

Everest University – South Orlando Campus
2013 - 2015 catalog, revision date 08/21/13
Addendum

■ **ADDENDUM, effective September 2, 2013:** The following quarter based tier tuition tables for ground linear programs have been added to the catalog.

Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

Associate Programs			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or More	20	\$340.00	\$6,800.00
	19	\$357.89	\$6,800.00
	18	\$377.78	\$6,800.00
	17	\$400.00	\$6,800.00
	16	\$425.00	\$6,800.00
12 - 15	15	\$343.33	\$5,150.00
	14	\$367.86	\$5,150.00
	13	\$396.15	\$5,150.00
	12	\$429.17	\$5,150.00
8 - 11	11	\$450.00	\$4,950.00
	10	\$495.00	\$4,950.00
	9	\$550.00	\$4,950.00
	8	\$618.75	\$4,950.00
Less than 8	7	\$619.00	\$4,333.00
	6	\$619.00	\$3,714.00
	5	\$619.00	\$3,095.00
	4	\$619.00	\$2,476.00
	3	\$619.00	\$1,857.00
	2	\$619.00	\$1,238.00
	1	\$619.00	\$619.00
Effective September 2, 2013			
Note: For new and re-entering students who enroll in the first six-week mini-quarter, tuition is \$3,433.00. Thereafter, students are subject to the tiered quarterly tuition rate.			

Bachelor Programs			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or More	20	\$320.00	\$6,400.00
	19	\$336.84	\$6,400.00
	18	\$355.56	\$6,400.00
	17	\$376.47	\$6,400.00
	16	\$400.00	\$6,400.00
12 - 15	15	\$320.00	\$4,800.00
	14	\$342.86	\$4,800.00
	13	\$369.23	\$4,800.00
	12	\$400.00	\$4,800.00
8 - 11	11	\$418.18	\$4,600.00
	10	\$460.00	\$4,600.00
	9	\$511.00	\$4,600.00
	8	\$575.00	\$4,600.00
	7	\$600.00	\$4,200.00
	6	\$600.00	\$3,600.00

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Less than 8	5	\$600.00	\$3,000.00
	4	\$600.00	\$2,400.00
	3	\$600.00	\$1,800.00
	2	\$600.00	\$1,200.00
	1	\$600.00	\$600.00
Effective September 2, 2013			
Note: For new and re-entering students who enroll in the first six-week mini-quarter, tuition is \$3,200.00. Thereafter, students are subject to the tiered quarterly tuition rate.			

■ **ADDENDUM, effective September 1, 2013:** The following language has been updated to the “**NOTIFICATION OF RIGHTS UNDER FERPA**” section on page 7 of the catalog.

ADDED:

Everest is committed to the protection of student education information. While Everest does not publish a student directory, from time to time the school publishes communications, such as graduation and honor roll lists, that include Everest-designated directory information. Everest expressly limits its designated directory information to students’ names, graduation dates, programs of study, degrees, diplomas, certificates and honors/awards received. A student who wishes not to be included in the campus publications referenced above must obtain an Opt-Out form from the Registrar’s Office and submit the completed form to the Registrar.

REMOVED:

From time to time the institution publishes communications, such as graduation and honor roll lists that include student’s names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

Note: The school does not publish a directory of education records.

■ **ADDENDUM, Effective August 14, 2013:** The following course description has been updated to page 142 of the catalog.

QMB5355 - Quantitative Methods

4.0 Quarter Credit Hours

Quantitative methods theory and problems relating to business and industry in supporting administrative decision making. *Prerequisites:* None. Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

■ **ADDENDUM, Effective August 7, 2013:** The following course description has been update to the catalog.

**CJPH 3001Z Fundamentals of Private Security
Units**

6 Quarter Credit

This module includes a broad overview of the Federal Emergency Management Agency procedures and security planning techniques. In addition, this module will help students develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, and principles of crowd and riot control. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

■ **ADDENDUM, Effective August 2, 2013:** The following information has been added to the catalog.

KENTUCKY STUDENTS

A person with a complaint or grievance involving misrepresentation against a college shall make a reasonable effort to resolve the complaint or grievance directly with the college. If a mutually satisfactory solution cannot be reached, then:

- (1) A written complaint must be submitted to the President of the Council on Postsecondary Education which contains evidence relevant to the complaint and documentation that a reasonable effort was made to resolve the complaint directly with the college.
- (2) The institution will be required to file a written response concerning the consumer complaint, including a statement on the current status of the complaint, and any resolution of the complaint.
- (3) The President of the Council on Postsecondary Education shall review the facts as presented and may intervene to bring the matter to a satisfactory conclusion through facilitation, but the facilitation shall not include legal action on behalf of any party.

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■ **ADDENDUM, Effective July 31, 2013:** The following highlighted information has been updated to the catalog.

HIM2260C - Introduction to Hospital Billing

4.0 Quarter Credit Hours

This course will cover the hospital-billing environment, including the completion of the UB-04 claim form using the software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and outpatient UB-04 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. **ICD-10** procedural coding and prospective payment systems are introduced. *Prerequisites:* HIM1222C, HIM2272 Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

■ **ADDENDUM, Effective July 24, 2013:** The following highlighted statement has been added to the “**Definition of Credit**” section on page 13 of the catalog.

DEFINITION OF CREDIT

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10.0 class hours of theory or lecture instruction a minimum of 20.0 hours of supervised laboratory instruction, or a minimum of 30.0 hours of externship practice.

Financial aid is administered as a clock-hour program for Massage Therapy.

■ **ADDENDUM, Effective July 24, 2013:** The following language has been updated to the “**Percentage Absence Rule (Clock Hour Modular Programs)**” section on page 25 of the catalog which took effective April 15, 2013.

PERCENTAGE ABSENCE RULE (CLOCK HOUR MODULAR PROGRAMS)

Percentage	Action Taken
10% of the total hours in each module – first occurrence in a payment period	Attendance warning letter sent Student is advised about the importance of making up attendance.
10% of the total hours in each module – second occurrence in a payment period	Attendance warning letter sent Student is advised and required to make up attendance
10% of the total hours in each module – third occurrence, and those that occur beyond the third	Withdrawn from the module and dismissed from school. Student has the opportunity to appeal the dismissal, and will be required to agree to an attendance plan that will define requirements for making up attendance
More than 10% of the total hours in each payment period – occurring prior to measurement of payment period completion for disbursement	Attendance warning letter sent Student is advised and required to make up attendance
More than 10% of the total hours in each payment period at the point of measurement of payment period completion for disbursement	Withdrawn from the module and dismissed from school. Student has the opportunity to appeal the dismissal and will be required to make up attendance - prior to the end of the first payment period, or outside of regularly-scheduled hours in the second payment period classes. Note: The appeal shall not be entered until remediation to below 10% of the total payment period hours absence has occurred.

■ **ADDENDUM, Effective July 24, 2013:** The following language has been removed from the “**Externship Training**” section on page 26 of the catalog.

In clock hour modular programs, students have up to 120 calendar days to complete externship. The quantity of weeks is determined by the number of weeks the student required to successfully complete the didactic portion of the program subtracted from 1.5 times the total weeks in the program. The number of hours per week will be unique to each student and may depend on the number of weeks available for completion within maximum time frame.

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■ **ADDENDUM, effective July 15, 2013:** The following statement has been added to p. 39 of the catalog under **Criminal Background Attestation/Online Justice Programs.**

- Applicant students accept that Everest University may conduct, via a third party, a background check for the sole purpose of verifying the above attestation.

■ **ADDENDUM, effective July 15, 2013:** The Homeland Security Bachelors of Science Degree program has been revised as follows:

COURSE CODE		COURSE	BACHELOR'S DEGREE QUARTER CREDIT HOURS
College Core Requirements			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
SLS	1354	Workplace Relationships	2.0
CGS	2060C	Computer Applications	4.0
Total College Core Quarter Credit Hours			12.0
Major Core Requirements			
CJL	1100	Civil & Criminal Justice	4.0
DSC	2210	Emergency Planning & Security Measures I	4.0
DSC	2008	Security: Principles, Planning & Procedures I	4.0
DSC	2010	Security: Principles, Planning & Procedures II	4.0
DSC	1030	Tactical Communications	4.0
DSC	1011	Domestic & International Terrorism I	4.0
DSC	1005	Domestic & International Terrorism II	4.0
HSSP	1610	Emergency Medical Services & Fire Operations I	4.0
SCC	1102	Business & Ethics for Security Specialists	4.0
DSC	2812	Information Technology Security I	4.0
HSSP	3100	Critical Incident Management	4.0
HSSP	3200	Facilitating Psychological Support for Catastrophic Events	4.0
HSSP	4100	Post Catastrophic Event Documentation and Reporting	4.0
HSSP	4200	Critical Issues in Hostage Negotiations	4.0
HSSP	4300	Current Events in Homeland Security Management	4.0
HSSP	3303	Case Study	2.0
HSSP	3400	Anti-Terrorism Risk Assessment	4.0
HSSP	4400	Communications and Technology Security	4.0
CJE	4668	Computer Crime	4.0
DSC	3214	Catastrophic Event Response Planning	4.0
HSSP	4500	Weapons of Mass Destruction	4.0
HSSP	4600	Mass Casualty Management Planning	4.0
HSSP	4700	Capstone Simulation	4.0
Total Major Core Quarter Credit Hours			90.0
Students must take the following additional four courses (16 credits):			
CCJ	3666	Victimology	4.0
CCJ	3670	Women, Crime, and Criminal Justice	4.0
CCJ	4129	Cultural Diversity for Criminal Justice Professionals	4.0
CJL	3215	Concepts of Criminal Law	4.0
Total Quarter Credit Hours			16
Students must take 12 additional credits from the following courses:			
DSC	2211	Emergency Planning & Security Measures II	4.0
HSSP	1620	Emergency Medical Services & Fire Operations II	4.0
CJE	1600	Criminal Investigations	4.0
CCJ	2679	Introduction to Victims Advocacy	4.0
Total Quarter Credit Hours			12.0
General Education Core Requirements			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
POS	2041	American National Government	4.0

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SYG	2000	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
ECO	3007	Macroeconomics	4.0
ECO	3028	Microeconomics	4.0
STA	2014	Statistics	4.0
SOP	4005	Social Psychology	4.0
CPO	4003	Global Politics	4.0
ENC	3211	Report Writing	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
AMH	2030	20 th Century American History	4.0
Total General Education Quarter Credit Hours			62.0
Total Quarter Credit Hours Required for Graduation			192.0

The following course descriptions for the Homeland Security Bachelors of Science Degree program have been added to the catalog:

HSSP3303 Case Study

2.0 Quarter Credit Hours

This course addresses leadership issues in critical incident management by examination and evaluation of historical critical incident events. Students will be able to determine the essential elements of the critical incident command model, research crisis situations that involve Homeland Security related concepts, interpret case studies that apply critical incident management concepts, and construct a critical paper and presentation based upon the case studies conducted. Prerequisite: Program Chair approval if student is not in final 48 credit hours of program. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

HSSP4700 Capstone Simulation

4.0 Quarter Credit Hours

This course is aimed to help students to focus upon Homeland Security and design and identify research topics. It will enhance students' written and oral communication skills relating to Homeland Security studies. The course includes presentations and discussions by students, possible guest lecturers and field trips, and a community response reaction project. The course culminates in the presentation of preliminary research findings for the Homeland Security capstone project. The students must take this course in the final two quarters prior to program completion. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

■ **ADDENDUM, effective July 1, 2013:** Tuition for fully Online Associates and Bachelors students has been updated below (Full Term & Mini Term). Fully Online undergraduate students will also be charged a one-time \$295 Technology Support Fee during their first term of enrollment.

Fully Online Masters students will be charged \$570 per credit hour.

Add/Drop Periods can be found in this catalog. Tuition and fees are subject to change. Refunds will be based on the portion of the quarter that the student has completed.

Textbooks are included in the tuition, and are provided as eTextbook or hard copy at the University's discretion. When electronic books are issued, hard copies may be purchased at an additional cost.

Status	Credit Load	Cost Per Credit	Cost Per Quarter
29 - 32	32	\$218.75	\$7,000.00
	31	\$225.81	\$7,000.00
	30	\$233.33	\$7,000.00
	29	\$241.38	\$7,000.00
25 - 28	28	\$221.43	\$6,200.00
	27	\$229.63	\$6,200.00
	26	\$238.46	\$6,200.00
	25	\$248.00	\$6,200.00
21 - 24	24	\$225.00	\$5,400.00
	23	\$234.78	\$5,400.00
	22	\$245.45	\$5,400.00
	21	\$257.14	\$5,400.00

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Full Time	20	\$225.00	\$4,500.00
	19	\$236.84	\$4,500.00
	18	\$250.00	\$4,500.00
	17	\$264.71	\$4,500.00
	16	\$281.25	\$4,500.00
	15	\$300.00	\$4,500.00
	14	\$321.43	\$4,500.00
	13	\$346.15	\$4,500.00
3/4 Time	12	\$375.00	\$4,500.00
	11	\$372.73	\$4,100.00
	10	\$410.00	\$4,100.00
Half Time	9	\$455.56	\$4,100.00
	8	\$500.00	\$4,000.00
	7	\$500.00	\$3,500.00
Less than Half Time	6	\$500.00	\$3,000.00
	5	\$500.00	\$2,500.00
	4	\$500.00	\$2,000.00
	3	\$500.00	\$1,500.00
	2	\$500.00	\$1,000.00
	1	\$200.00	\$200.00

■ **ADDENDUM, effective July 1, 2013:** Modular book prices and linear tuition have been updated to the Tuition and Fees table below.

On-Ground Modular Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Business Sales and Customer Service	36 weeks	78	\$13,612	\$1,620
Criminal Justice - Private and Homeland Security	36 weeks	74	\$12,786	\$2,458
Massage Therapy	36 weeks	55	\$11,042	\$1,497
Medical Administrative Assistant	33 weeks	48	\$13,430	\$1,790
Medical Assistant	41 weeks	60	\$16,439	\$1,981
Medical Insurance Billing and Coding	33 weeks	48	\$12,936	\$2,050
Pharmacy Technician	33 weeks	48	\$14,023	\$1,001
Effective July 1, 2013				

On-Ground Quarter-Based Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Investigations, Criminal Justice, Medical Insurance Billing and Coding, Paralegal	\$428	\$550
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Health Care Administration, Homeland Security, Paralegal	\$406	\$425
Master of Business Administration	\$556	\$583
Effective July 1, 2013		

■ **ADDENDUM, effective June 18, 2013:** The statement below has been updated under the Admissions Information for on-ground and online students.

UNDERGRADUATE ADMISSIONS REQUIREMENTS

- High school diploma or a recognized equivalent such as the GED. Applicants will be required to sign an **“Attestation Regarding High School Graduation or Equivalency”** indicating they meet the School's requirements for admission.

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■ **ADDENDUM, effective May 10, 2013:** The following calendars for ground modular programs have been added to the catalog:

All Programs 2014	
Start Dates	End Dates
1/22/14	2/19/14
2/20/14	3/19/14
3/27/14	4/23/14
4/24/14	5/21/14
5/22/14	6/19/14
6/23/14	7/22/14
7/23/14	8/19/14
8/20/14	9/17/14
9/18/14	10/15/14
10/16/14	11/12/14
11/13/14	12/12/14
12/15/14	1/23/15

Holiday/Student Break 2014		
Holiday/Student Breaks	Start Dates	End Dates
Christmas Break	12/23/13	1/1/14
Martin Luther King Day	1/20/14	1/20/14
Presidents Day	2/17/14	2/17/14
Student Break	3/20/14	3/26/14
Memorial Day	5/26/14	5/26/14
Student Break	6/20/14	6/20/14
Student Break	7/3/14	7/3/14
Independence Day	7/4/14	7/4/14
Labor Day	9/1/14	9/1/14
Thanksgiving Holiday	11/27/14	11/28/14
Christmas Break	12/23/14	1/2/15
Martin Luther King Day	1/19/15	1/19/15

■ **ADDENDUM, effective May 2, 2013:** The following courses have been modified:

ACG2021 - Introduction to Corporate Accounting

4.0 Quarter Credit Hours

This course defines financial accounting objectives and their relationship to business. Students learn about the fundamental principles of accounting and the accounting cycle as it applies to corporations. *Prerequisites:* APA2121
 Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG2178 - Financial Statement Analysis

4.0 Quarter Credit Hours

This course covers the basics of financial statement analysis in directing a firm's operations. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. *Prerequisites:* None. Lec Hrs: 40.0, Lab Hrs: 00.0, Other Hrs: 00.00

APA2111 - Principles of Accounting I

4.0 Quarter Credit Hours

This course emphasizes accrual accounting based upon generally accepted accounting principles. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. *Prerequisites:* None Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN2031 - Let's Talk Business

2.0 Quarter Credit Hours

This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. *Prerequisites:* None Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

QMB5305 - Statistics for Managers

4.0 Quarter Credit Hours

A comprehensive introduction to statistical and quantitative business methods in decision making. *Prerequisites:* None Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

QMB5355 - Quantitative Methods

4.0 Quarter Credit Hours

Quantitative methods theory and problems relating to business and industry in supporting administrative decision making. *Prerequisites:* QMB5305 or equivalent Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SBM2000 - Small Business Management

4.0 Quarter Credit Hours

This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. *Prerequisites:* None Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

■ **ADDENDUM, effective May 2, 2013:**

The admissions procedures, program regulations, transfer policies, graduation requirements, degree objectives, program requirements and course descriptions specific to the Master of Business Administration Degree program have been consolidated into a separate section of the catalog as described below. Additional policies and procedures applicable to all Everest University students, as stated in the catalog, are also applicable to students enrolled in graduate degree programs.

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ADMISSIONS REQUIREMENTS

Graduate Program Admissions Requirements

- Applicants must have successfully completed a bachelor's degree program from an accredited college or university. Official transcripts must be provided.
- Certain prerequisite courses are necessary for the pursuit of many courses offered at the graduate level. Such prerequisites must have been completed before entrance into a specific course.

Prerequisite Requirements for Graduate Programs

Applicants whose undergraduate degrees are in fields outside the program area are invited to apply, but foundation work will be required before certain higher level courses may be taken. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate-level accounting courses.

ON-GROUND GRADUATE PROGRAMS ONLY

Graduate Categories of Enrollment

Applicants to the graduate programs may be classified in one of two categories: Regular Graduate Student or Provisional Graduate Student.

Regular Graduate Students

Applicants must have achieved a cumulative grade point average of not less than 3.0 for all undergraduate upper-level division work; or must score not less than 470 on the Graduate Management Admission Test (GMAT); or must achieve a comparable score on the Graduate Record Examination (GRE) to become a candidate for a master's degree.

Provisional Graduate Students

Applicants who do not meet the requirements to be classified as a Regular Graduate Student may enroll and matriculate as a Provisional Graduate Student by having achieved a grade point average of not less than 2.0 for all undergraduate upper division work. The provisional status will remain in effect until the student has earned a score of not less than 470 on the GMAT, a comparable score on the GRE, or has satisfactorily completed 16.0 credits of graduate course work at the University with a grade point average that meets the minimum standards of progress for the graduate program.

International Students Admissions Requirements

- Provide a certified secondary school transcript or high school diploma as defined by the student's country of origin.
- Provide proof of English proficiency (if the student's first language is not English, an official test score on an approved English proficiency test is required).
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
 - a) Bank letter verifying student's available funds (self-sponsoring).
 - b) Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
 - c) Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
 - d) If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Be eligible for a student visa (F-1 or M-1).
- Enroll as a full time student (for undergraduates, at least 12 quarter credit hours; for graduate students at least 8 quarter credit hours; for Intensive English students and modular program students, at least 18 clock hours of attendance per week).
- Pay the required minimum tuition deposit.
- Pay the non-refundable SEVIS processing fee (if done through the school).
- International students must meet the same programmatic entrance requirements as domestic students.
Note: M-1 students may not enroll in online courses. F-1 students may enroll in no more than one (1) online course per term.

English Proficiency

All international students whose first language is not English must provide proof of English proficiency. English proficiency may be established by providing documentation of one of the following:

- Passing score on an English skills assessment test (see below)
- Graduation from an American/International high school program where the curriculum is taught in English

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- Graduation from a high school in the U.S. as an exchange student
- Graduation from a high school in a country where English is the official language

The acceptable skills assessment tests for **graduate programs** are the TOEFL, the MELAB, and the IELTS. The required passing score on each test is as follows:

Test:	TOEFL	MELAB	IELTS
Score:	79 Internet Based 213 Computer Based 550 Paper Based	78	6.0

Admission Requirements for Provisional International Graduate Students

Students who have not achieved the minimum TOEFL or IELTS score may be evaluated for equivalent English proficiency by the Graduate Academic Committee. Those students who successfully pass the evaluation may be granted Provisional Student admissions status.

For international students admitted with Provisional Graduate Student status by the Graduate Academic Committee, the status will remain in effect until the student has earned the required minimum score on one of the tests described above or has satisfactorily completed 16.0 credits of graduate course work at the school with a minimum GPA of 3.0. Failure to reach Regular Graduate Student status within 16.0 credits of graduate work at the school will result in the student being dismissed from the school. Students admitted on a provisional basis will be admitted as Regular Graduate Student status only upon evaluation and favorable action by the Committee on Admissions for the graduate program.

ONLINE COURSE AND PROGRAM REQUIREMENTS

Online courses and programs are offered at the campus through the Online Division of CCI using the eCollege platform via the Internet. Online courses have the same course objectives and outcomes as courses taught on-ground, although more individual focus and initiative is required to successfully master the material. Online courses are designated on the class schedule so students register during the normal registration period. Students registering for an online course must obtain prior approval from their Program Director or the Academic Dean. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

Windows Systems

- Windows 7, XP, or Vista
- 56K modem or higher
- Sound Cards & Speakers
- Firefox, Chrome, or Microsoft Internet Explorer

Mac Systems

- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Sound Cards & Speakers
- Apple Safari, Chrome, Firefox

In addition, students taking online courses must:

- Check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify email account/address with Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as students have access to the courses;
- Participate in classes and complete learning and graded activities weekly throughout the course.

ACADEMIC POLICIES

Directed Study (On-Ground Programs Only)

- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Graduate students may complete a maximum of one course (4.0 quarter credits) through directed study.
- Students may not take more than one directed study course in a single academic term.

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Standards of Satisfactory Academic Progress for Graduate programs

Accreditor and federal regulations for receiving title IV financial assistance require that students enrolled in a graduate program meet certain qualitative and quantitative standards in order to continue their studies. The qualitative and quantitative standards must be cumulative and must include all periods of the student's enrollment regardless of whether or not financial aid was received. Completion of prerequisite requirements for admission to a master's program does not count toward the credit requirement for a master's degree. Therefore, these credits do not count toward meeting SAP requirements.

Evaluation Periods

School shall evaluate academic progress for all graduate students at the end of each academic term.

Satisfactory Academic Progress Requirements

Graduate students must maintain a minimum CGPA of 3.0. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Withdrawals and transfer credits have no effect on the student's CGPA.

Rate of Progress Toward Completion

Graduate students must maintain a minimum cumulative completion rate of two-thirds of credits attempted (67%). ROP is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed credits, transfer credits, withdrawals, and repeated courses.

Maximum Time Frame

The maximum time frame for completion of all graduate programs is limited to 150% of the published length of the program. Additionally, all requirements for graduate degrees must be completed within five (5) calendar years from the start of the initial term of enrollment.

Satisfactory Academic Progress Table for Graduate Programs

GRADUATE DEGREES – QUARTER CREDITS				
Total Credits Attempted*	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if rate of progress is below	SAP Not Met if rate of progress is below
1 - 16	3.0	N/A	66.66%	N/A
17 – 27	3.0	2.75	66.66%	50%
28 – 39	3.0	2.9	66.66%	60%
40 – 84	3.0	3.0	66.66%	65%

Transfer Credits

In addition to the transfer policies stated in the Academic Policies section of the catalog, the following applies to individuals enrolled in graduate level programs:

Maximum Transfer Credits Accepted

- A student attempting to transfer a graduate-level course from another accredited institution must provide evidence that the course is related in content to the program of study at the school. The school will accept no more than 24.0 graduate-level hours in transfer, and no graduate-level course may be transferred in which the student received a grade below a "B."

Requirements for Graduation

- Successfully complete all courses in the program with a 3.0 CGPA within the maximum time frame for completion as stated in the school catalog.
- Meet any additional program specific requirements as stated in the catalog.

TUITION, FEES AND FINANCIAL AID

Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. The minimum full-time course load is 8 credits per quarter for graduate programs. MBA students taking undergraduate courses as pre-requisites for graduate-level courses are ineligible to receive Title IV

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funding for those courses. Additional tuition and fee information may be found in “Tuition and Fees” section of the catalog. Additional Financial Aid information may be found in the “Financial Information” section of the catalog.

DEGREE OBJECTIVES AND PROGRAM OUTLINE



BUSINESS ADMINISTRATION, MASTER OF BUSINESS ADMINISTRATION DEGREE
 24 months - 56.0 credit units

V 1.0

The Master of Business Administration program enhances the students’ effectiveness in business and industry through the continued acquisition and refinement of knowledge and skills. The MBA program emphasizes the development of critical thinking, initiative, independence, and responsibility necessary to achieve the heightened self-discipline, skill, and reasoning to become valued leaders in the business community. In addition, a graduate student may include an area of concentration by completing four courses, from any one concentration category listed: Accounting, Human Resources Management, International Business (Online Only) or General Management.

Applicants whose undergraduate degrees are in a field outside the program areas are encouraged to apply.

Note: Prerequisite foundation work may be required before selected higher-level coursework may be attempted. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate-level accounting courses. Previous transcribed coursework in these areas at either the undergraduate or graduate level may be acceptable to suffice the prerequisite requirement.

COURSE CODE		COURSE	QUARTER CREDIT HOURS
PREREQUISITES			
ACG	5027	Financial Accounting –OR-	4.0
APA	2111	Principles of Accounting I* -AND-	4.0
APA	2121	Principles of Accounting II*	4.0
ECO	5010	Economic Analysis of the Firm -OR-	4.0
ECO	3028	Microeconomics* -OR-	4.0
ECO	3007	Macroeconomics *	4.0
QMB	5305	Statistics for Managers –OR-	4.0
STA	2014	Statistics*	4.0

*In some instances, previous undergraduate coursework, or courses available at an Everest University campus, can suffice for or be taken in lieu of meeting graduate prerequisite course requirements. Prerequisites are not considered as credit toward the completion of the 56.0 quarter credit MBA program.

Course Code	Course	Quarter Credit Hours	
GRADUATE CORE REQUIREMENTS (to be taken by all majors)			
MAN	5245	Organizational Behavior	4.0
MAN	6307	Management of Human Resources	4.0
QMB	5355	Quantitative Methods*	4.0
MAN	5910	Business Research	4.0
ISM	5026	Management Information Systems	4.0
MAN	5066	Managerial Ethics	4.0
FIN	6409	Financial Management*	4.0
ECP	5705	Managerial Economics*	4.0
MAR	5805	Marketing Management	4.0
MAN	6721	Business Policy and Strategy	4.0
TOTAL GRADUATE CORE CREDIT HOURS		40.0	

*All graduate students must meet prerequisite requirements prior to enrolling in selected accounting, economics, and quantitative methods coursework. Please refer to the prerequisite section for specific information.

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Course Code	Course	Quarter Credit Hours	
ACCOUNTING CONCENTRATION*			
Students enrolled in the Accounting concentration take a minimum of 16.0 Quarter Credit Hours from this list:			
ACG	5405	Accounting Information Systems	4.0
ACG	5216	Advanced Accounting Topics	4.0
TAX	6065	Tax Research and Planning	4.0
ACG	5647	Auditing II	4.0
ACG	5516	Governmental Accounting	4.0
TOTAL ACCOUNTING CONCENTRATION QUARTER CREDIT HOURS		16.0	
HUMAN RESOURCES MANAGEMENT CONCENTRATION			
MAN	5140	Managerial Decision Making	4.0
MAN	5355	Managerial Assessment and Development	4.0
MAN	5266	Management of Professionals	4.0
MAN	5285	Organizational Development and Change	4.0
TOTAL HUMAN RESOURCES MANAGEMENT CONCENTRATION QUARTER CREDIT HOURS		16.0	
INTERNATIONAL BUSINESS CONCENTRATION			
MAN	5601	International Business	4.0
ECO	5709	International Economic Systems	4.0
FIN	5609	International Finance	4.0
MAR	5153	International Marketing	4.0
TOTAL INTERNATIONAL BUSINESS CONCENTRATION QUARTER CREDIT HOURS		16.0	
GENERAL MANAGEMENT CONCENTRATION			
Students enrolled in the MBA program can elect not to choose a concentration (general management) by taking 16.0 Quarter Credit Hours from any combination of the courses listed for the areas of concentration above.			
TOTAL GENERAL MANAGEMENT CONCENTRATION QUARTER CREDIT HOURS		16.0	
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		56.0	
*Students pursuing this concentration in anticipation of meeting state of Florida CPA requirements must complete all elective coursework (5 courses) in the Accounting Concentration.			

COURSE DESCRIPTIONS

ACG5027 - Financial Accounting	4.0 Quarter Credit Hours
This is a survey course designed to provide an introduction and understanding of financial accounting. This course will include the basic accounting process required to make informed decisions based on financial statement information. Accounting is the language and scorecard of business. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
ACG5216 - Advanced Accounting Topics	4.0 Quarter Credit Hours
A study of advanced accounting subjects including multinational corporations, real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting. <i>Prerequisites: ACG3123 or equivalent</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
ACG5405 - Accounting Information Systems	4.0 Quarter Credit Hours
Development and application of accounting information system, including analysis, design, control concepts, and implementation. Emphasis is placed upon developing students' abilities to understand the processing of accounting data in the computer environment and the controls that are necessary to assure accuracy and reliability of the data processed by the accounting system. <i>Prerequisites: ACG3123 or equivalent</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
ACG5516 - Governmental Accounting	4.0 Quarter Credit Hours
An introduction to the fund-based theory and practice of accounting as applied to governmental entities and not-for-profit organizations. <i>Prerequisites: ACG3123 or equivalent</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	

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<p>ACG5647 - Auditing II A continuation of ACGP4632. Advanced study of auditing in an EDP environment. Planning, evaluation of internal controls, use of computer audit techniques, statistical sampling, documentation, and communication of audit findings will be emphasized. <i>Prerequisites: ACG3123 or equivalent</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>APA2111 - Principles of Accounting I Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>APA2121 - Principles of Accounting II This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bad debt, accounts receivable, notes receivable, accounts payable and payroll, notes payable, inventory cost flow methods and fixed asset allocations, intangible assets, and natural resources. <i>Prerequisites: APA2111</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>ECO3007 – Macroeconomics This course is a study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>ECO3028 – Microeconomics This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>ECO5010 - Economic Analysis of the Firm A comprehensive examination of economics with emphasis on the economic systems of the firm, its development, market pricing theory, theory of the firm, and theories of production and distribution. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>ECO5709 - International Economic Systems An overview of the major economic systems in the world economy. The course covers first-hand statistical and economic data, including capital, labor and trade; market mechanisms and non-market mechanisms; current economic crises; mixed economic systems; centrally planned economic systems; global economic interdependence, and characteristics of international economic order. <i>Prerequisites: ECO3007</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>ECP5705 - Managerial Economics A comprehensive examination of microeconomic data employed in management analysis and decision rendering. <i>Prerequisites: ECO3028 or ECO3007 or ECO5010 or equivalent</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>FIN5609 - International Finance A study of the international dimensions of finance on both developed and underdeveloped nations, the role of multinational corporations, foreign exchange rates and markets, international sources of funds, cost of capital, financial structure, and capital budgeting for foreign projects. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>FIN6409 - Financial Management A study of the capital structure, its costs, availability, and selection. Emphasis is placed on all aspects of cash flow, particularly cash management and distribution. <i>Prerequisites: ACG5027 or Accounting Principles (equivalent to APA2111 and APA2121) coursework at the undergraduate level</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>ISM5026 - Management Information Systems A comprehensive overview of information systems and the management of these functions. Emphasis on introducing computer hardware, software, procedures, systems, and human resources. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>MAN5066 - Managerial Ethics This course offers a comprehensive, integrated approach to business ethics which incorporates the principles of critical and ethical thinking and applies them to selected case studies. The course addresses ethics from the management, social, economic, and legal perspectives. An objective method of ethical analysis is emphasized for managerial decision making. The course provides a conceptual, systematic and practical study of ethics in business with an emphasis on the moral responsibilities of managers and organizations. <i>Prerequisites: None</i> Lec Hrs: 40.0, Lab Hrs: 00.0, Other Hrs: 00.00</p>	<p>4.0 Quarter Credit Hours</p>

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<p>MAN5140 - Managerial Decision Making A comprehensive overview of decisions and the decision making process used by management in a number of situations. Financial management, personnel management, production, marketing and other aspects of a business environment will be utilized to develop sound decision making practices. The course also uses an integrated approach to study the application of the concepts of management to managerial decision making and the decision making process. Student acquires “hands-on” experience through the use of contemporary case studies. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>MAN5245 - Organizational Behavior This course covers the concepts relevant to the understanding of organizational behavior theory as applied to business. Concepts such as motivation, group dynamics, leadership, communication, goal setting and organizational culture related to business will be covered. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>MAN5266 - Management of Professionals Organizational behavior of professional employees is investigated through available theories and concepts. Concentration is placed on the manager’s role, especially that of matching organizational demands with individual talents and expectations. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>MAN5285 - Organizational Development and Change Theory and research related to management efforts to design and implement continual developmental activities to alter climate and improve productivity and effectiveness in organizations. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>MAN5355 - Managerial Assessment and Development Foundations of measurement of managerial performance and development. Analysis of research in competence, style, ratings, and performance. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>MAN5601 - International Business An analysis of the managerial aspects of business administration from an international perspective, including organization, production, human resources, technology, finance, marketing, accounting, capital markets, and the latest trends and strategies in global operations. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>MAN5910 - Business Research An in-depth study of business research methods and practices vital to the business professional. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>MAN6307 - Management of Human Resources This course explores and analyzes the principles, strategies, and practices of human resources management, including the various functions such as recruitment, planning, supervision, promotion, management, and control of personnel in organizational settings. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>MAN6721 - Business Policy and Strategy Business Policy and Strategy is intended to be the capstone course in strategic management for the MBA program. The course is a thorough coverage of the seismic strategy-related changes in the business environment and explores the challenges in business strategies, business organizations, and business practices being altered by globalization, the Internet, and dot-com companies. This course must be taken within the final two quarters prior to program completion. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>MAR5153 - International Marketing This course discusses the environment of international marketing. Primary emphasis is on international marketing research; product, promotion, distribution and pricing strategies; and present issues in international marketing. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>MAR5805 - Marketing Management A comprehensive study of marketing strategies and tactics. Essential elements are analyzed and include strategic planning and marketing; identifying and understanding the target market; market research; consumer behavior; organizational buying; market mix and segmentation. Product planning and development; advertising and sales promotion; distribution and pricing strategies are evaluated. The marketing of services and global marketing issues are also explored. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>QMB5305 - Statistics for Managers A comprehensive introduction to statistical business methods in decision making. <i>Prerequisites: None</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>QMB5355 - Quantitative Methods Statistical theory and problems relating to business and industry in supporting administrative decision making. <i>Prerequisites: QMB5305 or equivalent</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>
<p>STA2014 – Statistics This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. <i>Prerequisites: MAT1033</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</p>	<p>4.0 Quarter Credit Hours</p>

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TAX6065 - Tax Research and Planning	4.0 Quarter Credit Hours
A study of the legislative, administrative, and judicial sources of federal tax law. Emphasis on the use of tax research tools in locating, interpreting, and communicating tax law and on the complementary relationship between legal research and quantitative decision making. <i>Prerequisites: TAX4011</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	

■ **ADDENDUM, effective April 30, 2013:**

- The following admissions requirement has been updated to the catalog for students taking all of their classes online.

Student Assessment and Introductory Remedial Course for Fully Online Students

All requirements for the completion of a Student Assessment or related remedial coursework for new students have been removed.

- The following courses have been removed from the Homeland Security Associate in Science and Bachelor of Science degree programs:

HSSP2820 – Information Technology Security II
HSSP 3600 – Homeland Security Retreat Option

- The campus is no longer enrolling new students into the Criminal Investigations Associate in Science degree program as of 7/1/2011.

- The campus no longer has a Director of High School Admissions.

- The following courses have been added or modified:

SYPP3530 – Crime and Delinquency

4.0 Quarter Credit Hours

A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population. *Prerequisites: None.* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN1733 – Management Today

4.0 Quarter Credit Hours

Examines and reviews classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSSP1610 - Emergency Medical Services and Fire Operations I

4.0 Quarter Credit Hours

Emergency Medical Services & Fire I course will introduce students to the knowledge and skills necessary to function as an Emergency Medical Responder. You will be able to identify the complex components of EMS, legal considerations, effective communication, and documentation in the pre-hospital setting. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

- The program outline for Health Care Administration Bachelor of Science degree program has been revised:

Course Code	Course		Bachelor's Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
SLS	1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
Continuation of College Core: Select 6.0 credit hours from the following list:			
CGS	2510C	Applied Spreadsheets	4.0
MAN	2031	Let's Talk Business	2.0

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MAR	2305	Customer Relations and Servicing	4.0
OST	2335	Business Communication	4.0
SLS	1354	Workplace Relationships	2.0
SYP	2742	Death and Dying	4.0
Total College Core Credit Hours			16.0
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
BUL	2131	Applied Business Law	4.0
HSA	2422	Demographic Aspects and Cultural Diversity in HC	4.0
HSA	1100	Health Care Delivery Systems	4.0
HSA	4170	Financial Management in Health Care	4.0
HSA	2182	Health Care Organization & Administration	4.0
HSC	3553	Legal Aspects/Legislation in Health Care	4.0
HSA	4193C	Information Systems & Computer Apps. in HC	4.0
HSA	4751	Introduction to Health Statistics	4.0
HIM	1213	Ancillary Health Facilities	4.0
HSA	3140	Health Care Planning/Evaluation	4.0
HSA	4502	Risk Management	4.0
MAN	2021	Principles of Management	4.0
MAN	3344	Principles of Supervision	4.0
MAN	4764	Business Policy & Strategy	4.0
HSA	3150	Public Policy in Health Care	4.0
MAN	2300	Introduction to Human Resources	4.0
TOTAL MAJOR CORE CREDIT HOURS			76.0
And one of the following three concentrations:			
NURSING HOME ADMINISTRATION			
HSA	3222	Long Term Care Administration	4.0
LTCP	3205	Nursing Home Federal Guidelines	4.0
HSAP	1801	Nursing Home Externship Part 1	4.0
HSAP	2802	Nursing Home Externship Part 2	6.0
HSAP	3803	Nursing Home Externship Part 3	6.0
HSAP	4804	Nursing Home Externship Part 4	6.0
TOTAL CONCENTRATION CREDIT HOURS			30.0
Additional Approved Elective Requirements			16.0
HUMAN RESOURCES PROFESSIONAL			
HSA	4341	Conflict Management in Healthcare	4.0
MAN	3100	Human Relations in Management	4.0
MAN	4400	Labor Relations and Collective Bargaining	4.0
MAN	4302	Management of Human Resources	4.0
MAN	4734	Contemporary Management	4.0
TOTAL CONCENTRATION CREDIT HOURS			20.0
Additional Approved Elective Requirements			26.0
GENERAL MANAGEMENT			
MAR	1011	Introduction to Marketing	4.0
MAR	3310	Public Relations	4.0
MAR	3503	Consumer Behavior	4.0
MAN	4302	Management of Human Resources	4.0
HSA	4341	Conflict Management in Healthcare	4.0
Total Concentration Credit Hours			20.0
Additional Approved Elective Requirements			26.0
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition 1	4.0
ENC	1102	Composition II	4.0

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SPC	2017	Oral Communications*	4.0
AML	2000	Introduction to American Literature	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
STA	3014	Statistics	4.0
SOP	4005	Social Psychology	4.0
ENC	3211	Report Writing	4.0
EVS	1001	Environmental Science	4.0
ECO	3028	Microeconomics	4.0
ECO	3007	Macroeconomics	4.0
SYG	2000	Principles of Sociology	4.0
TOTAL GENERAL EDUCATION CORE CREDIT HOURS			54.0
TOTAL PROGRAM CREDIT HOURS			192.0

7. The program outline for the Homeland Security Bachelor of Science degree program has been revised :

Course Code		Course	Bachelor's Degree Quarter Credit Hours
College Core Requirements			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
SLS	1354	Workplace Relationships	2.0
CGS	2060C	Computer Applications	4.0
LIS	2004	Introduction to Internet Research	2.0
Total College Core Quarter Credit Hours			14.0
Major Core Requirements			
CJL	1100	Civil & Criminal Justice	4.0
DSC	2210	Emergency Planning & Security Measures I	4.0
DSC	2008	Security: Principles, Planning & Procedures I	4.0
DSC	2010	Security: Principles, Planning & Procedures II	4.0
DSC	1030	Tactical Communications	4.0
DSC	1011	Domestic & International Terrorism I	4.0
DSC	1005	Domestic & International Terrorism II	4.0
HSSP	1610	Emergency Medical Services & Fire Operations I	4.0
SCC	1102	Business & Ethics for Security Specialists	4.0
DSC	2812	Information Technology Security I	4.0
HSSP	3100	Critical Incident Management	4.0
HSSP	3200	Facilitating Psychological Support for Catastrophic Events	4.0
CJE	2673	Graphics & Documentation I	4.0
HSSP	4200	Critical Issues in Hostage Negotiations	4.0
HSSP	4300	Current Events in Homeland Security Management	4.0
HSSP	3400	Anti-Terrorism Risk Assessment	4.0
HSSP	4400	Communications and Technology Security	4.0
CJE	4668	Computer Crime	4.0
DSC	3214	Catastrophic Event Response Planning	4.0
HSSP	4500	Weapons of Mass Destruction	4.0
HSSP	4600	Mass Casualty Management Planning	4.0
CCJP	4400	Criminal Justice Senior Capstone Experience	4.0
CCJ	3666	Victimology	4.0
CCJ	3670	Women, Crime, and Criminal Justice	4.0
CCJ	4129	Cultural Diversity for Criminal Justice Professionals	4.0
CJL	3215	Concepts of Criminal Law	4.0
Total Major Core Quarter Credit Hours			104.0
The students will select 12 additional credits from the following courses:			
DSC	2211	Emergency Planning & Security Measures II	4.0
HSSP	1620	Emergency Medical Services & Fire Operations II	4.0
CJE	1600	Criminal Investigations	4.0
CCJ	2679	Introduction to Victims Advocacy	4.0
Total Quarter Credit Hours			12.0

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General Education Core Requirements			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
POS	2041	American National Government	4.0
SYG	2000	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
ECO	3007	Macroeconomics	4.0
ECO	3028	Microeconomics	4.0
STA	2014	Statistics	4.0
SOP	4005	Social Psychology	4.0
CPO	4003	Global Politics	4.0
ENC	3211	Report Writing	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
AMH	2030	20 th Century American History	4.0
Total General Education Quarter Credit Hours			62.0
Total Quarter Credit Hours Required for Graduation			192.0

■ **ADDENDUM, effective April 15, 2013:** The following course codes have been updated for the catalog for on-ground programs:

Current Course Number	New Course Number	Course Title
INVP3300	CCJ3644	Methodology of Economic Crimes
MEAP1301	HIM1222C	Introduction to ICD-9 Coding
MEAP1305	HIM1253	Introduction to CPT Coding
MEAP2346	HIM2255	Advanced CPT Coding
MEAP2345	HIM2273	Third Party Payers
MEAP2348	HIM2283	Abstract Case Coding
HSA1529	HSC1529	Diseases of the Human Body
SYG2000	SYG2001	Principles of Sociology