental assisting program as criteria for student evaluation. The student's grades are determined by a combination of professionalism, written examinations, laboratory practical exams, and clinical competency checklists.

The student progresses to the next term when all prerequisite courses have been satisfactorily completed. Students must achieve a passing grade of "C" (73 numerical grade) in all DEN courses.

Program Information

Associate of Applied Science

Diagnostic Medical Sonography

Program Overview

The Diagnostic Medical Sonography program offers an Associate of Applied Science degree in Diagnostic Medical Sonography that is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program is designed to facilitate the development of each student to meet the needs of the growing healthcare industry.

Program Outcomes

- Prepare students for the challenging responsibilities of the profession and provide opportunity to acquire a working knowledge of the field.
- Provide a clinical educational experience that enables students to be capable of performing routine sonographic procedures and related functions specific to general Diagnostic Medical Sonography.
- Provide an education experience that promotes effective communication skills, critical thinking abilities and professionalism.
- Promote the development of core values and ethical standards necessary for the delivery of quality, patient-centered care.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/medical/program/sonography-associate-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/)

In 1.5 years, through our year-round schedule, you can earn an Associate of Applied Science in Diagnostic Medical Sonography.

About Diagnostic Medical Sonography

Sonography is a dynamic profession that has grown significantly over the past 20 years. With rapidly developing new technologies and increased use of diagnostic ultrasound procedures, growth is projected to continue in the future with employment opportunities for qualified sonographers in both urban and rural areas nationwide. Professional responsibilities include: obtaining and recording an accurate patient history, performing diagnostic procedures and obtaining sonographic images, analyzing technical information, providing an oral or written summary of the technical findings to the physician, and collaborating with physicians and other members of the health care team. Salaries for sonographers are competitive with or higher than other professionals with similar levels of education.

A criminal background check, 5-panel urine drug screen, employment physical, proof of PPD test or negative chest x-ray, proof of tetanus inoculation, a Hepatitis B titer, and current CPR certification are usually required for employment as a sonographer.

Diagnostic Medical Sonographers actively work in many healthcare venues and are required to perform some physically demanding duties when working with patients. Therefore, physical requirements have been outlined for this profession and include:

- Must be able to stand and walk for 80% of clinical time.
- Must be able to assist, lift, and position patients for at least 50% of the clinical time.
- Has sufficient hearing to respond to patient needs and to interact with the patient, to hear instructions in a variety of situations, such as in a trauma room in the emergency room and in surgery, where the person may be facing away from you or be wearing a surgical mask. Has the ability to distinguish audible sounds of the equipment, such as Doppler.
- Has sufficient motor skill to be able to respond to medical emergencies and to manipulate the equipment. These motor skills may include, but are not limited to the following:
- Has full use of hands, wrists, and shoulders. Extend the hands and arms in any direction often reaching 3-4 feet above the head. Seize, hold, grasp, turn and otherwise work with both hands. Pick, pinch, twist or otherwise work with wrists and fingers of both hands.
- Move the hand and foot coordinately with each other in accordance with visual stimuli.
- Bend and stoop routinely.
- Perform frequent lifting, carrying, pulling, and pushing of objects weighing 50 lbs or more, such as wheel chairs, patient stretchers, and ultrasound equipment.

- Lift and transfer patients to and from the examination table safely, without injury to patient, self or other health care workers.
- Ability to maintain prolonged arm positions necessary for scanning.

The Diagnostic Medical Sonographer is also known as Sonographer, Ultra-sonographer, or Ultrasound Technologist. Sonographers can choose to work in hospital radiology departments, clinics, medical imaging centers, women's health and childbirth centers, private practice physician offices, public health facilities, or breast imaging centers.

The program includes instruction in both clinical and administrative functions, on campus classroom and laboratory courses and off campus clinical education where students will work with sonographers, physicians, and other health care professionals to learn, develop, and apply the necessary skills to perform general ultrasound examinations in the work place.

Recommended Certifications

ECPI University provides vouchers allowing students to take certification exams at a greatly reduced cost. Examinations are available through the American Registry of Diagnostic Medical Sonographers (ARDMS). Examinations include: registry examination in Ultrasound Physics and Instrumentation (SPI), and the Abdomen (AB) and Obstetrics/Gynecology (OB/GYN). The American Registry of Radiologic Technologists (ARRT) Certification test in Sonography is another certification available. Certification by either ARDMS or the ARRT is required for employment.

Program Outline

Associate of Applied Science in Diagnostic Medical Sonography

78 semester credit hours
5 semesters/18 months

Program Requirements

Core Curriculum

52 semester credit hours

DMS 100	Essentials of Sonography & Ethics	3
DMS 105	Ultrasound Physics & Instrumentation	3
DMS 105L	Ultrasound Physics & Instrumentation LAB	1
DMS 106	Ultrasound Physics and Instrumentation II	3
DMS 106L	Ultrasound Instrumentation LAB II	1
DMS 109	Sectional Anatomy	3
DMS 212	Abdominal Sonography	2
DMS 216	Ultrasound Scanning	2
DMS 219	Advanced Abdominal Sonography	3
DMS 222	Obstetrics & Gynecologic Sonography	2
DMS 227	Advanced Obstetric Sonography	3
DMS 230	Clinical Education I	2
DMS 242	Clinical Education II	4
DMS 238	Clinical Education III	4
DMS 237	Clinical Education IV	4
DMS 240	Clinical Education V	4
DMS 244	Clinical Education VI	3
DMS 241	General/SPI Registry Review	2
MED 203	Pathophysiology	3

Program Information

Arts and Sciences*

22 semester credit hours

BIO 101	Human Anatomy & Physiology I	3
BIO 104	Human Anatomy & Physiology II	3
COM 115	Principles of Communication	3
ENG 110	College Composition	3
HUM 205	Culture and Diversity	3
PHY 120	Physics	3
PHY 120L	Physics LAB	1
PSY 105	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

4 semester credit hours

COR 191	Career Orientation	1
FOR 110	Essentials for Success	3

1,920 total contact hours

Diagnostic Medical Sonography - Program Policies

Program Philosophy. The Diagnostic Medical Sonography program is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Program faculty are strongly committed to providing all students with an exciting, stimulating, and comprehensive learning experience. The program prepares graduates to provide safe, effective, ethical, and legal care to persons of all ages and diverse backgrounds. The program develops the ability of the student to think independently, to understand fundamental theory, and to develop the skills necessary to become Diagnostic Medical Sonography practitioners who are enlightened decision makers.

Program Purpose. This program prepares students to meet the requirements for employment as a Diagnostic Medical Sonographer. The program includes instruction in both clinical and administrative functions. Instruction includes on campus classroom and laboratory courses, and off campus clinical education where students will work with sonographers, physicians, and other health care professionals to learn, develop and apply the necessary skills to perform general ultrasound examinations in the work place.

Attendance. A detailed record of student attendance is maintained by the faculty and becomes a part of their permanent record. Every absence from class, no matter what the reason, is recorded and counted as such by the faculty, beginning with the first day of class. It is sometimes necessary for the College to give employment recommendations for a student. The employer often takes attendance into consideration.

Students MUST attend class regularly. NO CALL/NO SHOW TO SCHEDULED CLASSES IS NOT PERMITTED. If, for any reason, an absence is necessary, day clinical students must call the College and the instructor no later than one hour before the scheduled start time. Students with course absences greater than 15 percent may have their records reviewed for purposes of possible probation, termination, or suspension. A student may be dropped from a course if the student is absent more than 20 percent of the scheduled course hours.

Written assignments must be submitted on time. Tests and assignments must be made up on the student's first classroom day back to school after absence unless the student makes alternate arrangements with the instructor. Students will be allowed two tests/exams make-ups per course. The student receives the grade earned for the first make-up test/exam. The grade received for the second makeup test/exam in the same course will be no higher than an 80%. No other make-up test/exam is permitted. A zero will be recorded for additional missed tests/exams in the same course. There are no make-up quizzes. Any late homework is the grade earned minus 10 points. All unit tests must be recorded prior to the final examination. Any student who does not take the make-up test/exam on the first day back will receive a zero for the test exam.

Program Information

Student Evaluation. The faculty shall use the objectives of the Diagnostic Medical Sonography program as criteria for student evaluation. The student's grades are determined by a combination of written examinations, laboratory scanning practical exams, and clinical competency checklists.

Diagnostic Medical Sonography technical skills and ability, attitude, and relationship with others are areas of clinical and laboratory evaluation. The achievement of the student in both theory and clinical performance is evaluated by the faculty at regular intervals and shared with the student.

The student progresses to the next term when all prerequisite courses have been satisfactorily completed. Students must achieve a passing grade of "C" or better in all Diagnostic Medical Sonography courses, Anatomy and Physiology I & II, Pathophysiology, and Medical Terminology, and satisfactorily meet all clinical objectives. A final course grade of less than "C," or failure to meet clinical objectives, will result in failure of a course.

Program Hours. Students are required to attend classes during day hours only, Monday through Friday for five semesters. Each semester is divided into 3 five week terms. Each term varies in the number of required courses, depending on the number of credits and contact hours per course, with two or three courses per term.

During the first three semesters all classes are on campus Monday through Thursday. During the fourth semester students will be assigned to an Ultrasound department of a clinical affiliate hospital or imaging center Monday through Friday, eight hours per day. During the final two terms of the program, clinical rotations will be three or four days per week with on campus classes on the alternate days.

Clinical Phase Absenteeism and Tardiness**.** Absenteeism on clinical days will not be tolerated. Students are expected to arrive at clinical rotation sites prepared to administer patient care. If a student is unable to perform required duties due to health or other reasons, the student should not attend. If for any reason the student cannot attend on a scheduled clinical day, the student must talk to the assigned site point of contact (POC) no later than one hour before the scheduled start time. Emergency messages will be conveyed from the College to the clinical site location. At no time should family or friends call the health care facility where the student is assigned. If more than two clinical days are missed, the student must report to the Program Director and/or Clinical Coordinator.

Clinical Protocol. Clinical experiences are scheduled in various healthcare agencies and/or hospitals.

- Students may not visit any clinical facility while wearing the student uniform (including the name I.D.) without prior approval from the Diagnostic Sonography Faculty.
- Students may not review any patient's chart or records except those assigned to them.
- Students are not permitted to accept gifts from patients or patients' families or friends.
- Students are not permitted to fraternize with any patient/agency employee while enrolled in school.

Admissions Requirements. The Diagnostic Medical Sonography program has a selective review process that consists of the following:

- Diagnostic Medical Sonography program applicants must have a standard high school diploma or a GED.
- Diagnostic Medical Sonography program applicants must successfully complete the entrance assessment.
- A personal information session with the Program Director or designee is required.

Prerequisite Courses. Must be greater than or equal to 100 level college courses only.

- College Algebra (3 credit hours)
- Computer Applications (2 credit hours)
- Medical Terminology (3 credit hours)

Program Information

Applicant Points Criteria	Healthcare Experience(15% weighted value)

1 pt:	1-2 years Volunteer or Work in a Medical Profession	40 to 99 hours Volunteer or Work in Ultrasound
2 pt:	3-5 years Volunteer or Work in a Medical Profession	100-199 hours Volunteer or Work in Ultrasound
3 pt:	6 + years Volunteer or Work in a Medical Profession	200 + hrs Volunteer or Work in Ultrasound

Entrance Assessments:

(70% weighted value)

Reading: (20% of exam values)

English: (20% of exam values)

Math: (30% of exam values)

Science: (30% of exam values)

Academic Courses:

(College or High School)

(15% weighted value)

The following courses are assigned 1 point each, per subject, one time:

Anatomy and Physiology

Physics

Chemistry

Biology

Medical Terminology

Program Information

Health Science
Associate of Applied Science

concentration in
Health Information Management

Program Overview

The program offers an Associate of Applied Science degree in Health Science, concentration in Health Information Management designed to facilitate the development of each student into a competent health information technician. The program regards each student as an active participant bringing a variety of individual needs and attributes to the educational process. The program is committed to preparing the Health Information Management students to become lifelong learners and critical thinkers who will be prepared to contribute to the body of knowledge in health information technology. Graduates of the program will be prepared to work in a wide variety of health care settings.

Program Outcomes

- Demonstrate proficiency in health data management, information policy, information systems, administration and clinical work flow.
- Demonstrate skills necessary to operations management that will ensure an adequate and complete medical record and cost effective information processing.
- Distinguish the legal and ethical standards of practice for health information management, including HIPAA, in a variety of health care settings and situations.
- Function as a bridge between clinicians, payers, regulators, patients, consumers, and technology.
- Demonstrate skills that are critical to adherence and promotion of continuous quality improvement, regulatory requirements, and the revenue cycle processes.
- Ensure the availability of accurate health data through the application of current and future healthcare technologies including the electronic medical record, electronic health records, integration of healthcare technologies within healthcare systems, and wireless and internet applications.
- Function as part of a team that includes not only health information management technicians, but also clinicians and customers, in a variety of settings.
- Perform in the role of health information management technician by applying skills, values, and knowledge from the coursework to professional practice experiences.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/medical/program/health-information-management-associate-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

In 1.5 years, through our year-round schedule, you can earn an Associate of Applied Science in Health Science, concentration in Health Information Management.

About Health Information Management

Health Information Management (HIM) professionals use a wide spectrum of health information technologies and concepts. Some individuals may choose to work with electronic health records. Graduates may also find employment maintaining physical control of medical records, auditing medical records, providing quality assurance in recordkeeping, and working to ensure compliance with all laws regarding confidentiality, privacy and security of patient information, creation, maintenance, and use of medical records. Agencies that coordinate disease and implant registries will also want to hire health information management professionals.

Requirements may vary depending on employer. Students will generally need to pass a background check, credit check, drug screening, and Mantoux test for tuberculosis. Students must be able to comply with all federal regulations on access, use, and release of all medical information.

Graduates will be prepared to demonstrate proficiency in health data management, information policy, information systems, administration, and clinical work flow. These graduates will not only function as a bridge between clinicians, payers, regulators, patients, consumers, and technology but will also function as part of that team in a variety of settings. Jobs may be found working for health departments, insurance carriers, medical supply companies, healthcare facilities, pharmaceutical manufacturers, disease and implant registries, and physician practices. HIM professionals will be in demand anywhere there is a medical record.

Program Information

Recommended Certifications

Certifications are not required for completion of this program; however, ECPI encourages student to obtain all appropriate certifications to increase potential job opportunities. ECPI provides students in this program with vouchers which allow the graduate to take the National Registered Health Information Technician certification exam at a greatly reduced cost. The Registered Health Information Technician (RHIT) certification is recommended for entry-level HIM applicants.

Program Outline

Associate of Applied Science in Health Science
concentration in **Health Information Management**
(Newport News, Roanoke, and Richmond, VA campuses and Columbia, SC)
78 semester credit hours
5 semesters/18 months

Program Requirements

Core Curriculum

50 semester credit hours

HIM 100	Electronic Health Records	3
HIM 200	Health Information Technology I	3
HIM 205	Pathophysiology	3
HIM 210	Pharmacology	3
HIM 215	Ethical and Legal Aspects of Health Information Management	3
HIM 230	Clinical Classification Systems I	3
HIM 235	Clinical Classification Systems II	3
HIM 240	Health Information Technology II	3
HIM 245	Healthcare Delivery Systems	3
HIM 250	Reimbursement Methodologies	3
HIM 260	Healthcare Statistics	3
HIM 270	Clinical Classification Systems III	3
HIM 280	Quality Assessment and Improvement	3
HIM 290	Introduction to Management	3
HIM 295	National Exam Preparation	1
HIM 297	Health Information Management Externship	4
MED 104	Medical Terminology	3

Arts and Sciences*

21 semester credit hours

BIO 101	Human Anatomy & Physiology I	3
BIO 104	Human Anatomy & Physiology II	3
COM 115	Principles of Communication	3
ENG 110	College Composition	3
HUM 205	Culture and Diversity	3
MTH 131	College Algebra	3
PSY 105	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

7 semester credit hours

CIS 115	Computer Applications	3
COR 191	Career Orientation	1
FOR 110	Essentials for Success	3

Health Information Management Program - Specific Policies

Program Purpose. The Health Information Management program will prepare graduates to demonstrate proficiency in the arena of health data management. Students will gain the experience necessary to ensure adequate and complete medical records, and will participate in cost effective information processing. This participation will take the form of proficient coding skills as well as an understanding of the regulatory process and the revenue cycle. Students will participate in maintaining health care data integrity through implementation of technology, such as electronic health records. Graduates will be prepared to take the Registered Health Information Technician national certification examination.

ECPI's hands-on approach to education assures that students will have the right skills to enter the job market prepared for exciting and rewarding positions in the growing healthcare industry.

The Health Information Management program is comprehensive by providing the correct mix of technical training and education coursework to ensure graduates are able to function effectively as highly skilled professionals. A variety of instructional methods are utilized in program courses to support the learning style of each student, yet challenge the student to recognize and develop alternative learning styles.

Program Philosophy. The Health Information Management program is built on a foundation of academic coursework, externship performance, administrative techniques, and general professionalism. Program employees are strongly committed to providing all students with an exciting, stimulating, and comprehensive learning experience. The program prepares a graduate to become productive member of the health information management team in a variety of work settings. The program develops the ability of the student to think independently, to understand fundamental theory, and to develop the skills necessary to become health information technicians who are enlightened decision makers.

Admissions Requirements. Health Information Management program applicants must have a high school diploma or GED. Health Information Management program applicants must successfully complete the entrance assessment.

Attendance. A detailed record of students' attendance is maintained by the instructors and becomes a part of the permanent records. Every absence from class, no matter what the reason, is recorded and counted as such by the instructor, beginning with the first day of class. It is sometimes necessary for the school to give employment recommendations for a student. The employer often takes attendance into consideration. Students MUST attend class regularly. NO CALL/NO SHOW TO SCHEDULED CLASSES IS NOT PERMITTED. If, for any reason, an absence is necessary, students must call the school and the instructor no later than one hour before the scheduled start time. Students with course absences greater than 15 percent may have their records reviewed for purposes of possible probation, termination, or suspension. A student may be dropped from a course if the student is absent more than 20 percent of the scheduled course hours. Written assignments must be submitted on time. Tests and assignments must be made up on the student's first classroom day back to school after absence unless the student makes alternate arrangements with the instructor. Students will be allowed two test/exam make-ups per course. The student receives the grade earned for the first make-up test/exam. The grade received for the second makeup test/exam in the same course will be no higher than an 80%. No other make-up test/exam is permitted. A zero will be recorded for additional missed tests/exams in the same course. There are no make-up quizzes. Any late homework is the grade earned minus 10 points. All unit tests must be recorded prior to the final examination. Any student who does not take the make-up test/exam on the first day back will receive a zero for the test/exam.

Externship Phase Absenteeism and Tardiness. Absenteeism on externship days will not be tolerated. Students are expected to arrive at externship sites prepared. If a student is unable to perform required duties due to health or other reasons, the student should not attend. If for any reason the student cannot attend a scheduled externship day, the student must talk to the assigned site point of contact (POC) no later than one hour before the scheduled start time. Emergency messages will be conveyed from Medical Careers Institute to the externship site location. At no time should family or friends call the healthcare facility where the student is assigned. If more than two externship days are missed, the student must report to the Program Director.

Program Information

Program Hours. Students are required to attend classes during the day hours Monday through Thursday 8:00 a.m. to 1:00 p.m. Students are required to complete an off-campus externship. During externship, students will be assigned to an off-site facility for eight hours a day Monday through Friday as determined by the site point of contact (POC).

Student Evaluation. The faculty shall use the objectives of the Health Information Management program as criteria for student evaluation. The student's grades are determined by a combination of written examinations, and externship competency checklists.

Health Information Management technical skills and ability, attitude, and relationship with others are areas of externship evaluation. The achievement of the student in both theory and externship performance is evaluated by the faculty at regular intervals and shared with the student.

The student progresses to the next term when all prerequisite courses have been satisfactorily completed. Students must achieve a passing grade of "C" or better in all Health Information Management courses and satisfactorily meet all externship objectives. A final course grade of less than "C", or failure to meet externship objectives, will result in failure of the course.

Program Information

Associate of Applied Science

Massage Therapy

Program Overview

This program has been designed to prepare students for an entry-level career in therapeutic massage as a Certified Massage Therapist (CMT). The Massage Therapy program teaches the art and science of massage therapy using sound business practices, while also focusing on the medical and rehabilitative effects of massage. An externship course is included where students may work in conjunction or collaboratively with physicians, nurses, chiropractors, medical spas, and physical and occupational therapists to help treat and rehabilitate patients with specific health conditions. Upon program completion, graduates are eligible to sit for the state licensure exam (Massage and Bodywork Licensure Exam (MBLEx) offered through Federation of State Therapeutic Massage and Bodyworkers (FSTMB).

Program Outcomes

- Graduates will be able to safely assist with the treatment and care of patients while practicing standard precautions and adhering to HIPAA and OSHA guidelines.
- Graduates will be able to identify all major muscles of the body (actions, attachments, and palpation), systems within the body, and the medical terminology associated with massage therapy.
- Graduates will be able to assist with functional restoration through one or more soft tissue manipulation techniques to increase range of motion, flexibility, and stability, provide pain relief, relaxation, or stress reduction.
- Graduates will be able to demonstrate good oral and written communication skills and essential job search skills.
- Program provides comprehensive preparation of graduates to be successful on the National Certification Exam offered through the National Certification Board for Therapeutic Massage and Bodywork and meet requirements within the state.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/medical/program/massage-therapy-associate-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

In 1.5 years, through our year-round schedule, you can earn an Associate of Applied Science in Massage Therapy.

About Massage Therapy

As a Certified Massage Therapist, a vast range of employment opportunities are available. Therapists may own and manage private clinics, or they may secure employment in chiropractic clinics, medical and health centers, spas, private physicians' offices, nursing homes, professional and amateur sports teams, fitness institutes, and private industry.

Massage therapists must pass the Massage and Bodywork Licensure Exam (MBLEx) offered through Federation of State Therapeutic Massage and Bodyworkers (FSTMB) as well as abide by current regulations to become certified within the state/jurisdiction.

Recommended Certifications

Upon completion of the program, students will take the Massage and Bodywork Licensure Exam (MBLEx). After successfully passing the MBLEx, students must apply to the State Board of Nursing for Certification. ECPI University provides vouchers allowing students to take certification exams at a greatly reduced cost.

Program Information

Program Outline

Associate of Applied Science in Massage Therapy

63 semester credit hours
4 semesters/14 months

Program Requirements

Core Curriculum

35 semester credit hours

MED 104	Medical Terminology	3
MTP 101	Introduction to Massage Therapy	2
MTP 105	Eastern Modalities	2
MTP 106	Professional Ethics & Business Practice	3
MTP 107	Musculoskeletal Anatomy I	3
MTP 110	Musculoskeletal Anatomy II	3
MTP 111	Swedish Massage	4
MTP 114	Fundamentals of Kinesiology	3
MTP 115	Medical Massage	2
MTP 152	Spa Administration and Techniques	2
MTP 202	National Certification Exam Prep	1
MTP 204	Massage Therapy Externship	2
MTP 205	Massage Therapy Clinical	2
MTP 208	Pathophysiology	3

Arts and Sciences*

21 semester credit hours

BIO 101	Human Anatomy & Physiology I	3
BIO 104	Human Anatomy & Physiology II	3
COM 115	Principles of Communication	3
ENG 110	College Composition	3
HUM 205	Culture and Diversity	3
MTH 120	College Mathematics	3
PSY 105	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

7 semester credit hours

COR 191	Career Orientation	1
CIS 115	Computer Applications	3
FOR 110	Essentials for Success	3

There are 1,140 total contact hours in this program

Program Information

Health Science
Associate of Applied Science

concentration in
Medical Assisting

Program Overview

This program offers an Associate of Applied Science degree in Health Science concentrating in Medical Assisting. It prepares the student to perform CLINICAL and ADMINISTRATIVE functions in a physician's office or other medical setting. The Program includes didactic classroom instruction, extensive hands-on laboratory experience, and externship in a local area medical facility. Medical Assisting graduates are CPR certified.

Students graduating from this program may be eligible to become Certified Medical Assistants, Registered Medical Assistants, Certified Phlebotomy Technicians, and EKG Technicians.

Program Outcomes

- Demonstrate characteristics of self-direction and accountability with strong educational foundations for lifelong personal and professional growth.
- Demonstrate critical thinking skills to effectively address patient care and to adapt to the rapidly changing challenges in healthcare and medical assisting.
- Provide clinically competent, contemporary care that recognizes individual differences and promotes caring behavior in the health care community.
- Function as competent, beginning practitioner in both clinical and administrative procedures for the medical office.
- Be eligible to sit for the Certified Medical Assistant Exam offered through AAMA and/or the RMA exam by AMT.
- Program provides comprehensive preparation of graduates for work in the career field.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/medical/program/medical-assistant-associate-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/)

About Medical Assisting

Medical Assistants perform a combination of clinical and administrative duties. Clinical duties might include preparing the patient for a physician's examination, collecting and preparing specimens, performing basic laboratory tests and EKGs, removing sutures after surgery, changing dressings, sterilizing medical instruments, and administering injections. They also communicate extensively with patients and other healthcare providers. The administrative duties include scheduling appointments, recording information in electronic medical records, completing insurance forms, arranging for referrals to other healthcare institutions, performing billing functions, and purchasing and maintaining supplies and equipment. These duties occur in a wide range of healthcare settings, such as doctors' offices, hospitals, clinics, urgent care, and other healthcare facilities.

For employment, students will generally need to pass a routine physical examination, background check, credit check, drug screening, and Mantoux test for tuberculosis and have current vaccinations, including Hepatitis B. Students must be able to comply with all federal regulations regarding HIPAA and OSHA.

Graduates could obtain employment as Medical Assistants, Phlebotomists, or EKG technicians, and they could be expected to work in any healthcare environment.

Recommended Certifications

Certifications are not required for completion of this program; however, ECPI encourages student to obtain all appropriate certifications to increase potential job opportunities. ECPI provides students in this program with vouchers which allow the student to take certification exams at a greatly reduced cost. Students graduating from this program may be eligible to become Certified Medical Assistants (CMA), Registered Medical Assistants (RMA), Certified Phlebotomy Technicians, and EKG Technicians. Students should also obtain their CPR certification.

Program Information

Program Outline

Associate of Applied Science in Health Science
concentration in **Medical Assisting**
(*Virginia)*
61 semester credit hours
4 semesters/15 months

Program Requirements

Core Curriculum

34 semester credit hours

MED 104	Medical Terminology	3
MED 112	Medical Coding & Billing I	2
MED 143	Principles of Pharmacology	3
MED 149	Medical Ethics	3
MED 158	Phlebotomy & Laboratory Procedures	2
MED 159	Patient Intake & Infection Control	2
MED 160	Medical Office Procedures I	2
MED 203	Pathophysiology	3
MED 229	Advanced Procedures, Life Support & Specialties	2
MED 232	Advanced Diagnostics & Testing	2
MED 239	EKG Technician and Cardiology	2
MED 254	Medical Office Procedures II	3
MED 286	National Certification Exam Prep	1
MED 295	Medical Assisting Externship	4

Arts and Sciences*

21 semester credit hours

BIO 101	Human Anatomy & Physiology I	3
BIO 104	Human Anatomy & Physiology II	3
COM 115*	Principles of Communication	3
ENG 110*	College Composition	3
HUM 205*	Culture and Diversity	3
MTH 120	College Mathematics	3
PSY 105*	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

6 semester credit hours

COR 191	Career Orientation	1
CSA 128	Computer Applications I	2
FOR 110*	Essentials for Success	3

Program includes a total of 1,170 contact hours.
These courses available for Medical Assisting students online.

Program Information

Program Outline

Associate of Applied Science in Health Science
concentration in **Medical Assisting**
(*South Carolina)*
61 semester credit hours
4 semesters/15 months

Program Requirements

Core Curriculum

40 semester credit hours

MED 104	Medical Terminology	3
MED 112	Medical Coding & Billing I	2
MED 143	Principles of Pharmacology	3
MED 149	Medical Ethics	3
MED 152	Human Anatomy & Physiology I	3
MED 158	Phlebotomy & Laboratory Procedures	2
MED 159	Patient Intake & Infection Control	2
MED 160	Medical Office Procedures I	2
MED 202	Human Anatomy & Physiology II	3
MED 203	Pathophysiology	3
MED 229	Advanced Procedures, Life Support & Specialties	2
MED 232	Advanced Diagnostics & Testing	2
MED 239	EKG Technician and Cardiology	2
MED 254	Medical Office Procedures II	3
MED 286	National Certification Exam Prep	1
MED 295	Medical Assisting Externship	4

Arts and Sciences*

15 semester credit hours

COM 115*	Principles of Communication	3
ENG 110*	College Composition	3
HUM 205*	Culture and Diversity	3
MTH 120	College Mathematics	3
PSY 105*	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

6 semester credit hours

CIS 115	Computer Applications	3
COR 090	Career Orientation Seminar	0
FOR 110*	Essentials for Success	3

Program includes a total of 1,170 contact hours.

***These courses available for Medical Assisting students online**.

Program Information

Program Outline

Associate of Applied Science in Health Science
concentration in **Medical Assisting**
(*North Carolina)*
60 semester credit hours
4 semesters/15 months

Program Requirements

Core Curriculum

34 semester credit hours

MED 104	Medical Terminology	3
MED 112	Medical Coding & Billing I	2
MED 143	Principles of Pharmacology	3
MED 149	Medical Ethics	3
MED 158	Phlebotomy & Laboratory Procedures	2
MED 159	Patient Intake & Infection Control	2
MED 160	Medical Office Procedures I	2
MED 203	Pathophysiology	3
MED 229	Advanced Procedures, Life Support & Specialties	2
MED 232	Advanced Diagnostics & Testing	2
MED 239	EKG Technician and Cardiology	2
MED 254	Medical Office Procedures II	3
MED 286	National Certification Exam Prep	1
MED 295	Medical Assisting Externship	4

Arts and Sciences*

21 semester credit hours

BIO 101	Human Anatomy & Physiology I	3
BIO 104	Human Anatomy & Physiology II	3
COM 115*	Principles of Communication	3
ENG 110*	College Composition	3
HUM 205*	Culture and Diversity	3
MTH 120	College Mathematics	3
PSY 105*	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

5 semester credit hours

COR 090	Career Orientation Seminar	0
CSA 128	Computer Applications I	2
FOR 110*	Essentials for Success	3

Program includes a total of 1,170 contact hours.

***These courses available for Medical Assisting students online**.

Program Information

Program Outline

Medical Assisting Diploma

(*Newport News)*

46 semester credit hours

3 semesters/12 months

Program Requirements

Core Curriculum

28 semester credit hours

MED 104	Medical Terminology	3
MED 112	Medical Coding & Billing I	2
MED 143	Principles of Pharmacology	3
MED 149	Medical Ethics	3
MED 158	Phlebotomy & Laboratory Procedures	2
MED 159	Patient Intake & Infection Control	2
MED 160	Medical Office Procedures I	2
MED 229	Advanced Procedures, Life Support & Specialties	2
MED 232	Advanced Diagnostics & Testing	2
MED 239	EKG Technician and Cardiology	2
MED 286	National Certification Exam Prep	1
MED 295	Medical Assisting Externship	4

Arts and Sciences*

12 semester credit hours

BIO 101	Human Anatomy & Physiology I	3
BIO 104	Human Anatomy & Physiology II	3
ENG 110*	College Composition	3
PSY 105*	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

6 semester credit hours

CIS 115	Computer Applications	3
COR 090	Career Orientation Seminar	0
FOR 110*	Essentials for Success	3

Program includes a total of 945 contact hours.

***These courses available for Medical Assisting students online**.*

Program Information

Associate of Applied Science — Medical Radiography

Program Overview

The Medical Radiography program offers potential candidates the opportunity to complete an Associate of Applied Science degree in Medical Radiography. This program serves as a means to address the need for Registered Technologists in Radiography, R.T. (R) in the surrounding area, nationally and internationally to meet society's need for increased numbers of highly skilled and knowledgeable Radiographer professionals.

Program Outcomes

- Upon completion of the program, students will be clinically competent.
- Upon completion of the program, the student will demonstrate effective communication skills
- Upon completion of the program, the student will develop basic critical thinking and problem solving skills
- Upon completion of the program, the student will demonstrate professional growth and development.
- Upon completion of the program, the student will possess sufficient knowledge, skills, and abilities to meet the needs of the healthcare community.
- The program will provide students with quality didactic and clinical education, and the community with quality and competent professionals of radiologic technology, through a curriculum that promotes the current practice, guidelines, and standards.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/medical/program/radiography-associate-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

In 1.5 years, through our year-round schedule, you can earn an Associate of Applied Science in Medical Radiography.

About the Medical Radiography Profession

Radiography is a "high touch" profession requiring the technologist to position patients for x-ray examinations. About half of all Radiographers work in hospitals, and the other half work in outpatient facilities. In addition to x-ray equipment, they may, with additional on the job training and/or education, use other advanced imaging modalities such as CT, MRI, Mammography, Bone Densitometry, Cardiac & Vascular Radiography, and others. Graduates of the A.A.S. program in Medical Radiography may also pursue advanced degrees such as the B.S., M.S., and R.R.A. (Registered Radiologist Assistant). Certificate programs are available in Nuclear Medicine, Radiation Therapy, Sonography (ultrasound), and others. Radiographers may work in various employment conditions, such as doing portable exams in emergency situations, operating rooms, patient rooms, and others.

Background checks, drug screening, a physical examination, current immunizations, and security clearances may be required of graduates seeking employment as a Radiographer.

Radiography can be a physically demanding profession. Radiographers must have the physical capacity to position patients to obtain clear medical images. This activity may require standing, bending, squatting, lifting and moving patients, moving portable x-ray equipment, and overhead x-ray tubes. Radiographers must have the visual acuity to discern the quality of a medical image and analyze the technical results. They must be able to hear well enough to engage in conversation with their patients.

Radiographers are needed in many different healthcare businesses including hospitals, outpatient facilities, clinics, and orthopedic facilities.

Recommended Certifications

Certifications are not required for completion of this program; however, ECPI encourages student to obtain all appropriate certifications to increase potential job opportunities. ECPI provides students in this program with vouchers which allow the student to take certification exams at a greatly reduced cost. Available certifications for this program include R. T. (R), ARRT (Registered Technologist in Radiography of the American Registry of Radiologic Technologist; and a state license as Radiologic Technologist. Cardio-Pulmonary Resuscitation (CPR) certification is required.

Program Information

Program Outline

Associate of Applied Science in Medical Radiography

83 semester credit hours
5 semesters/18 months

Program Requirements

Core Curriculum

55 Semester credit hours

MED 104	Medical Terminology	3
RAD 100	Fundamentals of Radiologic Sciences & Healthcare	1
RAD 105	Patient Care and Ethics in Radiologic Sciences	2
RAD 110	Introduction to Radiographic Positioning & Technique	1
RAD 115	Radiographic Procedures 1	2
RAD 120	Introduction to Radiography Clinical Practice	1
RAD 125	Radiographic Procedures 2	2
RAD 135	Radiographic Procedures 3	2
RAD 145	Radiographic Imaging & Processing	2
RAD 156	Radiation Production, Characteristics & Imaging Equipment	3
RAD 165	Radiological Pharmacology & Drug Administration	1
RAD 175	Radiographic Image Analysis	1
RAD 205	Radiographer Research & Exhibits	1
RAD 215	Computers In Radiologic Sciences	1
RAD 225	Radiographic Pathology	2
RAD 235	Radiation Biology & Protection	2
RAD 245	Radiologic Advanced Imaging Modalities	2
RAD 255	Radiography A.R.R.T. Exam Preparation	2
RAD 132	Radiography Clinical Education 1	1.5
RAD 142	Radiography Clinical Education 2	1.5
RAD 152	Radiography Clinical Education 3	1.5
RAD 162	Radiography Clinical Education 4	1.5
RAD 172	Radiography Clinical Education 5	1.5
RAD 182	Radiography Clinical Education 6	1.5
RAD 202	Radiography Clinical Education 7	2.5
RAD 212	Radiography Clinical Education 8	2.5
RAD 222	Radiography Clinical Education 9	2.5
RAD 232	Radiography Clinical Education 10	2.5
RAD 242	Radiography Clinical Education 11	2.5
RAD 252	Radiography Clinical Education 12	2.5

Program Information

Arts and Sciences*

21 semester credit hours

BIO 101	Human Anatomy & Physiology I	3
BIO 104	Human Anatomy & Physiology II	3
COM 115	Principles of Communication	3
ENG 110	College Composition	3
HUM 205	Culture and Diversity	3
MTH 120	College Mathematics	3
PSY 105	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

7 semester credit hours

CIS 115	Computer Applications	3
COR 191	Career Orientation	1
FOR 110	Essentials for Success	3

Program consists of 2,130 contact hours

Medical Radiography Program - Specific Policies

Admissions requirements. The Medical Radiography program has a selective review process that consists of the following:

- Medical Radiography program applicants must have a standard high school diploma or a GED.
- Medical Radiography program applicants must successfully complete the entrance assessment.
- A personal information session with the Program Director or designee is required.

Qualified applicants who rank highest on the admissions criteria and complete an information session with the Medical Radiography Program Director or designee are considered for admission to the program. Students will be selected based on a point system. The following criteria will be evaluated:

Applicant Points Criteria	Healthcare Experience (15% weighted value)	Entrance Assessments (70% weighted value) Reading: (20% of exam values) English: (20% of exam values) Math: (30% of exam values) Science: (30% of exam values)	Academic Courses: (college or High School) (15% weighted value) The following courses are assigned 1 point each, per subject, one time: Anatomy & Physiology, Physics, Chemistry, Biology, Medical Terminology

1 pt:	1-2 years volunteer or work in a medical profession	40-99 hours volunteer or work in Radiography
2 pt:	3-5 years volunteer or work in a medical profession	100-199 hours volunteer or work in Radiography
3 pt:	6 + years volunteer or work in a medical profession	200 + hrs volunteer or work in Radiography

Program Information

The Medical Radiography Program requires applicants who were interviewed and provisionally accepted into the Program, to submit proof of acceptable health and wellness, via a complete physical examination,, including proof of specific immunizations, prior to the commencement of studies. In addition, they must undergo both a criminal background check and a drug screening test. They are required to provide medical documentation regarding any disability or physical limitation that they have, prior to final acceptance into the program. That documentation will be reviewed by the program faculty to determine if the extent of the limitation(s) is/are too limiting to complete required tasks.

Physical Demand Requirements. Students seeking admission into the Medical Radiography Program are advised that their course of study will include classroom education, hands-on practical skills and clinical experiences. Students making the decision to enter into this program should be aware of the physical nature of both the profession and their course of study. While the profession of Radiography may be performed in a variety of settings, each with specific physical demand requirements, students must be able to demonstrate a wide range of skills that may be performed in a variety of settings to successfully complete the program.

Applicants to the program must be aware that they must possess the following abilities required of Radiography students and radiographers.

Physical	Vision	Ability to read and analyze data, formulate technical factors, evaluate the technical results, and observe patient conditions. Ability to perform all the radiographic procedures expected of a Radiography student.
	Hearing	Ability to hear instructions in a variety of situations, such as a darkened x-ray room, trauma room in the emergency department, and surgery; where the persons may not be facing you or they may be wearing surgical masks. Patients, who are sick, injured, elderly, and in other weakened conditions sometimes have difficulty in communicating; therefore, it is important to be able to hear them with accuracy.
	Motor Skills	Above average hand/eye coordination and other basic motor skills are essential. Ability to lift, move and support patients. Ability to operate various x-ray equipment including portable machines which may involve lifting, pulling, pushing, etc. Ability to stand/walk for extended periods of time, as well as bending twisting and reaching.
Mental	Memory	Possess both short and long term memory capabilities.
	Critical Thinking	Ability to think critically and perform mathematical calculations, solve problems and demonstrate safe practices, including radiation protection.
	Interpersonal Skills	Ability to communicate effectively, both orally and in writing with patients, peers, general public and others, especially members of the health care team.
Hazards Awareness	Occupational Exposure	Students may be exposed to infectious body fluids, toxic drugs and solutions, and radiation.

Attendance. A detailed record of student‘s attendance is maintained by the instructors and becomes a part of the student‘s permanent record. Every absence from class, regardless of the reason, is recorded and counted as such by the instructor, beginning with the first day of class. Sometimes, the school is asked to provide employment recommendations for students and/or graduates and the potential employer often considers the attendance record.

Students are required to attend class regularly and on time. Therefore, missing scheduled classes is unacceptable. If an absence or tardiness is unavoidable, a student must notify the school prior to the start of the scheduled class and in addition, if the course is a clinical education one, scheduled at a clinical affiliated site, the student must also notify the site prior to the scheduled time. All missed clinical time must be made up to assure completion of 1200 clinical hours.

Program Information

Students with course absences greater than 15 percent of any radiography course may have their records reviewed for the purposes of possible probation, termination, or suspension. A student may be dropped from a course if the student is absent more than 20 percent of the scheduled course hours. Arrangements with the Clinical Instructor and the student, to reschedule any missed clinical time, must be made as soon as possible, to avoid any of the above mentioned situations.

Written assignments must be submitted on time. Tests and assignments must be made up on the student's first classroom day back to school after an absence, unless the student makes alternate arrangements with the instructor.

Clinical Phase Absenteeism and Tardiness. Absenteeism on clinical days will not be tolerated. A student is expected to arrive at clinical, prepared to administer patient care and Radiography student responsibilities. If a student is unable to perform as such, due to health or other reasons, the student should not attend clinical and is required to inform the Radiology department and the campus faculty prior to the start of the assigned schedule.

All missed clinical time must be rescheduled with the Clinical Instructor of the department for approval. If more than two clinical days are missed, the student must report to the Program Director and/or Clinical Coordinator.

Clinical Protocol. Clinical experiences are scheduled in various local healthcare agencies and/or hospitals.

- Students may not visit any clinical facilities while wearing the student uniform (including the name I.D.) without prior approval from Radiography faculty.
- Students may not review any patient's chart or records except those assigned to them.
- Students are not permitted to accept gifts from patients or patient's families or friends.
- Students are not permitted to fraternize with any patient/agency employee while enrolled in school.

Program Philosophy. The Medical Radiography curriculum has been designed to thoroughly prepare students for an entry-level career as a Radiographer. The program teaches the physical and applied science of Radiography, with a focus on the application of theory to clinical practice. This program is designed to provide students with a fundamental imaging foundation so that they are competent clinical practitioners capable of producing diagnostic radiographs while subjecting the patient and healthcare personnel to minimum radiation exposure. Students learn critical thinking skills and independent professional judgment, thus preparing graduates for success on the national and/or any applicable state exams and in the workplace.

Program Hours. Students are required to attend classes during day hours only on Mondays through Fridays, for five semesters. Each semester is divided into (3) five week terms. Each term varies in the number of required courses, depending on the number of credits and contact hours per course, with two to three courses per term.

During the first semester, all classes are on campus, however during the second and third semesters, students will only be on campus Mondays, Wednesdays, and sometimes Fridays. On Tuesdays and Thursdays, students will be assigned to a Radiology department of a clinical affiliate hospital or imaging center. During the fourth and fifth semesters, classes are on campus Tuesdays and Thursdays, with Radiology department assignments on Mondays, Wednesdays, and Fridays. Limited experiences also include alternative evening and weekend schedules.

Program Purpose. The Medical Radiography program at Medical Careers Institute, College of Health Science of ECPI University prepares graduates to provide professional patient care and assessment, competent performance of radiologic imaging and total quality management and safety, in the application of ionizing radiation to humans.

The program's main purpose is to educate students with the most current knowledge and skills to meet the needs of the client and the demands of the healthcare industry. This program includes emphasis on the culture of safety, education, and interdisciplinary collaborative learning from both community-based and hospital settings.

Upon completion of the program, students receive an Associate of Applied Science degree in Medical Radiography, which allows them to become eligible to sit for the national ARRT exam in Radiography and also qualifies graduates who pass the ARRT exam for state licensing. As a Radiographer, a vast range of opportunities are available to the graduate allowing continued professional growth and educational development.

Student Evaluation. The faculty shall use the objectives of the Medical Radiography Program as criteria for student evaluation.

The student's grades are determined by a combination of written examinations, laboratory competence, and/or clinical competence. Radiographer technical skills and ability, attitude, and relationship with others are areas of clinical and laboratory evaluation. The achievement of the student in both theory and clinical performance is evaluated by the faculty at regular intervals and shared with the student.The student progresses to the next term when all prerequisite courses have been satisfactorily completed. Students must achieve a passing grade of C or better in all Radiography and/or science courses (A&P/Medical Terminology) and satisfactorily meet all clinical objectives. A final course grade of less than C or failure to meet clinical objectives, will result in failure of a course.

Program Information

Associate of Applied Science — Nursing

Program Overview

The Associate of Applied Science Degree, Nursing program is dedicated to providing education opportunities for qualified students from diverse backgrounds in caring for individuals, families, and communities and for preparing graduates for the entry level practice of nursing in a variety of healthcare settings. A foundation for life-long personal and professional learning is built upon a broad base of liberal arts and sciences, humanities, and nursing theory, to assist students to develop ethically reflective professional nursing skills that will uphold the ideals of today's healthcare delivery system. Through evidence-based clinical decision-making in nursing practice and the development of leadership skills, the entry level professional registered nurse will be educated to serve and benefit a multicultural society across the life span.

Program Outcomes

The Associate of Applied Science Degree in Nursing is designed to provide the entry-level nurse with knowledge and experience which will enable the graduate to:

- Function as part of the interdisciplinary healthcare team in selected healthcare settings with individuals, families, and communities across the life span.
- Adhere to the standards of professional nursing practice within the legal, ethical, and regulatory frameworks.
- Provide evidence-based, clinically competent, contemporary care utilizing critical thinking and decision-making within the framework of the nursing process.
- Provide holistic nursing care to promote, protect, and improve health.
- Provide culturally competent care to a multicultural society.
- Utilize basic management and leadership skills to provide continuity of care to facilitate positive outcomes and meet patient needs.
- Utilize various methods of communication to effectively interact within the healthcare system.
- Demonstrate caring behaviors in a person-centered manner.
- Provide health education to promote and facilitate informed decision making, achieve positive outcomes, and support self-care activities.
- Demonstrate characteristics of self-direction and accountability, which contribute to lifelong learning, both personally and within the profession of nursing.

All AAS nursing graduates must successfully pass the National Council Licensing Exam for Registered Nurses (NCLEX-RN) before being able to practice as a registered nurse.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/medical/program/registered-nursing-associate-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/)

In 1.5 years, through our year round instruction, you can earn an Associate of Applied Science in Nursing degree.

About Nursing

Registered nurses have many different career options. They can hold various positions including charge nurse, floor nurse, and even some management positions. Registered nurses are also prepared to continue their formal education and prepare for more advanced nursing degrees and certifications.

Typical employment opportunities require a background check, drug screen, drug calculation test, American Heart Association Basic Life Support (BLS) Certification. The individual needs to have the ability to perform the following: execute a full range of motion, utilize fine and gross motor skills, demonstrate physical stamina, and lift 25 pounds.

Available job titles are Registered Nurse and Staff Nurse.

Program Information

Recommended Licensure

ECPI provides students in this program with vouchers which allow the student to take licensure/certification exams at a greatly reduced cost. All nurse graduates must successfully pass the National Council Licensing Exam for Registered Nurses, or NCLEX-RN, before being able to practice as a registered nurse.

Program Outline

Associate of Applied Science in Nursing
(Virginia and South Carolina)

75 semester credit hours
5 semesters/18 months

Program Requirements

Core Curriculum

47 semester credit hours

NUR 109	Dosage Calculations for Professional Nursing	2
NUR 150	Pharmacology I	4
NUR 151	Pharmacology II	4
NUR 162	Concepts of Nursing I	3
NUR 163	Concepts of Nursing II	3
NUR 242	Maternal/Newborn Nursing	4
NUR 243	Parent/Child Nursing	4
NUR 251	Medical Surgical Nursing I	5
NUR 254	Medical Surgical Nursing II	5
NUR 255	Acute Care Nursing	5
NUR 267	Psychiatric Nursing	4
NUR 271	Dimensions of Professional Nursing	4

Arts and Sciences*

27 semester credit hours

BIO 105	Microbiology	3
BIO 105L	Microbiology LAB	1
BIO 111	Anatomy & Physiology I w/Terminology	3
BIO 111L	Anatomy & Physiology I with Terminology LAB	1
BIO 116	Anatomy & Physiology II with Terminology	3
BIO 116L	Anatomy & Physiology II with Terminology LAB	1
COM 115	Principles of Communication	3
ENG 110	College Composition	3
HLT 101	Nutrition	3
HUM 205	Culture and Diversity	3
SOC 100	Introduction to Sociology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

1 semester credit hours

COR 101	Freshman Orientation	1

Program Information

Program Outline

Associate of Applied Science in Nursing (North Carolina)

75 semester credit hours
5 semesters/18 months

Program Requirements

Core Curriculum

50 semester credit hours

HLT 101	Nutrition	3
NUR 109	Dosage Calculations for Professional Nursing	2
NUR 150	Pharmacology I	4
NUR 151	Pharmacology II	4
NUR 162	Concepts of Nursing I	3
NUR 163	Concepts of Nursing II	3
NUR 242	Maternal/Newborn Nursing	4
NUR 243	Parent/Child Nursing	4
NUR 251	Medical Surgical Nursing I	5
NUR 254	Medical Surgical Nursing II	5
NUR 255	Acute Care Nursing	5
NUR 267	Psychiatric Nursing	4
NUR 271	Dimensions of Professional Nursing	4

Arts and Sciences*

24 semester credit hours

BIO 105	Microbiology	3
BIO 105L	Microbiology LAB	1
BIO 111	Anatomy & Physiology I w/Terminology	3
BIO 111L	Anatomy & Physiology I with Terminology LAB	1
BIO 116	Anatomy & Physiology II with Terminology	3
BIO 116L	Anatomy & Physiology II with Terminology LAB	1
COM 115	Principles of Communication	3
ENG 110	College Composition	3
HUM 205	Culture and Diversity	3
SOC 100	Introduction to Sociology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

1 semester credit hours

COR 101	Freshman Orientation	1

Nursing Program - Specific Policies

Admissions Requirements. The selective admission process is based on the following: admission assessment exam scores, pre-requisite courses, nursing profession exposure, essay, and recommendation letters. Students must meet minimum application thresholds to be considered a qualified applicant.

- Successful completion of the assessment exam: Test of Essential Academic Skills (TEAS)
    - Minimum cut scores are as follows:
        - Reading: 85
        - Math: 51
        - English: 60
        - Science: 55
- A minimum GPA of 2.5 from the last college attended
- Completion of BIO101 Human Anatomy & Physiology I, BIO104 Human Anatomy & Physiology II , Algebra and Computer course pre-requisites
- Submit to a criminal background check and drug screen
- Ability to meet minimal level of essential functional abilities required to practice as a nurse as described by the National Council of State Boards of Nursing
- Submit 3 reference letters and an essay
- Qualified applicants who rank highest on the admissions criteria and successfully complete an information session with the Program Director and/or designee are considered for admission to the program.

The following criteria will be evaluated:

Entrance Assessments:	Reading:	(20% of exam values)	Math:	(30% of exam values)
	English:	(20% of exam values)	Science:	(30% of exam values)

Transfer of Credit Procedure for BIO111/L and BIO116/L. The University will consider coursework for transfer of BIO111/L (4 credits)and BIO116/L (4 credits) courses in which the student achieved a B or better as the final grade, that were completed within the past two years, and that are established to be equivalent in content and objectives to courses offered at the University. Applicants who successfully transfer in previous academic coursework for BIO111/L and BIO116/L will be awarded Advanced Academic Standing (AS) credits (6 credits) for BIO101 and BIIO104 prerequisite courses.

Transfer of Credit Procedure for prerequisite courses BIO101 and BIO104. The University will consider coursework for transfer of BIO101 (3 credits) and BIO104 (3 credits) courses in which the student achieved a B or better as the final grade, that were completed within the past two years, and that are established to be equivalent in content and objectives to courses offered at the University.

Attendance. A detailed record of student's attendance is maintained by the instructors and becomes a part of their permanent records. Every absence from class, no matter what the reason, is recorded and counted as such by the instructor, beginning with the first day of class. It is sometimes necessary for the school to give employment recommendations for a student. The employer often takes attendance into consideration.

Students MUST attend class regularly. CUTTING SCHEDULED CLASSES IS NOT PERMITTED. If, for any reason, an absence is necessary, students must call the school and the instructor no later than one hour before the scheduled start time.

Students with course absences greater than 15 percent may have their records reviewed for purposes of possible probation, termination, or suspension. A student may be dropped from a course if the student is absent more than 20 percent of the scheduled course hours. Written assignments must be submitted on time. Tests and assignments must be made up on the student's first classroom day back to school after absence unless the student makes alternate arrangements with the instructor.

Clinical Phase Absenteeism and Tardiness. Absenteeism on clinical days will not be tolerated. A student is expected to arrive at clinical prepared to administer patient care. If a student is unable to perform required duties due to health or other reasons, the student should not attend clinical. If for any reason the student cannot attend the clinical, the student must talk to the assigned group instructor no later than one hour before the scheduled start time.

Emergency messages will be conveyed from the school to the clinical area. At no time should family or friends call the healthcare facility where the student is assigned. Students who are absent or tardy during their scheduled clinical/simulation hours must contact the Director of Nursing or designee, prior to attending their next scheduled class/clinical time.

Clinical Protocol. Clinical experiences are scheduled in various local healthcare agencies and hospitals and are subject to change.

- Students are not to provide personal telephone numbers or addresses to clients.
- Students are not permitted to accept gifts from clients, patients, or their families.
- Visiting patients, other than friends and relatives, is not permitted.
- Students are not permitted to fraternize with any patient/agency employee while enrolled in school.
- Students may not visit any clinical facilities while wearing the student uniform (including the name pin) unless prior permission is granted by a Nursing faculty member.
- Students may not review any patient's chart except the patients assigned to them.

Program Philosophy. The Nursing Department believes that each individual is a unique person having dignity and worth. Individuals, as members of the family and the community, are shaped by cultural, physiological, psychosocial, spiritual, and developmental forces. The family and the community influence early beliefs and values of individuals, and in turn individuals contribute to the effective functioning of the family and community.

We believe that Nursing is both an art and a science grounded in a social context and related to experiences with people in need. It is based on a specific body of nursing theory and principles from behavioral and social sciences. Nursing is an interpersonal process and involves the application of knowledge, technical and collaborative skills, critical thinking, and creative problem-solving. The focus of nursing is on individuals, families, or client groups. By using the nursing process, nurses promote, maintain and restore clients' health as well as provide compassionate care to the dying. As healthcare providers, nurses engage in a collaborative practice that focuses on outcomes and adheres to practice guidelines that ensure quality and access.

We believe that professional values and value-based interventions are fundamental to nursing education. As the basis for professional nursing practice, values and value-based actions may be viewed as ethically reflective practice that the nursing student uses to interact with patients, healthcare professionals, and society.

We believe that teaching/learning is a life-long interactive process through which active inquiry and participation result in a change in behavior. The teaching/learning process is facilitated when the learner and teacher share responsibility for outcomes. Learning is facilitated when content is presented in an orderly sequential manner, i.e. simple to complex, known to unknown, normal to abnormal, general to specific.

We believe that critical thinking, clinical competence, accountability, and a commitment to the value of caring is necessary to maintain or restore clients their optimum state of health and to provide the support which allows death with dignity. As the provider of care, the nurse's commitment to client/family-centered care will facilitate successful preparation for practice in various healthcare settings where policies and procedures are specified and guidance is available.

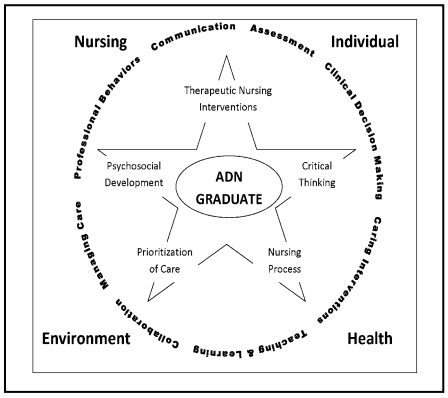
We believe it is essential that the nurse have current knowledge in nursing concepts, principles, processes, and skills. Supportive of that knowledge is an understanding of health, acute and chronic health deviations, nutrition, pharmacology, communication, human development, teaching-learning principles, current technology, humanities, and biological, social, and behavioral sciences.

We believe the nurse is the manager of care in various healthcare settings where policies and procedures are specified and guidance is available. To be competent in the role as a manager of care, the nurse must possess the knowledge and skills necessary to make decisions regarding priorities of care, to delegate some aspects of nursing care, direct others to use time and resources efficiently, and to know when to seek assistance. Supporting this knowledge is an understanding of the principles of client-care management, communication, and delegation, legal parameters of nursing practice, and roles and responsibilities of members of the healthcare team.

We believe that the entry level practice of a graduate from the Associate of Applied Science in Nursing program is characterized by collaboration, organization, delegation, accountability, advocacy, and respect for other healthcare workers. As a coordinator of care, the entry level registered nurse demonstrates caring and compassion and provides and coordinates holistic nursing care for groups of clients who have healthcare needs.

Program Information

Conceptual Framework



Program Purpose. The nursing program offers potential candidates the opportunity to complete an Associate of Applied Science Degree in Nursing. The program is designed for the purpose of providing additional opportunities for those interested in obtaining a license and practicing as a registered nurse. The Nursing program prepares graduates to provide direct client care in a safe, effective manner across multiple settings.

The AAS education in Nursing equips nursing students with the knowledge and skills prerequisite to begin professional practice in the care, counseling, and education of multicultural healthcare consumers in a variety of settings. The Nursing Program will graduate a competent entry-level professional nurse workforce for providers of healthcare in local, statewide, and national communities. ECPI sees this opportunity as one that will positively impact the local shortage of registered nurses and support the healthcare community in hiring qualified candidates to work in their facilities.

Prerequisite course. College transfer credits will be reviewed according to policies in this Catalog. Only earned academic credit can fulfill the prerequisite course requirements. In other words, students may not test out of or apply standardized test results (CLEP, DANTES, etc.) to fulfill the prerequisite course requirements.

- General Chemistry 100 level or higher
- College Algebra 100 level or higher level MTH course
- Computer Applications 100 level or higher

Program Hours.

Day: Class hours may vary from 4 – 5 days per week from 8:00 AM to 5:00 PM depending on course requirements. Clinical hours may include day, evening or weekend hours depending on the clinical site and course requirements.

Evenings: Class hours may vary from 4 – 5 evenings per week from 5:30 PM to 10:30 PM and 8:00 AM to 4:30 PM on weekends. Clinical hours may include evening or weekend hours depending on the clinical site and course requirements. Occasional day clinical rotations may be required.

Preceptorship Hours: Clinical hours are scheduled to meet the staffing schedule of the Professional Nurse assigned and may include day, night or weekend hours. Schedules may vary by course and instructor. 12 hour clinical shifts may be required as needed.

Student Evaluation. The faculty shall use the objectives of the Program of Nursing as criteria for student evaluation. The student's grades are determined by a combination of written examinations, laboratory competence, and clinical performance.

Nursing ability, attitude, and relationship with others are areas of clinical and laboratory evaluation. The achievement of the student in both theory and clinical performance is evaluated by the faculty at regular intervals and shared with the student. The student progresses to the next term when all prerequisite courses have been satisfactorily completed. Students must achieve an 80 percent average in all nursing or science courses and satisfactorily meet all clinical objectives and laboratory objectives. A final course grade of less than 80 percent or failure to meet clinical or laboratory objectives will result in failure of a course.

Program Information

Associate of Applied Science

Physical Therapist Assistant

Program Overview

The program offers an Associate of Applied Science degree in Physical Therapist Assistant designed to facilitate the development of each student into a competent, entry-level physical therapist assistant. The program regards each student as an active participant bringing a variety of individual needs and attributes to the educational process. The program is committed to preparing the physical therapist assistant students to become lifelong learners and critical thinkers who will be prepared to contribute to the body of knowledge in physical therapy. Graduates of the program will be prepared to work under the direction and supervision of a physical therapist in the delivery of rehabilitative care.

Program Outcomes

- Prepare graduates for entry-level practice as physical therapist assistants who will work under the direction and supervision of a physical therapist in an ethical, legal, safe, and effective manner.
- Prepare graduates who are competent in the implementation of comprehensive treatment plans developed by the supervising physical therapist and prepare to effectively monitor and modify the plan of care within the knowledge and limits of practice and communicate with the supervising therapist in a timely manner regarding the patient's status.
- Provide a learning environment that recognizes individual differences and promotes caring behaviors in the health care community.
- Promote critical thinking skills to effectively address patient care problems and to adapt the rapidly changing challenges in healthcare and physical therapist assistant.
- Provide graduates with strong educational foundations for lifelong personal and professional growth
- Prepare graduates to take the national licensure exam.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/medical/program/physical-therapy-associate-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

In 1.5 years, through our year-round schedule, you can earn an Associate of Applied Science in Health Science in Physical Therapist Assistant.

About Physical Therapist Assistant

Physical Therapist Assistants (PTAs) provide physical therapy services under the direction and supervision of a licensed physical therapist. PTAs help manage patients with back and neck injuries, sprains and strains, arthritis, burns, amputations, wounds, neurological conditions, surgical intervention, and injuries related to work or sports. PTAs help individuals of all ages who are ill, injured, or have a health condition that limits their ability to perform daily activities needed for life. Care provided by a PTA may include teaching patients exercises and activities to increase mobility, strength, and coordination. A PTA will also use physical modalities such as heat, ice, ultrasound, traction, massage, or electrical stimulation to help decrease pain, increase motion, and improve function.

Physical Therapist Assistants must be licensed in the state that they wish to practice. This requires graduation from an accredited institution and passing of the National Physical Therapy Examination for PTAs. Some positions may require criminal background checks, drug screening, and/or security clearances. A completed physical exam, evidence of immunization and current CPR certification may also be required.

Students making the decision to enter into this program should be aware of the physical nature of both the profession and their course of study. Students must be able to perform essential functions in order to successfully complete the program and work in the profession at large. Essential functions are the activities /skills that are necessary to ensure that the students are able to provide safe, competent, and timely care to patients receiving physical therapy services. The following standards reflect reasonable expectations of the PTA student for the performance of common physical therapy activities. Students must be able to obtain information in the classroom laboratory and clinical setting through observation, auscultation, and palpation. Students must have sufficient motor capabilities, balance, strength, coordination, and stamina to execute the movements and skills to provide safe and effective physical therapy interventions. Students must possess the ability to comprehend, recall, and process large amounts of didactic information. Students must be able to think critically, reason, prioritize, organize, and attend to tasks and responsibilities in a timely manner when performing data collection skills and physical therapy interventions during patient care. Students must be able to utilize effective and

efficient communications in the English language to interact with peers, healthcare providers, patients, and family members. Students must demonstrate the ability to practice in a professional and ethical manner. Students must exercise good judgment, develop empathetic and therapeutic relationships patients and others and tolerate close and direct physical contact and broad and diverse populations. Personal attributes must include compassion, integrity, concern for others, interpersonal skills, cultural competence, and motivation.

The most common related job title is Physical Therapist Assistant. Physical Therapist Assistants work in a variety of settings including hospitals, outpatient clinics, rehabilitation, skilled nursing, and extended care facilities, homes, schools, occupational environments, fitness centers and sports training facilities.

Recommended Certifications

Physical Therapist Assistants must be licensed in the state they wish to practice. This requires graduation from an accredited program and passing of the National Physical Therapy Examination for Physical Therapist Assistants. ECPI University provides vouchers allowing students to take certification exams at a greatly reduced cost.

Program Outline

Associate of Applied Science in Physical Therapist Assistant

74 semester credit hours
5 semesters/18 months

Program Requirements

Core Curriculum

50 Semester credit hours

PTA 101	Professional Issues for the Physical Therapist Assistant	2
PTA 105	Musculoskeletal	3
PTA 111	Introduction to Physical Therapy	2
PTA 120	Kinesiology for the Physical Therapist Assistant	3
PTA 135	Rehabilitation I Assessment	2
PTA 136	Rehabilitation II Therapeutic Modalities	3
PTA 138	Rehabilitation IV Devices	2
PTA 139	Rehabilitation III Therapeutic Exercise	3
PTA 145	Medical & Surgical Conditions I	2
PTA 146	Medical & Surgical Conditions II	2
PTA 147	Medical & Surgical Conditions III	2
PTA 206	Neurological Rehabilitation	3
PTA 210	Motor Development & Aging	2
PTA 250	Clinical Internship I	4
PTA 251	Clinical Internship II	4
PTA 254	Clinical Internship III	8
PTA 275	Physical Therapist Assistant Preparatory	3

Program Information

Arts and Sciences*

20 semester credit hours

BIO 111	Anatomy & Physiology I w/Terminology	3
BIO 111L	Anatomy & Physiology I with Terminology LAB	1
BIO 116	Anatomy & Physiology II with Terminology	3
BIO 116L	Anatomy & Physiology II with Terminology LAB	1
ENG 110	College Composition	3
HUM 205	Culture and Diversity	3
MTH 131	College Algebra	3
PSY 105	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

4 semester credit hours

CIS 115	Computer Applications	3
COR 191	Career Orientation	1

This program consists of 1,800 contact hours.

Physical Therapist Assistant Program - Specific Policies

Accreditation Status. The Physical Therapist Assistant Program at ECPI University, College of Health Science, Medical Careers Institute – Newport News, VA Campus and Richmond, Virginia Campus (Emerywood/West End Location) is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE, 1111 North Fairfax Street, Alexandria, VA 22314, 703.706.3245, www.capteonline.org, email: accreditation@apta.org) of the American Physical Therapy Association. The Richmond, VA program is an expansion of the accredited parent PTA program at ECPI University, College of Health Science, Medical Careers Institute – Newport News, VA.

Admissions Requirements. The selective admission process is based on the following: high school GPA, College GPA or GED scores, admission assessment exam scores, college Anatomy & Physiology, Physics and/or Chemistry GPA, college credits/degree, Physical Therapy hours, and professional references. Students must meet minimum application thresholds to be considered a qualified applicant.

- A high school or college GPA of 2.5 or a GED of 500 average
- Successful completion of the reading, math, science, and English assessment exam

Additional consideration will be given for prior college coursework, professional references, and Physical Therapy volunteer/ technician hours.

Qualified applicants, who rank highest on the admissions criteria and successfully complete an interview with the PTA Program Director and/or Director of Clinical Education, are considered for admission to the program.

Attendance. A detailed record of student's attendance is maintained by the instructors and becomes a part of their permanent records. Every absence from class, no matter what the reason, is recorded and counted as such by the instructor, beginning with the first day of class. It is sometimes necessary for the school to give employment recommendations for a student. The employer often takes attendance into consideration.

Students are required to attend class regularly and on time. Therefore, missing scheduled classes is unacceptable. If an absence or tardiness is unavoidable, a student must notify the school prior to the start of the scheduled class and in addition, if the course is a clinical education one, scheduled at a clinical affiliated site, the student must also notify the site prior to the scheduled time. All missed clinical time must be made up.

Students with course absences greater than 15 percent of any course may have their records reviewed for the purposes of possible probation, termination, or suspension. A student may be dropped from a course if the student is absent more than 20 percent of the scheduled course hours. Arrangements with the Clinical Instructor and the student, to reschedule any missed clinical time, must be made as soon as possible, to avoid any of the above mentioned situations.

Clinical Education. The purpose of the clinical affiliation is to provide physical therapist assistant students the appropriate sequence of learning opportunities needed to:

- develop and extend their knowledge, skills, and attitudes in direct patient care
- improve communications and interpersonal relationships
- understand the delivery system in a clinical facility in a manner consistent with ethical and legal practices of physical therapy

PTA students are assigned to clinical affiliation sites for educational experiences only when they have met the minimum grade requirements of all prerequisite courses of the specific clinical internship course. The Director of Clinical Education selects the affiliation sites for the educational experiences of PTA students. Selection is based on site availability and educational goals. Physical therapist assistant students are required to satisfactorily complete three full-time clinical affiliations, a total of 720 clinical affiliation hours, in order to meet the requirements of the PTA program. Each PTA student will have three different clinical experiences which can include acute care, long-term care, outpatient care, or specialty care such as pediatrics or inpatient rehabilitation. Students are responsible for providing their own transportation to and from the affiliation sites.

Physical therapist assistant students are expected to pursue increasing levels of responsibility as theoretical and technical abilities increase throughout their three clinical experiences. Likewise, students are only expected to perform clinical duties they have addressed in their coursework, feel competent in completing safely and that are approved by the American Physical Therapy Association and state practice guidelines.

Clinical Phase Absenteeism and Tardiness. Absenteeism on clinical days will not be tolerated. A student is expected to arrive at clinical prepared to administer patient care. If a student is unable to perform required duties due to health or other reasons, the student should not attend clinical. If for any reason the student cannot attend the clinical, the student must contact the Clinical Instructor and Director of Clinical Education no later than one hour before the scheduled start time.

Program Information

Emergency messages will be conveyed from the school to the clinical area. At no time should family or friends call the healthcare facility where the student is assigned. If more than two clinical days are missed, the student must contact the PTA Program Director or Director of Clinical Education.

Program Philosophy. The program for physical therapist assistants is built on a foundation of academic coursework and technical education. Program faculty and staff are strongly committed to providing all students with an exciting, stimulating, and comprehensive learning experience. The program prepares a graduate to provide safe, effective, ethical, and legal care to persons of all ages and diverse backgrounds. The program develops the ability of the student to think independently, to understand fundamental theory, and to develop the skills necessary to become clinical practitioners who are enlightened decision makers.

Program Purpose. The physical therapy profession is involved in rehabilitation, prevention, health maintenance, and programs that promote health, wellness, and fitness. Physical therapist assistants are essential participants in the healthcare delivery system. The physical therapist assistant functions within the model of patient care through examination, evaluation, and treatment by providing physical therapy interventions and data collection. The physical therapist assistant will progress the rehabilitation process of a patient within the plan of care established by the supervising physical therapist. The physical therapist assistant education is a comprehensive program providing the correct mix of technical training and general education to ensure graduates are able to function effectively as highly skilled professionals within the healthcare system. A variety of instructional methods are utilized in program courses to support the learning style of each student, yet challenge the student to recognize and develop alternative learning styles.

Program Hours. Students are required to attend classes Monday through Friday 8:00 a.m. to 4:00 p.m. Students are required to complete three clinical education experiences. During the clinical education experience the student will be assigned to an off-site facility for eight hours a day Monday through Friday as determined by the Director of Clinical Education.

Student Evaluation. The faculty shall use the objectives of the Physical Therapist Assistant Program as criteria for student evaluation. The student‘s grades are determined by a combination of written examinations, laboratory practicals, and clinical competency checklists.

Physical Therapist Assistant technical skills and ability, attitude, and relationship with others are areas of clinical and laboratory evaluation. The achievement of the student in both theory and clinical performance is evaluated by the faculty at regular intervals and shared with the student. The student progresses to the next term when all prerequisite courses have been satisfactorily completed. Students must achieve a passing grade of C or better in all Physical Therapist Assistant, and Anatomy & Physiology I / II courses and satisfactorily meet all clinical objectives. A final course grade of less than C or failure to meet clinical objectives, will result in failure of a course.

Written assignments must be submitted on time. Tests and assignments must be made up on the student‘s first classroom day back to school after an absence, unless the student makes alternate arrangements with the instructor.

Student success involves:

- Faculty interested in teaching and learning
- Students interested in learning and are accountable for their education
- Effective feedback to allow the student to correctly monitor his/her progress within the curriculum
- Professional behaviors are essential to an effective entry-level practitioner. Professional behaviors are learned through sharing and modeling effective practice. Professional behaviors include:
    - Commitment to learning
    - Interpersonal skills
    - Communication
    - Effective use of time and resources
    - Stress management
    - Use of constructive feedback
    - Problem solving
    - Responsibility
    - Critical thinking
    - Ethical choices and decisions

Students will interact with all levels of healthcare practitioners. Communication is essential for effective and safe practice within the healthcare system. Communication is emphasized throughout the curriculum in various activities and role modeling in the laboratory.

Program Information

Associate of Applied Science

Surgical Technology

Program Overview

The Surgical Technology program is designed to prepare students for a career as a surgical technologist. The program of study will introduce them to the basics of surgical technology and will include a practicum providing the student with a hands-on experience in the operating room. The technology courses will give them additional skills to enhance their advancement in the surgical environment.

The curriculum is also designed to give students a general education knowledge base which will complement their skills in the major subject areas. Additionally, the curriculum is also designed to prepare the student for the surgical technology national certifying examination which will be administered as part of the core curriculum.

Program Outcomes

Students who graduate from the Surgical Technology program will be equipped with the knowledge and skill to assist with basic and advanced surgical procedures. This knowledge will prepare students to perform in major operating rooms, minor surgery, surgical centers, and surgeon's offices. Specific program objectives are designed to enable graduates to:

- Possess entry level knowledge of surgical technology and its place in the modern healthcare delivery system
- Understand basic surgical anatomy and physiology in the operating room
- Know the names and uses of all basic and advanced surgical instrumentation.
- Understand and utilize aseptic technique and sterile barriers.
- Discuss and know the flow of a surgical procedure from start to finish.
- Assure that there are accurate counts of all materials and instruments used in any surgical procedure
- Demonstrate ―surgical consciousness.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/medical/program/surgical-technology-associate-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/)

In 1.5 years, through our year-round schedule, you can earn an Associate of Applied Science in Surgical Technology.

About Surgical Technology

An entry level surgical technologist is able to act as a "primary scrub" in a variety of surgical procedures, and he or she can participate in all aspects of the operating room experience.

Requirements include negative drug screen, clear criminal background check, Certified Surgical Technologist (CST) certification preferred; proof of immunizations/immunity to common communicable diseases (HepB; Td; MMR; Varicella; TB; etc.); physical examination and CPR certification.

Students must have good manual dexterity, the ability to lift/push/pull up to 50 pounds, the ability to stand for more than 4 hours, and good eyesight with the ability to distinguish colors.

Graduates are eligible for employment as a surgical technologist in hospital based and ambulatory surgical centers.

Recommended Certifications

Certifications are not required for completion of this program but are encouraged. ECPI University provides vouchers allowing students to take certification exams at a greatly reduced cost. Certification requirements for employment vary from state to state. The Certified Surgical Technologist (CST) certification is recommended.

Program Information

Program Outline

Associate of Applied Science in Surgical Technology

66 semester credit hours
5 semesters/16 months

Program Requirements

Core Curriculum

42 semester credit hours

MED 104	Medical Terminology	3
SUR 101	Surgical Theory I	3
SUR 102	Surgical Theory II	3
SUR 120	Surgical Procedures I	4
SUR 121	Surgical Procedures II	4
SUR 122	Surgical Procedures III	4
SUR 123	Surgical Procedures IV	4
SUR 270	Surgical Technology Practicum I	3
SUR 270S	Practicum Seminar	1
SUR 271	Surgical Technology Practicum II	3
SUR 271S	Practicum Seminar	1
SUR 272	Surgical Technology Practicum III	4
SUR 272S	Practicum Seminar	1
SUR 285	National Certifying Examination Prep	4

Arts and Sciences*

18 semester credit hours

BIO 101	Human Anatomy & Physiology I	3
BIO 104	Human Anatomy & Physiology II	3
ENG 110*	College Composition	3
HUM 205*	Culture and Diversity	3
MTH 120	College Mathematics	3
PSY 105*	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

6 semester credit hours

COR 191	Career Orientation	1
CSA 128	Computer Applications I	2
FOR 110*	Essentials for Success	3

1,505 total contact hours

These courses available for Surgical Technology students online

Program Information

Diploma

Practical Nursing

Program Overview

The Practical Nursing program at ECPI University's College of Health Science, Medical Careers Institute, is designed to prepare qualified students to be career ready professionals.

The Practical Nursing program prepares the student to become a valuable member of a healthcare team, working under the supervision of an advanced practice registered nurse, registered nurse, licensed physician, licensed dentist, or other practitioner.

Upon successful completion of the program, graduates will be able to:

- Function in the delivery of care to clients and families.
- Communicate effectively with clients, families, and members of the healthcare team.
- Use critical thinking to safely perform requisite cognitive, psychomotor and effective nursing skills.

Program Outcomes

The diploma program prepares the student for licensure and entry-level employment as a practical nurse. Students perform as a member of a healthcare team and function under the supervision of an advanced practice registered nurse, registered nurse, licensed physician, licensed dentist, or other practitioner authorized by law to supervise LPN practice. The program includes classroom, laboratory/simulation, and patient care learning experiences in a clinical setting. All practical nurse graduates must successfully pass the National Council Licensing Exam for Practical Nurses (NCLEX-PN) before being able to practice as a LPN.

Upon successful completion of the program, the student will:

- Function within the role of the practical nurse in the delivery of care to clients and families.
- Communicate with clients, families, and members of the health care team.
- Use critical thinking to safely perform requisite cognitive, psychomotor and affective nursing skills
- Integrate ethical, professional, legal responsibility and accountability into actions and decisions.
- Assume responsibility for personal and professional growth.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/medical/program/practical-nursing-diploma/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

About Practical Nursing

Licensed Practical Nurses typically provide nursing care under the direction of a more senior healthcare practitioner, including registered nurses. They understand nursing fundamentals and assist with delivering care to patients and their families. They are prepared to continue their formal education and prepare for more advanced nursing degrees and certifications, including Registered Nursing.

Criminal background checks, drug screening, dosage calculation competency exams, nursing skills competency exams, and security clearances may be required, depending on the facility.

Practical Nurses must physically be able to change position frequently, stand and sit for prolonged time periods, lift 50 pounds or more with or without assistance or assistive devices, bend, and twist. They must have adequate vision and hearing, and they must be able to use computers.

A graduate from the Practical Nursing program will work as a Licensed Practical Nurse (LPN) in a healthcare setting such as a long-term care facility, skilled nursing facility, assisted living facility, or correctional facility infirmary. Licensed Practical Nurses may also work in home health care settings, physicians' offices, clinics, urgent care centers, or acute care facilities.

Recommended Licensure

ECPI University provides vouchers allowing students to take licensure exams at a greatly reduced cost. All Practical Nursing graduates must successfully pass the National Council Licensing Exam for Practical Nurses (NCLEX-PN) before being able to practice as a LPN.

Program Information

Program Outline

Diploma in Practical Nursing

(Virginia and South Carolina Campuses)

48 semester credit hours

4 semesters/15 months

Program Requirements

Core Curriculum

48 semester credit hours

FRS 114	Freshman Orientation	1
MED 164	Anatomy & Physiology	1.5
MED 165	Anatomy & Physiology	1.5
NUR 101	Foundations of Nursing I	3
NUR 102	Foundations of Nursing II	3
NUR 104	Foundations of Nursing III	3
NUR 105	Foundations of Nursing IV	4
NUR 107	Dosage Calculations	1
NUR 149	Pharmacology I	1
NUR 152	Pharmacology II	2
NUR 190	Medical Surgical Nursing I	3
NUR 203	Medical Surgical Nursing II	4
NUR 204	Acute Care Nursing I	4
NUR 208	Medical Surgical Nursing III	3
NUR 209	Acute Care Nursing II	4
NUR 213	Acute Care Nursing III	4
NUR 233	Role Transition	4
PSY 108	Normal Life Span	1

Contact Hours: 1,682

Diploma program length: Minimum weeks of instruction, 60 weeks; maximum satisfactory time frame for completion is 90 weeks.

Program Information

Program Outline

Diploma in Practical Nursing

(North Carolina Campuses)

48 semester credit hours

4 semesters/15 months

Program Requirements

Core Curriculum

48 semester credit hours

FOR 116	Freshman Orientation	1
MED 166	Anatomy & Physiology I	1.5
MED 167	Anatomy & Physiology II	1.5
NUR 110	Dosage Calculations	1
NUR 114	Foundations of Nursing I	3
NUR 115	Foundations of Nursing II	3
NUR 117	Foundations of Nursing III	3
NUR 118	Foundations of Nursing IV	4
NUR 130	Pharmacology I	1
NUR 131	Pharmacology II	2
NUR 205	Medical Surgical Nursing I	3
NUR 206	Medical Surgical Nursing II	4
NUR 207	Medical Surgical Nursing III	3
NUR 235	Acute Care Nursing I	4
NUR 236	Acute Care Nursing II	4
NUR 237	Acute Care Nursing III	4
NUR 238	Role Transition	4
PSY 106	Normal Life Span	1

Contact Hours: 1,704

Practical Nursing Program - Specific Policies

Vision. The Practical Nursing program at ECPI University (hereafter will be referred to as "ECPI") is a leading provider of practical nurse education. ECPI creates an environment that promotes effective teaching and successful learning.

Transfer of credit. The University will consider coursework for transfer for the Normal Lifespan course in which the student achieved a B or better as the final grade, that was completed within the past two years, and that is established to be equivalent in content and objectives to course offered in the Practical Nursing Program. ECPI requires that a student complete all other courses in the University in order to receive the diploma.

Attendance. A detailed record of student's attendance is maintained by the instructors and becomes a part of their permanent records. Every absence from class, no matter what the reason, is recorded and counted as such by the instructor, beginning with the first day of class. It is sometimes necessary for the school to give employment recommendations for a student. The employer often takes attendance into consideration.

Students MUST attend class regularly. CUTTING SCHEDULED CLASSES IS NOT PERMITTED. If, for any reason, an absence is necessary, day clinical students must call the school and the instructor no later than one hour before the scheduled start time. Students with course absences greater than 15 percent may have their records reviewed for purposes of possible probation, termination, or suspension. A student may be dropped from a course if the student is absent more than 20 percent of the scheduled course hours. Written assignments must be submitted on time. Tests must be made up on the student's first classroom day back to school after absence unless the student makes alternate arrangements with the instructor.

Clinical Phase Absenteeism and Tardiness. Absenteeism on clinical days will not be tolerated. A student is expected to arrive at clinical prepared to administer patient care. If a student is unable to perform required duties due to health or other reasons, the student should not attend clinical. If for any reason the student cannot attend the clinical, the student must talk to the assigned group instructor no later than one hour before the scheduled start time.

Emergency messages will be conveyed from the school to the clinical area. At no time should family or friends call the healthcare facility where the student is assigned. Students who are absent or tardy during their scheduled clinical/simulation hours must contact the Director of Nursing or designee, prior to attending their next scheduled class/clinical time. **Any additional absence or tardiness in the term may result in failure of the course and may jeopardize the student's ability to remain in the program. Absence from the clinical site on the first or last day of a rotation requires prior approval from the Director of Nursing.**

Clinical Protocol. Clinical experiences are scheduled in various local healthcare agencies and hospitals and are subject to change.

- Students are not to provide personal telephone numbers or addresses to clients.
- Students are not permitted to accept gifts from clients, patients, or their families.
- Visiting patients, other than friends and relatives, is not permitted.
- Students are not permitted to fraternize with any patient/agency employee while enrolled in school.
- Students may not visit any clinical facilities while wearing the student uniform (including the name pin) unless prior permission is granted by a nursing faculty member.
- Students may not review any patient's chart except the patients assigned to them.

Purpose. The practical nursing program will:

- Prepare a competent, beginning practitioner of practical nursing to function effectively in a variety of healthcare settings.
- Provide a collaborative learning environment in which the students will demonstrate the ability to apply concepts of systematic reasoning through critical thinking.
- Guide the student in the continuing process of personal and professional growth.
- Continue to achieve its purpose through systematic planning and evaluation by fostering mutually beneficial relationships within the community.
- Prepare students, through didactic and clinical experiences, to be eligible to take the NCLEX-PN exam.

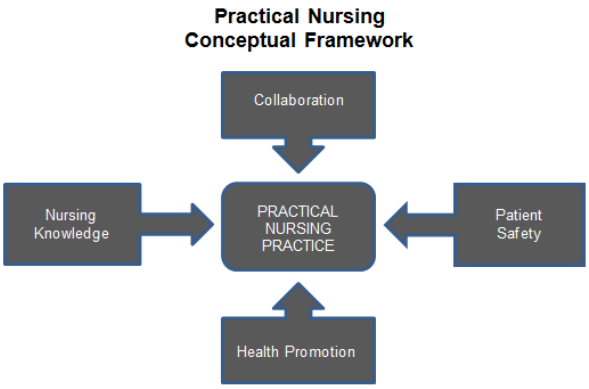
Philosophy. The following belief of ECPI's faculty provides a foundation that guides the program of learning:

- The individual is a unique being. Nursing focuses on the bio-psychosocial-cultural aspects of an individual or family regardless of age, race, color, or creed.

Program Information

- Individuals, families, and communities form a society for the purpose of monitoring human needs. Individuals interact within larger interdependent systems of the family, community, and society.
- Practical nursing as a discipline assists patients/families in the achievement of optimal function. Practical nursing is conceptualized as a dynamic health care service that blends science and the humanities with a caring response.
- Practical nursing education utilizes instruction in the basic sciences, communication skills, care-giving activities, critical thinking, concepts of the nursing process and collaboration, and prepares graduates who can focus on safe, patient-centered care using evidence-based practice.
- Following licensure, the LPN functions as a member of the health care team performing dependent practical nursing actions, commensurate with his/her education and demonstrated competencies within the statute defined scope. They provide care to patients in a variety of settings.
- Learning is a self-directed, life-long, personal process resulting in a change in affective, cognitive, and psychosocial behavior. A collaborative practice environment in which the teacher and student share responsibility for the educational process enhances learning. The faculty plans, implements, and evaluates the curriculum in cooperation with the student. The curriculum model, which utilizes information to emphasize and value individuality, respects and responds to individual and professional needs.
- Practical nursing education is the integration of planned theory, critical thinking, and evidence-based clinical experience through which the student progresses within the practical nursing practice.

Conceptual Framework.



Medical Careers Institute, College of Health Science of ECPI University

Practical Nursing Hours.

Day: Class hours may vary from 4 – 5 days per week from 8:00 AM to 5:00 PM depending on course requirements. Clinical hours may include day, evening or weekend hours depending on the clinical site and course requirements.

Evenings: Class hours may vary from 4 – 5 evenings per week from 5:30 PM to 10:30 PM and 8:00 AM to 4:30 PM on weekends. Clinical hours may include evening or weekend hours depending on the clinical site and course requirements. Occasional day clinical rotations may be required.

Preceptorship Hours: Clinical hours are scheduled to meet the staffing schedule of the Professional Nurse assigned and may include day, night or weekend hours.

Student Evaluation. The faculty use the objectives of the Program of Nursing as criteria for student evaluation. The student's grades are determined by a combination of written examinations, laboratory/simulation competence, and clinical performance.

Nursing ability, attitude, and relationship with others are areas of clinical and laboratory/simulation evaluation. The achievement of the student in both theory and clinical performance is evaluated by the faculty at regular intervals and shared with the student.

The student progresses to the next term when all prerequisite courses have been satisfactorily completed. Students must achieve an 80 percent average in all courses and satisfactorily meet all clinical objectives. A final course grade of less than 80 percent or failure to meet laboratory/simulation competence and clinical objectives will result in failure of a course.

Program Information

College of Culinary Arts, Culinary Institute of Virginia

Bachelor of Science

Food Service Management

Program Overview

The Bachelor of Science in Food Service Management degree program is dedicated to studying the operational issues that lead to profitability in a food service operation. Students examine the food service industry from the perspective of management, expanding leadership knowledge and skills to further their careers in the hospitality industry.

Core curriculum courses fall into three categories:

- *Financial Management:* The ability to create, interpret, and analyze financial reports.
- *Leadership:* Exposure to the leadership skills associated with creating, communicating, and implementing an operational vision.
- *Operations Management:* Studying the development and management of service systems.

Students are required to have an associate's degree in a culinary related field, with a minimum of 60 semester credits, for admission to the program. The Bachelor of Science in Food Service Management is a degree completion program that can be earned in less than 15 months. Classes are offered days and evenings.

Program Outcomes

The objective of the Food Service Management degree program is to educate and train prospective food service professionals with the knowledge, skills and abilities to compete for employment in the hospitality field. Graduates of the program will be able to:

- Establish and maintain high standards of professionalism across all dynamics of foodservice operations.
- Conform to a code of ethics when making business and operational related decisions.
- Communicate effectively to diverse groups utilizing professional verbal and writing skills.
- Implement strategies to effectively manage and improve foodservice performance.
- Demonstrate a working knowledge of operational cost controls and its relation to the overall financial success of a foodservice establishment.
- Understand how trends across the hospitality industry may affect operations from a service, people, product, and facilities perspective.
- Cultivate habits of continuous learning and improvement in foodservice managerial practices.
- Implement effective leadership techniques to enhance operational decision-making processes.
- Create operational policies and procedures to effectively manage staff and guest relations.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/culinary/program/food-service-management-bachelor-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

About Food Service Management

Food Service Managers are responsible for the daily operation of restaurants and other food service establishments that prepare and serve food and beverages to customers. Managers ensure that customers are satisfied with their guest service experience.

The role of a Food Service Manager can often be physically demanding. Prospective students able to meet the following physical requirements will have the greatest number of employment opportunities available to them:

- Physical Stamina: The ability to stand for extended periods of time.
- Physical Strength: The ability to lift and transport up to 50 pounds.

Recommended Certifications

No specific certifications are recommended nor required for entry level food service manager positions.

Program Information

Program Outline

Bachelor of Science in Food Service Management

60 semester credit hours
4 semesters/60 weeks/15 months

Program Requirements

To receive the Bachelor of Science in Food Service Management, the student must earn a minimum of 120 credit hours, which includes 60 transfer credits from the required associate's degree or diploma in a culinary arts or hospitality related field. The degree completion program consists of 60 semester credits, which can be completed in a minimum of 4 semesters or 15 months of instruction. The program requirements are as follows:

Core Curriculum

42 semester credit hours

ACC 160	Accounting I	3
ACC 161	Accounting II	3
FSM 310	Leadership in Food Service	3
FSM 315	Staff Development and Communication for Managers	3
FSM 320	Food Service Financial Management	3
FSM 340	Hospitality Marketing and Social Media	3
FSM 355	Wine and Beverage Management	3
FSM 360	Managing Outstanding Customer Service	3
FSM 380	Food Service Cost Controls	3
FSM 410	Operational Ethics and Legal Issues	3
FSM 424	Facility Management	3
FSM 430	Case Studies in Food Service Management	3
FSM 440	Project and Special Event Management	3
FSM 450	Developing your Career in Hospitality Leadership	1
FSM 490	Food Service Entrepreneurship	2

Arts and Sciences*

15 semester credit hours

CAP 480	Arts & Science Capstone	3
ECO 201	Macroeconomics	3
ENG 120	Advanced Composition	3
MTH 131	College Algebra	3
MTH 140	Statistics	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

3 semester credit hours

CIS 115	Computer Applications	3

Program Information

Associate of Applied Science

Baking and Pastry Arts

Program Overview

Baking and pastry skills are considered an area of specialty within the field of culinary arts. A variety of food service employers, including bakeshops, grocery stores, restaurants, hotels/resorts, and contract dining facilities, employ individuals with the sole purpose of preparing baked goods on-site. Additionally, baking positions are available in manufacturing facilities which produce breads and pastries in large quantities for distribution. The graduate of the program may work in a variety of positions from entry level to lead baker or pastry chef. The industry grants exceptional opportunities for advancement, with favor given to those individuals with exemplary work ethic and experience. At present, there is an industry need for skilled and work-place ready bakers. Students in the Associate of Applied Science in Baking and Pastry Arts program will be taught skills in:

- Foundational methods and techniques used throughout the baking and pastry industry
- Ensuring a safe and sanitary bake shop
- Baking and pastry recipe development and execution for various production levels
- Alternative baking techniques to accommodate specialty diets and allergies.

Program Outcomes

The objective of the Baking and Pastry Arts Degree program is to educate and train prospective bakers with the knowledge, skills and abilities necessary to compete for employment in the baking and pastry field. Upon successful completion of this degree program graduates will be able to:

- Apply sound judgment and ethical practices in the professional baking and pastry environment.
- Apply ServeSafe standards to insure a safe and secure bakeshop.
- Apply learned baking and pastry technical and analytical skills.
- Communicate effectively to various audiences.
- Practice continuous improvement in the Baking and Pastry Arts.
- Collaborate effectively with team members to achieve success.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/culinary/program/baking-and-pastry-arts-diploma/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

About Baking and Pastry Arts

A career in the Baking and Pastry Arts allows you to use your creative, intellectual, and leadership skills in creating, preparing, and serving food that your customers will enjoy. Demand is high for qualified baking personnel and can be global- there are no geographic boundaries. In addition to designing and preparing fine baked goods, bakers may be responsible for managing staff, budgeting, setting menu prices, forecasting production quantities, ordering product, and maintaining a safe, clean kitchen area. Depending on the student's work ethic, experience, and dependability, the graduate may work as an entry level or lead baker or pastry chef with exceptional opportunity for advancement.

Working in a baking position is physically very demanding. Long periods of standing, lifting heavy objects and long periods between breaks are not uncommon in the industry. Hepatitis A vaccination may be required.

Background checks, drug screening and/or security clearances may be requirements for employment depending on the food service outlet.

Recommended Certifications

Students will have the opportunity to earn the ServSafe Food Protection Manager and ServSafe Alcohol Certificates as a result of their studies. Additionally students enrolled in the Baking and Pastry Arts programs will have the opportunity to earn their Baking Certificate by passing the National Restaurant Association Educational Foundation (NRAEF) Baking Exam during their capstone course.

Program Information

Program Outline

Associate of Applied Science in Baking and Pastry Arts

60 semester credit hours
4 semesters/15 months

Program Requirements

Core Curriculum

42 semester credit hours

BPA 110	Principles of Baking and Pastry Arts	2
BPA 120	Basic Cakes and Tarts	2
BPA 130	Artisan Breads and Viennoiserie	4
BPA 225	Chocolate and Confectionary Artistry	2
BPA 235	Advanced Pastry Design	2
BPA 245	Alternative Baking	2
BPA 265	Petit Fours, Custards and Glaciers	2
BPA 275	Baking and Pastry Capstone	4
CAA 105	Culinary Skills	2
CAA 110	Culinary Techniques	2
CAA 115	Kitchen Essentials	3
CAA 120	Culinary Fundamentals	2
CAA 201	Banquet and Buffet Service	2
CAA 255	Procurement and Food Service Cost Control	3
CAA 260	Culinary Nutrition	3
CAA 270	Supervision for Food Service	3
CAA 280	Externship-CUL I-a	1
CAA 285	Externship-CUL I-b	1

Arts and Sciences*

15 semester credit hours

COM 115	Principles of Communication	3
ENG 110	College Composition	3
HUM 205	Culture and Diversity	3
MTH 120	College Mathematics	3
PSY 105	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

3 semester credit hours

CAA 100	Essentials for Success	3

Program Information

Program Outline

Diploma in Baking and Pastry Arts

38 semester credit hours
3 semesters/10 months

Program Requirements

Core Curriculum

35 semester credit hours

BPA 110	Principles of Baking and Pastry Arts	2
BPA 120	Basic Cakes and Tarts	2
BPA 130	Artisan Breads and Viennoiserie	4
BPA 225	Chocolate and Confectionary Artistry	2
BPA 235	Advanced Pastry Design	2
BPA 245	Alternative Baking	2
BPA 265	Petit Fours, Custards and Glaciers	2
BPA 275	Baking and Pastry Capstone	4
CAA 115	Kitchen Essentials	3
CAA 201	Banquet and Buffet Service	2
CAA 255	Procurement and Food Service Cost Control	3
CAA 260	Culinary Nutrition	3
CAA 270	Supervision for Food Service	3
CAA 280	Externship-CUL I-a	1

Self-Integration

3 semester credit hours

CAA 100	Essentials for Success	3

Program Information

Associate of Applied Science

Culinary Arts

Program Overview

The College of Culinary Arts, Culinary Institute of Virginia, educational program prepares students for success in the competitive field of food service. The program prepares students for entry level positions in the food service industry. Emphasis is placed on the development of professional culinary skills through standards-based, hands-on training. The Associate of Applied Science Degree in Culinary Arts students will be taught skills in:

- Foundational methods and techniques used throughout the foodservice industry
- Culinary and baking recipe development and execution
- Ensuring a safe and sanitary kitchen
- Applying purchasing, nutrition and supervision concepts in the foodservice environment

Program Outcomes

The objective of the Culinary Arts Degree program is to educate and train prospective culinarians with the knowledge, skills, and abilities necessary to compete for employment in the Culinary Arts field. Students will be able to demonstrate the attributes of a good cook including stamina, dexterity, hand-eye coordination, timing, and the ability to work well with others. Students learn restaurant management skills and proper ways to serve food to restaurant patrons. In order to manage the food preparation environment and collaborate with other food service professionals, each student will develop their oral and written communication skills. Upon successful completion of this degree program, graduates will be able to:

- Apply sound judgment and ethical practices in the culinary environment
- Apply ServeSafe standards to insure a safe and secure foodservice outlet
- Apply technical and analytical skills as they relate to foodservice
- Communicate effectively to various audiences
- Practice continuous improvement in the Culinary Arts
- Collaborate effectively with team members to achieve success

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/culinary/program/culinary-arts-associate-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

About Culinary Arts

A career in the Culinary Arts allows you to use your creative skills in creating, preparing, and serving food that your customers will enjoy. Demand for qualified foodservice personnel can be global, there are no geographic boundaries. Culinarians plan and cook menus combining flavor profiles in ways that make memorable meals while maintaining a safe, clean kitchen area. Depending on the student's work ethic, experience, and dependability, the graduate may work as a cook, pantry cook, banquet cook, line cook, or sous chef, with exceptional opportunity for advancement.

Working in a food service position is physically very demanding. Long periods of standing, lifting heavy objects and long periods between breaks are not uncommon in the industry. Hepatitis A vaccination may be required.

Background checks, drug screening and/or security clearances may be requirements for employment depending on the food service outlet.

Recommended Certifications

Students may obtain the National Restaurant Association Educational Foundation (NRAEF) ServSafe Food Protection Manager and ServSafe Alcohol certifications as a result of their studies. The Culinary Institute of Virginia is accredited by the American Culinary Federation. Upon successful completion of the program, students are eligible to apply for initial certification of Certified Culinarian.

Program Information

Program Outline

Associate of Applied Science in Culinary Arts

60 semester credit hours
4 semesters/15 months

Program Requirements

Core Curriculum

42 semester credit hours

CAA 105	Culinary Skills	2
CAA 110	Culinary Techniques	2
CAA 115	Kitchen Essentials	3
CAA 120	Culinary Fundamentals	2
CAA 130	Pantry Kitchen	2
CAA 140	Introduction to a La Carte	2
CAA 150	Baking and Pastry Fundamentals	2
CAA 200	Meat Selection and Utilization	2
CAA 205	Front-of-House Management	3
CAA 210	Garde Manger	2
CAA 215	A La Carte	3
CAA 230	Advanced Baking and Pastry Arts	2
CAA 240	International Cuisine	2
CAA 255	Procurement and Foodservice Cost Control	3
CAA 260	Culinary Nutrition	3
CAA 270	Supervision for Food Service	3
CAA 280	Externship-CUL I-a	1
CAA 285	Externship-CUL I-b	1
CAA 290	Externship-CUL I-c	1
CAA 295	Externship-CUL I-d	1

Arts and Sciences*

15 semester credit hours

COM 115	Principles of Communication	3
ENG 110	College Composition	3
HUM 205	Culture and Diversity	3
MTH 120	College Mathematics	3
PSY 105	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

3 semester credit hours

CAA 100	Essentials for Success	3

Program Information

Program Outline

Diploma in Culinary Arts

45 semester credit hours
3 semesters/12 months

Program Requirements

Core Curriculum

42 semester credit hours

CAA 105	Culinary Skills	2
CAA 110	Culinary Techniques	2
CAA 115	Kitchen Essentials	3
CAA 120	Culinary Fundamentals	2
CAA 130	Pantry Kitchen	2
CAA 140	Introduction to a La Carte	2
CAA 150	Baking and Pastry Fundamentals	2
CAA 200	Meat Selection and Utilization	2
CAA 205	Front-of-House Management	3
CAA 210	Garde Manger	2
CAA 215	A La Carte	3
CAA 230	Advanced Baking and Pastry Arts	2
CAA 240	International Cuisine	2
CAA 255	Procurement and Foodservice Cost Control	3
CAA 260	Culinary Nutrition	3
CAA 270	Supervision for Food Service	3
CAA 280	Culinary Externship I	1
CAA 285	Culinary Externship II	1
CAA 290	Culinary Externship III	1
CAA 295	Culinary Externship IV	1

Self-Integration

3 semester credit hours

CAA 100	Essentials for Success	3

Program Information

Associate of Applied Science

Culinary Arts and Applied Nutrition

Program Overview

The Associate of Applied Science degree in Culinary Arts and Applied Nutrition prepares students for success in the competitive field of food service. The program prepares students to develop specialized skills needed by employers in the hospitality and healthcare industries. Emphasis is placed on the science behind culinary nutrition and dietary management while also developing fundamental culinary skills through hands-on training. The Associate of Applied Science Degree in Culinary Arts and Applied Nutrition students will be taught skills in:

- Culinary skills and techniques
- Nutrition and dietary management
- Culinary operations management

Program Outcomes

The Culinary Arts and Applied Nutrition program is designed to educate and train culinarians to compete for employment in food service operations that specialize in nutrition based menus and specialized diets. Graduates of the program will be able to:

- Apply sound judgment and ethical practices in the professional food service environment.
- Apply ServSafe standards to insure a safe and secure workplace.
- Apply learned culinary technical and analytical skills.
- Communicate effectively to various audiences.
- Practice continuous improvement in culinary arts and dietetics.
- Collaborate effectively with team members to achieve success.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/programs/culinary-nutrition-associate-degree) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/)

About Culinary Arts and Applied Nutrition

A wide range of career opportunities exist in the field of culinary nutrition. The ability to design and prepare appealing menus that may have to meet the strictest of dietary guidelines requires a combination of nutritional knowledge, culinary skills, and creativity. This specialized skill set can be applied in highly regulated clinical operations, such as hospitals to preparing meals for an individual's specialty diet as a personal chef.

Working in a food service position is physically very demanding. Long periods of standing, lifting heavy objects and long periods between breaks are not uncommon in the industry. Additionally, the student should possess the following:

- Near vision: The ability to see details at close range (within a few feet of the observer).
- Visual color discrimination: The ability to match or detect differences between colors, including shades of color and brightness.
- Arm-Hand Steadiness: The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Physical stamina: The ability to stand for extended periods of time.
- Physical strength: The ability to life and transport up to 50 pounds.
- Hepatitis A vaccination is required.

Background checks, drug screening and security clearances may be requirements for employment depending on the food service outlet.

Recommended Certifications

No specific certifications are required for entry level career positions. Students will have the opportunity to earn a ServSafe Food Handler Certificate during their sanitation coursework. Upon completion of the Dietary Management Capstone, students will have the opportunity to sit for the Certified Dietary Manager (CDM) exam. This nationally recognized credential validates competency in performing the responsibilities of a dietary manager.

Program Information

Program Outline

Associate of Applied Science
Culinary Arts and Applied Nutrition

60 semester credit hours
4 semesters/15 months

Program Requirements

Core Curriculum
42 semester credit hours

BPA 245	Alternative Baking	2
CAA 105	Culinary Skills	2
CAA 110	Culinary Techniques	2
CAA 115	Kitchen Essentials	3
CAA 120	Culinary Fundamentals	2
CAA 130	Pantry	2
CAA 140	Introduction to A La Carte	2
CAA 150	Baking and Pastry Fundamentals	2
CAA 200	Meat Selection and Utilization	2
CAA 240	International Cuisine	2
CAA 255	Procurement and Food Service Cost Control	3
CAA 260	Culinary Nutrition	3
CAA 280	Externship-CUL I-a	1
CAA 285	Externship-CUL I-b	1
NUT 110	Introduction to Dietary Management	3
NUT 210	Menu Development in Culinary Nutrition	3
NUT 220	Applied Concepts in Culinary Nutrition	2
NUT 230	Customer Service Management in Culinary Nutrition	3
NUT 240	Dietary Management Capstone	2

Arts and Sciences*
15 semester credit hours

COM 115	Principles of Communication	3
ENG 110	College Composition	3
HUM 205	Culture and Diversity	3
MTH 120	College Mathematics	3
PSY 105	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration
3 semester credit hours

CAA 100	Essentials for Success	3

Arts and Sciences Curriculum

Arts and sciences coursework provides the foundational skills necessary for success in all fields; ECPI University places significant emphasis upon the Arts and Sciences core in each program offered. The Arts and Sciences component of the curricula at ECPI University has been designed with the intention of fulfilling the University's mission to "promote the enhancement of each student's professional and personal life through education." In order to prepare students for successful careers, the Arts and Sciences courses provide students with opportunities to demonstrate collegiate-level critical thinking and problem-solving skills. Additionally, they give students a firm foundation for lifelong learning in the sciences and in the humanities. The faculty carefully designed the Arts and Sciences curriculum so that it provides a rich context to the students' program-related studies.

The associate's and bachelor's degrees include a minimum of 25 percent of the curriculum in the arts and sciences.

The Arts and Sciences curriculum includes the following program-level outcomes:

Associate of Science and Associate of Applied Science Degrees

The courses required in the Arts and Sciences core for all degree programs cover topics in mathematics/natural science, humanities, and social sciences. Students pursuing an Associate of Science or Associate of Applied Science degree are required to successfully complete the following courses:

Humanities	HUM205 Culture and Diversity	3 semester credits
Social/Behavioral Sciences (except AAS Nursing)	PSY105 Introduction to Psychology OR SOC100 Introduction to Sociology	3 semester credits
Social/Behavioral Sciences – AAS Nursing	SOC100 Introduction to Sociology	3 semester credits
Mathematics	MTH131 College Algebra OR MTH120 College Mathematics – offered for Culinary Arts AND certain Health Sciences concentration areas	3 semester credits
Communication Skills	ENG110 College Composition AND COM115 Principles of Communication	6 semester credits

Upon successful completion of the arts and sciences requirements at the associate's level, students will be able to:

- Demonstrate effective oral and written communication skills for informational, expressive and persuasive purposes. (Communication)
- Gather and analyze data, draw conclusions, formulate a hypothesis, and reason deductively based on quantitative information. (Scientific Reasoning)
- Collaborate within a diverse group to accomplish a common goal. (Teamwork/Interpersonal)
- Demonstrate the ability to think objectively and solve problems. (Analytical Reasoning)
- Use an interdisciplinary approach to exhibit professional, ethical, and civic responsibilities. (Human Behavior and Cultural Diversity)
- Form a foundation for interaction in the global community by examining cultural and social influences on human perspectives and behavior. (Studies in Humanities)

Bachelor of Science Degrees

The courses required in the Arts and Sciences core for all degree programs cover topics in mathematics/natural science, humanities, and social sciences. Students pursuing a Bachelor of Science degree are required to successfully complete the following courses:

Humanities	HUM205 Culture and Diversity	3 semester credits
Social/Behavioral Science (except Business Administration)	PSY105 Introduction to Psychology OR SOC100 Introduction to Sociology AND PSY220 Positive Psychology OR ECO201 Macroeconomics.	6 semester credits
Social/Behavioral Science – Business Administration	PSY105 Introduction to Psychology OR SOC100 Introduction to Sociology AND PSY220 Positive Psychology	6 semester credits
Mathematics – Electronics Engineering Technology	MTH131 College Algebra AND MTH200 Pre-calculus	6 semester credits
Mathematics – College of Business and Criminal Justice	MTH131 College Algebra AND MTH140 Statistics	6 semester credits
Mathematics – other Colleges and Programs	MTH131 College Algebra AND MTH140 Statistics OR MTH200 Pre-calculus	6 semester credits
Communication Skills	ENG110 College Composition, ENG120 Advanced Composition AND COM115 Principles of Communication	9 semester credits
Capstone	CAP480 Arts and Sciences Capstone	3 semester credits

Upon successful completion of the arts and sciences requirements at the baccalaureate level, students will be able to achieve all of the outcomes of the associate's level arts and sciences outcomes as well as:

- Compose written communication that incorporates research and demonstrates rhetorical awareness.
- Synthesize knowledge and skills across the fields of study addressed by the core curriculum.
- Assess quantitative data as applied to real-world problems.

Students in most degree programs will also take at least one natural science course. The following are the required courses for degree programs that include a natural science:

Electronics Engineering Technology, Diagnostic Medical Sonography, Criminal Justice	PHY120 Physics AND PHY120L Physics Lab	4 semester credits
Business Administration, other College of Technology programs	PHY120 Physics and PHY120L Physics Lab OR BIO122 Environmental Biology AND BIO122L Environmental Biology Lab	4 semester credits
College of Health Science	BIO250 Epidemiology AND BIO250L Epidemiology Lab OR BIO101 Human Anatomy and Physiology I OR BIO111 Anatomy and Physiology w/ Terminology AND BIO111L Anatomy and Physiology w/ Terminology Lab	3-4 semester credits

Some programs in the health sciences may require additional courses in anatomy and physiology, microbiology, or prerequisite courses in chemistry.

Self-Integration courses

In addition to the listed courses, students also enroll in additional courses designed to help them learn valuable research skills, become more technically literate, and initiate successful career searches.

All students are required to take FOR110 (Essentials for Success), or an equivalent orientation course, that helps students learn to use the learning resources available to them at ECPI. They may also take CIS106 (Introduction to Operating Systems) and CIS115 (Computer Applications) so that they are comfortable with using the technologies available to them at school and at work . Near the end of their academic careers, students take a Career Orientation course, where they learn a variety of professional skills, including how to complete an interview process successfully and how to prepare effective resumes.

Transfer Credit in Arts and Sciences

Students who have completed Arts and Sciences (General Education) courses at other postsecondary education institutions may have their courses evaluated for transfer credit. ECPI requires specific arts and sciences courses to support program and University core outcomes, and transfer credits are evaluated with those requirements in mind. Therefore, students may not be able to transfer all their previously earned credits in Arts and Sciences to ECPI University.

ACADEMIC POLICIES

The following academic policies apply to all students attending ECPI University. Additional policies for students pursing a graduate degree are included in this *Catalog* under the Graduate Program Policies. Students pursuing health science programs at the ECPI University College of Health Science, Medical Careers Institute, must also refer to their program handbook for additional policies. The following health science programs have program-specific policy handbooks: Dental Assisting, Diagnostic Medical Sonography, Medical Radiography, Nursing (diploma, associate's and bachelor's degree programs), and Physical Therapist Assistant.

Academic Calendar/Year Definition

The University operates on a semester system and instruction is typically offered in five-week terms. Three consecutive five-week terms comprise a student's semester. The ECPI academic year is 24 semester credits and 30 weeks.

A week is defined as seven consecutive calendar days beginning on Monday at 12:00 a.m. Eastern Time and ending on Sunday at 11:59 p.m. Eastern Time.

Academic Course Load / Overload

To complete the program requirements in a timely manner, students must carry a minimum load of 12 semester credit hours and a maximum of 18 semester credit hours per semester. This course load is considered full time.

The following minimum course loads apply to undergraduate students:

Full time students:	12 semester credit hours
Three-quarter time students:	at least 9 semester credit hours
Half-time students:	at least 6 semester credit hours

The maximum course load recommended for students is 6 credit hours (approximately 2 classes) per term; however, Career Orientation (COR090, COR101, COR191) may be taken as a third course without being considered an overload.

Taking an academic overload is highly discouraged; however, a student can request additional courses on a limited, case-by-case basis. To be considered for an academic overload, the student must meet the following criteria:

- Completed at least 18 semester hours
- Earned at least a 3.2 GPA
- Submitted the Academic Overload Request Form

If the student seeks to enroll in an online course as part of the overload, the student must demonstrate competency within the online environment by either satisfactorily completing the online orientation or by demonstrating successful completion of a previous online course.

Students who take an academic overload consisting of more than two courses in a term may reduce their eligibility for financial aid assistance in future semesters, which may result in greater out-of-pocket expenses. There will be an additional charge in the semester that the overload course is taken if the student takes more than 18 credits. Therefore, each student is responsible for checking with the Financial Aid office to determine the impact of schedule changes.

Academic Freedom

ECPI University supports the freedom of the faculty and students to exchange ideas, examine all aspects of issues, and question assumptions in order to develop the skills and understanding necessary for graduates to qualify for employment in appropriate occupations and to assume positions as responsible members of a democratic society. The ECPI University Board of Trustees requires the exercise of responsible judgment to ensure academic freedom at the University.

Academic Scheduling

A student may begin most programs during any semester; restrictions typically apply in programs in which a maximum number of students are specified. The required courses, course prerequisites, and clinical requirements, where applicable, may be found in each program description section of the *Catalog*.

ECPI University seeks to graduate students on a timely basis. In an effort to assist students as they progress toward graduation, a combination of on-campus, online, and hybrid classes are provided. Low enrollments or other factors may require the school to cancel or reschedule on-campus courses. In addition, some courses may not be offered on-campus within an academic year. Students who need courses that are not available on-campus may choose to take courses delivered online or in a hybrid format, if available.

ECPI reserves the right to adjust class schedules to meet student needs and the availability of faculty, classroom, equipment, parking, and facilities.

Add/Drop Period

The add/drop period refers to the period of time during which a student may add, drop, or reenroll late in a given term without academic penalty. Add/drops may occur only during Week 1 of the current term. Students who wish to add/drop classes must consult with the Academic Program Director prior to making any schedule changes. Depending on the class

size and/or schedule, changes to an individual student's schedule may not be possible.

Students who drop a course and do not replace it with another may have financial aid eligibility, veterans' benefits, or other financial aid negatively impacted. Therefore, the student is responsible for consulting with Financial Aid to determine any implications of course load changes to the financial aid package. In addition, changes may affect the student's satisfactory academic progress.

Attendance Policy

ECPI believes students should follow a policy of regular attendance and punctuality to receive the maximum benefit from an ECPI education and to develop the work habits and personal qualities highly valued by employers. Therefore, students are expected to attend all regularly scheduled class meetings. The student should attempt to notify the faculty member assigned to the course by telephone or email in advance of any anticipated absence. Faculty and staff may likewise contact the student if the student is absent.

On the first day of class for each course, the faculty member will make the course syllabus available, which includes the specific attendance policy and opportunities, if any, to make up missed assignments for that course. Please see the Late Assignments and Make up Tests and Re-tests section of this Catalog or the College of Health Science program handbook for specific program policies.

Faculty members may request an Academic Review Board for a student whose absences from class interfere with the student's ability to meet course objectives. Action may result in the student being removed from the course, probation, or suspension. If a pattern of excessive absences is identified, an Academic Review Board review may be conducted.

Late Arrivals and Early Departures. Students are encouraged to contact the faculty member for the course by telephone or email if the student anticipates being late for class. Being tardy is defined as student arrival after class attendance has been taken. Leaving prior to class dismissal is considered early departure. Students are not allowed to disrupt academic processes and, at the faculty member's discretion, admission to a class may be denied to tardy students until the next class break. Late arrivals and early departures may affect a student's record of attendance.

Online Classes. Online course attendance is taken twice per week on Tuesdays and Fridays at 10am Eastern Time. At each attendance checkpoint, a student will be marked as having attended for the period between the previous checkpoint and current one if the student has submitted work that will receive a grade for one of the following actions located in the learning management system during the period:

- Attendance checkpoint
- Post to a discussion forum
- Submit an assignment
- Take a quiz or test

A variety of learning activities and assessments are required for successful completion of an online course. Please be aware that earning attendance does not constitute earning a passing grade.

Any student that does not attend the course in Week 1 will be unregistered from the course by Day 1 of Week 2. Specific course requirements are provided in the online course sites.

Awards and Recognitions

Awards are periodically presented to undergraduate students for academic achievement. These awards become part of a student's permanent record that is available for release to prospective employers.

Dean's List. A student may be named to the Dean's List for exceptional academic performance covering three consecutive terms designated by the local campus. The student must be enrolled at least three-quarter time for the three terms and have achieved a minimum Cumulative Grade Point Average (CGPA) of 3.7.

Attendance Award. A student may earn an attendance award for class attendance covering three consecutive terms designated by the local campus. To earn the award, a student must have had perfect attendance for each class taken during the three-term period.

Graduation with honors. To be eligible for graduation with honors, a student seeking an undergraduate academic degree must earn a CGPA of 3.7 or higher and receive a recommendation by the Academic Program Director. Honor graduates will be recognized at the annual commencement exercises and the honors distinction appears on transcripts and the degree for associates and bachelor's degrees. The University bestows the following graduation honors:

Degree Honors for Undergraduates:

Summa Cum Laude	3.90-4.00
Magna Cum Laude	3.80-3.89
Cum Laude	3.70-3.79

It is the student's responsibility to confirm any awards or special recognition that may be due at graduation with the campus Student Records Coordinator (or equivalent) prior to the commencement exercises.

Change of Program

Students will be allowed one change of program and the student may change his or her program at any point of his or her enrollment. The following changes are NOT considered a change of program:

- Change from a day to evening version of the same program
- Change from an associate's to a bachelor's degree in the same program
- Change from one concentration to another concentration within the same program

Students who wish to change a program will be required to meet all the admissions requirements of the new program, including admissions assessments. A written request for a change of program must be submitted to the campus Student Records Coordinator. Evaluation of the student's transcripts, GPA, and attendance is initiated by the Student Records Coordinator through the appropriate academic department(s). If the change of program is approved, the student must sign a new Enrollment Agreement and an administrative processing fee may be assessed for the change of program. The change of program is effective starting the term following the approval of a submitted request, subject to course availability.

Certain programs within the College of Health Science have established enrollment limits that may not permit a change of program or concentration.

Please see the Satisfactory Academic Progress policy for additional information on how a change of program may affect the student's financial aid eligibility, financial aid package, and/or academic progress.

Class Availability

Not all courses are offered each term or semester. ECPI reserves the right to cancel any scheduled class if ten or fewer students are registered. A student who withdraws or fails a course, changes programs, or interrupts his/her studies may experience a delay(s) in program completion due to the availability of required courses outside the sequence of scheduled courses.

Class Standing

Class standing is determined by credits earned, according to the following criteria:

Freshman:	0 – 23 semester credit hours earned
Sophomore:	24 – 47 semester credit hours earned
Junior:	48 – 71 semester credit hours earned
Senior:	72 or more semester credit hours earned

Foundational courses are not included when determining class standing and academic progression.

Course Requirements

Requirements for each course are included in the course syllabus, which is reviewed with the class by the faculty member on the first day of the course.

Course Waiver/Substitution

A prerequisite course or a required (for-credit) course for a program may be waived or substituted upon the recommendation and approval of the appropriate Academic Program Director, Campus Director of Academic Affairs or the approval of the Campus President. Documentation of the waiver or substitution must be filed in the student's academic record.

Credit/Contact Hours

A class contact hour consists of 60 minutes with at least 50 minutes of scheduled instruction in a class, lab, lecture, test, examination, externship/internship, clinical or preceptorship experience. Occasionally, additional class contact hours may be required for class completion without additional credit.

Credit for most ECPI courses in degree and diploma programs in Virginia, North Carolina, and South Carolina are calculated on a semester credit hours basis, using the following conversion:

- One (1) semester credit hour is awarded for 15 lecture clock hours.
- One (1) semester credit hour is awarded for 30 laboratory clock hours.
- One (1) semester credit hour is awarded for 45 externship/ internship, clinical or preceptorship clock hours.

Credit for ECPI courses in practical nursing diploma programs in Virginia and South Carolina are calculated on a semester credit hours basis, using the following conversion:

- One (1) semester credit hour is awarded for 30 lecture or laboratory clock hours
- One (1) semester credit hour is awarded for 45 externship/ internship, clinical or preceptorship clock hours

Credit for ECPI courses in practical nursing diploma programs in North Carolina are calculated on a semester credit hours basis, using the following conversion:

- One (1) semester credit hour is awarded for 32 lecture or laboratory clock hours
- One (1) semester credit hour is awarded for 48 externship/internship, clinical or preceptorship clock hours.

Grades and Grading Policies

ECPI utilizes the following grading scale:

Letter Grade	Numerical Grade Equivalent	**Quality Points**
A	93 - 100	4
A-	90 - 92	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 – 82[Note 1]	2.7
C+	77 - 79	2.3

C	73 - 76[Note 2]	2
C-	70 - 72	1.7
D	65 - 69	1.0
F	64 and below	0

Letter Grade	Other designations	Quality Points
AS	Advanced Standing	Not computed
F	Attempted/Withdrawal	0
I	Incomplete	Not computed
ME	Credit for Military Experience	Not computed
NP	Not Passed	Not computed
P	Passed	Not computed
T	Transferred credit from academic institution	Not computed
TO	Tested Out	Not computed
W	Attempted/Withdrawal during add/drop	Not computed

Any previous grading scale(s) are identified on the Transcript Key.

Notes:

1. A score of 80 is passing for graduate students, Practical Nursing, core courses and COR101 in Associate Degree Nursing, and medical BIO courses including BIO105/ BIO105L Microbiology, BIO111/111L Anatomy & Physiology I with Medical Terminology, BIO116/116L Anatomy & Physiology II with Medical Terminology. Grades earned below the minimum of 80 in all of the above courses will be awarded an F.
2. A minimum of 73 is required for courses with the following prefixes: DEN (Dental Assisting), DMS (Diagnostic Medical Sonography), HIM (Health Information Management), HCA and LTC (Healthcare Administration), RAD (Medical Radiography), PTA (Physical Therapist Assistant), and SUR (Surgical Technology) programs. NUR courses in the BSN program require a minimum grade of 73. A minimum of 73 is required for the following courses: Medical Assisting courses: MED158, MED159, MED229, MED232, MED239 and Massage Therapy courses: MTP107, MTP110, MTP114, MTP115. Grades earned below the minimum of 73 in all of the above courses will be awarded an F.

Withdrawal Grades. A student may withdraw without academic penalty from any course during the add/drop period of each term. The assigned grade of "W" is not included in the calculation of any grade point average. The student will be permitted to withdraw and receive a "W" the first and second attempt of the specific course; however, the student is not permitted to withdraw from the third and final attempt.

Incomplete grades. Incomplete ("I") grade may be assigned at the faculty member's discretion upon request by the student to permit the student time to complete required coursework which s/he was prevented from completing in a timely manner due to non–academic reasons. The faculty member may require the student to document the request to assist in the decision. The "I" grade should be considered only when the student has the potential to earn a passing grade if the missing work is made up.

To be eligible for an "I" grade, the student must have a passing grade in the course at the time of the request, based upon the required coursework up to that point and must have completed at least 75 percent of the course work. All incomplete work must be completed within the first week of the following term; exceptions must be approved by the Campus Director of Academic Affairs or his/her designee. When the work is completed, the faculty member will submit a grade change form with the final grade earned. If the work is not completed within the prescribed time frame, the "I" will automatically change to a permanent "F" grade. The student will be informed of the final grade assigned.

Final grades. Once the grades are posted, they will become final on the last day of the following term's add/drop period, unless a student appeals the grade. See the Grades Report Appeals and Grade Report sections of this *Catalog* for information on appealing a final grade.

Grade Report Appeals

A student who wishes to challenge a grade on a test/assignment or the final grade in a course must follow the steps outlined below to appeal the grade:

- The student must first try to resolve the difference with the faculty member involved (online students should email the faculty member). If the faculty member agrees to the student's request, the faculty member will make the appropriate change in the grade book or submit a grade change through the Campus Director of Academic Affairs. If the student agrees with the faculty member's decision, the matter is considered resolved and no further action is taken.
- If a satisfactory solution cannot be reached between the student and the faculty member, the student may submit a written grade appeal to the Program Director by the end of the add/drop period of the subsequent term.
- Upon the determination of the Program Director, if a satisfactory solution is not reached, the student has a final appeal available through the Campus Director of Academic Affairs or his/her designee. This appeal must be filed within five calendar days of the Program Director's decision. The Campus Director of Academic Affairs or his/her designee will investigate the facts of the case and make a decision in writing regarding the grade within seven days of receiving the appeal. The decision of the Campus Director of Academic Affairs or his/her designee regarding a grade appeal is final.

Grade Reports of Dependent Students. Parents or guardians of dependent students are an integral part of the enrollment process and subsequent educational process and success of their child/dependent. ECPI wants to maintain a relationship with parents and guardians while developing a supportive working relationship with the student, which will be important to the student's professional and personal growth and

development. A dependent student may request that his/her grade reports be sent to his/her parents or guardians by submitting a written request to the Student Records Coordinator.

Grade Reports of Independent Students. Grade reports for independent students are available to the student only. However, an independent student may request that his/her grade reports be sent to his/her parents, guardians, or any other third party by submitting a written request to the Student Records Coordinator..

Graduation Requirements

To meet graduation requirements, undergraduate students must:

- Provide proof of high school/GED completion;
- Complete a Graduation Exit Checklist;
- Comply with the Satisfactory Academic Progress Policy standards;
- Meet program attendance and residency requirements;
- Earn required hours, by passing each subject required for the program;
- Achieve all applicable skill proficiencies;
- Comply with the financial terms of enrollment; and
- Satisfactorily resolve any outstanding obligations on the student account or library account.

The University has the right to set or change all academic standards and all students are required to meet those standards to be considered as successfully completing their program.

It is important that students confirm completion of all graduation requirements with the Campus Student Records Coordinator. Students also should confirm if any awards or special recognition are due at commencement prior to the commencement ceremony. Students should not assume they are graduating until they have completed the Graduate Exit Checklist and are cleared for graduation.

Degrees and diplomas are processed approximately six to eight weeks after completion of all graduation requirements; however, official transcripts, diplomas and degrees will not be released until all financial obligations are met.

Please see the Commencement section of this *Catalog* for information regarding the commencement ceremony.

Honor Code

The honor code at ECPI is based upon individual integrity. This code assumes that each student accept his/her role in the academic community with a feeling of self-respect and duty.

> ***The Honor Code states:*** I pledge to support the Honor Code of ECPI and will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community it is my responsibility to turn in all suspected violators of the honor code. I understand that any failure on my part to support the Honor System will be turned over to a Judicial Review Board for review. I will report to a Judicial Review Board hearing if summoned.

Each student attending ECPI is required to sign the Honor Code as part of his/her Enrollment Certification. Therefore, it follows that work submitted by a student must be his/her own work. Suspected violations of the Honor Code should be reported either to the Academic Program Director, Campus Director of Academic Affairs, or the Campus President. If the Judicial Review Board (refer to the *Catalog* section that defines this board) determines that a violation of the Honor Code has occurred, the offending student will be disciplined, up to and including involuntary dismissal from the University.

Independent Study

Independent study is defined as a non-traditional format for learning. It is an option designed to meet the needs of a student who must complete a course that would not otherwise be offered during a specific term. An independent study course meets the same learning objectives as the traditional version of the course. A student may be scheduled for an independent study for a particular course if the student has no prior failures or withdraws for that particular course. Independent study is utilized only when no other course offerings are available or extenuating circumstances exist that would prohibit regular course completion.

Enrollment in an independent study course is subject to the approval of the Campus Director of Academic Affairs. Not all of the University's courses are available for independent study. It is recommended that the student have a CGPA of 3.0 or above to be eligible for an independent study.

Meetings with the faculty member are at the faculty member's discretion. Grading are as outlined in the course syllabus. Examination dates are on a schedule agreeable to both the faculty member and student. Independent study must be completed during the term in which it is scheduled. A student may not receive an "I" grade for a course scheduled as an independent study.

Prerequisites for each course, as listed in this *Catalog*, must be successfully completed prior to enrollment in an independent study course. Textbooks and other support materials for a course scheduled as independent study are the same as described in the course syllabus.

Late Assignments

A student who has a documented, approved absence will have the opportunity to earn full credit for any missed assignments that are submitted late. Assignments turned in late due to a documented absence will be graded as initially assigned. A reasonable deadline for completion of the late work will be established by the instructor.

Late assignments due to an undocumented absence will lose 10 percent for each day the assignment is late. For example, if a student has an undocumented absence for Monday's class and submits the assignment on Tuesday, the highest grade the assignment can receive is a 90. If submitted the following class meeting (Wednesday in this case or 2 days later), the highest grade the assignment can receive is an 80.

In online classes, the late assignment policy is located in the Online Policy and Procedures section of the learning management system.

Please see the College of Health Science program handbook for late assignment policies applicable to the following programs: Dental Assisting, Diagnostic Medical Sonography, Medical Radiography, Nursing (diploma, associate's and bachelor's degree programs), and Physical Therapist Assistant.

Late Registration

Students seeking late entrance into a class must do so within the add/drop period of the term. The student is responsible for all work missed but will not receive attendance for days missed.

Leave of Absence Policy

ECPI offers undergraduate students who are in good standing the opportunity to request an academic leave of absence. The academic leave of absence is designed for the student who must temporarily suspend his/her academic endeavors at ECPI for one or more terms/semester, but intends to return at a later date. Reasons for granting a leave of absence may include, but are not limited to, serious student medical problems, pregnancy, military duty (see section below on military leaves of absence), or the death or serious illness of an immediate family member. Students must submit requests for leaves of absence in writing to the Campus Student Records Coordinator or Student Success Coordinator. All requests must be approved. Leave of absence status must be requested before the beginning of the term for which the leave is desired except in the case of serious medical emergencies. A leave of absence may extend until the next scheduled term or a longer period if approved by the University, up to a maximum of 180 days.

A student is normally allowed only one leave of absence in any 12-month period; however, the University may grant an additional leave of absence for unforeseen circumstances. If an additional leave of absence is approved, the combination of these leaves may not exceed 180 days within an academic year. While on an approved leave of absence, the student retains the right to use certain campus facilities, such as the ECPI Library.

A student who does not return to class at ECPI within six months of the approved leave of absence may find that the grace periods for student loans has expired and that the loans are in repayment. A student who needs to take a leave of absence and any student who returns from a leave of absence must make an appointment with the Campus Financial Aid Advisor to avoid jeopardizing their financial aid eligibility and/or to reinstate eligibility.

If a student does not return from an approved leave of absence or the leave of absence expires prior to the student's return, the student will be withdrawn from the University. The student's last date of attendance will be considered to be the student withdrawal date; charges and refund calculation are applied accordingly. All refund and cancellation policies are applied based on the student's last date of attendance.

Students who take a leave of absence will extend the time to complete their program of study.

Deployed Military Leave of Absence. A student required to take a leave of absence due to military deployment must provide the University with a copy of the military orders to issue an approved leave of absence. Upon return from the military leave of absence, a copy of the military orders is also required to re-enter ECPI and to waive the re-entry fees. If a student on a military leave of absence has attended class, the student may receive a "W" for those courses. This "W" grade does not impact the CGPA or incremental completion rate and allows the student to reenter without academic penalty. If the student has completed 75 percent of the coursework, the student may request an "I" grade and complete the remaining portion of the course within 30 days of the approved military leave of absence. The student shall not be treated as withdrawn unless the student fails to return upon the completion of the leave of absence.

Make-up Tests

Tests are typically announced in advance so that a student may prepare. Students must complete the required tests according to the stated schedule.

Students who miss an original (first administered) test for sufficient and documented reasons may arrange with the faculty member for that course to take a make-up test and receive full credit. Make-up tests will normally be given the day the student returns to school.

Examples of sufficient reason include third-party written documentation of illness, medical, or dental emergencies; work schedule conflicts; military duty assignments; court appearances; funerals; or family emergencies. A make-up test is an examination of equal or greater difficulty given in a subject area. Only one make-up test will be allowed per course.

A student or faculty member may request an Academic Review Board review if special circumstances indicate that an exception to this make-up test policy warrants consideration.

Please see the College of Health Science program handbooks for specific program policies.

Online Delivery of Courses/ Programs

ECPI offers courses through the online delivery format for students who choose to attend completely online or for on-campus students who choose to enroll in one or more online courses to progress toward program completion. Some courses are offered only online. On-campus student enrollment in online courses is subject to the approval of the Campus Director of Academic Affairs or his/her designee. The tuition rate for online and residential courses is the same.

The online and on-campus courses have the same course outcomes. Online courses are designed to take advantage of technology, making the learning environment accessible at any time. As with on-campus courses, students are expected to complete all work and submit assignments within the time period required by the faculty member and as provided on the course syllabus.

Online courses are offered in a five-week term format. Each week of the term runs from Monday to Sunday. Online students are required to participate in the discussion assignments during the week. All assignments are due each week no later than midnight Sunday (Eastern Time).

Online Courses. The course textbook requirements are listed under the "Course Text Book" link in each online classroom in the learning management system.

Online students should anticipate extensive online communication with both faculty members and other students. Faculty may be contacted via email, telephone, text, or Live Chat in designed Live Chat courses. Students needing additional help may also contact their faculty member to request a tutor. Students are required to be proficient in using the Internet and to have the ability to manage information on the computer.

Online students may also visit www.ecpionline.com to access essential information, including academic advising and student support coordinators; computer requirements; technical support; key contacts; library resources; and tutorials and demonstrations.

Online Identification Verification Process. ECPI utilizes a third party identification verification system that periodically and randomly poses a series of challenge questions via the electronic learning management system to maintain the integrity of the online coursework. The challenge questions are derived from a database of consumer information (addresses, phone numbers, employers, property information, etc.). The database of questions is maintained by the third party provider outside the ECPI network. Students are notified of identification verification failures. Repeated failure of an ID verification attempt and/or refusal to answer the questions will result in further investigation that may include a Judicial Review Board.

In addition to challenge questions and attendance logs, IP addresses and start/stop times for online learning activities are reviewed.

Students enrolling in an online course are also required to carefully review the Student Electronic Communications Policy and Honor Code of this *Catalog*.

Online Orientation. All students registering for an online course, regardless of whether the student is taking one course or an entire program, are required to successfully complete an online orientation prior to beginning class. Online orientation ensures each student has an adequate Internet connection, the required computer equipment, sufficient computer proficiency, and has the knowledge to navigate an online course.

Online Student Services. Comparable student support services are available for online students, including access to learning resources, financial assistance, career advising, and academic advising.

Online Requirements for Hardware and Software. Students may be required to upgrade hardware and/or software if completing their program through online instruction. The PC requirements link in the online classroom learning management system provides details on hardware and software requirements.

Plagiarism Policy

Purpose and Scope. The purpose of the ECPI University Plagiarism Policy is to promote awareness and adherence to copyright and intellectual property law. Refer to http://www.copyright.gov/laws/ for information on U.S. copyright law.

This policy applies to all students, faculty, and staff of ECPI and all intellectual property including but not limited to all written and electronic publications, ideas and inventions, verbiage and phrasing.

Definitions. The following definitions apply to this policy.

The Writer. The Writer is defined as any student, faculty, or staff member to whom this policy applies. However, plagiarism is not limited to writers, per the definition of plagiarism and the scope of this policy. Examples of plagiarism other than through writing include but are not limited to software programs, hardware designs, schematics, multimedia, charts, graphs, tools, and other inventions.

Plagiarism. Plagiarism is defined as*: (n) the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work, as by not crediting the author* (www.dictionary.com, 2012). Plagiarism can be intentional or unintentional.

Intentional Plagiarism —Plagiarism is intentional when one or more of the following conditions apply:

- the writer uses exact words from a source but neglects to include quotation marks;
- the writer paraphrases ideas from a source but neglects to cite the source using an acceptable documentation style such as APA;
- the writer copies someone else's work and presents it as his/her own;
- the writer purchases documents, ideas, and/or verbiage and presents it as his/her own;
- the writer fails to give credit to co-authors, team members, and/or editors of the writer's original work;
- the writer uses previously published work protected under copyright and presents the work as original and not copyrighted elsewhere; or
- writer repeatedly commits unintentional plagiarism.

Unintentional Plagiarism —Plagiarism is unintentional when one or more of the following conditions apply:

- the writer demonstrates ignorance of copyright law and plagiarism policy;
- the writer fails to quote or paraphrase accurately but attributes the words and/or ideas to a source;
- the writer attempts to document the source but does so incorrectly;
- the writer attempts to give credit to an original source but does not use acceptable documentation methods;
- the writer uses ideas, text and/or verbiage without giving credit to the original source because the writer incorrectly believes the information is common knowledge;
- the writer inadvertently fails to give credit to co-authors, team members, and/or editors of the writer's original work; or
- the writer inadvertently breaks copyright agreement of his/her own copyrighted work.

Consequences of Violating Policies. Violation of the University's plagiarism policy, whether the plagiarism is intentional or unintentional, may result in disciplinary action up to and including suspension from the University.

Disciplinary action may include initiation of a Judicial Review Board. For more information on ECPI's general disciplinary actions, see the sections entitled Termination Policy, Academic Review Board and Judicial Review Board in this *Catalog*.

Resources and Prevention. The University offers several resources, which vary by campus, for students, faculty, and staff who require information on plagiarism and documentation. These resources include:

Seminars and training on citation style methods

Writing Assistance Center handouts and workshops on avoidance of plagiarism

Classroom instruction on documentation of sources

Library recommended websites and sources on how to define and avoid plagiarism.

Satisfactory Academic Progress Policy – Undergraduate Programs

ECPI University's Satisfactory Academic Progress (SAP) Policy for Undergraduate Programs measures whether eligible undergraduate students are progressing at a responsible rate towards the completion of their educational objectives. Students must be in compliance with this policy in order to maintain their federal financial aid program eligibility. However, this policy applies to all undergraduate students, regardless of participation in federal financial aid programs.

The evaluation points contained in the policy are designed to help identify students who would benefit from an early intervention and/or remediation. Most critical is a student's ability to enroll in and complete courses successfully and consistently. **Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from courses could also result in the loss of financial aid and academic dismissal.** It is very important that students attend all registered courses and complete them successfully.

Satisfactory Academic Progress Policy

ECPI calculates Satisfactory Academic Progress using cumulative grade point average and measurements that include incremental completion rate and maximum time frame at specified evaluation periods.

Cumulative Grade Point Average (CGPA)

Grade Point Average (GPA) is a measure of scholastic performance. Students transcripts will include a term GPA and a cumulative GPA, which includes all coursework within the program of study. To calculate GPA:

a) Multiply the total semester credits assigned for each course by total quality points associated with the grade earned;

b) Total the grade points earned for all the courses (see the Grading Policy for grade points assigned to each letter grade); and

c) Divide the total grade points earned by the total number of academic credits.

The CGPA is rounded up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth if the last digit is less than 5 (For example: 1.95 = 2.0, 1.94 = 1.9).

Example: Cumulative Grade Point Average calculation

Course	Grade	Credits assigned to the course	Grade Points	Total quality point for the course
CIS 115	B+	3	3.3	3 x 3.3 = **9.9**
ENG 110	A	3	4	3 x 4 = **12.0**
BUS 102	B	3	3	3 x 3 = **9.0**
CIS 107 L	C+	1	2.3	1 x 2.3 = **2.**3
CIS 107	B-	3	2.7	3 x 2.7 = 8.1
FOR 110	A-	3	3.7	3 x 3.7 = **11.1**
Total		**16**		Total quality points = **52.4**
CGPA = 52.4 (total quality points) divided by 16 credits = 3.275 or 3.3 (rounded)				

Incremental Completion Rate (ICR)

A student's ICR is calculated by:

- Totaling the number of credit hours attempted;
- Totaling the number of credit hours successfully completed; and
- Dividing the total number of credit hours successfully completed by the total number of credit hours attempted and expressing that as a percentage.

Credits attempted are those credit hours that the student transfers from another postsecondary institution and any credit hours the student is registered for at ECPI at the conclusion of the add/drop period of each five-week term. All ECPI courses for which a student is registered after that date will be included as credits attempted. Completed course work is defined as the total number of hours in which a student receives a grade of A, B, C, or D, regardless of whether the grade received is considered a passing grade for the student's program.

For the calculation of the ICR, there is no rounding of the percentage; therefore, if a student receives a 66.665%, and the requirement is 66.67% the student would not satisfy this evaluation point.

> Example 1: After four semesters, a student has attempted 66 credits and successfully completes 40. The ICR is calculated by dividing 40 by 66, which equals 60.60%. The ICR requirement at the end of four semesters is 66.67% and the student therefore would not meet the ICR requirement at this evaluation point.
>
> Example 2: After two semesters, a student has attempted 30 credits and successfully completes 15. The ICR is calculated by dividing 15 by 30, which equals 50.00%. The ICR requirement at the end of two semesters is 50%; therefore the student meets the ICR requirement at this evaluation point.

Undergraduate students must successfully achieve and maintain a 66.67% incremental completion rate of courses attempted credits by the end of the fourth semester and thereafter.

Maximum Time Frame

A student may not attempt more than 150 percent of the credits in his/her program (or remaining credits in his/her program in cases where the student brings in transfer credits from another institution). In the case of advanced standing due to transfer credits from another institution (challenge exams) , the number of credits will be reduced to reflect the transfer courses from another institution and the maximum time frame is then calculated based upon those credits.

The minimum number of credit hours required for an undergraduate degree at ECPI varies; therefore the maximum number of credit hours that a student may attempt will vary.

> Example 1: In an associate's degree program consisting of 60 semester credit hours, the student must complete the program within 90 attempted semester credit hours.
>
> Example 2: In a bachelor's degree program of 120 semester credits, the student must complete the program within a maximum of 180 semester credit hours.

The maximum timeframe always applies, regardless of whether a student changes his/her program of study or if s/he is pursuing multiple degrees or concentrations.

Students who exceed 150% of the program credits will be dismissed from the University.

Academic Progress Table

The Satisfactory Academic Progress Policy evaluation points, required measurements, and the corresponding actions required for failure to achieve and maintain the required academic progress are summarized in the following Academic Progress Table:

Evaluation Period Semester	Required Minimum CGPA*	Required Incremental Completion Rate Completion % of Credits Attempted	Required action Academic Status These statuses apply to both academics and financial aid
1	1.50	40% of credits attempted	Warning
2	1.50	50% of credits attempted	Probation (if on Warning)
3	1.75	60% of credits attempted	Probation or Dismissal (if on Probation)
4 and each semester thereafter	2.0	66.67% of credits attempted	Probation or Dismissal (if on Probation)

Academic Policies

Change of Program

For students who initiate a change of program, all courses that apply to the new program will affect the student's CGPA, Incremental Completion Rate, and Maximum Time Frame. Students who change programs must sign a new program enrollment agreement.

Course Withdrawals

Students are charged tuition and fees and receive grades for the credits attempted. Student enrollment status for purposes of academic achievement and financial aid determination is based upon course attendance. A pattern of course withdrawals could cause a student to exceed the maximum time frame allowed for program completion and therefore fall below the standard for satisfactory academic progress. Additional charges may also result.

Credits Attempted

The credits attempted total includes all courses for which a student receives a grade (letter grades of "A" through "F," a passing grade of "P" for non-foundational courses, an incomplete grade of "I," and a withdrawal with no grade penalty of "W"). Courses for which a student enrolls but then drops during the add/drop period at the beginning of a session are not counted as credits attempted for the Satisfactory Academic Progress calculation. In addition, all credit hours transferred to ECPI for the current enrollment are included and counted as credits attempted.

Evaluation Period

An evaluation period is used to determine academic progress. ECPI uniquely defines the evaluation period for each student, as the University employs a student-based semester system. At ECPI, each student's semester is uniquely defined as three (3) consecutive terms, which is 15 weeks.

All terms and semesters of a student's continuous enrollment, whether or not the student received financial aid, are also included in the SAP review. In addition, all credit hours transferred to ECPI for the current enrollment for program changes are included and counted towards a student's maximum time frame**.**

Foundational Courses

Foundational courses are remedial courses required as a result of the admissions assessment; these courses are graded Pass/ Not Pass. Students who are required to take foundational courses (i.e., ENG099 and MTH099) are required to complete each course successfully in order to progress in the program. These courses are exempt from the calculations included in this Satisfactory Academic Progress Policy, including Cumulative Grade Point Average, Incremental Completion Rate, and Maximum Time Frame. However, any student who is required to complete foundational courses will receive a Foundational Course GPA, as determined by the following:

Pass grade = 4.0 Foundational GPA

Not Pass grade = 0.0 Foundational GPA

Grade Report

Grade reports are posted in the ECPI Student Portal following the completion of each term. Students receiving a failing grade may be required to meet with a Program Director or designee to develop an Academic Success Plan This plan may include actions such as mandatory tutoring, periodic advising, or a reduced course load.

Interruption of Enrollment

When a student withdraws prior to graduation, the student may re-enter ECPI within five years (two years for nursing, physical therapist assistant, diagnostic medical sonography and medical radiography students) and retain full academic credit provided the courses are still applicable to the program. Clinical courses may require passing competency evaluations.

After one year, examination may be required when skill proficiency and significant curriculum changes are involved. Re-entering students will be charged tuition and fees at the rate in effect upon their return. Re-entering students will take the curriculum taught at the time of re-enrollment.

Minimum Academic Requirements to Graduate

The minimum academic requirements for a student to graduate are: CGPA of 2.0, 66.67% ICR, and completion of the program in no more than 150% of total program credits. Please see Graduation Requirements in this catalog for the complete list of requirements.

Repeated Courses

A student enrolled in all undergraduate coursework toward a degree or diploma must be able to pass the course after three attempts or the student will be academically dismissed. Students who are required to take foundational courses (i.e., ENG 099 and MTH 099) are required to successfully complete each course on the first attempt, in order to progress in the program. A student who is dismissed for failure to successfully pass a foundational course may reapply for readmission to the University after one year. Please see the College of Health Science program handbook for specific program policies.

Repeated courses due to course withdraw or failure. Grades achieved in repeated classes will replace withdrawn or failing grades. Withdrawn grades assigned for course attendance beyond the drop/add period and failing grades are included in the maximum allowable time frame and ICR. Whenever a course is repeated because of an earlier failure, credits accrue only when the student attains a passing grade in the course repeated. A pattern of course repetitions could cause a student to fall below the minimum standard for satisfactory academic progress. A course may not be repeated more than once without approval of an Academic Review Board or Campus Director of Academic Affairs. Additional tuition charges apply when a student repeats courses during

their program. It is strongly recommended that any student with a withdrawn or failing grade in a particular course register for the same course in the subsequent term to improve his/her academic performance.

Repeated course to improve a grade. A student may repeat a course to improve the grade and subsequently, his/her CGPA. In the case of repeated courses to improve a grade, only the highest grade earned will be calculated in the CGPA while all the credits attempted will be calculated in the ICR and Maximum Time Frame. **Students are eligible for Financial Aid for only one repetition of a previously passed course.**

Warning, Probation or Dismissal

The Academic Progress Table demonstrates the evaluation points for CGPA and ICR; failure to achieve these milestones will result in a status change that provides the student with an additional semester to improve his/her academic standing. A student who completes his/her first semester and fails to meet the minimum requirements will be placed on warning; a student on warning remains eligible for financial aid. If a student who is on warning fails to achieve the required progress at the end any subsequent evaluation point of a warning period, s/he will be placed on probation or dismissed from the University. Probation may only be granted with a student's successful appeal with an Academic Review Board (ARB). A student who is on probation remains eligible for financial aid, however, a student may remain on probation for only one semester. If a student on probation fails to achieve satisfactory academic progress at the next evaluation point, the student will be dismissed from the University.

A student will be removed from academic warning or probation when s/he meets the requirements for satisfactory academic progress.

Please note that a student may be dismissed for academic reasons without previous academic action. In addition, at any given evaluation point, if it is determined to be mathematically impossible for the student to meet the academic requirements for graduation, the student will be dismissed.

Appealing an Academic Dismissal

In order to re-establish eligibility for Financial Aid, a student must appeal an academic dismissal by requesting an Academic Review Board (ARB). The written appeal must state the mitigating circumstances that contributed to the academic determination or dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed. Mitigating circumstances are events that are outside the students control and are unavoidable.

Examples of events that may be considered a mitigating circumstance and which has negatively impacted academic progress include but are not limited to: death of an immediate family member, student illness requiring hospitalization, divorce proceedings, previously undocumented disability, work-related transfer or change in work schedule during the term, natural disaster, financial hardship such as foreclosure or eviction, and others.

The student may be asked to appear in person during the review process when deemed necessary by the Campus Director of Academic Affairs or request an ARB. The appeal process ends with the Campus President. Appeals may result in any one of the following actions:

- Reinstatement on probation with an academic plan where the student will be held to specific requirements which must be met by the end of the next semester. Reinstatement after dismissal will be granted only if mitigating circumstances exist.
- Denial of reinstatement.
- A student may appeal each academic determination or dismissal one time.
- A student who is granted an appeal may be reinstated and, if otherwise eligible, receive financial aid. The student must meet with the Financial Aid Advisor on campus to determine any changes to the student's financial aid. The above minimum standards for satisfactory academic progress will continue to be applied to assess the student's academic performance.

Procedures for Reentry/Readmission after Academic Dismissal

A student who is denied an appeal is not eligible for reentry to the University for a period of one year. A student who is academically dismissed must appeal in writing to the Campus Director of Academic Affairs or the ARB for reentry (if within three months of dismissal) or readmission (if one year or longer). If applying for readmission, the student must meet with the Campus Director of Academic Affairs at least two weeks prior to the start of the term in which the student wishes to return. Also, any student who ceased attendance and whose grades in the last term of attendance caused him or her to not meet the standards for satisfactory academic progress must go through the same appeal process. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances.

A reentry/readmission student who is granted an appeal may be reinstated and, if otherwise eligible, may receive financial aid. The student will be placed on probation at the start of the next academic term or upon re-entry and may be required to meet certain additional academic conditions as specified by the Campus Director of Academic Affairs or the Academic Review Board in their decision to grant the appeal. The above minimum standards for satisfactory academic progress will continue to be applied to assess the student's academic performance.

A student who has been dismissed and wishes to transfer to another ECPI campus must appeal his/her dismissal at the originating campus and receive reinstatement prior to the

transfer. A student is allowed one reentry/readmission appeal after each academic dismissal.

Veterans Administration – Requirements for Satisfactory Academic Progress

Academic Dismissal/Reinstatement and Veterans' Benefits in South Carolina. Veterans who are reinstated for benefits after academic dismissal who fail to attain a GPA of at least 2.0 during that term will be placed on academic dismissal for one semester (three terms).

Non-degree seeking students. Students taking a University course in a Non-Degree status and receiving veterans educational benefits must maintain a 70% or a 2.0 grade point average (GPA) in each course to be considered making satisfactory academic progress. If a student does not make a 70% or a 2.0 GPA in any course, the student will be dismissed from enrollment and will be reported to the Department of Veterans Affairs (DVA) for unsatisfactory progress.

If a student is absent for 3 consecutive days in any course, the student will be dismissed from the University, assigned a failing grade, and will be reported to the Department of Veterans Affairs for Unsatisfactory Progress. If a student is dismissed due to Unsatisfactory Progress, the student must wait a period of 30 days to be eligible to re-enroll in a course.

Transcripts

Students and alumni may request official transcripts of the academic work completed at ECPI by submitting an *Official Transcript Request Form* or order online at http//getmytranscript.com. Due to federal privacy laws, a signed request is required to release a transcript. All requests must include the required processing fees. The following non-refundable fees apply to official transcript requests:

Normal Processing	$5. 00 per transcript, 7-10 business days.
Expedited Processing	$10.00 per transcript, 3-5 business days.
Electronic Delivery	$6.00 per transcript, 48 hours

Transferability of Credit

In the U.S. higher education system, transferability of credit is always determined by the receiving institution, taking into account such factors as course content, grades, and the school's accreditation and licensing. ECPI University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate's, baccalaureate, and master's degrees and diplomas. SACS is an accrediting agency recognized by the United States Department of Education. However, the fact that a school is accredited is not necessarily an indication that credits earned at that school will be accepted by another school.

Students considering continuing their education at or transferring to other institutions must not assume that credits earned at ECPI will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. A student who is considering a future transfer is encouraged to contact the receiving institution, as early as possible, to determine what ECPI credits, if any, the institution will accept.

ECPI University does not imply, promise, or guarantee transferability of its credits to any other institution.

Withdrawals – from the University

The following definitions apply to the various types of withdrawals that ECPI uses in its policies:

Academic Withdrawals. See Satisfactory Academic Progress Policy in this catalog for information on academic withdrawals.

Administrative Withdrawals. A student who has not attended classes for more than 14 consecutive calendar days will be administratively withdrawn.

Student-Initiated Withdrawals. To officially withdraw from the University, the student must contact the Student Records Coordinator or the Student Success Coordinator, or Campus Director of Academic Affairs to provide notification of his/her intent to withdraw. New students who withdraw from the University prior to the end of the first week of class will have no attempted courses shown on their academic records.

Students officially withdrawing after the first week of the term will receive a grade of F.

Withdrawals and Veterans Benefits. The Veterans Administration will pay through the last day of attendance for a course from which the student withdraws. Veterans should consult with the Veterans Administration for more information.

Graduate Program - Academic Policies

All University policies apply to students pursuing a graduate degree, unless otherwise noted differently below.

Academic Course Overload

Due to the workload required for classes there are no course overloads permitted at the graduate level.

Academic Load

Classes are scheduled on a fixed-term, semester credit hour basis. For financial aid and academic progress purposes, an academic year is 30 weeks and 18 graduate credits. Full-time graduate students may take no more than nine (9) semester credit hours per semester. Enrollment status changes may affect the financial aid eligibility of students. Students are responsible for checking with the Financial Aid office to determine the impact of schedule changes. ECPI reserves the right to adjust class schedules to best meet student needs, faculty, classroom, equipment, parking, and facility availability.

Attendance and Participation

The expectations at ECPI are similar to the workplace where employees are expected to arrive at work each day prepared to add value. As such, attendance and participation in the class is critical to success in the course and students are expected to attend each regularly scheduled session. If the student is absent, it is his/her responsibility to contact the faculty member and arrange for any make-up work assignments. Excessive absences may result in the termination of enrollment in a course and a grade will be assigned in accordance with the grading policies.

Grading Policies

During the first two classes of a course, a student may voluntarily withdraw without grade penalty and the course will appear on the student's transcript as W (withdrawal). After the first three days, if the student drops a course, a grade of F is assigned. In cases where there are extenuating circumstances and the student can provide sufficient documentation, a late withdrawal may be permitted without grade penalty and assigned a W.

The grade of I (incomplete) is only used in unusual circumstances where major projects are submitted at the end of the course. A grade of I is given for incomplete work. An "I" grade will remain until the work is completed and the grade is submitted by the faculty member or until one week has elapsed after the end of the term in which the grade of "I" was received. At the end of the elapsed week, the "I" grade becomes a permanent "F" and will not be changed. When a failed course is repeated, only the grade in the repeated course counts in the student's grade point average. When a student drops a course and receives an F, the F is replaced by the higher grade earned.

Students are graded in accordance with the following scale:

Numerical Grade	Letter Grade	Quality Points
94-100	A	4
90-93	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7 (Pass)
77—79	C+	2.3
70-76	C	2.0
Below 70	F	0
Withdraw	W	Not computed
Incomplete	I	Not computed
Passed (orientation only)	P	Not computed
Not passed (orientation only)	NP	Not computed

All Graduate courses require a "B-" or better to be considered applicable toward degree completion and students must maintain a cumulative grade point average (CGPA) of a 3.0 or better to remain actively enrolled in the graduate program. Students who receive two grades of "C+" or below, at any time during the program, will be dismissed. A student must re-take a course for which a grade of C+ or below was earned.

Graduation Requirements

To meet graduation requirements, students must: complete a graduation checkout sheet; be in compliance with satisfactory progress and academic standards with a CGPA of 3.0 or greater and have passed each course with a grade of B- or better; meet program attendance and residency requirements; earn required hours; achieve all applicable skill proficiencies; be in compliance with financial terms of enrollment and; have no outstanding obligations on the student account or library account. Transcripts, degrees, and diplomas are processed approximately four to six weeks after completion of all graduation requirements.

Independent Study

Independent Study is not available to be used in graduate course delivery.

Late Registration

Late registration is not available for graduate courses.

Repeat Status

Students who have failed a course (or received a C+ or below) are eligible to repeat it once as scheduling permits. A repeat may be approved by the Dean when it is satisfactorily determined that a student would benefit from repeating a class. When a failed course is repeated, only the grade in the repeated course counts in the student's cumulative grade point average and will appear on the student's transcript.

Students who repeat a course will be charged the current tuition for the course and must assume the responsibility for all associated fees. Repeating a course may interrupt the student's enrollment and may negatively impact financial aid eligibility and academic progress.

Satisfactory Academic Progress – Graduate programs

To be in good academic standing with the college and to be eligible to receive Title IV financial aid, students must maintain satisfactory academic progress.

At the end of each semester, each student is evaluated on three components to determine if s/he is maintaining satisfactory academic progress:

Cumulative Grade Point Average (CGPA)

Students enrolled in graduate-level programs must maintain a minimum CGPA of 3.0.

Incremental Completion Rate (ICR)

Students enrolled in graduate-level programs must complete a minimum of 66.67% of the cumulative credits attempted at the end of each semester to be making satisfactory academic progress.

Maximum Time Frame

Students must complete the entire program within 150% of the standard program length.

Under no circumstances will a graduate student be permitted to continue past the maximum time frame or graduate with a CGPA of less than 3.0.

Probation. A student will be placed on probation if his/her CGPA fails to meet any one of the criteria listed above. The student will have one semester to meet the requirements for satisfactory academic and return to good academic standing. If at any evaluation point it is determined that it is mathematically impossible for the student to meet the minimum requirements, the student will be dismissed from the University.

Student Orientation

The University is committed to student success; therefore, new students are required to attend a mandatory two-part orientation. This orientation is designed to orient students to the University while providing information sessions on a range of topics relevant to graduate students such as the philosophy of graduate education, study habits, and research skills.

Transfer Credit

Transfer credit from other institutions may not exceed six semester credit hours or equivalent. Only graduate courses completed with a B (or equivalent) or above will be eligible for transfer credit at the graduate level.

ADMISSIONS POLICIES

ECPI University receives admissions applications throughout the year and classes begin every five weeks. Careful consideration is given to each applicant's qualifications in the following areas: academic potential, readiness, personal motivation, and goals. It is the University's goal to facilitate an effective and applicant-friendly admissions process. Admissions Advisors are available to assist prospective students in this process.

Admission Requirements – Undergraduate programs

To attend ECPI University, all new applicants must complete the following:

1. Complete a Personal Admissions Interview.
2. Complete and submit an Application for Admission and an Enrollment Agreement.
3. Provide an official high school transcript or official General Educational Development (GED) test scores.
4. Achieve acceptable scores on the Admissions Assessment(s).

Certain programs have additional requirements for admission, acceptance, matriculation, or clinical or externship courses. Please see the program descriptions in this catalog for other program specific requirements.

Before beginning classes, each student must complete the required Financial Aid applications and/or complete all timely obligations of a Tuition Payment Plan.

Students who have attended a postsecondary education institution that is accredited by an agency recognized by the U.S. Department of Education and who have completed a associates degree or higher may use their official postsecondary school transcript to establish proof of high school graduation/GED.

Applicants will receive notification of their application status.

All policies in the Official Catalog including student conduct, refund policies, and general University policies apply to graduate students unless specifically addressed in this Catalog Addendum.

Admissions Interview

Students are required to meet with an Admissions Advisor and discuss career goals, interests and needs, and financial planning. The student will learn about the educational opportunities, programs of study, student services, and career services' assistance and will tour the facility. This interview assists the student and Admissions Advisor in determining which program of study offered at the University may be best suited to the student's ability, interests, skills, and experience. This interview is typically conducted during a visit and tour of the ECPI campus or, in extenuating circumstances and for online students, by telephone.

Admissions Assessment

During the admissions process, ECPI University utilizes various standardized assessment tools to determine an applicant's preparedness to undertake college-level coursework, which includes the applicant's understanding of basic math and English concepts. The type of assessment is dependent upon the applicant's program of interest. Applicants who have completed standardized military tests or who have certain previous college experience may provide documentation in lieu of the admissions assessment. Applicants to most programs, excluding health science programs, who have completed the ASVAB with a combined arithmetic reasoning and paragraph comprehension (ARPC) score of 100 or greater (50 or greater for Force); who have a bachelor's degree or higher from a regionally accredited institution; or who have earned an associate's degree from ECPI, may provide official/certified test scores or official transcripts in lieu of the general ECPI admissions assessment. Test scores and transcripts identified as "issued to student" are not acceptable. Scores from ACT and SAT or other standardized exams or undergraduate coursework may be considered in the admissions process; however, these do not substitute for the ECPI administered admissions assessments.

The Admissions Advisor has additional information regarding the assessments and the necessary scores for admissions.

Admissions Assessment, Re-testing

A student who does not achieve scores acceptable for admission or provisional admission (see section on Provisional Admission in this catalog for more information) to ECPI University on the first attempt may re-test at any time. If the student fails to achieve the acceptable scores for program entrance after the second attempt, s/he must wait 3 months before reapplying to ECPI.

Admissions Requirements – International

In addition to meeting the standard requirements of admission to ECPI University, international applicants must fulfill the following additional requirements.

- A completed and signed ECPI University International Student Application Form.
- A completed, signed, and notarized International Student Affidavit of Financial Support.
- Original and Official Financial Statements. Financial statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses and must demonstrate access to liquid assets available within the last six-months of the date of submission.

- A photocopy of the applicant's passport (all pages) to provide proof of birth date and citizenship. (Any applicants currently residing outside of the United States who have not yet acquired a passport will need to submit a copy of their birth certificate to validate date of birth and country of citizenship.)
- For all non-immigrant applicants residing in the US at the time of application, a photocopy of the visa page contained within the applicant's passport.
- For all non-immigrant applicants residing in the US at the time of application, a photocopy of the applicant's Form I-94 Arrival/Departure Record (both sides).
- For all non-immigrant applicants residing in the US at the time of application who currently hold valid F-1, M-1, or J-1 non-immigrant classification: written confirmation of current non-immigrant alien status from the school through which that non-immigrant alien status was secured.
- Proof of Health Insurance.

  Proof of Health Insurance typically is a photocopy of a health insurance identification card, which includes:
  - Policy number
  - Group and/or individual identification number
  - Full name of the policy holder
  - Beneficiary's name, if the beneficiary is not the policy holder.
  - Start date of health insurance coverage as well as the expiration date of health insurance coverage.

Applicants who do not possess health insurance must be prepared to purchase health insurance through an approved ECPI University provider upon matriculation into the University.

Application/Registration Fees

The application fee is $45.00 (non-refundable) and the Registration Fee is $55.00.

Applications to Multiple Campuses

Applicants who are undecided with respect to the location they wish to attend should submit an application to their location of first choice. Applicants who are accepted into their location of first choice and who, prior to beginning the program, determine they want to complete the same program at a different location, should notify the initial location of record of that intent. Provided that the same program is available, all previous admissions approvals, transfer credits, and advanced standing status accepted by one campus will remain in force and a transfer will be granted. If an individual requests to change programs in addition to changing campuses, he or she will need to meet all of the admission requirements of the new program prior to a decision on the transfer. Please note that a requested transfer to another campus may be denied for any program due to availability or other factors, as determined by the campus President.

This transfer policy between ECPI campuses does not apply to health science programs with established enrollment limits.

Background Checks

All nursing programs and various selected programs require a background check for admission, acceptance, matriculation, and/or clinical or externship courses. Any student or graduate who has a prior criminal conviction may experience denial of admission or limitations for externships, professional licensure, or employment opportunities. Professional licensure in certain programs and in selected states may require that an applicant possess good moral character and report any prior criminal convictions. Please see the program descriptions in this catalog or speak to the Admissions Advisor for specific requirements.

Denial of Admission

ECPI University reserves the right to deny admission to any applicant for reasons including but not limited to:

- Failing to meet the stated admissions requirements.
- Lacking the ability to benefit from the education.
- Exhibiting a lack of motivation.
- Lacking the professional attitude or maturity required.
- Being unable to meet financial obligations to ECPI.

If an applicant is denied admission, this decision is final and may not be appealed.

English Language Proficiency Policy

Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to ECPI University whose native language is not English must demonstrate competence in the English language. Demonstration that English is an applicant's native language can be satisfied if the applicant submits an earned secondary school diploma (or a degree earned at the post-secondary level) from a school in an educational system in which English is the official language of instruction. If English is not the applicant's native language, the applicant will need to submit acceptable proof of meeting the University's English Language Proficiency standard.

Acceptable English language competence for undergraduates can be demonstrated by:

A score of 500 or higher on the written TOEFL

A score of 61 or higher on the Internet-Based (iBT™) TOEFL

Foundational Courses

Applicants who score within defined ranges in either the math or writing section of the admissions assessment and who are accepted into the University in a provisional status will be required to take foundational mathematics and/or English/writing. These foundational courses are in addition to the credit hours required in each program. Foundational course grades are not used in calculating a grade-point average. Student must complete any required foundational courses within the first three terms of enrollment.

Governor's Academy for Innovation, Technology, and Engineering Graduates

High school graduates who have received the Governor's Academy for Innovation, Technology, and Engineering (GAITE) seal and an Advanced Studies Diploma will be guaranteed admission into either the Associate of Science or the Bachelor of Science in Electronics Engineering Technology degree program. GAITE graduates will not be required to complete the general math and English admissions assessment; however, they will be required to provide official high school transcripts and to pass the University's programming test for entrance.

High School Transcripts

Official secondary school transcripts must show the date of graduation and must be delivered directly to ECPI University from the secondary school. Transcripts marked as *issued to student* are not considered "official." The Admissions Advisor can assist applicants with the request form for secondary school transcripts. Certificates of attendance, copies of diplomas, special high school diplomas or modified high school diplomas are not acceptable to establish proof of high school graduation. Applicants are responsible for providing ECPI with the official transcript or for providing ECPI with the authorization to secure transcripts. Students are responsible for the fees related to securing high school transcripts.

The student has one term (5 weeks) to provide the official high school transcripts; if official transcripts are not received, the student will be dismissed.

Students who have attended a postsecondary education institution that is accredited by an agency recognized by the U.S. Department of Education and who have completed a associates degree or higher may use their official postsecondary school transcript to establish proof of high school graduation/GED.

In cases where documentation of an applicant's completion of a secondary school education is unavailable, e.g., the secondary school is closed and information is not available from another source such as the local school district or a State Department of Education, or in the case of homeschooling, the parent(s)/guardian(s) who provided the homeschooling is deceased, an institution may accept alternative documentation to verify the applicant's high school completion status.

All applicants who have attended secondary school outside of the United States must provide a credential evaluation for all secondary (and if applicable, post-secondary) transcripts submitted to ECPI as part of the application process. ECPI will only accept credential evaluations completed by a credential evaluation organization which is a member of the National Association of Credential Evaluation Services (NACES). For more information concerning NACES member organizations, refer to their website at www.naces.org.

If any applicable official academic records have not been prepared in English, a complete and official translation of the transcript is also required. Students who have obtained their secondary school (or postsecondary) education in any language other than English must provide evidence of English proficiency (refer to the English Language Proficiency Policy in this Catalog).

Non-immigrant alien students. Nonimmigrant alien students attending ECPI University under the auspices of a nonimmigrant student visa must submit all official academic records, including evaluations and translations, if applicable, as part of a complete application for admission. In compliance with federal regulations governing the attendance of nonimmigrant alien students in authorized U.S. schools, nonimmigrant students may not be granted provisional admission status while awaiting the receipt of official academic documents.

Home-schooled Students

ECPI welcomes students from all types of educational backgrounds and encourages homeschooled students to apply. Due to the diverse nature of home school requirements from state to state; ECPI requires the following materials in order to evaluate a student's academic history for acceptance:

Transcripts from a nationally recognized and accredited home school program - OR -

Detailed home-school transcripts (course titles, brief description of each course content, a grade or performance assessment for each course, details on duration of study, and expected graduation date) and a second academic indicator such as the SAT, ACT, GED, or college GPA (where 12 or more credits were completed at a single institution).

In order to attend ECPI, each applicant must demonstrate completion of high school or the equivalent of high school. Homeschooled students need to submit documents indicating that they have followed the regulations determined by their state. Other forms of proof of high-school equivalency will be considered on a case-by-case basis, but should be approved in advance by contacting the University Registrar (Registrar@ecpi.edu).

International Student Admissions

ECPI University defines an international student applicant for admission as any **non-US Citizen** who currently lives:

- outside of the United States and plans to enter the United States through the use of appropriate student visa documentation issued by ECPI University;
- inside the United States in valid academic or vocational student non-immigrant status and wishes to transfer to ECPI University from another educational institution; or,
- inside the United States in any other non-immigrant classification, and wishes to obtain valid academic or vocational student nonimmigrant status in conjunction with attending ECPI University.

Legal permanent residents of the US, residents of US territories, naturalized citizens, refugees, as well as non-immigrant aliens granted asylum to the US are ***not*** considered international students.

Provisional Acceptance

The Campus President or his/her designee may grant provisional acceptance to students who score within a defined range on the admissions tests that require foundational or prerequisite coursework or for extenuating circumstances which may include previous training, related work experience, or other acceptable test measurements such as SAT or ACT scores. Provisional acceptance based on admissions testing requires foundational or prerequisite courses. The period of provisional acceptance is determined by the campus President or his/her designee and does not normally exceed 12 semester credits with a GPA of at least 2.20. Nonimmigrant alien students seeking to enroll at ECPI University in valid nonimmigrant alien student status are not eligible for provisional acceptance.

Readmission Procedure

When a student withdraws prior to graduation, the student may re-enter ECPI within five years (two years for nursing, physical therapist assistant, and medical radiography students) and retain full academic credit provided the courses are still applicable to the program. Returning students who have completed clinical courses may be required to pass clinical competency evaluations. Students will maintain the original cost per semester with an absence of less than six months during their program. Students with an absence of more than six months are subject to tuition rates in effect at the time of reentering. After one year of absence from ECPI, the student may be required to undergo skill proficiency examination, particularly if significant curriculum changes are involved. These re-entering students will also be required to re-enroll into the program/ curriculum taught at the time of re-enrollment.

While the returning student will not be required to reapply for admission, he or she must schedule an appointment to discuss re-entry with the Campus Director of Academic Affairs and go through the formal re-entry process. To begin the process, the student must contact the local ECPI campus Student Records' Coordinator or Student Success Coordinator. The Student Records' Coordinator or Student Success Coordinator ensures that the student's records are reviewed by the following ECPI personnel:

- Student Records will review satisfactory academic progress;
- Student Accounts will review for outstanding balances;
- Financial Aid will review unresolved financial issues; and
- Academic Affairs will review attendance and academic preparedness to resume studies at ECPI.

A student who has withdrawn due to medical reasons must also provide documentation that s/he is able to re-enter the program and has a reasonable chance of completing the program of study.

If approval is obtained from all departments, the Student Records Coordinator or Student Success Coordinator may proceed with the re-entry process. All questions regarding this policy should be directed to the campus Student Records Coordinator or the Student Success Coordinator.

Readmission of Service Members

ECPI University complies with readmission requirements for service members set forth in the Higher Education Opportunity Act (HEOA) section 487 and its implementing regulations (34 CFR § 668.18).

ECPI University will promptly readmit service members to the same program with the same academic status after an interruption in their program due to a call to active duty. The cumulative length of all absences for military service may not exceed five years.

Students who are service members who are called to active duty must provide ECPI University with either oral or written notification of: (1) the military service and (2) the intent to return to school following the active duty service.

Students who are called to active duty must return to school under one of the following:

- within three years after the completion of the period of service
- within two years of the needed recovery period if hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service

Students must provide documentation such as, but not limited to the following: DD214, duty orders indicating completion of service, a letter from commanding officer or other authority, certificate of completion from military training school, discharge certificate with character of service, payroll documents showing periods of service, or letter from National Disaster Medical System Team Leader/Administrative Officer

verifying dates and time of NDMS training or Federal activation. Other documents may be considered on a case by case basis.

Service members readmitted to ECPI University under this procedure will be assessed tuition and fees at the rate of their last attendance or prior offer of admission for one calendar year if they are pursuing the same degree. After the one calendar year, they are assessed the tuition and fee rates in effect at that time.

South Carolina Admissions and Professional Licensure

In South Carolina, certain programs require graduates to obtain professional licensure to practice. For professional licensure, please note the following:

> Citizenship/authorized alien/immigrant status is now a prerequisite for a professional license by an agency of a State or local government under Title 8 US Code Section 1621.
>
> Conviction, guilty plea, or nolo contendere plea involving a crime involving drugs, moral turpitude, or other criminal charges may prohibit licensure or employment.
>
> Specifically, acceptance into the Practical Nursing program requires a routine criminal background check as part of the admissions process in South Carolina.

Please see the program descriptions for information regarding professional licensure.

Statement of Non-discrimination

ECPI University is committed to providing an inclusive and welcoming environment for all members of our community and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with this principle and applicable laws, it is therefore the University's policy not to discriminate in recruitment, admission or access to its educational programs and activities, or employment in its educational programs and activities, on the basis of race, color, gender, national origin, age, religion, creed, genetic information, disability, veteran's status, sexual orientation, gender identity or gender expression.

The Director of Human Resources is designated as the University's Equal Opportunity Officer and Title IX/ 504 Coordinator. Inquiries concerning the University's policies, compliance with applicable laws, statutes, and regulations may be directed to:

Ms. Cheryl Salter
Director of Human Resources
csalter@ecpi.edu.
757.213.3523

Transfer of Credit and Advanced Academic Standing

Depending upon the program of study, entering students may be awarded transfer credit or advanced standing for previous academic coursework, standardized credit through examination and previous military experience evaluated by the American Council on Education for academic credit. ECPI University does not accept experiential credit earned through work or non-academic training for transfer academic credit.

It may be necessary for students to forfeit some previously earned credit in the transfer process since college programs vary and programs outcomes may be modified. ECPI University makes no promise of acceptance of credits from or to other institutions.

ECPI University requires that a student complete a minimum of 25% of their program of study at the University in order to receive the degree or diploma.

Academic Coursework. ECPI University welcomes applicants who have started their postsecondary academic programs at other schools and who have satisfactorily completed coursework that is applicable to the University's academic programs. The University has established the following policy and procedures to ensure that appropriate academic experience is considered for applicable transfer credit. Official transcripts must be received directly from the former institution within a student's first semester or no transfer credits are granted. In rare situations, with the approval of the Campus Director of Academic Affairs or his/her designee, an exception to the timeline may be granted.

Transfer of Credit Procedures. Any student who wishes to have their previous academic coursework considered for transfer credit must provide the Campus Director of Academic Affairs with a written request or the Transcript Evaluation Form on or before the first day of the first term in which the student commences enrollment at ECPI. The letter must be accompanied by a signed Request for Official Transcripts form and any fees required by the issuing institutions. The Campus Director of Academic Affairs will review the request with faculty, as necessary, to determine the transfer credit award. The University will consider the following academic coursework for transfer credit.

Coursework from Regionally Accredited Schools. The coursework from a regionally accredited school is applied toward completion of the student's program as transfer credit. The University will consider coursework for transfer courses in which the student achieved a C or better as the final grade, that were completed within the past ten years, and that are established to be equivalent in content and objectives to courses offered at the University. Applicants may request an evaluation to determine general education credit transfer without a time limitation.

Transfer credit is counted as both hours attempted and hours completed within the Satisfactory Academic Progress Policy. Transfer credit does not hold any qualitative points. Therefore, transfer credit is not included in the calculation of the grade-point average for the purpose of determining a student CGPA or the CGPA requirement of the satisfactory academic progress.

Course work from Nationally Accredited and non-regionally accredited CHEA Recognized Schools. Credit for courses from nationally accredited institutions and CHEA recognized schools which are substantially equivalent in content to ECPI University courses and are applicable to an applicant's program of study may be granted on a course-by-course basis or applied toward completion of the student's program as advanced standing credit. Transfer credits are granted only for courses in which a grade of C or higher was earned (2.0 on a 4.0 scale). Courses graded on a pass/fail can be considered for transfer credit if there is documentation that the passing grade is equivalent to a 2.0 on a 4.0 scale. Advanced standing credits reduce the overall timeframe for program completion. Advanced standing credit does not hold any qualitative points. Therefore, advanced standing credit is not included in the calculation of the CGPA for the purpose of determining a student's satisfactory academic progress.

Technical and other coursework, regardless of accreditation. For technical coursework and selected arts and sciences courses, regardless of accreditation, applicants may seek advanced academic standing through faculty assessments that involve demonstrations of knowledge, proficiency, and skill. Faculty members determine what program goals have been achieved by applicants and the comparability to course learning objectives. In lieu of faculty assessments, applicants may take challenge examinations, and study guides are available to assist in the preparation for testing.

The coursework accepted from non-regionally accredited or non-CHEA recognized institutions are applied toward completion of student's program as advanced standing credit. Advanced standing credits reduce the overall timeframe for program completion. Advanced standing credit does not hold any qualitative points. Therefore, advanced standing credit is not included in the calculation of the CGPA for the purpose of determining a student's satisfactory academic progress.

Upon successful completion of assessments related to the relevant coursework, students are awarded advanced standing credit toward the completion of their program. These advanced standing credits are not counted as hours attempted nor as hours completed within the Satisfactory Academic Progress Policy. Advanced standing credit does not hold any qualitative points. Therefore, advanced standing credit is not included in the calculation of the grade-point average for the purpose of determining a student's satisfactory academic progress.

ServSafe Certification. Students pursuing a degree or diploma within the College of Culinary Arts may apply for advanced standing credit for ServSafe Certification. The student must have completed formal sanitation training and received a ServSafe® Food Handler Certification from the National Restaurant Association within two years of expected start date of the program and apply for advanced standing prior to matriculation. Students who meet this requirement will be given advanced standing credit for CAA 115 Kitchen Essentials. Students who receive this advanced standing may be required to demonstrate the knowledge, proficiency, and skill required in the course. The advanced standing credit will be awarded to the student's transcript upon successful completion of the pre- or co-requisites of the course.

Advanced standing credits reduce the overall timeframe for program completion. Advanced standing credit does not hold any qualitative points and, therefore, is not included in the calculation of the CGPA for the purpose of determining a student's satisfactory academic progress.

Coursework from International Institutions. Upon receipt of an official transcript, transfer credits from non-U.S. colleges/universities are evaluated and granted on a course equivalency basis. The Campus Director of Academic Affairs or his/her designee must receive an evaluation of official transcripts by a credential evaluation organization which is a member of the National Association of Credential Evaluation Services (NACES; see www.naces.org) attesting that the courses are equivalent to courses earned at a regionally accredited institution of higher education in the United States. Transfer credits are granted only for courses in which a grade of C or higher was earned (2.0 on a 4.0 scale).

The courses from international institutions are assigned a transfer credit grade and are accepted toward completion of student's program. Transfer credits from international institutions are not counted as hours attempted nor as hours completed within the Satisfactory Academic Progress Policy. Transfer credit grades do not hold any qualitative points. Therefore, transfer credits are not included in the calculation of the grade-point average for the purpose of determining a student's satisfactory academic progress.

Prior to granting transfer of credit for any course, the University reserves the right to test applicants or request that they successfully pass an examination administered by an ECPI University faculty member.

Please see the Tuition and Fee Schedule for applicable charges for the evaluation of transfer credit. Any fees paid to ECPI University for the evaluation of transfer credits do not imply that any or all of the courses will be accepted for transfer into the ECPI University program.

Credit through Examination. Standardized testing credit is accepted only for commonly administered and accepted tests such as the College Level Examination Program (CLEP), DSST (formerly DANTES Subject Standardized Tests), College Board's Advanced Placement (AP), and Excelsior College Examinations.

College-Level Examination Program (CLEP)

Test	Course/Credits	Required Test Score
American Literature	Humanities requirement (3 semester credits)	
Analyzing & Interpreting Literature	Humanities requirement (3 semester credits)	
Biology	BIO 122 (3 semester credits)	
Business Law, Introductory	BUS 223 or BUS225 (3 semester credits)	
Pre-calculus	MTH 200 (3 semester credits)	
Calculus	MTH 220 (3 semester credits)	
College Algebra	MTH 120 or MTH 131 (3 semester credits)	For CLEP General and Subjects exams that are administered electronically through computer based testing, a minimum score of 50 is required to receive transfer credit.
College Mathematics	MTH 120 (3 semester credits)	
College Composition	ENG 110 and ENG 120 (6 semester credits)	
English Literature	Humanities requirement (3 semester credits)	
History of U.S. I or II	Humanities requirement (3 semester credits)	
Human Growth and Development	PSY 106 or PSY 108 (1 semester credit)	
Humanities	HUM 205 (3 semester credits)	
Information Systems & Computer Applications	CIS 115 (3 semester credits)	
Introductory Psychology	PSY 105 (3 semester credits)	
Introductory Sociology	SOC 100 (3 semester credits)	
Natural Sciences	BIO 122 or PHY 120 (3 semester credits)	
Principles of Accounting I	ACC 160 (3 semester credits)	
Principles of Macroeconomics	ECO 201 (3 semester credits)	
Principles of Management	BUS 121 (3 semester credits)	
Principles of Microeconomics	ECO 202 (3 semester credits)	
Western Civilization I or II	HUM 205 (3 semester credits)	

DSST (formerly DANTES) Credit Awards

Test	Course/Credits	Required Test Score
Criminal Justice	CJ 100 (3 semester credits)	49+
Environment and Humanity: The Race to Save the Planet	BIO 122 (3 semester credits)	46+
Fundamentals of College Algebra	MTH 131 (3 semester credits)	47+
Human Resource Management	BUS 211 (3 semester credits)	46+
Introduction to Business	BUS 121 (3 semester credits)	46+
Introduction to the Modern Middle East	Humanities requirement (3 semester credits)	47+
Introduction to World Religions	HUM 205 (3 semester credits)	48/400+
Lifespan Developmental Psychology	PSY 106/108 (1 semester credit)	46+
Management Information Systems	BUS 331 (3 semester credits)	46+
Principles of Financial Accounting	ACC 161 (2 semester credits)	46+
Principles of Physical Science I	PHY 120 (3 semester credits)	47+
Principles of Public Speaking	COM 115 (3 semester credits)	47+
Principles of Finance	BUS 350 (3 semester credits)	46+
Principles of Statistics	MTH 140 (3 semester credits)	48+

Admissions Policies

College Board Advanced Placement (AP) Examinations

Test	Course/Credits	Required Test Score
Art History	Humanities requirement (3 semester credits)	3, 4, or 5
Biology	Natura science and lab requirement (4 semester credits))	3, 4, or 5
Calculus	MTH 200 or MTH 220 (3 semester credits)	3, 4, or 5
English Language and Composition	ENG 110 and ENG 120 (6 semester credits)	3, 4, or 5
Statistics	MTH 140 (3 semester credits)	3, 4, or 5
Calculus AB	MTH 220 (3 semester credits)	3, 4, or 5
Calculus BC	MTH 320 (3 semester credits)	3, 4, or 5
English Literature and Composition	Humanities requirement (3 semester credits)	3, 4, or 5
Environmental Science	BIO 122 and BIO 122L (4 semester credits)	3, 4, or 5
European History, U.S. History, or World History	Humanities requirement (3 semester credits)	3, 4, or 5
Physics B (Physics 1 and 2 beginning in 2014)	PHY 120 and PHY 120L (4 semester credits)	3, 4, or 5
Psychology	PSY 105 (3 semester credits)	3, 4, or 5
Macroeconomics	ECO201 (3 semester credits)	3, 4, or 5
Microeconomics	ECO202 (3 semester credits)	3, 4, or 5

Excelsior College Examinations (ECE)

Test	Course/Credits	Required Test Score
Interpersonal Communication (417)	COM 115 (3 semester credits)	All ECE examinations require a grade of 'C' to earn credit.
Introduction to Microeconomics (257)	ECO 202 (3 semester credits)	
Introduction to Macroeconomics (258)	ECO 201 (3 semester credits)	
College Composition (433)	ENG 110	
Advanced Composition (434)	ENG 120	
World Conflicts since 1900 (367)	Humanities requirement	

Process for Credit by Examination. The award of credit by examination for these types of standardized tests will be reviewed and awarded based on the learning outcomes of the tests in relationship to ECPI's courses. The student will receive notice of the total amount of transfer credit awarded.

ECPI University will accept a maximum of 15 semester credits of standardized testing credits into an associate's program and a maximum of 30 semester credit hours of standardized testing credit into a bachelor's degree program. Any examination credit will be listed on the student's transcript and will not be removed once the credit has been recorded. See Tuition and Fee Schedule for applicable charges.

Military Experience and Training. Service members may apply credits earned through the assessment of prior college-level learning and national testing programs to complete an undergraduate degree even sooner. Applicants who wish to have their military experience and training evaluated for college credit should submit copies of appropriate forms to the Student Records Coordinator's office. Credit will be applied to a degree program upon the approval of the Campus Director of Academic Affairs or his/her designee.

American Council on Education (ACE) credits. The American Council on Education (ACE) was created in 1942 to recognize the educational value of military training and experience. Since that time ACE has continuously evaluated military schools, correspondence courses and occupations to determine the amount and level of academic credit each should be awarded. Through ACE, academic credit may be available for most of the military training received, including Basic Training. The ACE military evaluations program is funded by the Department of Defense (DOD) and coordinated through DANTES. Visit the ACE Military Programs website, http://militaryguides.acenet.edu for more information.

The first step to claiming the credits is a formal request for a transcript from the appropriate military service. Each military service will provide unofficial personal copies and send to ECPI an official copy of the transcript at no charge. Each service branch has their own system for recording military education and experience credits:

Army. The Army uses the Joint Service Transcript (JST) system, which automatically captures academic credits from military training and standardized tests. The JST system is

available to enlisted soldiers only. Army Officers must use the form DD 295 (Application for Evaluation of Learning) to report their military training and experience.

Navy and Marine Corps. The Navy and Marine Corps use the JST system. This system automatically captures training, experience and standardized test scores. The Community College of the Air Force (CCAF) automatically captures training, experience and standardized test scores. Transcript information may be viewed at the CCAF web site.

Coast Guard. The Coast Guard Institute (CGI) requires each service member to submit documentation of all training (except correspondence course records), along with an enrollment form, to receive a transcript.

Under most circumstances, veterans are eligible to use their former service branch's transcript program. However, if the applicant is not eligible forJST, CCAF, or CGI systems, s/he will need to fill out form DD-295 and provide his/her DD-214 Discharge Document to receive credit for the experience.

ACE recommended credits will be used to fulfill program and elective requirements; however, the University reserves the right to determine the number of credits that will be accepted, and how those credits will be applied toward the degree.

Navy College Program for Afloat College Education (NCPACE). ECPI University offers courses through the Navy College Program for Afloat College Education (NCPACE) to students who meet Navy eligibility criteria for participation and who have earned a high school diploma or a GED. Students taking NCPACE courses with ECPI are granted provisional admission status. The student may be formally accepted into the University based on a satisfactory academic performance review by the Campus Director of Academic Affairs or his/her designee and completion of the remaining portions of the normal admissions process. If a student becomes ineligible to continue in the NCPACE program, the student may apply to attend the University online and/or on campus following the normal admissions process.

Servicemembers Opportunity Colleges. ECPI University is a member of Servicemembers Opportunity Colleges (SOC), a consortium of national higher education associations that function in cooperation with the Department of Defense, the military services (including the National Guard), and the Coast Guard to help meet the voluntary higher education needs of service members. Working in cooperation with the U.S. Army Recruiting Command, this consortium includes more than 1,900 participating SOC colleges and universities that have agreed to accept for admission new Army and Army Reserves recruits at the time of their enlistment in the service. Applicants should contact the designated veterans certifying official at the campus for further information on participation and eligibility.

Veterans Administration Benefits. ECPI University campuses are approved for training of veterans and eligible veterans' dependents. Each student who is eligible for and desires to receive veterans' educational benefits must provide ECPI with the student's military discharge document DD214 **prior** to the first scheduled class in the first term of the student's enrollment. Official transcript(s) for all previous postsecondary education must be received and evaluated within the first semester in order to continue to certify veterans benefits per the Veteran's Administration. If a student who is eligible to receive and desires to use veterans' educational benefits at ECPI attempts to retake a course that was previously taken and passed at another eligible post-secondary educational institution, veterans' educations benefits will **be denied** for that course.

Applicants should contact each campus directly for further information.

Financial Aid Implications of Transfer Credit. Students who are awarded transfer credit or advanced standing may experience one or more terms in which the student's status, for the purposes of financial aid, may change, and the corresponding amount of financial aid may be reduced due to the decreased number of hours scheduled. Prior to requesting credit transfer, advanced standing, or challenge examinations, students should discuss the potential financial aid implications of achieving advanced standing with a financial aid advisor.

Appeal Process for Academic Credit Decisions. If a student's request for previous academic coursework, standardized credit through examination and/or previous military experience evaluated by the American Council on Education for academic credit is denied, the student may appeal the denial and request and Academic Review Board. The written appeal must include the student's reasons for the appeal and must be submitted to the Campus President within 10 calendar days of the notification date. The Academic Review Board will consist of the Campus Director of Academic Affairs or his/her designee and two faculty members who will review the request for appeal; the appeal decision is final.

Graduate Program – Admissions Policies

Qualified applicants for the **Graduate level** degree program must meet the following requirements:

- **Complete a Personal Interview.** Students are required to meet with an admissions advisor and discuss career goals, interests, financial planning, and needs. This interview is typically conducted during a visit and tour of the school or, in extenuating circumstances, and for online students, the interview may be completed by telephone.
- **Complete a Graduate Application for Admission** and Enrollment Agreement. A non-refundable $50 fee is submitted with the Graduate Application for Admission and does not reduce the total tuition due.
- **Bachelor Science degree in a related discipline.** The degree must be from an accredited academic institution recognized by the Council of Higher Education Accreditation (CHEA). (see program specific requirements)
- **Undergraduate Cumulative Grade Point Average (CGPA) of 2.5 (on a 4.0 scale).** For applicants who have an undergraduate CGPA of less than 2.5, the applicant may be asked to submit GMAT (minimum score 450) or GRE (minimum of 1,000) test scores for review.
- **Demonstrated work experience in the field.**
- **English Language Proficiency.** For any master's degree applicant whose first language is not English, the applicant must achieve a minimum of 550 on the written TOEFL or 79 on the TOEFL Internet (iBT).

In addition to the Admissions Criteria for Graduate Programs, qualified applicants for the Master of Business Administration program must meet the following requirement:

❖ **Bachelor of Science degree in a business** related discipline with a basic understanding of business principles. The degree must be from an accredited academic institution recognized by the Council of Higher Education Accreditation (CHEA). Applicants who do not have previous undergraduate coursework in a business related discipline may be asked to validate their basic understanding of business through work experience or by completing a bridge course or one or more undergraduate courses, to include economics, accounting, finance and statistics, prior to acceptance into the graduate program.

In addition to the Admissions Criteria for Graduate Programs, qualified applicants for the Master of Science in Nursing program must meet the following requirements:

❖ **Bachelor's degree in Nursing** from a program accredited by the Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE) and from an academic institution recognized by the Council of Higher Education Accreditation (CHEA). Applicants who do not have previous under-graduate coursework in statistics, health assessment, research, or computer applications may be required to complete one or more prerequisite courses prior to acceptance into the graduate program. The MSN Director or designee will review undergraduate transcripts.

❖ **Current Resume and Unencumbered RN License**. Each applicant must submit a current resume that indicates RN work experience in the past three years and an unencumbered RN license in state of residence. The MSN Director reviews resumes and verifies RN licenses.

❖ **Essay (to be submitted with the Application for Admission).** In 500-1000 words, the applicant will describe how the MSN program will support the achievement of both short- and long-term professional and personal goals. The essay should address how the applicant's background has shaped his/her current goals.

❖ **Completion of MSN Orientation.** Before the start of the first term of study, the applicant must complete the 2-week online orientation.

In addition to the Admissions Criteria for Graduate Programs, qualified applicants for the Master of Science in Cybersecurity or Master of Science in Information Systems program must meet the following requirements:

❖ **Bachelor of Science degree in Computer Science or Information Systems/Assurance or related field**. The degree must be from an accredited academic institution recognized by the Council of Higher Education Accreditation (CHEA). Applicants who do not have previous under- graduate coursework in computer science or information systems/assurance may be asked to complete one or more undergraduate courses prior to acceptance into the graduate program.

FINANCIAL AID POLICIES

Financial aid is available to help qualified students pay for their education. ECPI offers many financial aid options to help students and their families determine the best way to pay for an education. ECPI is committed to helping each student find the best solution to meet his/her needs and pursues this educational investment.

Student aid is awarded based on the applicant's need and factors such as income, assets, and benefits. Financial aid applications and a guide to financial aid are available from the Financial Aid Department. The guide provides general information regarding eligibility, application processes, and Federal financial aid programs.

Financial aid application forms are to be completed and submitted to a Campus Financial Aid Administrator. Students receive a financial aid award letter when their application for financial aid has been processed that states the type, amount, and conditions of financial aid offered. The number of credits a student attempts each term also affects financial aid eligibility.

Students are required to apply for financial aid each academic year (two semesters). Forms are available in the financial aid office.

Students receiving financial aid must maintain satisfactory academic progress (p. 124) as indicated in this *Catalog* in order to retain eligibility for both Federal and ECPI financial assistance.

Most ECPI students make monthly in-school payments to the University. The in-school payments reduce the amount of money students borrow and must repay after they graduate or withdraw.

Definition of Financial Need

Financial need is defined as the difference between the cost of attending school and the student's (and/or the family's) expected family contribution (EFC). A Central Processor to whom the student's Free Application for Federal Student Aid (FAFSA) is submitted conducts determination of the EFC, based on federal guidelines. The School's Financial Aid Director or staff then determines the student's Cost of Attendance, which generally consists of tuition and fees and average living expenses based on nationally published data.. The federal need formula can be stated as follows: Cost of Attendance – EFC – estimated financial assistance not received under Title IV = Financial Need. Financial need determines eligibility for different sources of student aid.

Eligibility Requirements

In general, an applicant to ECPI is eligible to apply for Federal Title IV financial assistance if the following criteria are met:

- Be a United States citizen or national; U.S permanent resident or other eligible noncitizen; or a citizen of the Freely Associated States.
- Have a valid Social Security Number or, for citizens of the Freely Associated States, a pseudo SSN assigned during the FAFSA application process.
- Have financial need, for some sources of student aid..
- Have a high school diploma; a recognized equivalent of a high school diploma, such as a General Education Development (GED) or certificate; or have completed secondary education in a homeschool settings.
- Be enrolled or accepted for enrollment as a regular students at ECPI for the purpose of obtaining a degree, or certificate offered by ECPI University.
- Make satisfactory academic progress as outlined in the school policies herein.
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you 1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, 2) are not in default on any Federal Student Aid loan and do not owe an overpayment on any Federal Student Aid grant, or have made satisfactory arrangements to repay them, 3) will notify your college if you default on a federal student loan and 4) will not receive a Federal Pell Grant from more than one college for the same period of time.
- Have not exceeded annual or aggregate loan limits .
- Males must be registered with the Selective Service, unless exempt under Selective Service guidelines.
- For the Pell Grant program eligibility, the student may not have previously earned a bachelor's, master's, or first professional degree.
- For Direct Subsidized/Unsubsidized and Direct PLUS Loan programs, the student must be enrolled at least half-time

Applicants under the age of 24 are considered to be dependent by federal definition and are required to have parental participation in completing the financial aid forms and the financial aid process.

An applicant has the right to appeal all financial aid decisions. Such appeals must be in writing, made to the Director of Financial Aid within 10 calendar days of the date of the decision. The Financial Aid Director and the Campus President will review all appeals and inform the applicant of

the University's decision within 30 calendar days of the receipt of the appeal.

Financial Aid Received Prior to Attending ECPI

Federal regulations require an institution to determine all previous Federal Title IV aid received by the student prior to disbursement of funds. When a FAFSA is processed, Central Process System matches students against the National Student Loan Data System (NSLDS). ECPI will review all NSLDS data reported by each school at which a student was previously enrolled. Financial aid awarded at other schools could limit the amount of financial aid available at ECPI.

Loan Default Prevention

Students are responsible to repay, in full, all loans used to pay for their education. Repayment of student loans helps ensure the availability of loan funds for the future. Borrowers are encouraged to take the responsibility of loan repayment seriously.

Some helpful hints on avoiding delinquency are as follows:

- Send in the required payment each month even if a bill was not received.
- Send in larger or additional payments to reduce the amount of interest paid on the loan. Be sure to indicate that the extra amount should be applied to the principal or used as a future payment.
- Remember that overpaying one month does not mean that the next month's payment can be skipped or that it will be reduced.
- Call your lender/servicer immediately if the payment will not be made on time or in cases of financial hardship. The lender/servicer may be able to work out an alternative plan.
- Know the deferment rights. After sending in the necessary forms, follow up with the lender/servicer to confirm that the appropriate loan(s) has been deferred.
- Understand the borrower's rights and responsibilities under each loan program. Keep all paper work such as promissory notes, lender correspondence, cancelled checks, etc.
- Always call to resolve a discrepancy.
- Never ignore correspondence or requests for payment from the lender/servicer.

If a default does occur on the loan(s), in spite of all the arrangements available to prevent this from happening, one or more of the following repercussions may occur:

- The default status may be reported to a national credit bureau and have a negative effect on credit ratings for seven years.
- Deferment possibilities may be lost.
- Wages may be garnished.
- Federal and state income tax refunds may be withheld.
- Ineligibility status for any further federal or state financial aid funds.
- The entire unpaid amount of the loan, including interest and cost of collection, may become due and payable immediately.
- Students may obtain additional information about loan repayment and default prevention guidance from the Financial Aid Office.

Refund Policy

Students considering withdrawing from a course/program should read the following sections: *Refund Policy*, Satisfactory *Academic Progress*, and *Grade Reports*,126 *Interruption of Enrollment*, and *Course Withdrawals*, *Leave of Absence*, and *Adding/Dropping Courses*.

Definitions. As used in this Refund Policy, these terms shall have the following meanings:

"Semester" is the period for which students are charged. Each Semester consists of three 5-week modules. Two semesters constitutes an academic year.

"Tuition and Fees" means the stated program price for a Semester or portion of a Semester if less than a Semester remains in Student's program, together with the Learning Resource Fee, sales tax, and other fees charged by ECPI.

"Trial Period" – New Students attending their first course are in a trial period which is typically five weeks. If the first course is not completed during the trial period, the student may opt out and all tuition charges would be refunded less enrollment fees, otherwise they become a regular student. Title IV federal student assistance will not be disbursed during the trial period, but once completed and the student continues as a regular student, disbursements will be made to include the trial period if otherwise eligible.

Start Date Postponement. In the event a program start date is postponed by ECPI University, Student is entitled to a full refund of all monies paid to ECPI University if requested by Student within fifteen days of Student's receipt of notice of such postponement.

The University reserves the right to discontinue a program of study for enrollment or other factors. In the event that a student has not commenced study in the discontinued program, the student may transfer to another program and all monies paid will be applied to the new enrollment. In the event that a student has completed coursework within the discontinued program of study, the student will be provided an opportunity to complete all outstanding coursework at the University and earn the appropriate credential for that program.

Financial Aid Policies

Cancellation Policy. Student may cancel his/her Enrollment Agreement, without any penalty or obligation, within three (3) business days from the date Student signs the Enrollment Agreement. If Student cancels in accordance herewith, any payment made by Student under his/her Enrollment Agreement and any negotiable instrument executed by Student in connection herewith will be returned within 30 days following receipt by ECPI University of such cancellation notice excluding the non-refundable application fee, and any security interest arising out of the Enrollment Agreement will be voided. If cancellation is effected under this clause, Student shall have the right to apply for reinstatement within 12 months from the date signed by Student on page one of his/her Enrollment Agreement, at which time a credit will be given for all monies paid but not previously returned to Student, if any. To cancel the Enrollment Agreement, Student must mail or deliver a signed and dated copy of Student's written cancellation notice to ECPI University at the campus location noted on page one of his/her Enrollment Agreement no later than midnight on the third day after Student signs his/her Enrollment Agreement.

If the student cancels during the trial period, ECPI University will refund all money less the non-refundable application fee and registration fee. Thereafter, the refund for each Semester will be the larger of (a) the refund, if any, required by state law, or (b) the refund, if any, required by federal law, and (c) the ECPI Refund Policy.

Refund Calculation. If termination occurs in the first 10% of the Semester, ECPI University will refund 90% of the Tuition and Fees. If termination occurs after 10% and up to 35% of the Semester, ECPI University will refund 60% of the Tuition and Fees. If termination occurs after 35% and up to 70% of the Semester, ECPI University will refund 30% of the Tuition and Fees. ECPI University shall retain a non-refundable application fee for each refund. If termination occurs after 70% of the Semester, no refund will be made.

South Carolina Student Refund Calculation: If withdrawal or termination occurs within the first semester or there are mitigating circumstances (serious illness, death, military service) refund will be as follows: if termination occurs in the first 10% of the first semester, ECPI will refund 90% of tuition and fees. If termination occurs after 10% and up to 20%, ECPI will refund 80% of tuition and fees. If termination occurs after 20% and up to 30%, ECPI will return 70% of the tuition and fees. If termination occurs after 30% and up to 40%, ECPI will refund 60% of tuition and fees. If termination occurs after 40% and up to 50%, ECPI will refund 50% of tuition and fees. If termination occurs after 50% and up to 60%, ECPI will refund 40% of tuition and fees. If termination occurs after 60% and up to 70%, ECPI will refund 30% of tuition and fees. If termination occurs after 70%, no refund of tuition and fees will be made. Subsequent semesters fall under the ECPI standard refund policy stated in the prior paragraph above.

Maryland Resident Students, attending online, Refund Calculation: if termination occurs in less than the first 10% of the semester, ECPI will refund 90% of the tuition and fees. If termination occurs at 10% and up to but not including 20%, ECPI will refund 80% of the tuition and fees. If termination occurs at 20% and up to but not including 30%, ECPI will refund 60% of tuition and fees. If termination occurs at 30% and up to but not including 40%, ECPI will refund 40% of tuition and fees. If termination occurs at 40% and up to but not including 60%, ECPI will refund 20% of tuition and fees. If termination occurs at 60% or above, no refund will be made. If the ECPI Standard Refund Policy results in a greater refund, it shall apply.

Federal Return of Funds Requirement. The Return of Title IV calculation is delayed if Student provides written confirmation, on or before the last day of attendance, of an expected re-entry date before the end of the current semester.

The calculation for the return of Title IV aid funds is determined by Student's last date of attendance. The number of days completed is divided by the number of days in the Semester to identify the percentage of time Student has completed. This would be the percentage of aid earned by Student. If Student withdraws at 60% or more of the current Semester, no return of the Title IV aid funds for that period is required as Student is considered to have earned 100% of the Title IV aid funds received. If Student's last date of attendance is before completing 60%, this percentage if multiplied by the total amount of Title IV aid received or could have been received (for this period) to arrive at the amount of earned aid. The difference between the amount of earned aid and the amount of Title IV aid is the amount of unearned aid. Pell Grant awards will be recalculated to the eligible amount based on any changes to the enrollment status before being pro-rated as required by the U.S. Department of Education, which often results in a significant reduction in Pell Grant eligibility.

Amount of aid ECPI is responsible for returning. Institutional charges (tuition, books and, fees for the entire Semester) are multiplied by the percentage of unearned aid to determine the amount ECPI is responsible to return. The amount ECPI is responsible to return is compared to the total amount of unearned aid; the lesser amount is then returned to applicable student aid program (see below for refund order). This refund amount is then charged to Student's account and depending on the results of the Refund Policy, it is possible to have a tuition balance owed to ECPI for the unpaid portion of tuition, books, and fees.

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

- Iraq and Afghanistan Service Grant, for which a return is required

Amount of unearned aid Student is responsible for returning. Student is responsible for returning any portion of the unearned aid that is not part of the required return from ECPI University. Any unearned aid that came from Title IV loans, Student will be responsible for repaying those funds according to the terms of the promissory note.

Payment of Refunds. Any refunds due under the foregoing provisions to the Student who properly cancels, withdraws, is discontinued, or fails to return from an approved leave of absence, will be refunded within 60 days of the last date of attendance or within 60 days of the date Student failed to return from an approved leave of absence. Refunds due per the U.S. Department of Education will be made within 59 days of the last date of attendance or 45 days from the date of official withdrawal, whichever is earlier. Refunds due by Student to other entities will be made within their required timeframes, but never more than 60 days after the last date of attendance.

Special Cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, ECPI University shall make a settlement that is fair.

Students who have not visited ECPI University prior to enrollment may withdraw without penalty within three (3) days following either their scheduled class orientation or following a tour of ECPI University and its facilities, whichever is later.

Students eligible for military benefits are charged and refunded according to funding source guidelines.

Credit Balance/Refund. ECPI University will not issue a check for a credit balance or a refund that is less than $1.00.

Renewal Applications

Students must reapply for financial aid in each new academic year. In some cases this may require the completion of a Renewal FAFSA. Renewal-eligible students automatically receive a renewal reminder by e-mail if they provided an e-mail address in the previous application year. Students must complete all required applications and submit additional paperwork as necessary–five weeks before the start a new academic year. Failure to do so could result in the student being required to make cash payments to the University or being dismissed from ECPI.

Note: The entire financial aid application process and verification process, if applicable, must be completed for each academic year.

Sources of Financial Aid

Sources of Financial Aid - Federal Aid Programs

ECPI is approved by the U.S. Department of Education to participate in each of the below sources of Federal Student Aid. For information about these programs, eligibility requirements, and the application processes, the Department of Education provides Funding Education Beyond High School, The Guide to Federal Student Aid.

Federal Pell Grant – A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or professional degree. The maximum award is based on award years that run July 1 through June 30 each year. For the current year maximum award, visit http://studentaid.ed.gov/types/grants-scholarships/pell . Effective July 1, 2012 students can receive the Federal Pell Grant for no more than 12 semesters. Students can apply at www.ecpi.edu/fa . The resulting Institutional Student Information Report , with an official EFC must be received by ECPI while the student is enrolled and eligible, but not later than applicable deadlines established and published by the Department of Education.

Federal Supplemental Educational Opportunity Grant (FSEOG) – Award amounts depend upon the applicant's financial need and funding availability. Priority is given to Federal Pell Grant recipients.

Iraq and Afghanistan Service Grant – You may be eligible for this grant if your parent or guardian was a member of the U.S. armed forces and died as a result of military service in Iraq or Afghanistan after the events of 9/11 and you were under 24 years of age or enrolled in college at least part-time at the time of your parent's or guardian's death. Please inform your financial aid advisor if you believe you may qualify. The grant award is equal to the amount of a maximum Federal Pell Grant for the award year but cannot exceed your cost of attendance for that award year. For the current year maximum award please visit http://studentaid.ed.gov/types/grants-scholarships/pell.

Federal Perkins Loan – This is a low interest (5 percent) federal student loan for undergraduate and graduate students with exceptional financial need. ECPI is the lender and award limits are subject to availability of funds.. Interest does not accrue during the period of enrollment and for a grace period of nine months after graduation, withdrawal, or less than half-time enrollment status.

Federal Work-Study – The Federal Work-Study Program provides on- and off-campus part-time employment, while enrolled in school to undergraduate, graduate, and professional students. . Students earn at least current–federal minimum wages and this employment is awarded based on financial need and funding availability.

Federal Direct Subsidized Loan – The Federal Direct Subsidized Loan is a financial need-based, low-interest, fixed rate loan available to undergraduate students directly from the Department of Education.

To apply for Federal Direct Loans you must first complete the FAFSA application, be enrolled at least half time, and your school determines the actual loan amount you may be eligible to receive each academic year. The maximum that can be borrowed in the first year is $3,500. Annual loan limits depend on what year the student is in school and whether you are a dependent or independent student. There are also limits to the total amounts that you may borrow for undergraduate studies and the program length.

The U.S Department of Education pays the interest while you're in school at least half-time, for the first six months after you leave school (grace period), and during a period deferment. Loan repayment begins six months after graduation, withdrawal, or dropping below half-time enrollment status.

Federal Direct Unsubsidized Loan – Federal Direct Unsubsidized Loans are available to undergraduate and graduate students. The annual loan limit is $2.000 for dependent undergrad students, $6,000 for independent undergrad students, and $20,500 for graduate/professional students. If you are a dependent student whose parents are ineligible for a Direct PLUS Loan, you may be able to receive additional Direct Unsubsidized Loan funds. Other limits also apply to the annual and total amounts you may receive. Your school determines the actual loan amount you may be eligible to receive each academic year.

You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose not to pay interest while you are in school and during grace, deferment, or forbearance periods, interest accrues and is capitalized (added to the principal amount of your loan). Loan repayment begins six months after graduation, withdrawal, or dropping below half-time enrollment status.

Federal Direct PLUS Loan – for Parents of Dependent Undergraduate Students (PLUS) – PLUS loans provide funds to help meet educational expenses. They are low-interest, fixed rate loans made directly from the U.S. Department of Education. Borrowers must not have an adverse credit history. The maximum loan amount is the student's cost of attendance determined by the school minus any other financial aid received. Repayment begins once your loan is fully disbursed.

Federal Direct Grad PLUS Loan for Graduate or Professional Degree Students – This is a low interest/fixed rate loan provided directly from the U.S. Department of Education to borrowers who do not have an adverse credit history. The maximum loan amount is the student's cost of attendance determined by the school minus any other financial aid received.

Repayment begins once your loan is full disbursed, however, these loans are placed into deferment while you are enrolled at least half-time and for an additional six months after you cease to be enrolled at least half-time. During deferment periods interest will accrue. You may opt to pay the interest when the deferment period ends.

Gaining Early Awareness and Readiness for Undergrad Programs (GEAR UP) – The GEAR UP program is a federal grant program funded by the U.S. Department of Education and administered by the state. Applicants must be eligible for Pell Grants and demonstrate financial need in addition to other eligibility requirements. Maximum award amounts are determined each year by the state and are contingent upon available funding.

Supplemental Loan Programs – ECPI has arranged for other student loan programs to be made available. The lenders and terms on these loan programs vary, and your financial aid officer can help you find the one that best fits your needs.

ECPI University Scholarships

ECPI University awards in excess of $5 million in scholarships each year. These are funds to help you pay for your education that you do not have to pay back, and reward you for your commitment to earn your degree.

- Applicants must have applied and been accepted for admissions to ECPI University for the 2014-15 academic year.
- Applicants must meet the ECPI University entrance requirements.

Each scholarship has its own unique qualifying criteria. Below you can review the different types of scholarships you may qualify for. Our financial aid advisors can assist you in identifying and applying for these scholarship opportunities.

Graduation Scholarship Fund

ECPI University students enrolled in any undergraduate Bachelor's, Associates, or diploma program are auto-enrolled for the **Graduation Scholarship Fund**. Scholarship amounts vary by degree program and level and may provide awards up to $2,500 to reduce student loan debt in the final semester of your program. Contact admissions or see your financial assistance advisor for details.

To be eligible you must:

- Regularly attend full-time
- Attend at least 85% of all class time in your first semester
- Make 'Satisfactory Progress' (as defined in the university catalog)
- Be responsible with student loan borrowing
- Have financial need based on student loan tuition debt

Financial Aid Policies

Students transferring in 12 credits or more will result in a pro-ration of the graduation scholarship according to the number of semesters attended.

Fixed Tuition Pledge

ECPI University students who remain eligible for the Graduation Scholarship Fund will have their tuition rates locked in until they graduate at the rate upon enrollment. Program changes or additional programs will be subject to any tuition rate changes and then locked for that program. External benefits, such as those available through the Veterans Administration and employer reimbursement can be utilized in conjunction with the Fixed Tuition Pledge.

Career Advancement Scholarship

Employers value third party endorsement of skills that enhance the value of your degree. Your success means success for all of the graduates, faculty and staff at ECPI University!

- ECPI University will award grants of $100-$500 for certifications or licenses you successfully achieve while enrolled.
- Many academic programs have certifications you will be encouraged to earn by the time you graduate.
- ECPI University subsidizes the majority of the fees to take certification exams.
- Rewards will be applied to lower student debt first, but debt is not required to be eligible, and will be paid in addition to other scholarship awards.

High School Scholarships

Scholarships awarded up to $3000.

High School seniors are eligible to apply.

Applications are due by May 5, 2015:

- Complete application
- Submit high school transcript
- Two letters of recommendation (at least one from a teacher or counselor)
- Typed personal essay (250 words minimum) explaining your reason for pursuing your chosen program of study

GPA, attendance record, acceptance to ECPI University will be considered along with the information submitted with the application. Contact the university for an application!

Department of Veterans Affairs.

ECPI has also been approved for educational benefits administered by The Department of Veterans Affairs, including the Yellow Ribbon Program, the Post-9/11 GI Bill®, the Montgomery GI Bill®, Tuition Assistance, MyCAA, and others. For more information and the application process, contact the local ECPI campus Veterans Benefits Coordinator.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

ECPI University Business Partnership Program

ECPI University has agreements with area businesses to provide their employees tuition assistance benefits. Contact the admissions office to see if your employer participates.

General Scholarship Policies

- Scholarships, unless otherwise indicated, will be applied only to lower tuition debt.
- Only degree-seeking students enrolled in a minimum of 9 credits per semester will receive a scholarship award unless otherwise noted in the criteria.
- To qualify for scholarships, students must maintain continuous enrollment on a semester basis. Students may take only one semester off during their enrollment.
- Students eligible for multiple special tuition rates, pricing programs or scholarships receive the one most beneficial.
- Other scholarship partnerships: Eagle Scout, Virginia Community College System. See campus Financial Aid Administrator for possible others

Graduation Scholarship Fund Amounts Awarded in Final Semester (less any other ECPI University scholarships received)

Technology Programs

- Bachelor's Degrees $1,500
- Associate's Degrees $1,000
- Master's Degrees $500

Healthcare Programs

- RN → BSN $1,000
- Bachelor's Healthcare Admin $2,500
- Medical / Dental Assisting $2,000
- Medical Admin / Massage Therapy $2,000
- Health Information Mgmt $2,000
- Practical Nursing / AAS Nursing $1,000
- Medical Radiography / PTA $1,000
- Surgical Tech / Sonography $1,000

Business, Criminal Justice & Culinary

- Bachelor's Programs Bus / CJ $2,500
- Bachelor's Food Service Mgmt (completion program) $1.000
- Culinary Programs $2,000
- Baking & Pastry Diploma $1,500

Financial Aid Policies

Sources of Financial Aid - Other

Students who have been approved for assistance under any of the following programs must provide the documentation of eligibility to the Financial Aid Administrator.

Employer Assistance. Many employers provide tuition assistance programs to their employees to assist with education goals. Check with the human resources department or benefits manager to see if an educational assistance program is available at your place of employment.

Job Location and Development Program. This program is administered through the Career Services Center to assist students, with and without financial need, in securing part-time employment. Information and program requirements are available from the Career Services Center.

Local Aid. ECPI Culinary students in need of assistance, who are residents of Norfolk, Virginia, may qualify for $750 in a locally provided City of Norfolk Scholarship. Inquire with your Financial Aid Administrator to verify eligibility.

Private Aid. ECPI students may also seek private education loans from any lender of their choice. Eligibility and application processes for private education loans are provided by the private lenders.

ECPI also provides a private loan program serviced by Tuition Options to assist students in meeting their educational goals. Additional information and the application process may be obtained from the Campus Financial Aid Administrator.

Military Tuition Assistance. Active duty students who use Tuition Assistance will have their first term TA cost sheet automatically sent directly to the student. Students must request a TA cost sheet for each subsequent term until the TA is capped for the fiscal year. Students are responsible for submitting all TA cost sheets to their TA Education office before the term begins for TA approval.

OppInc./One-Stop Workforce. A student who may qualify for benefits funded through the U.S. Department of Labor should contact the local OppInc. /One-Stop Career Center.

State Aid. Qualified applicants may also receive educational benefits administered under the state's Employment Commission or Vocational Rehabilitation Assistance programs. Students must visit the local state agency branches to determine eligibility for these programs.

Sources of Financial Aid - Veteran's Benefits

Some ECPI students have Veterans Education benefits available to them while they are attending school. The Department of Veteran Affairs is now taking online applications. To apply for veterans educational benefits online, log onto www.gibill.va.gov, click on "Electronic Application Form" and start "VONAPP" to complete VA Form 22-1990 or 22-1995. Each student must forward a copy to the application to the Campus Veterans Certifying Official.

Students who are discharged veterans should forward a copy of the DD214, copy 4, along with the Application for Admission. It is the student's responsibility to submit the application for benefits to the Veterans Administration and to keep their educational information up to date with the Veterans Administration. ECPI will provide assistance to those students who need help and will answer questions that students may have with regard to the VA benefits.

Students seeking advanced academic standing via credit transfer or challenge examinations must do so by the end of their first semester of enrollment. VA students are expected to report all enrollment changes to the VA coordinator (for example: changing concentrations, falling below a full-time status, and leaving school).

ECPI must have an academic transcript from each post-secondary school previously attended by a veteran. Consent to Release School Records forms must be completed in full (complete address) for each school attended.

Chapter 33 Post 9/11 GI Bill® Benefits. This benefit program is available to individuals who served in active duty on or after September 10, 2001 and is payable for education pursued after August 1, 2009. If a veteran qualifies for assistance under the Montgomery GI Bill® on or after August 1, 2009 and the veteran also qualifies for assistance under the Post 9/11 GI Bill®, the veteran may make an irrevocable decision to receive benefits solely under the Post 9/11 GI Bill®. Please see your Campus Veterans Certifying Official or visit www.gibill.va.gov for more information.

Tuition and fee rates for private schools are capped by the Veterans Administration annually. Please check with your school's V.A. representative for the current year's cap. Eligibility tiers based on length of service still apply. Only the VA can determine a veteran's eligibility. ECPI University is a Yellow Ribbon school for those students who are 100% eligible for this program.

Active duty students are limited to the net cost for tuition and fees that are prorated based on eligibility tiers (40% - 100%) previously established for veterans.

The housing allowance under CH33 Post 9/11 benefits is now payable to the student (other than an active duty student) solely enrolled in distance learning. The housing allowance payable is equal to ½ the national average Basic Allowance for Housing for an E-5 with dependents. Housing is also prorated based on the student's rate of pursuit (rounded to the nearest tenth).

Further clarification can be found at www.gibill.va.gov or by contacting the Campus Veterans Certifying Official.

Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System. Servicemembers Opportunity Colleges established in 1972, is a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles of 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 website at http://www.soc.aascu.org/.

SOC Degree Network System. The SOC Degree Network System 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 university-age children with opportunities to complete university degrees without suffering loss of academic credit due to changes of duty station.

Student Cost of Attendance

An average cost of attendance for a student attending ECPI University consists of tuition and fees, room and board allowance, transportation allowance, personal and miscellaneous allowance, and books/supplies allowance. Tuition and direct academic costs are assessed for one academic year. Living expenses are estimated using nationally approved living expense guidelines. These components of the cost of attendance are estimates and will vary from student to student depending on the program, course load, and the student's living arrangements (students living with parents or living on their own).

For specific details on calculating cost of attendance, contact the Financial Aid Department.

Verification

Requirements for Verification. Federal regulations require that application data be matched against several databases: those of National Student Loan Data Service (NSLDS), Central Processing Service (CPS), The Department of Defense, the Department of Justice, the Social Security Administration, Department of Veterans Affairs, and the Department of Homeland Security (DHS). An unsuccessful match to any of these databases will require students and/or parents provide documentation to validate their current status. For any failed database match, your Financial Aid Administrator will advise you of the documentation required and which must be provided to be eligible for financial aid.

Some student aid applications are also subject to a process called verification. This process involves documenting the information submitted on the student's Free Application for Federal Student Aid (FAFSA) and verifying that the information is correct.

The procedures governing verification are as follows:

School Policy for Timeline in Completing Verification-

The School will complete the "Notification of Verification Document Required Form" and email or meet with students in person to explain what is required.

Verification is required to be completed before the start of a program or within 30 days of notification.

Under extenuating circumstances the Institution may, at their option, accept completed verification documentation after the above deadline. Other federal deadlines may also apply.

Students who do not complete verification in the above time frame may have a delay or loss of subsidized financial aid and may be prevented from registering for subsequent classes.

Acceptable Documentation:

The Department of Education publishes an annual notice announcing the FAFSA information that an institution and an applicant may be required to verify for an applicant selected for verification by the Department, and the acceptable documentation for that information. If an application is selected for verification by the Central Processing System (CPS), the resulting Student Aid Report (SAR) will indicate that verification is required. In addition to this, ECPI University may choose to select an application for verification. In either case, students will be notified of the documentation required to complete the verification process by their Financial Aid Administrator.

Applicant's Rights and Responsibilities in Regard to Verification. Each applicant has the right to be informed that s/he has been selected for verification and the responsibilities associated with verification selection. Consequences for not meeting those responsibilities, are explained in detail orally, and when deemed necessary by the University or if requested by the applicant, presented in writing.

Correction to Information. All conflicting data must be resolved and if, as the result of verification or another documentation process, it becomes necessary to correct any of the information on an ISIR, the student may be required to make a correction or the Financial Aid Department, with acceptable documentation will submit the corrections electronically to the U.S. Department of Education. A new ISIR, showing the corrected information is then generated. Applicants may be required to verify correctness and sign the revised ISIR.

If corrections result in a change in eligibility, students will be advised and a revised award letter will be reviewed for approval.

If ECPI has reason to believe that any application has been intentionally submitted under false or fraudulent pretenses, such application will be referred to the Federal Office of the Inspector General.

Note: Failure to provide required information could result in a new student being denied admission to ECPI University, and a student already attending classes could be dismissed for failure to meet financial obligations to the school.

STUDENT SERVICES

ECPI University is committed to providing a safe and supportive learning environment for all students. Professional development and personal growth invariably overlap in the education environment; therefore, ECPI offers the following student services to all students and encourages students to take advantage of these services while enrolled at ECPI.

Advising - Academic

The purpose of academic advising is to facilitate the intellectual and personal development of our students, to enhance their academic performance and to ensure student's progress toward graduation by assisting them in achieving the following objectives:

- Assist students toward the timely completion of their studies through the monitoring of satisfactory academic progress as well as the identification and fulfillment of academic and career goals.
- Develop a meaningful educational plan that is compatible with the student's personal abilities and educational/career goals.
- Explore academic options to make meaningful short-term and long-term decisions (e.g., elective course selection, opportunities for hybrid or online courses, etc).
- Understand and follow the University's policies and procedures leading to graduation (e.g., requirements for completion of Arts & Sciences courses, concentration coursework and other University requirements);
- Increase awareness of the full range of campus programs, services, and clubs.
- Identify academic skills, including required certifications that may be required or will enhance career opportunities following graduation.

Faculty members and Academic Program Directors are available for academic advising and also coordinate tutorial assistance. Tutoring is available at no additional cost weekdays, or by individual arrangement, for students whose academic progress is unsatisfactory.

Advising - Other

In addition to academic advising, individual assistance is provided to students for personal and financial needs within each of the University's departments. Students are encouraged to request assistance as follows:

- Accommodations for students with disabilities are provided on a case-by-case basis. Written requests for accommodation should be made directly to the Campus President.
- Part-time jobs and career development assistance is available to eligible students through Career Services.
- Forms and information on Veterans, Tuition Assistance, Rehabilitation, Dislocated Workers, and Job Training Partnership Act assistance are available from the front desk or the VA/TA Coordinator.
- Financial Aid questions and assistance, including information on grants, loans, and part-time employment, are directed to the Financial Services Office.

Alumni Association

Alumni can register at www.ecpi.360alumni.com to connect with other alumni, view job postings, and view upcoming events. Alumni are encouraged to share their success with students as guest speakers. Alumni are entitled to access to on-site campus library resources. For further details, please contact the Campus Career Services Department.

Alumni Search Services

Alumni may be eligible to receive graduate employment assistance even after they have accepted a full-time permanent position with an employer, provided they have been employed with that employer for a minimum of one year. Exceptions to the one-year minimum would be in the case of lay-offs, family emergencies, relocation, and other extenuating circumstances as determined by the University. Current graduates receive priority for employment assistance, and alumni assistance occurs when graduate eligibility has been established and job orders require prior related work experience.

Career Development Workshops

The Career Services Department offers career development workshops that include resume preparation, interviewing techniques, Job Fair Networking Techniques, Understanding and Qualifying Various Employment Firms, Online Resume Posting, and Professional Attire.

Career Fairs

Every year the campus Career Services Departments coordinate career fairs. Employers are invited on campus to conduct corporate recruiting and screening activities. Career fairs provide a convenient and effective way for graduates to explore employment opportunities with a variety of employers and to compare benefits and growth potential.

Career Services

Students choose to attend ECPI because they want to gain the required skills necessary for entry into fast-growing job fields.

Among those necessary skills is the ability to prepare for and conduct a job search. ECPI works with each student every step of the way as graduation nears and students begin an employment search. ECPI's dedicated Career Services Advisors are ready to work one-on-one with students to:

- Review resume
- Assist with interviewing techniques
- Discuss career choice
- Provide help in career/job-market research
- Market the students skills to potential employers
- Generate job leads

ECPI encourages each student to visit the Campus Career Services Department prior to enrolling and throughout their education at ECPI.

Career Services develops and maintains relationships with employers to determine hiring needs and to facilitate employment of students, placement of externs, and employment of graduates in positions related to their fields of study. Career Services assists students by developing interview skills, resume preparation and guidance on how to conduct a successful job search.

Although Career Advisors maintain contact with several employers to identify employment opportunities, students are also expected to participate actively in their employment search campaign and to assume ultimate responsibility for their employment.

Although graduates cannot be guaranteed employment or starting salary, ECPI has long been a source of qualified applicants for employers. ECPI graduates are often scheduled or referred for job interviews as employment openings occur. When out-of-state opportunities are presented, graduates are encouraged to consider relocation in order to maximize their earning potential and advancement opportunities.

Certifications and Licensure

ECPI offers programs that may lead to certifications, which are outlined in the individual programs under Program Information. These certifications are the actual third-party certification exams that students may be prepared to take following achievement of student learning outcomes from a course or a set of courses. Some certifications may require additional outside preparation prior to taking the exams, and receipt of one or more certification is not guaranteed. Students are strongly encouraged to take all appropriate certification examinations for their program of study. To facilitate student access to the certifications, ECPI offers its students access to the certification exams at a significant discount. Some programs may require the student to obtain one or more certifications as part of the curriculum.

Certain ECPI programs require professional, national or state certification or licensure as a prerequisite to employment in the field. Requirements vary by state. Each student is responsible for investigating the details of the certification or licensure laws in any state(s) and/or municipalities where s/he is considering employment. These laws typically require that an applicant possess good moral character and report any prior criminal convictions. Any student or graduate who has a prior criminal conviction may experience limitation or denial of employment opportunities, professional licensure, or externships.

Academic Program Directors and Career Services can provide resources to facilitate the student investigations.

Externships

Externships are career-related work experiences that result in academic credit upon completion. Externships are usually non-paid work experiences that occur at locations similar to where students may be employed upon graduation and require advanced approval by the Academic Program Director. Externships provide students the opportunity to dress appropriately and to perform work professionally while demonstrating achievement of program-related learning objectives. Students are encouraged to begin working with the Academic Program Director and/or Academic Advisor at or prior to the beginning of the student's last semester in order to facilitate timely scheduling of their externship.

Students who have not successfully completed externship requirements within one academic term will be assigned a grade of "Incomplete." Students have three weeks after the end of a term to complete externship requirements or the "I" grade will changed to "F". Externship courses are authorized, coordinated, and graded by faculty with input from on-site externship supervisors. Classroom allowances for absence do not apply to the externship setting. Students must satisfactorily complete all externship course requirements.

Externships are coordinated by Academic Advisors with Career Services. Career Services assists with externship site locations after faculty have scheduled students for an externship. Externships are offered in many programs and are required in some (review course outlines in this *Catalog* for details).

Federal Work Study

Federal work-study (FWS) positions are only available to financial aid recipients with FWS awards. The positions are located both on and off campus and are filled at each campus on a competitive basis through the Career Services office.

Graduate Employment Assistance

Students approaching graduation meet with their assigned Career Services Advisors to begin the career search process. Career Services Advisors conduct an individual Career

Planning Orientation, and following this meeting and receipt of a final résumé from the student, Career Services Advisors begins circulating the résumé to employers.

Résumés. Students are taught résumé preparation skills that include how to write a professional résumé and cover letter. Drafts are proofread and reviewed. Completion of an acceptable résumé is a requirement for graduate employment assistance.

Housing - Virginia Beach, Virginia only

ECPI does not provide University-sponsored housing or dormitories. However, ECPI provides assistance in locating housing through several apartment complexes for students residing outside the Hampton Roads area who wish to study at the Virginia Beach main campus. Students must adhere to apartment complex regulations. If any student needs assistance, has questions, or problems arise, contact the apartment complex office. If needs are not met by the apartment complex office, then the ECPI Housing Coordinator may be contacted. Apartments are in close proximity to the campus, shopping mall, grocery stores, etc. Students must have their own transportation.

Housing - all other campuses

ECPI does not provide university-sponsored housing or dormitories and students are encouraged to make their own housing arrangements. The University provides information about local apartments and rental opportunities for students interested in living near campus. Students should first contact their campus Admissions Department. All University campuses are located along major traffic arteries to allow easy commuting for students.

Library

The ECPI University libraries provide resources and services at each campus location to support the academic program needs of students, faculty and staff. The main campus library in Virginia Beach and eleven branch campus libraries and three learning resource centers in Virginia, North Carolina, and South Carolina are maintained by a team of professional librarians and support staff. Wireless access is available in all libraries. Libraries are arranged with study spaces, computer workstations or labs for individual and collaborative work. Academic resources include a print collection of over 35,000 books, reference, and audiovisual materials, and periodicals, and a growing digital library with over 150,000 electronic books and an extensive collection of nearly 70 online research databases. Remote access to the Library website at http://ecpi.ent.sirsi.net is available 24/7 for on-campus and off-site. ECPI students, faculty, and staff login to the library's website with a secured ECPI user name and PIN. Alumni have lifelong library privileges to use the collection and the facility. A special collection of certification test prep study guides is available in print or as e-Books from the Library website.

Instruction and Services

Librarians provide information assistance to individual students, faculty and staff, offer classes in library research skills, present orientation to classes, assist with the preparation of research assignments, prepare specialized bibliographies for course-specific research. Librarians partner with the faculty to develop the library collection and provide curriculum support. Helping students develop lifelong learning skills is an integral part of the Library's mission. 'Ask the Library' reference assistance is available from the library website. Library technical services include wireless access, computer lab/classroom, printers, photocopiers, scanners, and the distribution of mobile technology.

Library Hours

The campus libraries are open to the University's students, faculty, and staff. The campus libraries set their own hours of operation Monday through Saturday. The University winter and summer break hours are posted in advance in the Library and on the Library website. The library website is available 24/7 at http://ecpi.ent.sirsi.net

Loan Policies

ECPI students, faculty and staff possessing an ECPI ID card may borrow library materials. Alumni have life-long borrowing privileges. An ID card can be obtained from the library. Library users are responsible for all materials borrowed on their card. Up to six items may be borrowed at a time. Books are circulated for two weeks, with one renewal period; course textbooks for one day loans; and video/DVDs for three day loans. Books are circulated to faculty for term loans. Three overdue notices are issued for items that have not been returned by the due date. A billing statement will include all costs incurred to date. Transcripts, final grades, and diplomas will not be issued until library overdues and fines have been cleared.

ECPI students and faculty with an ECPI ID card are eligible to borrow materials from any ECPI campus library via Interlibrary Loan. A hold may be placed on library materials directly from the Online Catalog. The Library will notify library users by email when the materials are available and will hold them at the Circulation desk for a limited time. Online campus students are eligible for mailed Interlibrary Loans.

MySafeCampus™

ECPI University is committed to maintaining the highest standards of ethics and integrity in conducting our business; to treating all students and employees openly, honestly and

fairly; and to complying with all federal/state laws and accreditation requirements.

Taking action to prevent problems is important and the University encourages the good faith reporting of possible questionable conduct, suggestions for improvement, or questions on University policies. MySafeCampus™ is an enhancement, not a replacement, of the current ECPI University Student Complaint/Grievance policies and procedures. ECPI University encourages students to continue to utilize the student grievance/complaint policy, if you feel comfortable doing so.

Every student has free, unlimited access to MySafeCampus™, an anonymous and confidential incident reporting system. This beneficial service is available 24 hours a day, 7 days a week via a toll-free number 1-800-716-9007 or on the internet at www.MySafeCampus.com.

Upon submission of a report, MySafeCampus™ will provide a unique access code and the student will be asked to generate a personal password. The student must document the access code and passwords, as they will be required to follow up on the report.

The student can call MySafeCampus™ (1-800-716-9007) or log in to www.MySafeCampus.com to check on the status of the report. Once the unique access code and password are entered, the student may continue anonymous dialogue with ECPI through the message board, "Talk to Your Organization" section of the report.

The University takes good faith allegations of improper conduct very seriously. All reports will be treated as confidential to the fullest extent practicable and no student shall be subjected to reprisal or retaliation for making a report or inquiry in good faith or for seeking guidance on dealing with potential or suspected improper behavior. However, if a report is deemed frivolous or is made in "bad faith," for instance, if a false or misleading report is made in a deliberate effort to get someone in trouble (as opposed to an honest mistake), the person making the report may be subject to disciplinary action, up to and including dismissal from the University.

New Student Orientation

Each new student is required to attend the New Student Orientation, which is typically held on the Thursday before each term start date for evening students and the Friday before each term start for day students. The orientation program is designed to facilitate the students' transition to the University and to help familiarize new students with the organization and operation of the University. At Orientation, students have the opportunity to meet faculty, staff, and/or classmates. Policies and procedures are reviewed and students will be required to complete any outstanding paperwork, including financial aid documents and an Enrollment Certification form regarding key academic and school policy information. Additionally, student services and community resources available to the students are discussed.

All new students are required to attend, and returning students are encouraged to attend orientation. Attendance at orientation does not count towards total attendance requirements for the program.

All new online students and on-campus students who elect to enroll in an online course are required to complete an online orientation course prior to starting classes. This orientation covers the policies and procedures associated with online learning at ECPI University; students have an opportunity to practice working within the online classroom environment during this orientation.

Student Clubs and Organizations

ECPI students are encouraged to participate in extracurricular activities. Student and professional organizations are an excellent way for students to grow personally and professionally. Membership in field-related groups gives students the opportunity to network with industry professionals, take part in educational programs, and get involved in community outreach projects. Students are encouraged to get involved with student and professional organizations.

In addition to the professional organizations, each campus offers student groups/clubs for many of the degree programs. For more information about the groups/clubs, please see the Student Success Coordinator or Student Records Coordinator at the local campus.

Availability of student organizations varies with each campus. Students who wish to start a student group/club must provide a written proposal and seek official approval through the Academic Program Director, the Campus Director of Academic Affairs, and the Campus President. Clubs must be supported by a faculty or staff member, be program-relevant, and support local employer partnerships. Officially approved and recognized student clubs and organizations may receive financial support from the University based upon membership.

Student Employment During Enrollment

Temporary, part-time and seasonal positions are posted for those students who seek employment while attending ECPI. Positions are not related to the student's field of study; however, they do accommodate student schedules. This service is available to students after they begin their first term.

WellConnect by Student Resource Services

From time to time, ECPI University students face challenges that could interfere with their abilities to focus fully on their academic work. At no cost to the student, ECPI provides 24/7 counseling services for currently enrolled students and their family (defined as a "modern family"). Students access the services either through the Student Resource Services portal (www.wellconnectbysrs.com) or by calling 1-866-640-4777. Trained, master's prepared, licensed counselors with five or more years of counseling experience are available to provide support in emotional areas, legal matters, financial guidance, or research potential resources that might be available related to childcare, transportation, housing, or medical needs. The service also provides consultations for all faculty and staff on student issues.

UNIVERSITY POLICIES

Anti-Hazing Policy

Per Code of Virginia § 18.2-56, "hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity."

The practice of hazing at ECPI, to any degree or in any form, is strictly prohibited. Students or employees are not permitted to organize, participate in, or in any way involve themselves with any hazing activity or conduct.

Non-observance of this policy is grounds for dismissal from school or termination of employment. In addition, violations will be reported to appropriate law enforcement agencies. Hazing conduct which willfully or recklessly endangers the physical or mental health of any student or other person is punishable by fine, imprisonment or both. The verbiage/definition of each offense comes directly from the VAWA amended version of the Higher Education Act (revision made in 2014).

Directions to Report a Crime or Emergency appear here: *http://ecpi.smartcatalogiq.com/en/2014/Catalog/University-Policies/Crime-Awareness*

Appeal Procedures and Review Boards

Three types of review boards comprised of faculty and administrative personnel meet as needed to review the academic, financial, and enrollment status of students. Students, faculty, or administrative personnel may initiate review boards. The boards have the authority to review appropriate issues and serve as the official student appeals process. Actions recommended to the Campus President by these boards include probation, repeat of a course, suspension, financial leaves of absence and termination. Students may attend and participate in review board hearings. A student's spouse or parent(s) may also attend.

Academic Review Boards address concerns that affect student academic progress. Financial Review Boards address student financial concerns. Judicial Review Boards address non-academic and non-financial concerns.

Academic Review Board

Grade Appeal. See the Grading Policy section of the catalog for grade appeal information.

Academic Termination Appeal Procedures: If a student is terminated (i.e., dismissed) or suspended from ECPI for lack of Satisfactory Academic Progress (SAP) or other academic reasons, the student may appeal by following the steps below:

- The student may submit a written petition to the Academic Review Board through the Campus Director of Academic Affairs' office.
- The written petition of appeal must contain verifiable documentation of mitigating circumstances that contributed to poor academic performance and a realistic plan for improvement.
- The written petition must be submitted prior to the beginning of the following term if the student wishes to continue without interruption.
- The student must appeal within three months of dismissal or all rights of appeal expire. The Committee will meet within two weeks of receiving an appeal and will attempt to accommodate more urgent schedules.

The Academic Review Boards will consist of three or more members of the campus administration and/or academic staff. Academic Review Boards will consider all the facts of the appeal and will provide a recommendation to the Campus President within two business days.

The Campus President will consider the recommendation of the Satisfactory Academic Progress Committee and will render the final decision on the petition in writing within two business days. If the petition of appeal is approved, the student will be reinstated on academic probation and provisions of the University's academic probation policy will apply.

Judicial Review Board

Adverse Action Appeal Procedures. Adverse actions are disciplinary actions due to a student violating student conduct policies or academic honesty standards. These can include termination or suspension. All adverse actions take effect immediately when imposed by campus administration but are subject to appeal.

If the student disputes the basis for an adverse action, the student may appeal the action with the following procedure:

- A student appealing an adverse action must submit a written statement with supporting evidence (if any) disputing the basis of the adverse action to the Campus President. The Campus President will investigate the facts of the case and render a decision in writing within seven days.
- If dissatisfied with the decision of the Campus President, or if the adverse action was taken by the Campus President, the student may appeal to the Judicial Review Board. Any such appeal must be made in writing within 30 days for suspensions, and within three months for terminations. A request to be heard before the Judicial

Review Board must be in writing to the Campus President and it must set forth, in significant detail, the basis for the appeal. A Judicial Review Board hearing will be held within a reasonable period of time, usually two weeks. The board will be comprised of three faculty or staff members, none of whom are directly involved in the issue. The appealing student may call witnesses and provide other evidence to support his/her case. The decision of the Judicial Review Board will be by majority vote, will be made within two business days of the Board's meeting, and will be final and binding upon the University and the student.

- If a suspension has already taken place and the course(s) is/are still ongoing and, upon appeal, is reversed by the Campus President or Judicial Review Board, the University will provide reasonable assistance and time for the student to make up missed material, tests, or projects, all of this being on the basis that such extra time or instruction is practical in the sole judgment of the University.
- In the event a student has already been terminated or suspended and the course(s) has/have ended, the student will be allowed to retake any courses that were interrupted by a termination or suspension that was reversed upon appeal.

Arbitration Clause for ECPI University

In an effort to resolve any dispute, claim and/or controversy between Student and ECPI arising out of or relating to the Enrollment Agreement and/or or the breach, termination, enforcement, interpretation or validity thereof as expeditiously and economically as possible, the parties hereto agree that any such dispute, claim and/or controversy which cannot first be resolved in accordance with the ECPI's Student Complaint/Grievance Procedure shall be determined solely by binding arbitration pursuant to the Federal Arbitration Act. Any such arbitration shall be held before a single arbitrator, conducted in the city and state in which Student is enrolled and administered by the American Arbitration Association (the "AAA") pursuant to its Commercial Arbitration Rules, including its Supplementary Procedures for Consumer-Related Disputes (collectively, the "Rules").

The appointment of the arbitrator and conduct of the arbitration proceedings, including without limitation the introduction of evidence, the exchange of documents and related materials by and among the parties and the use of witnesses at any hearing(s), shall be carried out in accordance with the applicable provisions of the Rules. Information About the arbitration process is available from AAA by visiting www.adr.org or by telephoning 1.800.778.7879. Nothing herein is intended to preclude the parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction or from filing an individual action in small claims court. The parties agree that any judgment or award of an arbitrator rendered pursuant hereto may be entered in any federal or state court having jurisdiction thereof. For purposes of this arbitration provision, "ECPI" shall be deemed to mean and include all entities controlling, controlled by and/or under common control with ECPI as well as the respective employees, directors, agents, shareholders, predecessors, successors and assigns of the foregoing. The parties further agree that by entering into the agreement to arbitrate, each party is waiving the right to a trial by jury or to participate in a class action. In addition, the parties hereto agree that:

- This Enrollment Agreement to arbitrate is intended to be broadly interpreted. It shall apply to all disputes, claims and/or controversies between Student and ECPI of any kind or nature and whether any such dispute, claim and/or controversy arises from or relates to, without limitation, (1) a matter of contract, tort, statute, fraud, misrepresentation and/or any other legal theory or (2) any objection to arbitrability or the existence, scope, validity, construction or enforceability of the Enrollment Agreement to arbitrate.
- The agreement of the parties to arbitrate as provided in this provision shall survive the termination for any reason of the Enrollment Agreement.
- Student shall have the right to opt-out of and reject this arbitration provision by giving to ECPI written notice of Student's election of such right and rejection of this arbitration provision so long as such written notice is (1) mailed by Student to ECPI at 5555 Greenwich Road; Virginia Beach, Virginia 23462; Attention: Legal Counsel and (2) actually received by ECPI no later than thirty days following the date of Student's execution of the Enrollment Agreement.
- If Student initiates arbitration pursuant hereto, ECPI agrees that it shall pay, on behalf of Student, one-half of the Initial Filing Fee (as defined and provided in the Rules) applicable for a claim in an amount of up to $10,000.00. The foregoing notwithstanding, Student agrees that the arbitrator may provide for a reimbursement by Student to ECPI of such payment by ECPI in the event it is determined that Student's claim was frivolous as contemplated by the rules of procedure applicable thereto. If the amount of Student's claim exceeds $10,000.00, the arbitration filing fee and the fees of the arbitrator shall be paid by the parties as provided by the Rules or by specific ruling by the arbitrator.
- The parties agree that the Enrollment Agreement evidences a transaction which involves interstate commerce; accordingly, the Federal Arbitration Act, and not any state law, governs the interpretation and enforcement of this arbitration provision. In the event any portion of this arbitration provision is found or held to be invalid and/or unenforceable, such finding or holding shall not affect the remaining portions of this arbitration provision, all of which shall remain in full force and effect. All aspects of the arbitration including its resolution at all times shall remain strictly confidential.

- Any state or federal court with jurisdiction and venue may enter an order enforcing this arbitration provision, enter judgment upon the arbitrator's award and/or take any action authorized under the AAA. For any arbitration-related proceedings in which courts are authorized to take action under the AAA, each party expressly consents to the non-exclusive jurisdiction of any state court of general jurisdiction or any state court of equity that is reasonably convenient to Student, provided that the parties to any such judicial proceeding shall have the right to initiate such proceeding in a federal court or remove the proceeding to federal court if authorized to do so under applicable federal law.

IMPORTANT WAIVERS:

STUDENT AND ECPI AGREE THAT EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN STUDENT'S OR ECPI'S INDIVIDUAL CAPACITY AND NOT AS A PLAINITFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING. Further, unless Student and ECPI agree otherwise, the arbitrator may not consolidate more than one person's claim(s) and may not otherwise preside over any form of a representative or class proceeding.

Campus Contacts

Students who need assistance with any of these issues should contact the appropriate department. For concerns not listed, please see the Student Records Coordinator or Student Success Coordinator.

Absence/Lateness Reporting:	Faculty
Academic Matters:	Faculty Academic Program Director Campus Director of Academic Affairs
Adding/Dropping Classes:	Student Records Coordinators
Admissions:	Admissions
Apartment Rent Payments (Virginia Beach):	Student Window
Apartment- Repairs/Other (Virginia Beach):	Housing Complex, Housing Coordinator
Complaints:	See Student Grievance Procedures
Crime Reporting:	Campus President
Drug Assistance Referral:	Campus President
Employment:	Career Services Center
Fees, Tuition, Refunds:	Account Coordinator, Financial Aid
Financial Aid:	Financial Aid Office
Graduation Requests:	Student Records Coordinator
In-School Payments:	Student Window, Front desk
Leave of Absence:	Student Records Coordinator
Lost and Found:	Student Window or Library
Military Tuition Assistance:	Tuition Assistance Coordinator/Admissions
Scholarships:	Admissions
Student Records:	Student Records Coordinator
Transcripts:	Official: University Registrar (see transcripts section (p. 128) for additional information)
Tutoring:	Academic Program Director
Veterans' Affairs:	Campus Veterans Certifying Official
Withdrawal from Class/School:	Student Records Coordinator

Campus Security

ECPI is committed to providing a safe, secure environment. Crime awareness and campus security are matters for which everyone must take personal responsibility. Student conduct policies strictly prohibit the possession of weapons and the use of alcohol, controlled substances, and drugs on school property or at school-sponsored activities. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action, including dismissal.

Directions to Report a Crime or Emergency appear here: *http://ecpi.smartcatalogiq.com/en/2014/Catalog/University-Policies/Crime-Awareness*

Cancellation and/or Postponement of a Start Date

ECPI reserves the right to postpone or cancel the start date of any term due to insufficient enrollment. If this occurs, the student may request either a guaranteed enrollment in the next scheduled class for that program or cancellation of enrollment with a full refund of all monies paid.

The student may also choose to postpone his/her start date. In the event of a postponement of a start date, whether at the request of the University or the student, a written agreement is required to be signed by the student and the University. The Agreement must set forth (a) whether the postponement is for the convenience of the University or the student, and (b) a deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or if the student fails to attend by the start date set forth in the Student Enrollment Agreement, the student will be entitled to a full refund of prepaid tuition and fees within 30 days of the deadline of the new start date, in accordance with the University's refund policy and all applicable laws and rules that govern the University.

Children on Campus

ECPI does not provide childcare for the children of students or visitors. Children under the age of 18 are not permitted in any ECPI classrooms. In addition, children are not permitted to

be in the student lounge, laboratories, or the library, and children may not use any University computer equipment. Children should not be left unattended on campus, in campus parking areas, or in automobiles at any time.

Clinical Requirements and Immunization Policy

ECPI University has established the following Clinical Requirements and Immunization Policy for programs within the College of Health Science. Students must also refer to their program handbook for additional policies.

- AHA CPR Card
- Drug Screen, per state requirements
- Physical exam, proof of immunizations, current TB
- Permission to conduct a criminal background check

Commencement

Commencement ceremonies are held annually usually in June or July. Students who have met the requirements for graduation or reach graduate candidate status are encouraged to participate and to invite their families and friends to attend. Graduate candidate status is achieved by students who are actively enrolled and are scheduled for program completion by a date authorized by the Campus President.

Communicable Disease

Students are required to practice Standard Precautions and Infection Control measures at all times in order to minimize the potential for transmission of infection among patients and personnel. Individual clinical education centers may have their own communicable/infectious disease policies, which cover regulations and/or procedures not contained in the program policies. The Infection Control Manual for the Health Sciences Division is available for reference. Published policy and procedures are available at campus.

Computer Usage, Electronic Device, and Software Policy

Cell phones and other portable electronic devices must be turned off during class time to minimize classroom disruptions and protect the integrity of test-taking situations.

Exceptions to this policy will be made for faculty-initiated technology and for emergency personnel who are on call, such as police, fire, EMS. These emergency personnel must notify their faculty member of their need for such devices at the beginning of the term and provide documentation verifying their occupation. In the event that a student is emergency personnel and is on-call during the test leaves the classroom and returns to the classroom, the student may not complete the examination. In these cases, the faculty member will make arrangements for re-testing.

The use of personal laptop computers, tablets, and other note-taking devices are acceptable during class. The instructor may, however, require laptop computers or tablets to be turned off at certain times.

Computer users are expected to maintain standards of academic ethics. Users are not to access the private files of others. Using another student's user ID, password, program, or application constitutes invasion of privacy and may be considered grounds for enrollment termination.

University computers and equipment are to be used only for ECPI applications related to education. Access to computers and equipment must be approved by appropriate academic personnel. Only ECPI personnel are authorized to install programs on the computers. Students are prohibited from installing or using an unauthorized program on ECPI computers. No personal software is permitted on any ECPI computer. In addition, personal laptop computers and other personal communication devices may not be connected to the ECPI wired network unless authorized by the Information Technology Department.

Software Protection. ECPI generally obtains the right to use computer programs written or distributed by third parties pursuant to license agreements with the vendors, who retain ownership of the programs. These agreements usually prohibit copying of the licensed material, with very limited exception. Software programs are usually restricted to use on only one machine at a time. If the University wishes to use a program on more than one piece of equipment concurrently, it typically must pay additional fees to obtain additional licenses. The same requirements generally apply to manuals and other printed materials that accompany such software.

Computer programs and related printed materials also are afforded copyright protection under Federal law. The Federal Copyright Act specifically prohibits copying or distributing software without the owners' prior consent (except copying for archival purposes).

Individual Responsibility. Unauthorized duplication, distribution, or disclosure of software or its accompanying printed materials can be both a violation of the applicable license agreement and a violation of Federal law. Individual employees and students, as well as the University, can be held liable for violations and be required to pay substantial damages. It is the responsibility of each employee and student to respect the intellectual property rights of the owners of the software programs used by the University and to ensure that no breaches or violations of the University's software control procedures occur.

Compliance Policies. It is the policy of the University that only properly acquired and licensed software be used on the University's computer equipment. No employee or student shall install or load software on any computer at the University without the express authorization of the Campus

President. When a software package has been installed on a hard drive or other memory device of the University's computer hardware, the original CD or any copy may not be used on any other hardware equipment unless specifically authorized by the Campus President.

Copying of software is not allowed unless such copying is authorized by the software license agreement and permission to make the copies is received from the Campus President.

Employees and students are to use software and documentation only as authorized by the applicable license agreement. Unauthorized use, copying, or removal of computers, software, or documentation is prohibited and violations of these policies may result in disciplinary action, including dismissal.

Crime Awareness

ECPI University faculty and staff are concerned that all students and employees experience a safe and secure environment. It is the responsibility of every student and employee to be aware of safety and security matters and to promptly report any crime to school officials and to the local police.

In compliance with the Crime Awareness and Campus Security Act of 1990, the Campus Security Policy and Report is available to prospective students upon request to the Campus President. The report discusses safety and security issues such as the importance of prompt reporting of crimes, campus security procedures, and statistics for the prior three calendar years, as well as other pertinent information.

No later than October 1 of each year, current students and employees receive the annual Crime Awareness and Campus Security Report. A Safety Report is available on the University web site http://www.ecpi.edu/campus-security-information/

Conduct. All members of the ECPI community and visitors are required to obey ECPI regulations. They reflect the policies set by the President and Board of Trustees as well as local, state, and federal laws. Observed, they help to provide a safe environment for all of our staff and students engaged in a wide range of activities.

ECPI University respects and protects the individual dignity, integrity and reputation of its students. Students must comply with the conventions and regulations that are necessary to maintain order, protect individuals and property, and fulfill the purposes and responsibilities of our schools. ECPI University is responsible under state law for maintaining order and is empowered to exclude those who are disruptive.

Reporting a Crime or Emergency. Criminal activities and emergencies occurring on ECPI University facilities should be reported immediately to the Campus President or Campus Director of Academic Affairs either in person or via telephone.

An ECPI University representative and local authorities will investigate the incident, document the information, and take appropriate action.

Crimes that occur at student housing should be reported to the police department having legal jurisdiction for that area, and to Campus President's office.

The Campus President will ensure that all reports of criminal activities or other emergencies occurring on campus will be reported and recorded at each ECPI University location. Monthly/ quarterly reports will be forwarded to the University Administration at the Virginia Beach main campus. University Administration will maintain a record of the following criminal offenses reported to campus security authorities or local police agencies: Criminal Homicide, Sex Offenses, Domestic Violence, Dating Violence, Stalking, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Liquor Law Violations, Drug Law Violations, and/or Illegal Weapons Possession. .

Any questions regarding the Campus Security or Crime Awareness Policies should be directed to the Campus President.

Dating Violence Policy

The Higher Education Act (HEA) defines dating violence as "violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - The length of the relationship;
    - The type of the relationship; and
    - The frequency of interaction between the persons involved in the relationship."

ECPI does not tolerate dating violence on campus or campus facilities, and the engagement in dating violence on ECPI grounds is sufficient cause for termination of employment or student enrollment as well as referral of the case to the appropriate legal authorities.

Students are informed at orientation that the standards of conduct clearly prohibit engagement in unlawful behavior.
The verbiage/definition of each offense comes directly from the VAWA amended version of the Higher Education Act (revision made in 2014).

Directions to Report a Crime or Emergency appear here: *http://ecpi.smartcatalogiq.com/en/2014/Catalog/University-Policies/Crime-Awareness*

Domestic Violence Policy

The Higher Education Act (HEA) defines domestic violence as a "felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving rant monies [under VAWA], or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

ECPI does not tolerate domestic violence on campus or at campus facilities, or University events. The engagement in domestic violence on ECPI grounds is sufficient cause for termination of employment or student enrollment as well as referral of the case to the appropriate legal authorities.

Students are informed at orientation that the standards of conduct clearly prohibit engagement in unlawful behavior. *The Verbiage/definition of each offense comes directly from the VAWA amended version of the Higher Education Act (revision made in 2014).*

Directions to Report a Crime or Emergency appear here: *http://ecpi.smartcatalogiq.com/en/2014/Catalog/University-Policies/Crime-Awareness*

Dress and Appearance

ECPI encourages students to acquire a wardrobe suitable for their employment objectives. A student's dress and appearance shall be appropriate at all times and respectful of other students, faculty and staff.

The University wants students to feel comfortably dressed while attending classes yet their attire must be appropriate for a professional environment.

Students pursuing an education in the College of Health Science and the College of Culinary Arts will adhere to a specific dress code as prescribed by the individual program.

University expectations will not conflict with applicable federal or local statutes, including those prohibiting discrimination based on national origins or religious belief.

Professional Dress Day. Although expected professional dress varies by field, students should dress professionally when engaging in job search activities such as interviewing, networking, externships, or professional events including career fairs.

Each campus of ECPI University has a designated Professional Dress Day. By focusing on personal appearance, the required professional dress days will help students learn what constitutes professional dress attire and become more comfortable in professional dress attire.

Drug-Free Workplace and Campus

In accordance with Public Law 101-226 (Drug-Free Schools and Communities Act Amendments of 1989), ECPI pursues and promotes a comprehensive program to prevent and correct the illegal use of drugs and the abuse of alcohol by students.

The use of illicit drugs and alcohol can lead to physical and psychological dependence and damage, behavioral changes, and possible death. Even low doses may significantly impair judgment and coordination.

ECPI does not tolerate illegal drugs or alcohol on campus, and the use or possession of such substances on ECPI grounds is sufficient cause for termination of a student's enrollment as well as referral of the case to appropriate legal authorities.

Students are informed at orientation that the standards of conduct clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol. A clear statement is made to students regarding the specific sanctions to be imposed on a student (consistent with local, state and Federal law). Additionally, a description of these sanctions, up to and including dismissal and referral for prosecution for violations of the standards, is provided during orientation.

Directions to Report a Crime or Emergency appear here: *http://ecpi.smartcatalogiq.com/en/2014/Catalog/University-Policies/Crime-Awareness*

Eating and Drinking in Classrooms

Food and drinks, other than water, are not permitted in computer rooms, labs, library, classrooms, or any other area not specifically designated for this purpose or approved by the Campus President. Water, in appropriate containers, may be consumed in classrooms and labs as posted.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a

school beyond the high school level. Students to whom the rights have transferred are eligible students.

As noted above, the rights under FERPA transfer from the parents to the student once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a school may disclose information from an "eligible student's" education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision.

Parents and Eligible Students Rights include The right to inspect and review the student's education records within 45 days of the day ECPI receives a request for access.

A parent or eligible student should submit to the Campus President a written request that identifies the record(s) the parent or eligible student wishes to inspect. The ECPI official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the parent or eligible student's privacy rights under FERPA.

A parent or eligible student who wishes to ask ECPI to amend a record should write the ECPI official responsible for the record, clearly identify the part of the record the parent or eligible student wants changed, and specify why it should be changed.

If ECPI decides not to amend the record as requested, ECPI will notify the parent or eligible student in writing of the decision and the parent or eligible student's right to a hearing, conducted within the procedures established for Academic Review Boards in ECPI's catalog, regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

A school official is a person employed by ECPI 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 ECPI has contracted as its agent to provide a service instead of using ECPI employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; and in order to comply with a lawfully issued subpoena or court order.

A school 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 ECPI.

Upon request of another school, ECPI also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

ECPI has designated the following types of information as directory information: the student's name, address, telephone number; date and place of birth; honors, awards and certifications; and dates of attendance. Parents and eligible students may request that the school not disclose directory information about them by contacting the Campus President of the ECPI location that the student is currently attending or has previously attended.

Written consent must state the purpose of disclosure, specify records to be disclosed, identify those to whom the disclosure may be made, and must be signed and dated. ECPI Presidents will provide direction for these requests.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by ECPI 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 20202-8520
Phone 1.800.USA.LEARN (1.800.872.5327)
Individuals who use TDD may use the Federal Relay Service
http://www.ed.gov/about/contacts/gen

Fire Emergency

The fire alarm will sound if there is a fire or other emergency necessitating building evacuation. Upon hearing the alarm, everyone is to leave the building by the nearest exit. In multi-story locations, use stairwells (not elevators). Students should not re-enter the building until authorized by an ECPI official. Exit routes are posted in all student areas. Fire extinguishers are strategically placed for emergency use.

Holidays

ECPI observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. On these days, ECPI will be closed for academic purposes. If the holiday falls on Saturday, the holiday will be observed on Friday. If the holiday falls on Sunday, the holiday will be observed on Monday.

Identification Cards

New students, faculty, and staff are issued a complimentary ECPI University ID card. The ID card is a security card that includes a photo, campus location, and expiration date. It is barcoded for use as the University Library card.

ID Card, Terms and Conditions of Use:

- All ID cards are the property of ECPI and are provided for appropriate use for identification and access to services.
- ID cards are to be carried at all times while on campus.
- The ID card includes the ECPI library patron barcode number for use as the ECPI Library card.
- The ID card is valid as long as the holder continues his/her specific affiliation with ECPI.
- The ID card is not transferable.
- Any misuse, alteration, or fabrication of the ID card will subject the holder to disciplinary action by the University.
- Students shall show their ID card when requested to do so by University officials performing their duties that identify themselves and state the reason for their request.

A replacement fee of $10.00 will be incurred if the ID card becomes lost or its condition renders the card unreadable. ID cards replaced due to malfunction or due to a change of name or identification number are reissued at no charge.

Instructional Resources

Each program requires that students use certain textbooks and supplies as part of the enrollment in the program and are issued to students as they begin each course. Students are responsible for their books and must purchase an additional book in the event of damage, loss, or theft. If students change a course for any reason, the student is responsible for any additional charge necessary if a different textbook is required.

Required textbooks, including e-texts, may be included in the student's financial aid.

Each student is responsible for providing his/her own supply of notebooks, copy paper, calculator, pens, pencils, etc. as needed. Certain programs require program-specific supplies.

See the Tuition and Fees Catalog Insert for additional information.

Intellectual Property

Subject to the following conditions, a student will retain ownership rights to works created by the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-building opportunity. Students may receive nominal consideration provided by the person or group that commissions such a work.

For purposes of clarification, the University agrees that all rights of intellectual property and other ownership rights in a work created by a student will belong, as between the University and the student, to the student only if all of the following conditions respecting such work are met:

- The work is not derivative of or otherwise infringe upon any other University-owned intellectual property right.
- The work is created by the student entirely on his/her personal time.

Each student shall remain at all times responsible and liable for his/her own actions in the creation, use and distribution of intellectual property created by the student.

Non-Discrimination

ECPI University is committed to maintaining an educational environment which welcomes and supports a diverse student body and staff. The University is committed to equal opportunity regardless of race, color, religion, gender, national origin, age, disability, status as a Vietnam-era veteran, sexual orientation, or marital status for admission to the University, enrollment in classes, student services, financial aid, and employment in accordance with provisions of Titles VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112).

It is important that students, staff and all others associated with the University understand the importance of reporting

concerns about possible violations of this policy. The University's commitment to equal opportunity demands full investigation of possible violations and an opportunity for a fair and impartial hearing on any matter relating to these laws and policies.

Any person seeking information concerning these laws and policies or claiming grievance because of alleged violations of the laws listed above, including any complaint of unlawful discrimination or retaliation, should contact:

Chief Compliance Officer/Title IX Coordinator
ECPI University
5555 Greenwich Rd.
Virginia Beach, VA 23462
(757) 671-7171, ext. 55223
csalter@ecpi.edu

All grievances will be reviewed in terms of Title VI, Title IX, and Section 504 law, and persons involved will be advised of the provisions of the law and their legal rights. The Director of Human Resources/Title IX Coordinator will maintain a record of all Title VI, Title IX and Section 504 grievances, and will report to the President the general nature of such grievances and progress toward their resolution. Anonymous complaints will not be acted upon.

Parking

Students are to park only in designated parking areas. Under extenuating circumstances, the Campus President may grant special permission for students to park in other areas, and such permission will be noted on students' ID cards. Some campuses issue window stickers for parking; the sticker should be placed on the left side of the rear window. Violators of parking policies are subject to probation, suspension, or dismissal. Handicapped parking spaces are reserved for students, visitors, or employees who display an appropriate state-issued handicap placard or license plate.

The University assumes no responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked on the campus.

School Closing or Class Cancellation

ECPI may close the school or cancel classes for the following reasons:

- Extreme weather situation in which it is determined unsafe for students to travel.
- Emergency situation in a particular classroom (e.g. lack of electricity or air conditioning/heat).
- Faculty unavailable due to illness or personal emergency when a qualified substitute is unavailable.
- Other unforeseen events.

Class cancellations. In the event that a class meeting must be cancelled, ECPI will make every effort to inform students of the cancellation as soon as possible.

School closing. ECPI's policy is to remain open whenever possible. If snow or other weather conditions or an emergency situation results in a school closing, announcements will be posted on the student portal of the University web site, local television, and/or radio stations. The front office at each campus can provide a list of stations notified of ECPI weather closings.

Rescheduling of Cancelled Classes. In the event of a cancelled class or school closing, it may be necessary to schedule make-up classes on another day or at the end of the term.

Unless further announcements are made, classes will resume on schedule the following day. Students are to assume responsibility for their own safety when making decisions to attend class during inclement weather.

Smoking on Campus

ECPI University is committed to providing a healthy, comfortable, and productive work environment for faculty, staff and students. All ECPI facilities are smoke-free. Students will refrain from smoking (this includes e-cigs and vapor) while on the University property, which includes the buildings, grounds, walkways and parking lots; unless a designated smoking area for students has been identified. It is the student's responsibility to know where s/he can smoke, if at all, on the local campus. Please see the front office or the Student Window for more information.

Social Security Number

ECPI is dedicated to ensuring the privacy and proper handling of confidential information pertaining to students and employees. The Social Security number shall be required of all entering students for their permanent student records. An alternative student identification number will be assigned to each student. This identification number will be used for all purposes that do not require a social security number. In no event shall grades be posted using the social security number. *See the section on Identification Cards* (p. 162) *for more information about the issuance and use of the ECPI ID card.*

Stalking Policy

The Higher Education Act (HEA) defines stalking as "engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress."

ECPI does not tolerate stalking on campus or campus facilities, and the engagement in stalking on ECPI grounds is sufficient cause for termination of employment or student enrollment as well as referral of the case to the appropriate legal authorities.

Students are informed at orientation that the standards of conduct clearly prohibit engagement in unlawful behavior. *The Verbiage/definition of each offense comes directly from the VAWA amended version of the Higher Education Act (revision made in 2014).*

Directions to Report a Crime or Emergency appear here: *http://ecpi.smartcatalogiq.com/en/2014/Catalog/University-Policies/Crime-Awareness*

State Regulatory Agencies and Accreditation Contacts

While all students are encouraged to seek resolution of grievances/complaints with University officials or through the anonymous third-party system, any student may communicate a grievance/complaint directly to either the state organization that oversees private post-secondary education in his or her state or the institutional accrediting body, as noted below.

Virginia students only. Complete a Student Complaint Form from the Student Records Coordinator or from www.schev.edu and submit the form to:

State Council of Higher Education for Virginia (SCHEV)
Private and Out-of-State Postsecondary Education (POPE)
101 N. 14th Street, 9th floor
James Monroe Building
Richmond, VA 23219
Telephone: (804) 371-2285 Fax: (804) 225-2604

National Council for State Authorization Reciprocity Agreements

ECPI University is an institutional participant in the National Council for State Authorization Reciprocity Agreements (SARA). SARA is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of post-secondary distance education course and programs. It is intended to make it easier for students to take online courses offered by post-secondary institutions based in another state.

North Carolina – degree-seeking students. Degree-seeking students in North Carolina may contact the University of North Carolina General Administration office to file a complaint:

UNC General Administration
910 Raleigh Road
Chapel Hill, NC 27515
(919) 962-4558

South Carolina students only. If students have complaints about a classroom situation, they should first attempt to resolve the situation with the faculty member. If resolution cannot be made with the faculty member, or if the complaint is about a general school policy over which the faculty member has no jurisdiction, then the students may contact the school director for mediation. If the complaint cannot be resolved at the school level through its complaint procedure, students may contact the South Carolina Commission on Higher Education:

- The complaint form is available at the following link. http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf
- Nonpublic Institution Licensing
  SC Commission on Higher Education
  1122 Lady Street, Suite 300
  Columbia, SC 29201

The campus Student Records Coordinator can provide the students with the necessary ECPI form.

Maryland students attending online. After exhausting the internal student grievance process, online students who reside in Maryland and attend the online campus may file a written complaint with the State of Maryland through the Office of the Attorney General of the Maryland Higher Education Commission, 6 North Liberty Street, 10th Floor; Baltimore, MD 21201.

Southern Association of Colleges and Schools, Commission on Colleges - all students

To access the Commission's complaint policy, procedures, and the Complaint Form, please see Complaint Procedures Against the Commission or Its Accredited Institutions found on the SACS COC website (www.sacscoc.org).

Please read the document carefully before submitting a complaint. Note that the complaint policy only addresses significant, documented, alleged non-compliance with the SACSCOC accreditation standards, policies or procedures. Complainants are expected to have attempted to resolve the issue through the institution's complaint processes before filing a complaint with SACSCOC. The SACSCOC complaint process is not intended to be used to involve the Commission in disputes between individuals and member institutions or to cause the Commission to interpose itself as a reviewing authority in individual matters; nor does the policy allow the Commission to seek redress on an individual's behalf. The primary purpose of the SACSCOC complaint procedure is to acquire valuable information regarding an accredited institution's possible non-compliance with accreditation standards, policies and procedures rather than to resolve individual disputes. Complaints must be tied to specific standard numbers from *The Principles of Accreditation: Foundations for Quality Enhancement.*

Complete the Commission's Complaint Form and send two print copies to:

President, Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097

Student Electronic Communications Policy

Introduction. ECPI University (the "University") is a user of many communications and information technologies. These technologies, when properly used, support educational activities and enable closer and timelier communications within the University and with employers. There is a continuing evolution of associated laws and conventions governing acceptable use of electronic communication tools and careless use can have dramatic consequences, harming the University, our students, employers, and employees. The policies outlined below are intended to minimize the likelihood of such harm by educating our students.

These policies address the appropriate use of electronic communications tools at the University. These tools include the following:

- University-supplied software
- Email accounts
- University-supplied fax machines, modems, and servers
- University-supplied computers
- University-supplied network tools (like browsers and Internet access facilities)

Use and Misuse of Communications Tools

Access. Access to University communications tools is provided in conjunction with the University's academics and the student's responsibilities. Use of these tools is subject to this policy and to other University policies and procedures. University communication tools may be made available to individuals who are not University students (e.g., visitors). Use of these tools by such persons is subject to this policy and to applicable agreement(s). Communication tools and all messages produced, stored, or carried by such tools are University properties, and are subject to reasonable University inspection.

Acceptable Use. In the course of the student's academic study, each student may use communications tools to communicate internally with University faculty, staff, or students or externally with students, employers, and other business acquaintances. The University provides these electronic communications tools to facilitate educational communications and to enhance the learning experience. While these resources are primarily used in academics, there may be occasion to use these facilities for personal purposes. Personal use is permitted so long as it does not interfere with the academic process, consume significant resources, interfere with the activities of other students or faculty, or violate these policies. Under no circumstances shall such facilities be used for personal financial gain, or to solicit others for activities unrelated to the University's academics, or in connection with political campaigns or lobbying. The Campus President may make available or otherwise authorize special-purpose bulletin boards and web pages in connection with University-approved social events, sporting events, and other sanctioned activities. When making use of these University-provided facilities for personal use, always remember that there is a very limited expectation of privacy (see discussion in 3 below).

In addition to other restrictions and conditions discussed here, ECPI communications tools may not be used for any of the following:

- To carry any defamatory, discriminatory, or obscene material;
- In connection with any infringement of another person's intellectual property rights (e.g., copyrights and trademarks);
- In a manner that violates the terms of any applicable telecommunications license or any laws governing trans-border data flow (e.g., laws dealing with data collection, protection, privacy, confidentiality, and security);
- In connection with any attempt to penetrate computer or network security of any University, company, or other system, or to gain unauthorized access (or attempted access) to any other person's computer, email or voicemail accounts or equipment; or
- In connection with the violation or attempted violation of any other law.

The University understands that web "surfing" may be academic-related and serve a legitimate academic function, but the potential for abuse exists. The Internet provides access to a huge amount of information and resources that can greatly enhance our ability to deliver services efficiently to our students. Today there is no single, comprehensive directory of resources available for the Internet and users sometimes must "navigate" through much unneeded information to reach useful material.

The University encourages exploration of the Internet for legitimate academic-related or professional activities, but students may not "browse the web" during class (unless authorized), create personal "Home Pages," or otherwise use University facilities to access Internet sites for reasons unrelated to the University's academic requirements.

Representing the University in Personal Postings. The information you publish electronically (sometimes called a "Posting") reflects on the University in general. Despite all disclaimers that a student may make (e.g., that the views are personal and do not reflect those of the University) readers elsewhere will make the association between these personal postings and the University. The student should know that true anonymity is very difficult to obtain when using these tools.

While Internet relay chat ("IRC"), newsgroup visits, and net surfing sometimes appears to be done anonymously (e.g., by employing pseudonyms), accessing such services/servers through the University's network facilities normally leaves an audit trail indicating at least the identity of the University proxy server (and may leave a trail pointing directly to the student). Inappropriate use of University facilities may damage the University's reputation and could give rise to University and individual student liabilities. Accordingly, each student should make every effort to be professional in all usage of University communications tools.

Because readers may interpret personal postings to newsgroups as an official statement of the University, posting any article in a newsgroup related to the University's academics is strictly prohibited unless approved in advance by the Campus President.

Unacceptable Content. Although the University does not regularly monitor email or electronic messages, please be aware that even personal email messages may be viewed publicly or by University administration without further notice. Under no circumstances may any posting, voice mail or email originating at the University be in violation of the letter or the spirit of the University's Equal Employment Opportunity or Student Non-Harassment policies.

Examples of unacceptable content include:

- Sexually explicit messages, images, cartoons, or jokes;
- Propositions, requests for dates, or love letters;
- Profanity, obscenity, slander, or libel;
- Ethnic, religious, or racial slurs;
- Political beliefs or commentary; or
- Any other message that could be construed as harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disability, or religious or political beliefs.

Everyone should be aware that sexual harassment includes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome conduct (including comments) of a sexual nature. The standard for sexual harassment is whether the recipient could reasonably consider the message to be offensive—the sender's intentions are irrelevant.

In addition to prohibitions on sending or uploading offensive materials, University communications tools (email, browsers, newsreaders, etc.) also shall not be used to access or download obscene materials or other content that may be illegal under local law.

Electronic Forgery. Electronic forgery is defined as misrepresenting the student's identity in any way while using electronic communications systems (e.g., by using another's email account without permission, by so-called IP spoofing, or by modifying another's messages without permission). For example, messages written by others should be forwarded as-is and with no changes, except to the extent that the student clearly indicate where you have edited the original message (for example, by using brackets [ ] or by using other characters * * * to flag edited text).

Electronic forgery is not allowed for any purpose. For email messages, the student may not take any action to misrepresent the identity of the person responsible for the message. A student may send email messages using another person's account, but only with prior express approval from the account owner, and only when the text of the message indicates that the author is different than the email account holder.

For newsgroup postings, you may not misrepresent the identity of the sender, but you may (as may sometimes be appropriate) make postings on an anonymous basis. (Keep in mind that true anonymity may be quite hard to obtain, and that most such attempts at least leave an audit trail that identifies the University as the source of the posting.)

Intellectual Property. The Internet offers a universe of information, useful in conducting and furthering business operations. The student must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video, and audio material, software, information and inventions. Do not copy, use, or transfer others' materials without appropriate authorization. Be aware that downloaded software and other copyrighted material may be subject to licensing obligations or restrictions. In cases where it is possible that the software might be used by University administration or faculty in curriculum or service development or might be incorporated into final curriculum or services, it is critical that these licensing obligations be understood and strictly observed. Even when software is labeled freeware or shareware, there may be licensing restrictions that prohibit or limit the usage or commercialization of such items. Any questions may be directed to the Campus President.

Transmitting Confidential Information. Confidential information (whether owned by the University, its students, its vendors, or other persons) is not to be disclosed to unauthorized persons without prior authorization. The question of authorization will be a function of the type and ownership of the confidential information (e.g., different authority may be required for disclosure of University-owned information than for student-owned information). Also, authorization for disclosure may be limited to certain specific individuals within the University (e.g., on a need-to-know basis).

In some cases, posting or emailing confidential information that relates to new curriculum, teaching methods, research, or University services can constitute a "publication" and prevent the University from applying for approvals or later treating the information as "proprietary." These consequences can follow even from postings or distributions that are not to the general public.

Generally, absent encryption or other security measures, confidential information should not be contained in email sent to outsiders or posted to newsgroups, and should not be placed

on University communications tools that are available to third-parties.

Encryption. Only authorized encryption tools (software and hardware) may be used in connection with any University communications tools. Except with the prior written consent of the appropriate IT manager, all such tools must implement key-recovery or key-escrow techniques to permit the University to access and recover all encrypted information.

Remember that possession and use of encryption tools may be subject to complex laws or outright prohibitions in certain localities. Also, the export and import of computers carrying such tools may be subject to local regulation.

Limits of Privacy

Retention and Security of Messages. Email and voicemail messages, and computer-stored items all are University property and business records, and may have legal and operational effects identical to that of traditional, hard-copy documents. Accordingly, all email messages should be treated as though they may later be viewed by others (while confidential information may be contained in such messages, they should be created with the same care would be used in creating hardcopy documents).

Remember that no electronic communications facility is completely secure. This means that information stored on or carried over University communications tools may be the subject of accidental or intentional interception, mis-delivery, attack, or authorized University review.

When stored on computers, email messages and other files typically are subject to routine backup procedures. This means that copies of these files may be retained for long periods (in accordance with backup recycling and document retention procedures). Also, many site-wide backup systems do not guarantee privacy of backup copies (e.g., system administrators may have access).

A Limited Expectation of Privacy . The University respects the personal privacy of its students. However, because communications tools are provided for the University's academic purposes, student rights of privacy in this context are quite limited. **Students and others should have no expectation that any information transmitted over University facilities or stored on University-owned computers is or will remain private.** These systems are owned and/or controlled by the University and are accessible at all times by the University for maintenance, upgrades, or any other business or legal purposes. Students who use University communications tools should be aware that our firewall (and other security tools) creates an audit log detailing every request for access in either direction by each user. Also, in the course of their duties, system operators and managers may monitor student use of the Internet or review the contents of stored or transmitted data.

The University permits personal use of all these communication tools on the express understanding that it reserves the right (for its business purposes or as may be required by law) to review student use of, and to inspect all material created by or stored on, these communications tools. Use of these tools constitutes each student's permission for the University to monitor communications and to access files that are made on or with these communications tools.

University Access to Computers, Voicemail, and Email Systems. University administration may routinely examine students' communications or files. Such examination generally may be expected to occur in the following circumstances (which are not intended to be all-inclusive):

- Ensuring that University systems are not being used to transmit discriminatory or offensive messages, or in connection with the infringement or violation of any other person's rights;
- Determining the presence of illegal material or unlicensed software;
- Counteracting theft or espionage;
- Ensuring that communications tools are not being used for inappropriate purposes;
- Responding to legal proceedings that call for producing electronically stored evidence;
- Locating, accessing, and retrieving information in a student's absence; and
- Investigating indications of impropriety.

Consequences of Violating Policies. Misuse of any University communications tool or violation of these policies may result in disciplinary action up to and including suspension and dismissal from the University.

Questions/Changes to Policies. Questions regarding these policies may be directed to the Vice President for Academic Affairs or the University President. The University intends generally to observe these policies but also reserves the right to change them at any time without prior notice. The University will make reasonable efforts to provide notice of such changes.

Student Conduct Policy

A student is subject to disciplinary action up to and including withdrawal/ termination for:

- Acts of dishonesty, including but not limited to cheating on quizzes, tests, papers, hands-on homework documentation, or other assignments; or plagiarism.
- Fraudulent activities including but not limited to willful misrepresentation by a student concerning qualification for admission, continuing eligibility as a student, eligibility for financial aid, current enrollment information, status or position at ECPI.
- Forgery, alteration or misuse of school documents, records or identification.

- The unlawful possession, use, or distribution of illicit or prescription drugs on campus.
- Possession, use, intoxication, or being under the influence of alcohol while on campus.
- Possession of firearms or other weapons on campus.
- Gambling on campus.
- Any act or threat of physical assault or intimidation directed toward any member of the school community or any other individual on campus.
- Sexual harassment or hazing as described in the Student Non-Harassment Policy and Anti-Hazing Policy.
- Theft or attempted theft of ECPI property, or any theft on campus.
- The defacing or destruction of ECPI property.
- Use of indecent, illegal, disruptive language and/or actions
- Insubordination in carrying out instructions of faculty or staff.
- Any refusal to abide with or violation of federal, state, or local regulations.
- Smoking in unauthorized areas.
- Continued violation of the ECPI dress code.
- Furnishing false information to/for or against any student, faculty member, or ECPI employee.

ECPI believes in the use of progressive discipline (verbal warning, written warning and dismissal). However, depending upon the circumstances (i.e., collective student history, seriousness of conduct, issues of safety, facts surrounding the conduct, etc.), ECPI University reserves the right to use or not use progressive discipline.

Student Consumer Information

The Student Consumer Information regulations of the United States Department of Education require colleges to provide students with access to information they are entitled to as a consumer. Our goal is to provide each student with complete and easy access to this information and to inform you annually of the availability of this information. This information may also be found on the ECPI University website, www.ecpi.edu/consumers/and other links on the website, requested from our campus staff, and provided in paper form on request.

Any requests for information under this service should be sent to info@ecpi.edu .

Student Contact Information

Each student is provided with an ECPI email address to facilitate communication between the University and the student.

It is essential that students notify the campus Student Records Coordinator immediately of any changes to their name, address, telephone number or email address. Upon graduation, it is mandatory that students who have loans through Title IV funding to notify ECPI of any changes to their address and phone number.

Student Grievance Procedures

ECPI University is committed at all times to providing an educational experience which is conducive to the personal and professional growth of each student in a comfortable, student-oriented environment. As part of that commitment, the University has developed procedures designed to ensure that its students have a meaningful and fair opportunity to pursue any grievance they may have, whether the grievance relates to an academic matter, a non-academic matter or any other facet of their University experience. These procedures are as follows:

Students are encouraged to make every possible effort to resolve a grievance on an informal basis through discussion(s) with the faculty or staff member whom the student believes will be most knowledgeable about the matter at hand. If for any reason the student is not comfortable pursuing those discussions with such faculty or staff member, the student may choose to discuss the issue with another faculty or staff member chosen by the student or recommended to the student by his or her Department Head, the Campus Director of Academic Affairs or the Campus President. All University faculty and staff members are required to treat each student grievance in a professional manner and to endeavor to resolve all grievances fairly and swiftly.

Students at all times have available to them on a 24/7 and unlimited basis access to the MySafeCampus™ resource. MySafeCampus™ is a third-party anonymous and confidential incident reporting service available to all University students. A student may contact MySafeCampus™ by telephone at 800-716-9007 or online at www.MySafeCampus.com. More information on MySafeCampus™ may be found in the Student Services section of the Catalog.

If following the pursuit and conclusion of the procedures described in the immediately preceding paragraphs the grievance remains unresolved to the reasonable satisfaction of the student, the student is invited to submit a written request (formal grievance) for further review. Any such written request must be submitted by the student no later than fifteen days following the conclusion of the informal procedure described above and must be directed, at the student's option, either (a) to the student's Campus Director of Academic Affairs or to the Campus President or (b) to the University President. ECPI University will strive to keep all grievances confidential but cannot guarantee confidentiality. Under some circumstances, a release in respect of confidentiality may be needed in order for a grievance to be properly investigated and resolved in a timely manner. Unless submitted through the

MySafeCampus™ system, anonymous grievances will not be acted upon.

Contact information for the University President is as follows:

By mail: President, ECPI University5555 Greenwich Road; Virginia Beach, VA 23462

By email: president@ecpi.edu

The following minimum details must be included in any such written request:

- a description of the issue, including all relevant details such as dates and identities of other individuals involved
- a description of the student's efforts to resolve the subject dispute prior to the written submission, such as details including dates of, locations of and other individuals attending meetings conducted in the course of the informal procedure described above
- reason(s) why the result of the informal procedure described above is unsatisfactory to the student
- the student's name, student identification number and contact information

The individual to whom such submission is directed will be required to ensure that any such submission be reviewed and that a written decision with respect to such submission be rendered as promptly as practical and made available to the student in question. The student will be required to cooperate with all reasonable requests of such individual should additional information or meetings with the student or other appropriate individuals become necessary in the course of this review.

If after the taking of all of the above steps the student remains dissatisfied with the resolution of the student's grievance, the student has available to him/her the resources of the applicable external organizations and agencies to which further pursuit may be addressed. Contact information for all such entities is available in the University Policies section of the Catalog and varies depending on the specific physical or online campus location of the University attended by the student.

Students are referred to their Enrollment Agreement for information regarding Arbitration through the American Arbitration Association. The complete Arbitration policy (p. 156) also may be found in the University Policies section of the Catalog.

Student Non-Harassment Policy

It is the ECPI University policy to promote an educational environment that is free of harassment, including sexual harassment, in any form. Sexual harassment (including sexual discrimination) of students occurring in the training environment or in other settings in which students may find themselves in connection with the school is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Please note that this policy sets forth our goals of promoting a training environment that is free of sexual harassment and discrimination. The policy is not designed or intended to limit our authority to discipline or take remedial action for conduct that ECPI deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment. In addition, the school reserves the right to dismiss any student who willingly and knowingly makes false allegations of sexual harassment.

Definition of Sexual Harassment. Sexual harassment means sexual advances, sexual discrimination, requests for sexual favors, and verbal or physical conduct of a sexual nature when: submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a term or condition of enrollment or as a basis for education or training; or such advances, requests or conduct have the purpose or effect of unreasonably interfering with a student's education by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by a staff or faculty member for sexual favors in exchange for actual or promised grades or status constitute sexual harassment.

No member of ECPI faculty or staff, or any designated agent or third party of ECPI, or student at ECPI shall in any form or to any degree, engage in sexual harassment. The legal definition of sexual harassment is broad. In addition to the above examples, other sexually-oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating or humiliating to male or female students may constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending on the totality of the circumstances and/or the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets or jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comment on an individual's body; comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons, or graphic verbal commentaries about an individual's body, dress or habits;

- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

Other Forms of Harassment. Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct him or herself in a professional manner at all times and to refrain from such harassment.

Complaint Procedure. Students who feel they have been harassed should follow the Student Complaint Procedure (outlined in this catalog. All complaints regarding harassment of any kind should be directed to either your Campus President or the ECPI Title IX Coordinator:

Cheryl Salter, Human Resources, csalter@ecpi.edu;
757-671-7171, ext. 55223

Promptly after learning of such alleged conduct, ECPI will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation.

In the case of allegations of sexual harassment, the University will promptly investigate to determine what has occurred and will take necessary steps to eliminate the harassment, prevent its recurrence, and correct its effects, regardless of whether the person who was harassed files a formal complaint or otherwise requests action. The investigation will be conducted in such a way as to maintain confidentiality to the extent practical under the circumstances, and will be conducted in a fair and expeditious manner. The investigation will include a private interview with the person filing the complaint and with witnesses. The school will also interview the person alleged to have committed sexual harassment. In addition, ECPI will inform the person filing the complaint that federal regulation prohibits retaliation and that if s/he is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong responsive actions if retaliation occurs.

All allegations of sexual harassment will be investigated within 10 business days of the initial complaint. The Title IX coordinator will notify the student who has filed a complaint of sexual harassment of the findings within five (5) business days upon making a final determination by sending a written copy of the findings by certified mail to the student's address that is on file with the School.

Disciplinary Action. If it is determined that inappropriate conduct has been committed by an employee or student, ECPI will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment or dismissal from school, as applicable, and may include other such forms of disciplinary action as appropriate under the circumstances.

State and Federal Remedies. In addition to the above, if a student believes s/he has been subjected to sexual harassment, s/he may file a formal complaint with the federal or state government agency set forth below. Using the ECPI student complaint process does not prohibit a student from filing a complaint with these agencies. Each of the agencies has a six-month time limit for filing a claim.

Virginia campuses and online students	**North and South Carolina campuses**
United States Equal Opportunity Commission Washington Field Office 131 M Street, NE Fourth Floor, Suite 4NWO2F Washington, DC 20507-0100 Phone: 1-800-669-4000 Fax: 202-419-0740	United States Equal Opportunity Commission Charlotte District Office Location: 129 West Trade Street Suite 400 Charlotte, North Carolina 28202 Phone: 1-800-669-4000 Fax: 704-954-6410

Student Records

Records of student progress are maintained that include grades, previous education and training, awards, courses attempted, and attendance. Grade reports are furnished at the end of each term.

Student Responsibilities

ECPI students are considered to be responsible adults and are expected to maintain the standards of conduct appropriate to an academic and business environment. It is the student's responsibility to:

- Conform with ECPI policy, procedures, and regulations;
- Maintain security and academic integrity,
- Maintain academic progress and satisfactory attendance,
- Submit course work on time, and
- Pay tuition as scheduled.

Student Rights

- Students in good academic standing have access to all instructional facilities and services, including classes, laboratories, library, tutoring, advising, etc.
- Students have the right to inquire about, and to propose, improvements in policies, regulations and procedures affecting the welfare of students through student surveys, MySafeCampus™ , campus clubs and organizations, and University offices.
- The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of, and access to, student records, and this Act will be adhered to by the University. See the heading Family Education and Privacy Act (FERPA) for more detailed information.
- Students may appeal results of tests, examinations, or other grades by the end of the add/drop period of the subsequent term.
- ECPI decisions affecting a student may be appealed by requesting a review board hearing.
- Students may record class lectures only with the approval of the faculty member assigned to the course.

Students with Disabilities Policies and Procedures

ECPI University does not discriminate against qualified individuals with disabilities in admission or in access to our programs, services and activities, in accordance with our obligations under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008.

Admission of Students with Disabilities

The University will make admission decisions using criteria which do not consider an individual's disability, but rather, the student's individual qualifications, to meet the essential elements of the program, service or activity being offered, assuming the incorporation or use of the appropriate academic adjustments/ auxiliary aids and services, if necessary. Students with disabilities desiring to enroll in any program, service or activity of ECPI University must be able to meet the minimal standards of the University and of the particular program, service or activity to which admission is sought.

Definitions

A person with a disability is someone who has a physical or mental impairment that substantially limits one or more major life activities, including, but not limited to, caring for one's self, performing manual tasks, learning, walking, seeing, hearing, breathing, and working; has a record of such an impairment; or is regarded as having such an impairment. Although disclosure of a disability may not be necessary or appropriate for some persons, those who seek academic adjustments/auxiliary aids and services from ECPI University must follow the procedure outlined below.

Procedure for Requesting Academic Adjustments/Auxiliary Aids and Services

Students requesting academic adjustments/auxiliary aids and services must take the initiative to seek assistance, comply with deadlines and agreements, and participate in the following procedure:

1. Contact the Campus President or Campus Director of Academic Affairs ("CDAA")
   ECPI University students requesting academic adjustments/auxiliary aids and services should contact their Campus President or CDAA. The Campus President or CDAA will meet with the student to discuss the student's disability, the impact and functional limitations of the disability in the academic setting, and the proposed academic adjustments/auxiliary aids and services.

2. Provide Medical or Other Diagnostic Documentation
   The student will provide acceptable medical or other diagnostic documentation that supports the request for academic adjustments/auxiliary aids and services. Acceptable documentation includes a report from a qualified professional explaining the disability, the impact or functional limitations in an academic setting, suggested academic adjustments/auxiliary aids and services, and the expected duration of the disability and requested academic adjustments/auxiliary aids and services. The documentation provided should be current (e.g., within 3 years of the students enrollment in the University.) Individual Education Plans (IEPs) and 504Plans generally do not contain sufficient information.

In all cases, the University may request additional diagnostic information and assessment when, in its opinion, such additional information is needed to document the existence of a disability or the need for academic adjustments/auxiliary aids and services in the educational or clinical settings of ECPI University.

Review of the Academic Adjustments/Auxiliary Aids and Services Request

All requests for academic adjustments/auxiliary aids and services (e.g. extra time and/or separate room for exams, etc.) are evaluated on a case-by-case basis, using an interactive process. This evaluation includes the review of medical or other diagnostic documentation and a determination of the reasonableness of the academic adjustments/auxiliary aids and services. Medical or other diagnostic documentation provided by the student is kept confidential and is released to a third party only with the student's written permission or as required by law. General information about a student's disability and, academic adjustments/auxiliary aids and services may, however, be shared with other ECPI University administrators or third parties with a legitimate need to know (e.g. clinical sites, externship sites, etc.) The student's disabilities file is

maintained by the Campus President and is held separately from the student's official academic record.

Students with disabilities may request academic adjustments/auxiliary aids and services at any time, however, the Campus President or CDAA must have time to review and approve the request (generally 2-3 weeks) although some requests for academic adjustments/auxiliary aids and services take more time to review than others. Therefore, students requesting academic adjustments/auxiliary aids and services requests are encouraged to contact their Campus President or CDAA as soon as possible after they have enrolled with the University. Academic adjustments/auxiliary aids and services will not be made on a retroactive basis.

Because practical training in many of our programs may take place in a variety of settings – classroom to clinical – academic adjustments/auxiliary aids and services granted on admission may not be appropriate for all settings; the Campus President or CDAA, in collaboration with other University administrators with a legitimate need to know, may review with the student, as needed, academic adjustments/auxiliary aids and services for each class or setting as the student progresses through the curriculum, to avoid compromising or fundamentally altering the essential components of a particular course or program.

Although a student's academic adjustments/auxiliary aids and services histories are important, other factors are considered as well in determining what, if any, academic adjustments/auxiliary aids and services are appropriate now at ECPI University. The receipt of particular academic adjustments/auxiliary aids and services in a previous setting does not automatically mean that identical academic adjustments/auxiliary aids and services will be provided here.

The Campus President or CDAA has the responsibility to review each student's documentation conscientiously and diligently in carefully considering the student's request for academic adjustments/auxiliary aids and services. When the Campus President or CDAA has completed the evaluation and has determined that the student's disability has a current functional impact on his or her academic work or ability to participate in ECPI University's programs, the Campus President or CDAA will work the student to determine what academic adjustments/auxiliary aids and services are reasonable and appropriate.

Academic adjustments/auxiliary aids and services initially recommended for a student may be modified as directed by a change in the student's needs or the nature of course requirements. It is the student's responsibility to request the modification and to provide support for said change.

Implementation of Academic Adjustments/Auxiliary Aids and Services Request

The student will be provided with a Faculty Notification Form from the Campus President or CDAA at the conclusion of the review/verification process. The student, CDAA and Campus President will sign the Faculty Notification Form, acknowledging the academic adjustments/auxiliary aids and services that have been approved. The student must provide the Faculty Notification Form to faculty members at the beginning of each term to receive academic adjustments/auxiliary aids and services. A copy of the Faculty Notification Form will be retained in the student's disabilities file.

Appeal

In the event that there is a disagreement between the student and the University regarding the outcome of the Campus President's or CDAA's evaluation (including whether the student is a qualified individual with a disability, the adequacy of the student's documentation regarding the student's disability and decisions regarding academic adjustments/auxiliary aids and services), the student can file an appeal with the University's Equal Opportunity Officer and Title IX/504Coordinator:

Ms. Cheryl Salter
Vice President of Human Resources
(757) 213-3523
csalter@ecpi.edu.

Study Abroad

The Study Abroad option is periodically available to students enrolled in degree programs. Three weeks of the term are spent in the classroom and up to two weeks are spent abroad. The Study Abroad option is administered through the Virginia Beach campus and requires additional fees.

Termination Policy

ECPI reserves the right to terminate a student's enrollment on the following grounds:

- Nonconformity with ECPI policy and regulations;
- Unsatisfactory academic progress;
- Failing grade on foundational mathematics or English/writing courses;
- Unsatisfactory attendance;
- Failure to submit course work as scheduled;
- Nonpayment of tuition;
- Security violations;
- Academic integrity violations;
- Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the University;
- Conduct damaging to the facilities; or
- Disruption of academic processes.

Disruption of academic processes includes wrongly taking credit for work or possessing unauthorized materials during tests or examinations.

Test Center

ECPI University recognizes the importance of professional certifications. The University provides a PearsonVUE Test Center for IT certifications at each location staffed by certified proctors. Other industry certifications may be proctored in the classroom or at specified testing sites by certified proctors. Students in the College of Health Science test at designated regional professional licensure test centers.

An Approved Discount Certification list is updated frequently based upon industry trends. The Curriculum Development Committee reviews recommended certifications that require final approval by the Administration. The certifications list is available from all test centers, the Online Library Certifications page at http://ecpi.ent.sirsi.net .

Subsidized Voucher Rate*

- Undergraduate student $15
- Alumni and Master's Program student $20
- Retake undergraduate student $30 (one time per test)
- Retake Alumni and Master's Program student $40 (one time per test)

Voucher rates are reviewed periodically and may be subject to change as the prices of certifications change.

*Professional licensure exams taken by College of Health Science students involve an application process with the appropriate professional organization. The University subsidizes the expense of the certification, but vouchers are not used. Registration is handled through the organization's designated test sites.

Voucher Quota

- 5 certifications per actively enrolled undergraduate student
- 5 certifications per Alumni
- 2 certifications per Master's Program student

Retake policy:

The University subsidizes one retake voucher per failed exam. Vendor guidelines apply to the time allowed between the first failed test and the retake. Vouchers are not available for purchase from the test center after the first retake (2nd failed attempt).

Test Center Hours of Operation

Test Centers hours vary by campus. Hours of operation are posted at the campus test center. Test centers are also open to the public. The designated public hours are available from the PearsonVUE web site.

Veterans' Policies

Academic dismissal/reinstatement and veterans benefits in South Carolina.

This policy is not applicable to veterans in Virginia and North Carolina.

All veterans who are attending through a VA program must comply with standards stated for non-VA students, with the following exceptions:

- All veterans' absences are noted in the electronic student record.
- Progress Reports are generated on a semester basis for all students.
- For veterans, three absences in a calendar month will result in unsatisfactory progress and dismissal.

The only exception to this policy for veterans occurs when the veteran can document his absence as medical or family emergency and have that documentation approved by the Director.

For veterans: credit for previous training will be evaluated by the director, and if granted, the veteran will be able to receive reduction in hours and charges proportionately. Both the student and the VA will be notified of any such decision.

Visitors to the Classroom and Campus

All visitors must register with the campus receptionist upon arrival. ECPI does not permit unauthorized visitors to any classrooms and the campus.

Workplace Hazards Policy

ECPI complies with the regulations of the Occupational Safety and Health Administration (OSHA). This policy is to inform students of the potential hazardous chemicals and the location of Material Safety Data Sheets (MSDS) in the medical programs in an effort to comply with the regulations of the OSHA.A written Hazardous Communication Plan is located in the medical lab. The manual includes:

- A list of known hazardous chemicals located within the medical department.
- The material safety data sheets (MSDS) for the known chemicals.
- Standard operating procedures for handling hazardous chemicals.

ACADEMIC CALENDAR

TERM 1	01/26/15-03/01/15	Holiday Jan 19
TERM 2	03/02/15-04/05/15	
TERM 3	04/06/15-05/10/15	
TERM 4	05/11/15-06/14/15	Holiday May 25
TERM 5	06/15/15-07/19/15	Holiday Jul 4
TERM 6	07/20/15-08/23/15	
TERM 7	08/24/15-09/27/15	Holiday Sep 7
TERM 8	09/28/15-11/01/15	
TERM 9	11/02/15-12/06/15	Holiday Nov 26
TERM 10	12/07/15-01/17/16	Winter Break – Dec 24-Jan 1
TERM 1	01/19/16-02/21/16	Holiday Jan 18
TERM 2	02/22/16-03/27/16	
TERM 3	03/28/16-05/01/16	
TERM 4	05/02/16-06/05/16	Holiday May 30
TERM 5	06/06/16-07/17/16	Summer Break Jul 4-Jul 8
TERM 6	07/18/16-08/21/16	
TERM 7	08/22/16-09/25/16	Holiday Sep 5
TERM 8	09/26/16-10/30/16	
TERM 9	10/31/16-12/04/16	Holiday Nov 24
TERM 10	12/05/16-01/15/17	Winter Break – Dec 23-Jan 1
TERM 1	01/17/17-02/19/17	Holiday Jan 16
TERM 2	02/20/17-03/26/17	
TERM 3	03/27/17-04/30/17	
TERM 4	05/01/17-06/04/17	Holiday May 29
TERM 5	06/05/17-07/16/17	Summer Break Jul 3-Jul 7
TERM 6	07/17/17-08/20/17	
TERM 7	08/21/17-09/24/17	Holiday Sep 4
TERM 8	09/25/17-10/29/17	
TERM 9	10/30/17-12/03/17	Holiday Nov 23
TERM 10	12/04/17-01/14/18	Winter Break – Dec 24-Jan 1

Practical Nursing nights March 2015-October 2016

(Charlotte campus)		Start	End
Semester 1	Term 1	03/02/2015	04/12/2015
	Term 2	04/13/2015	05/24/2015
	Term 3	05/25/2015	07/05/2015
Semester 2	Term 4	0706/2015	08/16/2015
	Term 5	08/17/2015	09/27/2015
	Term 6	09/28/2015	11/08/2015
Semester 3	Term 7	11/09/2015	12/20/2015
	Term 8	01/04/2016	02/14/2016
	Term 9	02/15/2016	03/27/2016
Semester 4	Term 10	03/28/2016	05/08/2016
	Term 11	05/09/2016	06/19/2016
	Term 12	06/20/2016	08/07/2016

COURSE DESCRIPTIONS

ACC - Accounting

ACC 160 - Principles of Accounting I
3 semester credit hours
This course introduces students to fundamental accounting concepts and procedures for sole proprietorships. Students will analyze transactions, make journal entries, post to accounts prepare financial statements and reports and complete the accounting cycle. Upon successful course completion, students will be able to apply generally accepted accounting principles (GAAP) to a sole proprietorship.
Prerequisite: None

ACC 161 - Principles of Accounting II
3 semester credit hours
This course introduces students to additional generally accepted accounting procedures (GAAP) for sole proprietorships, partnerships and corporations. Students will learn how to calculate depreciation, account for interest income and expense, account for partnerships and corporations, account for bond and equity transactions, calculate cash flows, and analyze financial information. Upon successful course completion, students will be able to apply GAAP to sole proprietorships, partnerships, and corporations.
Prerequisite: ACC160

ACC 206 - Personal Income Tax I
3 semester credit hours
This course introduces students to federal and state tax preparation for individuals. Students will learn how to calculate taxable income and deductions, such as wages, investment income, business income, tax deductions, tax credits, and itemized deductions. Upon successful course completion, students will be able to prepare personal tax returns.
Prerequisite: None

ACC 309 - Managerial Accounting for Managers
3 semester credit hours
This course introduces students to the foundations of managerial accounting – planning, control and decision making for managers. Students will learn cost behavior, Cost-Volume-Profit relationships, Job Order and Process Costing, different cost accounting methods, Differential Analysis, budgeting, and profit-planning. Upon successful completion of this course, students will be able to prepare and analyze cost accounting information for a business or organization.
Prerequisite: ACC161

ACC 311 - Personal Income Tax II
3 semester credit hours
This course is a continuation of ACC206 covering personal income tax topics including: additional personal tax laws, investor losses, tax credits and payment procedures. Property transactions are covered including determination of gain, loss and basis. Other topics include gains and losses, accounting periods and methods and deferred compensation.
Prerequisite: ACC206

ACC 319 - Intermediate Accounting I
3 semester credit hours
This class introduces students to more complex accounting situations, building upon the foundations of Principles of Accounting. Students will gain a thorough understanding of the sources of Generally Accepted Accounting Principles, the accounting cycle, financial reporting, the revenue cycle, and revenue recognition. Upon successful course completion, students will be able to prepare the Income Statement, the Balance Sheet, the Statement of Shareholder's Equity and the Statement of Cash Flows.
Prerequisite: ACC161

ACC 321 - Intermediate Accounting II
3 semester credit hours
This course includes an in-depth study of inventory and cost of goods sold; the acquisition, utilization, and retirement of noncurrent operating assets; debt and equity financing; investments in debt and equity securities; leases; and earnings per share.
Prerequisite: ACC319

ACC 322 - Intermediate Accounting III
3 semester credit hours
This course is a continuation of the Intermediate Accounting series and builds upon the principles learned in ACC 321 – Intermediate Accounting II. Students will learn how to account for Income taxes, Pensions and Post-retirement Benefits; Dilutive Securities and Earnings per share; Investments; Leases; Accounting Changes and Error Corrections; Financial Disclosures; Statement of Cash Flows; and Financial Statement Analysis. Upon the successful course completion, students will be able to evaluate investment opportunities, identify the differences between financial accounting and accounting for income taxes, compare operating and capital leases, prepare a Statement of Cash flows and perform a detailed financial statement and analysis.
Prerequisite: ACC321

ACC 330 - Cost Accounting
3 semester credit hours
This class introduces students to topics related to cost determination such as cost analysis, estimation and management. Students will learn management control systems, planning and budgeting, variance analysis, Net Present Value analysis and nonfinancial measures of performance. Upon successful course completion, students will be able to evaluate the profitability of a product line, evaluate capital investment decisions, and create a balanced

scorecard to determine a firm's overall performance towards organizational goals.
Prerequisite: ACC309

ACC 340 - Governmental and Not-for-Profit Accounting
3 semester credit hours
This course covers financial reporting for governmental and non-profit entities, accounting and reporting for state and local governments; accounting for governmental operating activities, capital assets and capital projects, long-term liabilities and debt service, business-type activities, fiduciary activities (agency and trust funds, auditing of governmental and not-for-profit organizations), agency and trust funds, analysis of governmental financial performance; and accounting for not-for-profit organizations, not-for-profit organizations (regulatory, taxation and performance issues), as well as accounting for colleges and universities, and accounting for healthcare organizations.
Prerequisite: ACC309

ACC 409 - Business Taxation
3 semester credit hours
This course provides the student with an understanding of corporate and partnership tax law: deferred tax assets and liabilities; special situations; organization and capital structure; earnings, profits, and dividend distributions; redemptions and liquidations; taxation of international transactions. Partnership topics covered are formation, operation and basics. Also covered are transfer of interests and terminations; S corporations; tax practice and ethics; federal gift and estate taxes; income taxation of estates and trusts.
Prerequisite: ACC309

ACC 450 - Fraud Detection and Deterrence Methodology
3 semester credit hours
This course describes the principles and methodology of fraud detection and deterrence. This course includes such topics as skimming, cash larceny, check tampering, cash register disbursement schemes, billing scheme, payroll and expense reimbursement schemes, non-cash misappropriations, and corruption.
Prerequisite: ACC161

ACC 460 - Accounting Information Systems
3 semester credit hours
This course provides the student with an in-depth understanding of the requirements to implement and use accounting software applications. Students are introduced to accounting system elements and documentation, data flows, reporting principles, coding methods and audit trails; internal controls and risk assessment; control activities and monitoring; the financial, revenue, purchasing and inventory processes; and typical database structure of accounting systems.
Prerequisite: ACC321

ACC 470 - Auditing I
3 semester credit hours
This course introduces students to the philosophy and environment of the auditing profession. Students will learn the economic purpose of auditing, auditing standards, professional conduct, legal liability, audit planning, evidence and sampling, and internal control. Upon successful course completion, students will be able to plan and conduct various audit procedures.
Prerequisite: ACC322

ACC 471 - Auditing II
3 semester credit hours
This course covers the process and methodology of auditing the revenue process, the purchasing process, the human management process, the inventory management process, and the financing/investing process. Other topics covered are completing the audit engagement and reports on financial statements and professional conduct and legal liability.
Prerequisite: ACC470

ACC 480 - Advanced Accounting I
3 semester credit hours
This course introduces students to financial accounting topics that relate to multi-corporate entities. Students will learn the concepts and procedures for preparing consolidated financial statements for affiliated corporate groups and intercompany transfers. Upon successful course completion, students will be able to prepare consolidated financial statements for various affiliated corporate groups.
Prerequisite: ACC322

ACC 481 - Advanced Accounting II
3 semester credit hours
This course introduces students to additional accounting issues for corporations, partnerships and not-for-profit and governmental organizations. Students will learn how to account for foreign currency transactions, multi-national organizations, public reporting, partnerships, governmental and not-for-profit organizations, and corporations in financial difficulty. Upon successful course completion, students will be able to apply advanced accounting principles to partnerships, corporations, and not-for-profit and governmental organizations.
Prerequisite: ACC480

BIO - Biology

BIO 101 - Human Anatomy & Physiology I
3 semester credit hours
This course provides students with an introduction to the anatomy and physiology of the human body. Students will learn human anatomy, physiology, and pathology focusing on the chemistry of life; the cell and tissue structure; and the skeletal, muscular, integumentary, and nervous systems. Upon

successful course completion, students entering the healthcare profession will have the skills to learn medical terminology as well as basic knowledge of the organ systems presented in class
Prerequisite: None

BIO 104 - Human Anatomy & Physiology II
3 semester credit hours
This course concludes the comprehensive study of the anatomy and physiology of the human body. Students will learn human anatomy, physiology and pathology focusing on the cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive organ systems as it relates to health, disease, and healthcare. Upon successful course completion, students entering the healthcare profession will have the skills to learn medical terminology as well as a basic knowledge of the organ system presented in class.
Prerequisite: None

BIO 105 - Microbiology
3 semester credit hours
This course introduces biological entities and basic biological principles as they apply to microorganisms. The course gives a historical perspective of microbiology and covers the fundamental aspects of microbial cultivation, nutrition, control, metabolism, physiology, structure and genetics. Discussion of microorganisms as causes of human disease and response of hosts to microbial invasion is also considered.
Co-requisite: BIO105L, BIO116, BIO116L

BIO 105L - Microbiology LAB
1 semester credit hour
Microbiology laboratory introduces biological entities and basic biological principles as they apply to microorganisms. The course gives a historical perspective of microbiology and covers the fundamental aspects of microbial cultivation, nutrition, control, metabolism, physiology, structure, and genetics. Discussion of microorganisms as causes of human disease and response of hosts to microbial invasion is also considered.
Co-requisite: BIO105, BIO116, BIO116L

BIO 111 - Anatomy & Physiology I w/Terminology
3 semester credit hours
This course is Part 1 of a two-part comprehensive course presenting the interrelationship of each body system. The course presents an integrated approach to human anatomy and physiology, microbiology, and pathology. It includes basic chemistry, physics, cell structure, cell physiology, metabolism, tissues, and integumentary, skeletal, muscular and nervous systems as it relates to health sciences. This course is also designed to provide students entering the healthcare profession with skills to learn medical terminology. It focuses on basic techniques of medical word building and application of these techniques to acquire an extensive medical vocabulary.
Prerequisite: None
Co-requisite: BIO111L

BIO 111L - Anatomy & Physiology I w/Terminology LAB
1 semester credit hour
This course is part one of a two-part comprehensive laboratory course accompanying the Anatomy and Physiology lecture course, designed to focus on aspects of the interrelationship of each body system. Laboratory exercises will includes basic chemistry, physics, cell structure, cell physiology, metabolism, tissues, and integumentary, skeletal, muscular, nervous, and endocrine systems as it relates to the human anatomy and its physiology. The laboratory component of this course provides students with hands-on experiences, as opposed to using only workbook and/or computer-generated activities that could be done in a non-laboratory setting. Laboratory activities should encourage critical thinking, the understanding of scientific methodology, and the application of scientific principles.
Co-requisite: BIO111

BIO 116 - Anatomy & Physiology II with Terminology
3 semester credit hours
This course is Part 2 of a two-part comprehensive course presenting the interrelationship of each body system. The course presents an integrated approach to human anatomy and physiology, microbiology, and pathology. It includes the cardiovascular, lymphatic, digestive, respiratory, urinary, reproductive, and development systems as it relates to the human anatomy and its physiology. This course is also designed to provide students with skills to learn medical terminology. It focuses on basic techniques of medical word building and application of these techniques to acquire an extensive medical vocabulary.
Prerequisite: BIO111, BIO111L
Co-requisite: BIO116L

BIO 116L - Anatomy & Physiology II with Terminology LAB
1 semester credit hour
This course is part one of a two-part comprehensive laboratory course accompanying the Anatomy and Physiology lecture course, designed to focus on aspects of the interrelationship of each body system. Laboratory exercises will include the cardiovascular, lymphatic, digestive, respiratory, urinary, reproductive, and development systems as it relates to the human anatomy and its physiology. The laboratory component of this course provides students with hands-on experiences, as opposed to using only workbook and/or computer-generated activities that could be done in a non-laboratory setting. Laboratory activities should encourage critical thinking, the understanding of scientific methodology, and the application of scientific principles.
Prerequisite: BIO111 and BIO111L
Co-requisite: BIO116

BIO 122 – Environmental Biology
3 semester credit hours
This course introduces basic science concepts, environmental processes, and the influence of humans upon the environment including ecological concepts, population growth, natural resources, and environmental problems from the scientific

perspective. Students will learn about ecological communities and various ecosystems. Upon successful completion of this course, students will be able to apply basic biology and chemistry concepts to environmental studies, identify the components of ecological communities, compare the characteristics of biomes, discuss approaches to sustaining biodiversity, and the effects of evolution and the human population on ecosystems.
Co-requisite: BIO122L

BIO 122L – Environmental Biology LAB
1 semester credit hour
This course applies basic science concepts, environmental processes, and the influence of humans upon the environment including ecological concepts, population growth, natural resources, and environmental problems from the scientific perspective. Students will apply biology and chemistry concepts to a variety of lab simulations and/ or wet labs. Upon successful completion, students will be able to use models and equipment to demonstrate biological concepts; apply genetic concepts to solve problems; explain the components of different cell types; apply the scientific method to perform and document lab experiments; demonstrate an understanding of atoms, molecules, compounds, and elements; apply current topics in environmental biology; and analyze different trophic levels within ecosystems.
Co-requisite: BIO122

BIO 250 - Epidemiology
3 semester credit hours
This is an introductory course to the basic science of disease prevention. Epidemiology plays a major role in the health of the public and has major implications for healthcare administrators. The basic principles and methods of epidemiology are presented with application to public health and clinical practice. Movies and lab experiences to demonstrate epidemiological principles are used.
Prerequisite: None
Co-requisite: BIO250L

BIO 250L - Epidemiology LAB
1 semester credit hour
This course is an introductory laboratory course accompanying the Epidemiology lecture course, designed to focus on the basic science of disease prevention. A major role in public health, epidemiology influences administrative decision-making and healthcare policy. Laboratory exercises in basic principles and methodology of epidemiology will allow students to explore how epidemiology is concerned with the distribution and determinants of health and diseases, morbidity, injuries, disability, and mortality in populations. Laboratory activities should encourage critical thinking, the understanding of scientific methodology, and the application of scientific principles.
Co-requisite: BIO250

BPA – Baking and Pastry Arts

BPA 110 – Principles of Baking and Pastry Arts
2 semester credit hours
This course introduces the students to the methodology for creating basic baked goods. Students will learn food science as it applies to baking procedures, mixing procedures, and ingredient functionality. Upon successful course completion, students will be able to demonstrate how to prepare a variety of baked products using various mixing methods and baking techniques.
Prerequisite: None

BPA 120 Basic Cakes and Tarts
2 semester credit hours
This course introduces the student to basic cake and tart production methodology. Students will learn the basic procedures for making high quality cakes and tarts, as well as basic piping techniques. The students will practice various mixing methods, torting, icing, basic piping designs, and tart assembly. Upon successful course completion, students will be able to demonstrate the assembly of basic layered cakes and tarts.
Prerequisite: BPA110

BPA 130 Artisan Breads and Viennoiserie
4 semester credit hours
This course provides students with the methodology used to prepare Artisan Breads, sweet dough and puff pastry. Students will create breads using various fermentation techniques and breakfast pastries using lamination and manual shaping. Further exploration of Baker's Math will be used to convert formulae. Upon successful course completion, students will be able to demonstrate their ability to produce a variety of Artisan Breads and Viennoiserie baked goods.
Prerequisite: BPA110

BPA 225 Chocolate and Confectionary Artistry
2 semester credit hours
This course introduces students to the skills, techniques and procedures used in chocolate and confectionary artistry. Students will produce a variety of showpieces utilizing sugar, chocolate, and pastillage, temper chocolate to create enrobed and molded confections and produce a variety of traditional candies. Upon successful course completion, students will demonstrate learned techniques by creating a showpiece for display.
Prerequisite: BPA120

BPA 235 Advanced Pastry Design
2 semester credit hours
This course introduces students to the preparation of advanced layer cakes and multi-layered entremets using advanced piping skills and other finishing techniques. Students will explore techniques used for assembling and transporting multi-layer tiered cakes and other delicate desserts. Elaborate plating designs and techniques will be discussed and executed. Upon

successful course completion, students will be able to demonstration learned techniques to prepare a special occasion multilayer cake.
Prerequisite: BPA 120

BPA 245 Alternative Baking
2 semester credit hours
This course provides students an overview of basic nutrition and how to provide consumers with various diet conditions nutritionally sound baked products using alternative baking ingredients and techniques. Students will bake and finish products to accommodate gluten free, diabetic, vegan, and allergy related conditions. The course will explore the use of alternative grains, sweeteners, and binders. Upon successful course completion, students will be able to demonstrate how to develop and execute recipes designed to meet the needs of customers with specialty diets.
Prerequisite: CAA150 or BPA 130

BPA 265 Petit Fours, Custards, and Glaciers
2 semester credit hours
This course provides students with the methodologies and techniques needed to produce various types of petit fours, custards, crèmes and frozen desserts (glaciers). Techniques of platter and buffet service will be discussed and practiced. Students will assemble a variety of petit fours, custards, ice creams and other frozen desserts and will practice and demonstrate advanced piping designs and techniques. Upon successful course completion, students will be able to demonstrate various presentation techniques suitable for different types of service environments.
Prerequisite: BPA225

BPA 275 Baking and Pastry Capstone
4 semester credit hours
This course provides students with the opportunity to revisit the methodologies, skills, techniques and procedures that they learned and demonstrated throughout the Baking and Pastry program. Throughout the course the students will produce a variety of plated deserts as used for dining service, write dessert menus and produce quality dessert buffets. Upon successful course completion, students will be able to demonstrate the ability to set up, produce, and serve a professional quality baking and pastry buffet and a la carte items.
Prerequisite: BPA 235 and BPA 265

BUS - Business

BUS 102 - Fundamentals of Customer Service
3 semester credit hours
This course helps students to understand the motivation and concerns of the customer and how to develop customer relations skills to effectively work with customers. Understanding people, communication, perception, and self-concept are discussed.
Prerequisite: None

BUS 121 - Introduction to Business
3 semester credit hours
This course provides an overview of the economic, political, technical, competitive, global, and social environments of business, as well as the forms of ownership and business management. Students will learn the various functions and activities of business, such as marketing, operations, management, human resources, IT, accounting and finance. Upon successful completion of the course, students will be able to explain how organizations function in today's society.
Prerequisite: None

BUS 211 - Introduction to Human Resources Management
3 semester credit hours
Through readings, case analysis, research, and classroom activities, students will learn the skills and theories involved in the human resource management of a business. Topics include selecting, training, appraising, and compensation of the workforce. The laws and rules that govern human resource functions and procedures, including labor laws, governmental regulations, and societal implications will be included in the course.
Prerequisite: BUS121

BUS 222 - Ethics in Business
3 semester credit hours
This course is designed to provide students with a basic understanding of ethics in the business. The course includes an overview of concepts, processes, and best practices of ethical programs. The course also covers Sarbanes Oxley and its importance to the business world. Ethical dilemmas and case studies are used to reinforce pertinent issues.
Prerequisite: BUS121

BUS 224 - Change Management
3 semester credit hours
As the business environment rapidly changes in terms of political, technological, global, economic, and cultural diversities, these diverse and rapid changes have become an enormous task to manage. This course examines the constant change concept in the context of organizational application challenges. It focuses on realistic managerial situations and the techniques involved in managing change and responding to opportunities and threats.
Prerequisite: BUS121

BUS 225 - Legal Environment of Business
3 semester credit hours
This course focuses on how business decisions are impacted by today's legal environment. Students will develop a thorough understanding of the legal environment of business, engage in critical thinking and ethical analysis, and develop the knowledge and skills necessary to survive in an increasingly competitive global environment. The course will

be delivered using a variety of learning formats which may include online lessons, video presentations, and classroom activities/discussions.
Prerequisite: BUS121

BUS 226 - Managerial Processes & Communications
3 semester credit hours
This course acquaints the students with basic theories and skills, and applications concerning communications within an organization in respect to a manager's point of view. This course focuses on creation of processes, implementation, the communication process, and how a manager uses available skills and logical processes to solve problems. In addition, the course covers essential contemporary business communication including critical thinking, the internet, web, email, and other technological approaches and requirement for effective communication within a complex business environment.
Prerequisite: BUS121

BUS 227 - Operations Management
3 semester credit hours
This course addresses advanced concepts, principles, and techniques of operations management. Students will relate these Operations Management concepts to businesses and examine the value of this information in the workplace and how management implements this information to achieve continuous improvement. Emphasis will be placed on how the operational process applies these methods to the products and service industries in both private and public sectors. This course presents the nature and methods for managing industrial and manufacturing organizations from an operational perspective.
Prerequisite: BUS121

BUS 242 - Technology Optimization
3 semester credit hours
This course provides students an opportunity to conduct an in-depth review of an internet technology that enhances the student's understanding of current issues of how to manage cyberspace environment. This course covers search engines, different search methods, and how they differ in specific. In addition, in this course the students will learn the techniques and tools, how to use search engine optimization (SEO). The SEO challenges will be reviewed and how it can be improved for effective SEO.
Prerequisite: BUS121 and CIS106

BUS 298 - Externship-BUS III
3 semester credit hours
This course is a linkage between the theoretical concepts of the classroom to the actual working environment. This course provides the student experience in a chosen field of study. Through this experience, students are able to gain a practical understanding of work in the industry, experience on the job, enhancement of skills learned in the classroom, and contact with professionals in the business world. Students may work on either a full time or a part time basis for a 135 hrs. Students must have completed a minimum 60 credits, a minimum of 12 semester credit hours in the business core, and have a minimum GPA of 2.5.
Prerequisite: Department Head approval

BUS 303 - Organizational Leadership and Management
3 semester credit hours
This course introduces students to the basic principles of leadership that effective leaders use when managing/leading individuals and teams in organizations. These include discussions related to personal traits, characteristics, and attributes, leadership competencies, motivation, group dynamics, power and politics, conflict resolution, and organizational culture.
Prerequisite: BUS121

BUS 314 - Marketing Management
3 semester credit hours
This course introduces students to the field of marketing, its principles, strategies and procedures that are followed in moving from marketing research, to a marketing idea, to development of the marketing plan and strategies for getting a product to the public. The impact of environmental, societal, and technological influences on the marketing process will also be reviewed and analyzed. Students will conduct marketing research, analyze case studies, and research companies and their marketing strategies.
Prerequisite: BUS121

BUS 321 - Business Organizational Management
3 semester credit hours
This course examines the essential characteristics of business organizational management by examining effective management styles within the realm of the organizational culture. Additionally this course will identify the role and the four basic functions of management. This course will also identify improvement initiatives for poor performers.
Prerequisite: BUS121

BUS 328 - Business Process Improvement
3 semester credit hours
Six-Sigma is a methodology that provides quality to business management by improving key elements of past quality and adding a new special approach. The "Six Sigma " course is designed to provide a basic understanding and overview of Six Sigma tools and technologies. The objective of this course is to introduce students to the Six Sigma concept, and its applications in business. In addition, Six-Sigma focuses on customer knowledge by translating customer needs, wants, and expectation and how product can be improved to meet customers' quality demand. Students will learn about Six Sigma methodologies and how it can be applied to improve the business critical activities.
Prerequisite: BUS121
Co-requisite: BUS328L

BUS 328L - Business Process Improvement LAB
1 semester credit hour
This lab course teaches and reinforces the tools and techniques students need to engage and embrace Six Sigma in our ever changing world of business today. Six Sigma concepts, tools, and techniques are demonstrated by students as they prepare Six Sigma projects. The Six Sigma projects will provide students with an understanding of how to impact positive change in businesses across various industries. Students will identify an opportunity for improvement as it relates to their lab Six Sigma projects, and use charters, process mapping, failure modes and effects analysis, and other tools to implement a Six Sigma Associate's project.
Prerequisite: BUS121
Co-requisite: BUS328

BUS 331 - Management Information Systems
3 semester credit hours
This course illustrates how to manage information in context of different management roles within an organization, for instance, decision making, tactical, operational and business strategy. The core functions of an organization will be present in relation to a new era of global competition, technology, enterprise oriented environment, and how organizations approach these methods to sustain a competitive advantage in a constantly changing technological environment. Different frameworks of communication will be discussed within an organization, for instance, Local Area Network (LAN), Wide Area Network (WAN), Enterprise Resources Planning (ERP), and wireless network.
Prerequisite: BUS121, CIS106

BUS 345 - e-Commerce & Technology
3 semester credit hours
This course will examine various aspects of electronic commerce and will cross reference the Internet as a market place for global businesses. Strategies, tools, competencies, business concepts and social issues that surround the emergence of e-commerce will be explored. Students will develop an understanding of the current practices and opportunities that are inherent in electronic shopping, distribution, publishing, collaboration, as well as product and service marketing.
Prerequisite: CIS106, BUS121

BUS 350 - Financial Management
3 semester credit hours
This course introduces students to basic financial management topics including statement analysis, working capital, capital budgeting, and long-term financing. Topics include Net Present Value and Internal Rate of Return techniques, lease vs. buy analysis, and Cost of Capital computations. The focus is to enhance skills in problem-solving, decision-making and critical thinking as they apply to financial management. Students use problems and cases to apply skills in financial planning.
Prerequisite: BUS121; ACC161

BUS 407 - Entrepreneurship
3 semester credit hours
This course is designed to provide students with an understanding of the elements of small business ownership. The concept of entrepreneurship is examined in an economic context with emphasis place on preparation of a business plan. Identifying opportunity and understanding the relationship between risk and reward are examined. Marketing and sales strategies are examined and the elements of an effective marketing plan are examined. Financial reports are developed and examined as tools for managerial control. General business and management concepts and principles are reinforced.
Prerequisite: BUS350

BUS 431 - Organizational Development
3 semester credit hours
This course presents the theories and principles of effective management, and surveys contemporary and historical research on organizational efficiency. With an emphasis on skill development in managing basic administrative and managerial functions, including strategic planning, decision making, planning and implementation, problem solving, as well as communication channels and methods. Through the use of experiential learning methods, such as case studies, simulations, and role playing learners will acquire practical fundamental proficiencies used by successful leaders for organizational development. Particular emphasis is on examining and understanding the intrinsic role of an organization's mission, vision, purpose, and core competencies and market value in the development of an organization. Students examine the essential elements of effective leadership, learning organizations, dynamic culture, and interactive community and their influence in shaping organizational health and wellness among the organization's constituencies. An assessment and critical evaluation and recommendations of the student's professional setting including the current global environment are key components of the course learning objectives. The approach offers learners the opportunity to explore their management, leadership, communication, and relationship style along with the appropriate planning and implementation strategies.
Prerequisite: BUS121

BUS 436 - International Business
3 semester credit hours
This course provides an in-depth analysis of international business and marketing in relation to cultural, governmental regulation for trade and tax purposes, business globalization, and marketing. In addition, this course explains the nature and purpose of conducting business in foreign countries and requirement of why and how each country is involved in global business. This course examines significant concerns involved in overseas markets and how facilities key operation and marketing. The predominant issue focus in the international market is to identify and evaluate business and marketing strategy opportunities and to develop or adopt the specific national market needs and constraints. In marketing

aspects, cultural issues and barriers requires to be identified in order to understand global perspective.
Prerequisite: BUS121

BUS 440 - Global Marketing
3 semester credit hours
This course provides students with an in-depth knowledge of the global environments and issues so they can strategically analyze these environments from a global marketing perspective in order to address challenges, make decisions, and create strategies. The course includes a hands-on simulation designed for students to perform the role of a brand manager, in which they make market entry, product management and marketing decisions and experience the results of these decisions.
Prerequisite: BUS121 and BUS314

BUS 472 - Applied Project Management
3 semester credit hours
This course provides the necessary information for students to understand and experience the critical success factors for Project Management. The entire project management life cycle is illustrated through exercises and discussion. Students will become familiar with the general concepts of Project Management as well as specific concepts and challenges with Project Management. Students will be members of project teams conducting actual business projects during their time in this course and lab. Prerequisite: BUS121
Co-requisite: BUS472L

BUS 472L - Applied Project Management LAB
1 semester credit hour
In this course, students learn to apply project management concepts and theories for different case studies. The case studies are designed to provide in-depth understanding of project development in the context of crucial decision making in today's business environment. In addition, the case studies promote critical thinking for decision making and using the best approach for a successful project.
Prerequisite: BUS121
Co-requisite: BUS472

BUS 480 - Strategic Planning & Implementation
3 semester credit hours
This course is a capstone for graduating Business students. This challenging course integrates the concepts learned throughout the business program. Students will apply this acquired knowledge to the development of a comprehensive business strategy and to make policy-level decisions. Emphasis will be placed on environmental analysis, the decision-making process, and the administration/control of the planning and implementation process. The learning format will include Lecture, Case Study and concurrent registration in the Simulation Lab BUS480L. This course is normally taken in the last term of the program.
Prerequisite: Completion of all Business core requirements, or Permission from Departmental Advisor.
Co-requisite: BUS480L

BUS 480L - Strategic Planning & Implementation LAB
1 semester credit hour
This lab provides students the opportunity to implement the theories and concepts learned from the core Business program. It will focus on an interactive strategic management simulation. The simulation provides students with an opportunity to gain hands-on, "low-risk " experience in performing the functions of a CEO. They will have the opportunity to make strategic decisions, and observe the impact their decisions on business performance in a competitive market. They will end the experience with a greater appreciation for the interaction of a firm's key functional areas, including operations, marketing, RD, and finance.
Prerequisite: Completion of all Business core requirements, or Permission from Departmental Advisor.
Co-requisite: BUS480

BUS 496 - Externship-BUS Sr. I-a
BUS 497 - Externship-BUS Sr. I-b
BUS 498 - Externship-BUS Sr. I-c
1 semester credit hour
The purpose of this course is to provide the student with real-world work experience in a chosen business field within a shorter time frame then the 3 credit Senior Business Externship course. Students are expected to complete 45 hours of on-the-job work assignments for each 1 credit hour course, provide all relevant paperwork, including weekly progress reports and work attendance reports to their course faculty manager. In addition the student will complete a research project/paper related to the job experience. The externship is approved, managed and graded by the Department Head. Students must have completed all business core and concentration courses, have a minimum GPA of 2.5, and have Department Head approval.

BUS 499 - Externship-BUS Sr. III
3 semester credit hours
This course is intended to provide students an opportunity to experience a real-world, professional business situation and to apply the concepts, theories, and knowledge learned in the BSBA curriculum. Through this externship, students will have the opportunity to gain first-hand knowledge and participation in a professional business environment. This experience will allow the students to interact with management and contribute to a business' operations with guidance and mentorship. Students will be required to complete a written report, in addition to the required Externship paperwork.
Prerequisite: Completion of 85% of credits required for graduation and Department Head Approval (or Department Head may grant exception for outstanding students with no less than 75% of required credits completed)

CAA - Culinary

CAA 100 - Essentials for Success
3 semester credit hours
This course is designed to help a student learn to transition into their new role as student culinarian. The class emphasizes self development, attitude and motivation, goal setting, time management, study and research skills, technology utilization, and teamwork. Learning modules support the development of college success skills, including the history and present environment of the foodservice industry; professionalism and professional development standards required for success; personal branding; components of taste and flavor; professional portfolio development and resume writing and the importance of dining etiquette.
Prerequisite: None

CAA 105 - Culinary Skills
2 semester credit hours
This course serves as an introduction to the basic principles of cooking and kitchen organization. Topics include knife skills, stocks, thickening agents, mise en place, kitchen safety, and the application of sanitary food handling practices. The course covers the basic types of equipment found in a professional kitchen, the classic leading sauces, and viscosity percentage. Upon completion, students will be able to demonstrate a variety of classical knife cuts, prepare stocks, practice kitchen safety, and sanitation.
Prerequisite: None

CAA 110 - Culinary Techniques
2 semester credit hours
This course serves as an introduction to moist heat cooking techniques and as a continuation to the basic principles of cooking, sauce building techniques and kitchen organization. Topics including the primary soup methods, recipe conversions, contemporary sauces, and classical sauce derivatives will be discussed. Students will prepare classical sauce derivatives and a selection of soups including cream, puree, chowders, consommés, and broths. Upon completion, students will be able to discuss the procedure and execute a variety of classical sauce derivatives and soup methods.
Prerequisite: CAA105

CAA 115 - Kitchen Essentials
3 semester credit hours
This course introduces food safety and culinary mathematics as topics vital to learning to operate a safe and economically viable professional kitchen. This course covers sanitation through the identification; control and elimination of food borne illnesses; proper personal hygiene; movement or flow of food; industry standard sanitary facility requirements; pest management systems and food safety regulations. Students also have an opportunity to learn culinary mathematics through weights and measures; unit conversions; weight to volume conversions; yield percent applications; recipe scaling and recipe cost concepts which help prepare students to perform in their chosen careers.
Prerequisite: CAA100

CAA 120 - Culinary Fundamentals
2 semester credit hours
This course introduces students to dry heat cooking and combination cooking methods. Students will learn how to braise, stew, pan fry and deep fry. Food coatings for various frying techniques will be discussed and practiced. In addition students will practice, learn, and demonstrate potato, rice and vegetable cookery. Upon completion students will be able to execute and demonstrate the understanding of the cooking methods listed above.
Prerequisite: CAA105 and CAA110

CAA 130 - Pantry Kitchen
2 semester credit hours
This course introduces students to breakfast and lunch cookery. Students will learn how to poach, grill, bake, and roast. The principles of basic nutrition and plate presentation will be introduced and demonstrated. Emphasis will be placed on breakfast cookery, sandwiches, salads, dressings, contemporary sauces as well as pasta and grain cookery. Topics include emulsification, heat transfer, and protein coagulation and nutritionally sound recipe modifications. Upon completion, students will be able to discuss and demonstrate their learning of basic culinary nutritional concepts utilizing the above cooking techniques.
Prerequisite: CAA110 and CAA105

CAA 140 - Introduction to a La Carte
2 semester credit hours
This course serves as an introduction to the basic principles of a la minute cooking methods and raw fish fabrication. Students will practice various a la minute cooking methods including sauté', shallow poach, and grill in an a la carte environment. In addition students will prepare and utilize contemporary butter sauces and practice vegetable and starch cookery. Upon completion, students will be able to demonstrate a variety of a la minute preparations, proper plate presentations, flavor development, and prepare a variety of fish and shellfish items.
Prerequisite: CAA105 and CAA110

CAA 150 - Baking and Pastry Fundamentals
2 semester credit hours
This course introduces students to the preparation and procedures for creating basic baked goods, yeasted dough, pies, and laminated pastries. Specific topics include knowledge of food science as it applies to baking; the understanding and demonstration of basic methodology of mixing and baking procedures; the function of ingredients commonly used in baking; and the calculating of basic math formulas to assist in the production of baked goods. Upon completion, students will be able to prepare a variety of baked products using various methods.
Prerequisite: None

CAA 200 - Meat Selection and Utilization
2 semester credit hours
This course is designed to introduce students to the fundamentals of meat and poultry fabrication. Students will develop an understanding of the basics of product specifications, receiving, storing, and handling of proteins. Students will learn the basic fundamentals of meat selection and utilization while practicing the art of seaming, boning, frenching, tying and trussing meat and poultry. In addition, students will be introduced to the processes of sausage making and meat preservation. Upon completion, students will understand the role of a butchery department within a food service operation.
Prerequisite: CAA105

CAA 201 Banquet and Buffet Service
2 semester credit hours
This course introduced the student to the principles of banquet and buffet service in a traditional food service environment. Students will explore the front of the house operation as it pertains to banquets and buffets, tableside dessert cookery, menu writing and professional dining room decorum. Students will gain an understanding of fortified wine, spirits and cordials and their use in food service. Upon successful course completion, the student will be able to set, service, and break down a dining room for a banquet and buffet service, demonstrate tableside cookery, interact with the production staff effectively and efficiently handle complaints.
Prerequisite: None

CAA 205 - Front-of-House Management
3 semester credit hours
In this course students will learn the principles of table and beverage service in a traditional restaurant environment. Students will be exposed to the front of the house operation as it pertains to upscale food service, tableside cookery, salesmanship, professionalism, and beverage service. Legal and ethical responsibilities of alcohol beverage service are explored. Beer, wine, the art of mixing drinks and effective service methods are discussed. Upon completion the student will be able to set, service, and break down a dining room; interact with the production staff to order and receive meals from the kitchen; meet and greet customers; handle complaints and problems efficiently.
Prerequisite: None

CAA 210 - Garde Manger
3 semester credit hours
This course focuses on the production of classical charcuterie, cold food and the composition of platter and buffet presentation techniques. Topics include canapés, hors d' oeuvres, pates, terrines, galantines, mousseline, sushi and the modeling and carving of buffet display pieces. Students will demonstrate an understanding of the Garde Manger chef and its related terminology. Students will demonstrate the ability to prepare artistically detailed and decorative foods presented in a grand buffet style. Upon completion, students will be able to produce a comprehensive food display consistent with the theories, skills, and philosophies learned during the course.
Prerequisite: CAA130 and CAA140

CAA 215 - A La Carte
3 semester credit hours
This course provides students with experience in the preparation and service of foods from Regional American and Classic French cuisines using the traditional kitchen brigade system. Building on the skills developed in previous courses, this class is designed to expand students' cooking skills by introducing them to finer quality ingredients and more refined procedures and presentations. The student will learn the concepts of recipe development and apply recipe writing techniques, including conversions and food costing. The techniques and methods of controlling the factors of production in a food service unit are explored within a revenue management system. Food and labor costs will be examined. During this course students will be challenged to assume greater responsibility in preparing food to exacting standards and effectively manage the flow of goods through a food service system.
Prerequisite: CAA130 and CAA140

CAA 230 - Advanced Baking and Pastry Arts
2 semester credit hours
This course refines the previously learned baking skills that are necessary for the student to produce fine pastries. Emphasis is placed on quality production, finishing, decoration, and individual dessert presentation. Students learn about the theories, procedures, and ingredients used in cakes, classic pastries, confections, ice creams, a la carte desserts, and chocolate. Upon completion of the class, the student will develop a pastry menu and will set a grand buffet demonstrating their ability to produce a variety of pastries and plated desserts.
Prerequisite: CAA150

CAA 240 - International Cuisine
2 semester credit hours
This course provides practical experience in the preparation and service of foods from various cuisines from around the world. Emphasis is placed on the history, traditions, and food of the representative areas. Students will be an integral part of the kitchen team through modern adaptations of the kitchen brigade system. Upon completion, students will be able to demonstrate an understanding of the different culinary cultures, their methods of cooking and their ingredients. Additionally students will be able to research and develop an authentic international menu.
Prerequisite: CAA130 and CAA140

CAA 252 - Introduction to Gastronomy
1 semester credit hour
This course provides the student with an exploration of the relationships between society, the individual and the food industry. The study of cultures and various food pathways provides the student with the knowledge necessary to discuss

the sustainability of modern food systems and fosters an understanding of the role customer demand has on the supply chain. Special attention is given to product identification, sustainability and sensory perception. Upon successful course completion, the student will be able to demonstrate an understanding of various commercial food pathways and their ultimate impact on society.

CAA 255 - Procurement and Food Service Cost Control
3 semester credit hours
This course provides the student an overview of the storeroom manager's responsibilities in a food service operation. Students will learn the flow of goods as it pertains to the selection, receiving and storage of products used in commercial kitchens and the formulas and calculations used in food service facilities for receipt costing and conversions. In this course students will be challenged to assume greater ethical responsibility in product and equipment selection standards with regard to sustainability and effectively manage the flow of goods through a food service system. Upon successful course completion, the student will be able to demonstrate the understanding of the relationship between product selection and controlling food service costs to ensure profit.
Prerequisite: None

CAA 260 - Culinary Nutrition
3 semester credit hours
This course has been developed to introduce students to the core components of food and how each relates to nutritional value. Emphasis is placed on the USDA Food Guide Pyramid and how the student can provide customers with nutritional well-balanced menu selections to encourage a healthy diet. The course will include a focus on the nutrients: fats, proteins, carbohydrates vitamins, minerals, and water as well as recipe modification with regards to certain diets. Attention will be given to nutritionally sound lifestyles, weight management and exercise, and current issues in nutrition. Upon completion, students will be able to understand, discuss, and implement nutritionally sound menu options as a feature of, in an addition to, traditional food service menu selections.
Prerequisite: None

CAA 270 - Supervision for Food Service
3 semester credit hours
This course discusses the role of the chef supervisor in the food service industry. The student will develop an understanding of the leadership and management skills required in order to become a successful food service manager. The historical development of modern management theories and the application of current best practices will be discussed. Topics include goal setting, effective communication, motivating employees and problem solving, and menu management. Students will develop a restaurant concept; create a menu, floor plan and staff and schedule employees to execute their concept. Upon completion, the student will learn how a menu has impact on employee selection, staffing and scheduling within a food service system.
Prerequisite: None

CAA 280 - Externship-CUL I-a
1 semester credit hour
This course provides students with the opportunity to apply their educational experiences in a real world work environment. Through this externship the student will gain an understanding of the inner workings of a food service establishment under direct report to an employer. This supervised experience will allow the student to apply learned skills such as professionalism and organization as well as develop the speed, accuracy, and timing that is of importance to success in the field. Upon successful completion of the course, the student's view of their role in the food service industry will be broadened and their experiences documented.
Prerequisite: CAA 140

CAA 285 - Externship-CUL I-b
1 semester credit hour
This course provides students with the opportunity to apply their educational experiences in a real world work environment. Through this externship the student will gain an understanding of the inner workings of a food service establishment under direct report to an employer. This supervised experience will allow the student to apply learned skills such as professionalism and organization as well as develop the speed, accuracy, and timing that is of importance to success in the field. Upon successful completion of the course, the student's view of their role in the food service industry will be broadened and their experiences documented.
Prerequisite: CAA 280

CAA 290 - Externship-CUL I-c
1 semester credit hour
This course provides students with the opportunity to apply their educational experiences in a real world work environment. Through this externship the student will gain an understanding of the inner workings of a food service establishment under direct report to an employer. This supervised experience will allow the student to apply learned skills such as professionalism and organization as well as develop the speed, accuracy, and timing that is of importance to success in the field. Upon successful completion of the course, the student's view of their role in the food service industry will be broadened and their experiences documented.
Prerequisite: CAA285

CAA 295 - Externship-CUL I-d
1 semester credit hour
This course provides students with the opportunity to apply their educational experiences in a real world work environment. Through this externship the student will gain an understanding of the inner workings of a food service establishment under direct report to an employer. This supervised experience will allow the student to apply learned skills such as professionalism and organization as well as develop the speed, accuracy, and timing that is of importance to success in the field. Upon successful completion of the

course, the student's view of their role in the food service industry will be broadened and their experiences documented.
Prerequisite: CAA290

CAA 298 - Externship-CUL II
2 semester credit hours
This course provides students with the opportunity to apply their educational experiences in a real world work environment. Through this externship the student will gain an understanding of the inner workings of a food service establishment under direct report to an employer. This supervised experience will allow the student to apply learned skills such as professionalism and organization as well as develop the speed, accuracy, and timing that is of importance to success in the field. Upon successful completion of the course, the student's view of their role in the food service industry will be broadened and their experiences documented.
Prerequisite: CAA280 and CAA285

CAP - Capstone

CAP 480 - Arts and Sciences Capstone
3 semester credit hours
This course is designed to enhance and reinforce a student's breadth of knowledge from their Arts and Sciences experience. Students will learn to integrate knowledge and skills from different disciplines to examine real-world problems. Upon successful completion of this course, students will be able to produce projects that support their academic goals and that synthesize approaches from a variety of disciplines within the Arts and Sciences.
Prerequisite: Approval of Academic Advisor and Arts & Sciences Department Head, 6 credits in Communication, 3 credits in Math, 4 credits in Natural Science, 3 credits in Humanities, 3 credits in Social and Behavioral Science, and 3 credits in Computer Literacy.

CIS - Computer & Information Science

CIS 106 - Introduction to Operating Systems
3 semester credit hours
This course provides an introduction to the major hardware/software components of computer-based operating systems.
Prerequisite: None

CIS 107 - Digital Imaging
3 semester credit hours
This course is an introduction to achieve a foundation level of competence in digital imaging. The course will emphasize developing the student's skill in making expressive visual statements utilizing computer technology to learn more complex topics like color management, Web graphics, and photo retouching.
Prerequisite: CIS282 Web Interface Design

CIS 107L - Digital Imaging LAB
1 semester credit hour
This course explores advanced techniques for the production of images for web. Production techniques used in industry applications are featured. Color correction, image manipulation and image enhancement tips and techniques are utilized to create files used in the graphic, imaging color management, Web graphics, photo retouching, and publishing industries.
Prerequisite: Pre/Co-requisite: CIS107 Digital Imaging

CIS 115 Computer Applications
3 semester credit hours
Comprehensive coverage of contemporary operating systems and application software typically found in today's business environment. Students will demonstrate basic knowledge of computer applications to include word processing, spreadsheets, and presentation software.
Prerequisite: None

CIS 121 - Logic and Design
3 semester credit hours
This course introduces students to programming fundamentals, environments, and planning tools. Topics include introductions to computer architecture, code translators, primitive data types, data organization, and flowcharting. Emphasis is placed on modeling processes using structured, procedural logic.
Prerequisite: None

CIS 126 - Programming I
3 semester credit hours
Students learn the basic syntax of a programming language. The primary focus is on accurate translation of structured concepts (in flowcharts) into a high-level programming language. Concepts introduced in Programming Logic are reinforced through implementation. Topics include primitive data types, declarations, constants, variables, assignment operations, expression evaluation, and basic console I/O. Students complete instructive laboratory projects.
Prerequisite: CIS121

CIS 127 – Object Oriented Programming I
3 semester credit hours
This course teaches students to develop programs using object-oriented programming techniques. Students will learn to use classes, objects, and methods. Students will also be introduced to expressions, loops, and single dimensional arrays. Upon successful completion, students will be able to develop simple object-oriented programs.
Prerequisite: CIS121

CIS 136 - Storyboarding for Animation
3 semester credit hours
This course is an introduction to web animation using the latest industry standard web animation software. The course will emphasize general animation techniques, storyboarding, timeline management, creating vector based graphics, and embedding animated graphic elements into web pages.
Prerequisite: CIS107

CIS 142 - Cloud Computing Concepts
3 semester credit hours
This course introduces cloud computing architecture and security concepts. Students will learn about the benefits of cloud computing, cloud characteristics, cloud models and solutions along with deployment methods. Students will also gain an understanding of hardware, storage, thin clients and virtualization in the cloud. Students will implement cloud security fundamentals through the use of virtualization security management. Upon successful course completion, students will understand current cloud computing technologies and environments.
Prerequisite: CIS150

CIS 150 - Networking I
3 semester credit hours
This course focuses on an introduction to networking technology and its implementation. The course conducts an in-depth examination of microcomputer setup and troubleshooting skills, networking implementation, networking troubleshooting, basic security implementation, basic security troubleshooting, Interpersonal communication skills and personal management, introduction to topologies for different types of networks, familiarity of connectivity devices, and various LAN and WAN services.
Prerequisite: CIS106

CIS 202 - Introduction to Routing and Switching
3 semester credit hours
This course provides an introduction to networking using routers. Highlighted areas include: Details on routing models, processes, and routing protocols, provides a starting foundation of knowledge required to build and configure a multi-protocol network, and examines the various layers of functionality and introduces the startup sequences and configuration options for routers.
Prerequisite: CIS225

CIS 202L – Introduction to Routing and Switching Lab
1 semester credit hour
This introduction to routing and switching lab provides hands-on practice and skill building exercises used in a lab environment. Students will learn how to design and build a small routed network using current protocols. Upon successful course completion, students will be able to access, manage, and secure a router or switch, as well as build a small network and do basic troubleshooting of the components.

CIS 203 - Code Design and Debugging
3 semester credit hours
This course provides a sound introduction to the practice of software development. Topics include design, applying good techniques to construction, eliminating errors, planning, managing construction activities, and relating personal character to superior software. The course focuses squarely on techniques and practices to the design and implementation of technically sound application development.
Prerequisite: CIS126 Programming I

CIS 204 - Intermediate Routing and Switching
3 semester credit hours
This course provides intermediate skill level topics for configuring networked routers and switches. Highlighted areas include: Network Design, Variable Length Subnets, Network Address Translation, details on distance vector and link state routing protocols, Access List based security, WAN connections and troubleshooting a tcpip network. The first three layers of the OSI Model are closely examined.
Prerequisite: CIS202 Introduction to Routing and Switching

CIS 206 - UNIX Administration
3 semester credit hours
This course provides the student with knowledge and understanding of UNIX using a generic platform operating system. Topics covered include operating system architecture, system customization, mounting, unmounting, and basic network administration including administering user accounts, problems diagnostics, system commands, and utilities.
Prerequisite: CIS106

CIS 207 - Network Routing and Switching LAB
1 semester credit hour
This course allows the student to apply knowledge of and gain further understanding of Routers and Switches by implementing the configuration of a small business network in a LAN, WAN environment. Topics covered include Analyzing, Planning, Configuring, and administrating the primary services supporting a Router and Switched Network. The student will implement Router and Switched Network with RIP, EIGRP and OSPF protocols.
Prerequisite: CIS204

CIS 212 - Network Security Concepts
3 semester credit hours
The main goal of this course is to provide the student with a fundamental understanding of general network security concepts and implementation. This course covers the general security concepts involved in maintaining a secure computer networking environment. A variety of security methodologies are discussed as well as technologies and concepts used for implementing a secure network environment. Also, this course will adopt a practical, hands-on approach when examining general networking security implementation techniques. This course is designed to meet the objectives by using a combination of lectures, demonstrations, discussions, and hands-on labs.
Prerequisite: CIS150

CIS 212L Network Security Concepts LAB
1 semester credit hour
The main goal of this course is to prepare students for the Security+ Certification and to provide them with a fundamental understanding of general networking concepts associated with basic security. This course covers the general concepts involved in maintaining a secure network and computer environment. A variety of networking methodologies are discussed as well as technologies and concepts used for implementing a secure network system. This course is designed for non-networking majors.
Prerequisite: CIS 150
Co-requisite: CIS 212 or CIS 225

CIS 213 - Web Client Scripting
3 semester credit hours
This course provides the student with an understanding of web client scripting technology using JavaScript and Ajax. Students will learn how to create form validations, cookies, special effects, and Ajax form implementation.
Prerequisite: CIS121 and CIS282

CIS 214 - Object-Oriented Programming Using C#
3 semester credit hours
This course introduces the C# programming language. Students use C# in the development of object-oriented Windows applications, with an emphasis on designing classes for reusable objects. Features of Microsoft's .NET Framework are explored.
Prerequisite: CIS126

CIS 215 - Programming II
3 semester credit hours
Students learn to implement programs using functions and procedures both built in libraries and user (programmer) defined. One dimension arrays are introduced and utilized, and loops/nested loops are used to process them. Additional topics include sequential text file I/O, pseudo-random number generation, testing strategies, and debugging techniques. Students complete laboratory projects and a case study.
Prerequisite: CIS126

CIS 215L - Programming II LAB
1 semester credit hour
The purpose of this lab course is to provide the students with additional hands-on practice in developing sound fundamental programming skills. In addition, field trips to appropriate employer sites as well as industry guest speakers, if available, will be provided during this class.
Co-requisite: CIS215

CIS 218 - Object-Oriented Programming Using JAVA
3 semester credit hours
This course provides an introduction to Java programming and object-oriented programming paradigm and application development. All fundamental programming concepts including classes and objects, control structures, loops, and arrays are covered. Advanced topics include exception handling. Lab exercises range from the creation and use of java classes to writing completely independent programs.
Prerequisite: CIS126

CIS 219 - Object-Oriented Programming Using VB.NET
3 semester credit hours
This course introduces the fully object-oriented feature of Visual Basic .Net. Upon completion of this course, students will be able to develop applications that run under Windows without the complexity generally associated with programming. With very little effort, students can design a screen that holds standard elements such as buttons, check boxes, radio buttons, text boxes and list boxes. Each of these objects can be programmed to perform as a "standard " Window user interface.
Prerequisite: CIS126

CIS 220 - Storage Area Networks and Disaster Recovery
3 semester credit hours
This course provides students with a background in storage management including the latest storage technologies. Students will learn about information storage in order to make informed decisions in an increasingly complex IT industry. Upon successful course completion, students will be able to implement, manage and secure Network Attached Storage (NAS) and Storage Area Network (SAN) environments.
Prerequisite: CIS142, CIS245

CIS 220L - Storage Area networks and Disaster Recovery Lab
1 semester credit hour
This course provides students with a background in backups and recovery systems in order to reduce the risk of an unexpected failure or disaster. Students will learn backup technologies that will enable one to make informed decisions on how to backup data. Upon successful course completion, students will be able to implement and manage disaster recovery technologies.
Co-requisite: CIS220

CIS 223 – Database I
3 semester credit hours
This course is a fundamental overview of relational databases. Students will learn the values, concepts, principles, skills and techniques of modern database management systems. Upon successful completion, students will be able to identify, research, evaluate and resolve common database (data-driven) business application systems development.
Prerequisite: CIS121

CIS 224 - Server-Side Scripting
3 semester credit hours
This course introduces students to hypertext preprocessor (PHP) used to develop web applications residing on a MySQL database backend. Students explore a popular server-side language to process data using customer forms, data files, and

relational databases. Data validation and state management are taught.
Prerequisite: CIS126, CIS282, and CIS250

CIS 225 Networking II
3 semester credit hours
The course conducts an overview of networking, network communications, network security, and basic troubleshooting methodologies to identify and resolve common network connectivity problems, common vulnerabilities and network performance problems.
Prerequisite: CIS150

CIS 227 Objective Oriented Programming II
3 semester credit hours
This course teaches students to use more advanced object-oriented programming techniques to create programs. Students will learn to use inheritance and polymorphism. Students will also use multidimensional arrays, collections and existing frameworks to build solutions. Upon successful completion, students will be able to develop robust object-oriented programs.
Prerequisite: CIS 127

CIS 241 - IP Telephony
3 semester credit hours
This course provides an introduction to converged voice and data networks as well as the challenges faced by its various technologies. The course presents solutions and implementation considerations to address those challenges. In this course, students will learn about CallManager Express (CME) architecture, components, functionality, and features. They will also learn some Voice over IP (VoIP) and Quality of Service (QoS) technologies and apply them to a CME environment. The focus of the course is Call Manager Express, Connecting to a PSTN network, connecting from one router across a WAN to another router running CME, connecting from one CME enabled router to another CME enabled router.

CIS 245 - Windows Client and Server
3 semester credit hours
This course focuses on configuring and managing Windows Client and Windows Server through lectures, discussions, demonstrations, textbook exercises, and classroom labs. The students will learn how to install, configure, administer, and support the primary services in the Windows Server and Client operating systems. The student will study and implement users, groups, and computer accounts, to the sharing of system resources, and to the installation and maintenance of system hardware.
Prerequisite: CIS225

CIS 245L - Windows Client and Server LAB
1 semester credit hour
This course allows the student to apply knowledge of and gain further understanding of Windows Client and Server Operating Systems by implementing the configuration of a typical small business. Topics covered include installing, configuring, administering, and supporting the primary services in the Windows Server and Client operating systems. The student will implement users, groups, and computer accounts, sharing of system resources, and installation and maintenance of system hardware.
Prerequisite: None
Co-requisite: CIS245

CIS 250 - Database Scripting I
3 semester credit hours
This course introduces the SQL language. Topics such as selects, inserts, updates, and deleting from a database will be covered. Advanced topics such as joins, grouping functions, and set queries will also be discussed. This course will solidify database design concepts and how to interact with a database. Students must complete laboratory assignments and a case study.
Prerequisite: CIS223

CIS 251 - Advanced Windows Server
3 semester credit hours
This course provides students with the skill and understanding necessary to install, manage, monitor, configure, and troubleshoot Windows DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows network infrastructure. Topics will include Network Address Translation and Certificate Services.
Prerequisite: CIS245

CIS 252 - Fundamentals of Electronic Commerce
3 semester credit hours
This course compares and contrasts "traditional " commerce and electronic commerce (e-commerce). Students experience the use of available tools to design and construct a prototype e-commerce site for a business. Students conduct research and report on current issues in e-commerce such as privacy, security, relevant legislation, marketing strategies, ethics of various types of strategies and payment methods.
Prerequisite: CIS115

CIS 253 - Network Virtualization Fundamentals
3 semester credit hours
This course provides students with a background in virtualization technology needed to advance in today's technology workplace. Students will learn about the latest virtualization technology. Upon successful course completion, students will be able to explain virtualization, configure workstation virtualization products, and design, manage, and configure, and monitor virtual machines in a virtualized IT environment.
Prerequisite: CIS220

CIS 253L - Network Virtualization Fundamentals Lab
1 semester credit hour
This course provides students with application oriented experiences in virtualization technology. Students will learn virtualization software in networked server environments and

build virtual networks, implement high-availability clusters, and enhance performance and security in order to centralize the management of multiple virtual servers. Upon successful course completion, students will be able to choose a virtualization product, configure operating systems in a virtualization environment which includes subnetting, DHCP, and DNS schemes that support virtual networks. Students will also be able to develop and design a SANS configuration for supporting a virtual network design.
Co-requisite: CIS253

CIS 256 - Windows Active Directory
3 semester credit hours
This course provides the student with hands-on application and use of the latest windows active directory components. Topics will include managing, monitoring, and optimizing desktop and user environments, analyzing current and planned business models, determine current and future expansion processes, as well as implementation and use of common security processes in the windows environment.
Prerequisite: CIS245

CIS 256L - Windows Active Directory LAB
1 semester credit hour
This course allows the student to apply knowledge of and gain further understanding of Windows Active Directory components by implementing the configuration of a typical small business. Topics covered include installing, configuring, administering, and supporting the primary services in the Windows Server and Client operating systems. Planning, organizing, and implementing an Active Directory solution to meet business needs.
Co-requisite: CIS256

CIS 266 - Intermediate Database
3 semester credit hours
This course is a continuation of CIS223 Database 1 and focuses on design and implementation of an automated RDBMS web-based graphical user interface. Emphasis is placed on secure transaction automation and the fundamental design of reports.
Prerequisite: CIS206, CIS250, and any one of the following: CIS214, CIS215, CIS218, CIS219

CIS 266L - Intermediate Database LAB
1 semester credit hour
The Purpose of this lab is the provide students with additional hands-on practice in developing sound fundamental programming and scripting skills, and installing and creating databases and database servers. In addition, Field trips to appropriate employer sites as well as industry guest speakers, if available, will be provided during this class.
Co-requisite: CIS266

CIS 274 - CIS Project I
4 semester credit hours
This course is specifically designed to support the overall CIS major and the student's selected concentration program by requiring the design of a project that encompasses objectives of their selected concentration.
Prerequisite: Approval of Academic Advisor

CIS 276 - 3D Game Modeling & Simulation Mathematics
3 semester credit hours
This course introduces students to applied mathematics skills relating to topics specific to game development. Among the topics dealt with in this course are the following: manipulating equations, matrices, transformations, quaternions, vector calculus, collision detection, statistics, visibility determination, and space partitioning.
Prerequisite: MTH200 and CIS215

CIS 280 - CIS Project II
3 semester credit hours
This course is specifically designed to support the overall CIS major and the student's selected concentration program by requiring the design of a project that encompasses objectives of the selected concentration.
Prerequisite: Approval of Academic Advisor

CIS 282 - Web Interface Design
3 semester credit hours
CIS282 / IST283 The course provides the student with an understanding of web page creation using Extensible Hypertext Markup Language (XHTML). Students will learn how to create hyperlinks, headings, lists, tables, formatting, and images.
Prerequisite: CIS106 or CIS115

CIS 286 - Information Technology in Healthcare
3 semester credit hours
This course addresses the role of computer-based information and communications systems in patient care, including hands-on experience with the acquisition, storage, and use of information in the electronic medical record (EMR) and systems such as picture archiving and communication system (PACS), personal health records (PHR), lab and pharmacy systems and computerized provider order entry (CPOE). Data communications and storage formats and protocols and HIPPA compliance requirements will also be covered.
Prerequisite: None

CIS 290 - Externship-CIS III
3 semester credit hour
The purpose of this course is to provide the graduating associate's degree student with real-world experience in a work area appropriate for their particular CIS concentration. The externship is approved and managed by the faculty advisor for the concentration area, and is graded by the faculty member assigned course management. Students are expected to complete 45 hours of on-the-job work assignments for each one semester credit hour of course credit, provide all paperwork related to the externship, including weekly observations and work attendance reports to their course faculty manager.
Prerequisite: Approval of Academic Advisor

CIS 291 - Externship-CIS I-a
CIS 292 - Externship-CIS I-b
CIS 293 - Externship-CIS I-c
1 semester credit
This course provides degree students real-world experience in a work area appropriate for their particular CIS concentration. The externship is approved and managed by the program director for the concentration area, and is graded by the faculty member assigned course management. Students are expected to complete 45 hours of on-the-job work assignments for each 1 Semester Hour of course credit, provide timely paperwork related to the externship, including weekly observations and work attendance reports to their course faculty manager. The maximum credits allowed for all externship courses taken is 6.
Prerequisite: Approval of Academic Advisor

CIS 294 – Externship-CIS II
2 semester credit hours
This course provides graduating Associates Degree students with real-world experience in a work area appropriate for their particular Computer & Information Science concentration. Students will earn skills in their field as directed by their faculty member assigned course management, completing 90 hours of on-the-job work assignments. Upon successful course completion, students will be able to provide all paperwork related to the externship, including weekly observation and work attendance reports to their course faculty manager.

CIS 303 - 2D Design
3 semester credit hours
Students are introduced to the concept of vector artwork to create effective and clean web graphics and interfaces using 2D design techniques. Students use a number of tools for creating stunning vector or raster web graphics. Common image formats are emphasized along with best practices for color schemes, color theory, and incorporating them into web and/or print design.
Prerequisite: CIS107

CIS 303L - 2D Design LAB
1 semester credit hour
This course explores the concept of vector artwork to create effective and clean web graphics and interfaces using 2D design techniques. Common image formats are emphasized along with best practices for color schemes and incorporating them into web and/or print design.
Co-requisite: CIS303

CIS 305 - Advanced UNIX Administration
3 semester credit hours
This course provides the student with knowledge and understanding of UNIX network security, network connectivity issues, problem diagnostics, system commands and utilities. Topics covered include installation and configuration of a UNIX system, installing and configuring web and ftp services, providing Windows interoperability, managing printers through CUPS, and backing up and restoring a UNIX system.
Prerequisite: CIS206

CIS 305L - Advanced UNIX Administration LAB
1 semester credit hour
This course allows the student to apply knowledge of and gain further understanding of administering a UNIX system by implementing the configuration of a typical small business environment. Topics covered include installing, configuring, administering, and supporting the primary services in the UNIX operating systems. The student will implement users, groups, and computer accounts, sharing of system resources, and installation and maintenance of system hardware. The student will also have the opportunity to install DNS/BIND, Samba, and http and ftp servers.
Co-requisite: CIS305

CIS 308 - Web Animation
3 semester credit hours
This course is advanced web animation and uses the latest industry standard web animation software. The course emphasizes advanced animation techniques, components and forms, and audio and video to generate dynamic design and navigation elements with advanced ActionScript.
Prerequisite: CIS136

CIS 311 - Web Site Management
3 semester credit hours
The course will provide students with an understanding on how to manage and administer a web server. Students will learn how to deploy, configure, manage, monitor, and troubleshoot Web Administration tools. Students will also learn the web server administration process to include user authentication, protocol management, file transferring, and data encryption.
Prerequisite: CIS150 and CIS282

CIS 311L - Web Site Management LAB
1 semester credit hour
This course provides students with the hands-on application management of a web site. Students experience the use of available tools to design and construct a prototype web site for a business. Students will plan, organize, install, maintain, update and secure a Web server. Students will design web architecture and implement and administer all the features and functionality for the typical web site through IIS 6.0.
Co-requisite: CIS311

CIS 317 - Advanced Object-Oriented Programming Using C#
3 semester credit hours
Advanced Object-Oriented Concepts using the C# platform are introduced. C# is used to demonstrate Inheritance, Exception Handling, and File Access. GUI's and Event-driven programming are emphasized.
Prerequisite: CIS214

CIS 319 - Advanced Object-Oriented Programming Using Java
1 semester credit hour
This advanced course is designed for those students who would like to know more about object-oriented programming in using advanced features. Advanced programming features will be introduced including inheritance, polymorphism, working with files and streams, Multithreading, and accessing databases. Lab exercises range from the creation and use of advanced classes to writing completely independent programs. A final project will be designed, coded, debugged, and presented to the class. The purpose of this lab course is to provide the students with additional hands-on practice in developing sound fundamental advanced programming skills.
Prerequisite: CIS 218

CIS 319L - Advanced Object-Oriented Programming using Java LAB
1 semester credit hour
The purpose of this lab course is to provide the students with additional hands-on practice in developing sound fundamental advanced programming skills.

CIS 321 – Network Scripting
3 semester credit hours
This course provides students with the skills and understanding necessary to develop, manage, and analyze network scripts used in the administration of a heterogeneous network. Students will learn to write and use scripts that generate efficient interaction with standard network protocols, and effective manage complex network systems. Upon successful course completion, students will know how to write scripts that secure a network and automate administrative tasks.
Prerequisite: CIS121, CIS245

CIS 324 - Server-Side Framework
3 semester credit hours
This course introduces students to Active Server Pages Using C# with a database backend. Students construct web pages with database connectivity, and learn to configure web servers. Data validation and state management are taught.
Prerequisite: CIS214 and CIS250

CIS 324L - Server-Side Framework LAB
1 semester credit hour
The purpose of this hands-on lab course is to provide students with the opportunity for a more in-depth experience with Active Server Pages Using C# and SQL Server. During the lab sessions, students will have the opportunity to apply the advanced features in an ongoing project.
Co-requisite: CIS324 Server-side Framework

CIS 328 - Email Services
3 semester credit hours
This course provides the student with an understanding of the role and implementation of email services in an enterprise environment. The student will learn how to install, configure, and secure email server and client software to support the mission of a typical enterprise. An understanding of the underlying Internet protocols is developed to aid the student in troubleshooting typical email server and client issues. The course also provides the student with an understanding of the typical threats to email servers and their countermeasures.
Prerequisite: CIS256

CIS 332 - Mobile App Development I
3 semester credit hours
This course covers the design and implementation of mobile applications. Students will learn about contemporary mobile platforms, design patterns for mobile applications, programming environments and frameworks, and user interface design and implementation. Upon successful completion, students will be able to develop basic mobile applications for contemporary mobile devices.
Prerequisite: CIS227

CIS 340 - Oracle Architecture and Operation
3 semester credit hours
Student will study advances in the area of database implementation and administration. Students will practice various methods of managing security, monitoring performance, and recovering the database using RMAN, SQL, and Flashback technology.
Prerequisite: CIS250

CIS 340L - Oracle Architecture and Operation LAB
1 semester credit hour
This is the companion lab course for CIS340, where students will practice various methods of managing security, monitoring performance, and recovering the database using RMAN, SQL, and Flashback technology.
Co-requisite: CIS340

CIS 346 - Oracle Programming
3 semester credit hours
This course introduces the PL/SQL programming language. Students use/write anonymous code blocks to learn PL/SQL syntax. Additional topics include implicit and explicit cursors, exception handling, and an introduction to stored program units such as, procedures and functions.
Prerequisite: None

CIS 346L - Oracle Programming LAB
1 semester credit hour
This is the companion course for CIS346, and this lab course provides students with additional hands-on real-world scenario team based projects to gain confidence in advanced programming skills.
Prerequisite: None

CIS 350 - Introduction to Data Structures
3 semester credit hours
This course examines abstract data structures and their implementation. Topics include the classical abstract data types and algorithms for the list, stack, queue, binary tree, and

B-tree. This course is a continuation of previous scripting classes, and requires the students to further use web scripting techniques to extract, insert, update, and maintain real-time Web Applications in the real-world environment.
Prerequisite: CIS215, MTH200

CIS 353 - Network Virtualization Administration
3 semester credit hours
This course introduces students to standard approaches to manage virtualization environments and the different types of advanced virtualization solutions available to maintain a company's datacenter. Students will learn about the benefits of virtualization and compare leading industry virtualization solutions. Students will also learn how virtualization relates to server, desktop, and application environments and how to install and configure the different types of virtualization scenarios based on a company's datacenter needs. Upon successful completion of this course, students will be able to compare and contrast the benefits of different virtual servers, demonstrate creation and customization of virtual machines and virtual hard disks, and how to configure user access to virtual servers in a virtualized infrastructure. Students will also be able to document a strategy to create virtual machine templates.
Prerequisite: CIS253

CIS 353L - Network Virtualization Administration Lab
1 semester credit hour
This course allows the student to apply knowledge and gain further understanding of virtualized servers by implementing the configuration of a virtualization environment for a small business. Students will learn to install, configure, administer, and support primary services from a virtualization management console. Upon successful course completion, students will be able to create users, implement virtual machines, create clones and templates for virtual machines, monitor system resources, and install and maintain system hardware to support a virtualized datacenter.
Co-requisite: CIS353

CIS 360 - Web Application Development
3 semester credit hours
This course presents technologies for developing rich applications delivered via a web browser. Students will learn how to build responsive client side interfaces, and how to consume data from web services. Upon successful completion, students will be able to create web-based applications using contemporary asynchronous technologies.
Prerequisite: CIS213, CIS282

CIS 367 - Database Scripting II
3 semester credit hours
This course is a continuation of previous scripting classes, and requires the students to further use web scripting techniques to extract, insert, update, and maintain real-time Web Applications in the real-world environment.
Prerequisite: CIS213, CIS224, and CIS266

CIS 367L - Database Scripting II LAB
1 semester credit hour
This course is the lab component for CIS367, and provides the students further opportunities to use web scripting techniques to extract, insert, update, and maintain real-time Web Applications in the real-world environment.
Co-requisite: CIS367

CIS 370 - Cloud Application Development
3 semester credit hours
This course prepares students to develop and deploy applications to cloud environment. Students will learn to design and implement scalable cloud based services using RESTful Application Programming Interfaces. Students will also learn how to interface with cloud based storage solutions and non-relational databases. Upon successful completion, students will be able to create, build, and deploy cloud services.
Prerequisite: CIS223 and CIS215

CIS 395 - Emerging Networking Technologies
3 semester hours
This course will explore the use of newly but widely implemented computer hardware, network devices, and data security related technologies. This can include network planning and design, local and remote processes, client/server relationships, data storage, protection, and delivery. Students will also explore some aspects of change management as it relates to existing hardware and processes. Specific topics of interest will be selected by the instructor.
Prerequisite: CIS 150

CIS 403 - Ethical Hacking
3 semester credit hours
This course is designed to provide Network Administrators an awareness of security related issues and the essential skills they need to implement and maintain security in such networks. The student will learn about the technologies used and principles involved in creating and maintaining a secure computer networking environment. A variety of security topologies are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and networking media. The course objectives are delivered using a combination of lectures, demonstrations, discussions, and hands-on labs.
Prerequisite: CIS212, CIS204, and CIS245

CIS 410 - Security Systems Administration
3 semester credit hours
This course is designed to provide network administrators an intermediate level of security related issues and the essential skills they need to implement and maintain security in such networks. The course covers enterprise scale security concepts and configuration through the use of scanning analysis, cryptography, access control, project plans, staffing, and general network security management. The course objectives are delivered using a combination of lectures, demonstrations, discussions, and hands-on labs.
Prerequisite: CIS212

CIS 420 - System Analysis and Design
3 semester credit hours
This course provides advanced coverage of modern strategies and techniques of systems development. The course will cover the concepts, skills, methodologies, techniques, tools and perspectives essential for the systems analysts to successfully analyze, design and develop Information Systems.
Prerequisite: CIS126 , CIS150, CIS223, and CIS282

CIS 421 - Design Patterns
3 semester credit hours
This course introduces students to reusable solutions to commonly occurring problems. Students will learn the purpose of each design pattern, and how to implement a solution based on the pattern. Some patterns covered include: Model-View-Controller, Delegation, Target-Action, Facade, and Flyweight. Upon successful completion students will be able to construct solutions using the appropriate design pattern.
Prerequisite: CIS218, CIS319

CIS 422 - Software Engineering
3 semester credit hours
The course explores the principles and practices of software engineering. Students will learn software development methodologies, the different levels in the Capability Maturity Model, object design, the use of CASE tools, and configuration management. This course also covers risk management, software testing techniques, software costing models, and agile programming. Upon successful course completion, students will be able to develop software systems using industry standard software engineering principles.
Prerequisite: CIS375

CIS 425 - Advanced Network Defense and Countermeasures
3 semester credit hours
This course provides the student with a solid foundation in network defense and countermeasures with the primary emphasis on intrusion detection and firewall defense mechanisms that a network administrator would put in place to protect their business from further attacks. The course also covers such essential practices as developing a security policy and then implementing that policy by performing Network Address Translation, packet filtering, and installing proxy servers, firewalls, and intrusion detection systems.
Prerequisite: CIS204

CIS 425L - Advanced Network Defense & Countermeasures LAB
1 semester credit hour
This course provides the student with a hands-on approach to network defense and countermeasures with the primary emphasis on intrusion detection and firewall defense mechanisms. The course covers essential practices such as developing an enterprise security policy and then implementing that policy by configuring firewalls, stateful and stateless packet filtering, intrusion detection systems, and proxy servers.
Prerequisite: None
Co-requisite: CIS425

CIS 427 - Enterprise Network Security
3 semester credit hours
This course introduces students to advanced security implementations and strategies. Students will learn to fully virtualize enterprise network implementations and design, implement, and manage secure solutions across complex enterprise environments. Upon successful completion of this course, students will be able to apply critical thinking and judgment across a broad spectrum of security disciplines to propose and implement solutions that map to enterprise business drivers.
Prerequisite: CIS353

CIS 432 - Mobile App Development II
3 semester credit hours
This course covers advanced topics used to design and implement mobile applications. Students will learn data storage, mobile web applications, how to consume web services, and advanced user interface design and implementation. Upon successful completion, students will be able to develop advanced mobile applications for contemporary mobile devices.
Prerequisite: CIS332

CIS 435 - SQL Server
3 semester credit hours
This course introduces the skills that developers need to successfully work with Microsoft SQL Server. Students will utilize SQL Server to work with databases using advanced features like transact-sql, views, stored procedures, functions, triggers, and transactions/lockings as well.
Prerequisite: CIS250 and CIS324

CIS 435L - SQL Server LAB
1 semester credit hour
The purpose of this hands-on lab course is to provide students with a chance for a more in-depth experience with SQL Server. During the lab sessions, students will have the opportunity to apply the advanced features like transact-sql, views, stored procedures, functions, triggers, and transactions as well.
Prerequisite: None
Co-requisite: CIS435

CIS 441 - Mobile Game Development
3 semester credit hours
This course teaches students how to build games for mobile devices. Students will learn about OpenGL ES, and how to use frameworks written on top of it to implement high frame rate graphics, game logic, scoring, and leaderboards. Students will also learn to integrate physics and simple Artificial Intelligence into a game. Upon completion, students will be able to build a complete game on a contemporary mobile environment.
Prerequisite: CS201, CIS432

CIS 450 - Web Interface Design II
3 semester credit hours
This course will emphasize the use of advanced W3C standards-based CSS features to design and layout XHTML web page. Students will learn to create web pages using Cascading Style Sheets (CSS), XHTML forms, and Meta tags. Students will also explore advanced web technologies and techniques, the extensibility of design tools, web usability, and user accessibility.
Prerequisite: CIS107 and CIS136

CIS 450L - Web Interface Design II LAB
1 semester credit hour
This course will emphasize the use of advanced W3C standards-based CSS features to design and layout XHTML web page. Web technologies and techniques used in industry will also be explored. This course provides students with experience using more advanced features, such Cascading Style Sheets (CSS), XHTML forms, Meta tags, cross browser usability, and user accessibility.
Prerequisite: None
Co-requisite: CIS450

CIS 455 - Web Interface Design III
3 semester credit hours
The student will learn a web editing tool for creating and editing web pages. Using a graphical user interface (GUI), the student will learn to create XHTML coded-pages using Cascading Style-sheets. The student will also learn how to create layout, update, and post remotely web page elements quickly and easily.
Prerequisite: CIS450

CIS 455L - Web Interface Design III LAB
1 semester credit hour
Student will learn to make their sites more interactive with forms, behaviors, multimedia, and Spry Tools. Students will also learn how to use templates, library items, and automation to eliminate redundant coding and dynamic web page development using database. Students will also learn how to make their sites accessible.
Prerequisite: None
Co-requisite: CIS455

CIS 460 - Simulation and Event Modeling
3 semester credits
This course introduces learning theories, instructional design principles, and modeling fundamentals for developing interactive applications used for educational and training purposes. Students explore the design of serious games and simulations by applying game design elements combined with learning theory and instructional design.
Prerequisite: CIS215

CIS460L Simulation and Event Modeling LAB
1 semester credit
The purpose of this lab course is to provide the students with additional hands-on practice in developing simulation and game processes to support the education and instructional design professions. Students will work in group and individual assignments to enhance their design skills. In addition, field trips to appropriate employer sites as well as industry guest speakers, if available, will be provided during this class.
Co-requisite: CIS460

CIS 465 - 3D Design
3 semester credit hours
This course teaches students how to create and render photo-realistic three-dimensional models. Students will be using the latest software available, creating, and rendering 3D models and animations. Students will be publishing their animations and models on the web and exporting the 3D models for using in games and simulations. Techniques stressed in this class are hands-on design and animations of 3D models.
Prerequisite: CIS303L

CIS 465L - 3D Design LAB
1 semester credit hour
This course is a hands-on component to CIS465 and provide student with additional hands-on experience in 3D game and simulation modeling.
Prerequisite: None
Co-requisite: CIS465

CIS 470 - CIS Project III
4 semester credit hours
This course is specifically designed to support the overall CIS major and the student's selected concentration program by requiring the design of a project that encompasses objectives of their selected concentration.
Prerequisite: Approval of Academic Advisor

CIS 480 - CIS Project IV
3 semester credit hours
This course is specifically designed to support the overall CIS major and the student's selected concentration program by requiring the design of a project that encompasses objectives of their selected concentration.
Prerequisite: Approval of Academic Advisor

CIS 490 - Externship-CIS Sr. III
3 semester credit hour
The purpose of this course is to provide the graduating Bachelor's Degree student with real-world experience in a work area appropriate for their particular CIS concentration. The externship is approved and managed by the faculty advisor for the concentration area, and is graded by the faculty member assigned course management. Students are expected to complete 45 hours of on-the-job work assignments for each 1 Semester Hour of course credit, provide all paperwork related to the externship, including weekly observations and work attendance reports to their course faculty manager.
Prerequisite: Approval of Academic Advisor

CIS 491 Externship-CIS Sr. I-a
CIS 492 Externship-CIS Sr. I-b
CIS 493 Externship-CIS Sr. I-c
1 semester credit hour
This course provides graduating Bachelors Degree students with real-world experience in a work area appropriate for their particular CIS concentration. Students will learn skills in their field as directed by their faculty member assigned course management, completing 45 hours of on-the-job work assignments for each 1 semester hour of course credit. Upon successful course completion, students will be able to provide all paperwork related to the externship, including weekly observation and work attendance reports to their course faculty manager.
Prerequisite: Approval of Academic Advisor

CIS 494 – Externship-CIS Sr. II
2 semester credit hours
This course provides graduating Bachelor's Degree students with a real-world experience in a work area appropriate for their particular Computer & Information Science concentration. Students will learn skills in their field as directed by their faculty member assigned course management, completing 90 hours of on-the-job work assignments. Upon successful course completion, students will be able to provide all paperwork related to the externship, including weekly observation and work attendance reports to their course faculty manager.

CIS 495 Senior Capstone
3 semester credit hours
This course is designed to enable students to assimilate the broad educational themes embedded in the major and general education program to support the outcomes of the B.S. Degree in Computer & Information Science, concentration in Networking and Security Management. As such, the course is constructed to require students to interact as teams, and develop and present group reports and presentations that synthesize and support the expected student outcomes in the general education and major core curriculum. Students are required to design, plan, and defend an appropriate project approved by the professor that will enable them to demonstrate individual and group mastery of skills and competencies learned across the entire curriculum. The course helps the students to develop knowledge and skill that may facilitate their career growth as they progress through the ranks toward IS leadership positions.
Prerequisite: Approval of Department Chair

CJ - Criminal Justice

CJ 100 - Introduction to Criminal Justice
3 semester credit hours
This course provides an overview of the American criminal justice system and the basic functions and structure of state and federal law enforcement agencies, courts, and correctional systems. Issues, concepts, and terminology used throughout the rest of the Criminal Justice program are introduced.
Prerequisite: ENG110 or Academic Advisor Approval

CJ 105 - Criminal Law
3 semester credit hours
Substantive criminal law is explored in this course. Topics covered include the constitutional limitations on substantive criminal law, the general elements and classification of criminal offenses, the parties to crimes, affirmative defenses to crimes, the legal elements of inchoate offenses, and the legal elements of specific crimes against persons, property, public order, morality, and the administration of justice.
Prerequisite: CJ100

CJ 110 - Law Enforcement Operations
3 semester credit hours
This course introduces United States local, national, and federal major law enforcement agencies. Topics covered include history of law enforcement, police organization, initial police-citizen contact, seizure of persons, search and seizure of property, interrogations and confessions, study of biometrics, and decisions to charge and first appearance. Traffic enforcement and management will also be discussed in this course.
Prerequisite: CJ100

CJ 115 - Drugs and Crime
3 semester credit hours
In this course, the sociological and psychological explanations of drug-using behaviors will be examined. The relationship between drug abuse, crime and the United States criminal justice system is covered. Other topics include changes in the legal status of drugs, cross-cultural and historical variations in the control of drugs.
Prerequisite: None

CJ 125 - Criminal Procedure
3 semester credit hours
The course will address the procedural rules and laws governing police interaction with a suspect or a citizen. Students will learn the rights and limitations on government action contained in the 4^{th}, 5^{th} 6^{th}, 8^{th}, and 14^{th} Amendments. Upon successful course completion, students will be able to apply the exclusionary rule; understand the warrant requirements of the 4^{th} Amendment, as well as judicially recognized exceptions to that requirement; understand the limitations on police powers; and describe the structure and jurisdiction of the federal and state court systems.
Prerequisite: CJ105

CJ 130 - Ethics in Criminal Justice
3 semester credit hours
This course provides an overview of ethical issues relevant to the criminal justice field. Students will learn basic ethical analysis. Upon successful completion of this course, students will be able to understand and apply ethical rules and concepts to scenarios involving police and correctional misconduct, and

will have developed an understanding of the ethics of punishment.
Prerequisite: None

CJ 135 - Corrections
3 semester credit hours
This course will address the history and practices of the American corrections system. Students will learn the historical background of the American corrections system, the policies and laws that guide this system as well as processes and reforms implemented to address issues within the system. The course specifically identifies and discusses current problems faced by modern institutional corrections and the methodologies utilized to solve these problems. Upon successful course completion students should be able to explain the policies, processes, functions and historical context of the correctional system.
Prerequisite: CJ100

CJ 140 – Research Methods
3 semester credit hours
This course introduces students to proper research methods used to develop policies and programs in criminal justice. Students will learn the importance of research methods and proper sampling technique, mindful of ethical concerns found in research. Upon successful course completion, students will be able to develop a research design that focuses on a specific problem.
Prerequisite: MTH131

CJ 200 - Investigations
3 semester credit hours
This course examines the fundamental component of investigating criminal offenses for the purpose of apprehending suspects and preparing cases for adjudication. Use of physical evidence, investigative techniques, due process considerations, and the role of the physical, biological and social sciences in case development is covered. Special attention is paid to the scientific aspects of gathering and analyzing evidence, and the overall management of major cases.
Prerequisite: CJ110, CJ125

CJ 205 - Juvenile Justice
3 semester credit hours
This course offers an overview of the juvenile justice system. Topics covered include the legal and theoretical explanations of delinquency, the measurement of official and unofficial accounts of delinquency, and the role of the family, peers, school, and community and law enforcement officials in the perpetuation, apprehension, and treatment of juvenile offenders.
Prerequisite: CJ125

CJ 210 - Global Comparative Justice
3 semester credit hours
This course will examine philosophies of law and justice across the world. Students will learn the sociological, cultural and political underpinnings of criminal justice systems and will examine how cultural differences affect the way that governments control populations. Upon successful course completion, students will be able to contrast crime prevention strategy, law enforcement and judicial structures, and correctional methods across a selection of countries outside of the United States.
Prerequisite: CJ125

CJ 215 - Community Policing
3 semester credit hours
This course reviews community based policing and correctional programs. These programs may be used as alternatives to incarceration and offer early release. Topics include halfway homes, house arrest, restitution, community service, probation, and parole.
Prerequisite: None

CJ 220 - Criminal Justice Special Topics
3 semester credit hours
This capstone course offers students an opportunity to perform in-depth research and analysis of special criminal justice topics. Assignments and research will integrate information and data gained through the study of criminal justice.
Prerequisite: CJ100

CJ 225 - Crime Scene Management
3 semester credit hours
This course examines crime scene management techniques used by United States local, national, and federal agencies for the collection, analysis, and preservation of evidence. Topics include fingerprinting, document examination, and photography. The hands-on practicum complements the lecture portion of the course.
Prerequisite: CJ200

CJ 227 - Computer Investigation
2 semester credit hours
This course will provide students with a comprehensive introduction to conducting computer investigations. Students will be introduced to search and seizure issues, security issues, problems, and solutions. Topics to be covered include: firewalls, chain of custody and private security monitoring policies.
Prerequisite: CJ200 CIS106

CJ 230 - Introduction to Terrorism
3 semester credit hours
This course will address and provide an in-depth overview of international, state-sponsored/sub-national, and domestic terrorism within the United States of America and abroad. Students will learn and gain an introductory working knowledge of the history of terrorism, specific motives, and how it relates to the overall future motivations of terrorist groups. Upon successful completion of this course, students will be able to understand, interpret, and analyze the past, present, and future trends of terrorism on a domestic and international scale.
Prerequisite: CJ125

CJ 235 - Criminology
3 semester credit hours
This course provides an overview of crime. Students are introduced to the various theories concerning the causes of crime. The theories introduce students to scientific, psychological, learned, and environmental theories of crime.
Prerequisite: CJ100

CJ 240 - Intelligence
3 semester credit hours
This course provides a comprehensive overview of the intelligence community and the role that intelligence plays in Homeland Security. Students will be introduced to counterintelligence, intelligence analysis for criminal investigations, military intelligence and National Security response strategies based on threat analysis.
Prerequisite: CJ230

CJ 245 - Multi-Cultural Communication for Law Enforcement
3 semester credit hours
This course will examine demographic trends and the impact on law enforcement and the impact on law enforcement to further explore multicultural communication strategies for law enforcement. . Students will be introduced the analysis of population changes, cultural overviews of emerging populations in the United States, and multicultural written, electronic, and verbal communication procedures and styles. Upon successful course completion, students will be able to assess incidents or scenarios and respond according to multicultural written, electronic and verbal communication procedures.
Prerequisite: CJ110

CJ 290 - Externship-CJ III
3 semester credit hours
This course will address the pursuit of meaningful field experiences in federal, state, local or private criminal justice organizations and facilities. Students will learn about the arrest, investigative, pretrial, trial, corrections, community corrections and private industry's role in the criminal justice system. Upon successful course completion, students will have gained applied knowledge in the criminal justice field.
Prerequisite: Approval by Academic Advisor

CJ 291 Externship-CJ II
2 semester credit hours
This course will address the pursuit of meaningful field experiences in federal, state, local or private criminal justice organizations and facilities. Students will learn about the arrest, investigative, pretrial, trial, corrections, community corrections and private industry's role in the criminal justice system. Upon successful course completion, students will have gained applied knowledge in the criminal justice field.
Prerequisite: Academic Advisor Approval.

CJ 292 Externship-CJ I-a
CJ 293 Externship-CJ I-b
CJ 294 Externship-CJ I-c
1 semester credit hours
This course will address the pursuit of meaningful field experiences in federal, state, local or private criminal justice organizations and facilities. Students will learn about the arrest, investigative, pretrial, trial, corrections, community corrections and private industry's role in the criminal justice system. Upon successful course completion, students will have gained applied knowledge in the criminal justice field.
Prerequisite: Academic Advisor Approval.

CJ 310 Digital Forensic Analysis
3 semester credits
This course will address the legal and technical aspects of seizing and analyzing electronic evidence, including laptops, desktops and mobile devices. Students will learn the fundamentals of handling evidence, creating forensic images and analyzing electronic evidence using forensic software packages. Upon successful course completion students will be able to apply the principles of computer forensics to legally seize electronic evidence, perform analysis using forensic software and report findings in analysis reports.
Prerequisite: CJ 227

CJ 340 - Organized Crime
3 semester credit hours
This course introduces concepts related to organized crime groups within the United States and abroad. Students will learn the history and operational strategies of organized crime groups. Upon successful course completion, students will understand the philosophies, recruitment, and funding techniques for organized crime groups, as well as law enforcement strategies for curtailing organized crime activities.
Prerequisite: CJ200

CJ 345 - Managing Hazardous Materials
3 semester credit hours
This course will examine a NIMS based approach to managing a hazardous material incident. Course will address the important of pre-incident planning to mitigate incident impact. Students will learn basic hazmat terminology and management protocols. Upon successful course completion, students will recognize hazardous materials, understand exposure routes, decontamination and incident management techniques.
Prerequisite: CJ110

CJ 345L – Managing Hazardous Materials
1 semester credit
This course will examine a NIMS based approach to frequently encountered hazardous materials incidents. The course will address incident responses strategies for terrorist events involving hazardous materials. Students will learn search and rescue techniques, the role of HM Fusion Centers and safety equipment requirements. Upon successful course completion, students will recognize hazmat crime scene

processing requirements and response strategies for drug lab incidents.
Prerequisite: CJ110
Co-requisite: CJ345

CJ 350 - Criminal Justice Documentation
3 semester credit hours
This course provides an overview of criminal justice documentation for various professions within the field. Students will learn field oriented methods of drafting written correspondence and required industry reports. Upon successful completion of this course, students will be able to effectively analyze, identify, and record necessary information for Incident-based reports, Use of Force reports, search warrants, arrest warrants, and juvenile court reports.
Prerequisite: None

CJ 352 - Criminal Statutory Analysis
3 semester credit hours
This course will address current issues in modern criminal statutory offenses. Students will analyze the elements of statutory criminal offenses, mens rea requirements for statutory criminal offenses and examine the liability ramifications of scenarios. Upon successful course completion, students will be able to apply the elements of statutory criminal offenses to specific scenarios and will thus analyze appropriate charges based on the facts provided.
Prerequisite: CJ105

CJ 361 - Law Enforcement Management
3 semester credit hours
This course provides an overview of law enforcement management systems. Students are introduced to history, theory and practice behind law enforcement hierarchy. The course examines the social systems and behavior stratification of law enforcement agencies and analyzes the management strategies capable of surviving the dynamic criminal justice system.
Prerequisite: CJ110

CJ 370 - Rules of Evidence
3 semester credit hours
Federal and State rules of courtroom evidence (relevancy, competency, privilege, and hearsay) are addressed in this course. Special emphasis is given to effective testimony, use of expert witnesses, the admissibility of documentary and real evidence, and the use of technology in the courtroom.
Prerequisite: CJ125

CJ 380 - Private Security I
3 semester credit hours
This course introduces students to the fundamentals of private security. In addition to providing an overview of the history and legal principles on which private security is based, this course will also examine typical private security roles and operations. This overview will expose students to how the differences in the mission and philosophy of private versus public security influence the legal, ethical, and practical responsibility of the private security industry domestically and internationally.
Prerequisite: CJ110

CJ 390 - Crime Mapping
3 semester credit hours
This course will explore the practical and theoretical aspects of GIS (Geographic Information Systems) in the analysis of crime. Students will learn theories related to environment criminology and spatial criminology as well as GIS applications to crime analysis from offense clustering to offender and victim geographic analysis. Upon successful course completion, students will be able to apply GIS concepts to criminal justice issues and crime analysis.
Prerequisite: CJ235

CJ 390L - Crime Mapping LAB
1 semester credit hour
This course is the co-requisite laboratory component of the Crime Mapping lecture course. The course is designed to provide students with hands on exercises utilizing the geographic technology to further enhance the skills gained in the lecture course.
Prerequisite: CJ235
Co-requisite: CJ390

CJ 416 Domestic Terrorism
3 semester credit hours
This course will provide an overview of domestic terrorism within the United States. Students will learn the history of domestic terrorism in the United States, techniques to combat domestic terrorism and the motives for domestic terror groups. Upon successful completion of this course, students will be able to recognize the various definitions of domestic terrorism, analyze the connection between transnational terrorism and domestic terrorism, interpret factors in the development of domestic terrorism, describe the use of social media by terrorist organizations and analyze law enforcement's response in combating domestic terrorism.
Prerequisite: CJ230

CJ 420 - Security Management Technology
3 semester credit hours
The organizational, administrative, and management issues impacting private security businesses are addressed in this course, including the unique security issues of government regulation and oversight, training and supervision requirements, and human resource issues. Additionally, the application and use of electronic technology in physical security (including biometrics, closed circuit television, and computerized access security) will be addressed.
Prerequisite: CJ100

CJ 420L - Security Management Technology
1 semester credit hour
This course is the co-requisite laboratory component of the Security Management Technology lecture course. The course is designed to introduce students to technology utilized by

management and physical security officers. Students will complete practical exercises utilizing the equipment.
Prerequisite: CJ110
Co-requisite: CJ420

CJ 425 - Weapons of Mass Destruction
3 semester credit hours
This course will address current Weapons of Mass Destruction that pose a Homeland, National Security, and International Threat. Students will learn threat analysis, incident command response strategies and national and international regulation and control policies. Upon successful course completion, students will be to assess threat analysis and incident management activities related to a weapons of mass destruction attack.
Prerequisite: CJ100

CJ 430 - Conflict Management
3 semester credit hours
The focus of this course is development of a criminal justice practitioner's knowledge and skills in the management of conflict situations. Topics will include diffusing volatile interpersonal situations including workplace conflicts, domestic situations, conflict precipitated by gang interaction, hate crime, cultural strife, and conflict caused by cultural barriers. The course will include multiple scenario based activities.
Prerequisite: CJ110

CJ 435 - Emergency Planning
3 semester credit hours
This course provides an overview of the role of criminal justice agencies in emergency preparation and response. An examination of the identification, analysis and response to threats will be covered as well as interagency management infrastructures. The threats examined in the course will be the result of terrorism, natural disasters, technological disasters, oil spills, labor disputes, or other types of case studies.
Prerequisite: CJ110

CJ 440 - Use of Force
3 semester credit hours
This course provides an overview of situations requiring the use of force to affect an arrest or ensure public safety. The degree of force used depends on what the Police Officer perceives as reasonable and necessary under the circumstances at the time he or she decides to use force.
Prerequisite: CJ105, CJ110

CJ 461 Media Relations for Law Enforcement
3 semester credit hours
This course provides an overview of the conventional protocols for information release by federal, state and local courts, correctional agencies, and law enforcement departments. The issues involved with the dissemination, and use of electronic, in person, and documentary information to the media, public and other government agencies, as well as state and federal freedom of information and privacy protection laws will be covered. Also addressed will be how the media, to include dramatized television shows and news sources alike, shape how law enforcement agencies are perceived by the public and what ramifications this perception may have on these agencies and the court systems and how a Public Information Officer can shape these perceptions. Upon successful completion of this course, students will understand the role of a Public Information Officer and how they shape public perceptions; be proficient in writing press releases and other media related documents; be able to understand law as pertaining to media relations, and be able to successfully speak professionally to the public through the media.
Prerequisite: None

CJ 480 - Probation and Parole
3 semester credit hours
Probation, Parole, community corrections, and intermediate sanctions are explored in this course. Students will be introduced to the role of the Probation Officer versus the role of the Parole Officer in the Criminal Justice System.
Prerequisite: CJ135

CJ 485 - Homeland Security
3 semester credit hours
This course provides an overview of the private and public agency elements of homeland security. The course introduces students to the operational, legislative, and administrative components of homeland security programs.
Prerequisite: CJ230

CJ 490 - Externship-CJ Sr. III
3 semester credit hours
In this course, students will gain valuable field experience by working in the field with a public or private law enforcement, legal, or correctional agency. In this course, students are expected to apply intermediate and advanced knowledge and technical skills to the performance of their assigned duties. Students will be supervised by an agency representative and the course managed by a Criminal Justice faculty member.
Prerequisite: Approval by Academic Advisor

CJ 491 Externship-CJ Sr. II
2 semester credit hours
This course will address the pursuit of meaningful field experiences in federal, state, local or private criminal justice organizations and facilities. Students will learn about the arrest, investigative, pretrial, trial, corrections, community corrections and private industry's role in the criminal justice system. Upon successful course completion, students will have gained applied knowledge in the criminal justice field.
Prerequisite: Academic Advisor Approval.

CJ 492 Externship-CJ Sr. I-a
CJ 493 Externship-CJ Sr. I-b
CJ 494 Externship-CJ Sr. I-c
1semester credit hours
This course will address the pursuit of meaningful field experiences in federal, state, local or private criminal justice

organizations and facilities. Students will learn about the arrest, investigative, pretrial, trial, corrections, community corrections and private industry's role in the criminal justice system. Upon successful course completion, students will have gained applied knowledge in the criminal justice field.
Prerequisite: Academic Advisor Approval.

COM - Communication

COM 115 Principles of Communication
3 semester credit hours
This course introduces students to the broad field of human communication. Students will learn the knowledge and skills necessary to communicate effectively in a wide variety of situations including interpersonal communication, small group communication, and public speaking. Upon successful course completion, students will be able to better relate to others and engage in useful relationships, present ideas logically and clearly, develop and use effective written and visual materials, listen actively, and work effectively in small groups.
Prerequisite: ENG 110

COR - Career Orientation

COR 090 - Career Orientation Seminar
0 semester credit hours
This course prepares students to search for careers in their chosen fields. Students will learn career planning skills, including resume and cover letter development, professional dress skills, and interview skills. Upon successful course completion, students will be able to prepare professional career search documents, use online job search websites, and present themselves professionally in an interview. Pass/No Pass
Prerequisite: Completion of Core and Concentration Course Requirements

COR 101 - Freshman Orientation
1 semester credit hour
This course assists students in developing knowledge, skills, and strategies necessary to be successful in a nursing program. It also serves as a transition course for students who are currently practicing as licensed practical nurses. Students will learn the concepts of time and stress management, study and research skills, prioritization, and medical terminology. Upon successful course completion, students will be able to understand the importance of teamwork, communication, professionalism, and the roles of the practical and registered nurse.
Prerequisite: Admission into the Nursing Program

COR 191 - Career Orientation
1 semester credit hour
This course prepares students to search for careers in their chosen fields. Students will learn career planning skills, including resume and cover letter development, professional dress skills, and interview skills. Upon successful course completion, students will be able to prepare professional career search documents, use online job search websites, and present themselves professionally in an interview. Pass/No Pass.
Prerequisite: Completion of most core and concentration requirements.

CSA - Business Systems Administration

CSA 128 - Computer Applications I
2 semester credit hours
In this course, students taught computer concepts and realistic problem solving using general applications software. Hands-on experience is gained using four major microcomputer software applications: word processing, spreadsheets, database management, and multimedia presentations. Students complete lab assignments and case studies using the microcomputer software applications.
Prerequisite: None

DEN - Dental

DEN 100 - Dental Anatomy
3 semester credit hours
This course will introduce the student to dental head and neck anatomy and physiology. The focus of this course will include dental terminology related to oral anatomy. Tooth morphology and overview of the dentition is taught at the in-depth level. Students will learn the human skull, including landmarks of the skull, face and oral cavity, bones of the head, and the temporomandibular joint. The musculature, nerves and vascular circulation of the head and neck will be studied. The students will study tooth embryology, histology, structure, components of the periodontium, and systems of tooth identification. Upon successful course completion, students will be able to pronounce, define, and spell key terms related to Dental Anatomy.
Prerequisite: Enrolled in the Dental Assisting program

DEN 105 – Introduction to Dental Assisting
1 semester credit hours
This course provides an introduction to the oral health profession and covers basic terminology, historical perspective, the credentialing process, accreditation, professional organizations, ethics, jurisprudence, and professionalism. Students will learn to pronounce, define, and spell key terms. Upon successful course completion, students will be able to discuss oral health, preventative techniques, and nutrition related to dental health.
Prerequisite: Enrolled in the Dental Assisting program

DEN 110 - Dental Fundamentals
2 semester credit hours
This course will focus on oral microbiology, plaque formation, plaque-related diseases, sterilization, and disinfection principles. Students will learn to pronounce, define, and spell

key terms. Upon successful course completion, Students will be able to discuss disease transmission/infection control, OSHA blood borne pathogen and hazard communication standards.
Prerequisite: Enrolled in the Dental Assisting program

DEN 120 – Clinical Science
2 semester credit hours
This course emphasizes patient preparation, medical/dental histories, vital signs, oral diagnosis, dental charting and accurate patient treatment records. Management of dental, medical emergencies that may occur in the dental office is achieved in this course. Cardiopulmonary resuscitation (CPR) training for certification and registration is included. Students will learn patient management and the medically compromised patient. The study of therapeutics includes a history of drugs, methods of administration, drug effects, and commonly used drugs in the treatment of oral lesions, anxiety, and pain management. Principles of pharmacology to include; overview and dispensing of drugs, commonly used drugs in dentistry and adverse drug effects will be discussed. Students will learn to pronounce, define, and spell key terms. Upon successful course completion, students will be able to describe patient preparation and components of clinical science.
Prerequisites: DEN 100

DEN 125 – Community Health
1semester credit hour
This course provides topics related to community health concerns including identification of specific diseases, symptoms, causes and effects. An emphasis is placed on the promotion of oral health in the community through patient education in oral home care techniques, dietary counseling, plaque control procedures, risks of tobacco, and application of medicinal agents. Students will learn dental illiteracy, psychology, communication and multicultural interaction. The importance of understanding patients with special needs is stressed. The study of oral pathology and recognizing the difference between normal and abnormal conditions will be explored. Students will learn to pronounce, define, and spell key terms. Upon successful course completion, students will be able to understand topics related to community health..
Prerequisites: DEN 100

DEN 200 - Dental Chair-side Assisting
2 semester credit hours
This course provides instruction in the principles of clinical chairside dental assisting; dental equipment use and maintenance; safety and instrument identification. Students will learn the many varied dental office designs. Students will also learn chairside operatory procedures, infection control practices, provider and ergonomic assistant positioning. Various dental hand pieces and their attachments, dental operative hand instruments and their tray set-ups are included. Anesthesia and pain control will be discussed. Chairside assisting procedures including dental amalgam and composite restorative materials are taught to a competent level. Additional chairside assisting functions include oral illumination, tissue retraction, evacuation, and dental dam, and the tofflemire matrix band. Advanced chairside functions include placing liners, bases, and varnishes for restorative procedures. Students will be able to pronounce, define, and spell key terms. . Upon successful course completion, students will be able to discuss principles of clinical chairside dental assisting.
Prerequisite: DEN 100, DEN 110

DEN 200L – Dental Chair-side Assisting
2 semester credit hours
This course will challenge the student to link theory with clinical practice. Students will learn how to practice and demonstrate dental assisting skills taught in Dental Chairside Assisting with evaluation by a dental assisting faculty. Upon successful course completion, student will be competent to perform skills necessary to progress and will be required to demonstrate these skills through graded skill assessments.
Co-requisites: DEN 200

DEN 206 - Dental Materials
2 semester credit hours
The course introduces types and properties of dental laboratory materials. A variety of dental cements and bonding agents are selected to highlight the role in preparing, mixing and delivering. Emphasis is placed on dental alginate impressions and wax bites, preparation of elastomeric impression materials, dental gypsum products such as model plaster and laboratory stone, study model. Advanced chairside functions include fabrication of provisional crowns/bridges. Students will learn to pronounce, define, and spell key terms. Upon successful course completion, students will be able to identify types and properties of dental laboratory materials.
Prerequisite: DEN 105, DEN200/DEN200L

DEN 206L - Dental Materials Lab
1 semester credit hour
This course will challenge the student to link theory with clinical practice. Through laboratory practice, the dental assisting student will perfect skills necessary to assume their professional role. Students will learn hands on practical experience which will aid the students to become competent in laboratory skills to include; mixing alginate impression material, taking a preliminary impression, using alginate, pouring dental models, using the inverted-pour method, obtain the bite registration, trimming diagnostic casts/study models, constructing a light-cured custom tray, constructing a vacuum formed bleaching tray, fabricating a temporary crown. Students will learn to pronounce, define, and spell key terms. Upon successful course completion, students will be able to demonstrate dental laboratory skills.
Co-requisite: DEN 206

DEN 211 - Dental Radiology
2 semester credit hours
This course introduces a broad history of radiography combined with the specific physics of dental radiography in conjunction with the function of the dental x-ray unit.

Emphasizes is placed on providing the students the knowledge to understand concepts related to dental radiation, health and safety. Students will gain knowledge and fundamentals to expose and evaluate, process both traditional and digital, as well as mount and label dental radiographs according to anatomical landmarks. Students build on principles and skills in infection control. Students will learn hazards of radiation exposure as well as identification and correction of radiographic pitfalls are emphasized. Students will learn to pronounce, define, and spell key terms. Upon successful course completion, students will be able to discuss the history of dental radiography.
Prerequisite: DEN 105, DEN 200/200L

DEN 211L - Dental Radiology Lab
2 semester credit hours
This course will challenge the student to link theory with clinical practice. The focus of this course is through laboratory practice, the dental assisting student will perfect the skills necessary to assume their professional role. The Dental Radiography Lab course prepares dental assisting students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. In this course students will first demonstrate competency on a manikin. Students will learn the principles and skills advance, the dental assisting students must demonstrate competence in exposing diagnostically acceptable full-mouth dental image surveys on a minimum of two patients. In addition, they will use radiographs to educate the patients. Upon successful course completion, the student will be competent to perform skills necessary to progress and will be required to demonstrate these skills through graded skill assessments.
Prerequisite: DEN 105, DEN 211

DEN 215 – Clinical Dental Procedures
2 semester credit hours
This course emphasizes the study of various fields of specialized dentistry recognized by the American Dental Association. The course provides instruction in clinical chairside assisting and applied psychology through role playing. Students will learn integration and application of previous course content to operative dental procedures. Students will learn to pronounce, define, and spell key terms pertinent to each specialty field. Upon successful course completion, students identify specialty instruments, and understand the procedures necessary to be successful in any of these various specialties and treatment modalities
Pre-requisite: DEN 120, DEN 125, DEN 206/206L, DEN 211 /211 L

DEN 215L – Clinical Dental Procedures Lab
1 semester credit hour
This course will challenge the student to link theory with clinical practice. The focus of this course is through laboratory practice, the dental assisting students are practicing and demonstrating dental assisting skills taught in Clinical Dental Procedures with evaluation by a dental assisting faculty. Students will learn to pronounce, define, and spell key terms. Upon successful course completion, student will learn to become competent to perform skills necessary to progress and will be required to demonstrate these skills through graded skill assessments..
Co-requisite: DEN 215

DEN 220 - Dental Practice Management
1semestercredit hour
This course introduces the student to administrative procedures for a dental office. Students will learn to develop skills in communications and interpersonal relations, appointment scheduling and recall systems, supply and inventory control, account payables and account receivables (collections) as well as other business procedures such as ADA insurance claim forms with CDT coding. Include also, the importance of the Health Insurance Portability and Accountability Act (HIPAA) in dentistry and its implications for record-keeping. Students will learn to pronounce, define, and spell key terms. Upon successful course completion, be able to discuss administrative procedures for a dental office.
Co-requisite: DEN 215 / 215L

DEN 225 – Clinical Rotation I
4 semester credit hour
This course provides the student with 180 hours of clinical extern assignments in various dental specialty practices, as well as general dentistry practices. This is an opportunity for students to obtain practical experience and to reinforce subject matter and skills learned in the classroom. The student will begin interaction with dentist, staff and patient. Students will learn to demonstrate the principles of professionalism, effective communication, infection control, instrumentation, four and six handed dentistry, moisture control, asepsis, vital signs assessment, topical placement, documentation, and computer software integration. Students will assess patient oral hygiene, charting existing restorations and abnormalities. Students will expose, process, and mount radiographs. Students will learn to pronounce, define, and spell key terms. Upon successful course completion, students will be able to safely function in various general and dental specialty practices.
Pre-requisite: Completion of all courses within the Dental Assisting Program.

DEN 225S – Seminar I
1 semester credit hour
This course will be held during clinical rotation. Students will learn to be knowledgeable concerning the state laws in which they are practicing. Professionalism, ethics and jurisprudence will also be discussed. Included in seminar will be instruction on techniques to prepare for Dental Assisting Certification Examinations. Students will demonstrate the ability to pronounce, define, and spell key terms. Upon successful course completion, students will be able to discuss professionalism and regulations of practice.
Co-requisite: DEN 225

DEN 230 – Clinical Rotation II
3 semester credit hour
This course provides the student with 135 hours of clinical extern assignments in various dental specialty practices, as well as general dentistry practices. Students will learn to integrate practical experience and to reinforce subject matter and skills taught in the classroom. Students will continue to be assessed with the same skills as DEN 225 and should be showing progression in this course. Students will continue to demonstrate the ability to pronounce, define, and spell key terms. Upon successful course completion, student will be able to demonstrate proficiency of skills required for the Dental Assistant.
Pre-requisite: DEN 225, DEN 225S

DEN 230S Seminar II
1 semester credit hour
This course will be held during clinical rotation. Students will be instructed on techniques to prepare for Dental Assisting Certification Examinations. Students will learn to integrate practical experience and to reinforce subject matter and skills taught in the classroom. Students will demonstrate competence in pronouncing, defining, and spelling key terms. Upon successful course completion, student will be competent in practice skills and understand the certification process.
Co-requisite: DEN 230

DMS - Diagnostic Medical Sonography

DMS 100 - Essentials of Sonography & Ethics
3 semester credit hours
This course is designed to provide an overview of diagnostic medical sonography and the role of the sonographer in the health care delivery system. Principles, practices, and policies of the health care organizations will be examined and discussed in addition to the professional responsibilities of the sonographer. Ergonomic principles of the sonographic profession to minimize and/or prevent work-related musculoskeletal disorders (WRMSD) will be discussed. Basic patient care and comfort principles, practices and policies will be discussed to include the Patient's Bill of Rights, Standard Precautions and Health Insurance Portability and Accountability Act (HIPAA). The student will be required to complete heart code CPR certification.
Prerequisite: None

DMS 105 - Ultrasound Physics & Instrumentation
3 semester credit hours
The student will learn the basic concepts of ultrasound physics, frequency, velocity, sound attenuation in tissue, power and intensity, image formation, focal zones, transducer selection, image optimization, harmonics, spectral and color Doppler principles. Students will learn how they are applied to basic ultrasound instrumentation controls, digital signal and image processing, image quality and Doppler flow analysis. Concepts of acoustic artifacts will be introduced. The ALARA principle, biological effects, and safety will be stressed. The student will learn to perform measurements, pre and post processing enhancement, documentation and recording capabilities, picture archiving, digital imaging and communication in medicine. The student will be introduced to 3D/4D imaging and emerging technologies. The student will apply and manipulate these principles on ultrasound instruments in the scanning lab.
Prerequisite: PHY120, PHY120L

DMS 105L - Ultrasound Physics & Instrumentation LAB
1 semester credit hour
Correlated laboratory and scanning exercises using modern Diagnostic Medical ultrasound instrumentation.
Pre-requisites: None
Co-requisite: DMS105

DMS 106 - Ultrasound Physics and Instrumentation II
3 semester credit hours
This course is a continuation of DMS105. The student will continue to learn the basic concepts of ultrasound physics, frequency, and velocity, sound attenuation in tissue, power and intensity, image formation, focal zones, transducer selection, image optimization, harmonics, spectral and color Doppler principles. Students will learn how they are applied to basic ultrasound instrumentation controls, digital signal and image processing, image quality and Doppler flow analysis. Concepts of acoustic artifacts will be introduced. The ALARA principles, biological effects and safety will be stressed. The student will learn to perform measurements. Concepts also discussed are pre- and post-processing enhancement, documentation and recording capabilities, picture archiving, digital imaging and communication in medicine, 3D/4D imaging and emerging technologies. The student will apply and manipulate these principles on ultrasound instruments in the scanning lab.
Prerequisite: DMS105

DMS 106L - Ultrasound Instrumentation LAB II
1 semester credit hour
This laboratory course will support DMS106. The student will continue to learn basic operating controls of the ultrasound instrument, and apply the basic concepts of frequency, velocity, sound attenuation in tissue, power and intensity, image formation, focal zones, transducer selection, image optimization, harmonics, spectral and color Doppler principles, on ultrasound instruments in the scanning lab. Student will also learn to set up and maintain a suitable scanning environment.
Prerequisite: DMS105, DMS105L
Co-requisite: DMS106

DMS 109 - Sectional Anatomy
3 semester credit hours
This course focuses on the detailed appearance of normal sectional anatomy in the transverse, longitudinal, and coronal

planes used during sonographic examinations. Anatomy will be identified using cross-sectional cadaver images and correlated with sonographic images. Emphasis will be placed on the anatomy of the adult abdomen and pelvis which is seen sonographically. Structures are described according to their position and location in the body and their relationship to each other using medical terminology. Topics will also include basic organ function.
Prerequisite: BIO101, BIO104

DMS 212 - Abdominal Sonography
2 semester credit hours
This course introduces students to the normal sonographic findings, physiology and laboratory data of the abdomen, as well as abnormal and commonly found pathology, with correlated laboratory scanning exercises. Emphasis will be placed on anatomic and physiologic relationships within the abdominal cavity including the abdominal vascular system, liver, gallbladder, biliary system, pancreas, gastrointestinal tract, urinary system, spleen, retroperitoneum and peritoneal cavity, and abdominal wall.
Prerequisite: DMS109
Co-requisite: DMS216

DMS 216 - Ultrasound Scanning
2 semester credit hours
This course introduces students to ultrasound scanning of the abdomen, pelvis, superficial anatomy and the fetus. Emphasis will be placed on ultrasound scanning principles and protocols with correlated hands on scanning exercises. Students will learn the process of routine sonographic examination, follow professional protocols in obtaining ultrasound images, and learn to optimize those images to a diagnostic standard. Upon completion of this course students will be able to recognize and acquire customary sonographic images required of a diagnostic medical sonographer.
Prerequisite: DMS106

DMS 219 - Advanced Abdominal Sonography
3 semester credit hours
This course reinforces and expands on concepts learned in Abdominal Sonography (DMS218), with correlated laboratory scanning exercises. Emphasis will be placed on sonographic findings and indications. Case studies will be used to further discuss abnormal sonographic findings. Sonography of the superficial structures will be discussed with emphasis on the breast, thyroid, and scrotum. Sonographic evaluation of the musculoskeletal system, neonatal brain and spine will also be discussed and students will be introduced to the basics of vascular sonography. Upon completion, students should be able to recognize and image sonographically both normal and abnormal abdominal and superficial anatomy.
Prerequisite: DMS212

DMS 222 - Obstetrics & Gynecologic Sonography
2 semester credit hours
This course introduces student to gynecologic sonography with an introduction to obstetric ultrasound. Emphasis will be placed on a comprehensive knowledge of normal and abnormal anatomy, physiology and sonographic appearances of the female reproductive system in the pregnant and non-pregnant state and correlate with clinical symptoms, patient history, and exam indications. Students will learn non-pregnant pelvic and first trimester obstetrical scanning techniques and protocols that are correlated with hands on scanning exercises. Topics will also include clinical ethics for obstetric sonography, ectopic pregnancy, the role of ultrasound in evaluation of female infertility, and developmental stages of the embryo and fetus up to 14 weeks. Upon completion, students should be able to recognize and acquire basic pelvic and first trimester fetal images and measurements.
Prerequisite: DMS109, DMS216

DMS 227 - Advanced Obstetric Sonography
3 semester credit hours
This course will teach the sonographic evaluation of the second and third trimester fetus from 14 weeks to term. Maternal and fetal assessment in the abnormal pregnancy including congenital anomalies, intrauterine growth restriction will be discussed. Students will build upon their basic scanning skills with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire second and third trimester fetal images and measurements according to the American Institute of Ultrasound in Medicine (AIUM) Standards and Guidelines.
Prerequisite: DMS222

DMS 230 - Clinical Education I
2 semester credit hours
Students will develop their ultrasound scanning skills in a clinical patient care environment such as a private diagnostic image setting or local hospital. Clinical experience will expose the student to abdominal, obstetrics, gynecology, and small parts ultrasonography where the student will learn to perform ultrasound exams, effectively deal with patient care issues including patient preparation, patient history taking, and patient confidentiality; pertinent clinical laboratory values; and communication. Emphasis will be placed on the student's professional qualities as it relates to conduct, behavior and patient/sonographer interaction. Students will conduct sonographic examinations under direct and indirect supervision of staff sonographers and a clinical instructor.
Co-requisite: DMS227

DMS 237 - Clinical Education IV
4 semester credit hours
This course provides students with continued hospital/clinic setting work experience. Students refine scanning techniques, increase speed of exam completion, professional work habits, and critical thinking. Students will observe and conduct sonographic examinations under direct and indirect supervision of staff sonographers and a clinical instructor, with an emphasis on scanning unassisted. Students will continue to complete proficiency objectives. Clinical training may also include on-campus laboratory scanning.
Prerequisite: DMS238

DMS 238 - Clinical Education III
4 semester credit hours
This course provides students with continued hospital/clinic setting work experience. Students refine scanning techniques, increase speed of exam completion, and develop professional work habits. Emphasis will be placed on developing critical thinking approaches to sonographic examinations as it relates to forming differential diagnoses of abnormal findings. Students will conduct sonographic examinations under direct and indirect supervision of staff sonographers and a clinical instructor, while continuing to complete competency and proficiency objectives. Upon successful course completion, students will have refined their scanning skills and completed specific competencies and/or proficiencies under the direct and/ or indirect supervision of a clinical instructor.
Prerequisite: DMS242

DMS 240 - Clinical Education V
4 semester credit hours
This course provides students with continued hospital/clinic setting work experience. Students increase speed of exam completion; refine scanning techniques, professional work habits, and critical thinking. Students will conduct unassisted sonographic examinations under direct and indirect supervision of staff sonographers and a clinical instructor. Students will continue to complete proficiency objectives. Clinical training may also include on-campus laboratory scanning. Upon successful course completion, students will have refined their scanning skills and completed specific competencies and/or proficiencies under the direct and/ or indirect supervision of a clinical instructor.
Prerequisite: DMS237

DMS 241 - General/SPI Registry Review
2 semester credit hours
This course reviews material covered throughout the diagnostic medical sonography program that will prepare the student for the American Registry of Diagnostic Medical Sonographers (ARDMS) registry and the American Registry of Radiologic Technologist in Sonography (ARRT)(S)examinations in Ultrasound Physics and Instrumentation, Abdomen, and Obstetrics and Gynecology.
Prerequisite: DMS240

DMS 242 - Clinical Education II
4 semester credit hours
This course provides students with continued work experience in a hospital, private office or clinic setting. Students will improve their skills in performing procedures of abdominal, small parts, obstetrics and gynecology ultrasound exams, with a goal toward completing competencies in specific organ systems. While clinical experience will further expose the student to the professional medical environment, emphasis will be placed on the student learning to effectively communicate with the radiology and medical staff. Students will conduct sonographic examinations under direct and indirect supervision of staff sonographers and a clinical instructor.
Prerequisite: DMS230

DMS 244 - Clinical Education VI
3 semester credit hours
This course provides students with continued hospital/clinic setting work experience. Students increase speed of exam completion; refine scanning techniques, professional work habits, and critical thinking. Students will conduct unassisted sonographic examinations under direct and indirect supervision of staff sonographers and a clinical instructor. Students will continue to complete proficiency objectives. Clinical training may also include on-campus laboratory scanning. Upon successful completion of this course and all clinical proficiencies, the student will be able to perform the duties of an entry level sonographer.
Prerequisite: DMS240

ECO - Economics

ECO 201 - Macroeconomics
3 semester credit hours
This course is an introduction to the basic principles of economics, with emphasis upon macroeconomic theory and analysis. Students will be able to solve mathematical and economic problems using appropriate words, symbols, tables, and/or graphs. Among topics considered are the scope and nature of economics, ideology and structure of the American economy, national income and employment theory, business fluctuations, money and banking, fiscal and monetary policies and economic growth.
Prerequisite: MTH099 or qualifying score on placement test

ECO 202 - Microeconomics
3 semester credit hours
This course is an introduction to basic principles in economics, with an emphasis on microeconomics theory. Students will study how fundamental economic variables impact both individuals and businesses, applying critical thinking skills to consider how businesses can most effectively respond to market forces.
Prerequisite: MTH099 or qualifying score on placement test

EET - Electronics Engineering

EET 110 - Electric Circuits I
3 semester credit hours
This course covers DC fundamentals. Students will learn about the concepts of current flow, resistance, and units of electrical measurement. Ohm's law is used for circuit analysis of series, parallel and series-parallel circuits. Upon successful course completion, students will be able to use test equipment for data collection and troubleshooting to ensure the fundamental understanding of DC concepts discussed.
Prerequisite: MTH131

Course Descriptions

EET 111 - Electric Circuits II
3 semester credit hours
This course covers AC fundamentals. Students will learn about AC signals, capacitors, inductors, and transformers. AC analysis of pure resistive, inductive, and capacitive circuits will be covered. AC frequency response of RL, RC, and RLC circuits will also be covered. Upon successful course completion, students will be able to use test equipment for data collection and troubleshooting to ensure the fundamental understanding of AC concepts discussed.
Prerequisite: EET110

EET 111L - Electric Circuits LAB
1 semester credit hour
This course covers practical applications of DC and AC concepts. Students will learn about use of simulation software and test equipment for DC and AC circuit analysis and troubleshooting. Upon successful course completion, students will be able to acquire, analyze, and interpret experimental data.
Prerequisite: EET110
Co-requisite: EET111

EET 113 – DC and AC Circuits
3 semester credit hours
This course provides an introduction to AC and DC circuits through simple series and series-parallel circuits used to illustrate applications of Ohm's Law and Kirchhoff's Laws. Students will learn about power in DC resistive circuits and sine waves, complex numbers, and phasors applications in the analysis of AC circuits. Upon successful course completion, students will be able to implement and analyze basics of AC and DC circuits.
Prerequisite: MTH200

EET 120 - Semiconductor Devices
3 semester credit hours
This course covers the theory and operation of analog electronic devices and circuits. Students will learn about the use of diodes, bipolar junction (BJT) transistors, and field effect transistors as circuit elements in application circuits such as; Power supplies, Clippers, Clampers, Amplifiers, and Multipliers. Upon successful course completion, students will be able to build, analyze and test common amplifier configurations.
Prerequisite: EET111

EET 121 - Electronic Systems Applications
3 semester credit hours
This course is a continuation of the theory and operation of analog electronic devices and circuits. Students will learn about large-signal amplifiers, operational amplifiers, oscillators, multi-vibrators and regulated power supplies. Upon successful course completion, students will be able to build, test, and analyze common electronic circuits.
Prerequisite: EET120

EET 130 - Digital Systems I
3 semester credit hours
This course covers basic digital concepts. Students will learn about number systems, Boolean algebra, logic minimization, and combinational design. Upon successful course completion, students will be able to design and implement combinational logic circuits with input and output interfacing devices.
Prerequisite: EET111

EET 191 - Materials Science
3 semester credit hours
This course introduces students to both theoretical and practical industry-standard practices. Students will learn about structures, properties, and applications of metals, ceramics, polymers, and composites commonly used in industry while also developing problem-solving skills in materials selection, evaluation, measurement and testing. Upon successful course completion, students will be able to apply theoretical and practical industry-standard practices to select material(s) for practical engineering applications.
Prerequisite: PHY120

EET192 – Engineering Graphic Communications
3 semester credit hours
This course introduces students to the fundamentals of sketching, engineering drawings, and 3-D modeling using a traditional or parametric modeling software package such as AutoCAD, Pro/E or SolidWorks. Student will learn how to draw layouts and lettering; orthographic and pictorial projections; orthographic, auxiliary, and section views; dimensioning techniques; tolerancing; manufacturing processes; fasteners; and freehand sketches. Upon successful course completion, students will be able to integrate the basics of technical drawings and 3-D modeling into engineering concepts.
Prerequisite: MTH131

EET 192L -- Introduction to 3-D Modeling LAB
1 semester credit hour
This course introduces students to fundamental concepts and techniques of solid modeling and parametric modeling as a drawing/design tool using software such as Creo Parametric. Students will learn part and assembly creation, creation of 2-D engineering drawings from 3-D models, and mechanisms animation. Upon successful course completion, students will be able to model complex 3-D objects and produce their engineering drawings.
Co-requisite: EET192

EET 200 – Externship-EET III
3 semester credit hour
This course provides the student with technical training in a technical setting facility. Training related experience should demonstrate student's achievement of program's learning objectives. The course is coordinated and graded by faculty while incorporating employer's assessment of student's performance. EET200 and EET302 may be repeated for credit up to a total maximum of 6 credits.
Prerequisite: Academic Advisor Approval

EET 203 - Externship-EET I-a
EET 204 - Externship-EET I-b
EET 205 - Externship-EET I-c
1 semester credit hour
This course provides the student with technical training in a technical setting facility. Training related experience should demonstrate student's attainment of program's learning outcomes. The course is coordinated and graded by faculty while incorporating employer's assessment of student's performance.
Prerequisite: Approval by the department and placement by Career Services

EET207 – Applied Engineering Programing
3 semester credit hours
This course introduces students to technical programming using a high level language, such as SciLAB or MATLAB. Students will learn data variables, control statements, arithmetic operations, plotting, and built-in functions. Upon successful course completion, students will be able to create (write) and execute programs to solve simple and complex engineering problems.
Prerequisite: CIS121

EET 220 - Industrial Applications
3 semester credit hours
This course covers basic principles of Silicon controlled rectifiers and motor control circuits. Students will learn about process control system concepts and various sensors technologies. Upon successful course completion, students will be able to select and use various sensors appropriately to implement a basic automated process.
Prerequisite: EET121

EET 221L - Instrumentation and Measurement LAB
1 semester credit hour
This course concentrates on the electronics instrumentation and measurement tools. Topics covered include errors, sensors and transducers, and signal conditioning. An extensive hands-on laboratory experience will introduce the students to different electrical and electronic measuring devices set up and use for both component and board level troubleshooting and repair.
Prerequisite: EET121

EET223 – Electronic Devices & Operational Amplifiers
3 semester credit hours
This course teaches working principles and applications of electronic devices such as diode, transistors, operational amplifiers, instrumentation operational amplifiers, power operational amplifiers, and passive and active filters. Students will learn the basics of semiconductor devices, operational amplifier, and passive and active filters. Upon successful course completion, students will be able to implement, analyze, and integrate basic electronic circuits for mechanical control systems.
Prerequisite: EET113

EET 230 - Digital Systems II
3 semester credit hours
This course covers flip-flops, counters, shift registers, memory devices, and storage. Students will learn about sequential circuits, state machines, Analog-to-Digital (ADC) and Digital-to-Analog (DAC) converters. Upon successful course completion, students will be able to design and implement sequential logic circuits.
Prerequisite: EET130

EET 230L - Digital Systems LAB
1 semester credit hour
This course covers digital logic design and implementation. Topics covered include both combinational and sequential logic. Students are introduced to Programmable array logic (PAL) and gate array logic (GAL) digital circuits. The course's emphasis is on the development of skills/techniques needed by a technician/technologist for the production and testing of a system.
Prerequisite: EET230

EET 231 – Introduction to Programmable Logic Controllers
3 semester credit hours
This course covers basics of programmable logic controllers (PLCs) and process control concepts. Students will learn about principles of ladder logic programming for programmable logic controllers (PLCs), PLC interfacing, and wiring. Upon successful course completion, students will be able to implement basic process control projects, troubleshoot and isolate faults in PLC programs.
Prerequisite: EET220

EET 231L – Introduction to Programmable Logic Controllers LAB
1 semester credit hour
This course covers basics of programmable logic controllers (PLCs) applications. Upon successful course completion, students will be able to design and implement several projects using a PLC.
Co-requisite: EET231

EET 250 - Computer Configuration I
3 semester credit hours
This course provides a basic understanding of the current state of computer organization. Students will learn about memory types, basic CPU architecture, memory access, supporting bus systems and I/O ports. Students are introduced to detailed procedures of installation, configuration and upgrade of personal computers. Upon successful course completion, students will be able to troubleshoot, maintain and repair PCs.
Prerequisite: CIS106/IST106

EET 251 - Computer Configuration II
3 semester credit hours
This course covers computer peripheral devices. Students will learn about the operation, installation, configuration, maintenance and repair of these devices. Upon successful

course completion, students will be able to address safety and environmental concerns as they relate to peripheral devices.
Prerequisite: EET250

EET 251L - Computer Configuration II LAB
1 semester credit hour
The course covers the installation and configuration of operating systems. Students will configure network connections and security for both wired and wireless devices. Upon successful course completion, students will be able to address safety and environmental concerns as they relate to peripheral devices.
Prerequisite: CIS150
Co-requisite: EET251

EET 252 - Data Communications and Networking
3 semester credit hours
This course covers digital computer communications and networking concepts. Students will learn about basic networking concepts of the OSI model, IP addressing, and routing, as well as networking services such as DHCP and DNS, Internet Connection Sharing (ICS), Small Office/Home Office (SOHO) Networks, Wireless LANs, Wide Area Network (WAN) technologies, Web Servers, and VPN Tunnels. Upon successful course completion, students will be able to design and configure data communication networks according to defined specifications.
Prerequisite: CIS150/IST150

EET 272 - Fiber Optics Communication
3 semester credit hours
This course provides an introduction to fiber optics. Students will learn about the optical characteristics of optical fibers, fiber optic communications systems including modulators and detectors, and electro-optic sensors. Upon successful course completion, students will be able to perform data analysis of Optical Time Domain Reflectometer data as well as link and cable testing.
Prerequisite: MTH131

EET 272L - Fiber Optics Communication LAB
1 semester credit hour
This course provides an extensive hands-on laboratory experience to prepare the students for the installation of fiber optic networks
.Co-requisite: EET272

EET 280 - Introduction to Communication Systems
3 semester credit hours
This course covers radio frequency fundamentals and the concepts of data and information communication systems. Students will learn analog modulation techniques, electromagnetic wave propagation, path loss, multiple access techniques and introductory topics in antenna theory, transmission lines and satellite systems. Upon successful course completion, students will be able to understand the basics of radio transmitters and receivers as well as different types of analog modulation techniques and the operation of amplitude, frequency, and phase modulation/demodulation circuits.
Prerequisite: EET121, MTH200

EET 281 - Wireless Technologies
3 semester credit hours
This course covers a breadth of wireless technologies available. Students are introduced to WLAN, Bluetooth, Zigbee, and satellite communication. The Global positioning system (GPS) is also introduced. Wireless protocols and standards are discussed. Broadband and cellular communications are also presented.
Prerequisite: EET280

EET 282 - Wireless Security
3 semester credit hours
This course covers Wireless Local Area Networks (WLAN) industry standards. Students will learn about WLAN security issues and performance analysis through packet analysis and intrusion detection. Upon successful course completion, students will be able to secure wireless communications using WEP, WPA-PSK, WPA-RADIUS, VPN's, authentication methods, and encryption.
Prerequisite: EET252 or CIS225

EET 283 - Cellular Communication
3 semester credit hours
This course covers cellular communication technologies. Students are introduced to cellular communication starting from the first generation systems (1G), 2G, and 3G systems. Cellular network architecture, applications, and services are discussed. Emphasis is on the CDMA channel structure, modulation and call processing are given. Cellular systems evolution in Europe and North America is presented.
Prerequisite: EET 280

EET 285 - CWNA Certification Seminar
3 semester credit hours
This course covers WLAN administration. Students are engaged in installation, set up and troubleshooting of WLANs. Students are exposed to intrusion detection systems, enterprise wireless gateways, and wireless VPNs. The course helps students prepare for the CWNA certification.
Prerequisite: EET282

EET 285L - CWNA Certification LAB
1 semester credit hour
This course is offered in conjunction with the CWNA Certification Seminar. An extensive hands-on laboratory experience will prepare the student for configuration, installation, and administration of a WLAN.
Prerequisite: EET285

EET 292 - Introduction Mechanics Statics and Dynamics
3 semester credit hours
This course introduces students to basic concepts of statics and dynamics. Students will learn about vector analysis and its applications to two and three-dimensional systems. Topics

covered include: Force, acceleration, work, energy, impulse, and momentum. Upon successful course completion, students will gain a practical knowledge of the kinematics and kinetics of rigid bodies in plane motion.
Prerequisite: MTH200 and PHY120

EET 293 - Hydraulics and Pneumatics Systems
3 semester credit hours
This course introduces students to the theory and operation of hydraulic and pneumatic devices and systems. Students will learn about the applications for power transmission and control systems and about the analysis, operation, and maintenance of fluid power systems. Upon successful course completion, students will be able to select, assemble hydraulic/pneumatic devices into systems and simulate their operation.
Prerequisite: EET292

EET293L – Hydraulics & Pneumatics Systems LAB
1 semester credit hour
This course consists of experimentation involving the use of the various hydraulic and pneumatic devices studied in the Hydraulics & Pneumatics Systems course. Students will learn hydraulics and pneumatics principles through laboratory experimentations. Upon successful course completion, students will be able to build and operate hydraulics/pneumatics systems.
Co-requisite: EET 293

EET 300 - Engineering Technology Project Management
3 semester credit hours
This course focuses on an overview of the roles, responsibilities, and management methods of the technology project manager. The course assumes no prior knowledge in management techniques and is intended to teach students how to develop approaches and styles of management for Engineering Technology projects. The course assumes a basic understanding of analysis techniques.
Prerequisite: Approval of Academic Advisor

EET 301 - Special Topics in Engineering Technology
3 semester credit hours
This course provides an in-depth review of Engineering Technology topics. Students will learn aspects of research in engineering technology by completing research projects. Upon successful course completion, students will be able to implement engineering ethics through research projects.
Prerequisite: None

EET 302 - Externship-EET Sr. III
3 semester credit hour
This course provides the student with technical training in a technical setting facility. Training related experience should demonstrate student's achievement of program's learning objectives. The course is coordinated and graded by faculty while incorporating employer's assessment of student's performance. EET200 and EET302 may be repeated for credit up to a total maximum of 6 credits.
Prerequisite: Academic Advisor Approval

EET 306 Externship-EET Sr.-I-a
EET 307 Externship-EET Sr. I-b
EET 308 Externship-EET Sr. I-c
1 semester credit hour
This course provides the student with technical training in a technical setting facility. Training related experience should demonstrate student's attainment of program's learning outcomes. The course is coordinated and graded by faculty while incorporating employer's assessment of student's performance.
Prerequisite: Approval by the department and placement by Career Services

EET 309 - Externship-EET Sr.-II
2 semester credit hour
This course provides the student with technical training in a technical setting facility. Training related experience should demonstrate student's attainment of program's learning outcomes. The course is coordinated and graded by faculty while incorporating employer's assessment of student's performance.
Prerequisite: Approval by the department and placement by Career Services

EET 310 - Circuit Analysis
3 semester credit hours
This course covers network theorems. Students will learn about electrical circuits' analysis using circuit theorems; node-voltage, mesh current, Thevenin and Norton theorems. Students are introduced to dependent source models. Transient and steady-state circuit analyses are covered. Upon successful course completion, students will be able to analyze systems and use simulation software to emphasize the concepts discussed.
Prerequisite: EET111

EET 331 - Programmable Controllers and Robotics
3 semester credit hours
This course covers advanced principles of control systems. Students are introduced to industrial control and statistical process control concepts. Sensor applications and Hands-on applications in programming and troubleshooting of Programmable Logic Controllers are emphasized.
Prerequisite: EET220 and EET230

EET 331L - Programmable Controllers and Robotics LAB
1 semester credit hour
This course is offered in conjunction with the Programmable Controllers and Robotics course. Students are required to design and implement several projects using the PLC used. Extensive hands-on exercises are used to emphasize the concepts discussed.
Co-requisite: EET331

EET 350 Overview of Electronic Security Devices
3 semester credit hours
This course provides an overview of electronic security devices useful for a number of electronics, computer, information science, business, and criminal justice career paths. Students will learn about electronic locks, access controls and badges, biometrics, alarms, lighting, detectors, video recorders, network infrastructure security, and other electronic security devices. Upon successful course completion, students will understand how to compare and contrast electronic security device options through the analysis of business and security needs as well as manufacturer specification data sheets.
Prerequisite: MTH131 and ENG110

EET 352 Engineering Economics
3 semester credit hours
This course introduces students to engineering economics and making decisions based upon expected costs and benefits in operation and project proposals. Students will learn good decision making, how to determine whether a solution to a problem is technically feasible, and how to approach the problem. Upon successful course completion, students will be able to decide which of several technically feasible alternatives is best by considering money management, financial evaluation, project development, and replacement decisions.
Prerequisite: None

EET 380 - Digital Communications I
3 semester credit hours
This course covers basic digital communications techniques. Students are introduced to baseband pulse and digital modulations, binary and M-ary RF digital modulations, multiplexing and demultiplexing techniques, channel fading, and noise effects on digital communication. Upon successful course completion, students will be able to demonstrate spread spectrum techniques, orthogonal frequency division multiplexing (OFDM) and multiple- input and multiple-output (MIMO) techniques.
Prerequisite: EET and EET280

EET 390 - Motor Drives
3 semester credit hours
This course introduces students to the theory and operation of single and three-phase induction motors, as well as stepper and synchronous motors. Power, torque and speed relationship and characteristics are also covered. DC motor characteristics and applications along with drive systems applications are introduced.
Prerequisite: EET220

EET 390L - Motor Drives LAB
1 semester credit hour
This course is offered in conjunction with the Motor Drives course. Students are required to design and implement three projects. Extensive hands-on exercises are used to emphasize the concepts discussed.
Prerequisite: EET390

EET 402 - Capstone Project
3 semester credit hours
This course is designed to test the objectives of the program. Students will produce group projects that support their specific concentration and will be combined with various concentrations to produce an Engineering Technology centric experience. Students will be individually and group assessed for their specific performance.
Prerequisite: Academic Advisor Approval

EET 411 - Senior Project
3 semester credit hours
A project based course requiring students to implement, test and demonstrate a solution to a problem statement related to engineering technology systems. Students are expected to demonstrate achievement of program's learning objectives throughout the course. The course is coordinated and graded by faculty while incorporating employer's assessment, if possible, of student's performance. Industry sponsored projects can be used when applicable
Prerequisite: Academic Advisor Approval

EET 411L - Senior Project LAB
1 semester credit hour
Students will produce individual or group projects that support their specific concentration and will be combined with various concentrations, when possible, to produce an Engineering Technology centric experience. Students will be individually and group assessed for their specific performance. Industry sponsored projects can be used when applicable. The course is coordinated and graded by faculty while incorporating employer's assessment, if possible, of student's performance.
Prerequisite: Academic Advisor Approval.

EET 430 - Microcontrollers
3 semester credit hours
This course covers the history and current state of Microcontrollers and their applications. Students will learn about Microcontrollers and their e architecture, memory, I/O interfacing, and interrupts. Upon successful course completion, students will be able to program and interface with electronic circuits through application projects.
Prerequisite: CIS126, EET230

EET 430L - Microcontrollers LAB
1 semester credit hour
This course covers applications of Microcontrollers in real-world problems. Students will expand their knowledge base in microcontroller applications. Upon successful course completion, students will be able to design and implement multiple projects using the Microcontroller board.
Prerequisite: EET430

ENG - English

ENG 099 - Introduction to Writing
3 semester credit hours
This course helps prepare students for success in college writing by emphasizing the structure and conventions of standard written English. Students will learn how to write well-structured sentences and develop coherent paragraphs. Upon successful course completion, students will be able to apply the writing process to produce short compositions that fulfill the basic requirements of academic writing.
Prerequisite: None

ENG 110 - College Composition
3 semester credit hours
This course is designed to improve student writing processes, develop critical thinking skills, and provide instruction in core skills required for academic and professional writing in different modes. Students will learn how to analyze the writing strategies of professional authors and apply these strategies to their own writing. Upon successful completion of the course, students will be able to compose polished essays using appropriate writing conventions through the application of writing as a process, from invention to planning, drafting, revising, and editing.
Prerequisite: ENG099 or a passing score on placement exam

ENG 120 - Advanced Composition
3 semester credit hours
This course will prepare students to analyze, evaluate and compose arguments with an emphasis on the complexities of style and rhetorical strategies. Students will learn to craft messages appropriate for both traditional and new media. Upon successful course completion, students will be able to identify successful rhetorical strategies and incorporate them in formal and informal arguments.
Prerequisite: ENG110

FOR - Freshman Orientation

FOR 110 - Essentials for Success
3 semester credit hours
This course will assist students in their academic and professional performance by providing them with the tools for success. Students will learn skills related to communication, collaboration, critical thinking and problem solving, professionalism, information literacy, and technology. Upon successful course completion, students will be able to apply professional, academic, and personal skills to their future course work and careers.
Prerequisite: None

FOR 116 - Freshman Orientation
1 semester credit hours
This course is designed to assist students in transition into the educational setting and to aid them in developing skills that are essential for success in the healthcare field. Freshman Orientation will provide the freshman student with an orientation environment that will give them the knowledge and tools necessary to gain ultimate success in the academic and clinical settings. Students will learn the importance of writing a text to a specific audience and of learning to write as a process. Assignments consist of various writing modes, observation, and reading.
Co-requisite: NUR110, MED166

FRS - Freshman Orientation

FRS 114 - Freshman Orientation
1 semester credit hour
This course is designed to assist students in transition into the educational setting and to aid them in developing skills that are essential for success in the healthcare field. Students will learn the importance of writing to a specific audience and of learning to write as a process. Upon successful course completion, students will be able to demonstrate the knowledge and skills necessary to gain ultimate success in the academic and clinical setting.
Prerequisite: None

FSM - Food Service Management

FSM 101 - Introduction to Food Service
3 semester credit hours
The course will explore topics in food service including the historical development of the food service industry, the classification of food service operations by type and by system, and the role of the food service industry in the economic life of the country. This is a survey style course designed to introduce the student to concepts that will be studied in depth in later courses. Topics will include foundation discussions of sanitation and food safety, menu development, purchasing and storing products, inventory control, production and service systems, equipment and facility needs, human resource, performance management, and marketing. .
Prerequisite: None

FSM 102 - Fundamentals of Cooking
3semester credit hour
This course will introduce students to the fundamentals of food science and cooking with hands on small quantity food production. The student will explore large scale food production through workshops and site visits to local facilities. The student will examine the basic operational aspects of food service preparation including theory, demonstration, and

production. At the end of the course, the student will have the opportunity to take a nationally recognized certification exam.
Prerequisite: None

FSM 210 - Front of House Management
3 semester credit hours
In this course students will learn the principles of table and beverage service in a traditional restaurant environment. Students will be exposed to the front of the house operation as it pertains to upscale food service, tableside cookery, salesmanship, professionalism, and beverage service. Legal and ethical responsibilities of alcohol beverage service are explored. Beer, wine, the art of mixing drinks and effective service methods are discussed. Upon completion the student will be able to set, service, and break down a dining room; interact with the production staff to order and receive meals from the kitchen; meet and greet customers; handle complaints and problems efficiently.
Prerequisite: None

FSM 250 - Purchasing & Storeroom Management
3 semester credit hours
This course provides the student an overview of the storeroom mangers responsibilities in a food service operation. The study of products used in commercial kitchens, the common market forms, how to receive and store food provides the student with the knowledge necessary to work in a food service establishment. Special attention is given to the flow of goods as it pertains to the procurement and issuing process. Students will learn the formulas and calculations used in food service facilities for recipe costing and conversions. Upon completion, the student will be able to understand how a menu impacts the flow of goods through a food service system.
Prerequisite: None

FSM 260 - Culinary Nutrition
3 semester credit hours
This course has been developed to introduce students to the core components of food and how each relates to nutritional value. Emphasis is placed on the USDA Food Guide Pyramid and how the student can provide customers with nutritional well-balanced menu selections to encourage a healthy diet. The course will include a focus on the nutrients: fats, proteins, carbohydrates vitamins, minerals, and water as well as recipe modification with regards to certain diets. Attention will be given to nutritionally sound lifestyles, weight management and exercise, and current issues in nutrition. Upon completion, students will be able to understand, discuss, and implement nutritionally sound menu options as a feature of, in an addition to, traditional food service menu selections.
Prerequisite: None

FSM 270 - Supervision for Food Service
3 semester credit hours
This course discusses the role of the chef supervisor in the food service industry. The student will develop an understanding of the leadership and management skills required in order to become a successful food service manager. The historical development of modern management theories and the application of current best practices will be discussed. Topics include goal setting, effective communication, motivating employees and problem solving and menu management. Students will develop a restaurant concept; create a menu, floor plan and staff and schedule employees to execute their concept. Upon completion, the student will learn how a menu has impact on employee selection, staffing and scheduling within a food service system.
Prerequisite: None

FSM 298 Externship-FSM III
3 semester credit hours
This course provides students with practical managerial work. Students apply the theoretical concepts of their coursework to the Refresh Café food service operation. This hands-on practical experience provides students with an understanding of the work required in the industry, on-the-job experience and the enhancement of skills learned in the classroom. Upon successful course completion, students will have refined their operational, marketing, financial management and human resource comprehension under direct supervision of a qualified food service professional.
**Online students enrolled in the Hospitality Management program may elect an alternative to this course.*

FSM 310 - Leadership in Foodservice
3 semester credit hours
This course will discuss leadership philosophies, focusing on effective managerial techniques with regard to coaching, training, facilitating and motivating a diverse workforce in various hospitality foodservice environments. Students will learn effective ways to manage through organizational changes and evaluate internal operational continuous-improvement programs. Upon successful course completion, students will be able to use effective leadership communication skills to manage diversity in the workforce, coach and motivate staff members, resolve staff conflicts, and empower/delegate tasks to be an effective leader in foodservice operations.
Prerequisite: None

FSM 315 Staff Development and Communication for Managers
3 semester credit hours
This course will introduce you to adult learning theory which can be applied to systematic training programs and will prepare students for both the oral and written communication skills required by Foodservice Managers in operational and corproate business settings. Concomitantly, understanding how adults learn and appropirate ways of analyzing the tasks rquried for job performance will assist managers to effectively develop training models for their employees. Upon successful course completion, students will be able to write with a particular emphasis on thought formation and presentation skills, and will be able to prepare successful training programs by providing positive coaching modesl, creating options for

new behaviors, and establish employee commitment and accountability.

FSM 320 - Food Service Financial Management
3 semester credit hours
This course progresses from accounting to financial analysis and explains their application specifically to foodservice operations. Students will learn the fundamentals of hospitality accounting and how to develop and interpret financial balance sheets, income statements, profit and loss statements, and statements of cash flow. Upon successful course completion, students will be able to create and analyze budget reports, forecast revenues and costs, and interpret key operational cost ratios that financial managers use for effective long-term decision-making.
Prerequisite: ACC 161

FSM 335 - Menu Engineering for Food Service
3 semester credit hours
This course explores the historical development and current theories of menu management. The various styles and forms of menus and their applications in several types of food service businesses are examined. The role of the menu in marketing, revenue management, and kitchen design is central to the study. Upon completion of the course the student will have the opportunity to take a nationally recognized certification exam.
Prerequisite: None

FSM 340 - Hospitality Marketing and Social Media
3 semester credit hours
This course provides an introduction to marketing theories, principles, and concepts and to understanding the role of marketing within a foodservice operation. Students will learn the dynamics involved in achieving a competitive advantage in a highly competitive market. Upon successful course completion, students will be able to identify variable marketing strategies in an effort to satisfy customer expectations, and demonstrate the ability to effectively communicate through audiovisual and social media outlets.
Prerequisite: None

FSM 350 - Wine Service and Beverage Management
3 semester credit hours
Prerequisite: This course explores to the legal and ethical responsibilities of alcohol beverage service, as well as alcoholic beverage history, product knowledge, and appreciation. Basic mixology, product storage and inventory requirements for alcohol, and effective service methods are discussed. The major types and traits of wines from important wine producing areas of the world are explored. Control of beverage cost is reinforced using an industry standard POS system. At the end of this course students will have the opportunity to take a nationally recognized certification test.
Prerequisite: None

FSM 350L - Wine Service and Beverage Management LAB
1 semester credit hour
This course provides the student with technical skills in basic mixology, beer and wine service, and product storage for alcohol. Effective service methods are practiced and the mechanics of managing a bar or lounge environment are developed.
Co-requisite: FSM350

FSM 355 - Wine and Beverage Management
3 semester credit hours
This course examines the management of bar and beverage operations within various hospitality environments, exploring the history of the beverage industry, the cultural relevance of wines, spirits and ales, and the incorporation of various non-alcoholic beverages in food service. Students will learn proper staffing levels as dictated by operations, efficient bar layout and design, industry trends in menu design, and techniques for pricing, selling, and serving beverages. Upon successful course completion, students will be able to purchase, receive, store, and inventory bar beverages, mixers, and garnishes in order to manage a successful beverage program.
Prerequisite: None

FSM 360 - Managing Outstanding Customer Service
3 semester credit hours
This course is designed to impart to students the art and science of providing outstanding customer service in today's competitive foodservice operations. Students will learn managerial concepts related to building customer loyalty, enhancing service quality, and exceeding customer expectations. Upon successful course completion, students will be able to define organizational service strategies, determine operational customer expectations levels, assess service positions within various foodservice markets and segments, and analyze how great service dynamics can influence an operation's image.
Prerequisite: None

FSM 380 - Food Service Cost Controls
3 semester credit hours
This course teaches students techniques and methods of controlling the factors of production in a food service unit within a revenue management system. Students will learn food, beverage, and labor cost controls and the control of other semi-variable expenses including energy, repair and maintenance, music and entertainment, and direct operating costs associated with food and beverage operations Upon successful course completion, student will be able to establish effective pricing, identify and correct costing problems, and understand the relationship between cost of goods and profit.
Prerequisite: None

FSM 402 - Case Studies in Food Service Management
3 semester credit hours
This course is designed to provide students with an understanding of the food service manager's obligations under the laws, regulations, and governmental guidelines relative to food service. The course will focus on employee relations, food liability, liquor liability, patron civil rights and federal, state, and local regulations that are of concern to food service managers.
Prerequisite: None

FSM 409 - Advanced Hospitality Customer Service
3 semester credit hours
This course will provide the student with an understanding of the principles of customer service in a food service environment. The roles of customer loyalty programs, marketing and advertising efforts, quality management techniques, and staff training on customer service will be explored. Upon completion of this course the student will be able to develop an integrated and effective customer service program with aspects directed at both internal and external customers. The student will be able to take a nationally recognized certification test.
Prerequisite: None

FSM 410 - Operational Ethics and Legal Issues
3 semester credit hours
This course discusses the tools you need to protect your foodservice operation from legal exposure from a variety of customer and staff interactions. In addition, this course takes a comprehensive approach on how to recognize and analyze ethical dilemmas–giving front line management a strong foundation for making decisions based on sound ethical principles. Students will learn the critical legal aspects of foodservice operations, evaluate situational scenarios to help prepare managers to make the right decisions during challenging situations, and explore the questions of ethics in foodservice operations. Upon successful course completion, students will be able to demonstrate practical knowledge of foodservice law and the operation of legal systems and will understand independent, corporate, and franchise business structures.
Prerequisite: None

FSM 424 - Facility Management
3 semester credit hours
This course will introduce students to the concepts of managing the physical plant for food service. Students will learn the dynamics of good flow design through both front and back of the house areas of a foodservice operation, the efficient selection and use of energy and utility systems, and the implementation of regulations and codes for foodservice facilities. Upon successful course completion, students will be able to develop a floor plan of a hypothetical operation using architectural software and will understand criteria financial managers use to purchase and evaluate kitchen equipment.
Prerequisite: None

FSM 430 - Case Studies in Food Service Management
3 semester credit hours
This course adopts a critical incident approach to foodservice management whereby students will evaluate actual operational and organizational experiences of customers and employees through case study analysis. Students will develop problem solving skills by emphasizing critical analysis as well as comprehension of the issues proposed - both positive and negative - then appraise the effectiveness of the organization's response to the prominent issue. Upon successful course completion, students will be able to view contemporary operational issues and situations holistically, equipping them with various problem solving methods in order to develop and implement strategic solutions.
Prerequisite: None

FSM 440 - Project and Special Event Management
3 semester credit hours
This course provides a comprehensive approach to planning, marketing, and managing special events. Students will learn current trends and concepts that support the planning, scheduling, control, resource allocation, and performance measurement activities required for the successful completion of a project. Upon successful course completion, students will be able to apply learned project and special event management concepts to the preparation and eventual successful execution of their final FSM 490 Foodservice Entrepreneurship: Advanced Management restaurant simulation course.
Prerequisite: None

FSM 450 - Developing Your Career in Hospitality Leadership
1 semester credit hour
This course introduces students to industry leaders from major hospitality corporations, faculty, young emerging leaders and innovators, and successful student alumni, speaking in a manner that will contribute to the ultimate career success of the student in foodservice management. Students will learn the social, economic, family, and organizational changes that influence career choices. Upon successful course completion, students will be able to develop a strategic career plan based upon self-assessment of employable skill development.
Prerequisite: None

FSM 465 - Portfolio Development
1 semester credit hour
Each student will develop an on-going record of learning that encompasses the entire program of study. The concept will be introduced in the Freshman Seminar and will be addressed in each of the core FSM courses. Students will create an electronic version of the portfolio and will submit. Among the documents and items expected to be a part of the portfolio are samples of papers and projects required in the several courses, analysis, and critique of the learning objectives of each course, and evidence supporting use of learned skills beyond the classroom. The student will evaluate the portfolio for its use as an on line Curriculum Vitae suitable for presentation to a potential employer. Prerequisite: None

FSM 490 - Foodservice Entrepreneurship: Advanced Management
2 semester credit hours
This course is an advanced management and foodservice operational simulation, where students individually manage a simulated restaurant operation under a designated theme. Students will learn to create and develop menus and recipes under a specific theme, create purchase orders, support food preparation, develop a service plan, create marketing and promotional material, and complete pre-developed evaluation procedures that will measure their profitability results from the evening's expenses and revenues as dictated through the facility's POS system. Upon successful course completion, students will be able to successfully execute a live foodservice event under budgetary constraints.
Prerequisite: FSM 440

HCA - Healthcare Administration

HCA 101 - Medical Terminology
3 semester credit hours
This course presents and builds upon the basic concepts of building a medical word from its components parts. Through word analysis and exercises the student learns the anatomic and clinical terms pertaining to each body system. Study of the basic structure of medical words, including prefixes and suffixes, word roots, combining forms, singulars and plurals. Students are instructed on how to recognize, spell, pronounce, and define medical words by combining prefixes, suffixes, and roots.
Prerequisite: None

HCA 112 - Medical Office Procedures
3 semester credit hours
This course focuses on the administrative duties in a medical office, the various procedures involved in the gathering of healthcare information, and the technology behind the health information systems used. Students will learn basic office procedures and methods for using secondary health records to operate a healthcare facility and improve patient care. Upon successful course completion, students will be able to practice basic office procedures as they apply to the maintenance of primary health records and describe the functional benefits derived from client records.
Prerequisite: None

HCA 200 - Healthcare Marketing
3 semester credit hours
This course presents the scope and practice of marketing principles as they are applied within healthcare delivery systems. Students learn consumer behavior, market segmentation, SWOT (strengths, weaknesses, opportunities and threats) analyses, and identification of new market opportunities. Assigned readings will include the role of social marketing, data base research, as well as effective communication strategies involved in healthcare marketing.
Prerequisite: None

HCA 300 - Healthcare Administration and Regulation
3 semester credit hours
This course presents the scope and practice of healthcare administration. Students learn various models of healthcare delivery systems and social, political, individual, and organizational forces that affect healthcare delivery. Assigned readings will include the marketing, operations, financial and human resources management as well as effective communication strategies involved in healthcare administration. The scope of the regulatory environment in healthcare administration includes The Joint Commission (formerly the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the American Disabilities Act of 1990 (ADA), Occupational Safety and Health Administration (OSHA), and Federal and State Regulations.
Prerequisite: None

HCA 305 - Legal Aspects of Healthcare Administration
3 semester credit hours
This class is designed to present an overview of health law issues, and provides the student with a basic knowledge of health law. Government regulation, including but not limited to, legal constraints; liability; negligence; patient rights; confidentiality; and, corporate/administrative responsibility are presented. Emphasis is placed on applications of health law to current issues in healthcare administration. This course will assist students in understanding their own legal rights and duties as both healthcare professionals and consumers of healthcare, in recognizing legal issues as they arise.
Prerequisite: None

HCA 310 - Healthcare Administration Ethics
3 semester credit hours
This course is designed to present an overview of ethical issues that face the healthcare administrator in today's ever changing world of healthcare. Areas of broad ethical concern will be highlighted, as well as means of relating to others in the healthcare field, community members, families, and patients. The student will be prepared to discriminate between personal ethical decisions and professional ethical decisions.
Prerequisite: None

HCA 320 - Healthcare Administration Externship I
3 semester credit hours
The focus of this course is on participating in an externship experience within healthcare organizations. This course will provide linkage between the theoretical concepts gained in the classroom to practical application in the study of healthcare administration. This course will allow students to gain a sound understanding of the industry and the position of leadership within the industry as they experience the working environment.
Prerequisite: HCA300, HCA305, HCA310, and HCA330

HCA 330 - Long-Term Care Across the Continuum
3 semester credit hours
This course is designed to review the wide variety of healthcare facilities and services outside the hospital environment. The management of organizations that deliver healthcare services such as nursing homes, assisted living facilities, adult day care, home health, housing, and wellness will be presented.
Prerequisite: None

HCA 400 - Health Information Systems
3 semester credit hours
This course is designed to explore the use of information systems in healthcare settings. Students will be introduced to the information systems and their applications in healthcare. Students will learn the history of health information systems, the uses of the electronic medical record, legal and ethical issues pertaining to electronic files, data management and use, information systems life cycle, and current and future healthcare technologies, applications, and security solutions.
Prerequisite: None

HCA 410 - Human Resource Management in Healthcare
3 semester credit hours
The focus of this class is on human resources management in healthcare environments. Course topics include human resources within public health, integrated healthcare systems, managed care settings, hospitals, and the continuum of care. Topics within each section include recruitment, retention, job descriptions, physician practices, benefits, employee handbooks, performance evaluation, regulatory trends.
Prerequisite: None

HCA 420 - Healthcare Delivery Systems
3 semester credit hours
This course introduces students to the historical development, structure, operation, current and future directions of the major components of the American healthcare delivery system. It examines the ways in which the healthcare services are organized and delivered, the influences that impact healthcare public policy decisions and the factors that determine the allocation of healthcare resources. This course will also discuss the current payment and reimbursement systems, accrediting agencies applicable to healthcare, the functions of health care providers, organizational patterns of healthcare facilities, medical staff organization, and bylaws and to the health information management profession from its beginnings to the present.
Prerequisite: None

HCA 422 - Managing Crisis in Community Settings
3 semester credit hours
This course will enable students to become familiar with and acquire the skill and knowledge base necessary for healthcare administrators in a crisis situation. This will include crisis situations that are epidemiological in origin as well as situations that are externally originated. The topics will include, but not be limited to, determination of priorities, availability, and management of resources and communication issues.
Prerequisite: None

HCA 430 - Financial Management & Managed Care in Healthcare Organizations
3 semester credit hours
This course presents fundamentals of health services financial management. The course will emphasize healthcare payment systems and financial management of various types of healthcare environments. Students will be introduced to key concepts and terminology as they apply to healthcare finances and management as well as finance theories, principles, concepts and techniques that are most important to managers in the healthcare industry. Managed care and its multiple payer sources are covered.
Prerequisite: None

HCA 440 - Healthcare Research and Evidence-Based Practice
3 semester credit hours
The focus of this course is for the healthcare administration student to obtain, read, critique research reports, and make evidence-based decisions for incorporating findings into practice. The steps of the research process, conducting literature searches, critiquing research reports and application of research findings to healthcare administration practice are covered.
Prerequisite: None

HCA 450 - Public Health
3 semester credit hours
This course presents concepts and perspectives of current public health practices and organizations to include aspects of public health policy and ethics with an emphasis on epidemiological procedures and processes.
Prerequisite: None

HCA 470 - Global Healthcare
3 semester credit hours
The focus of this course is on world health and population health and disease. A variety of media is used to demonstrate health statistics, disease transmission, and preparedness before emergencies. Examination of health in statistical terms in comparison to other countries is reviewed as well as health inequalities. Nutrition and environmental health concepts are discussed.
Prerequisite: None.

HCA 480 - Healthcare Administration Externship II
3 semester credit hours
The focus of this course is on participating in an externship experience within healthcare organizations. This course will provide linkage between the theoretical concepts gained in the classroom to practical application in the study of healthcare administration. This course will allow students to gain a sound understanding of the industry and the position of leadership

within the industry as they experience the working environment.
Prerequisite: All required HCA and LTC courses except HCA450 and HCA490

HCA 490 - Capstone in Healthcare Administration
3 semester credit hours
The focus of this course is for the healthcare administration student to synthesize their learning experiences by building a professional portfolio that supports achievement of the program outcomes.
Prerequisite: All courses except HCA450 and LTC482

HIM - Health Information Management

HIM 100 - Electronic Health Records
3 semester credit hours
This course is designed to explore the use of electronic health records in healthcare settings. Basic principles regarding the use of electronic health records (EHR) as a health information media will be defined. Students will learn data coding and quality measurement, the legality of EHRs, privacy and security measures, authentication measures as well as revenue and financial impact analysis.
Prerequisite: None

HIM 200 - Health Information Technology I
3 semester credit hours
This course is designed to explore all areas of health information technology. Students will learn health data and record structure, content, standards, principles of data quality and validation types, and the uses of health databases. Additional topics include the Maintaining integrity of patient numbering and filing systems and the timeliness of record. An overview of emerging technologies such as EHR will also be discussed.
Prerequisite: ENG 110

HIM 205 - Pathophysiology
3 semester credit hours
This course is designed to present an overview of the essential concepts of basic pathophysiology. The disease process, body systems, etiology and pathogenesis of various disorders will be studied. Diagnostic procedures, preventative measures and current therapeutic regimens will be explored.
Prerequisite: MED 104, ENG 110

HIM 210 - Pharmacology
3 semester credit hours
This course will focus on basic pharmacological terminology and concepts. Drug classifications and uses, generic and trade names, routes of administration, and dosage forms as required for data coding and the collection of information will be explored.
Prerequisite: None

HIM 215 - Ethical and Legal Aspects of Health Information Management
3 semester credit hours
This class will focus on legal and regulatory requirements as they pertain to functions of health information management. HIPAA, regulatory policies and procedures for access and disclosure of protected health information will be covered. The course will demonstrate and promote legal and ethical standards of practice, preparation for accreditation, licensing and/or certification surveys, implementation and education on documentation of health record to staff.
Prerequisite: None

HIM 230 - Clinical Classification Systems I
3 semester credit hours
This course will focus on coding clinical information from medical records. It will include an introduction to the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD9-CM) and transition to ICD10-CM. Coding diagnoses and procedures, including complications and co-morbidities, using ICD coding, sequencing and coding conventions will also be studied.
Prerequisite: BIO 101, BIO 104

HIM 235 - Clinical Classification Systems II
3 semester credit hours
This course is designed to present the student with basic theory, concepts and applications in coding with a focus on Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) coding including ambulatory, facility, and professional services. This course provides the student with an overview of coding conventions, principles, regulatory guidance.
Prerequisite: HIM 230

HIM 240 - Health Information Technology II
3 semester credit hours
This course is designed to explore all areas of health information technology. Students will learn to focus on collection and maintenance of data sets and databases, ensure that documentation supports and reflects the diagnosis, progress, clinical findings and discharge status. Additional topics of practice data storage and retrieval, as well as the skills to design query and generate reports for financial or statistical use using the appropriate software will also be discussed. An overview of emerging technologies such as EHR will also be discussed.
Prerequisite: HIM200

HIM 245 - Healthcare Delivery Systems
3 semester credit hours
This course introduces students to the historical development, structure, operation, current and future directions of the major components of the American healthcare delivery system. It examines the ways in which the healthcare services are organized and delivered, the influences that impact healthcare public policy decisions and the factors that determine the allocation of healthcare resources.

Prerequisite: HIM 200

HIM 250 - Reimbursement Methodologies
3 semester credit hours
This course will focus on the policies and procedures for the use of clinical data required in reimbursement and prospective payment systems. Students will become proficient in the use of the guidelines for reimbursement and reporting requirements. This course will also focus on the impact of coding as an integral part of the revenue cycle.
Prerequisite: HIM 235

HIM 260 - Healthcare Statistics
3 semester credit hours
This course will cover the basic principles and calculations as applied in the healthcare environment, procedures for collection and reporting vital statistics and quality control basics. Focus on skills to abstract and maintain data for clinical indices/databases and registries. Collect, organize and present data for administrative or financial purposes.
Prerequisite: MTH 131

HIM 270 - Clinical Classification Systems III
3 semester credit hours
This course is designed to present the student with advanced theory, concepts and applications in medical coding. The student will learn the skills necessary to address more complex issues relating to ICD and CPT/HCPCS coding. Case studies using actual medical records are included. Quantitative and qualitative analysis of the health record for financial and statistical purposes will be reviewed. Coding Software will be introduced and student will be able to get hand-on experience working with coding software.
Prerequisite: HIM 235

HIM 280 - Quality Assessment and Improvement
3 semester credit hours
This course will focus on facility wide quality assessment programs, practical applications and methodologies. The course will address data collection and analysis, regulatory, accreditation and patient safety compliance; credentialing and utilization, risk, and case management.
Prerequisite: HIM 200

HIM 290 - Introduction to Management
3 semester credit hours
This course is designed to explore the use of information systems in healthcare settings. Students will be introduced to the information systems and their applications in healthcare. Students will learn the history of health information systems, the uses of the electronic medical record, legal and ethical issues pertaining to electronic files, data management and use, information systems life cycle and current and future healthcare technologies, applications, and security solutions.
Prerequisite: None

HIM 295 - National Exam Preparation
1 semester credit hour
This course is designed to be an RHIT certification review. . Students will review the domains for competency, health data management; health statistics, biomedical research and quality management; health services organization and delivery; information technology and systems; and organizational resources. The review will cover the knowledge clusters as they pertain to each of the domains and their sub-domains. Students will have the opportunity to seek clarification of material and to practice exam skills.
Prerequisite: All coursework except HIM 297 and COR 191

HIM 297 - Health Information Management Externship
4semester credit hours
The focus of this course is on participating in a HIM Externship within healthcare organizations. This course will provide a linkage between the theoretical concepts gained in the classroom to practical application in the study of Health Information Management. This course will allow students to gain a sound understanding of the industry and the position of leadership within the industry as they experience the working environment.
Prerequisite: All coursework

HLT - Nutrition

HLT 101 - Nutrition
3 semester credit hours
This course focuses on why and how nutrition is important. The course includes the nature and role of carbohydrates, lipids, proteins, water, vitamins, and minerals in the human body. The student will be introduced to dietary guidelines and nutritional needs associated with the life cycle and health. This course presents nutritional therapy for various conditions and disorders.
Prerequisite: None

HUM - Humanities

HUM 115 - Reasoning & Analysis
3 semester credit hours
This course will examine and develop writing skills that enable students to clearly present claims that support their conclusions and avoid reinforcing biases. Students are given the opportunity to analyze and discuss various types of mediaincluding television, Internet, and print,to determine which sources provide the most reliable information. Emphasis is placed on evaluating information, problem-solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. This course includes practice in inductive and deductive reasoning, presentation of arguments in written form, and analysis of the use of language to influence thought. Upon completion, students should be able to demonstrate the use of critical thinking skills and analysis.
Pre-requisites: ENG110

HUM 205 - Culture and Diversity
3 semester credit hours
This course is an interdisciplinary assessment of cultural, philosophical, and aesthetic factors critical to the formulation of values and the development of the individual and society. Students will learn about important contributions made to the humanities and examine their cultural and social significance. Upon successful completion of the course, students will be able to recognize interdisciplinary connections and critically examine diverse human perspectives.
Prerequisite: ENG110

LTC - Long Term Care

LTC 300 - Long Term Care Environment
3 semester credit hours
This course will provide students with an overview of the delivery systems of long term care. It will also delve into the arenas of long term care policy as well as the industry itself. Students will obtain knowledge of the external and internal environments of long term care. This will include, but not be limited to, culture changes, the legal environment and regulations and enforcement.
Prerequisite: HCA300 and HCA330

LTC 310 - Domains of Care
2 semester credit hours
This course presents the function of services that may be offered in long term care facilities. These services will include social service, food service, medical services, therapeutic recreation and activity, pharmaceutical programs and rehabilitation programs. These programs will be viewed as to their function to maximize resident quality of life and quality of care.
Prerequisite: LTC300 and LTC320

LTC 320 - Long Term Care Administration Externship I
4 semester credit hours
The focus of this course is on participating in an externship experience within healthcare organizations. This course will provide linkage between the theoretical concepts gained in the classroom to practical application in the study of healthcare administration. This course will allow students to gain a sound understanding of the industry and the position of leadership within the industry as they experience the working environment.
Prerequisite: HCA300, HCA305, HCA310, and HCA330

LTC 330 - Domains of Care II
2 semester credit hours
This course will delve into the governance of long term care facilities. It will also cover human resource issues as well as marketing and public relations in this very specific area of long term care. Students will become familiar with budgeting and financial controls and the principles of reimbursement. This course will present the means of monitoring and assessing resident and responsible parties' satisfaction with the quality of care.
Prerequisite: LTC300 and LTC320

LTC 480 - Long Term Care Externship II
4 semester credit hours
The focus of this course is on participating in an externship experience within healthcare organizations. This course will provide linkage between the theoretical concepts gained in the classroom to practical application in the study of healthcare administration. This course will allow students to gain a sound understanding of the industry and the position of leadership within the industry as they experience the working environment.
Prerequisite: All required HCA and LTC courses except HCA450 and HCA490

LTC 482 - Review for National Exam
1 semester credit hour
This course is designed with a NAB review component. Students will review the domains of care as well as the core of knowledge for long term care. Students will have the opportunity to seek clarification of material and to practice exam skills.
Prerequisite: All required courses except HCA450 and HCA490.

MED - Medical

MED 104 - Medical Terminology
3 semester credit hours
This course presents and builds upon the basic concepts of building a medical word from its components parts. Through word analysis and exercises the student learns the anatomic and clinical terms pertaining to each body system. Study of the basic structure of medical words, including prefixes and suffixes, word roots, combining forms, singulars and plurals. Students will be able to recognize, spell, pronounce, and define medical words by combining prefixes, suffixes, and roots.
Prerequisite: None

MED 112 - Medical Coding & Billing I
2 semester credit hours
This course introduces students to the major nationwide medical insurance programs and provides a basic knowledge and understanding of the national diagnostic and procedural coding systems. Students receive extensive practice in processing claims forms and insurance coding and apply their knowledge through several program databases utilized in medical office settings. Students will show how to maintain patient confidentiality and demonstrate an understanding of the concepts of managed care, Blue Cross Blue Shield, CHAMPVA, Medicare, Medicaid and worker's compensation.
Prerequisite: MED104

MED 124 - Medical Transcription I
2 semester credit hours
This course is an introduction to medical healthcare through the transcription of medical case histories. The student will study individual medical terms and definitions and also hear the words pronounced on tape.

MED 143 - Principles of Pharmacology
3 semester credit hours
This course is designed to provide an introduction to drug dosage calculation and administration, injections, classifications, schedules, common adverse reactions, conversions and abbreviations necessary for dosage calculations and the top 50 prescribed drugs. The legal and ethical boundaries involving drugs will be addressed. Learn how and why medications work on different ages and sexes. Proper handling and storage of medications will be presented.
Prerequisite: None

MED 148 - Medical Office Administration
3 semester credit hours
This course is designed to provide the student with practical advise about how to handle real-life, on-the-job situations. The student is introduced to all the vital aspects of supervision while working in an ever-changing social and work environment. A "good-humored " perspective on how to lead/manage what continues to be one of the world's most demanding jobs, Medical Assistant, is introduced.
Prerequisite: None

MED 149 - Medical Ethics
3 semester credit hours
This course is designed to provide an overview of the laws and ethics relevant to medical careers, and can help guide you through the legal and ethical questions you may reasonably expect to face as allied health professionals. An introduction to medical ethics which examines several approaches to ethics within the interrelated contexts of medicine, healthcare and law. Topics investigated may include but not limited to: malpractice suits and how to avoid them, legal system, confidentiality and truth telling, abortion, critically ill neonates, death and dying, mental illness, human experimentation, justice, surrogate motherhood, stem cells and human cloning.
Prerequisite: None

MED 152 - Human Anatomy & Physiology I
3 semester credit hours
This course provides the student with an introduction to anatomy and physiology of skeletal, muscular, cardiovascular, lymphatic and immune, respiratory, and digestive body systems. Diseases and disorders, along with diagnostic procedures and treatment of these systems are also taught.
Prerequisite: None

MED 155 - Medical Coding & Billing II
2 semester credit hours
This course provides an in depth knowledge of the national diagnostic and procedural coding systems. Thorough coverage of HIPAA. Students receive extensive practice in processing claims forms and insurance coding and apply their knowledge through generic medical software. Realistic medical office cases are used to build computerized medical billing and scheduling skills.
Prerequisite: None

MED 158 - Phlebotomy & Laboratory Procedures
2 semester credit hours
This course is designed to present students with a detailed knowledge of how to collect blood and other body fluid specimens used in throat cultures, urinalysis and stool guaiac, and prepare samples for testing in a lab. This course presents an overview of the anatomy and physiology of the various systems that require specimen collection, processing and handling of specimens, and laboratory operations. Students will learn through the use of practical skills, demonstrations and hands on learning. Course and clinical completion will enable student to sit for a national certification exam.
Prerequisite: MED 104

MED 159 - Patient Intake & Infection Control
2 semester credit hours
This course introduces the student to clinical skills and procedures. It is centered on patient intake procedures including infection control utilizing practical skills, demonstrations, hands-on learning, and proper medical documentation. Laboratory assessment skills, which consist of invasive and non-invasive procedures, are performed in a professional manner on classmates. Students will learn basic vital signs and measure and record body measurements. Setting up and assisting with examinations, injections and visual and auditory screenings will also be discussed. Students will learn through the use of practical skills, demonstrations and hands on learning. Upon successful completion of this course, the student will demonstrate patient intake skills and clinical procedures.
Prerequisite: None

MED 160- Medical Office Procedures I
2 semester credit hours
This course focuses on the administrative duties in a medical office. Fundamental office procedures are reviewed. "Hands-on" simulations and role-playing promote development of competencies required in a medical setting using virtual medical office software such as scheduling, monitoring and coordinating appointments, telephone techniques and office procedures. Students will learn office procedures including: safety in the medical office, records management, mail processing, ergonomics in the office, maintenance of office equipment and policies and procedures of the medical office. Upon successful completion of this course, the student will demonstrate the administrative duties required in the medical office. Prerequisite: None

MED 164 - Anatomy & Physiology I
1.5 semester credit hours
This course provides a study of the basic structure and function of the human body systems including Structural Units and Muscular, Skeletal, Integumentary, Nervous and Reproductive Systems. This course also provides students entering the healthcare profession with skills to learn medical terminology. It focuses on basic techniques of medical word building and application of these techniques to acquire an extensive medical vocabulary. Upon successful course completion, students will be able to integrate medical terminology to understand the structure and function of human body systems.
Prerequisite: None

MED 165 - Anatomy & Physiology II
1.5 semester credit hours
This course provides a study of the basic structure and function of the human body systems including Circulatory, Digestive, Endocrine, Lymphatic, Respiratory and Urinary. This course also provides students with skills to learn medical terminology. It focuses on basic techniques of medical word building and application of these techniques to acquire an extensive medical vocabulary. Upon successful course completion, students will be able to integrate medical terminology to understand the structure and function of human body systems.
Prerequisite: MED 164

MED 166 - Anatomy & Physiology I
1.5 semester credit hours
This course provides a study of the basic structure and function of the human body systems including Structural Units, Muscular, Skeletal, Integumentary, Nervous and Reproductive Systems. This course is also designed to provide students entering the healthcare profession with skills to learn medical terminology. It focuses on basic techniques of medical word building and application of these techniques to acquire an extensive medical vocabulary.
Co-requisite: FOR116, NUR110

MED 167 - Anatomy & Physiology II
1.5 semester credit hours
This course provides a study of the basic structure and function of the human body systems including: Circulatory, Digestive, Endocrine, Lymphatic, Respiratory and Urinary. This course is also designed to provide students entering the healthcare profession with skills to learn medical terminology. It focuses on basic techniques of medical word building and application of these techniques to acquire an extensive medical vocabulary.
Prerequisite: MED166 Co-requisite: NUR114

MED 202 - Human Anatomy & Physiology II
3 semester credit hours
This course provides the student with an introduction to anatomy and physiology of the urinary tract, nervous, special senses, integumentary, endocrine, digestive, and reproductive systems. Diseases and disorders, along with the diagnostic procedures and treatment of these systems are also taught. Pharmacology will also be incorporated. The course will include the study of concepts necessary for good judgment in the use of chemical agents, will provide the theoretical base for skills required to administer medications and incorporate the principles of administering medications safely. Included in the discussions are concepts underlying the medical use of drugs including pharmacokinetics, pharmacodynamics and pharmacotherapeutics.
Prerequisite: None

MED 203 - Pathophysiology
3 semester credit hours
This course is structured to prepare the student to treat clients with various medical conditions/pathologies. The student will learn anatomical and histological changes associated with disease and injury. Upon successful completion of this course the health science student will understand their role when dealing with diseased mechanisms and disorders of selected body systems.
Prerequisite: MED104

MED 229 - Advanced Procedures, Life Support & Specialties
2 semester credit hours
This course will focus on advanced diagnostic tests and disorders, diseases and treatments of specialty practices. Included in this focus will be discussion/recognition of components of common diagnostic tests performed within the medical office and the significance of elevated/decreased values. Topics will also include setting up and maintaining sterile fields and intravenous therapy. Specialty areas include but not limited to: gastroenterology, endocrinology, neurology, pediatrics, gynecology, surgical, x-ray and geriatrics. Students will lean through the use of practical skills, demonstrations and hands on learning. Upon successful completion of this course, the student will be able to competently assist physicians in specialty practices.
Prerequisite: MED 159, MED 158

MED 232 - Advanced Diagnostics & Testing
2 semester credit hours
This course is centered on clinical scenarios and urgent care procedures through the use of practical skills, demonstrations and hands-on learning. Laboratory assessment skills, which consist of invasive and non-invasive procedures, will be performed in a professional manner on classmates. Previously learned clinical skills will also be incorporated and assessed. Topics include but not limited to: microbiology, nutrition, medical emergencies, injections, pulmonary, and catheterizations. Upon successful completion of this course, the student will complete clinical competencies related to advanced diagnostics and testing.
Prerequisite: MED 229

MED 239 - EKG Technician and Cardiology
2 semester credit hours
This course is designed to introduce students to electrocardiographs (EKG's) and cardiac anatomy and physiology. Topics to be covered include basic cardiac anatomy and physiology, patient preparation, patient confidentiality, identification of irregularities of the heart and distinguish more complex arrhythmia, cardiac modalities and pharmacology, with a slight emphasis on complex heart rhythms, electrical disturbances, disorders and pacemakers. Course completion will enable student to sit for NHA national certification exam.
Prerequisite: None

MED 244 - National Certification Exam Prep
1 semester credit hour
This course provides Medical Administration degree students with a systematic and structured study environment in preparation for the national certification examination. This course is designed as an academic review. Students will learn the steps necessary to become nationally certified.
Prerequisite: None

MED 254 - Medical Office Procedures II
3 semester credit hours
This course is designed to develop an awareness of the responsibilities of the office professional. Emphasis is on current operating functions, ethics and professional liability, basic bookkeeping and accounting aspects of a medical practice management, supervisory duties, and professionalism. Student will develop an awareness of topics such as how to: process payments and collect overdue payments, process payroll, develop and control revenues and expenses, conflict resolution, leadership and legal concepts and ethical responsibilities. "Hands-on" simulations and role-playing to promote development of competencies required in a medical setting are emphasized with the use of virtual medical office software. Upon successful completion of this course, the student will have an awareness of responsibilities of the office professional.
Prerequisite: None

MED 286 - National Certification Exam Prep
1 semester credit hours
This course will provides Medical Assisting degree students with a systematic and structured study environment in preparation for the national certification examination. This course is designed as an academic review. Students will learn the steps necessary to become nationally certified.
.Prerequisite: None

MED 295 - Medical Assisting Externship
4 semester credit hours
This externship is a culmination of all the learning and practice acquire with in-house courses. The student goes into a "real-life' medical environment and applies their skills and knowledge while interacting with patients and co-workers. The extern performs clinical and administrative duties required of an entry level Medical Assistant during the supervised, graded, MA practice. Employer agreements, detailed job descriptions, employer evaluations, and duties directly related to the student's program of study are required. This course is approved, coordinated, and graded by faculty. This course is taken after all other courses have been completed.
Prerequisite: All other coursework

MED 296 - Medical Administration Externship
4 semester credit hours
This course is the culmination for all the training and practice acquired from in-house courses. The medical administration externship provides school-coordinated work in a "real life" medical environment under the supervision of professional personnel. Training-related learning opportunities include telephone procedures, receptionist duties, working with others, dressing for the workplace, assuming skill-related responsibilities and acquiring constructive extern supervisor feedback. Extern site agreements, detailed job descriptions, extern site supervisors' evaluations of duties directly related to the student's program of study are required. The extern performs administrative duties required of an entry-level medical office specialist during 180 hours for supervised, graded externship. This course is taken after all other courses have been completed.
Prerequisite: All other coursework

MET – Mechanical Engineering Technology

MET211 – Statics
3 semester credit hours
This course covers fundamentals and applications of statics, including the analysis of coplanar and noncoplanar force systems using analytical and graphical methods. Students will learn about systems of forces and couples; equilibrium of particles and rigid bodies; distributed force systems; normal, shear and bending moment diagrams; centroids and moments of inertia; and the analysis of structures. Upon successful course completion, students will be able to demonstrate their understanding of statics by applying the concepts to solve for forces induced in engineering structures by external loads in equilibrium.
Prerequisite: MTH200, PHY120, EET192L

MET213 – Advanced 3-D Modeling
3 semester credit hours
This course introduces students to more advanced features, commands, and functions of 3-D parametric modeling. Students will learn about working environment customization, helical and variable section sweeps, advanced rounds and tweaks, advanced patterns and family tables, user-defined

features, layer, advanced drawing functions, and basics of Finite Element Analysis. Upon successful course completion, students will be able to create, assemble more complex parts, and produce related drawings.
Prerequisite: EET192L

MET221 – Manufacturing Processes
3 semester credit hours
This course surveys and introduces common processes and design for manufacturing considerations. Student will learn about methods and equipment used to transform materials; the interdependency between geometry (form), materials properties, and processes; their effects on the functionality of the manufactured artifact; and the processing of polymers, metals, and ceramics. Upon successful course completion, students will be able to select material(s) and related manufacturing process(es) for engineering applications.
Prerequisite: MTH200, EET191

MET311 – Mechanisms
3 semester credit hours
This course covers plane motion and devices used to generate plane motion. Students will learn how to compute and analyze displacement, velocity, and acceleration in mechanical systems. Upon successful course completion, students will be able to analyze or design practical mechanical mechanisms encountered in engineering applications.
Prerequisite: MTH200, PHY120, EET192L

MET313 – Applied Strength of Materials
3 semester credit hours
This course describes stress-strain relationships. Students will learn how stress-strain relationships can result from direct loads, torsional loads, and bending loads; the results obtained from applying more than one of these loads simultaneously; and the effects of beam deflection and column loading. Upon successful course completion, students will be able to calculate stresses induced in engineering parts and structures due to various external loads.
Prerequisite: MTH220, MET211

MET313L – Materials LAB
1 semester credit hour
This course consists of experiments illustrating stress-strain relationships in engineering materials and the use of brittle coating, photoelasticity and electrical-resistance strain gages. Students will learn stress-strain relationships through laboratory experimentations. Upon successful course completion, students will be able to conduct experiments and measure stresses generated in materials by external loads.
Co-requisite: MET313

MET320 – Machine Tools
3 semester credit hours
This course introduces students to machine shop techniques and design for machining through a combination of lectures and projects. Students will learn about design for machining guidelines, the specifications of machining operations, and the practical techniques of handling machines tools. Upon successful course completion, students will be able to identify and schedule machine tool operations required to safely manufacture engineering parts.
Prerequisite: EET192L, MET221

MET320L – Machine Tools LAB
1 semester credit hour
This course introduces students to machine shop techniques and designing, machining guidelines, specification of machining operations, and shop measurement instruments and techniques. Students will learn machines tools through laboratory experimentations. Upon successful course completion, students will be able to safely operate various machine tools to manufacture engineering parts.
Co-requisite: MET320

MET322 – CNC Machines
3 semester credit hours
This course provides students with knowledge and skills required to safely program, set-up, and operate CNC machines. Students will learn about CNC systems, controls, operation, set-up, hand-compiled programs such as G-code, and CAM programs. Upon successful course completion, students will be able to define the list of required processes, their logical/optimum sequence, and create a complete CNC program to manufacture finished parts from stock material.
Prerequisite: MET320

MET324 – Introduction to Quality Management
3 semester credit hours
This course introduces quality management, control and improvement in manufacturing processes. Students will learn lean enterprise, six sigma, statistical process control, management and planning tools. Upon successful course completion, students will be able to apply techniques required to successfully control and improve quality in manufacturing processes.
Prerequisite: MTH200

MET330 – Applied Fluid Mechanics
3 semester credit hours
This course describes the fundamental principles of fluid mechanics through the study of manometry, buoyancy, and forces on submerged bodies; boundary layers; flow over surfaces; Bernoulli's equation with applications; orifices; pipe losses; and hydrodynamics. Students will learn how to apply fluid mechanics principles by analyzing exemplary systems. Upon successful course completion, students will be able to solve for parameters of static or dynamic fluids in engineering systems.
Prerequisite: MTH220, MET211

MET330L – Applied Fluid Mechanics LAB
1 semester credit hour
This course consists of experimentation involving the fundamental principles of fluid mechanics, as applied to static equilibrium, internal and external flow, pumps and hydrostatic

transmissions. Students will learn principles of fluid mechanical through laboratory experimentations. Upon successful course completion, students will be able to safely conduct experiments to measure the characteristics and parameters of fluids dedicated laboratory equipment.
Co-requisite: MET330

MET400 – Senior Project
3 semester credit hours
This course requires students to implement, test and demonstrate a solution to a problem statement related to engineering technology systems. Students will learn to demonstrate achievement of the program's learning objectives throughout the course. Upon successful course completion, students will be able to demonstrate the program's outcomes of mechanical engineering technology through an engineering project.
Prerequisite: Approval of Program Director

MET400L – Senior Project LAB
1 semester credit hour
This course requires students to produce individual or group projects based upon a Mechanical Engineering Technology centric experience. Students will learn how to apply the hypothesis and design concepts of a senior project. Upon successful course completion, students will be able to demonstrate attainment of the program's learning outcomes for mechanical engineering.
Prerequisite: Approval of Program Director
Co-requisite MET400

MET402 – Capstone Project
3 semester credit hours
This course is intended to integrate students' academic training in the context of a practical project. Students will learn how to collaborate with industrial, university and community partners in a research environment, tackle real-world engineering projects, and demonstrate their learning skills. Upon successful course completion, students will be able to demonstrate achievement of the program's learning outcomes for mechanical engineering technology.
Prerequisite: Approval of the Program Director

MET405 – Externship-MET Sr. III
3 semester credit hours
This course provides the student with practical training through collaboration with industry partners. Students will learn to apply acquired competencies and skills in a technical setting facility. Upon successful course completion, students will be able to demonstrate a working knowledge of a mechanical engineering technologist's duties and responsibilities.
Prerequisite: Approval of the Program Director

MET 406 – Externship-MET Sr. II
2 semester credit hours
This course provides the student with practical training through collaboration with industry partners. Students will learn how to apply acquired competencies and skills in a technical setting facility. Upon successful course completion, students will be able to demonstrate a working knowledge of a mechanical engineering technologist's duties and responsibilities.
Prerequisite: Approval of the Program Director

MET 407 – Externship-MET Sr. I-a
MET 408 – Externship-MET Sr. I-b
MET 409 – Externship-MET Sr. I-c
1 semester credit hour
This course provides the student with practical training through collaboration with industry partners. Students will learn how to apply acquired competencies and skills in a technical setting facility. Upon successful course completion, students will be able to demonstrate a working knowledge of a mechanical engineering technologist's duties and responsibilities.
Prerequisite: Approval of the Program Director

MET410 – Dynamics
3 semester credit hours
This course describes the dynamic behavior of particles; translation, rotation and plane motion of a rigid body; and the principles of conservation of energy and momentum. Students will learn how to analyze the dynamics of exemplary mechanical systems. Upon successful course completion, students will be able to solve kinematics and kinetics problems related to mechanical systems.
Prerequisite: MTH220, MET211, MET311

MET412 – Machine Design
3 semester credit hours
This course introduces students to mechanical components and system design and provides analysis/design of clutches, brakes, belts and roller chain. Students will learn about indeterminate normal loading, superposition of stresses and deflections, compound stresses, columns and fatigue, theories of failure, shaft design and deflections of shafts with non-uniform moments of inertia involving computer verification, antifriction bearings, engineering materials, and helical compression springs. Upon successful course completion, students will be able to design and assemble mechanical components into engineering systems.
Prerequisite: MTH320, MET410, MET313

MET414 – Applied Finite Element Analysis
3 semester credit hours
This course introduces the basic concepts of finite element analysis (FEA) method. Students will learn about linear algebra, truss and beam, and heat transfer elements subjects to steady state conduction and convection. Upon successful course completion, students will be able to perform forces, stress, displacement and heat analysis of various mechanical and structural engineering systems using a FEA software.
Prerequisite: MET412, MET434

MET420 – Instrumentation & Industrial Controls
3 semester credit hours
This course describes instrumentation for measurement and control of physical variables, with emphasis on basic circuit analysis, electrical instruments, sensors and measurement principles, and automatic controls from a systems point of view. Students will learn the basics of electronic instrumentation, theory and application of Laplace transforms in control systems. Upon successful course completion, students will be able to design or simulate electronic instruments to measure and control physical variables encountered in mechanical systems.
Prerequisite: EET223

MET420L – Instrumentation & Industrial Controls LAB
1 semester credit hour
This course consists of experimentation involving the use of the various instrumentation devices studied in the Instrumentation & Industrial Control course. Students will learn instrumentation and industrial control through laboratory experimentations. Upon successful course completion, students will be able to operate electrical instruments, build electronic circuits to measure and control physical variables that govern mechanical systems.
Co-requisite: MET420

MET432 – Applied Thermodynamics
3 semester credit hours
This course describes the fundamentals of thermodynamics including work and heat; the classical approach to first and second laws of thermodynamics; ideal gas, entropy, reversibility, irreversibility; and study of various processes and cycles. Students will learn the laws of thermodynamics and their applications in mechanical systems. Upon successful course completion, students will be able to calculate parameters of fluids throughout various thermodynamics processes and cycles.
Prerequisite: MTH220, MET330

MET434 – Applied Heat Transfer
3 semester credit hours
This course describes the basic principles of heat transfer, including theory and applications of conduction, free and forced convection and radiation heat transfer, heat exchangers, and heat transfer measurement. Students will learn the theory and applications of heat transfer as applied to internal combustion engines, steam engines, engine dynamometers, refrigeration and heat pumps, solar energy systems, and heat exchangers. Upon successful course completion, students will be able to will be able to safely design or analyze devices involved in exchange of heat.
Prerequisite: MTH320, MET432

MET434L – Heat Transfer and Thermodynamics LAB
1 semester credit hour
This course consists of experimentation involving the fundamental principles of thermodynamics and heat transfer, as applied to internal combustion engines, steam engines, engine dynamometers, refrigeration and heat pumps, solar energy systems, and heat exchangers. Students will learn the basics of thermodynamics and heat transfer through laboratory experimentations. Upon successful course completion, students will be able to perform experiments related to various modes of heat exchange, analyze, and interpret the results.
Co-requisite: MET434

MTH - Mathematics

MTH 099 - Introduction to Mathematics
3 semester credit hours
This course will provide students with mathematically sound and comprehensive coverage of the topics essential in an introductory algebra course and the fundamental skills needed by students for collegiate level mathematics courses. Students will learn and review integers, whole numbers and fractions, ratio and proportion, and the algebra of problem solving. Upon successful course completion, students will be able to perform calculations on real numbers, convert measurements, factor polynomials, solve and graph simple equations..

MTH 120 - College Mathematics
3 semester credit hours
This course covers fundamental arithmetic topics. Students will learn problem solving skills involving whole numbers, decimals, fractions, and proportional reasoning. Upon successful course completion, students will be able to set up basic algebraic equations to solve problems.
Prerequisite: MTH099 or passing entrance score

MTH 131 - College Algebra
3 semester credit hours
This course examines algebraic applications and problem-solving skills to include the ability to formulate, use, and interpret mathematical models. Topics include properties of the real numbers, graphing of equations and inequalities, the algebra of rational expressions, and properties of exponentials and logarithms. Students will be able to solve mathematical problems using appropriate words, symbols, tables, and/or graphs as well as apply mathematical principles to real world situations including scientific models and theories.
Prerequisite: Qualifying Score on Entrance Exam or satisfactory completion of MTH099 Introduction to Mathematics

MTH 140 - Statistics
3 semester credit hours
This course is designed to enable students to understand, gather, and use data in order to make inferences about a population using mathematical principles. Students will learn how to classify different types of data, interpret and generate graphical representation of data and summary statistics, and use probability distributions to calculate the likelihood of events in experiments. Upon successful course completion, students will be able to form and test hypotheses and use those

conclusions to draw inferences about populations as well as calculate linear regressions for bivariate data.
Prerequisite: MTH131 College Algebra

MTH 200 - Pre-calculus
3 semester credit hours
This class is designed to extend and build upon the skills and techniques developed in College Algebra. Students will learn to solve polynomial and rational equations, use logarithmic and exponential functions to model data, as well as the properties of the six trigonometric functions and their inverses. Upon successful course completion, students will be able to solve mathematical problems using appropriate words, symbols, tables, and/or graphs as well as apply mathematical principles to real-world situations, including scientific models and theories.
Prerequisite: MTH131 College Algebra

MTH 220 - Applied Calculus I
3 semester credit hours
This course introduces students to the basic principles of calculus and its applications. Students will learn the concepts and problem-solving techniques of differentiation and integration. Upon successful completion of this course, students will be able to apply operational calculus in electrical, electronic, and mechanical engineering systems.
Prerequisite: MTH 200

MTH 320 - Applied Calculus II
3 semester credit hours
This course introduces students to advanced calculus and its applications. Students will learn the concepts and problem-solving techniques of integration, Taylor Series, Fourier Series, and Laplace transforms. Students will also use software package(s) for numerical computations. Upon successful completion of this course, students will be able to apply advanced calculus in electrical, electronic, and mechanical engineering systems.
Prerequisite: MTH220

MTP - Massage Therapy Program

MTP 101 - Introduction to Massage Therapy
2 semester credit hours
This course is designed to provide the students with a foundation in massage therapy. Students are introduced to the history of massage and why massage is effective. Students gain insight into health and hygiene, body mechanics, and various massage strokes. Students will learn through demonstrations and hands on skills how to deliver a chair massage.
Prerequisite: None

MTP 104 - Medical Terminology
3 semester credit hours
This course presents and builds upon the basic concepts of building a medical word from its components parts. Through word analysis and exercises, the massage therapy student learns the anatomic and clinical terms pertaining to each body system.
Prerequisite: None

MTP 105 - Eastern Modalities
2 semester credit hours
Students gain an understanding for Eastern philosophies and adjunct therapies to massage therapy. Students will learn the concepts of yin and yang, locations and characteristics of meridians, and basic application of Shiatsu. Students obtain basic knowledge and experience in polarity. Other energy technique may be referenced during this course.
Prerequisite: None

MTP 106 - Professional Ethics & Business Practice
3 semester credit hours
This course provides students with a basic knowledge of small business management. Students learn how to formulate and deliver a well-structured business plan and floor plan. They become familiar with the tools and equipment needed to establish a successful business. Throughout the course, business ethics and client confidentiality are taught and reinforced.
Prerequisite: None

MTP 107 - Musculoskeletal Anatomy I
3 semester credit hours
This course provides students with a detailed knowledge of the anatomy of the muscular and skeletal systems. Students learn origin, insertion, and palpation of major muscles in the torso and upper extremities. Students also learn bony processes and joints of the torso and upper body that are relevant to massage therapy.
Prerequisite: None

MTP 110 - Musculoskeletal Anatomy II
3 semester credit hours
This course provides students with a detailed knowledge of the anatomy of the muscular and skeletal systems. Students learn origin, insertion, and palpation of major muscles in the lower extremities. Students also learn bony processes and joints of the lower body that are relevant to massage therapy. Students gain knowledge of the twelve pairs of cranial nerves.
Prerequisite: None

MTP 111 - Swedish Massage
4 semester credit hours
The focus on this course is designed to provide students with principles, concepts, and the skills to perform a Swedish massage. This course will form a foundation for all other bodyworks to be learned. Practice in a lab setting is an integral part of this course. Students are introduced to pre- and post-natal massage and how to perform sports massages.
Prerequisite: None

MTP 114 - Fundamentals of Kinesiology
3 semester credit hours
This course is designed to provide students with a basic knowledge Kinesiology and how it relates to pathophysiology. Students gain understanding of muscle testing, postural distortions, and postural balancing. Students are taken through the history of Kinesiology and learn the fundamentals of Applied Kinesiology.
Prerequisite: None

MTP 115 - Medical Massage
2 semester credit hours
This course gives the students comprehension and experience in Myofascial Release and Trigger Point Therapy (Neuromuscular Therapy). Students learn how to communicate with physicians and the importance of educating patients in the benefits of medical massage therapy. Students learn how to develop a prescription form and record patient progress through S.O.A.P. notes.
Prerequisite: None

MTP 152 - Spa Administration and Techniques
2 semester credit hours
This course is designed to provide students with skills necessary for spa management. Emphasis is on scheduling appointments, documenting and filing client information, customer service and phone skills. Topics include an introduction to CMS (Centers for Medicare and Medicaid services) forms, ICD-9 and CPT codes used in billing for manual therapy. During this course students will also gain knowledge of the guidelines, benefits, and how to effectively deliver hydrotherapy treatments, wraps, reflexology and aromatherapy treatments. Building on previous learned skills, students will become skilled at administering pre-natal and perinatal massage.
Prerequisite: None

MTP 202 - National Certification Exam Prep
1 semester credit hour
This course provides students with a systematic and structured study environment in preparation for the national certification examination. They will practice mock examinations and hone their academic skills. Students are also instructed in how to become state certified.
Prerequisite: None

MTP 204 - Massage Therapy Externship
2 semester credit hours
The Externship is a culmination of all the learning and practice acquired with in-house courses. The student goes into a "real-life " medical environment and applies their skills and knowledge while interacting with patients/clients and co-workers. The student performs clinical and administrative duties required of an entry-level Massage Therapist during supervised, graded, MT practice. A medical supervisor closely monitors and assesses their work.
Prerequisite: None

MTP 205 - Massage Therapy Clinicals
2 semester credit hours
This course provides students with an expanded opportunity to perfect their skills under the supervision of a Massage Therapist. Students work on the general population applying all fundamental principles learned throughout the program.

MTP 208 - Pathophysiology
3 semester credit hours
This course was structured in a way to prepare the student to treat clients with various medical conditions/pathologies. Included in the instruction of this course are anatomical and histological changes associated with disease and injury. The overall emphasis will be placed on ascertaining the appropriateness of massage therapy, when dealing with diseased mechanisms and disorders of selected body systems.
Prerequisite: None

NUR - Nursing

NUR 101 - Foundations of Nursing I
3 semester credit hours
This course presents basic nursing principles, concepts, and skills. This course also introduces client centered care as it relates to the role of the practical nurse. Students will demonstrate basic nursing skills, client safety, and time management in a laboratory setting. Upon successful course completion, students will be able to define the role of the practical nurse as a member of the health care team.
Prerequisite: FRS114, NUR107, MED164

NUR 102 - Foundations of Nursing II
3 semester credit hours
This course presents basic nursing principles, concepts, and skills. Students are introduced to holistic care of clients including nutritional management. In addition, psychosocial and physiological needs of clients are addressed. In the laboratory, students practice and demonstrate competence in elimination, specimen collecting and respiratory care. Upon successful course completion, students will be able to apply foundational cognitive, affective, and psychomotor skills in meeting client needs.
Prerequisite: NUR101, MED165

NUR 104 - Foundations of Nursing III
3 semester credit hours
This course presents basic nursing principles, concepts, and skills. Students are introduced to an overview of healthcare for the elderly including demographics, health status, and healthcare settings. Opportunities for experience in caring for selected clients in the simulation/skills lab are provided to coordinate with classroom instruction. This course also introduces the use of the nursing process and documentation. Upon successful course completion, students will be able to apply the nursing process in the provision of care to the elderly and across the lifespan.
Prerequisite: NUR102, MED165

NUR 105 - Foundations of Nursing IV
4 semester credit hours
This course introduces the concepts of health promotion (risk reduction), health maintenance, and health restoration. Through application of the nursing process, students will learn to care for clients with burns and wounds, hyperglycemic and hypoglycemic disorders and clients with physiological adaptation needs. Students will apply critical thinking and identify best practices. Students will explore the functions of the interdisciplinary team and practice using the concepts of nursing informatics. Nutritional needs for these patients are addressed. Upon successful course completion, students will be able to apply knowledge and skills to safely care for a variety of clients with healthcare alterations and physiological adaptation needs.
Prerequisite: NUR104, NUR152

NUR 107 - Dosage Calculations
1 semester credit hour
This course reviews the fundamental mathematical concepts used in drug dosage calculations. This course prepares the entry level practical nurse with a realistic approach for preparing dosages and solutions, including calculating intravenous flow rates and pediatric dosages. Topics include Roman numerals, fractions, decimals, percents, ratio and proportions, word problems, metrics, household and apothecary systems of measurement, equivalents, abbreviations, conversions, oral meds, parenteral meds, intravenous rates, and pediatric dosage calculations. This is a calculations class, not a foundational math course. Upon successful course completion, students will be able to apply basic mathematical concepts to calculate accurate dosage calculations.
Prerequisite: None

NUR 109 - Dosage Calculations for Professional Nursing
2 semester credit hours
This course prepares the student with a practical approach for preparing dosages and solutions, including calculating intravenous flow rates and pediatric dosages. Students will learn Roman numerals, fractions, decimals, percents, ratio & proportion, word problems, metric, household and apothecary systems of measurement, equivalents, abbreviations, conversions, oral meds, parenteral meds, intravenous rates, and pediatric dosage calculations. This is a calculations class, not a remedial or basic math course. Upon successful course completion, students will be able to calculate dosages and solutions for safe medication administration.
Prerequisite: NUR 162

NUR 110 - Dosage Calculations
1 semester credit hour
This course briefly reviews with nursing students the fundamental mathematical concepts used in drug dosage calculations. This course prepares the entry level practical nurse with a realistic approach for preparing dosages and solutions, including calculating intravenous flow rates and pediatric dosages. Topics include: Roman numerals, fractions, decimals, percents, ratio & proportion, word problems, metric, household and apothecary systems of measurement, equivalents, abbreviations, conversions, oral meds, parenteral meds, intravenous rates, and pediatric dosage calculations. *This is a calculations class, not a remedial or basic math course.*
Co-requisite: MED 166 and FOR 116

NUR 114 - Foundations of Nursing I
3 semester credit hours
This course is designed to present principles, concepts, and skills basic to nursing. The student will be introduced to client centered care as it applies to the role of the practical nurse. Students will demonstrate basic nursing skills, client safety, and time management in a laboratory setting.
Prerequisite: FOR 116/FRS 114, NUR 110
Co-requisite: MED 167

NUR 115 - Foundations of Nursing II
3 semester credit hours
This course is designed to present principles, concepts, and skills basic to nursing. Students are introduced to holistic care of clients including nutritional management. In addition, psychosocial and physiological needs of clients are addressed. In the laboratory, students practice and demonstrate competence in elimination, specimen collection, and respiratory care.
Prerequisite: NUR114, MED167
Co-requisite: NUR130

NUR 117 - Foundations of Nursing III
3 semester credit hours
This course is designed to present principles, concepts, and skills basic to nursing. The course includes an overview of healthcare in the elderly, how to perform a basic physical assessment, an overview of the nursing process, and theory and practice in documentation. In addition, students will simulate safe preparation and administration of medications in the laboratory setting. Demographics, health status, and healthcare settings for the elderly will be explored. Opportunities for experience in caring for selected clients in the simulation/skills lab are provided to coordinate with classroom instruction.
Prerequisite: NUR115, MED167
Co-requisite: NUR131

NUR 118 - Foundations of Nursing IV
4 semester credit hours
The focus of the course includes health promotion, health maintenance, and health restoration. Learners continue to build on previously acquired knowledge and skills. Opportunities will be provided for experience in caring for clients with burns and wounds, hyperglycemic and hypoglycemic disorders and clients with physiological adaptation needs. Students will continue to practice applying critical thinking to the clinical problem-solving process. The student will be given practice in identifying best practices from provided sources of current nursing evidence. In

addition, the student will start identifying how the interdisciplinary team functions for individual clients with serious healthcare deviations and how the practical nurse communicates information that may be utilized by the interdisciplinary team. Students will be guided in practice using information technology to organize client information and care. Application of the nursing process continues as well as theory and practice in documentation. Nutritional needs for these patients are addressed.
Prerequisite: NUR 117, NUR 131

NUR 130 - Pharmacology I
1 semester credit hours
This course is a two-part series that provides the student with a clear, concise introduction to pharmacology. In this course, the student will identify processes utilized in drug therapy and how these processes are used to prevent errors and facilitate positive outcomes for the patient. Hypoglycemic medication and drugs that affect the cardiovascular system are studied. Key principals are discussed that are the foundation of administering medication safely and accurately. The nursing process is used as a framework for medication administration and for presenting care of the patient as it relates to the drug and the administration regimen. Emphasis is placed on promoting an optimal response to therapy, monitoring and managing adverse reactions, and important points to keep in mind when educating patients about the use of these drugs.
Prerequisite: MTH/NUR157, MED166, MED167
Co-requisite: NUR115

NUR 131 - Pharmacology II
2 semester credit hours
This course is the last segment of the two-part Pharmacology course that builds upon the knowledge previously taught in NUR 130. Drugs that affect the nervous, respiratory, urinary tract, special senses, digestive, endocrine, and immune system are studied as well as anti-infectives and pain medication. The nursing process is used as a framework for medication administration and for presenting care of the patient as it relates to the drug and the administration regimen. Emphasis is placed on promoting an optimal response to therapy, monitoring and managing adverse reactions, and important points to keep in mind when educating patients about the use of these drugs.
Prerequisite: NUR130
Co-requisite: NUR117

NUR 149 - Pharmacology I
1 semester credit hour
This course focuses on the preparation of nursing students to safely and accurately administer medications and incorporate the principles of the nursing process. Students will learn concepts underlying the medical use of drugs including pharmacodynamics, pharmacokinetics, and pharmaco-therapeutics. Selected commonly administered drugs are studied. Upon successful course completion, students will be able to demonstrate safe medication administration to a variety of clients.
Prerequisite: NUR107, MED164, MED165

NUR 150 - Pharmacology I
4 semester credit hours
This course introduces the student to concepts necessary for sound judgment in the use of chemical agents. Students will learn principals that serve as the foundation of safe and accurate medication administration. Included in discussions are concepts underlying the medical uses of drugs including pharmacodynamics, pharmacokinetics and pharmacotherapeutics. Upon successful course completion, students will be able to utilize the nursing process to assist in the attainment of knowledge and skills related to drug therapy.
Prerequisite: NUR162

NUR 151 - Pharmacology II
4 semester credit hours
This course builds upon best practices and key concepts introduced in Pharmacology I that are necessary to deliver medication safely and accurately. Students will continue to learn the nursing process as it relates to safe medication delivery and the patient's response to drug therapy. Upon successful course completion, student will understand concepts underlying the medical use of drugs including pharmacodynamics, pharmacokinetics and pharmaco-therapeutics.
Prerequisite: NUR150

NUR 152 - Pharmacology II
2 semester credit hours
This course focuses on information needed to administer medications safely and accurately. Students will learn to apply the nursing process in the administration of medications. The course includes discussions that incorporate the core concepts of a holistic nursing framework into the process of medication administration. Selected commonly administered drugs are studied. Upon successful course completion, students will be able to integrate concepts of the nursing process and critical thinking in safe medication administration to a variety of clients.
Prerequisite: NUR149

NUR 162 - Concepts of Nursing I
3 semester credit hours
This course introduces students to principles, theories, and concepts that provide the foundation for nursing practice. Students will learn legal and ethical issues, nursing informatics, best practices and the role of the interdisciplinary team. Learning opportunities are presented in the classroom, laboratory and in supervised clinical experiences. Upon successful course completion, students will be able to use the nursing process and clinical decision making to provide the knowledge and skills necessary to deliver patient-centered care in a multicultural society.
Prerequisite: BIO105, BIO105L, COR101,

NUR 163 - Concepts of Nursing II
3 semester credit hours
This course further expands upon the principles, theories, and fundamental nursing concepts introduced in previous nursing classes with a key emphasis on health assessment and health promotion. Students will learn advanced nursing skills needed to address the biopsychosocial needs of individuals in a multicultural society. Learning opportunities are presented in the classroom, laboratory and in supervised clinical experiences. Upon successful course completion, students will be able to further explore clinical reasoning, evidence based practice, the nursing process, and the function of the interdisciplinary team and the role of the registered nurse as a participant.
Prerequisite: NUR151

NUR 190 – Medical/Surgical Nursing I
3 semester credit hours
This course allows students to apply foundational concepts and skills in caring for clients with musculoskeletal and mental health alterations in care settings across the lifespan. Students are introduced to the quality improvement process. Students will identify the functions of the interdisciplinary team and communicate and document healthcare information. Students will assist with the planning, provision and evaluation of care. Upon successful course completion, students will be able to apply knowledge and skills to safely care for a variety of clients with mental health and musculoskeletal healthcare alterations.
Prerequisite: NUR105

NUR 203 – Medical/Surgical Nursing II
4 semester credit hours
This course focuses on identifying best practices in caring for clients with digestive disorders, urinary alterations and cancer. Students will practice using nursing informatics in organizing client information and care. Nutritional needs for these patients are addressed. Upon successful course completion, students will be able to apply knowledge and skills to safely care for a variety of clients with acute and chronic healthcare alterations.
Prerequisite: NUR105

NUR 204 - Acute Care Nursing I
4 semester credit hours
This course focuses on the provision of client-centered care to patients with acute, chronic and complex healthcare needs across the life span. The elements of evidence-based practice will be utilized to enhance the plan of care. Students are given the opportunity to gain cognitive, affective and psychomotor skills in the delivery of care to patients with cardiovascular, hematopoietic and lymphatic disorders. Students will learn the skills of intravenous phlebotomy and electrocardiogram tracing. Sources of informatics will be utilized in the care setting to organize and manage client care. Upon successful course completion, students will be able to apply knowledge and skills to safely care for a variety of clients with acute, chronic and complex healthcare alterations
Prerequisite: NUR203

NUR 205 – Medical/Surgical Nursing I
3 semester credit hours
This course introduces the student to health promotion, health maintenance, and health restoration as it relates to client-centered care. Students continue to build on previously acquired knowledge and skills. Application of the nursing process continues as well as theory and practice in documentation. Students are beginning to explore the quality improvement process in the classroom and clinical setting. Concepts of mental health across the lifespan are introduced. Opportunities for experience in caring for selected clients with musculoskeletal, and mental health deviations are provided to coordinate with classroom instruction.
Prerequisite: NUR118

NUR 206 – Medical/Surgical Nursing II
4 semester credit hours
The focus of the course includes health promotion, health maintenance, and health restoration. Students continue to build on previously acquired knowledge and skills. Opportunities for experience in caring for clients with perioperative needs, digestive and urinary alterations, and cancer are provided to coordinate with classroom instruction. The student will be given practice in identifying best practices from provided sources of current nursing evidence. In addition, the student will continue to identify how the interdisciplinary team functions for individual clients with serious healthcare deviations and how the practical nurse communicates information that may be utilized by the interdisciplinary team. Students will utilize nursing informatics to organize client care. Application of the nursing process continues as well as theory and practice in documentation. Nutritional needs for these patients are addressed.
Prerequisite: NUR205

NUR 207 – Medical/Surgical Nursing III
3 semester credit hours
This course introduces the student to the care of individuals from conception through the childbearing years. Care of the well child and common disorders related to the care of sick children are also included. Students continue to build on previously acquired knowledge and skills. Various nutritional needs of these clients are addressed. In the clinical setting, students will use informatics to manage and communicate client data. Students will also begin to identify specific hazards that may impact patient care and communicate them to the RN, who is a member of the interdisciplinary team.
Prerequisite: NUR206 Co-requisite: PSY106

NUR 208 – Medical/Surgical Nursing III
3 semester credit hours
This course introduces the students to the needs of the perioperative patient and the care of individuals and families from conception through the childbearing years. Care of the

well child and common disorders related to the care of sick children are also included. Nutritional needs for these patients are addressed. Students will also begin to identify specific hazards that may impact patient care and communicate them to the interdisciplinary team. Upon successful course completion, students will be able to apply knowledge and skills to safely care for the perioperative patient and individuals and families from conception through the childbearing years.
Prerequisite: NUR105

NUR 209 - Acute Care Nursing II
4 semester credit hours
This course focuses on the provision of client-centered care to patients with hypertensive, reproductive, endocrine, and immune disorders. Sources of informatics will be utilized in the care setting to organize and manage client care. Upon successful course completion, students will be able to apply knowledge and skills to safely care for a variety of clients with acute, chronic, and complex healthcare alterations
Prerequisite: NUR203

NUR 213 - Acute Care Nursing III
4 semester credit hours
This course focuses on the provision of client-centered care to patients with neurological, sensory, and respiratory disorders. Available sources of informatics will be utilized in the care setting to organize and manage client care. Upon successful course completion, students will be able to apply knowledge and skills to safely care for a variety of clients with acute, chronic, and complex healthcare alterations.
Prerequisite: NUR203

NUR 233 – Role Transition
4 semester credit hours
This course focuses on continued development of the role of the practical nurse in the client-centered care setting. Emphasis is placed on decision making skills. Students will understand ethical-legal aspects of practical nursing, employment opportunities and responsibilities, as well as preparation for the NCLEX-PN. Coordinating care for groups of patients continues and builds upon experience and knowledge gained in previous courses, allowing the student to more fully integrate the role of the Licensed Practical Nurse. Upon successful completion, students will be able to apply practical nursing responsibilities as legally defined to his/her clinical practice.
Prerequisite: Completion of all courses within the Practical Nursing program

NUR 235 - Acute Care Nursing I
4 semester credit hours
The focus of this course is to provide client-centered care to clients with acute, chronic, and complex healthcare needs across the lifespan. The elements of evidence-based practice will be utilized to enhance the RN plan of care. Students are given the opportunity to gain cognitive, affective, and psychomotor skills in the delivery of client care. Client selection will provide experience caring for individuals with cardiovascular, hematopoietic, and lymphatic disorders. Nutritional needs for these clients will be identified and addressed. Available sources of informatics will be utilized in the care setting to organize and manage client care. Students will be introduced to intravenous therapy, phlebotomy, and electrocardiogram tracing in this course.
Prerequisite: NUR207

NUR 236 - Acute Care Nursing II
4 semester credit hours
The focus of this course is to provide client-centered care to clients with acute, chronic, and complex healthcare needs across the lifespan. The elements of evidence-based practice will be utilized to enhance the plan of care. Students are given the opportunity to gain cognitive, affective, and psychomotor skills in the delivery of client care to patients with hypertensive, reproductive, endocrine, and immune disorders. Many of the patients may be more critically ill than those previously encountered. Students will continue to be introduced to the skills of intravenous phlebotomy and electrocardiogram tracing. Nutritional needs for these clients will be identified and addressed. Available sources of informatics will be utilized in the care setting to organize and manage client care.
Prerequisite: NUR235

NUR 237 - Acute Care Nursing III
4 semester credit hours
The focus of this course is to provide client-centered care to clients with acute, chronic, and complex healthcare needs across the life span. The elements of evidence-based practice will be utilized to enhance the plan of care. Students are given the opportunity to gain cognitive, affective, and psychomotor skills in the delivery of client care to patients with neurological, sensory, and respiratory disorders. Many of the patients may be more critically ill than those previously encountered. Students will continue to be introduced to the skills of intravenous therapy, phlebotomy, and electrocardiogram tracing. Nurse-in-charge assignments will begin in this course and continue through the end of the program in NUR238. Available sources of informatics will be utilized in the care setting to organize and manage client care.
Prerequisite: NUR236

NUR 238 - Role Transition
4 semester credit hours
This course further develops decision making skills acquired in previous courses. Emphasis is placed upon continued professional development. The student will participate in a mock interview and be required to develop a resume. Legal aspects of practical nursing, employment opportunities and responsibilities, as well as preparation for the NCLEX-PN are included. In clinical, instructors and students explore the role of the practical nurse in the context of a nursing care delivery care system. Coordinating care for groups of patients continues and builds upon experience and knowledge gained in previous courses.
Prerequisite: Completion of all courses within the Practical Nursing program

NUR 242 - Maternal/Newborn Nursing
4 semester credit hours
This course introduced students to the principles, theories, and concepts of caring for the childbearing individual and family in a multicultural society. Students will learn to apply teaching and learning concepts to the identified needs of the childbearing family with inclusion of cultural considerations. Learning opportunities for this course include classroom and supervised clinical experiences. Available sources of informatics will be utilized in the care setting to organize and manage patient care. Upon successful course completion, students will be able to use clinical decision making to explore best practices that can enhance the patient's plan of care.
Prerequisite: NUR251

NUR 243 - Parent/Child Nursing
4 semester credit hours
This course introduces the student to principles, theories, and concepts of caring for children and their families in a multicultural society. Students will learn the effects of acute and chronic illness on growth and development and family dynamics. A key focus on this course is on health promotion, maintenance, and restoration. Elements of evidence based practice and available sources of informatics will be utilized in planning and implementing the interdisciplinary plan of care. Teaching and learning principles are discussed as they relate to patient-centered/family-centered care. Learning opportunities for this course include classroom and supervised clinical experiences. Upon successful course completion, students will understand common standards of parent/child health goals.
Prerequisite: NUR251

NUR 251 - Medical Surgical Nursing I
5 semester credit hours
This course introduces the student to setting priorities, communicating, planning and providing care for medical-surgical patients with multiple physiological and psychosocial needs in diverse health care settings. Students will learn health promotion, maintenance, and restoration. Opportunities to identify best practices from selected sources of current nursing evidence are provided. Students communicate with the interdisciplinary team to initiate plan of care and participate in quality improvement processes. Learning opportunities for this course include classroom and supervised clinical experiences. Upon successful course completion, students will be able to utilize clinical decision making and the nursing process to provide care for adults, from early adulthood through geriatrics.
Prerequisite: NUR267

NUR 254 - Medical Surgical Nursing II
5 semester credit hours
This course further expands upon the use of the nursing process in caring for adults, from early adulthood through geriatrics, with multiple physiological and psychosocial needs. Students will learn principles of health promotion, maintenance, and restoration. Students will coordinate with members of the interdisciplinary team and identify quality improvement processes that enhance patient outcomes. Learning opportunities for this course include classroom and supervised clinical experiences. Upon successful course completion, students will be able to utilize clinical decision making and nursing evidence to prioritize, communicate, plan and manage care for medical-surgical patients in diverse health care settings.
Prerequisite: NUR251

NUR 255 - Acute Care Nursing
5 semester credit hours
This course expands upon prior knowledge, nursing principles, and health concepts to provide culturally sensitive patient-centered care for adults with multiple acute biopsychosocial needs. Students will learn human responses to emergencies, crisis, and life changing events. Clinical experiences increase in the level of complexity and acuity from previous nursing courses. Learning opportunities for this course include classroom and supervised clinical experiences. Upon successful course completion, students will be able to implement clinical decision making and the nursing process to manage and modify care for high-acuity patients and their families.
Prerequisite: NUR 242, NUR 243, NUR254

NUR 267 - Psychiatric Nursing
4 semester credit hours
This course introduces students to principles, theories and concepts used for providing and directing holistic care of individuals with mental health alterations. Students will learn the use of therapeutic communication to establish and maintain therapeutic relationships and with participating in the interdisciplinary team. Learning opportunities for this course include classroom and supervised clinical experiences. Upon successful course completion, students will be able to apply the nursing process with an emphasis on clinical reasoning to promote patient mental health.
Prerequisite: NUR163

NUR 271 - Dimensions of Professional Nursing
4 semester credit hours
This course expands upon prior knowledge gained from previous coursework to prepare students for NCLEX RN success and entry level nursing practice. Students will learn to prioritize, delegate and manage groups of individuals to enhance patient outcomes. Emphasis is placed on management of care, legal and ethical implications, leadership and delegation and time management. Current trends related to career and professional development are provided to assist the student in obtaining employment and establishing a successful career path. Preparation for the NCLEX-RN is included in this course. Upon successful course completion, students will be prepared for entry level nursing practice.
Prerequisite: NUR255

NUR 300 – RN-BSN Orientation
1 semester credit hour
This one credit orientation course will provide the information and skills to new RN-BSN students in the areas of library, programmatic, writing, and APA skills needed to be successful in the program. Upon successful completion of this course, the RN-BSN student will be prepared for success in the BSN program.
Prerequisite: RN License, Acceptance into BSN Program

NUR 302 - Foundations of Professional Nursing Practice
3 semester credit hours
This three credit course will provide information on a variety of concepts related to professional development. Upon successful completion of this course, the RN-BSN student will be prepared to apply knowledge related to the following topics: policy and politics, transcultural nursing, legal and ethical concepts and the value of life-long learning.
Prerequisite: NUR300

NUR 335 - Pathophysiology
4 semester credit hours
This course provides a foundation in pathophysiology for Registered Nurses. Students will learn how the major signs and symptoms of a variety of diseases cross body systems. Upon successful course completion, students will be able to use clinical reasoning skills to correlate signs and symptoms with disease processes.
Prerequisite: NUR302

NUR 340 - Health Assessment
4 semester credit hours
This course provides a foundation in physical assessment skills for Registered Nurses. Students will learn how to assess major signs and symptoms of a variety of diseases across body systems. Upon successful course completion, students will be able to use clinical reasoning skills to correlate physical exam findings with common disease processes.
Prerequisite: NUR 335

NUR 350 - Nursing Research & Evidence-Based Practice
3 semester credit hours
This course is a foundation in selecting, reading, and critiquing nursing research. Students will apply the role the BSN graduate plays in nursing research and understand the ethical principles of research. Upon successful course completion, students will be able to locate, read, and critique nursing research reports.
Prerequisite: NUR340

NUR 430 - Leading and Managing for Innovation
3 semester credit hours
The focus of this course is for the BSN student to apply contemporary leadership and management theories to develop into effective leaders and managers who are responsive to changing healthcare environments. Upon successful completion, students will be prepared for an entry-level management position in nursing.
Prerequisite: NUR350

NUR 443 - Community Health
4 semester credit hours
This four credit course will provide information on essential community health concepts and practices. Upon successful completion of this course, the RN-BSN student will be prepared to apply knowledge related to the following topics: health promotion and disease prevention, collaborative practice, crisis management and interventions that promote physically safe and healthy environments.
Prerequisite: Completion of NUR430
Co-requisite: NUR443L

NUR 443L - Community Health Practicum
1 semester credit hour
This course provides students with practical experiences related to community health. Upon successful course completion, students will complete a comprehensive community health assessment and develop a comprehensive plan of intervention; attend a support group in the community; earn continuing education credits; and develop and conduct a teach presentation in the community.
Prerequisite: Completion of NUR430
Co-requisite: NUR443

NUR 455 - Senior Practicum
2 semester credit hours
This course provides RN-BSN students a 45-hour practicum experience implementing a self-designed learning contract in a clinical setting. Students design, implement and evaluate a clinical project that improves nursing practice under the supervision of a preceptor. Upon successful course completion, students will demonstrate the program outcomes in the clinical setting.
Prerequisite: All courses completed except NUR490

NUR 490 - Nursing Capstone
2 semester credit hours
The focus of this course is for the BSN student to synthesize their learning experiences by building a professional portfolio that supports achievement of the program outcomes.
Prerequisite: All nursing courses and general education classes completed

NUT – Nutrition

NUT 110 Introduction to Dietary Management
3 semester credit hours
This course will introduce students to the major concepts, organization structure, and applications of nutrition therapy prominently featured in specialized food service operations. Students will learn to identify methods of effective dietary management by combining principles of medical nutrition therapy through culinary application for the purpose of treating disease and improving wellness. Upon completion, students will be able to apply a variety of diet orders unique to nutrition-focused services while gaining a greater understanding of the functions of food for health.
Prerequisite: CAA260

NUT 210 Menu Development in Culinary Nutrition
3 semester credit hours
This course applies principles of menu development for students entering the field of culinary nutrition. Students will learn to navigate an array of nutrition focused foodservice systems with attention to regulatory agencies & standards. Upon successful course completion, students will be able to demonstrate principles of menu development specific to a variety of disease states requiring portion control & nutrient restrictions.
Prerequisite: NUT110

NUT 220 Applied Concepts in Culinary Nutrition
2 semester credit hours
This course will outline techniques for large production cookery within the HACCP guidelines. Students will learn to apply a range of production styles from Cook-Chill to Batch-Cookery and document according the regulatory requirements. Upon successful course completion, students will be able to identify and apply techniques to meet the production needs for a variety of nutrition-focused food service operations.
Prerequisite: NUT210

NUT 230 Customer Service Management in Culinary Nutrition
3 semester credit hours
This course provides a foundation for interaction with a variety of audiences and facilities in order to develop front of house etiquette and familiarity with efforts to improve quality and satisfaction. Students will learn the importance of data collection and techniques for managing employees in addition to customers. Upon successful completion, students will be able to understand service challenges and apply a range of customer service techniques to specialized clients.
Prerequisite: NUT220

NUT 240 Dietary Management Capstone
2 semester credit hours
This course will review techniques for dietary management and culinary nutrition while outlining current industry trends and applications. Students will review and elaborate on a combination of core program competencies related to customer service management, menu development, and dietary management. Upon successful course completion students will be prepared to identify and apply techniques specific to a variety of specialized food service operations.
Prerequisite: NUR230

PHY - Physics

PHY 120 - Physics
3 semester credit hours
This course surveys the major concepts and principles of physics and emphasizes their role in explaining natural phenomena. Students will learn about mechanics, waves and sound, electricity and magnetism, optics and optical phenomena, and the structure and properties of matter. Upon successful course completion, students will be able to explain scientific models and apply logic and mathematics to solve fundamental physics problems.
Prerequisite: MTH131 College Algebra

PHY 120L - Physics LAB
1 semester credit hour
This course includes the demonstration of physical principles as well as laboratory experimentation with an emphasis on interpretation of experimental data. Students will learn the proficient handling of equipment and numbers in the scientific laboratory. Upon successful course completion, students will be able to apply mathematics and physics principles to real-world situations and use scientific models and theories to demonstrate their knowledge of the experimental basis of scientific inquiry.
Co-requisite: PHY120 Physics

PSY - Psychology

PSY 105 - Introduction to Psychology
3 semester credit hours
This course is designed to introduce the value of understanding human behavior and provides an overview of the current body of knowledge and methods of the science of psychology. Topics will include the historical foundations of psychology, psychological science, human development, states of consciousness, learning and behavior change, memory, cognition, stress and health, emotions, motivation, personality, psychological disorders, and social behavior. This course is designed to guide students in building better self-awareness through the fundamental psychological theories. With the knowledge derived from this course, students will be better equipped to explore the mental, emotional, physical, social, and psychological processes of life and career using principles and theories that shape the field of psychology.
Prerequisite: ENG110

PSY 106 - Normal Life Span
1 semester credit hour
This course is designed to present the basic principles of human growth and development across the life span. Students will learn the eight stages of psychosocial development and how the different theories of development help promote an individual's health. Additionally, students describe the physical changes that commonly occur from infancy to adulthood. Upon successful course completion, students will be able to apply knowledge of growth and development principles.
Prerequisite: None

PSY 108 - Normal Life Span
1 semester credit hour
This course is designed to present the basic principles of human growth and development across the life span. Students

will learn the eight stages of psychosocial development and how the different theories of development help promote an individual's health. Additionally, students describe the physical changes that commonly occur from infancy to adulthood. Upon successful course completion, students will be able to apply knowledge of growth and development principles.
Prerequisite: None

PSY 220 - Positive Psychology
3 semester credit hours
This course provides students the opportunity to explore and experience positive applications with regard to human behavior and mental processes. In the past, traditional research in psychology has focused on disorders and dysfunctional behavior. In today's society, individuals must understand how to focus on positive endeavors in order to have the opportunity to live a balanced, meaningful, fulfilling, and successful life. This course focuses on such positive experiences as how to increase emotional intelligence, resiliency, optimism, pro-social behavior, positive emotions, meaning in life/work, self-efficacy and overall well-being while optimizing performance and decreasing stressors, burnout and susceptibility to physical or mental illness.
Prerequisite: PSY105

PSY 300 - Human Growth & Development
3 semester credit hours
The focus of this course is for the student to understand and respond to the needs and concerns of persons from various cultures and throughout the lifespan while establishing an appreciation for theories and research that advance human development science.
Prerequisite: General Psychology Course at the 100 level

PTA - Physical Therapist Assistant

PTA 101 - Professional Issues for the Physical Therapist Assistant
2 semester credit hours
This course presents the global aspect of the physical therapist assistant profession. It explores the historical and current scope of the Physical Therapy Profession, legal and ethical issues, intercultural communication, and psychosocial aspects. It discusses the role of the physical therapist assistant as a member of the healthcare team in the delivery of rehabilitation services. The course addresses the educational and licensing requirements for a physical therapist assistant prior to entering the healthcare work force.
Prerequisite: BIO116 Anatomy & Physiology II w/Medical Terminology

PTA 105 - Musculoskeletal
3 semester credit hours
This course is designed to present students with a detailed knowledge of the anatomy of the muscular and skeletal systems. Students are exposed to muscle proximal/distal attachments, actions and nerve innervations of the major muscle groups of the neck, trunk, upper and lower extremities. Students will be provided an opportunity to practice the palpation skills that are relevant to the practice of physical therapy.
Prerequisite: BIO116 Anatomy & Physiology II w/Medical Terminology

PTA 111 - Introduction to Physical Therapy
2 semester credit hours
This course introduces the physical therapist assistant student to the various aspects of physical therapy and develops basic patient care skills, functional skills, assessment skills, and measurement techniques. It examines the assistive devices available to the physical therapy professional. The course introduces the process of documentation following the SOAP note format. Students will be required to satisfactorily complete clinical competency checklists that assess critical safety elements and proficiency in the technical skills taught in this course.
Prerequisite: PTA101 Professional Issues for the Physical Therapist Assistant and PTA105 Musculoskeletal

PTA 120 - Kinesiology for the Physical Therapist Assistant
3 semester credit hours
The course focuses on the correlation of the neurological, muscular, and skeletal aspects in human motion. It provides a straightforward perspective of human anatomy and its relation to both functional and dysfunctional movements. This course presents an overview of the value of physical therapy in the rehabilitation process of a person with a neuro-musculoskeletal dysfunction.
Prerequisite: PTA111 Introduction to Physical Therapy

PTA 135 - Rehabilitation I Assessment
2 semester credit hours
This course introduces the principles and methodologies of assessment techniques utilized by the physical therapist assistant in the physical therapy profession. These principles and methodologies are a fundamental requisite to the study of evaluation of joint range of motion and muscle strength. The educational experience will include the classroom and laboratory settings. Students will be required to satisfactorily complete clinical competency checklists that assess critical safety elements and proficiency in the technical skills taught in this course.
Prerequisite: PTA120

PTA 136 - Rehabilitation II Therapeutic Modalities
3 semester credit hours
This course presents the basic principles and use of physical modalities in the rehabilitation process. The course involves the application of the composite theoretical knowledge in modifying, progressing, or discontinuing the use of physical modalities in the physical therapy plan of care. The educational experience will include the classroom and laboratory settings. Students will be required to satisfactorily

complete a competency checklist that assesses critical safety elements and proficiency in the technical skills taught in this course.
Prerequisite: PTA250

PTA 138 - Rehabilitation IV Devices
2 semester credit hours
This course will present the basic adaptive, assistive, protective, supportive, orthotic and prosthetic devices used in the physical therapy profession. The course involves the application of the composite theoretical knowledge in modifying, progressing, or discontinuing the use of such treatment or devices in the physical therapy plan of care. The educational experience will include the classroom and laboratory settings.
Prerequisite: PTA 251

PTA 139 - Rehabilitation III Therapeutic Exercise
3 semester credit hours
This course presents the basic principles and techniques of therapeutic exercise in the rehabilitation process. The course involves the application of the composite theoretical knowledge in modifying, progressing, or discontinuing the use of therapeutic exercise in the physical therapy plan of care. The educational experience will include the classroom and laboratory settings. Students will be required to satisfactorily complete clinical competency checklists that assess critical safety elements and proficiency in the technical skills in this course.
Prerequisite: PTA136, PTA145

PTA 145 - Medical & Surgical Conditions I
2 semester credit hours
This course addresses the common medical and surgical conditions encountered in physical therapy practice. It explores the basic concepts of disease processes including pathophysiology, inflammation, healing, and infection. This course focuses on the physical therapy intervention and specifically the role of a PTA in the rehabilitation process of musculoskeletal conditions. It explores the basic concepts of pharmacology and effects of immobility, stress and pain. This course also includes the classic or common physical therapy plan of care/protocols and establishes the justification for progression, modification or discontinuation of physical therapy intervention. This course is the first of a three-part series.
Prerequisite: PTA136, PTA250

PTA 146 - Medical & Surgical Conditions II
2 semester credit hours
This course addresses the common medical and surgical conditions encountered in physical therapy practice. It explores the basic concepts of disease processes including pathophysiology, inflammation, healing, and infection. This course focuses on the physical therapy intervention and specifically the role of a PTA in the rehabilitation process of cardiopulmonary conditions. This course also includes the classic or common physical therapy plan of care-protocols and establishes the justification for progression, modification or discontinuation of physical therapy intervention. It is the second of a three-part series.
Prerequisite: PTA145 and PTA136

PTA 147 - Medical & Surgical Conditions III
This course addresses the common medical and surgical conditions encountered in physical therapy practice. It explores the basic pathophysiology, physical therapy intervention and specifically the role of a PTA in the rehabilitation process of complex medical conditions including oncology, transplants, burns, autoimmune disorders, endocrine, and genetic conditions. This course also includes the classic or common physical therapy plan of care/protocols and establishes the justification for progression, modification or discontinuation of physical therapy intervention as well as emphasis on the education of the patient and family members involved in the patient's care. It is the third of a three-part series.
Prerequisite: PTA251

PTA 206 - Neurological Rehabilitation
3 semester credit hours
This course provides an integrated approach to basic neuroscience and applied neuro-rehabilitation. It presents practical applications for the functional implications of neurological damage. The course addresses the value and distinctness of physical therapy for the developing, mature, and aging neurological patient. The educational experience will include the classroom and laboratory setting. Students will be required to satisfactory complete a competency checklist that assesses critical safety elements and proficiency in the technical skills taught in this course.
Prerequisite: PTA138, PTA147

PTA 210 - Motor Development & Aging
2 semester credit hours
This course presents the biopsychosocial aspects of the human lifespan from conception through death. It studies the biological changes that occur from birth to dying. It addresses the psychosocial influences, changes, and adaptations of the human being during his/her lifespan. The educational experience will include the classroom and laboratory setting. This course will be taught concurrently with Neurological Rehabilitation.
Prerequisite: PTA138, PTA147

PTA 250 - Clinical Externship I
4 semester credit hours
This externship introduces the student to a physical therapy clinical setting for the first time. The student works under the direct supervision of a licensed physical therapist or physical therapist assistant in an approved facility. The facility provides learning experiences consistent with the student's level of knowledge. This externship allows opportunities to implement the knowledge and skills acquired in the classroom/laboratory in a clinical setting. Students will need to satisfactorily complete the gait training, goniometry, manual muscle testing,

and transfer clinical competency checklists prior to placement into this clinical education experience. Students will be required to complete their healthcare Provider CPR Certification prior to externship. This externship is part 1 of a 3 part externship series.
Prerequisite: PTA135

PTA 251 - Clinical Externship II
4 semester credit hours
This externship provides the student with a clinical working environment under the direct supervision of a licensed physical therapist, or physical therapist assistant in an approved facility. The facility provides learning experiences consistent with the student's level of knowledge. This externship allows opportunities to continue refining the knowledge and skills acquired in the classroom and laboratory settings and utilize them in a clinical setting. The students will continue to develop their critical thinking skills in providing care to their patients. Students will require less supervision for previously learned skills. Students must satisfactorily complete therapeutic modalities, therapeutic exercise, and clinical competency checklists prior to placement into this clinical education experience. *This externship is part 2 of a 3-part externship series.*
Prerequisite: PTA139, PTA146

PTA 254 Clinical Internship III
8 semester credit hours
This internship provides the final clinical experience. The focus of this internship is validation of the level of independence gained in patient care, documentation, and professionalism as a physical therapist assistant student. The student will work towards independence in all aspects of the scope of physical therapy practice. This internship is a full time 10-week experience to allow the student to establish a comfort level and confidence with the facility, supervising therapist and patients. The PTA student will be able to follow the progression from initial evaluation through discharge with a multitude of different rehabilitation opportunities. This internship is part 3 of a 3-part internship series.
Prerequisite: PTA206, PTA210

PTA 275 Physical Therapist Assistant Preparatory
3 semester credit hours
This course prepares students for the National Physical Therapy Exam for the Physical Therapist Assistant through analysis of information taught during their didactic, laboratory and clinical coursework as well as facilitating proper study, review and examination taking techniques. Valuable career and professional development strategies are also discussed.
Prerequisite: PTA254

RAD - Radiography

RAD 100 - Fundamentals of Radiologic Sciences & Healthcare
1 semester credit hours
Content is designed to provide an overview of the foundations in radiography and the practitioner's role in the healthcare delivery system. Principles, practices and policies of the healthcare organizations will be examined and discussed in addition to the professional responsibilities of the radiographer.
Prerequisite: Program Admission
Co-requisite: MED104

RAD 105 - Patient Care and Ethics in Radiologic Sciences
2 semester credit hours
Basic patient care and medical terminology, related to the Radiography profession, are presented. Topics include: Ethics and moral behavior; Legal and professional responsibilities; Patient consent; Patient education, safety, and comfort; Prevention and control of infection; Patient monitoring; Contrast media. Some of the subjects included in these topics are patient confidentiality, communication and assessment; proper body mechanics for patient transfer, universal precautions and isolation procedures; medical emergency and monitoring equipment; contrast media administration, contraindications, complications and Radiographer's response.
Prerequisite: RAD100
Co-requisite: RAD110

RAD 110 - Introduction to Radiographic Positioning & Technique
1 semester credit hours
This course introduces the student to basic terminology related to placement of a patient's body parts to obtain a radiographic image. Basic concepts of radiographic technique formation on a radiographic control panel are introduced, such as mAs, kVp, AEC, and SID. Selection of image receptor sizes and their placement, as well as x-ray table tube handling will be practiced, to include operation of the centering light, collimation, locking mechanisms, the bucky tray cassette holder, distance selection for both table and upright imaging, and any applicable table movements. This course provides the student with a basic understanding of the practices required to perform radiographic procedures on patients in a clinical affiliate, during the clinical education courses, which require documentation of completion of clinical competency examinations. The course objectives are accomplished through lectures, demonstrations, practice and evaluations utilizing x-ray machines on campus.
Prerequisite: RAD100
Co-requisite: RAD105

RAD 115 - Radiographic Procedures 1
2 semester credit hours
General procedural considerations involved with positioning patients for x-ray examinations and certain specific imaging procedures are presented in this course. Considerations include patient preparation, equipment capabilities, patient terminology, patient instruction and immobilization, technique and positioning variations, such as for trauma or pediatric patients and adaptations for patient's body habitus. The specific imaging procedures presented, (including the positioning, technical factors, anatomy, physiology, and basic pathology) are as follows: chest and abdomen, hand and wrist,

forearm and elbow, humerus, shoulder and scapula, clavicle and A.C. joints, toes and foot, os calcis and ankle, tibia and fibula, knee and patella, femur and pelvis.
Prerequisite: RAD110
Co-requisite: RAD120

RAD 120 - Introduction to Radiography Clinical Practice
1 semester credit hours
This is the introductory course preceding the twelve clinical education courses where students will be scheduled at hospital sites. Basic hospital and radiology department protocols will be presented, including general rules and regulations. Basic radiation protection standards will be introduced for preparation of the principles to be applied in clinical education courses.
Prerequisite: RAD110
Co-requisite: RAD115

RAD 125 - Radiographic Procedures 2
2 semester credit hours
This course is the second in the sequence of three courses. Please refer to the Radiographic Procedures 1 course for general procedural considerations. The specific imaging procedures presented are as follows: spine (cervical, thoracic, lumbar, sacrum, coccyx); S.I. joints, pelvis & hip; head (skull, mastoid, facial, mandible, zygomatic arch, TMJ, nasal, optic foramina, orbit, Paranasal sinuses, soft tissue neck).
Prerequisite: RAD115
Co-requisite: RAD132

RAD 132 - Radiography Clinical Education 1
1.5 semester credit hours
This is the first of twelve clinical education courses designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiologic procedures. This course requires students to begin performing some of the 36 mandatory and minimum 15 of the 30 elective clinical competency exams required by the American Registry of Radiologic Technologist (A.R.R.T.). Students attend an affiliate radiology department as assigned, for sixteen hours per week (eight hours on Tuesdays and Thursdays), or an alternate schedule as assigned. The competency exam categories for this course include basic routine exams of the chest and abdomen. In addition to the exams, students will demonstrate competence in each of the patient care activities as indicated on the ARRT Clinical Competency Requirements list. Clinical supervision will be provided by a designated Clinical Instructor (C.I.), and other staff technologists R.T. (R). The Clinical Coordinator and/or Program Director will make routine visits to each affiliate to assist with the competency based system.
Prerequisite: RAD120
Co-requisite: RAD125

RAD 135 - Radiographic Procedures 3
2 semester credit hours
This course is the third in the sequence of three courses. Please refer to the Radiographic Procedures 1 course for general procedural considerations. The specific imaging procedures presented are as follows: ribs & sternum; gastrointestinal studies (UGI / BAE, etc.); urologic studies (IVP / CYSTO, etc.); myelograms (C/T/L/). These presentations do not require labs.
Prerequisite: RAD125
Co-requisite: RAD152

RAD 142 - Radiography Clinical Education 2
1.5 semester credit hours
This is the second clinical course of the sequential twelve course series for students to continue performing some of the mandatory competency exams. The exams required for this course include: Chest (wheelchair or stretcher); Abdomen (decubitus or erect); Mobile Chest; Mobile Abdomen. Students are scheduled at an affiliate site for eight hours per day on Tuesdays and Thursdays (or on an alternate schedule as assigned). Please refer to RAD132 for related information.
Prerequisite: RAD132
Co-requisite: RAD145

RAD 145 - Radiographic Imaging & Processing
2 semester credit hours
The selections of technical factors involved with the production of the radiographic image are presented in this course. Topics include density, contrast, recorded detail, distortion, film-screen combinations, grids, technique charts, manual versus automatic exposures, tomography magnification radiography. The basics of radiographic film processing and the automatic film processor are also presented. The evaluation of diagnostic quality radiographs, causes of poor radiographic quality and steps needed for improvement of suboptimal images are included in this course.
Prerequisite: RAD110
Co-requisite: RAD142

RAD 152 - Radiography Clinical Education 3
1.5 semester credit hours
This is the third clinical course in the sequential twelve course series for students to continue performing more of the competency based system exams chosen from the A.R.R.T. list in the upper extremity category, which include: thumb or finger, hand, wrist and forearm. Students are scheduled to attend a clinical affiliate site for eight hours per day on Tuesdays and Thursdays (or on an alternate schedule as assigned). Please refer to RAD132 for related information.
Prerequisite: RAD142
Co-requisite: RAD135

RAD 156 - Radiation Production, Characteristics & Imaging Equipment
3 semester credit hours
The basics of Radiographer related physics are presented in this course, to include basic physics terminology involving

matter and mass, measurement standards, atomic structure, characteristics of electromagnetic radiation, and the principles of electricity and magnetism. Equipment operation is also presented to include the conditions necessary for the production of x-rays, x-ray machine circuitry, the x-ray tube, rectification, and the anode interactions of Brems and Characteristic radiations. Other imaging equipment is also presented, such as fluoroscopic, mobile radiographic, and C-arm portable fluoroscopy units.
Prerequisite: RAD145
Co-requisite: RAD162

RAD 162 - Radiography Clinical Education 4
1.5 semester credit hours
This is the fourth of the sequential twelve course series for students to continue performing competency exams during their scheduled assignment at a clinical affiliate site for eight hours per day on Tuesdays and Thursdays (or on an alternate schedule as assigned). The exams to be evaluated are from the category of upper extremities and include: elbow, humerus, shoulder and trauma shoulder. Please refer to RAD132 for related information.
Prerequisite: RAD152
Co-requisite: RAD156

RAD 165 - Radiological Pharmacology & Drug Administration
1 semester credit hours
Content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and the administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.
Prerequisite: RAD105
Co-requisite: RAD172

RAD 172 - Radiography Clinical Education 5
1.5 semester credit hours
This is the fifth of the sequential twelve courses for students to continue performing competency exams while scheduled at a clinical affiliate site for eight hours per day on Tuesdays and Thursdays (or on an alternate schedule as assigned). The exams to be evaluated are: Pediatric Chest; Trauma Upper Extremity; Foot; Ankle. Please refer to RAD132 for related information.
Prerequisite: RAD162
Co-requisite: RAD165

RAD 175 - Radiographic Image Analysis
2 semester credit hours
This course introduces the basics of evaluating radiographic systems to assure consistency in the production of quality images. State and federal impacts on radiographic quality assurance are presented, including sample documentation forms, such as radiographic, fluoroscopic, and tomographic survey forms; HVL Evaluation forms, grid alignment, Q.C. forms and other survey forms are discussed. Various components of a Q.A. system are introduced which may be observed and applied with x-ray machines, film processors, densitometers and other Q.A. equipment at clinical affiliate sites. The CQI (Continuous Quality Improvement) Management system and the JCAHO "Cycle for Improving Performance " system are explained. Students will present various radiology related images for discussion and analysis.
Prerequisite: RAD145
Co-requisite: RAD182

RAD 182 - Radiography Clinical Education 6
1.5 semester credit hours
This is the sixth in the sequential twelve courses series for students to continue performing competency exams while scheduled at a clinical affiliate site for eight hours per day on Tuesdays and Thursdays (or on an alternate schedule as assigned). The exam category is lower extremities and includes: Knee; Tibia-Fibula; Femur; Trauma. Refer to RAD132 for related information.
Prerequisite: RAD172
Co-requisite: RAD175

RAD 202 - Radiography Clinical Education 7
2.5 semester credit hours
This is the seventh in the sequential series of twelve clinical courses. Students continue performing competency exam requirements of the American Registry of Radiologic Technologist (A.R.R.T.) while attending an affiliate radiology department as assigned, for 24 hours per week (8 hours per day on Mondays, Wednesdays and Fridays) or on an alternate schedule. The competency exams include: Pelvis; Hip; C, T&L Spines; Trauma Cervical Lateral. Clinical supervision will be provided by a designated Clinical Instructor (C.I.) and other staff technologists R.T. (R). The Clinical Coordinator and/or Program Director will make routine visits to each affiliate to assist with the competency based system.
Prerequisite: RAD182
Co-requisite: RAD205

RAD 205 - Radiographer Research & Exhibits
1 semester credit hours
This course prepares students to present their investigative findings of a radiography related subject via both a written and exhibit format. The criteria to be utilized will be based on guidelines of both state (VSRT) and national (ASRT) professional societies.
Prerequisite: RAD100 thru RAD182
Co-requisite: RAD202

RAD 212 - Radiography Clinical Education 8
2.5 semester credit hours
This is the eighth in the sequential twelve series of clinical courses. The competency exams to be performed include: Cross Table Lateral Hip; Mobile Orthopedic; Ribs; Skull; Paranasal Sinuses; C-Arm Procedure. Please refer to RAD202

for related information. Clinical schedules include 24 hours per week as assigned.
Prerequisite: RAD202
Co-requisite: RAD215

RAD 215 - Computers In Radiologic Sciences
1 semester credit hours
Content is designed to introduce knowledge in computing and information processing relating to radiologic sciences. Computer applications in the radiologic sciences related to image capture, display, storage and distribution are presented. Related areas include digital imaging and telecommunication applications such as radiologic information systems (RIS), hospital information systems (HIS) and picture archiving communication systems (PACS). In addition to explanations of applications in digital radiography (DR) and digital fluoroscopy (DF), other applications in advanced imaging areas will be explained, such as in CT, MRI, PET, SPECT, Mammography, Ultrasound, Nuclear Medicine, Radiation Therapy, Bone Densitometry and other advancing modalities.
Prerequisite: RAD156
Co-requisite: RAD212

RAD 222 - Radiography Clinical Education 9
2.5 semester credit hours
This is the ninth in the sequential twelve series of clinical courses. The competency exams to be performed include: Upper G.I.; Barium Enema; Chest (Lateral Decubitus); IV Urography; Small Bowel Series; Esophagus. Please refer to RAD202 for related information. Clinical schedules include 24 hours as assigned.
Prerequisite: RAD212
Co-requisite: RAD225

RAD 225 - Radiographic Pathology
2 semester credit hours
This course emphasizes the major radiographic manifestations of medical and surgical diseases. Radiographs are presented to stress abnormal variants in human anatomy. The basic pathology principles presented, include: classification and causes of diseases; injury, inflammation and repair; pathologies of the following body systems: skeletal, hepatobiliary, gastrointestinal, urinary, reproductive, respiratory, circulatory and lymph systems, nervous and endocrine systems; neoplasias, including cancers, tumors, lesions, and neoplasm.
Prerequisite: RAD135
Co-requisite: RAD222

RAD 232 - Radiography Clinical Education 10
2.5 semester credit hours
This is the tenth of the sequential twelve courses required for students to complete the required competency exams. The exams include: Pediatric Mobile, Upper Extremity, Lower Extremity, and Abdomen. Other exams include Myelography and Sacrum /or Coccyx. Students will be scheduled for eight hours per day on Mondays, Wednesdays, and Fridays (or alternate schedule) at an assigned clinical affiliate.
Prerequisite: RAD222
Co-requisite: RAD235

RAD 235 - Radiation Biology & Protection
2 semester credit hours
Patient and personnel protection, as well as radiation exposure and monitoring are the basics of this course. Subjects include the biologic effects of radiation; minimizing patient exposure; NCRP and CFR-21 Regulations; ALARA and dosages; units of measurement and dosimeters (i.e. film badges). An important focus is on the effects of ionizing radiation on human cells in terms of radiosensitivity and radioresistance.
Prerequisite: RAD120
Co-requisite: RAD232

RAD 242 - Radiography Clinical Education 11
2.5 semester credit hours
This is the eleventh in the sequential twelve series of clinical courses. Any required exam not previously completed, should now be performed as a competency. The exams include all diagnostic, fluoroscopic and other exams from the Elective procedures categories of the A.R.R.T. list. Students will be scheduled for eight hours per day on Mondays, Wednesdays and Fridays (or alternate schedule) at an assigned clinical affiliate. Students who have completed all required competencies may also be allowed to begin observing advanced imaging modalities, (such as: Ultrasound, CT, MRI, and Nuclear Medicine. Depending on the clinical site, rotations may also be made available in areas, such as Densitometry, Special Procedures, and Mammography.
Prerequisite: RAD232
Co-requisite: RAD245

RAD 245 - Radiologic Advanced Imaging Modalities
2 semester credit hours
This course offers introductory presentations in special procedures and in advanced radiology related modalities. The special procedures include: Operative and T-tube Cholangiography, Cholecystography, ERCP (Endoscopic Retrograde Cholangio- pancreatography), Tomography, Arthrography, Venography, Hysterosalpingography. The modalities include: Computerized Tomography (CT), Magnetic Resonance Imaging (MRI), Nuclear Medicine (NM), Radiation Therapy (T), Diagnostic Medical Sonography (US), Cardiovascular-Interventional Technology (CVT), Mammography (M), Positron Emission Tomography (PET) and Densitometry (D).
Prerequisite: RAD215
Co-requisite: RAD242

RAD 252 - Radiography Clinical Education 12
2.5 semester credit hours
This is the final clinical course for students to complete any of the Mandatory and minimum Elective competency exams required by the A.R.R.T. for Radiography, as part of the eligibility requirements to sit for the national exam. Students will be scheduled for eight hours per day on Mondays, Wednesdays and Fridays (or alternate schedule) and continue

to observe the advanced imaging modalities as scheduled from the previous clinical course (RAD242).
Prerequisite: RAD242 and RAD245
Co-requisite: RAD255

RAD 255 - Radiography A.R.R.T. Exam Preparation
2 semester credit hours
This course prepares students for the national examination in Radiography, which is given by the American Registry of Radiologic Technologists, to graduates of a JRCERT and/or regionally accredited program in Radiography. Review of the five categories specific to the exam are presented and students are tested in each category. Several composite exams, that simulate the ARRT exam, are also included. Content areas include Radiation Protection, Equipment Operation and Maintenance, Image Production and Evaluation, Radiographic Procedures, and Patient Care and Management.
Prerequisite: RAD 100 thru RAD245
Co-requisite: RAD252

SOC - Sociology

SOC 100 - Introduction to Sociology
3 semester credit hours
This course is an introduction to the general theories and methods used by sociologists in their work and considers the role of social structure in shaping human behavior. It examines the impact of social forces on individuals and groups, and delves into issues of race, class, and gender. Students will be able to demonstrate and recognize the awareness of the complex relationship that gender, ethnicity, and class bring to a discussion of human behavior, culture, or society as well as the importance of cultural history in personal development and relationships with others.
Prerequisite: ENG110

SUR - Surgical Technology

SUR 101 - Surgical Theory I
3 semester credit hours
This course provides general introductory information for the surgical technology student. The student will learn the history and development of surgery, healthcare facilities organization and accreditation, physical environment and safety, biomedical science, surgical technologist and other team members job descriptions, medical/legal aspects of surgery including informed consent, risk management, patient's Bill of Rights, the surgical patient and treatment of "special populations" of patients, professional management, communication skills and teamwork, microbiology related to the perioperative environment. Upon successful course completion, students will learn the field of surgical technology and how it relates to the perioperative setting.
Prerequisite: None

SUR 102 - Surgical Theory II
3 semester credit hours
This course introduces the student to the basic principles of aseptic and sterile technique. The students will learn methods of disinfection and sterilization, hand hygiene and surgical scrub, gowning and gloving, technological sciences, pre and post-operative patient care, urinary catheterization, hemostasis, pharmacology and anesthesia, disaster preparedness and response. Upon successful course completion, students will be able to discuss the principles of asepsis, the surgical environment, and the various roles during an all-hazard event. The student will learn the basic principles and reasons for aseptic technique.
Prerequisite: SUR 101

SUR 120 - Surgical Procedures I
4 semester credit hours
This course introduces the student to skills including creation and maintenance of the sterile field, sterile and non-sterile equipment and supplies, and surgical counts. The students should be able to name and identify instruments, equipment and supplies used in the operative setting. The student will learn concepts related to wound healing and the devices and methods of wound closure, pre/intra/post-operative routines, patient skin prep, positioning and draping and urethral catheterization. Upon successful course completion, students will be able to explain different instrumentation, equipment, supplies and wound healing devices used in the operating room.
Prerequisite: SUR 102

SUR 121 - Surgical Procedures II
4 semester credit hours
This course is the logical continuation of Surgical Procedures I and will focus on the general, obstetric and gynecologic, genitourinary, ophthalmic, and laparoscopic procedures. The student will learn to identify the names and uses of instruments, supplies and drugs of each specialty; describe the pathology and related terminology of each system or organ that prompts surgical intervention, discuss preoperative diagnostic procedures related surgical procedures. Upon successful course completion, students will be able to apply their perioperative knowledge in a lab setting for General, Ob/GYN, GU and Ophthalmic procedures.
Prerequisite: SUR 120

SUR 122 - Surgical Procedures III
4 semester credit hours
This course is the logical continuation of Surgical Procedures II and will focus on the otorhinolaryngologic surgery, oral and maxillofacial surgery, plastic and reconstructive surgery, and neurosurgery procedures. The student will learn the names and uses of instruments, supplies and drugs of each specialty; describe the pathology and related terminology of each system or organ that prompts surgical intervention, discuss preoperative diagnostic procedures related surgical procedures. Upon successful course completion, students will be able to apply their perioperative knowledge in a lab setting

for ENT, oral and maxillofacial surgery, plastic and reconstructive surgery, and neurosurgery procedures.
Prerequisite: SUR 121

SUR 123 - Surgical Procedures IV
4 semester credit hours
This course is the logical continuation of Surgical Procedures II and will focus on the orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery. The student will learn to identify the names and uses of instruments, supplies and drugs of each specialty; describe the pathology and related terminology of each system or organ that prompts surgical intervention, discuss preoperative diagnostic procedures related surgical procedures. Upon successful course completion, students will be able to apply their perioperative knowledge in a lab setting orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery.
Prerequisite: SUR 122

SUR 270 - Surgical Technology Practicum I
3 semester credit hours
This course introduces the student to the hospital operating room and support services, including basic scrub responsibilities and techniques and sterile procedures. The student will learn in the field under the supervision of a qualified medical professional. Upon successful course completion, students will be able to apply the knowledge and skills of beginning level cases in the surgical arena.
Prerequisite: SUR 123

SUR 270S - Practicum Seminar
1 semester credit hour
This course is taken in conjunction with SUR270. Students will learn and collaborate to share perioperative care experiences while in a clinical setting. Upon successful course completion, students will be able to apply to their practice in Surgical Technology.
Prerequisite: SUR 123

SUR 271 - Surgical Technology Practicum II
3 semester credit hours
This course introduces the student to the hospital operating room and support services, including basic scrub responsibilities and techniques and sterile procedures. The student will learn under the supervision of a qualified medical professional. Upon successful course completion, students will be able to apply the knowledge and skills of intermediate level cases in the surgical arena**.**
Prerequisite: SUR 270

SUR 271S - Practicum Seminar
1 semester credit hours
This course is taken in conjunction with SUR271. Students will learn and collaborate to share perioperative care experiences while in a clinical setting. Upon successful course completion, students will be able to apply to their practice in Surgical Technology.
Prerequisite: SUR 270

SUR 272 - Surgical Technology Practicum III
4 semester credit hours
This course introduces the student to the hospital operating room and support services, including basic scrub responsibilities and techniques and sterile procedures. The student will learn in the field under the supervision of a qualified medical professional. Upon successful course completion, students will be able to apply the knowledge and skills of advanced level cases in the surgical arena.
Prerequisite: SUR 271

SUR 272S - Practicum Seminar
1 semester credit hours
This course is taken in conjunction with SUR272. Students will learn and collaborate to share perioperative care and experiences while in a clinical setting. Upon completion of this course, students will be able to apply to their practice in Surgical Technology.
Prerequisite: SUR 271

SUR 285 - National Certifying Examination Prep
4 semester credit hours
This course provides the student with an overview of the entire Surgical Technology curriculum and prepares the student for the National Certifying Examination. The course will include learn test taking strategies. Students will work in the lab to review and enforce technical skills that will be used in the field. Upon completion of the course, students should be able to pass the National Certifying Exam.
Prerequisite: Completion of all surgical technology classes with the exception of externship.

GRADUATE COURSE DESCRIPTIONS

ACC - ACCOUNTING

ACC 550 – Accounting for Managers
3 semester credit hours
This course applies accounting tools and concepts to allow managers to make sound business decisions. Students learn to evaluate organizational performance based on accounting information and control. Reading and interpreting financial statements and reports is emphasized. Additional topics include cost allocation and budgeting, cash flow analysis, profit analysis and taxation. The important of business ethics figures prominently throughout the course. Upon successful completion of this course, students will have the financial intelligence to interpret financial reports and to effectively assess the organization's financial performance.
Prerequisite: None

BUS - BUSINESS

BUS 620 – Marketing and Analytics
3 semester credit hours
This course prepares the students to manage contemporary promotional vehicles, including search engine optimization (SEO), search engine marketing (SEM) and social media marketing to convey to potential customers the communications supporting the organization's objectives of an integrated marketing plan. Marketing performance measuring tools and analytics are emphasized. Building differentiated value perceptions in a global customer base in relation to competitor's products and services is applied. Upon successful completion of this course, students will understand the role of marketing in creating competitive advantage, how to measure marketing performance and how to manage customer information and build customer relationships.
Prerequisite: None

BUS 622 – Managerial Economics
3 semester credit hours
This course examines the application of microeconomic and macroeconomic theory as applied to management's responsibilities, accountability and authority within the organization. Quantitative and qualitative application of economic principles to business analysis will be the central focus of this course. Upon successful completion of this course, students will be able to explain the role of microeconomics, macroeconomics and governmental and international policies and apply economic analysis to contemporary business problems.
Prerequisite: None

BUS 624 – Managerial Financial
3 semester credit hours
This course studies corporate managerial financial analysis and planning and focuses on capital budgets, capital structure, and the time valuation of money. Special topics covered include: mergers, acquisitions, takeovers, business failure and liquidations. Applied problem-solving based on actual real case studies are used to translate theories and techniques to practical application of analysis and solutions. This course focuses on the interpretation and use of financial information for problem solving, not on the production of financial statements and reports. Upon successful completion of this course, students will understand how financial management and planning maximizes long term value and viability. Students will also be able to make basic financial decisions involving forecasting, budgeting and capital structure.
Prerequisite: None

BUS 626 – Operations and Supply Chain Management
3 semester credit hours
This course focuses on the common managerial problems associated in manufacturing and service based industries management and the tools utilized to manage the processes. Students will begin initial program capstone project planning, with an emphasis on project management. Areas covered include: critical path methodology, time-cost models, quality control, capacity management, operations layout and design, planning and scheduling, supply chain management and deisn. Analytical tools will be used including: queuing theory, statistical quality control, linear programming, and learning curves. Upon successful completion of this course, students will be able to relate concepts and strategies in continuous improvement in operations and to focus on streamlining processes to build a highly efficient organization.
Prerequisite: BUSN 622 and BUSN 624

BUS 628 – Business Capstone
3 semester credit hours
This capstone course integrates the theories, skills and knowledge gained from previous courses and provides students with the opportunity to make strategic business decisions. A simulation learning environment helps students develop analytical, organizational and managerial skills to analyze complex business situations and recommend comprehensive and cost effective solutions. The course culminates with the capstone project presentation. Upon successful completion of this course, students will be able to discuss and demonstrate knowledge and skills relating to the different facets of business, to include economics, accounting and finance, marketing, operations, management and responsible leadership.
Prerequisite: completion of all other required courses in the MBA

HCA - HEALTHCARE

HCA 510 – Healthcare Delivery Systems
3 semester credit hours
This course will examine the structure and operation of the U.S. health industry and the political and social environment in which it exists. The health system will be analyzed in terms of cost, access, availability, quality, and appropriateness. Topics include the role of government in regulating health services; health insurance; types, categories and functions of various health organizations in the health care continuum; and human resources. Upon successful completion of this course, students will be able to identify and discuss key components of the U.S. healthcare system, as well as perform fundamental analyses of factors influencing healthcare costs and access; availability of necessary services; quality and the appropriateness of care rendered to clients.
Prerequisite: None

HCA 610 – Health Policy and Economics
3 semester credit hours
This course will introduce the use of economic concepts and theory when talking and thinking about health, health care, and health care systems. The importance of the health status of human beings; the size of the health sector; and the limited resources available to meet the needs of an ageing population (with higher levels of chronic disease) make health economics an important aspect of everyday life. At the same time, the relevance of health economics to a large number of sectors (e.g. health services, public health, medicine, pharmaceutical and health technology industry) makes this course relevant to healthcare managers and administrators and will be examined. Upon completion of this course, students will be able to demonstrate en understanding of the inner connection between healthcare policy and economics and how it serves to shape decisions and practice with the U.S. healthcare delivery system.
Prerequisite: None

HCA 615 – Healthcare Technology
3 semester credit hours
This course will provide an overview of standards and regulations that impact the development, acquisition, and management of health care technologies. International technical standards, consensus technical standards, and FDA regulations regarding the manufacture, distribution, and use of medical devices will be examined. Furthermore, students will examine how standards and regulations affect medical technologies at all stages of maturation, from prototype development, through testing, marketing, customer use and into obsolescence. Examines how these standards and regulations affect technology viewed from different perspectives based on what a technology is (e.g. physical device or drug, information, and knowledge) and what technology causes in the adopting organizations (e.g. change, new processes). Upon completion of this course, students will be able to examine the impact standards and regulations have on the availability of healthcare technologies. In addition, students will be able to identify and discuss various technologies intended to improve the diagnostic capabilities and health status of individuals, families, aggregates, communities, and society (IFACS).
Prerequisite: None

IS - Information Systems

IS 510 - Object-Oriented Programming
3 semester credit hours
The course covers the concepts of object-oriented program design and development. Students will learn the relationship between classes and objects, how to properly design for reuse, how to develop a series of programs that apply design patterns and appropriately use encapsulation, inheritance, polymorphism, and delegation. Upon successful course completion, students will be able to use notation and techniques for the analysis, design, and implementation of object-oriented systems.
Prerequisite: Logic and Design or Programming Language course

IS 520 - Database Management Systems
3 semester credit hours
The course provides a fundamental overview of the concepts and principles of modern database management systems and data-driven business applications. Students will learn Relational Algebra, Relational Calculus, and SQL query languages along with more advanced topics including joining tables, grouping functions, and constructing set queries. Upon successful course completion, students will be able to select, insert, update, and delete organizational data within a database.
Prerequisite: Logic and Design or Programming Language course

IS 530 – Introduction to Information Security
3 semester credit hours
The course is based on the underlying principles of information security and data protection designed to secure information systems. Students will learn how to apply the core principles of confidentiality, integrity, availability, accountability, and authentication as they pertain to information systems. Upon successful course completion, students will be able to assess, implement, and maintain a secure information systems environment.
Prerequisite: Logic and Design or Programming Language course

IS 610 - Mobile Application Development
3 semester credit hours
The course covers the design and implementation of mobile applications. Students will learn about contemporary mobile platforms, design patterns for mobile applications,

programming environments and frameworks, data storage, mobile web applications, and user interface design and implementation. Upon successful completion, students will be able to develop mobile applications for contemporary mobile devices.
Prerequisite: IS510

IS 630 - Information Security Policy and Practice
3 semester credit hours
The course studies security mechanisms and their application to real-world systems. Students will learn about symmetric and asymmetric cryptography, block and stream ciphers, digital signatures, authentication, public key infrastructures, key management, key exchange, key escrow, security analysis, and security policies. Upon successful course completion, students will be able to implement secure systems that appropriately protect information while it is in motion and at rest.
Prerequisite: IS530

IS 631 - Information System Security Management
3 semester credit hours
The course integrates concepts and techniques from management and organizational behavior in order to identify, understand, and propose solutions to problems of computer security and security administration. Students will learn about the application of confidentiality, integrity, and availability across an information system, project management tasks required to ensure security, risk management, security awareness, and security policy generation. Upon successful course completion, students will be able to assess the security of an information system, and create a comprehensive management policy.
Prerequisite: IS530

IS 640 - Cloud Computing and Virtualization
3 semester credit hours
The course introduces the concepts surrounding the development of information systems that use cloud and virtualization services. Students will learn about cloud computing architectures, object-oriented storage, scalability and security, the effects of resource utilization on solution design, assuring availability and manageability in cloud environments, and virtualization technologies. Upon successful course completion, students will be able to accurately describe the cloud environment, and implement cloud based applications.
Prerequisite: None

IS 641 - Cloud Computing Management
3 semester credit hours
The course explores the challenges surrounding the management of a cloud environment. Students will learn about the benefits of cloud computing, mechanisms for relating virtual resources to underlying physical resources, system monitoring, security administration, scalability, and cost analysis. Upon successful course completion, students will be able to perform a cost benefit analysis of implementing a specific cloud solution, use contemporary cloud management tools, and articulate the issues involved in migrating to a cloud environment.
Prerequisite: IS640

IS 650 - Mobile Information System Management
3 semester credit hours
The course explores the issues surrounding the integration of mobile computing devices into information system infrastructures like those found in healthcare, industry, government, and academia. Students will learn about enterprise mobile application features, techniques for accessing cloud processing and storage services, system security techniques and implications, information system policy implications, and system integration. Upon successful course completion, students will be able to integrate mobile applications into an information system, as well as design an information system with mobility in mind.
Prerequisite: IS610

IS 655 – Systems Development Life Cycle (SDLC)
3 semester credit hours
This course explores the principles and practices of software engineering. Students will learn about software development methodologies, the different levels in the Capability Maturity Model (CMM), System Development Life Cycle (SDLC) methodologies, identification of Computer Aided Software Engineering (CASE) tools, and configuration management. Students will also learn about software reuse, risk management, software quality factors, behavioral specifications, software testing techniques, verification and validation, software costing models, agile programming, and software complexity. Upon successful course completion, students will be able to manage software development initiatives using industry standard software engineering principles.
Prerequisite: None

IS 670 - Software Engineering
3 semester credit hours
The course explores the principles and practices of software engineering. Students will learn about software development methodologies, the different levels in the Capability Maturity Model, object design, the use of CASE tools, and configuration management. Students will also learn about reuse, risk management, software quality factors, behavioral specifications, software testing techniques, verification and validation, software costing models, agile programming, and software complexity. Upon successful course completion, students will be able to develop software-intensive systems through the use of industry standard software engineering principles.
Prerequisite: IS510, IS530

IS 680 - Information System Project Management
3 semester credit hours
The course provides the information and hands-on experience necessary for students to understand critical factors required

for the successful management of an Information System project. Students will learn about the entire project management life cycle as it is illustrated through the use of automated project management tools, interactive discussions, and team building activities. Upon successful course completion, students will be able to design, plan, estimate, schedule, and implement an Information System Project.
Prerequisite: IS670

IS 690 - Special Topics in Information Systems
3 semester credit hours
The course covers selected topics related to the use of new and innovative information system technologies, management approaches, integration issues, and advances in security technologies. Students will learn about topics chosen based on relevant issues in the Information Systems field. Upon successful course completion, students will demonstrate proficiency in applying the chosen topic.
Prerequisite: Permission of Faculty Member

IS 698 - Information System Design Project I
3 semester credit hours
The course is the capstone of the program. The purpose of this course is to allow students the opportunity to further pursue topics or areas in which they have considerable interest. Students are required to design, plan, and defend an approved project which will enable them to demonstrate individual and group mastery of skills and competencies learned across the entire curriculum.
Prerequisite: Completion of all non-elective courses

IS 699 - Information System Design Project II
3 semester credit hours
Students will implement the project they have successfully proposed in Information System Design Project I. Each student will defend their project to a panel of faculty members.
Prerequisite: IS698

MGT - Management

MGT 520 – Organizational Behavior and Leadership
3 semester credit hours
This course focuses on managing and leading individuals and groups in multicultural and multinational organizations. This course uses case studies to explore theories relating to varying skills and abilities, emotional intelligence, motivation, group dynamics, attribution, politics and power, leadership styles, conflict resolution, as well as structure and design. Upon successful course completion, students will be able to discuss organizational theory and to apply knowledge and skills that enhance individual and organizational performance.
Prerequisite: None

MGT 524 – Ethics and Corporate Responsibility
3 semester credit hours
This course allows students to apply critical thought to evaluate the role of business and organizations in society from an ethical and legal perspective. Special emphasis is placed on the demands managers and change agents must face on a regular basis in the contemporary multicultural and global workforce and business environment. Upon successful course completion, students will be able to recognize and develop ethical and effective strategies for the social and governmental framework under which business operates.
Prerequisite: None

MGT 528 – Business Research and Analysis
3 semester credit hours
This course improves a student's abilities to research, analyze, interpret and report information. Case based reasoning uses a logical approach to design business plans and to solve business problems. Students will identify key areas of information for business management, evaluate both quantitative and qualitative data and information and communicate results to a diverse audience. Ethics in research and reporting is emphasized. This course provides the structure needed for the capstone project that will be completed in BUSN628. Upon successful completion of this course, students will understand the purpose of research as it relates to business knowledge and will be able to perform the processes involved in the gathering and analysis of information and the reporting of findings.
Prerequisite: None

MGT 532 – Organizational Change and Development
3 semester credit hours
This course focuses on the theories and practical applications aof organizational change and development that affect organizational mission and vision. Special emphasis is placed on group dynamics and interventions and the corresponding change they create. Upon successful completion of this course, students will be able to develop strategies to build an organizational culture that supports change initiatives.
Prerequisite: None

MGT 604 – Management and Strategy
3 semester credit hours
This course focuses on strategic management decisions and processes that sustain n organzation's long term competitive advantage. Special emphasis is placed on managing and ctornolling an organization's tangible and intangible assets. Upon successful completion of the course, students will be able to design and synthesize strategies that support key stakeholder growth and development.
Prerequisite: None

MGT 608 – Global Management Processes
3 semester credit hours
This course focuses on the theories and applications of Management Science, Lean Six Sigma, Continuous Improvement, and Total Quality Management. Special emphasis will be placed on the value and application of DMAIC, DFSS Lean Six Sigma, and the Toyota Production System. Best practices for promoting workplace innovation and positive team dynamics are addressed. Upon successful

completion of this course, students will be able to apply such systems to create and sustain a competitive advantage in a global environment.
Prerequisite: None

MSCS - CYBERSECURITY

MSCS 501 Cybersecurity Principles
3 semester credit hours
This course provides students with an advanced knowledge of the key concepts of Cybersecurity, privacy, risk, legal regulations, and compliance associated with organizational information systems. The course analyzes the applications and the impact of Cybersecurity on business and governmental organizations. It investigates defense-in-depth techniques of arranging people, tasks, process, and technology controls to secure information assets. Topics include information security management, standards, guidelines, legal regulations and compliance, ethics, security architecture and design; security technologies; basic cryptography and its applications, physical and environmental security, network security, security operations; software development security, cyber forensics, risk, intrusion detection and prevention. Emerging technologies and tools will be explored to complement students' understandings of Cybersecurity. No prerequisites

MSCS 513 Human and Ethical Aspects of Cybersecurity
3 semester credit hours
This course introduces students to the ethical and human aspects of Cybersecurity. The course will shed a light on how do we go about taking ethical positions on Cybersecurity related issues. It will also investigate the role of ethical ideologies in shaping human behavior toward Cybersecurity issues. Topics will include ethical theories, ethical attitudes and behaviors, software security flows risk, computer abuse and misuse, software piracy, and intellectual property. Emphasis will be directed on the human element of cyber incidents in relation to protecting information and technology assets. Moreover, the course discusses the ethical aspects of codes of conduct and matters of moral responsibility.

MSCS 615 Cloud computing and network security
3 semester credit hours
This course familiarizes students to the cloud computing architecture and security, along with an overview of current technologies and solutions. The students will analyze new and emerging cloud solutions. Students will identify and evaluate cloud computing architectures using current technologies. Students will describe different types of cloud architecture models, cloud-based services, threats, components (logical and physical), and security issues. Upon successful course completion, students will be able to analyze associated data paths within a given cloud design.

MSCS 621 Security Architecture & Design
3semester credit hours
This course introduces students to the architecture security of a computer system. Topics include security architecture models; logical and physical security architecture; security administration and operations; computer architecture and security, software and firmware components; and protection mechanisms. Students will learn how to integrate individual components into a more complex digital system and understand the data path through a CPU. Upon successful course completion, students will be able to define devices of electronic digital circuits and describe how these components are interconnected.
Prerequisite: None

MSCS 624 Network Security and Intrusion Detection
3 semester credit hours
This course provides students with a comprehensive overview of network security and intrusion detection. Topics include security overview, authentication, attacks and malicious code, network security, Web security, monitoring, auditing, intrusion detection, intrusion prevention, and ethical penetration testing. Emphasis is on methods to identify system vulnerabilities and threats and prevent attacks. No prerequisites

MSCS 633 Applied Cryptography and Data Protection
3 semester credit hours
This course introduces students to the foundation of cryptography and its applications. Topics covered are public key encryption, Hash functions, message authentication, RSA, Diffie Hellman, certification authorities, and digital signatures. The course will examine cryptographic applications, protocols, and tools to analyze these protocols. Upon successful course completion, students will be able to develop protocols for secure communications, reason about the security of cryptographic constructions, and apply this knowledge to real-world applications.

MSCS 635 Advanced Networking
3 semester credit hours
This course is a comprehensive study of the theory, design, and the implementation and performance of the network environment. The course will introduce students to various techniques, configuration, administration, and troubleshooting of network environment. Topics will cover network standards, network security, network management, network layers, advanced internetwork design, and network administration. Upon successful course completion, students will be able to design, secure, administer, and analyze network performance, security, and firewalls.

MSCS 637 Ethical Hacking
3 semester credit hours
This course introduces students to advanced hacking methods and techniques associated with the Cybersecurity. The course introduces methodologies, techniques, and tools to analyze

and identify vulnerabilities in stand-alone, web-based, and networked applications. Students will be engaged in state of the art operating systems in which they will scan, test, and secure systems. Special attention will be paid to attacks vectors in the operating system, web server, and database. Upon successful course completion, students will be able to scan and evaluate network vulnerability, perform penetration testing, and make recommendations for mitigating risks and vulnerabilities discovered in the network. This course prepares students to become certified ethical hackers.

MSCS 639 Cyber Forensics
3 semester credit hours
In this course students will explore advanced methodologies and techniques including proper methods for maintaining integrity of forensic evidence including "chain of custody", imaging digital media, examination of forensic information using manual and automated methods, and analysis of the findings and reporting. Students will be able to develop a profile of an individual's activity, determine the manner in which an operating system or application has been subverted, recover "deleted" and/or intentionally hidden information from various types of media, and demonstrate proficiency with handling different kinds of components including Mobile Device Forensics. Students will collect, examine, analyze and prepare detailed reports showing the relevance of digital evidence to mock cases. Upon successful course completion students will be able to collect and analyze digital evidence.

MSCS 641 Information Systems Risk Management
3 semester credit hours
This course introduces students to the best practices for information systems risk management. Students will learn about classes of threats, including the consequences of each threat. Upon successful course completion, students will be able mitigate each of types of threats. This course provides a management perspective on how to protect information infrastructure and assets, utilizing a defense in depth model that emphasizes the role of people, processes, and technology. Information risk management provides decision-makers with the necessary skills to determine information security risk that helps in risk mitigation decisions. This course investigates the existing risk management frameworks, models, processes, and tools to equip students with the theory, science, and practical knowledge to operationalize risk management in private and government agencies. Topics include vulnerabilities and risks, risk identification, risk assessment, prevention, mitigation, recovery, and outsourcing and off-shoring risks. Students will examine cutting-edge risk management science to understand the future of information technology risk management.

MSCS 643 Cybersecurity Governance and Compliance
3 semester credit hours
This course introduces students to the laws, regulations, and directives that govern establishment and implementation of Cybersecurity practices facing organizations today. The student will also be introduced to the problems of international law and how it affects global Cybersecurity. Students will develop business and governmental policies based on Cybersecurity roles and responsibilities. They will be able to identify Cybersecurity controls and provide compliance reporting. Students will be introduced to the legal considerations related to Cybersecurity and cyberspace such as privacy, intellectual property, cybercrime, homeland security, and global yCybersecurity issues.

MSCS 645 Cybersecurity Strategies (Prevention and Protection)
3 semester credit hours
This course provides students with an in-depth study of the characteristics, theories, strategies, tools, and technologies of intrusion detection and prevention systems (IDS/IPS). Topics include designing, implementing, configuring, securing, monitoring, and maintaining IDS/IPS technologies. Attention will be focused on the discussion of IDS/IPS technologies based on the ways they are deployed; network-based, wireless, host-based, and network behavior analysis. Upon successful course completion, students will be able to implement, configure, secure, identify incidents, support incident response efforts, identify security policy problems, document the existing threat to an organization, and deter individuals from violating security policies.

MSCS 647 Compliance and Audit
3 semester credit hours
This course introduces students to the fundamental knowledge of Cybersecurity audit and control processes. Topics includes control framework, legal and ethical issues for IT auditors, audit planning, IT service delivery, network telecommunications auditing, application auditing, fraud and forensic auditing, e-business auditing, ISO auditing, PCI auditing, GLBA auditing, HIPAA auditing, and SOX auditing. Upon successful course completion, students will be able to conduct audits of information systems, create a control structure, audit an IT infrastructure against it, and establish systematic remediation procedures. Students will also have an opportunity to be certified as a CISA (Certified Information System Auditor).

MSCS 654 Wireless and Mobile Security
3 semester credit hours
This course introduces students to the field of mobile computing and the closely related field of pervasive computing. The student will learn about mobile hardware, wireless communication, ubiquitous data access, location and context awareness, security and privacy, design methodologies and infrastructure. Upon successful course completion, students will be familiar with the different wireless network attack mechanisms and will be able to evaluate various technologies involved in designing and securing a robust wireless system. No prerequisites

MSCS 680 Virtualization Security
3 semester credit hours
This course introduces students to the various security implications of virtualization and storage technologies.

Students will learn how to evaluate the advantages and disadvantages of virtualization and identify the different approaches for virtualizing computer systems. The course will introduce different virtualization technologies that will help students to plan, manage, and configure business application models. Upon successful course completion, students will be able to evaluate the security implications of each of the different approaches.
No prerequisites

MTH - MATH

MTH 551 Healthcare Statistics
3 semester credit hours
This course provides the basic knowledge required for the analysis, presentation and application of data relevant to nursing and healthcare issues. Fundamental to these skills, students will study descriptive and inferential statistics, sample and data preparation, probability and hypothesis testing, levels of data, measure of central tendencies, t-tests, correlations, and ANOVA, chi square, and regression analysis. Upon successful completion of this course, students will be able to apply statistical knowledge in evidence-based nursing practice.
Prerequisite: Undergraduate statistics

NUR - NURSING

NUR 501 Transformational Leadership
3 semester credit hours
This course provides a focus on theoretical foundations and conceptual principles of nursing leadership to include leadership styles, decision0making, conflict management, culture and diversity communication and the skills necessary to practice leadership competently n multidisciplinary, quality focused healthcare environments as a master's prepared nurse. The course is designed to enhance the student's leadership abilities to lead change, manage transitions, and inspire others to perform efficiently and effectively in progressive healthcare systems. Upon successful completion of this course, students will apply leadership and management principles in nursing practice.
Prerequisite: None

NUR 511 Theoretical Foundations: A Multidisciplinary Approach
3 semester credit hours
This course provides the knowledge and skills to perform a critical analysis of theories and acquire knowledge and skills necessary to utilize multidisciplinary models in advanced nursing practice. Student will explore systems theories, adult learning theories, theories associated with culture and diversity, bioethics, and the ecological model of social determinants of health. Upon successful completion of this course, students can apply theoretical models to nursing education or health systems leadership practice.
Prerequisite: None

NUR 531 Topics in Population Health
3 semester credit hours
This course provides an understanding and application of basic epidemiological principles and methods to issues related to the health of populations. Topics include surveillance, environmental science, and population health analysis and program planning as well as global health issues, health disparities, illness prevention and health promotion and health behavior modification. Students will apply knowledge related to the concepts of public health practice and perform critical appraisal of relevant literature.
Prerequisite: None

NUR 541 Policy, Politics, and Advocacy in Healthcare
3 semester credits
This course focuses on the exploration of social change theories and the role of technology as well as frameworks for community and political engagement, advocacy, and empowerment. Emphasis will be placed on the roles of key stakeholders who influence healthcare policy to include government, consumers, providers and payers. Students will examine general micro and macro issues, regulatory processes and quality control and policy making at various levels of government. Upon successful completion of this course, students will be able to participation policy, politics, and advocacy in healthcare settings.
Prerequisite: None

NUR 561 Nursing Research & Evidence-based Practice
3 semester credit hours
This course provides the background for students to refine their skills and build their knowledge related to reading research, critiquing research, the research process and essential concepts related to nursing science development. Through the course, students will evaluate the quality and applicability of relevant research and discuss topics pertinent to nursing scholarship, ethics, and clinical outcomes. Upon successful completion of the course, students will be able to apply research concepts to proposals, critiques, and evidence-based practice guidelines in nursing.
Prerequisite: NUR 551 Healthcare Statistics

NUR 581 Healthcare Technologies and Patient Safety
3 semester credit hours
This course provides a focus on the use of technology in the healthcare environment and nursing education programs. Topics discussed in this course include computer science, computer and information science, an introduction to regulatory standards for electronic data and monitoring systems, legal and ethical applications for nursing informatics, administrative information systems, tele-health, consumer information and education, simulation, emerging technologies and the future of nursing informatics. Upon successful completion of this course, students will be able to apply technology to solve nursing practice problems.
Prerequisite: None

NUR 600 Advanced Pathophysiology
3 semester credit hours
This course provides the background for graduate students to discuss the complex nature of disease and abnormal physiological processes. Students will gain advanced understanding in diseases processes and analyze the underlying cause of various disorders. Topics in this course will include signs and symptomatology, underlying causes, risk factors, progression of disease and approaches to care. Upon successful completion of this course, students will be able to apply pathophysiology concepts to nursing practice and nursing education.
Prerequisite: None

NUR 601 Advanced Physical Assessment
3 semester credit hours
This course provides the background for graduate students to perform advanced health assessment skills utilizing a diagnostic process based on clinical reasoning, differential diagnosis, evidenced-based practice, and symptom analysis for non-nurse practitioners. Students will engage in clinical evaluation of common problems presented by case study method. Upon successful completion of this course, students will complete a health history and perform a physical assessment.
Prerequisite: Completion of NUR 600, undergraduate Health Assessment course

NUR 602 Advance Pharmacology
3 semester credit hours
This course will focus on advanced concepts in pharmacology in direct care roles in nursing education. Students will review basic principles of pharmacology with emphasis on safe administration, the major drug classes, patient education, and student/staff education. Upon completion of this course, students will be able to clinical reasoning in relation to pharmacology.
Prerequisite: completion of NUR 601 or approval of Program Director

NUR 611 Health Systems Management
3 semester credit hours
This course focuses on concepts and issues related to healthcare leadership. Through the examination of management topics and healthcare situations, the student will explore the skills and knowledge needed to be successful in a diverse healthcare environment. Topics include healthcare leadership, systems science and integration, organizational science, managing professionals, and diversity in the workplace. Upon successful completion of this course, students will apply management principles in healthcare environments.
Prerequisite: all core NUR classes completed

NUR 621 Health Systems Finance
3 semester credit hours
In this course, students will explore the basics of financial and managerial accounting, presenting concepts that are critical to making sour financial decisions to better the cost-effectiveness of the organization. Topics will include healthcare economics and finance models, budgeting, cost/benefit analysis, variance analysis, marketing, health services financing, staffing, and reimbursement. Upon successful completion of this course, student will create, analyze and apply budgets and finance concepts in a healthcare setting.
Prerequisite: NUR 611

NUR 631 Health Systems Quality Measurement and Management
3 semester credit hours
This course will explore the essential principles and techniques of quality improvement applied to patient care and the management of services in healthcare organizations. The focus of this course will be the use of technology and information management systems to obtain and analyze healthcare data. Topics will include quality improvement models, methods and tools, data management, error analysis and organizational accountability. Upon successful completion of this course, students will apply quality management systems and processes in nursing practice.
Prerequisite: NUR 621

NUR 650 Curriculum Planning and Development
2 semester credit hours
This course provides the graduate student background on curriculum and program design. Students will learn how to plan a nursing program and appreciate the art of curriculum development. Topics will include theories and concepts related to curriculum design and process, creation of functional objectives, problem identification, and resource allocation. Upon successful completion of this course, students will have experience planning a nursing curriculum.
Prerequisite: completion of NUR 602
Co-requisite: NUR 650L

NUR 650L Nursing Education Practicum I
1 semester credit hour
This practicum will provide application of knowledge. Students will work with a masters prepared preceptor that is a faculty member in a registered nursing program or a master prepared clinical educator to experience the role of the nurse educator related to curriculum planning and development. Student's experiences will be documented in a reflective journal. Practicum hours will be tracked and documented each term. At the end of this course, students will be able to perform in the role of a nurse educator.
Co-requisite: NUR 650L

NUR 660 Teaching and Learning Strategies
3 semester credit hours
This course will provide an in-depth study of teaching and learning strategies and effective instructional methods. In this course, students examine the instructional process from a theoretical and practical perspective. Topics will focus on effective use of learning theories and technologies, the learning environment, and instructional strategies. Distance

education modalities are included. Upon successful completion of this course, students will perform in the role of nurse educator.
Prerequisite: NUR 650
Co-requisite: NUR 660L

NUR 660L Nursing Education Practicum II
1 semester credit hour
This practicum course will provide application of knowledge. Students will work with a masters prepared preceptor that is a faculty member in a registered nursing program or a master prepared clinical educator to experience the role of the nurse educator related to teaching and learning strategies. Student' experiences will be documented in a reflective journal. Practicum hours will be tracked and documented each term. Upon successful completion of this course, students will have continued implementation of the graduate project.
Co-requisite: NUR 660

NUR 670 Assessing and Evaluation Nursing Education
2 semester credit hours
This course will provide an in-depth study on assessment strategies and evaluation processes that are relevant to nursing programs and the practice setting. Strategies to assess learning and evaluate program outcomes will be explored. Upon successful completion of this course, students will be able to plan for assessment, construct and analyze classroom tests, and assess clinical performance in various learning environments.
Prerequisite: NUR 660 and NUR 660L
Co-requisite: NUR 670L

NUR 670L Nursing Education Practicum III
1 semester credit hour
This practicum course will provide application of knowledge. Students will work with a masters prepared preceptor that is a faculty member in a registered nursing program or a master prepared clinical educator to experience the role of the nurse educator related to assessment and evaluation. Student' experiences will be documented in a reflective journal. Practicum hours will be tracked and documented each term. Upon successful completion of this course, students will have completed and evaluated the graduate project.
Co-requisite: NUR 670

NUR 680 Health Systems Practicum I
2 semester credit hours
This practicum will provide application of knowledge. Students will work with a preceptor to gain knowledge in nursing management at the unit or department level. Student's experiences will be documented in a reflective journal. Upon successful completion of this course, students will perform in the role of a nurse leader.
Prerequisite: all courses preceding NUR 680
Co-requisite: NUR 680L

NUR 690 Health Systems Practicum II
2 semester credit hours
This course will continue role development toward accomplishing the AONE competency plan begun in NUR 680. Students will journal their clinical hours and progress on their graduate project. Upon successful course completion, students will be able to complete a learning agreement that supports professional role development in health systems leadership.
Prerequisite: All NUR courses complete except NUR 695
Co-requisite: NUR 690L

NUR 695 Nursing Synthesis
2 semester credit hours
This course will provide students the opportunity to synthesize concepts learned across the curriculum and present the graduate synthesis project and the graduate portfolio. Upon successful completion of this course, students will have completed the graduate project and portfolio demonstrating the program outcomes.

Prerequisite: all NUR courses completed except NUR 690 and NUR 695. Graduate project fully completed.

University Administration

Mark Dreyfus
President

Greg Casey
Vice President Finance

Jeff Arthur
Vice President Regulatory Affairs &
Chief Information Officer

Barbara Larar
Senior Vice President

Kat Prince
Vice President Academic Affairs

Steve Whitten
Vice President, Accreditation and State Licensure

Maryse Levy
Vice President, Student Development

Campus Administration

Each campus is administered by a full-time, on-site Campus President who is responsible for campus supervision and the application of policy.

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ECPI University
University Administration
5555 Greenwich Road
Virginia Beach, Virginia 23462
(757) 671-7171
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CATALOG DETAILS

Remove Catalog Insert A, replaced by Professional Development and Continuing Education Catalog

Add Catalog Inserts

- Catalog Insert F – Dental Assisting Handbook
- Catalog Insert G – Diagnostic Medical Sonography Handbook
- Catalog Insert H – Health Information Management Handbook
- Catalog Insert I – Medical Radiography Handbook
- Catalog Insert J – Physical Therapist Assistant Handbook
- Catalog Insert K – Surgical Technology Handbook
- Catalog Insert L – Masters of Science in Nursing Handbook
- Catalog Insert M – Bachelor of Science in Nursing Handbook
- Catalog Insert N – Associate of Applied Science in Nursing Handbook
- Catalog Insert O – Associate of Applied Science in Nursing (North Carolina) Handbook
- Catalog Insert P – Practical Nursing Handbook
- Catalog Insert Q – Practical Nursing (North Carolina) Handbook

Add link to the Professional Development and Continuing Education Catalog

CAMPUS INFORMATION

Update *Program Offerings by Campus* listing

Virginia Campuses

- Virginia Beach (Main)
  - AS Electronic Engineering Technology concentration in Mechatronics
  - AS Mechanical Engineering Technology
- Virginia Beach Health Science
  - Diploma Medical Assisting
- Newport News Health Science
  - Diploma Medical Assisting

North Carolina Campuses

- Charlotte
  - BS Computer & Information Science concentration in Cloud Computing
  - Diploma Medical Assisting
- Greensboro
  - BS Computer & Information Science concentration in Cloud Computing
- Raleigh
  - BS Computer & Information Science concentration in Cloud Computing

South Carolina Campuses

- Columbia
  - Practical Nursing

PROGRAM INFORMATION

Add an *Associate of Science in Electronic Engineering Technology with a concentration in Mechatronics* and an *Associate of Science in Mechanical Engineering Technology*.

Electronics Engineering Technology
Associate of Science

concentration in:
Electronics Engineering Technology
Mechatronics

Program Overview

Engineering technicians install, maintain and repair electrical and electronic equipment. They also assist in the development, testing, production, and quality assurance of equipment and components such as: circuit boards, wireless phones, PDAs, medical equipment, and control systems. Skills in the Mechatronics field can be applied in various areas including maintenance and repair, installation, quality assurance, and research and development.

The Electronics Engineering curriculum provides the education and foundation needed for employment in a variety of related industries in both the private and public sector including: automation and manufacturing, aerospace, automotive, and computer industries.

The Mechatronics concentration will offer you the chance to work with and troubleshoot programmable logic controllers, and integrated systems; learn by doing while grasping a firm theoretical foundation in electronics; and put into practice your acquired knowledge through several hands-on projects.

Program Objectives

Students in the A.S. Electronics Engineering Technology program learn to apply technical and analytical skills in electrical, electronics, and related industry to solve engineering problems, maintain equipment and facilities. They apply mathematical science and engineering principles to solve technical problems, implement complex hardware and software systems, and perform team work in engineering projects,

Graduates of the A.S. Electronic Engineering Technology program are expected to attain the following objectives within a few years of graduation:

- Apply acquired technical and analytical skills as it relates to their professional positions in electrical, electronic, and related industries.
- Apply relative mathematical, science, and engineering methods to solve technical problems.
- Analyze and implement complex systems including both hardware and software.
- Pursue lifelong learning and successful professional careers.
- Perform as effective team members through adequate oral and written communication skills.
- Relate and exercise an educated judgment in regards to their professional and ethical responsibilities.

Program Outcomes

Students in the A.S. Electronics Engineering Technology program learn about subjects such as fiber optics, analog and digital electronics, control systems, and network technologies. They are able to use test equipment, to troubleshoot, maintain, and repair electronic systems as well as computer and network technologies. Students also learn to document and follow operating procedures as well as communicate ideas effectively to their colleagues and customers both verbally and in writing.

- An ability to apply the knowledge, techniques, skills and modern tools of the discipline to narrowly defined engineering technology activities.
- An ability to apply knowledge of mathematics, science, engineering, and technology to engineering technology problems that require limited application of principles but extensive practical knowledge.
- An ability to conduct standard tests and measurements, and to conduct, analyze, and interpret experiments.
- An ability to function effectively as a member of a technical team.

- An ability to identify, analyze, and solve narrowly defined engineering technology problems.
- An ability to apply written, oral and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
- An understanding of and a commitment to address professional and ethical responsibilities, including a respect for diversity.
- A commitment to quality, timeliness, and continuous improvement.

Students in the A.S. EET Mechatronics concentration will focus on core areas such as programmable controllers, hydraulics and pneumatics, testing and measuring instruments, materials science, automation and control systems and computer programming and networks.

Graduates of the A.S. EET Mechatronics program will use interactive hands-on education in technology to achieve the following outcomes:

- Use testing and measuring instruments to acquire data, analyze problems, and design a system or process
- Identify analyze and solve technical problems
- Analyze and implement systems containing hardware and software components

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/technology/program/electronics-engineering-associate-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/)

In 1.5 years, though our year-round schedule, you can earn an Associate of Science in Electronics Engineering Technology or an Associate of Applied Science in Electronics Engineering Technology (South Carolina only).

About Electronics Engineering Technology

Electronic engineering technicians install, maintain, and repair electrical and electronic equipment. They assist engineers in the development, testing, production, and quality assurance of equipment and components such as circuit boards, wireless phones, medical equipment, and control systems. Electronics engineering technicians are needed in many industries and can find employment in work environments where electronics are used extensively. Mechatronics Technicians play a critical role in advanced manufacturing. Through their combined skills in mechanical, electrical and electronics circuits, they are able to troubleshoot, repair and maintain computer-controlled mechanical systems.

Some positions may require background checks, drug screening, and/or security clearances, depending on the position and industry.

Some entry-level job titles for an A.S. EET graduate include Medical Equipment Repairer and Installer, Biomedical Equipment Technician, Biomedical Support Technician, Electronics Technician, Computer Engineering Technician, Computer Support Specialist, Electrical/Electronic Engineering Technician, Field Service Technician, and Technical Salesperson.

Some entry-level job titles for an A.S. Electronics Engineering Technology graduate with a Mechatronics concentration include Automation Technician, Control Systems Technician, Electro-Mechanic, Electro-Mechanical Technician (E/M Technician), Electro-Mechanical Equipment Tester, Electronic Instrument Technician, Electronic Technician, and a combination of these titles.

Graduates of the A.S. EET degree program may choose to continue their education by pursuing a B.S. degree in EET.

Recommended Certifications

Certifications are not required for completion of this program; however, ECPI encourages student to obtain all appropriate certifications to increase potential job opportunities. ECPI provides students in this program with vouchers which allow the student to take certification exams at a greatly reduced cost. Available certifications for this program include Fiber Optics Installer (FOI), Fiber Optics Technician (FOT), A+ Certification, Network+ Certification, Security+ Certification, GMDSS - Global Maritime Distress and Safety System Maintainer License, GROL - General Radiotelephone Operator's License, and Associate CET.

Program Outline

Associate of Science in Electronics Engineering Technology

76 semester credit hours
5 semesters/18 months

Program Requirements

Core Curriculum

25 semester credit hours

CIS 121	Logic and Design	3
CIS 150	Networking I	3
EET 110	Electric Circuits I	3
EET 111	Electric Circuits II	3
EET 111L	Electric Circuits LAB	1
EET 120	Semiconductor Devices	3
EET 121	Electronic Systems Applications	3
EET 130	Digital Systems I	3
EET 230	Digital Systems II	3

Arts and Sciences*

19 semester credit hours

COM 115	Principles of Communication	3
ENG 110	College Composition	3
HUM 205	Culture and Diversity	3
MTH 131	College Algebra	3
PHY 120	Physics	3
PHY 120L	Physics LAB	1
PSY 105	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

9 semester credit hours

CIS 106	Introduction to Operating Systems	3
CIS 115	Computer Applications	3
COR 090	Career Orientation Seminar	0
FOR 110	Essentials for Success	3

Concentration Requirements

Electronics Engineering

13 semester credit hours

EET 220	Industrial Applications	3
EET 221L	Instrumentation and Measurement Lab	1
EET 250	Computer Configuration I	3
EET 252 or CIS225	Data Communications and Networking	3
EET 282	Wireless Security	3

Mechatronics

13 semester credit hours

EET 191	Materials Science	3
EET 192	Engineering Graphic Communications	3
EET 192L	Introduction to 3D Modeling LAB	1
EET 293	Hydraulics and Pneumatics Systems	3
MET211	Statics	3

Electives

10 semester credit hours

CIS 126	Programming I	3
CIS 214	Object Oriented Programming with C#	3
CIS 215	Programming II	3
EET 200	Externship-EET III	3
EET 203	Externship EET I-a	1
EET 204	Externship EET I-b	1
EET 205	Externship EET I-c	1
EET 231	Introduction to Programmable Logic Controllers	3
EET 231L	Introduction to Programmable Logic Controllers LAB	1
EET 251	Computer Configuration II	3
EET 251L	Computer Configuration II LAB	1
EET 272	Fiber Optics Communication	3
EET 272L	Fiber Optics Communication LAB	1
EET 293L	Hydraulics and Pneumatics Systems LAB	1
MET 213	Advanced 3-D Modeling	3
MET 221	Manufacturing Processes	3
MTH 200	Pre-Calculus	3

Mechanical Engineering Technology
Associate of Science

Program Overview

The A.S. Mechanical Engineering Technology program is a hands-on career in testing, manufacturing, operations, maintenance and technical support. Students will be taught skills that support industries such as Product Design and Fabrication, and Manufacturing and Systems Control.

Program Objectives

Students in the A.S. Mechanical Engineering Technology program learn to apply technical and analytical skills in mechanical engineering technology to solve engineering problems, maintain equipment and facilities. They apply mathematical, science and engineering principles to solve technical problems, troubleshoot and maintain mechanical systems, and perform team work in engineering projects.

Program Outcomes

Students in the A.S. Mechanical Engineering Technology degree focus on problem solving and real-world application of applied engineering sciences and technology. Mechanical engineering technicians are real problem solvers with responsibilities ranging from those of a support technician to plant manager.

Graduates of the A.S. Mechanical Engineering Technology program will focus on:

- Acquiring knowledge, techniques, skills with modern tools of Mechanical Engineering Technology
- Conducting, analyzing and interpreting experiments and applying experimental results to improve mechanical processes
- Functioning effectively on a team in the preparation of reports and presentations
- Incorporating quality, aptness, and continuous improvement in expertise and professional behavior

Externships are opportunities for students to gain mentored, practical experience in a "real-world" job setting. Students are encouraged to complete an externship course. Career opportunities may be greatly enhanced for graduates who complete an externship. Each student will be assisted by Career Services in finding a suitable externship opportunity.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/programs/mechanical-engineering-technology-bachelor-degree) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/)

In 1.5 years, though our year-round schedule, you can earn an Associate of Science in Mechanical Engineering Technology.

About Mechanical Engineering Technology

Some positions may require background checks, drug screening, and/or security clearances, depending on the position and industry.

Some entry-level job titles for an A.S. Mechanical Engineering Technology graduate include manufacturing technician, mechanical engineering technician, drafting and computer graphics technician, industrial technician, or plant maintenance technician.

Graduates of the A.S. Mechanical Engineering Technology degree program may choose to continue their education by pursuing a B.S. degree in Mechanical Engineering Technology.

Recommended Certifications

Certifications are not required for completion of this program but are encouraged. ECPI University provides vouchers allowing students to take certification exams at a greatly reduced cost.

Program Outline

Associate of Science in Mechanical Engineering Technology

76 semester credit hours
5 semesters/18 months

Program Requirements

Core Curriculum

32 semester credit hours

CIS 121	Logic and Design	3
EET 113	DC and AC Circuits	3
EET 191	Materials Science	3
EET 192	Engineering Graphic Communications	3
EET 192L	Introduction to 3D Modeling LAB	1
EET 223	Electronic Devices & operational Amplifiers	3
EET 293	Hydraulics and pneumatics Systems	3
EET 293L	Hydraulics and Pneumatics systems LAB	1
MET 114	Introduction to Geometric Dimensioning and Tolerancing (GD&T)	3
MET 211	Statics	3
MET 213	Advanced 3-D Modeling	3
MET 221	Manufacturing Processes	3

Arts and Sciences*

25 semester credit hours

COM 115	Principles of Communication	3
ENG 110	College Composition	3
ENG 120	Advanced Composition	3
HUM 205	Culture and Diversity	3
MTH 131	College Algebra	3
MTH 200	Pre-calculus	3
PHY 120	Physics	3
PHY 120L	Physics LAB	1
PSY 105	Introduction to Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

9 semester credit hours

CIS 106	Introduction to Operating Systems	3
CIS 115	Computer Applications	3
COR 090	Career Orientation Seminar	0
FOR 110	Essentials for Success	3

Electives

10 semester credit hours

CIS 126	Programming I	3
CIS 214	Object-oriented Programming Using C#	3
CIS 215	Programming II	3
EET 200	Externship-EET III	3
EET 207	Applied Engineering Programming	3
EET 231	Introduction to Programmable Logic Controllers	3
EET 231L	Introduction to Programmable Logic Controllers LAB	1
EET 250	Computer Configuration I	3
EET 251	Computer Configuration II	3
EET 251L	Computer Configuration II LAB	1

Criminal Justice
Bachelor of Science

concentrations in:
Criminal Justice
Homeland Security

Program Overview

The Bachelor of Science in Criminal Justice Degree provides a practice-based approach to learning through an overview of law enforcement, corrections, the court system and private security in the United States. Crime and other threats affect the stability of both local communities and the nation's security. Members of the criminal justice system and certain related emergency management sectors work to identify and eliminate these threats.

Program Outcomes

Upon successful completion of the program, graduates are able to:

- Execute ethical standards across professional and personal settings.
- Critically evaluate the quality and sufficiency of evidence to support a criminal justice argument (case or proposal).
- Integrate scientific inquiry into the analysis of criminal justice issues.
- Analyze human behavior and the impact on crime.
- Execute workplace policies and protocols when sensitive data is compromised.

For additional information about the program outcomes, please see the Student Consumer Information (link to: http://www.ecpi.edu/business/program/criminal-justice-bachelor-degree/) which provides additional information on the future careers, success, cost, and financing for this program. For information on the University Completion and Graduation Rates, please see Information About the University on the ECPI website (link to: http://www.ecpi.edu/services/about-ecpi-university/).

In 2.5 years, through the year-round schedule, you can earn a Bachelor of Science in Criminal Justice.

Additional Outcomes

All students in the B.S. Degree Program in Criminal Justice, regardless of Concentration, may expect to gain the following outcomes:

- Demonstrate oral and written communication skills.
- Investigate criminal justice issues through the use of field related technology.
- Compile information into criminal justice reports utilized in law enforcement, courts corrections and private security.
- Develop skills to manage conflict effectively with members of diverse cultural groups.
- Design emergency operations plans.

Criminal Justice Concentration Outcomes

Students in the Criminal Justice concentration will gain the following additional outcomes:

- Apply evidentiary law to real and hypothetical fact situations.
- Apply best practices in crime scene management and digital forensic investigation.
- Perform security surveys.
- Apply law enforcement policies and procedures to real world scenarios.
- Evaluate evidence based rehabilitative and treatment practices utilized in adult and juvenile justice.

Homeland Security Concentration Outcomes

Students in the Homeland Security concentration will gain the following additional outcomes:

- Demonstrate an ongoing investigation into the dynamic changes in and scope of homeland security.
- Create crime maps with GIS software through the evaluation of spatial hotspots for resource allocation, crime prevention, incident response and crime management strategies.
- Perform security surveys.
- Design security and response plans for the nation's critical infrastructures.
- Acquire knowledge of NIMS (National Incident Management System) and its application to Homeland Security

About Criminal Justice

Graduates of a Criminal Justice degree program have many career opportunities. These career paths may lead students to positions within or related law enforcement, the courts, corrections (including community corrections such as probation and parole), emergency management and private security, one of the fastest growing sectors in criminal justice. Criminal justice positions generally are located within federal, state and local government agencies but can also be found in the military and private corporations inside the United States and beyond

Graduates of the B.S. degree program in Criminal Justice (with the Criminal Justice concentration) are positioned to compete for employment in federal, state, local and military law enforcement agencies, courts, law firms, prisons, jails, federal and state (adult and juvenile) probation and parole offices, rehabilitative facilities and private security firms. Graduates are also positioned to compete for employment in transportation security organizations, emergency management agencies and public health departments. This is only a partial list of common employment opportunities.

Graduates of the B.S. degree program in Criminal Justice (with the Homeland Security concentration) are positioned to compete for employment primarily in law enforcement fields that focus on the security of United States citizens, security and control of U.S. borders and protection of domestic critical infrastructure sectors including transportation. Graduates are also positioned to compete for employment in federal, state, and local law enforcement agencies in positions not solely focused on homeland security, probation offices, parole offices, emergency management agencies and private security firms. This is only a partial list of common employment opportunities.

Applicants for employment in criminal justice must be capable of completing an employment process which may include the following:

- Criminal History Check
- Drug Screening
- Psychological Screening/ Mental Health History
- Driving Record
- Polygraph Examination
- Security Clearance
- Physical Agility
- Physical Health Evaluation
- Military Disciplinary History
- Domestic Violence Investigations
- Credit History
- Social Networking Background Investigation
- Background Investigation
- Panel Interviews
- Behavioral Assessment
- Possession of a Valid Driver's License

- Compliance with policies regarding body art/ tattoos and piercings
- Tobacco Free Agreement
- Educational History

Recommended Certifications

Certifications are not required for completion of this program but are encouraged. ECPI University provides vouchers allowing students to take certification exams at a greatly reduced cost. See the Campus Program Director for a discussion on certifications offered at that Campus.

Externships are opportunities for students to gain mentored, practical experience in a "real world" job setting. Students in the College of Criminal Justice are not required to complete an externship as part of their programs of study. Each student who wishes to complete an externship will be assisted by Career Services in finding a suitable externship opportunity.

Program Outline

Bachelor of Science in Criminal Justice
121 semester credit hours
8 semesters/30 months

Program Requirements

Core Curriculum

48 semester credit hours

CJ 100	Introduction to Criminal Justice	3
CJ 105	Criminal Law	3
CJ 110	Law Enforcement Operations	3
CJ 125	Criminal Procedure	3
CJ 130	Ethics in Criminal Justice	3
CJ 135	Corrections	3
CJ 140	Research Methods	3
CJ 200	Investigations	3
CJ 225	Crime Scene Management	3
CJ 227	Computer Investigation	3
CJ 230	Introduction to Terrorism	3
CJ 235	Criminology	3
CJ 340	Organized Crime	3
CJ 350	Criminal Justice Documentation	3
CJ 380	Private Security I	3
CJ 430	Conflict Management	3

Arts and Sciences*

31 semester credit hours

CAP 480	Arts and Sciences Capstone	3
COM 115	Principles of Communication	3
ENG 110	College Composition	3
ENG 120	Advanced Composition	3

HUM 205	Culture and Diversity	3
MTH 131	College Algebra	3
MTH 140	Statistics	3
PHY 120	Physics	3
PHY 120L	Physics LAB	1
PSY 105	Introduction to Psychology	3
PSY 220	Positive Psychology	3

**For allowable substitutions of arts and sciences courses, see the Arts and Sciences Department page*

Self-Integration

9 semester credit hours

CIS 106	Introduction to Operating Systems	3
CIS 115	Computer Applications	3
COR 090	Career Orientation Seminar	0
FOR 110	Essentials for Success	3

Concentration Requirements

Criminal Justice

18 semester credit hours plus electives

CJ 115	Drugs and Crime	3
CJ 205	Juvenile Justice	3
CJ 370	Rules of Evidence	3
CJ 435	Emergency Planning	3
CJ 461	Media Relations for Law Enforcement	3
CJ 480	Probation & Parole	3
	Various Electives	15

Homeland Security

18 semester credit hours plus electives

CJ 210	Global Comparative Justice	3
CJ 245	Multi-Cultural Communication for Law Enforcement	3
CJ 416	Domestic Terrorism	3
CJ 425	Weapons of Mass Destruction	3
CJ 435	Emergency Planning	3
CJ 485	Homeland Security	3
	Various Electives	15

Electives

BUS 121	Introduction to Business	3
CJ 115	Drugs and Crime	3
CJ 205	Juvenile Justice	3
CJ 215	Community Policing	3
CJ 220	Criminal Justice Special Topics	3
CJ 240	Intelligence	3
CJ 245	Multi-Cultural Communication for Law Enforcement	3
CJ 290	Externship-CJ III	3
CJ 291	Externship-CJ II	2
CJ 292	Externship-CJ I-a	1
CJ 293	Externship-CJ I-b	1
CJ 294	Externship-CJ I-c	1
CJ 310	Digital Forensic Analysis	3
CJ 345	Managing Hazardous Materials	3
CJ 345L	Managing Hazardous Materials LAB	1
CJ 352	Criminal Statutory Analysis	3
CJ 361	Law Enforcement Management	3
CJ 370	Rules of Evidence	3
CJ 390	Crime Mapping	3
CJ 390L	Crime Mapping LAB	1
CJ 416	Domestic Terrorism	3
CJ 420	Security Management Technology	3
CJ 420L	Security Management Technology Lab	1
CJ 440	Use of Force	3
CJ 461	Media Relations for Law Enforcement	3
CJ 480	Probation and Parole	3
CJ 485	Homeland Security	3
CJ 490	Externship-CJ Sr. III	3
CJ 491	Externship-CJ Sr. II	2
CJ 492	Externship-CJ Sr. I-a	1
CJ 493	Externship-CJ Sr. I-b	1
CJ 494	Externship-CJ Sr. I-c	1
EET 350	Overview of Electronic Security Devices	3

PROGRAM INFORMATION – Additional changes

Correct AAS Nursing

Prerequisite course. College transfer credits will be reviewed according to policies in this Catalog. Only earned academic credit can fulfill the prerequisite course requirements. In other words, students may not test out of or apply standardized test results (CLEP, DANTES, etc.) to fulfill the prerequisite course requirements.

- BIO101 Human and Anatomy & Physiology I, BIO104 Human Anatomy & Physiology II
- College Algebra 100 level or higher level MTH course
- Computer Applications 100 level or higher

ACADEMIC POLICIES

Revise introductory paragraph

The following academic policies apply to all students attending ECPI University. Additional policies for students pursing a graduate degree are included in this *Catalog* under the Graduate Program Policies. Students pursuing health science programs at the ECPI University College of Health Science, Medical Careers Institute, must also refer to their program handbook for additional policies. The following health science programs have program-specific policy handbooks: Dental Assisting, Diagnostic Medical Sonography, Health Information Management, Medical Radiography, Nursing (diploma, associate's bachelor's and master's degree programs), Physical Therapist Assistant and Surgical Technology.

Replace the *Online Classes* section of the *Attendance Policy – Effective 9/15/2015*

Online Classes. Online course attendance will be assessed twice per week on Tuesdays and Fridays at 10am ET. At each attendance checkpoint, a student will be marked as having attended for the period between the previous checkpoint and current one if the student has submitted work that will **receive a grade** for one of the following actions located in the learning management system during the period:

Attendance Checkpoint

- Post to a graded discussion forum
- Submit an assignment
- Take a quiz or test

Please Note: Introduction discussions are required, but are not a graded item that qualifies for attendance. A variety of learning activities and assessments are required for successful completion of an online course. Please be aware that earning attendance does not constitute earning a passing grade.

Any student who does not earn attendance by **Tuesday of Week 2** will be unregistered from his/her course(s).

Revise *Grades and Grading Policies*

Incomplete grades. Incomplete ("I") grade may be assigned at the faculty member's discretion to permit the student time to complete required coursework which s/he was prevented from completing in a timely manner due to mitigating circumstances. The faculty member may require the student to document the request to assist in the decision. The "I" grade should be considered only when the student has the potential to earn a passing grade if the missing work is made up.

To be eligible for an "I" grade, the student must have a passing grade in the course at the time of the request, based upon the required coursework up to that point and must have completed at least 75 percent of the course work. All incomplete work must be completed within the first week of the following term; exceptions must be approved by the Campus Director of Academic Affairs or his/her designee. When the work is completed, the faculty member will submit a grade change form with the final grade earned. If the work is not completed within the prescribed time frame, the "I" will automatically change to a permanent "F" grade. The student will be informed of the final grade assigned.

COURSE DESCRIPTIONS

Revised course descriptions

BIO 104 - Human Anatomy & Physiology II
3 semester credit hours
This course provides an introduction to the anatomy and physiology of the human body. Students will learn human anatomy, physiology and pathology focusing on the cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive organ systems as it relates to health, disease, and healthcare. Upon successful course completion, students entering the healthcare profession will have the skills to learn medical terminology as well as a basic knowledge of the organ system presented in class.
Prerequisite: None

BUS 242 - Technology Optimization
3 semester credit hours
This course provides students with an overview of the current issues involved with designing and implementing web-based technology in the business environment. Students will learn the trends of conducting business via the internet, as well as basic web security and privacy guidelines. The purpose of various tools used to evaluate technology-based activities will be explored. Upon successful completion of the course, students will be able to analyze and use technology based tools and applications to optimize business performance.
Prerequisite: BUS121 and CIS106

CIS 121 - Software Logic and Design (course title change)

CIS 212 - Principles of Cybersecurity (course title change)

CIS 212L Network Security Concepts LAB (deactivated, no longer offered)

CIS 215 - Object-Oriented Programming with C++ (course title change)

CIS 215L - Object-Oriented Programming with C++ LAB (course title change)

CJ 235 - Criminology
3 semester credit hours
This course examples the nature, extent and causes of crime. Students will learn basic assumptions of current criminological theories, patterns of criminal behavior and typologies of criminal activity. Upon successful course completion, student will be able to evaluate the causes and social impact of crime.
Prerequisite: CJ100

CJ 390L - Crime Mapping LAB
1 semester credit hour
This course will continue the exploration of practical and theoretical aspects of Geographic Information Systems (GIS) which are utilized in the analysis and response to crime. Student will examine data sources utilized in crime mapping as well as GIS applications to crime analysis. Upon successful course completion, students will be able to select appropriate data sources for GIS projects, apply GIS techniques to criminal justice problems, and determine the impact of GIS application to homeland security strategies.
Prerequisite: CJ235
Co-requisite: CJ390

CJ 485 - Homeland Security
3 semester credit hours
This course will address and provide an in-depth overview of administrative and management roles of domestic and international homeland security functions and operations. Students will learn and gain a full working knowledge of homeland security operations, disaster preparedness, response, and recovery operations. Upon successful completion of this course, students will be able to understand, interpret, and analyze the past, present, and future trends and technologies of domestic and international homeland security operations and functions.
Prerequisite: CJ230

FOR 116 - Freshman Orientation
1 semester credit hours
This course is designed to assist students in transition into the educational setting and to aid them in developing skills that are essential for success in the healthcare field. Students will learn the importance of writing to a specific audience and of learning to write as a process. Upon successful course completion, students will be able to demonstrate the knowledge and skills necessary to gain ultimate success in the academic and clinical setting.
Prerequisite: None

MED 295 - Medical Assisting Externship
4 semester credit hours
This externship is a culmination of all the learning and practice acquired with in-house courses. The student goes into a "real-life" medical environment and applies their skills and knowledge while interacting with patients and co-workers. The extern performs clinical and administrative duties required of an entry level Medical Assistant during the supervised, graded, MA practice. Employer agreements, detailed job descriptions, employer evaluations, and duties directly related to the student's program of study are required. This course is approved, coordinated, and graded by faculty.
Prerequisite: All other coursework except COR 090, MED 286

MSCS 615 Cloud Security (course name correction)

MSCS 621 Security Architecture & Design changed to **MSCS 521**

MSCS 637Advanced Ethical Hacking (course name correction)

MSCS 641 Information Risk Management (course name correction)

MTH 099 - Introduction to Mathematics
3 semester credit hours
This course will provide students with mathematically sound and comprehensive coverage of the topics essential in an introductory algebra course and the fundamental skills needed by students for collegiate level mathematics courses. Students will learn and review integers, whole numbers and fractions, ratio and proportion, and problem solving. Upon successful course completion, students will be able to perform calculations on real numbers, , factor real number expressions, and solve one-variable equations.
Pass/No Pass Course

MTH 131 - College Algebra
3 semester credit hours
This course examines algebraic applications and problem-solving skills to include the ability to formulate, use, and interpret mathematical models. Students will learn graphing of systems of linear equations, operations with an factoring polynomials, , the algebra of rational expressions, manipulation and simplification of radicals and properties of exponentials and logarithmic functions and terms. Upon successful course completion, students will be able to solve mathematical problems using appropriate words, symbols, tables, and/or graphs as well as apply mathematical principles to real world situations.
Prerequisite: Qualifying Score on Entrance Exam or satisfactory completion of MTH099 Introduction to Mathematics

PSY 105 - Introduction to Psychology
3 semester credit hours
This course provides an overview of the current body of knowledge and methods of the science of psychology. Students will learn how cognitive, emotional, physical, social, and psychological processes influence their lives and careers. Upon successful course completion, students will be able to use fundamental psychological theories to build better self-awareness and understanding of human behavior.
Prerequisite: ENG110

RAD 100 - Fundamentals of Radiologic Sciences & Healthcare
1 semester credit hours
This course will provide an overview of the foundations in Radiography and the practitioner's role in the health care delivery system. Students will learn principles, practices and policies of the health care organization and the professional responsibilities of the

Radiographer. Upon successful course completion students will be able to provide a brief synopsis of the foundations of Radiography and differentiate between various types of health care organizations.
Prerequisite: Program Admission
Co-requisite: MED104

RAD 105 - Patient Care and Ethics in Radiologic Sciences
2 semester credit hours
This course will present basic patient care and medical terminology related to the Radiography profession. Students will learn: ethics and moral behavior; legal and professional responsibilities; patient consent; patient education, safety, and comfort; prevention and control of infection; patient monitoring; contrast media. Some of the subjects included in these topics are patient confidentiality, communication and assessment; proper body mechanics for patient transfer, universal precautions and isolation procedures; medical emergency and monitoring equipment; contrast media administration, contraindications, complications and Radiographer's response. Upon successful course completion, students will be able to apply basic patient care techniques and medical ethics in a clinical setting as a student at an entry level.
Prerequisite: RAD100
Co-requisite: RAD110

RAD 110 - Introduction to Radiographic Positioning & Technique
1 semester credit hours
This course introduces the student to basic terminology related to radiographic positioning and technique. Students will learn placement of a patient's body parts to obtain a radiographic image. Basic concepts of x-ray technique formation on a radiographic control panel are introduced, such as mAs, kVp, AEC, and SID. Selection of image receptor sizes and their placement, as well as x-ray table & tube handling will be practiced, to include operation of the centering light, collimation, locking mechanisms, the bucky tray cassette holder, distance selection for both table and upright imaging, and any applicable table movements. Basic positioning for a routine chest procedure will be introduced. Upon successful course completion students will be able to apply basic practices required to perform radiographic procedures on patients in a clinical affiliate, during the clinical education courses.
Prerequisite: RAD100
Co-requisite: RAD105

RAD 115 - Radiographic Procedures 1
2 semester credit hours
This course will present general procedural considerations involved with positioning patients for x-ray examinations. Certain specific imaging procedures are presented. Student will learn these specific imaging procedures: Chest & Abdomen, Toes & Foot, Hand & Wrist, Os Calcis & Ankle, Forearm & Elbow, Tibia & Fibula, Humerus, Shoulder & Scapula, Knee & Patella, Clavicle & AC Joints, Femur & Pelvis. Upon successful course completion, students will be able to: Position another student in all of the radiographic procedures instructed this term; Identify radiographic anatomy on a finished radiograph; Identify sectional anatomy on an image; Accurately select radiographic technique for each procedure and properly handle all radiographic equipment, including centering from tube to patient to image receptor.
Prerequisite: RAD110
Co-requisite: RAD120

RAD 120 - Introduction to Radiography Clinical Practice
1 semester credit hours
This course is the introductory course preceding the twelve clinical education courses. Students will learn basic hospital and radiology department protocols for clinical affiliations, including general rules, regulations, and expectations. They will also review the ECPI Medical Radiography Program Education Manual, to include clinical education policies. Manipulation of mobile radiography equipment will also be presented. Upon successful course completion students will be able to utilize basic radiation protection standards to be applied in clinical education courses.
Prerequisite: RAD110
Co-requisite: RAD115

RAD 125 - Radiographic Procedures 2
2 semester credit hours
This course will present general procedural considerations involved with positioning patients for x-ray examinations. Certain specific imaging procedures are presented. Student will learn these specific imaging procedures: Cervical Spine, Thoracic Spine, Lumbar Spine, Sacrum & Coccyx, Bony Thorax, Cranium, Facial Bones, Paranasal Sinus. Upon successful course completion, students will be able to: Position another student in all of the radiographic procedures instructed this term; Identify radiographic anatomy on a finished radiograph; Identify sectional anatomy on an image; Accurately select radiographic technique for each procedure and properly handle all radiographic equipment, including centering from tube to patient to image receptor.
Prerequisite: RAD115
Co-requisite: RAD132

RAD 132 - Radiography Clinical Education 1
1.5 semester credit hours
This course is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiographic procedures. This course requires students to begin performing the mandatory and elective clinical competency exams required by the American Registry of Radiologic Technologist (ARRT). Students will learn how to employ radiographic procedures and patient care skills in the clinical setting. Students will comply with the overall clinical objectives applicable this term. Upon successful completion students will demonstrate competency in a required number of radiographic exams.
Prerequisite: RAD120
Co-requisite: RAD125

RAD 135 - Radiographic Procedures 3
2 semester credit hours
This course will present general procedural considerations involved with positioning patients for x-ray examinations. Certain specific imaging procedures are presented. Student will learn these specific imaging procedures: Bony Thorax, Sternum & Ribs, Biliary Tract, Gastrointestinal System, Lower Gastrointestinal System, Urinary System, Trauma Radiography, Mobile & Surgical Radiography, Special Procedures. Upon successful course completion, students will be able to: Position another student in all of the radiographic procedures instructed this term; Identify radiographic anatomy on a finished radiograph; Identify sectional anatomy on an image; Accurately select radiographic technique for each procedure and properly handle all radiographic equipment, including centering from tube to patient to image receptor.
Prerequisite: RAD125
Co-requisite: RAD142

RAD 142 - Radiography Clinical Education 2
1.5 semester credit hours
This course is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiographic procedures. This course requires students to begin performing the mandatory and elective clinical competency exams required by the American Registry of Radiologic Technologist (ARRT). Students will learn how to employ radiographic procedures and patient care skills in the clinical setting. Students will comply with the overall clinical objectives applicable this term. Upon successful completion students will demonstrate competency in a required number of radiographic exams.
Prerequisite: RAD132
Co-requisite: RAD135

RAD 145 - Radiographic Imaging & Processing
2 semester credit hours
This course provides insight to the primary technical exposure factors that govern the acquisition and production of a radiographic image. An emphasis is placed on image quality factors. Topics include radiographic film, intensifying screens, grids, scatter control, beam limitation devices, and introduce the components of digital imaging systems. The students will learn the principles of technique selection and usage of imaging accessories that are used to produce quality diagnostic images. The basis of image evaluation and steps needed for improvement of suboptimal images are included in the course. Upon successful course completion students will be able to produce quality diagnostic images
Prerequisite: RAD110
Co-requisite: RAD152

RAD 152 - Radiography Clinical Education 3
1.5 semester credit hours
This course is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiographic procedures. This course requires students to begin performing the mandatory and elective clinical competency exams required by the American Registry of Radiologic Technologist (ARRT). Students will learn how to employ radiographic procedures and patient care skills in the clinical setting. Students will comply with the overall clinical objectives applicable this term. Upon successful completion students will demonstrate competency in a required number of radiographic exams.
Prerequisite: RAD142
Co-requisite: RAD145

RAD 156 - Radiation Production, Characteristics & Imaging Equipment
3 semester credit hours
This course will cover the basics of Radiographer related physics. Students will learn basic physics terminology involving matter and mass, measurement standards, atomic structure, characteristics of electromagnetic radiation, and the principles of electricity and magnetism. Equipment operation is also presented to include conventional fluoroscopy. Upon successful course completion students will be able to explain the conditions necessary for the production of x-rays, x-ray machine circuitry, the x-ray tube, rectification, anode interactions, and x-ray and matter interactions.
Prerequisite: RAD145
Co-requisite: RAD162

RAD 162 - Radiography Clinical Education 4
1.5 semester credit hours
This course is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiographic procedures. This course requires students to begin performing the mandatory and elective clinical competency exams required by the American Registry of Radiologic Technologist (ARRT). Students will learn how to employ radiographic procedures and patient care skills in the clinical setting. Students will comply with the overall clinical objectives applicable this term. Upon successful completion students will demonstrate competency in a required number of radiographic exams.
Prerequisite: RAD152
Co-requisite: RAD156

RAD 165 - Radiological Pharmacology & Drug Administration
1 semester credit hours
This course content is designed to provide basic concepts of pharmacology that relate to radiology. Students will learn the theory and practice of basic techniques of I.V. contrast media, the administration of diagnostic contrast agents and / or intravenous medications. Upon successful course completion, students will be able to apply appropriate delivery of patient care related pharmacology during procedures.
Prerequisite: RAD105
Co-requisite: RAD172

RAD 172 - Radiography Clinical Education 5
1.5 semester credit hours
This course is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiographic procedures. This course requires students to begin performing the mandatory and elective clinical competency exams required by the American Registry of Radiologic Technologist (ARRT). Students will learn how to employ radiographic procedures and patient care skills in the clinical setting. Students will comply with the overall clinical objectives applicable this term. Upon successful completion students will demonstrate competency in a required number of radiographic exams.
Prerequisite: RAD162
Co-requisite: RAD165

RAD 175 - Radiographic Image Analysis
2 semester credit hours
This course is designed to provide a basis for analyzing conventional and digital radiographic images for optimal standards, with an emphasis on factors that can affect radiographic image quality. Students will evaluate actual images for optimal density, contrast, detail, and distortion. The method of evaluating images is discussed and problem-solving techniques to correct images are introduced. Categories of image artifacts are introduced and defined. In addition, the course introduces the basis of evaluating radiographic

systems to assure consistency in the production of quality images. The elements of quality assurance are presented. The various components of a quality assurance program, including aspects of preventative and corrective maintenance of radiographic equipment will be discussed. Upon successful course completion students will be able to evaluate radiology images that meet optimal standards.
Prerequisite: RAD145
Co-requisite: RAD182

RAD 182 - Radiography Clinical Education 6
1.5 semester credit hours
This course is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiographic procedures. This course requires students to begin performing the mandatory and elective clinical competency exams required by the American Registry of Radiologic Technologist (ARRT). Students will learn how to employ radiographic procedures and patient care skills in the clinical setting. Students will comply with the overall clinical objectives applicable this term. Upon successful completion students will demonstrate competency in a required number of radiographic exams.
Prerequisite: RAD172
Co-requisite: RAD175

RAD 202 - Radiography Clinical Education 7
2.5 semester credit hours
This course is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiographic procedures. This course requires students to begin performing the mandatory and elective clinical competency exams required by the American Registry of Radiologic Technologist (ARRT). Students will learn how to employ radiographic procedures and patient care skills in the clinical setting. Students will comply with the overall clinical objectives applicable this term. Upon successful completion students will demonstrate competency in a required number of radiographic exams.
Prerequisite: RAD182
Co-requisite: RAD205

RAD 205 - Radiographer Research & Exhibits
1 semester credit hours
This course prepares students to present their investigative findings of a radiography related subject via both a written and exhibit format. Students will learn to use the criteria based on guidelines of national professional societies (i.e. ASRT & AHRA) and / or other professional radiology publications. Upon successful course completion students will be able to write a professional research paper related to Radiography and prepare an exhibit suitable for a presentation display at a state and/or national meeting.
Prerequisite: RAD100 thru RAD182 All previous core courses as prep for research
Co-requisite: RAD202

RAD 212 - Radiography Clinical Education 8
2.5 semester credit hours
This course is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiographic procedures. This course requires students to begin performing the mandatory and elective clinical competency exams required by the American Registry of Radiologic Technologist (ARRT). Students will learn how to employ radiographic procedures and patient care skills in the clinical setting. Students will comply with the overall clinical objectives applicable this term. Upon successful completion students will demonstrate competency in a required number of radiographic exams.
Prerequisite: RAD202
Co-requisite: RAD215

RAD 215 - Computers In Radiologic Sciences
1 semester credit hours
This course introduces computing and information processing systems related to radiology. Students will learn digital radiography and fluoroscopic imaging and Picture Archiving Communication Systems (PACS). Upon successful course completion students will be able to differentiate analog and digital imaging systems to include fluoroscopic systems.
Prerequisite: RAD156
Co-requisite: RAD212

RAD 222 - Radiography Clinical Education 9
2.5 semester credit hours
This course is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiographic procedures. This course requires students to begin performing the mandatory and elective clinical competency exams required by the American Registry of Radiologic Technologist (ARRT). Students will learn how to employ radiographic procedures and patient care skills in the clinical setting. Students will comply with the overall clinical objectives applicable this term. Upon successful completion students will demonstrate competency in a required number of radiographic exams.
Prerequisite: RAD212
Co-requisite: RAD225

RAD 225 - Radiographic Pathology
2 semester credit hours
This course emphasizes the major radiographic manifestations of medical and surgical diseases. Students will learn to identify signs and symptoms in a patient and pathologies on radiographs. Upon successful course completion students will be able to identify patient conditions that require imaging adjustments, including these basic pathology principles: classification and causes of diseases; injury, inflammation and repair; and pathologies of the various body systems.
Prerequisite: RAD135
Co-requisite: RAD222

RAD 232 - Radiography Clinical Education 10
2.5 semester credit hours
This course is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiographic procedures. This course requires students to begin performing the mandatory and elective clinical competency exams required by the American Registry of Radiologic Technologist (ARRT). Students will learn how to employ radiographic procedures and patient care skills in the clinical setting. Students will comply with the overall clinical objectives applicable this term. Upon successful completion students will demonstrate competency in a required number of radiographic exams.
Prerequisite: RAD222
Co-requisite: RAD235

RAD 235 - Radiation Biology & Protection
2 semester credit hours
This course will introduce patient and personnel protection, as well as radiation exposure and monitoring. Students will learn the biologic effects of radiation; minimizing patient exposure; NCRP regulations and CFR-21 guidelines for fluoroscopy and portable units; ALARA and dosages; units of measurement and dosimeters (i.e. film badges). Upon successful course completion students will be able to understand the effects of ionizing radiation on human cells in terms of radio-sensitivity and radio-resistance.
Prerequisite: RAD120
Co-requisite: RAD232

RAD 242 - Radiography Clinical Education 11
2.5 semester credit hours
This course is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiographic procedures. This course requires students to begin performing the mandatory and elective clinical competency exams required by the American Registry of Radiologic Technologist (ARRT). Students will learn how to employ radiographic procedures and patient care skills in the clinical setting. Students will comply with the overall clinical objectives applicable this term. Upon successful completion students will demonstrate competency in a required number of radiographic exams.
Prerequisite: RAD232
Co-requisite: RAD245

RAD 245 - Radiologic Advanced Imaging Modalities
2 semester credit hours
This course offers introductory presentations of advanced imaging radiology related modalities. Students will learn basic concepts, anatomy, equipment, clinical applications, and the role of the technologist and other team members. Upon successful course completion student will be able to differentiate between the various advanced imaging modalities.
Prerequisite: RAD215
Co-requisite: RAD242

RAD 252 - Radiography Clinical Education 12
2.5 semester credit hours
This course is designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of radiographic procedures. This course requires students to begin performing the mandatory and elective clinical competency exams required by the American Registry of Radiologic Technologist (ARRT). Students will learn how to employ radiographic procedures and patient care skills in the clinical setting. Students will comply with the overall clinical objectives applicable this term. Upon successful completion students will demonstrate competency in a required number of radiographic exams.
Prerequisite: RAD242
Co-requisite: RAD255

RAD 255 - Radiography A.R.R.T. Exam Preparation
2 semester credit hours
This course prepares students for the national certification examination in Radiography, which is given by the American Registry of Radiologic Technologists (ARRT), to graduates of a Joint Review Committee on Education in Radiologic Technology and/or regionally accredited programs in Radiography. Students will learn review strategies for the five content categories specific to the exam. Upon successful course completion students will be able to sit for the ARRT Radiography certification exam.
Prerequisite: RAD 100 thru RAD245
Co-requisite: RAD252

New Course descriptions

MET 114 – Introduction to Geometric Dimensioning and Tolerancing (GD&T)
3 semester credit hours
This course introduces students to the Geometric Dimensioning and Tolerancing (GD&T) system. Students will learn about terminology, symbols, terms, rules and concepts of GD&T. Datums, position tolerance along with various controls are among other topics covered. Upon successful course completion, students will be able to interpret, evaluate and use basic geometric dimensioning techniques as they apply to blueprint drawings of mechanical devices
Prerequisite: EET 192L