ADDENDUM, effective April 27, 2011. The Pharmacy Technician diploma program will be offered.

Pharmacy Technician, Diploma Program
8 Months – 720.0 Hours – 47.0 Credit Units
Version: 1.0

The Pharmacy Technician Diploma program provides both technical and practical training which will enable the technician, upon certification, licensure, or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and anatomy and physiology, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today’s pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Modular Title</th>
<th>Contact Hours</th>
<th>Quarter Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE A</td>
<td>Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE B</td>
<td>Aspects of Retail Pharmacy and Pharmacology of the Nervous System</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE C</td>
<td>History and Ethics of Pharmacy and Pharmacology of the Respiratory System &amp; Nuclear and Oncology Pharmacy Practice</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE D</td>
<td>Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE E</td>
<td>Administrative Aspects of the Pharmacy Technician &amp; Pharmacology of the G.I. and Muscular System</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE F</td>
<td>Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE G</td>
<td>Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE X</td>
<td>Clinical Externship</td>
<td>160.0</td>
<td>5.0</td>
</tr>
</tbody>
</table>

TOTAL PROGRAM CREDIT HOURS 720.0 47.0
Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems
6.0 Quarter Credit Hours
This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System
6.0 Quarter Credit Hours
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice
6.0 Quarter Credit Hours
This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses
6.0 Quarter Credit Hours
This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System
6.0 Quarter Credit Hours
In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System
6.0 Quarter Credit Hours
This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0
Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System 6.0 Quarter Credit Hours
This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module X - Clinical Externship 5.0 Quarter Credit Hours
This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

Tuition and Fees Table

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy Technician</td>
<td>8 Months</td>
<td>47.0</td>
<td>$18,255</td>
<td>$865</td>
</tr>
</tbody>
</table>

Effective for estimated textbook pricing starting April 27, 2011 and after

FACULTY

Chambers, Stacie-Ann Simone, Pharmacy Technician
BA, University of Phoenix

Harris, David, Pharmacy Technician
BA, University of South Florida

Penrod, Philip*, Pharmacy Technology/MIBC
BS, South Illinois University
AS, Community College of the Air Force
AS, Community College of the Air Force

ADDENDUM, effective April 1, 2011. The following policy either replaced or was added to the current verbiage in the catalog.

ATTENDANCE POLICY (p. 16-17)

QUARTER-BASED PROGRAMS ONLY

Verifying Enrollment and Tracking Academic-Related Activities (replaced)
Enrollment for quarter-based programs is tracked during the first 21 calendar days of the term, and for a mini-term, the first fourteen calendar days, excluding scheduled breaks and holidays. Students who fail to attend a course during this period will be withdrawn from the course and students who fail to attend any courses during this period will be withdrawn from the school. In addition, student participation in academically-related activities will be tracked during weeks 4-7 and weeks 8-10 of a full term course, and weeks 4 and 5 of a mini-term course. Regularly scheduled academic-related activities occur throughout the school term and participation in these activities is essential to student success. Examples of academic activities include, but are not limited to: instructor lecture, mid-term assessment, quiz, field trip and academic advising. Students who fail to participate in any academically-related events during this period shall be withdrawn from school, unless the student participates in an advising session by week 7 and week 10 (5th week of the mini term).

Add/Drop Period (no change)

Students Failing All First Term Courses (new)
New students who fail all of their first term courses will be required to retake the failed courses in their second term, and will be subject to a weekly attendance policy. Students who do not attend any of their scheduled classes for one week will receive a
warning. Students who do not attend any of their scheduled classes for two consecutive weeks will be dismissed from the school. The attendance Dismissal is subject to an appeals process (see “Attendance Violations – Linear Programs Only”).

**Date of Withdrawal (replaced)**
The date of withdrawal for students who officially withdraw is the date the student begins the official withdrawal process or provides written notice of their intent to withdraw, whichever is earlier. If the student officially rescinds his or her official notification of withdrawal and then withdraws within the same quarter, the withdrawal date is the student’s original withdrawal date from the previous official notification.

If the student ceases attendance without providing official notification due to circumstances beyond the student’s control, the withdrawal date is the date that the school determines is related to the circumstance beyond the student’s control. The withdrawal date for all other instances where a student withdraws without providing official notification is the last documented date of attendance.

**REPEATING COURSES (p. 19)**

Students in both modular and quarter-based programs may repeat a course taken to improve the cumulative grade point average. The credit is given for the better of the two grades earned when repeating a course. All repeated courses will be charged at the current tuition rate.

**Students failing all first term courses (new)**
New students who fail all of their first term courses will be required to retake the failed courses in their second term.

**APPEALS POLICY (p. 20)**

**Attendance Violations (Linear Programs Only) (new)**
New students who fail all of their first term courses are subject to a Consecutive Absence Rule attendance policy. Appeals of attendance violations must be made within five calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school at the next scheduled class period.
2. Have perfect attendance while the appeal is pending.
3. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

■ **ADDENDUM, effective April 1, 2011.** The following policies replaced the Institutional Refund Calculation for First Time Students, Institutional Refund Policy for Continuing Students in Quarter-Based Programs and Students Called to Active Military Duty (p. 24).

**PRO RATA REFUND CALCULATION**
The School will perform a pro rata refund calculation for students who terminate their training before completing the period of enrollment. The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

**Modular Programs**
The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment completed by the student is calculated by dividing the number of calendar days in the period of enrollment into the calendar days in the period as of the student’s last date of attendance. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment. The answer to the calculation in step 2 is the daily charge for instruction.
3. The amount owed by the students for the purposes of calculating a refund is derived by multiplying the total calendar
days in the period as of the student’s last date of attendance by the daily charge for instruction and adding in any book
or equipment charges.
4. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

Quarter-Based Programs
The period of enrollment for students enrolled in quarter-based programs is the quarter. The period of enrollment completed by
the student is calculated by dividing the number of calendar days in the period of enrollment into the calendar days in the period
as of the student’s last academic event recorded. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar
days in the period as of the student’s last academic event recorded by the daily charge for instruction and adding in any
book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Newly Admitted Students
Students who are newly admitted to the School and are called to active military duty prior to the first day of class in their first
term or module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the
student upon return of the textbooks/unused equipment to the School.

Continuing Students
Continuing students called to active military duty are entitled to the following:

Continuing Modular Diploma Students
Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition,
fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro
rata refund (see Pro Rata Refund Calculation policy for Modular Programs above).

Continuing Quarter-Based Students
If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by
the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of
the program the student does not complete following withdrawal for active military service (see Pro Rata Refund Calculation
policy for Quarter-Based Programs above).

**ADDENDUM, effective April 1, 2011.** This corrects the applicable SAP tables.
The Graduate tuition rate of $548 per credit hour remains unchanged.

Services Advisor to begin the transition.

Undergraduate students that enrolled prior to the SP11 Term, with start date of 4/18/11, may elect to remain at the $404 per quarter price, or are eligible to switch to the flat rate tuition of $4044 per quarter. These students must contact their Student Services Advisor to begin the transition.

The Graduate tuition rate of $548 per credit hour remains unchanged.

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### ADDENDUM effective February 16, 2011:
The following language is updated under the Programmatic Accreditation section of the catalog for the Medical Assistant diploma program:

The Medical Assistant Diploma program (Brandon campus) is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

### ADDENDUM effective March 4, 2011:
The tuition and fees table is updated for the Online programs:

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>Probability if CGPA is below</th>
<th>Suspension if CGPA is below</th>
<th>Probability if Rate of Progress is Below</th>
<th>Suspension if Rate of Progress is Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-12</td>
<td>2.00</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
</tr>
<tr>
<td>13-24</td>
<td>2.00</td>
<td>0.25</td>
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<tr>
<td>25-36</td>
<td>2.00</td>
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<td>66.66%</td>
<td>10%</td>
</tr>
<tr>
<td>37-48</td>
<td>2.00</td>
<td>0.50</td>
<td>66.66%</td>
<td>20%</td>
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<tr>
<td>49-60</td>
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<td>1.10</td>
<td>66.66%</td>
<td>30%</td>
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<tr>
<td>85-96</td>
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<td>97-108</td>
<td>2.00</td>
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<td>109-120</td>
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</table>

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>Probability if CGPA is below</th>
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<th>Probability if Rate of Progress is Below</th>
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</thead>
<tbody>
<tr>
<td>1-12</td>
<td>2.00</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
</tr>
<tr>
<td>13-24</td>
<td>2.00</td>
<td>0.25</td>
<td>66.66%</td>
<td>N/A</td>
</tr>
<tr>
<td>25-36</td>
<td>2.00</td>
<td>0.25</td>
<td>66.66%</td>
<td>10%</td>
</tr>
<tr>
<td>37-48</td>
<td>2.00</td>
<td>0.50</td>
<td>66.66%</td>
<td>20%</td>
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<td>1.10</td>
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</table>

Online Program Tuition:

The student’s total tuition for a given quarter is determined by either a per quarter or per credit hour price as follows:

- Students enrolling in all Associate and Bachelor programs with start dates of April 18, 2011 and later. **$4044 per quarter**
- Active students with start dates prior to October 11, 2010. **$404 per credit hour for Undergraduate course**
- Active students with start dates between October 11, 2010 and March 3, 2011 in all programs, with the exception of Computer Information Associates and Bachelor programs. **$548 per credit hour for Masters course**
- Students in this group enrolled in Associate and Bachelor programs may request to change to per quarter pricing. Once the request is granted, the student may not change back to per credit pricing at a later date.

Tuition Changes:

New students in all undergraduate programs, and students re-entering the university, will now be charged a flat tuition rate of $4044 per quarter. The tuition rate is the same regardless of the number of credits the student elects to take.

Undergraduate students that enrolled prior to the SP11 Term, with start date of 4/18/11, may elect to remain at the $404 per credit hour price, or are eligible to switch to the flat rate tuition of $4044 per quarter. These students must contact their Student Services Advisor to begin the transition.

The Graduate tuition rate of $548 per credit hour remains unchanged.
Everest University - Brandon campus
2011-2012 catalog, revision date 032111
Addenda

Procedure Changes:
Beginning with the Spring 2011 term (Start date 4/18/11) the following general details apply with regards to providing online (pure, not hybrid) students with a university owned laptop:
• A student has the option to accept, at no additional charge, a university owned laptop to assist in their studies.
• The laptop is provided as a tool to enhance academic success, of which the student’s tuition does not include or cover any laptop associated expenses.
• To receive a laptop the student must agree to the terms in the Student Laptop Agreement and complete an Address Verification form. These forms are presented to the student through the Applicant Portal when they enroll with the university.
• In general, new and re-entry students are eligible to receive a laptop.
• If a student stops attending the university, the laptop loaned to them must be returned to the university within 14 days of the students last day of attendance. This is done at the university’s expense.
• Support for the university owned laptops is provided by the university’s Support Services Department located in Tempe, Arizona.
• Laptops that are not returned, or are lost or stolen, are made inoperable using the LoJack system. Fees may apply (see next item).
• If the university owned laptop is damaged, lost, or stolen, or not returned to the university in a state similar to that in which it was received, the student may be responsible for paying a deductible fee.
• When the student completes all graduation requirements and has no outstanding financial obligations to the university, ownership of the laptop is transferred to the student.

■ ADDENDUM, effective February 1, 2011. The Tuition and Fees table is updated for on-ground modular programs.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage Therapy</td>
<td>9 Months</td>
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<td>$18,012</td>
<td>$1,372</td>
</tr>
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<td>Medical Administrative Assistant</td>
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<td>47.0</td>
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<td>Medical Assistant</td>
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<td>$1,261</td>
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Effective for estimated textbook pricing starting February 1, 2011 and after

■ ADDENDUM, effective April 1, 2011. The Tuition and Fees table is updated for on-ground quarter-based programs.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Per Credit Hour</th>
<th>Estimated Books Per Quarter</th>
</tr>
</thead>
<tbody>
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<td>Associate Degree in Nursing</td>
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<td>$425</td>
</tr>
<tr>
<td>Associate Degree in Radiologic Technology</td>
<td>$370</td>
<td>$275</td>
</tr>
<tr>
<td>Associate Degree in Surgical Technologist</td>
<td>$500</td>
<td>$425</td>
</tr>
<tr>
<td>Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Medical Insurance Billing and Coding, Paralegal, Pharmacy Technician</td>
<td>$452</td>
<td>$425</td>
</tr>
<tr>
<td>Bachelor’s Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal</td>
<td>$390</td>
<td>$425</td>
</tr>
<tr>
<td>Master of Science in Criminal Justice</td>
<td>$535</td>
<td></td>
</tr>
<tr>
<td>Master of Business Administration*</td>
<td>$535</td>
<td></td>
</tr>
</tbody>
</table>
*Books and materials are estimated at $1,750