Ashworth College

2018 College Catalog
~ IMPORTANT ~

This catalog is to be read by all Ashworth College students per student’s enrollment agreement.

**Important Note:** For students enrolled in any of the below programs, it is important that you also read the information that is specific to your program in the applicable Student Handbooks at the end of this catalog.

BSN (RN to BSN) Student Handbook
Military (TEM) Student Handbook
Veterinary Technician Student Handbook
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Introduction

President’s Message

Greetings,

Welcome to Ashworth College. Since 1987, we have been setting new standards of excellence in education and providing education “on your terms.”

Today we are a respected, worldwide leader in self-guided distance learning. We bring the finest, most comprehensive instruction, in the most flexible way possible. Ashworth also offers a broader array of study options than other online schools by providing more career-focused instruction and support, greater accessibility to teachers and academic advisors, more opportunities to connect with other students, more affordable tuition, and easier payment plans. Overall, you can look forward to a first-class educational experience that meets your highest expectations.

It takes discipline to complete a degree or certificate program as a distance education student. For more than 25 years, Ashworth has been educating busy people like you. In fact, hundreds of thousands of students have entrusted us to help them achieve a better life. Stay focused and set a specific time to study on a regular basis and you will be able to achieve your desired degree or certificate.

Your courses have been carefully prepared, using the finest textbooks and eBooks available. The faculty and staff at Ashworth College are exceptional in their fields and in developing and supporting distance learning programs.

Please read this catalog carefully. It provides helpful study guidance and information on our policies and programs.

As a reminder we must receive an official copy of your high school transcript (college transcripts for graduate students). We will also need your official college transcript if you plan to transfer any credits. Please act as soon as possible so you can continue to study uninterrupted.

Let Ashworth College help you study smarter, advance faster, and reach your goals. Here's to your new life!

Cordially,

Rob Klapper
Chief Executive Officer/President
Ashworth College
History
Since its founding in 1987, Professional Career Development Institute (PCDI) has developed a large selection of distance-learning programs.

PCDI started as a career school that offered one career course. Early programs focused on vocational and avocational education pathways for students, with the career school growing to offer over 60 career diploma programs today.

James Madison High School (JMHS) was established in 1996 to aid students who need a flexible approach to a high school education. JMHS provides the curriculum needed for students to complete one to four years of high school course work leading to a high school diploma. The JMHS program enrolls students from all over the world.

In 2000, PCDI established Ashworth College to offer associate degree programs to students who needed a flexible approach to a college education. Ashworth College began offering master’s degree programs in 2004 and bachelor’s degree programs in 2007.

In 2004, PCDI, LLC purchased Distance Education Company (DEC) which operated both the New York Institute of Photography and the New York Institute of Art and Design (formerly Sheffield School). In 2017, DEC opened the New York Institute of Career Development.

The PCDI Canada division began in 2005. This division offers the Ashworth career diploma program as well as the James Madison High School general diploma program.

In 2007, all schools under PCDI merged under the Ashworth College umbrella. Today, we offer 2 high school programs, over 10 career certificates, over 60 career diplomas, 15 undergraduate certificates, 29 associate degrees, 10 bachelor’s degrees, 6 graduate certificates, and 10 master’s degrees.

All Ashworth course and program offerings are accredited by the Distance Education Accrediting Commission (DEAC); DEAC is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA). James Madison High School is a regionally accredited online high school with accreditation from the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. (SACS CASI / AdvanceED).

Students have the opportunity to begin their high school education at Ashworth and continue on to pursue their career and college aspirations with Ashworth College via flexible, affordable, and accredited distance-education programs.
Legal Governance

Professional Career Development Institute, LLC ("PCDI, LLC") owns the Ashworth schools. PCDI Canada and Distance Education Company (DEC) are wholly owned subsidiaries of PCDI, LLC. In 2009, PCDI, LLC was acquired by Sterling Partners.

- PCDI, LLC operates three schools: Ashworth College, Ashworth Career, and James Madison High School.
- PCDI Canada offers Ashworth’s career and high school programs in Canada. Canadian Agent: Michael Scott. 9-441 Stonehenge Drive. Ancaster ON L9K0B1
- DEC operates the New York Institute of Photography, the New York Institute of Art and Design (formerly Sheffield School), and the New York Institute of Career Development.

The Board of Directors is comprised of the following members.
- Rick Elfman Senior Managing Director, Sterling Partners
- Michael Hillyard Member
- Steve Isaac Board Chairman
- Jeff Keith Member
- Rob Klapper Chief Executive Officer/President, Ashworth College
- Randy Whitchurch Member

The Program Advisory Council is comprised of the following members:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health</td>
<td>Amy D'Andrea</td>
<td>Vet Tech Faculty Member, Ashworth College</td>
</tr>
<tr>
<td>Allied Health</td>
<td>Regina Forbes</td>
<td>Pearson, Sales Director, Private Sector</td>
</tr>
<tr>
<td>Allied Health</td>
<td>Cathy Greenberg</td>
<td>Director, Madison School of Healthcare</td>
</tr>
<tr>
<td>Allied Health</td>
<td>Ellie Halibozek</td>
<td>Medical Billing and Coding Curriculum Developer</td>
</tr>
<tr>
<td>Allied Health</td>
<td>Dr. Beth Markham</td>
<td>Chief Nurse Administrator, Ashworth College</td>
</tr>
<tr>
<td>Allied Health</td>
<td>Dr. Sherrie Moore</td>
<td>Pharmacy Technician Program Director</td>
</tr>
<tr>
<td>Allied Health - Chair</td>
<td>R. Michael Schafer</td>
<td>President, EdPartners, LLC. Former ABHES Commissioner</td>
</tr>
<tr>
<td>Allied Health</td>
<td>Carole Schanel</td>
<td>Educator and Program Director (Retired). Former ABHES Commissioner</td>
</tr>
</tbody>
</table>

<p>| Business - Chair           | Micaela Alpers           | President, Education Division, CareerTeam                            |
| Business                   | Lucy Alvarez             | Retired Executive Chef                                              |
| Business                   | Blanche Barfield         | Ashworth Graduate, Travel Agent Program                             |
| Business - Chair           | Jacob Boller             | Director of Operations, DEC New York                                |
| Business                   | Dr. Michael Hillyard     | Consultant, Accreditation and Higher Education Strategy             |
| Business                   | Sue Jenkins              | Assistant Professor of Art, Marywood University; Creative Director, Luckychair.com |
| Business                   | Hilton Joseph            | Co-Owner and Manager, Cuban/Spanish Themed Restaurant               |
| Business                   | Scott Katz               | Group Vice President, Learning Solutions, SunTrust Banks            |
| Business                   | Rob Klapper              | President/CEO, Ashworth College/JMHS                                |
| Business                   | Christina Mathews        | Catering Sales Manager, Atlanta Marriott Peachtree Corners          |
| Business                   | Dawn Taccone             | ServSafe Instructor, California State University Pomona and Wedding Planner/Caterer |
| Business                   | Daniel Taccone           | Sr. eCommerence Manager, Hilton Hotels                              |
| Criminal Justice/Legal Studies | Paul Andrew             | Partner, Andrew, Merritt, Reilly &amp; Smith, LLP                      |</p>
<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
<th>Title/Position</th>
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</thead>
<tbody>
<tr>
<td>Criminal Justice/Legal Studies</td>
<td>Ed Johnson</td>
<td>Human Resources Manager, City of Duluth, Georgia</td>
</tr>
<tr>
<td>Criminal Justice/Legal Studies</td>
<td>Lori Raupe</td>
<td>CEO, Lori Raupe Enterprises</td>
</tr>
<tr>
<td>Criminal Justice/Legal Studies</td>
<td>Amanda Sanchoo</td>
<td>Criminal Justice Faculty Lead, Ashworth College</td>
</tr>
<tr>
<td>Criminal Justice/Legal Studies</td>
<td>Kyle Sokol</td>
<td>Senior Enterprise Risk Investigator, PSCU</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Deann Deloney</td>
<td>Adjunct Faculty, ECE, Ashworth. Director, Bright Horizons</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Jocelyn Jones</td>
<td>Adjunct Faculty, ECE. Professional Development Specialist, CDA Council</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Sue Moser</td>
<td>Director, Parkway Baptist Preschool</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Patricia Neal</td>
<td>First Grade Teacher, ESOL Teacher K-5, Chesnut Elementary</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Cherrmain Tolbert</td>
<td>Assistant Director, Bright Horizons</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Dr. Linda Travers</td>
<td>Early Care and Education Specialist, Quality Care for Children and Adjunct Teacher, ECE, Georgia Piedmont Technical College</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Veronica Williams</td>
<td>Principal, Chesnut Elementary</td>
</tr>
<tr>
<td>Early Childhood Education -Chair</td>
<td>Kimberley Winfield</td>
<td>Director, Faculty and Academic Affairs, Ashworth College</td>
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<tr>
<td>General Ed/Psychology</td>
<td>Marta Anderton</td>
<td>English Department Chair, JMHS</td>
</tr>
<tr>
<td>General Ed/Psychology - Chair</td>
<td>Megan Bowen</td>
<td>Principal, James Madison High School</td>
</tr>
<tr>
<td>General Ed/Psychology</td>
<td>Thayne Conrad</td>
<td>Educator and Doctoral Intern in Psychology, Rutgers University</td>
</tr>
<tr>
<td>General Ed/Psychology</td>
<td>Lauren Finnegan</td>
<td>Assistant Principal for Assessments, Dunwoody High School</td>
</tr>
<tr>
<td>General Ed/Psychology</td>
<td>Larrysta Harris</td>
<td>Director, Distance Learning, Carolina Biological Supply Co.</td>
</tr>
<tr>
<td>General Ed/Psychology</td>
<td>Shannon McGurk</td>
<td>Assistant Professor of Pediatrics and Clinical Child Psychologist at the Center for Child Health and Development at the University of Kansas Medical Center</td>
</tr>
<tr>
<td>Trades-Technology</td>
<td>Yuqwan Holloway</td>
<td>Director, Bottling Investment Group, Program Management Office, Coca-Cola Co.</td>
</tr>
<tr>
<td>Trades-Technology</td>
<td>Michael Induni</td>
<td>General Manager, Atlanta Flooring Design Centers, Charlotte, NC</td>
</tr>
<tr>
<td>Trades-Technology</td>
<td>Patrick Lane</td>
<td>Director, Products, CompTIA</td>
</tr>
<tr>
<td>Trades-Technology</td>
<td>John McSwain</td>
<td>Founder/CEO, base10 Software</td>
</tr>
<tr>
<td>Trades-Technology - Chair</td>
<td>John Riser</td>
<td>Senior Director, Institutional Research, Ashworth College</td>
</tr>
<tr>
<td>Trades - Electrical</td>
<td>Jerome Barnes</td>
<td>Faculty at Ashworth and Maintenance Manager, Novelex</td>
</tr>
<tr>
<td>Trades - Electrical</td>
<td>Randy Purdue</td>
<td>Owner, Quality Repair Service</td>
</tr>
<tr>
<td>Trades - Electrical/HVAC</td>
<td>Leonard L. Adams, Jr.</td>
<td>President/CEO, Quest Community Development Organization</td>
</tr>
<tr>
<td>Trades - Electrical/HVAC</td>
<td>Patrick Lane</td>
<td>Director, Products, CompTIA</td>
</tr>
<tr>
<td>Trades - Electrical/HVAC</td>
<td>Mark Lord</td>
<td>Energy Manager, Building Maintenance Department, Gwinnett Co Schools</td>
</tr>
<tr>
<td>Trades - HVAC</td>
<td>Bob Helbing</td>
<td>President, Air-Tro, Inc.</td>
</tr>
<tr>
<td>Trades - Gunsmithing</td>
<td>Dan Fess</td>
<td>Owner/Gunsmith, GreenSide Gunsmithing</td>
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<tr>
<td>Trades - Locksmithing</td>
<td>Allen Wine</td>
<td>Owner, Legacy Locksmith</td>
</tr>
<tr>
<td>Trades</td>
<td>Jeff Orr</td>
<td>Associate Director, Program Development, Ashworth College</td>
</tr>
</tbody>
</table>
Accreditation and State Licensing

National Accreditation
Ashworth College is nationally accredited by the Distance Education Accrediting Commission. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency.

The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

There are different types of accreditation; therefore, students seeking to use their Ashworth experience to transfer to another institution or apply for a job or license should confirm that DEAC accreditation will be accepted. Licensing, certification, training and other requirements vary by vocation and state. Students should check with their state, local government and/or licensing board to find out which requirements are applicable in their state.

Distance Education Accrediting Commission
1101 17th Street, NW, Suite 808
Washington, DC 20036
202-234-5100
202-332-1386 (Fax)
www.deac.org

State Licensing
Ashworth College is authorized by the State of Georgia Nonpublic Postsecondary Education Commission to offer instruction in career programs, and associate, bachelor’s, and master's degree programs.

State of Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
770-414-3300
770-414-3309 (Fax)
www.gnpec.georgia.gov

National Council for State Authorization Reciprocity Agreements
Ashworth College is approved by Georgia to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.
Student Tuition Recovery Fund Fee and Disclosure: California Residents Only

The following information regarding the Student Tuition Recovery Fund (STRF) is disclosed to students in accordance with the California Private Postsecondary Education (BPPE):

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay* the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for the STRF reimbursement, the application must be received within four (4) years from the data of the action or even that made the student eligible for recovery from the STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from the STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

* Effective January 1, 2015, the current STRF assessment rate is zero dollars ($0).
Mission, Values, and Student Learning Outcomes

Mission Statement
Empower students to achieve their aspirations through flexible, convenient, affordable, and highly relevant educational programs

- Empower: enable students to take control of their lives
- Students: individuals who have taken the proactive step to study and formally engage in learning
- Aspirations: strong desire, longing, or aim
- Flexible: adaptable curriculum that allows students to study anywhere and at their own pace
- Convenient: easily accessible and easy to use
- Affordable: quality courses at a relatively low price that provide great value
- Highly relevant: pertinent content and subject matter that aligns well with real-world skills and knowledge needed in the workplace
- Educational Programs: courses that enable students to learn in their areas of interest

Values
1. **Access** - We believe anyone who wants to learn should have access to affordable, quality education anytime, anyplace.

2. **Accountability** - We set measurable goals and are accountable to students and to each other for our actions, performance, and results.

3. **Integrity** - We operate with the utmost integrity, and treat both our fellow colleagues and our students with dignity and respect.

4. **Passion** - We believe we can make a difference in people’s lives and want to help each student, faculty, and staff member in our diverse community realize his or her individual potential.

5. **Teamwork** - We are committed to collaboration and communication among students, faculty, and staff, as both are essential to achieving great outcomes for students and our company.

6. **Excellence** - We strive to uphold high standards in our academic programs, student experience, and support services, and are continually seeking ways to improve each of these areas.
Student Learning Outcomes
By incorporating the following learning and career outcomes into its programs, Ashworth ensures that graduates are prepared to succeed in a variety of professional, civic, and personal settings.

1. Effective Communication
   Graduates will demonstrate competence in written communication skills that lead to the clear and purposeful expression of ideas, information, and logical reasoning.

2. Critical Thinking
   Graduates will demonstrate critical thinking skills to analyze problems, search for evidence to support conclusions, reflectively process information, and formulate solutions.

3. Job-Specific and Technical Skills
   Graduates will demonstrate competence in program specific technical skills and an understanding of the common body of knowledge associated with a specific program.

4. Professional and Life Skills
   Graduates will demonstrate competent professional and life skills that include responsibility, self-motivation, and will make progress toward becoming engaged and self-reliant learners.

5. Qualifications for Advancement
   Graduates will have the skills and credentials apply for jobs, change careers, advance in their current workplace, or pursue advanced education.
Administration

Institutional Administrators
Christine Jax, PhD  Chief Academic Officer
Robert Klapper  Chief Executive Officer / President
Cathy Greenberg  Director, Madison School of Healthcare

Ashworth College Administration
Kelsha Abraham  Manager, Faculty and Academic Affairs
Elizabeth Markham, PhD, RN  Chief Nurse Administrator
Margi Sirois, Ed.D, MS, RVT, LAT  Director, Veterinary Technician Program
Kimberley Winfield  Director, Faculty and Academic Affairs

Education Operations
Scott Phillips  Director, Accreditation and Regulatory Compliance
John Riser  Senior Director, Institutional Research

Academic Administrators
Tonia Orr  Director, Academic Operations
Eric Ryall  Registrar
Mark Swails, PhD  Director, Learning Resource Center

Student Services
Darlene Craft  Student Services Operations Manager
Melissa Maddox  Vice President, Student Experience

Program Development
Kelly Druszkowski  Director, Program Development
Mandy Norton  Senior Manager, Instructional Technology

Career Services
Rebecca Wells  Manager, Career Services
Academic Year, Holidays, Contact Information, Hours of Operation

Academic Year

Open Enrollment Model
Students may enroll in Ashworth College’s open enrollment programs at any time of the year. There are no set class start dates, and students do not have to wait until the beginning of a new session or new semester. All courses offered are flexible and self-paced, with students setting their own schedules within certain maximum allowable time frames per semester and/or program.

Term Enrollment Model
Ashworth currently offers a term enrollment model (TEM)* to students using education benefits such as MyCAA, or VA funding. Students who enroll in Ashworth College’s term enrollment model may enroll in any 8-week class term during the first 2 weeks of the month preceding the class start date. Term classes begin on the first Monday of each month, for a total of 12 class start dates in a year.

*Please see the Appendices section for information specific to the TEM programs and policies.

Holidays
Ashworth is closed on the following holidays:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
Contact Information

The following information may be used to contact Ashworth College. Students should provide their name and student number on all communications with Ashworth staff.

Mailing Address:
Ashworth College
6625 The Corners Parkway, Suite 500
Norcross, GA 30092

Ashworth College Web Site: www.ashworthcollege.edu
Career Services careerservices@ashworthcollege.edu
Student Community: Visit the Community via the Student Portal
Student Portal: http://students.ashworthcollege.edu
Student Services E-mail: education@ashworthcollege.edu

Registrar’s Office:
E-mail: registrar@ashworthcollege.edu
Fax (for forms, etc.): 770-417-3030
Fax (for transcripts): 770-729-8578

Course Assistance:
Tutor Assistance: Academic Advisors
800.224.7234 or enter a ticket via Support tab in Student Portal

Course Faculty: Each course syllabus provides information on contacting the faculty and the Academic Advisor support team. When students have program or course specific questions, they should first review their program or course syllabus to identify their team and contact information.

Ashworth Classmates: Visit the Student Community to find discussion forums related to various courses and careers.
## Phone Guide

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Academic Advisors</td>
<td>1-800-224-7234</td>
</tr>
<tr>
<td>Admissions (Nonstudents)</td>
<td>1-800-362-7070</td>
</tr>
<tr>
<td>Career Services</td>
<td>1-800-224-7234</td>
</tr>
<tr>
<td>Main</td>
<td>770-729-8400</td>
</tr>
<tr>
<td>Military Services</td>
<td>1-877-758-7630</td>
</tr>
<tr>
<td>Student Services</td>
<td>1-800-224-7234</td>
</tr>
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## Fax Destination Guide

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<tr>
<th>Fax Number</th>
<th>Department</th>
<th>Types of Faxes</th>
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<tr>
<td>Business</td>
<td>770-729-7290</td>
<td>Military&lt;br&gt;Corporate Partnerships</td>
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<tr>
<td>Education</td>
<td>770-417-3030</td>
<td>Lessons&lt;br&gt;Credit by Exam&lt;br&gt;Mandatory Graded Assignments&lt;br&gt;Semester Exams</td>
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<tr>
<td>Registrar</td>
<td>770-729-8578</td>
<td>All Transcripts&lt;br&gt;Transcript Waivers&lt;br&gt;Homeschool Portfolios</td>
</tr>
<tr>
<td>Registrar</td>
<td>770-417-3030</td>
<td>Miscellaneous Documents</td>
</tr>
<tr>
<td>Student</td>
<td>770-417-7289</td>
<td>Career, Degree and High School Verifications</td>
</tr>
<tr>
<td>Student</td>
<td>770-729-0961</td>
<td>Book Waivers&lt;br&gt;Financial Information&lt;br&gt;In-School Deferments&lt;br&gt;Miscellaneous Forms&lt;br&gt;Proctor Nomination Forms&lt;br&gt;Shipment Waivers&lt;br&gt;Student Account Changes</td>
</tr>
</tbody>
</table>
Hours of Operation

**Academic Advisement**
8:30 a.m. – 8:30 p.m. (Monday – Friday) Eastern Standard Time

**Student Services**
8:30 a.m. – 9:00 p.m. (Monday – Friday) Eastern Standard Time
8:30 a.m. – 5:00 p.m. (Saturday) Eastern Standard Time
Academic Freedom

Ashworth College adheres to the following principles of academic freedom. As a higher education institution, Ashworth College holds the pursuit of education in highest regard and strives to provide an environment that promotes the pursuit of truth and mutual respect to support the generation of new knowledge and reasoned argument based on scholarly justification.

Students and faculty are expected to adhere to academic honesty, the highest ethical standards, and professional conduct in all processes and practices. It is reasonable that the teaching and learning environments will be open to diverse opinions and voices and that the same course content can be presented in multiple ways in order to achieve the same outcome goals. Teaching and learning styles may differ and it is not unexpected that differences in styles, opinions, and approaches may occur. Academic freedom and student conduct policies are appropriately balanced to produce a harmonious learning environment.

Toward these ends and in respect for diversity, the following guidelines should be followed.

- Ashworth College recognizes that each faculty and instructional team member will express his or her opinions and philosophies freely without censorship.

- Concurrently, it is important that faculty and instructional team members realize their responsibility to the college to make their students understand that their expression does not represent the opinions of Ashworth College.

- The thorough discussion of topics from diverse perspectives within the faculty and instructional team members’ subject areas is encouraged. However, the discussion of controversial subject matter outside of each faculty and instructional team member’s area of expertise is strongly discouraged within courses.

- Noting that debate is at the heart of academic freedom, faculty and instructional team members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

- Ashworth College expects its faculty and instructional team members to maintain high standards of professional conduct in all communications with students at all times.
Admissions

Admission Requirements

Undergraduate

UNDERGRADUATE CERTIFICATE PROGRAMS
To enroll in an undergraduate certificate program, students must have successfully completed an accredited high school diploma program or earned a GED and be able to provide official transcripts. Homeschooled students must provide a portfolio. Each undergraduate certificate program is one semester in length. Students may begin their course work as soon as they receive their course materials, but Ashworth College must receive official transcripts in order to maintain their student status.

ASSOCIATE DEGREE
To enroll as an associate degree candidate, a student must have successfully completed an accredited high school diploma program or earned a GED and be able to provide official transcripts. Homeschooled students must provide a portfolio. It is not necessary to provide SAT or ACT college entry exam scores to enroll. Associate degree candidates will enroll in and pay for one semester at a time with a separate enrollment agreement. Students may begin their course work as soon as they receive their course materials, but Ashworth College must receive official transcripts in order to maintain their student status.

BACHELOR’S DEGREE
To enroll as a bachelor’s degree candidate, a student must have successfully completed an accredited high school diploma program or earned a GED and be able to provide official transcripts. Homeschooled students must provide a portfolio. It is not necessary to provide SAT or ACT college entry exam scores to enroll. Bachelor’s degree candidates will enroll in and pay for one semester at a time with a separate enrollment agreement. Students may begin their course work as soon as they receive their course materials, but Ashworth College must receive official transcripts in order to maintain their student status.

Graduate

GRADUATE CERTIFICATE PROGRAMS
To enroll in a graduate certificate program, students must have earned a bachelor’s degree in any field from an accredited college or university, with a minimum GPA of 2.5* supported by official transcripts. No GMAT or GRE exam score is required. Each graduate certificate program is one semester in length. Students may access their first course, a noncredit Orientation, shortly after the initial enrollment is processed. Students must receive a passing grade in this course, and their official transcripts must be approved, in order to maintain their student status.
MASTER’S DEGREE
To enroll as a master’s degree candidate, a student must have earned a bachelor’s degree in any field from an accredited college or university, with a minimum GPA of 2.50* supported by official transcripts. No GMAT or GRE exam score is required. Master’s degree candidates will enroll in and pay for one semester at a time with a separate enrollment agreement. Students may access their first course, a noncredit Orientation, shortly after the initial enrollment is processed. Students must receive a passing grade in this course, and their official transcripts must be approved, in order to maintain their student status.

*Students who do not meet the 2.50 GPA requirement for admission to a graduate degree or certificate program may be “conditionally” admitted. To move from “conditional” to “fully admitted” status, students must successfully complete the first nine (9) credit hours of graduate course work, in sequence, excluding the Orientation course, with a grade of “B” or higher in each course. Students admitted under conditional status who do not meet the requirements stated above are dismissed from their graduate degree or certificate program.

All degree program and undergraduate/graduate certificate students are required to have access to a computer with MSWord®, PowerPoint®, and Excel® software. Students must also have Internet access and an active e-mail address.

Application Process
Follow the steps below to enroll in Ashworth College programs.

1. Complete an application online or by phone.
   a. Apply online. The online application process is simplified to reduce processing time. The online application can be accessed from our Web site, http://www.ashworthcollege.edu. Applicants can indicate the program level, program type, and discipline area on the online application form.
   b. Apply by phone. Contact an enrollment advisor any day of the year (except holidays) by calling 1-800-957-5412.

2. Within 24 hours of receiving the completed enrollment application, Ashworth will provide instructions for online access to the first course. Course materials such as eBooks are immediately accessible in the course. If the course includes a physical textbook, it will be shipped to the student address.

3. Students who are eligible for military benefits should contact a military advisor at 1-877-758-7630.
Enrollment Agreement

The Enrollment Agreement (the "Agreement") is a legally binding contract when signed by the student and accepted by Ashworth at its offices in Georgia and is governed by Georgia law. The student signature on the Agreement indicates that the student has read and understood the terms of the Agreement, has read and understood any literature received from Ashworth, and believes that he/she has the ability to benefit from the course selected. An electronic signature is a binding signature. Prospective students are encouraged to read through the catalog and materials prior to enrolling.

Students must reenroll at the beginning of each semester by signing a new enrollment agreement. The tuition shown on the enrollment agreement is for one (1) semester only. Shipments of course materials will be suspended when a signed enrollment agreement has not been received.

Student Status

There are three status states for students depending on their progression through the enrollment and graduation processes. “Applicant” status is someone who has submitted an enrollment agreement and is financially current with Ashworth College; applicants may be denied admission after review of their admissions documentation and first course progress. “Enrolled but not Active” status is someone who, in addition to being admitted to a program, has completed two courses and the transcript evaluation. “Active Student” status is someone who, in addition to being enrolled, is regularly submitting assessments in academic courses.

Ashworth students work at their own pace. The school provides students with many mechanisms to help students stay on track for timely completion of program and graduation requirements. In the Student Portal there is a Progress Tracker which displays students’ percent progression through their program. Each course has Curriculum Maps and Pacing Guides to help students manage their expectations on course workload and time to complete a lesson and course. In addition, the instructional team of faculty and academic advisors are on hand to provide one-on-one academic support to help students master the learning objectives and complete courses and their program of study.

If students need an official status letter, Ashworth College is able to issue a Status Letter and Transcript upon request. In order for Ashworth to issue these documents, students must have completed a transcript evaluation, completed one course, and be current in their tuition payments.
Student Identity Verification Procedures

Student numbers are issued to specific people for the purpose of conducting Ashworth College business. Any abuse of these numbers (including obtaining for malicious use or attempting to obtain for malicious use, and false identification or attempted false identification) shall be cause for permanent dismissal from Ashworth College.

Student Portal Access

Students are required to create a password to access the Student Portal. The Student Portal is where a student can view his or her academic and personal records and should only be accessed by the student. Students should protect their password from others and not share it with anyone else (i.e., Academic Honesty Policy). School employees do not know student passwords and can only reset them upon their request. If a student’s password is reset, the student will be instructed to create a new one before being allowed to access his or her account.

eBooks

Ashworth College may use Vital Source to deliver eBooks in its courses. Students will be required to create a separate password for their eBook account the first time they access their eBook account. School employees do not know student passwords and cannot reset them. If a student forgets his or her password or needs it reset, he or she will need to contact Vital Source directly.

E-mail

Ashworth College will use the e-mail listed on a student’s account to send academic and school updates. These communications can be personal in nature and for this reason it is recommended that students use an e-mail that is not shared with others.

Student Verification

If Ashworth College suspects that a student’s account has been compromised, access to the student account may be blocked until the student’s identity has been verified. This process is done only to protect the student’s interest. Students are responsible for all comments, exams, and assignments posted on their account. If a student feels that his or her account was compromised by someone else, he or she must change his or her password immediately and notify the school. A student’s identity will also be verified for all proctored exams.
Transcripts

A high school diploma or GED certificate is required for admission to Ashworth College’s undergraduate certificate programs and associate degree and bachelor’s degree programs. The high school or GED provider must be accredited by an organization recognized by the U.S. Department of Education and listed on its Web site.

A bachelor’s degree from an accredited college/university in the United States is required for admission to Ashworth College’s graduate certificate and master’s degree programs. International bachelor’s degrees considered the equivalent of an accredited United States bachelor’s degree are accepted. TOEFL, GRE, and GMAT scores are not required.

Students must submit their high school, GED, or college transcripts to Ashworth College before completing 9 credit hours. Student’s account will be placed on a HOLD status if transcripts are not received by the time of completion of 9 credit hours or 3 courses.

1. Students must completely fill out and send the appropriate Transcript Request Form to their college, high school, or the state office that granted their GED certificate. The college, high school, or GED office may charge a fee for sending official transcripts to Ashworth College. Students should send any fees along with the Transcript Request Form directly to the college, high school, or GED office and not to Ashworth College. The Transcript Request Forms (College and High School/GED) are located in the Student Portal.

2. Students should include their maiden name on the Transcript Request Form, if the student name has changed since graduation. Students who have legally changed their name, through marriage or otherwise, should be sure to include on the Transcript Request Form all names previously used.

3. International transcripts/degrees must be evaluated by a credential evaluation service, such as World Education Services (WES), that will determine the U.S. equivalency and send the transcripts directly to Ashworth College. WES provides a course-by-course evaluation including U.S. requirements and GPA, in English. If the official transcripts are not in English, they must be translated into English by WES. Students can contact WES at 800-937-3895 or http://wes.org. WES charges a fee for these services.

Homeschooled Students

Students who were educated at home, or in an environment other than a public/private school, may or may not have a traditional transcript. Ashworth College will admit such students who submit a complete portfolio of their work and/or proper documentation. Students must include the Homeschool Form with their portfolio. A nonrefundable fee of $50 is charged for the evaluation of portfolios for all such students. All requirements on transfer credit for traditional students also apply to such students.

A complete homeschool portfolio should include the following.

- A photocopy of the front cover of the textbook or software used for instruction; please provide one for each course
- A photocopy of the table of contents, which should document the curriculum of each course
- Three representative samples of work per course. Include a sample of work from the beginning, middle, and end of the course(s). This is a crucial element in the evaluation process. No credit will be given without work samples. Examples of appropriate work samples include written essays, research projects, laboratory reports, math problems showing work to solve, and exams. Please do not submit multiple-choice answers.
- The credentials of the instructor (parent/guardian/teacher)
- Examples of tests or other assessment tools
- Any standardized test results, such as the SAT or IOWA Basic Skills Test
- An original writing sample, which should be 3 to 5 pages in length
- Payment of a nonrefundable $50 for evaluation of the portfolio

All materials and the $50 payment should be sent to the attention of the Registrar. Students should not send originals since the college will not be able to return portfolios. Students should verify that the student name and student number are clearly listed on the portfolio.

In addition to the portfolio, it is suggested students also send the following documents:

1. Homeschool registration and/or attendance forms. These are usually filed with student’s local school board or state education agency.
2. Documentation from a certified tutor or teacher, including the credentials and/or certificate of the teacher or tutor.
3. Current testing or evaluation results.

For additional questions pertaining to admission and evaluation requirements, students should contact the Registrar at: Registrar@ashworthcollege.edu.
Transfer Credits

International Students

When Applicant’s Native Language is other than English: Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college level proficiency in English through one of the following:

Undergraduate: A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), or a 6.0 on the International English Language Test (IELTS), or 44 on the PTE** Academic Score Report; or, a transcript indicating completion of at least 30 semester hours of credit with an average grade of “C” or higher at an appropriately accredited* college or university where the language of instruction was English.

Graduate: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), 6.5 on the International English Language Test (IELTS), or 50 on the PTE Academic Score Report; or, a transcript indicating completion of at least 30 semester hours of credit with an average grade of “B” or higher at an appropriately accredited* college or university where the language of instruction was English.

Undergraduate only: A high school diploma completed at an appropriately accredited/recognized high school (where the medium of instruction is English). Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

*Accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or an accepted foreign equivalent that is listed in the International Handbook of Universities.

Maximum Allowable Transfer Credits

UNDERGRADUATE

Students may receive transfer credit for up to 75 percent of their associate or bachelor’s degree program as a combination of transfer credits from other programs/institutions and credit by exam (with a limit of 25 percent for credit by exam). If a student wishes to enroll in a second program with Ashworth, the second program must involve the student taking a minimum of 25% of new Ashworth courses.

In the associate degree program, students may receive credit for 15 courses out of 20 (45 credit hours out of 60) as a combination of transfer credits and credit by exam. Credit by exam are limited to a maximum of 3 courses (9 credit hours).
In the bachelor’s degree program, students may receive credit for 30 courses out of 40 (90 credit hours out of 120) as a combination of transfer credits and credit by exam. Credit by exam are limited to a maximum of 3 courses (9 credit hours). The bachelor’s degree credit by exam limit of 3 courses includes any exam credits that may have been received while pursuing an associate degree with Ashworth.

In the undergraduate certificate programs, students may receive credit for 3 courses out of 5 (9 credit hours out of 15) as a combination of transfer credits and credit by exam. Credit by exam are limited to a maximum of 1 course (3 credit hours).

Ashworth College does not have a recency requirement for general education or elective credits to be eligible for transfer. Courses that are not general education or electives and are more than 10 years old may require further review before transfer credit is awarded. This may involve requiring more information from the institution at which the course was taken, such as a course description or syllabus, to ensure that the material covered in the subject is still current. Content equivalency is required of any course that the student wishes to transfer. All credits must be from an accredited institution or evaluated by the American Council on Education (ACE), and the student must have earned a grade of C or higher.

**GRADUATE**

Students may receive transfer credit for up to 50 percent of their graduate degree or certificate program at Ashworth. In the master’s degree program, students may receive credit for 6 courses out of 12 (18 credit hours out of 36). In the graduate certificate programs, students may receive credit for 2 courses out of 4 (6 credits out of 12). Transfer credits cannot be applied toward the noncredit Orientation courses. We do not accept credit by exam at the graduate level. If a student wishes to enroll in a second program with Ashworth, the second program must involve the student taking a minimum of 50% of new Ashworth courses.

Ashworth College does not have a recency requirement for general education or elective credits to be eligible for transfer. Courses that are not general education or electives and are more than 10 years old may require further review before transfer credit is awarded. This may involve requiring more information from the institution at which the course was taken, such as a course description or syllabus, to ensure that the material covered in the subject is still current. Content equivalency is required of any course that the student wishes to transfer. All credits must be from an accredited institution or evaluated by the American Council on Education (ACE), and the student must have earned a grade of B or higher.

**Applying for Transfer Credits**

Students may request to have previously earned, college-level transfer credits applied toward their Ashworth College degree or certificate program by submitting all official transcripts from other colleges within 90 days of enrollment with Ashworth College. An official college transcript is one that comes directly from the former college(s) to the Registrar’s office at Ashworth College. Students who do not submit official transcripts within the 90-day period from the date of enrollment will not be granted transfer credits. The Ashworth College Registrar will evaluate transfer credit eligibility and determine a degree plan to ensure that the student takes the minimum amount of courses required to graduate.
Students must complete the following steps to apply for transfer credit. Fill out the appropriate Academic Processing Form for Transfer Credit, and send or fax it (770-417-3030) to the Registrar’s office at Ashworth College. The Registrar will rearrange the class schedule until all official transcripts have been received and evaluated. This will prevent students from taking any courses that may potentially be transferred into Ashworth College. If students fail to notify Ashworth of their plans to apply for transfer credit, and are enrolled in courses that are later accepted for transfer credit, they will be charged a $50 fee for each course that they were erroneously enrolled in.

After receiving a student number, send the College Transcript Request Form to all college(s) previously attended, along with any associated fees. Students must include their maiden name and/or any other previously used names on the form if their name has changed since attending college. The College Transcript Request Form should not be sent to Ashworth College; we are not responsible for obtaining official transcripts. It is the student’s responsibility to verify that transcripts have been sent to Ashworth. Forms and submission instructions are available in the Student Portal.

Credits being transferred must be equivalent to course offerings at Ashworth College. Students may be required to send copies of the course syllabi, college catalogs, or other information to help in the evaluation process. Students should send these items to Ashworth College only if the Registrar specifically requests them. Students will be notified in writing of any transfer credits that are accepted by Ashworth College.

Students who wish to appeal their transfer credit may do so by contacting Ashworth within 30 days of the evaluation.

Other Important Transfer Information

- Unless evaluated by the American Council on Education (ACE), military, police, and corrections training programs taken at colleges will not be accepted as transfer credits. These training programs are not equal to an entire course offered at Ashworth College.

- Unless evaluated by ACE, no credits will be awarded for on-the-job training, including specialized training and certificates received. However, students may be able to take credit by exam to receive credit.

- Students may have their scores from the College-Level Examination Program (CLEP) sent to us for evaluation for transfer credit.

- Some subjects are offered as a two- or three-part course series at Ashworth College. Students will be allowed to apply transfer credits toward these courses based on content and credit hour equivalency.

- If transfer credit is awarded in a way that a student’s final semester is less than 5 courses then the tuition for that semester will be pro-rated appropriately.

- There may be an impact on military benefits based on transfer credits awarded. Students should contact their military student advisor for more details.
• Ashworth College maintains articulation agreements with the following institutions. Contact the Registrar’s office for information on articulation agreements.
  o American Public University
  o Antigua Barbuda International Institute of Technology
  o Antigua State College
  o Barbados Community College
  o Brown’s Town Community College
  o Cipriani College of Labour and Cooperative Studies
  o College of Agriculture, Science and Education
  o College of Science, Technology and Applied Arts of Trinidad and Tobago
  o Columbia Southern University
  o Dominica State College
  o Excelsior Community College
  o H. Lavity Stoutt Community College
  o Harrison College
  o Knox Community College
  o Learnet Academy
  o Montego Bay Community College
  o Muffles Junior College
  o St. Johns College
  o St. Lucia State College
  o Sacred Heart Junior College
  o Sir Arthur Lewis Community College
  o Southwestern College
  o T.A. Marryshow Community College
  o University College of the Cayman Islands
  o University of Belize
  o University of Southern Caribbean
  o Wesley Junior College
  o Western Governors University

Credit by Exam

Credit by exam is not awarded at the graduate level in master’s degree and graduate certificate programs. Credit by exam is also not awarded at the undergraduate level for any of the core courses in the AAS: Veterinary Technician program or any of the upper level core courses in the B.S. in Healthcare Management program.

Students may receive credit by exam for life/work experience that is relevant to a particular course or courses in the associate, bachelor’s, or undergraduate certificate programs by taking a proctored exam of multiple-choice questions to demonstrate knowledge of the subject matter. To be awarded credit, students must provide either CLEP (College Level Examination Program) certification or pass a proctored examination. Please note that proof of employment history is not required.
Students who pass a proctored credit by exam on their first attempt will receive credit for that course. Students who do not receive a passing grade of 70 percent or higher will have to take the course as scheduled in their program. Students who do not pass the exam(s) for the course(s) they select may not attempt to test out of additional courses beyond what they had initially selected.

**Example:** A student who has worked as an accountant for several years and is enrolled in the Ashworth College accounting program may not need to take the course Accounting Spreadsheet Fundamentals (A05) and will be allowed to test out of that course.

Some subjects are offered as two or more separate courses at Ashworth College. A student may not test out of any subject that is offered as a series of courses unless he or she attempts and passes a credit by exam for each course in the series.

**Example:** A student may not attempt to take the credit by exam for Anatomy and Physiology I (H04) unless he or she also takes the credit by exam for Anatomy and Physiology II (H05). The student must pass both exams with a grade of 70 percent or higher on the first attempt to receive credit.

**Important:** Credit by exam will **not** be awarded for the following courses:
- C01 Introduction to Business
- OR110 Achieving Academic Excellence
- Any veterinary technician courses (VTXXX)
- Any Capstone course within a degree program
- Any clinical/externship course within a degree program

In the associate degree program, credit by exam are limited to a maximum of 3 courses (9 credit hours). In the bachelor’s degree program, credit by exam are limited to a maximum of 3 courses (9 credit hours). The bachelor’s degree credit by exam limit of 3 courses includes any exam credits that may have been received while pursuing an associate degree with Ashworth. In the undergraduate certificate programs, credit by exam are limited to a maximum of 1 course (3 credit hours). Please note that credit by exam is not awarded at the graduate level in the master’s degree and graduate certificate programs.

**Requesting Credit by Exam**

Students must follow these steps for requesting credit by exam.

1. **List up to 3 courses** (excluding those mentioned above) using the **Credit by Exam Request Form**; send it to the Registrar’s office at Ashworth College. The Registrar will rearrange the course schedule until testing is completed. If a student fails to notify Ashworth College of plans to apply for credit by exam and is sent courses that are later accepted for credit, the student will be charged a $50 fee for each set of course materials sent in error. **Credit by Exam Requests Forms** and submission instructions are available in the Student Portal.

2. **Complete and submit a Proctor Nomination Form.** Student Services will choose one person to proctor the exam(s). For more information about the proctored exam process, see the Proctored Exams section. Forms and submission instructions are available in the Student Portal.
3. Once the proctor is selected, the exam(s) will be sent to the proctor. Each credit by exam has 50 multiple-choice questions. Students have three hours to complete each exam. Ashworth College does not provide any reference materials. However, students may bring any reference materials of their own when they take the exam(s).

4. Students have 90 days from the date of enrollment to get the proper materials to Ashworth College for credit by exam. Students have 120 days from the date of enrollment to complete the tests and return them for grading.

5. A $100 administrative fee will be charged for each credit by exam.

*Please note the maximum credits by exam allowed in your program of study and list the number of courses accordingly.

Students should not send copies of transcripts or job-training certificates for credit by exam and must follow the above steps.

**Student Referral Bonus**

Ashworth relies on its students to promote Ashworth College. If a student refers a friend, both the new student and the student who made the referral will benefit. When the new student enrolls, that student should provide the name and student number of the person who referred him/her. Both the new student and the student who made the referral will receive $100 off their Ashworth tuition after new student has been enrolled for 30 days or more. Maximum $100 referral bonus per year.

**Family Savings**

Ashworth encourages families to study together. When two or more people in the same household enroll at Ashworth at the same time, each person can save $100 on his/her program. Enroll by phone to receive this discount.

**Alumni Rewards Discount**

As students near completion on their current program of study, they may be eligible for the Alumni Rewards Discount and save up to $300 to $500 off their tuition when they enroll in a new Ashworth program. All Ashworth graduates are also eligible. Call 800.957.5412 for details.
Why an Education is Worth the Effort

What made you decide to earn an associate/bachelor’s degree at this moment in your life? Perhaps you entered the workforce shortly after you graduated from high school, and you discovered that most jobs available to you don't pay very much. Maybe you set higher goals for yourself and want to reach the next level in your education or diversify your skill sets by completing a certificate program. Good for you!

In this information and technology dominated society, higher education is a ticket to getting ahead, at least for most people. You’ve “seen the light.” You’ve set your mind on gaining the knowledge you’ll need to succeed. Congratulations! You’ve taken the first step on the road to achieving your personal and professional goals.

The next step is to make sure that you continue to move steadily toward your goal—an associate or bachelor’s degree. Certainly you’ve heard and maybe even said yourself “What’s a degree, anyway? It’s just a piece of paper.” Although that’s true, a diploma is also an important symbol. It represents the tremendous effort you put into your achievement. It’s a source of self-esteem and confidence that graduates use to survive in a highly competitive world. Just a piece of paper? Hardly!

Therefore, let Ashworth College help you reach this extremely important goal of earning an associate or bachelor’s degree. To support your learning, we have created this catalog. It answers many of the questions that will arise about your Ashworth College program. Get to know it well, and after you have read it completely, let us know if you have any questions!
Study Skills and How to Succeed in Distance Education

Beware of Dreambusters
You’ve set your sights on a wonderful goal. Unfortunately, a lot of time will pass between this first step and the day your diploma arrives in the mail. Right now you are like a novelist with a great idea for a bestseller. She can visualize the first scene and knows exactly how she will end the story (with the reader in tears after finishing her genuine "five-hankie" novel). She even sees herself on "Oprah," talking about her book and the six-figure advance she received from the publisher and about the soon-to-open movie starring Meryl Streep in the heroine’s role. Suddenly, the would-be author realizes there are 300 blank pages to fill between the first paragraph and The End. Panic sets in. Is "Oprah" just a fantasy, or can the writer really fill her book with publishable, page-turning prose? It will take months of discipline and painstaking effort to complete that book.

You are now standing on page one of the book of your new life. Many courses and hours of study lie between you and your degree. Perhaps you've already begun to doubt your ability to succeed. Doubt is the first dreambuster standing in your path. Your first task is to slay doubt. Several times a day say to yourself, "I can do this. I can do this. I will complete this program and get my degree!" That "will do" attitude is your secret weapon. It makes you an unbeatable winner. A positive, determined attitude is the essential first ingredient of success. Confidence will help you face all the obstacles you'll meet along the way. Let's list some of those possible roadblocks.

- "I don't think I can read college-level textbooks."
- "Most of what I learn I forget."
- "I have a hard time getting organized."
- "How can I study? There are too many distractions around me."
- "Just making a living takes all the time I have, and there’s never enough money left over to do what I want to do."

They’re Really Just Paper Tigers
At first sight, the list above looks like a mighty list of enemies. Do these make you feel like waving a white flag and just giving up? What if we could show you that those enemies you think are so powerful are only paper tigers and that you have more than enough power to meet them head on and conquer each one? Would you listen? Are you ready to give yourself a chance?

Four of the obstacles to success on the above list fall into the category of study skills.
- Learning to read (You can read college-level textbooks.)
- Memorization techniques (You can learn how to remember more of what you learn.)
- Organizational skills (You can get organized.)
- Creating a positive study atmosphere (You can learn how to deal with the distractions around you.)

The other obstacle is a personal management skill that needs attention and perhaps improvement.
- Taking a new attitude toward money. (You can learn how to handle your money more effectively.)
You Can Be an ‘A’ Student

Many of our students were successful in school, but for one reason or another did not go to college or complete their degrees. If that describes you, you can still benefit from the study skill and work habit tips contained in this section. What you’ll read here may simply reinforce what you already know and inspire you to excel. You may also discover some new techniques that will make your study experience easier and the results even more successful.

If your past school experience didn’t set the academic world on fire, don’t worry about it. It doesn’t matter what grades you got on your last report card, whether it was last year or ten years ago. You aren’t the same person today that you were back then. You’re more motivated. You have a clearer vision of who you are and what you want to do with your life. We can help you learn the study skills you may not have used when you were in school. Please don’t believe the myth that the “smart kids” got A’s and B’s and those who got C’s, D’s, and F’s were “dummies” and “losers.” History is full of “late bloomers” who made outstanding contributions to the betterment of the world. As you read current magazines and newspapers and watch celebrity interviews on TV, keep an eye out for role models who got their lives jump-started after their “school-age” years had ended. Let these people inspire you to achieve your goals.

The main reason students fail to succeed in school isn’t a lack of brains. Generally, it’s a lack of motivation and good study habits. If you weren’t a successful student before, you probably didn’t know how to study. But these are skills you can learn, because you are now motivated to improve your life. Motivation—that’s what you have today that you might not have had before. You aren’t the same student anymore. This time around you are on fire with a desire to learn. You know what it’s like out there in the real world, and you now realize that if you want to get ahead, you’ll have to do whatever it takes to earn your college degree.

Unfortunately, all the good intentions in the world won’t result in success if you lack basic study skills. That’s what the rest of this section is all about. And this may be the most important stuff you’ll ever learn. So, pay close attention. We’re going to share some secrets with you that can speed you down the road to successful accomplishment of your academic and life goals.
Learning to Read at a College Level

Let’s establish one point. You can read college textbooks! End of discussion. You may not know it yet, or you may not have enough confidence to believe it. A successful basketball coach told his team, “If you think you can’t, you’re probably right.” Attitude is everything. By changing only your attitude, you can start on the road to success at the college level. That same coach went on to say, “If you think you can, you’re probably right.”

You can turn this around and say, “If I think I can’t succeed as a college student, then I probably won’t succeed. If I think I can, then I give myself a good chance to reach my goals.” And you haven’t done one thing yet except change your attitude. Give yourself the gift of a positive outlook, and we’ll show you how to become a successful reader.

Is a textbook a concrete block or a gold mine? If it’s made of concrete and you try to jam it into your brain, you’ll become ... a blockhead. If, on the other hand, you see every textbook as a gold mine, your books will fill your mind with the treasures of knowledge and wisdom you need to succeed in your courses and improve your life.

In his book, Becoming a Master Student, Dave Ellis teaches a system he calls “Muscle Reading.” He divides a study session into three separate parts, each containing three steps.

Suppose your assignment is to read a chapter about the causes of World War I. Ellis would advise you to divide your study period into these nine activities:

BEFORE YOU READ
When you open your textbook to study a chapter, don’t just start reading it from word one to the end of the chapter. Before reading, do the following.

1. **Preview.** Take about 5 minutes to flip through the pages. You can get the “big picture” of the chapter by reading all the bold-printed section and paragraph headlines.

2. **Outline.** Use these bold headings to write a point-by-point outline of the chapter in your notebook.

3. **Question.** Turn the section headings into questions. For example, you would convert the title, “The Immediate Cause of World War I,” into the question, “What triggered the war?” Continue to do that with each title in your outline.

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**DAVE ELLIS’S 9-STEP “MUSCLE READING” TECHNIQUE**

- **BEFORE YOU READ**
  - Preview
  - Outline
  - Ask questions

- **WHILE YOU READ**
  - Read (with a dictionary)
  - Underline/Highlight
  - Answer questions

- **AFTER YOU READ**
  - Recite
  - Review
  - Review again

From Becoming a Master Student (Ninth Edition Concise), Houghton Mifflin
WHILE YOU READ
Now it’s time to read the chapter text itself. The three steps in this stage are as follows.

1. **Read—*with an open dictionary nearby***. Read with attention, which means to read only as long as you can keep your mind focused on what you are reading. It does no good to read for 30 minutes if you can only focus for 15 minutes. Give yourself short breaks and go back to the reading. As you read, you may come across words that are unfamiliar, such as, “nationalism.” Take a moment to look that word up in your dictionary. The *American Heritage Talking Dictionary* (on CD-ROM) defines nationalism as, “The belief that nations will benefit from acting independently.” That belief played a prominent role in motivating countries to go to war in 1914. Since improving your vocabulary is essential to success in your college studies, time spent looking up unfamiliar words is a wise investment.

2. **Underline or Highlight**. The textbooks you receive from us are yours to keep. It’s okay to write in them as you need to. In fact, you’ll find that you MUST mark them up in order to study effectively. Doing so makes the information in the textbook a part of you. As you read, underline or highlight key sentences and ideas. The reason for doing this is to make it easier for you to find answers when you go back to review what you’ve read. Don’t say, “Oh, I’ll remember this. I don’t need to mark it.” You’ll just make it harder for yourself to study for an exam later.

3. **Answer questions**. You already have the list of questions you wrote after making your outline. While reading, watch for the answers to those questions. For example, the answer to the question “What triggered the war?” would be “The assassination of Archduke Francis Ferdinand of Austria by Bosnian nationalist Gavrilo Princip on June 28, 1914.”

AFTER YOU READ
Ellis’s Muscle Reading technique has already shown you how to improve your reading and learning ability, but there is more you can do once you’ve finished reading the chapter.

1. **Recite**. Tell yourself out loud what you’ve just learned.

2. **Review**. Within 24 hours of reading the text, go over the chapter again to impress it into your memory.

3. **Review Again**. Do it again? Yes. A survey performed at the University of Texas found that we remember only about 10 percent of what we read! That’s not very much. Another study by scholar Walter Pauk determined that the average student will forget almost half of a textbook chapter by the next day. A month later, less than 20 percent remains in memory. The purpose of reviewing is to keep your brain’s pathways from filtering out what you’ve just learned and discarding the information as not important enough to store in long-term memory. To be an above-average student, you have to find a way to beat the odds. Taking the Muscle Reading technique seriously and making it your habitual way to study will make you an excellent reader and a successful student. Practicing the reading techniques outlined above will greatly improve your ability to remember what you learn.
Organizational Skills

Being a distance learner has advantages but also presents some difficult challenges. One of the main advantages is that you can work at your own pace, not according to a daily class schedule for a set quarter or semester. This means you can organize your time—and your life—to accommodate other obligations, such as family, job, volunteer work, and personal health and relaxation.

It may seem strange that the advantage of working at your own pace is also the greatest challenge of distance learning. Not having a class schedule and school calendar to structure your time, you must learn to plan your life yourself. This is the battlefield on which, too often, your motivation will war against all the other forces pulling you in different directions. This is where the future you dream about meets two formidable opponents—your history as a student and your current life circumstances. Let’s consider ways in which you can organize your time so that there’s no winner and loser: every part of your life should get the recognition and attention that it deserves.

If you’re like most people, you have a job where someone else tells you when to arrive, what to do while you’re on the job, and when you can go home. If you are a parent, a major portion of your time each day is determined by your children’s schedule. To succeed in getting your college degree as a distance learner, you must be creative and dedicated in organizing the part of your life that is your own. Planning is the key to putting all the pieces of your life together so that your education doesn’t get left in the dust of life’s daily demands. If you’re serious about your education, you’ll do what it takes to create a winning schedule for yourself. Planning will set you free. It gives you power to take charge of your life.

The following tips will help you make the most of your available time.

**Be Realistic About Your Daily Study Goals**

It’s useless to make a resolution to study four hours a day, if you know that’s impossible. Unrealistic study goals set you up for discouragement and failure. How much time can you realistically devote each day to your college courses? If it’s two hours or only one, make that your goal—and stick to it!

**Be Flexible**

There might be days, weekends perhaps, when you can study longer. Unforeseen emergencies may sometimes cut into your pledged study time. If that happens, get back on schedule as soon as you can.

**Make The Most of Spare Moments**

Get a briefcase or book bag and get used to carrying your textbook and a notebook with you everywhere you go. Also, carry a highlighter with you so that you can mark key items of information as you work through your Reading Assignments. Get used to studying in short bursts, whenever your day provides a few extra moments, as in the following examples:

1. Waiting for a bus or subway train and during your commute
2. Waiting in a doctor’s or dentist’s office
3. During breaks at work

It’s amazing how these minutes add up and help move you forward from lesson to lesson.
Your Energy Peaks And Valleys
Most people are aware of their energy cycles. Some are morning people. Others are night owls. Life doesn’t always accommodate our preferences. Many night people work day shifts. Sometimes, you have to push yourself to be an efficient worker at the time of day when your employer needs your services.

Your Free Time Is A Different Matter
If you’re a morning person, you would do better to get up an hour earlier than to “burn the midnight oil.” And vice versa. Your time is too precious to waste on an inefficient schedule. Whenever possible, study when you are physically and mentally at your sharpest.

Avoid Marathon Study Sessions
It’s much better to study two hours a day for five days than to study 10 hours on one day. Your body and mind just aren’t geared to paying attention for hours at a time. After a few hours, you’ll be wasting your effort.

Power Tips for Successful Study

Where to Study
Find a favorite place to study. Some places are more suitable than others. For example, a quiet corner of your bedroom is likely to be better than the family room floor when you or others are watching television. Your bed might seem like a comfortable, quiet place to study, but too much comfort can work against you. Some people fall asleep because the brain gets a “good night” message as soon as they hit the mattress. Learning demands energy, so you need a place that doesn’t sap all your “get up and go.” If you have to, hang a “Do Not Disturb” sign on the doorknob of your study room. Public libraries are good, but library time may be only an occasional luxury for a distance learner like you.

Enlist Others’ Cooperation
Unless you live alone, you share time and space with one or more persons. Without shirking your responsibilities to roommates or family members, ask them to respect your study time. You might even want to draw up a “contract” and post it on the refrigerator door as a reminder that certain times and places in the residence are reserved for your study time.

Telephone Troubles
Most Americans find themselves afflicted by a common compulsion: “Thou Shalt Answer the Phone Every Time It Rings.” However, you need to make your study time so sacred that you’ll let the answering machine take your phone calls until you are finished. If you don’t have an answering machine, it’s OK to turn the ringer off so you won’t hear it. If you’re one of those people who must answer every call on the first ring, a planned two-hour study session can easily slip to 90 minutes or less. Rarely are those interrupting calls a matter of life and death. Today, we have more than the house phone to contend with as a distraction. Turn off your pager and cell phone too, unless you are on-call from your job. Ignoring the telephone may be hard to do at first. Why, it’s practically un-American! But, you’ll be glad you learned this discipline, and even happier to know that you can actually survive for an hour or two without your telephone, pager, and cell phone.
Learn To Say No
This may be the hardest bit of advice to follow. You are undoubtedly a conscientious person. When asked to help someone or volunteer to assist with a worthy cause, you feel you ought to say yes. Unfortunately, you can’t add another hour or two to the 24 allotted to each day. To succeed in getting your college degree, you must set limits. Faithfulness to your goal of devoting a set amount of time each day for study demands that you say no to some worthy requests. It’s perfectly all right to say, “I’d really like to help out but I’m up to my ears in course work for my degree. If you still need me when I’ve graduated, I’ll be happy to consider it.” Saying no to excessive demands upon your time and energy is saying yes to a less stressed and better educated you.

Student’s Use of Rubrics and Answer Keys
A grading rubric is a scoring tool used to help guide both the student and the faculty. It helps to define the quality of a student’s work from the category of excellent to poor and serves as a detailed and specific roadmap for students, which leads to improved student outcomes. A grading rubric helps increase grading efficiency and consistency among teachers. If a rubric is used as a tool in your assignment, the rubric will be included with the assignment instructions.

Multiple-choice examinations are used throughout Ashworth’s career program to measure students’ mastery of the program objectives. In most programs students will also need to complete assignments that require evaluation and feedback from the school’s instructional staff. Assignments are often graded using a rubric like the one shown below. This rubric provides guidance for students; it helps to clarify essential elements of the assignment that will be evaluated to determine a grade. The rubric is also an important tool for the instructional team to insure that each student is evaluated consistently and that each student meets the primary objectives of the assignment. Assignments that have very specific right or wrong answers may employ an answer key instead of a grading rubric.

Faculty use different tools to help guide them in scoring a student’s assignment. Some of the tools an instructor may use include answer keys, the instructor’s own knowledge of the subject, the student’s adherence to content-specific requirements, student’s application of concepts to real world, proper use of APA guidelines, correct grammar and grammar rules, and grading rubrics.

On the following page is an Example of a Rubric.
CJ320 Lesson 4 HCA Rubric

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>Exemplary</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>Unacceptable</th>
<th>Score</th>
<th>Comments/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reasons (15 Points)</td>
<td>15 points: Student provides a clear, logical description of 2 reasons why amending the U.S. Constitution would be necessary rather than passing a law.</td>
<td>12 points: Student provides a mostly clear, logical description of 2 reasons why amending the U.S. Constitution would be necessary rather than passing a law.</td>
<td>8 points: Student provides a partially clear and logical description of at least 1 reason why amending the U.S. Constitution would be necessary rather than passing a law.</td>
<td>5 points: Student provides a vague or unclear explanation of at least 1 reason why amending the U.S. Constitution would be necessary rather than passing a law.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft language (20 Points)</td>
<td>20 points: Student provides a clear explanation of 3 necessary elements to consider in any proposed draft language to amend the U.S. Constitution.</td>
<td>15 points: Student provides a mostly clear explanation of 3 necessary elements to consider in any proposed draft language to amend the U.S. Constitution.</td>
<td>10 points: Student provides a partially clear, logical description of at least 2 necessary elements to consider in any proposed draft language to amend the U.S. Constitution.</td>
<td>5 points: Student provides a vague or unclear explanation of at least 1 necessary element to consider in any proposed draft language to amend the U.S. Constitution.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paths (20 Points)</td>
<td>20 points: Student provides a clear, logical description of 2 primary paths he or she would pursue to amend the Constitution, citing the applicable section(s) of the Constitution.</td>
<td>15 points: Student provides a mostly clear, logical description of 2 primary paths he or she would pursue to amend the Constitution, citing the applicable section(s) of the Constitution.</td>
<td>10 points: Student provides a partially clear, logical description of at least 1 primary path he or she would pursue to amend the Constitution, citing the applicable section(s) of the Constitution.</td>
<td>5 points: Student provides a vague or unclear description of at least 1 primary path he or she would pursue to amend the Constitution, citing the applicable section(s) of the Constitution.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The three branches of government and how the plan would impact each (20 Points)</td>
<td>20 points: Student provides a clear, logical description of the three branches of government, including each branch's authority and responsibility, and how the plan would impact each.</td>
<td>15 points: Student provides a mostly clear, logical description of the three branches of government, including each branch's authority and responsibility, and how the plan would impact each.</td>
<td>10 points: Student provides a partially clear, logical description of the three branches of government, including each branch's authority and responsibility, and how the plan would impact each.</td>
<td>5 points: Student provides a vague or unclear description of the three branches of government, including each branch's authority and responsibility, and how the plan would impact each.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanics (10 Points)</td>
<td>10 points: Student does not make any errors in grammar or spelling, especially those that distract the reader.</td>
<td>8 points: Student makes 1-2 errors in grammar or spelling, especially those that distract the reader.</td>
<td>5 points: Student makes 3-4 errors in grammar or spelling, especially those that distract the reader.</td>
<td>2 points: Student makes more than 4 errors in grammar or spelling, especially those that distract the reader.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format – APA Format, Citations, Organization, Transitions (15 Points)</td>
<td>15 points: The paper is written in proper APA format. All sources used in the paper are cited according to APA guidelines.</td>
<td>12 points: The paper is written in proper format with only 1-2 errors. All sources used in the paper are cited according to APA guidelines.</td>
<td>8 points: The paper is written in proper format with only 3-4 errors. Some sources used in the paper are cited according to APA guidelines.</td>
<td>5 points: The paper is not written in proper format. Many sources used in the paper are not cited correctly, and those that are cited are not cited correctly. Essay is poorly organized, but may include a few effective transitions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Score</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Financial Concerns
Among the many sacrifices you must make to achieve your educational goal, the cost of an education is at or near the top of the list. That’s why you need to be very clear about what you want to achieve and why you are making this commitment.

*Education is the best investment you can make in life.* You’re a sure winner—absolutely guaranteed—when you succeed in earning a college degree. You improve your mind and your understanding of the world around you. Plus, studies have shown that higher education translates into higher income. Every dollar you spend on your education is like putting it in the bank. It’s invested directly in YOU! Every other major expense (like a car or a house) eventually wears out or breaks down. Every time you make a payment on your courses, consider it as an investment in yourself, one that’s sure to bring great rewards!

Summary
In this section on Study Skills, you have learned that higher education has a dual value. First, it makes you a more knowledgeable person, with a better grasp of the world you live in. Second, it has a direct effect on your earning power. Opportunities that are open to the well-educated are closed to those lacking the appropriate education and/or motivation. In this section of the catalog, you’ve also learned techniques for improving your reading level and memory capacity. By now, you should also have a good understanding of how to organize your time and priorities. With the right attitude, motivation, and study habits, you’ll have an excellent chance to succeed in every course you take in this degree program.

Congratulations! You’ve made a wise decision to invest your time and financial resources in yourself. You’ll never regret it. We wish you the very best and the full achievement of your goals.

A budget lets you know how much money will be left over from your income for entertainment and other non-essential expenditures.
Academic Information

Instructional Model
Ashworth College aims to provide students with engaging, comprehensive, and high-quality curriculum in a flexible and convenient online learning environment. The school strives to meet the educational goals of its students while giving them the opportunity to set the pace of their learning on a schedule that is compatible with their lifestyles and personal and professional commitments.

Ashworth College’s enrollment model is an open-enrollment track wherein students can enroll in programs and courses at any time without having to wait for a semester or class start date. The learning model is self-paced within certain maximum time limits per semester and/or program. Ashworth’s instructional model is comprised of an instructional team approach. The instructional team includes highly qualified academic advisors, certified faculty, subject matter experts, course authors, and support staff. Ashworth’s team is available to work with students as needs arise. The team approach allows Ashworth to customize support to individual student needs. Each course syllabus provides information on contacting your faculty and the Academic Advisor support team. When students have program or course specific questions, they should first review their program or course syllabus to identify their team and contact information.

Ashworth reserves the right to modify the instructional model at their discretion for continual improvement and to better meet student learning outcomes. From time to time, pilot studies may be conducted, e.g. enhanced practices, new technologies.

Open Enrollment Model
Students may enroll in Ashworth College’s open enrollment programs at any time of the year. There are no set class start dates, and students do not have to wait until the beginning of a new session or new semester. All courses offered are flexible and self-paced, with students setting their own schedules within certain maximum allowable time frames per semester and/or program.

Term Enrollment Model
Ashworth currently offers a term enrollment model (TEM)* to students using education benefits such as MyCAA, or VA funding. Students who enroll in Ashworth College’s term enrollment model may enroll in any 8-week class term during the first 2 weeks of the month preceding the class start date. Term classes begin on the first Monday of each month, for a total of 12 class start dates in a year.
Course Load

Students generally take one (1) course at a time, in a specified sequence within each degree program or certificate. Except in cases where transfer credits or credit by exam are being applied, course orders within a program or semester should be followed to ensure proper learning progression and sequencing through cumulative learning.

Students must complete the following mandatory first course within each degree program, irrespective of their choice of major. No transfer or credit by exam will be accepted for these courses. Students who do not earn a passing score in any of these courses will be academically dismissed from their program of study.

- Associate of Applied Science – C01 Introduction to Business
- Associate of Arts, Associate of Science – OR110 Achieving Academic Excellence
- Bachelor of Arts, Bachelor of Science - OR110 Achieving Academic Excellence
- Bachelor of Science in Nursing (RN-BSN) – OR110 Achieving Academic Excellence
- Master of Business Administration, Master of Science – Noncredit Orientation courses

Students must graduate from their current Ashworth College degree or certificate program and pay their tuition in full before being allowed to enroll in a second Ashworth College degree or certificate program. No dual enrollments will be allowed.

Students who have completed all course work in an associate degree program and wish to enroll in a bachelor’s degree program will be allowed to transfer their existing associate program tuition balance (if not paid in full) to the bachelor’s degree program.

Undergraduate Programs

Undergraduate Certificate

To earn an Ashworth College undergraduate certificate, a student must complete 15 credit hours (5 courses of 3 credit hours each) with a minimum GPA of 2.00. This is a one-semester program of 5 courses; each course in a semester is worth 3 credits. The program includes 1 to 3 required courses. Students are able to choose the remaining courses as electives. There is a proctored final exam at the end of this one-semester program that covers all courses completed in the certificate program.

Associate Degree

To earn an Ashworth College associate degree, a student must complete 60 credit hours (20 courses of 3 credit hours each) with a minimum GPA of 2.00. The associate degree program is comprised of 4 semesters, and each semester has 5 courses. Each course in a semester is worth 3 credits; there are a total of 20 courses in each program. There is a proctored final exam at the end of each semester that covers all credit courses completed in that semester.

Bachelor’s Degree

To earn an Ashworth College bachelor’s degree, a student must complete 120 credit hours (40 courses of 3 credit hours each) with a minimum GPA of 2.00. The bachelor’s degree program is divided into 8 semesters, and each semester has 5 courses. Each course in a semester is worth 3 credits; there are a total of 40 courses in each program. There is a proctored final exam at the end of each semester that covers all credit courses completed in that semester.
Students who are nearing the end of their undergraduate program may be interested to learn about Ashworth’s graduate programs. Ashworth offers both a graduate certificate and a master’s degree program. For more information, contact Ashworth Admissions at 800.362.7070.

Graduate Programs

**Graduate Certificate**
To earn an Ashworth College graduate certificate, a student must complete a noncredit Orientation course followed by 12 credit hours (4 courses of 3 credit hours each) with a minimum GPA of 3.0. This is a one-semester program of 5 courses – a noncredit Orientation course and 4 courses worth 3 credits each. The program includes one required course. Students are able to choose the remaining courses as electives. There is a proctored final exam at the end of this one-semester program that covers all credit courses completed in the certificate program.

**Master’s Degree**
To earn an Ashworth College master’s degree, a student must complete a noncredit Orientation course and 36 credit hours (12 courses of 3 credit hours each) with a minimum GPA of 3.0. The master’s degree program is divided into 3 semesters, and each semester has 4 courses (except the first semester which includes a noncredit Orientation course). Each course in a semester is worth 3 credits (except the Orientation course); there are a total of 12 credit courses in each program. There is a proctored final exam at the end of each semester that covers all credit courses completed in that semester.

**Enrollment Status**
The school provides students with many mechanisms to help students stay on track for timely completion of program and graduation requirements. In the Student Portal there is a Progress Tracker which displays students’ percent progression through their program. For information on the time frame allowance, see the “Completion Time” section.

There are three status states for students depending on their progression through the enrollment and graduation processes. “Applicant” status is someone who has submitted an enrollment agreement and is financially current with Ashworth College; applicants may be denied admission after review of their admissions documentation and first course progress. “Enrolled but not Active” status is someone who, in addition to being admitted to a program, has completed two courses and the transcript evaluation. “Active Student” status is someone who, in addition to being enrolled, is regularly submitting assessments in academic courses.

Students can qualify for full-time status by completing at least six (6) lessons with passing scores within an eight (8) week period. Students can request a “status letter” to verify their status as full-time students by contacting Student Services. Students can view their program of study, progress report and grades in the Student Portal.
Transcripts and Grade Reports

Students who need an official transcript of completed courses from Ashworth College should contact Student Services. Students can view/print an unofficial Ashworth transcript from the Student Portal.

An official transcript is one sent by Ashworth College directly to an institution or employer. An official transcript will be sent only if the student account is paid in full. The first copy of an official transcript is free; there is a $10.00 fee for any additional official transcripts requested.

An unofficial transcript is one sent by Ashworth College directly to the student. An unofficial transcript will be sent only if the student account with Ashworth College is current and there are no past due amounts owed. Unofficial transcripts can be printed from the Student Portal; “Unofficial” will be printed across the transcript. Students who request that an unofficial transcript be mailed to them will be charged $10.00 per transcript.

- Go to Student Portal
- Click on Learning, Transcripts and then View Unofficial Transcripts
- Click on download button in the upper right hand corner of Unofficial Transcript
- Print document or you may have to right click on document and click Save As to save as a file and then print

Students can also view their program of study, progress report and grades in the Student Portal.

Changing Program of Study

A student may switch from one Ashworth College degree program into another (at the same level) at any time by paying a program transfer fee of $50. Each degree program has different course requirements. Students will have to pay for any additional courses necessary to complete the required credit hours needed for graduation in the new program. Semester exams are taken only for courses that are required in the new major. Students can contact Student Services for more information.

Class Level

Students are categorized as follows based on the total number of credits completed at the college level.

<table>
<thead>
<tr>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>Less than or equal to 30</td>
</tr>
<tr>
<td>Sophomore</td>
<td>31 to 60</td>
</tr>
<tr>
<td>Junior</td>
<td>61 to 90</td>
</tr>
<tr>
<td>Senior</td>
<td>91 or more</td>
</tr>
</tbody>
</table>
Course Format
The undergraduate program includes the following sections as part of the course format. Each course may have a different set of materials and assessments; see the syllabus for details for that course.

The graduate program includes most of these sections and includes additional sections such as Activities and Stand-Alone Projects.

Course Materials
- Orientation
- Policies and Guidelines
- Late Policy
- College Catalog
- Syllabus
- About Your Instructor
- A Note from Your Instructor
- Supplemental Materials
- Writing Help
- Course Guide
- Assignment Format
- Lessons
- Reading Assignments
- ProQuest Readings
- Lecture Notes
- Review Questions
- Threaded Discussion or Academic Forum Questions (non-graded)
- PowerPoint Presentations
- Textbooks

Exams and Assignments
Assessments help students gauge their understanding of the course material through the grading process. There are two types of assessments: exams and assignments. The exams and assignments in a course vary in type and number. The types include multiple-choice, essay writing, and/or short answer. All lessons’ materials are covered by the assignments and exams. Usually there is one assessment per lesson; however, there may be some exams that cover more than one lesson’s material.

Please read the course syllabus GRADE WEIGHT section before starting to study to understand the exam and assignment expectations for that course.

- Multiple-Choice Exams
- Assignments
- Threaded Discussion Questions (TEM Courses Only)
- Semester Exams
Account Access
Ashworth College students access their student account information, online courses, program schedule, transcripts, and grades in the Student Portal. All online courses reside on a custom version of the Brightspace Learning Management System. Ashworth’s online courses are designed to be engaging, user-friendly, and easy to navigate. Students can perform the following tasks online via the Student Portal and learning management system.

1. Set up student accounts; view and edit account information  
2. View account balances and make tuition payments  
3. View shipment status for current and completed courses  
4. Access online courses and course materials for current and completed courses  
5. Submit assignments, multiple-choice exams, and proctored semester exams  
6. View assignment and exam grades  
7. Access the Ashworth online library and Learning Resource Center  
8. Be a part of Ashworth’s online Student Community  
9. View program/transcript upon evaluation  
10. Download school forms and college catalog

Communication with Students
Students are required to set up and maintain their profile information within the Ashworth College Student Portal (http://students.ashworthcollege.edu). It is the responsibility of the student to ensure that the information within the student profile is accurate and current. All e-mail correspondence from Ashworth College will be sent to the e-mail address listed on the student profile. Also, where applicable, materials will be shipped to the address on the student profile. Ashworth is not responsible for shipments or correspondence sent to the incorrect shipping address or e-mail address.

Textbooks and Shipments
Each course consists of online or printed course materials, usually accompanied by a textbook or eBook from a national publisher. For courses that include eBooks, an eBook can be accessed immediately upon entry into the course. For courses that include textbooks, a textbook will be automatically shipped to the student when approximately two-thirds of the current course has been completed, as long as payments are current. Students should note that there are no textbook shipments for the first two courses in most degree programs.

Shipment Errors
Students who receive an incorrect or incomplete shipment should call Student Services for assistance. Students have 60 days to notify the school; after 60 days, students will be responsible for any replacement fees.

Replacement Fees
Students who need to replace any study materials should call Student Services for assistance. There will be a replacement fee for each item. The fee can be added to student’s account on student’s next invoice with tuition payment or paid by check or credit card. The item will ship once payment is cleared and student’s account is current.
Student Community

The Ashworth College Student Community (Community) is a fully interactive, student-driven, and staff-supported virtual campus that provides students a complete social learning experience from the day they enroll to graduation and beyond. The Community is comprised of different discussion forums that correspond to the various areas of study offered at Ashworth. What makes the Community special is that members have the unique opportunity to connect with other students, academic advisors, and faculty on their own terms, receive real-time support from anywhere at any time, attend weekly “live” streaming video events, receive personalized advice from career experts—all while making new friends, sharing opinions and experiences. The Community integrates excellent interactive and academic elements to create a fully supported social learning experience for our students. Visit the Community by clicking on the Community banner in the Student Portal.

Live Orientation

Ashworth hosts "live" streaming video chats once each week in which Student Advisors orient new students on everything they need to know in order to successfully get started with their course/program. Student Advisors guide new students through activating their student account, accessing their course materials, requesting transcripts, submitting exams, and learning how to best take advantage of all the resources that are available to them. The format is highly personalized and fully interactive. Ashworth advisors speak to new students via streaming video, and students are able to ask questions via online chat, all of which are answered in "real time" by the advisors. Ashworth’s Orientation chats are hosted within our Student Community, but are also simultaneously streamed to multiple sites such as Facebook and Twitter to reach as many new students as possible. Students who are unable to attend one of our live Orientation chats can watch the archived sessions at any time.

Academic Status

There are four categories of academic standing: academic good standing, academic review, academic probation, and academic dismissal.

To remain in academic good standing, a student must do the following.

**Undergraduate**

- Complete the first mandatory course in the associate or bachelor’s program with a passing score (C01 Introduction to Business OR OR110 Achieving Academic Excellence)
- Maintain a minimum grade point average (GPA) of 2.00
- Earn a grade of at least 60 percent in each course to avoid being subject to academic review

**Graduate**

- Earn a grade of B or higher in the Orientation course
- Maintain a minimum grade point average (GPA) of 3.00
- Earn no more than two (2) C’s in the credit courses
- Earn a B or higher in credit courses while on “Conditional” status

A student will be placed under academic review when it is questionable whether the student will be successful in the program. Being placed under Academic review can delay subsequent course shipments by up to 30 days.
Students are placed under *academic review* if they do any of the following.  

**Undergraduate**  
- Fail a lesson in the first course of their associate or bachelor’s degree program  
  (C01 Introduction to Business or OR110 Achieving Academic Excellence)  
- Fail any exam(s) or assignment(s) in the undergraduate programs  
- Fail the second attempt of any section(s) of a semester exam  
- Disregard Ashworth’s academic honesty and/or student conduct policy  

**Graduate**  
- Fail any lessons in the noncredit Orientation course  
- Earn one (1) C in a credit course  
- Fail the second attempt of any section(s) of a semester exam  
- Disregard Ashworth’s academic honesty and/or student conduct policy  

Students will be placed under *academic probation* if they do any of the following.  

**Undergraduate**  
- Allow the GPA to fall below 2.00*  
- Fail a course  
- Violate Ashworth’s academic honesty and/or student conduct policy  

**Graduate**  
- Allow the GPA to fall below 3.00*  
- Earn two (2) C’s in credit courses  
- Fail a course  
- Violate Ashworth’s academic honesty and/or student conduct policy  

*The GPA must be brought back up to at least 2.00 (3.00 at the graduate level) before the student can take a semester exam.  

*Academic dismissal* will result if students do any of the following.  

**Undergraduate**  
- Fail the first course in the associate or bachelor’s degree program  
  (C01 Introduction to Business or OR110 Achieving Academic Excellence)  
- Fail the second attempt on a semester exam and it is determined that the overall academic performance is unacceptable  
- Violate Ashworth’s academic honesty and/or student conduct policy  

**Graduate**  
- Fail the noncredit Orientation course in the graduate degree or certificate programs  
- Earn a grade of C or below in any course while on probation status  
- Earn three (3) C’s in graduate credit courses  
- Fail the second attempt on a semester exam and it is determined that the overall academic performance is unacceptable  
- Violate Ashworth’s academic honesty and/or student conduct policy  

Students who are academically dismissed will not be allowed to enroll in any other degree or certificate programs at Ashworth College in the future. A student who is dismissed for academic reasons will be required to pay the full contract tuition amount incurred. A student may appeal dismissal for academic or any other reasons by submitting an appeal to the Registrar, within 10 days of being notified by Ashworth College of the dismissal. Decisions rendered are final and the student will be notified within 30 days of receipt of the appeal.
How to Calculate GPA

Each letter grade is worth a certain number of grade points.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

**Example:**
In the first semester, a student’s grades in the first five courses are: A, B, A, C, and A. The GPA would be calculated as follows.

**STEP 1:** Add the grade points for all courses taken during the semester.

\[
\begin{align*}
A &= 4 \text{ grade points} \\
B &= 3 \text{ grade points} \\
A &= 4 \text{ grade points} \\
C &= 2 \text{ grade points} \\
A &= 4 \text{ grade points} \\
17 \text{ total grade points}
\end{align*}
\]

**STEP 2:** Divide the total number of grade points by the number of courses.

\[
17 \div 5 = 3.40
\]

GPA is 3.40.

Classes and Assignments

Students are provided online access to their first course immediately upon enrollment, and any associated course materials are shipped within one week of enrollment. Subsequent course shipments are automatically triggered when the student nears completion of each course. Students can begin their courses immediately upon enrollment, but are free to set their own pace of study as long as they meet the maximum completion times for each semester or program.

Each course is composed of lessons. Each lesson typically contains lecture notes, assignments, and/or multiple-choice exams. Multiple-choice exams are auto-graded immediately upon submission and students can view their grades immediately. Writing assignments are graded within 7-10 calendar days from date of student’s submission and students can view their grades along with faculty feedback and comments.

Students can track their shipments, access their online courses, submit assignments, take exams, and view grades via the Ashworth Student Portal.

Students generally take one (1) course at a time, in a specified sequence within each degree program or certificate. Except in cases where transfer credits or credit by exam are being applied, course orders within a program or semester should be followed to ensure proper learning progression and sequencing through cumulative learning.
Students are strongly advised to write and save their work in a Word document prior to submitting them in the online classroom. By following this process, students will be able to spell check their work and have access to their work should the learning management system (i.e., Brightspace) timeout on a student. Saving one’s work on a Microsoft Word document will prevent students from losing any work, should the system timeout for any reason. Once students have saved their work in a Word document, they should highlight their assignment, copy (hold down “Ctrl” and “C”) and paste their submission (hold down “Ctrl” and “V”) into the appropriate location in the online classroom or submit the document as an attachment. Ashworth is not responsible for any lost work, time or efforts that may result from system timeout issues that occur in Brightspace.

End-of-Course Survey

Students are to complete End-of-Course Surveys for each course that they have completed. The End-of-Course Survey includes questions on student engagement, student readiness, teacher and academic advisors support, technology, curriculum, resources and other support. Student feedback through the End-of-Course Survey is an opportunity for students to have a voice in their program of study and is an essential part of our process of continual improvement.

Completion Time

At the undergraduate level, Ashworth College offers two-year associate degree programs and four-year bachelor’s degree programs in addition to one-semester undergraduate certificate programs.

At the graduate level, Ashworth College offers two-year master’s degree programs in addition to one-semester graduate certificate programs.

Ashworth degree programs are self-paced and students are encouraged to set their own schedules for completing coursework. However, setting and maintaining a regular study schedule will enable students to complete their coursework within the prescribed time limits detailed below. Students who do not complete their programs of study within the prescribed time limits should contact Student Services to seek an extension. The Student Portal has a Progress Tracker where students can monitor their progression through their program on a regular basis. Students may request up to two (2) 6-month extensions, per semester, at $95.00 each.

Upon meeting graduation requirements, students will be awarded either a certificate or diploma based on their program of study. No assurance is made of eligibility for college admission or job placement. Acceptance for transfer of academic credits is determined by the receiving institution.

Undergraduate Programs

UNDERGRADUATE CERTIFICATE

An undergraduate certificate program can be completed in approximately six months; however, students are allowed a maximum of one (1) year from the date of enrollment to complete their program.
ASSOCIATE DEGREE
An associate degree program can be completed in approximately two years (6 months per semester); however, students are allowed a maximum of four (4) years from the date of enrollment to complete their program.

BACHELOR’S DEGREE
A bachelor’s program can be completed in approximately four years (6 months per semester); however, students are allowed a maximum of eight (8) years from the date of enrollment to complete their program.

Graduate Programs

GRADUATE CERTIFICATE
A graduate certificate program can be completed in approximately eight months; however, students are allowed a maximum of 16 months from the date of enrollment to complete their program.

MASTER’S DEGREE
A master’s degree program can be completed in approximately two years (8 months per semester); however, students are allowed a maximum of five (5) years from the date of enrollment to complete their program.
Academic Policies

Academic Honesty Policy

Academic integrity is the hallmark of excellence and the foundation of higher education which requires honesty in scholarship, research, and all course work. Students are expected at all times to submit their own work for all assignments, to present their own work and ideas in all discussions, and to properly cite original authors and others when referring to sources used. Students must succeed in their classes and programs without violating the Academic Honesty Policy.

To preserve the integrity of Ashworth College’s programs and maintain the high quality of education, the Faculty and Administration must address any charge of a violation of the academic honesty policy. At each penalty level the case is reviewed by the Academic Review Board. The due process procedures include a formal request for inquiry and research to prove or disprove the charge. A proven violation carries academic penalties. Students who violate the Academic Honesty Policy will receive a warning on a first offense, will be placed on probation for a second offense, and will be cancelled from the institution on a third offense. Students may appeal the cancellation but may not appeal the warning or the probation. If an egregious violation occurs students may be immediately academically dismissed from their program. The Academic Review Board reserves the right to issue any penalty subject to the severity of the violation.

Academic Honesty Violations

The following violation types deserve close attention because they summarize various violations of academic honesty. This list below is not exhaustive but captures the predominant violations which occur. Students must strive to honor the regulations to preserve the integrity of their grades and degrees.

Plagiarism and Cheating

Plagiarism and cheating are acts of stealing and are types of fraud.

Plagiarism is an act of taking someone else’s words or ideas and using them or representing them as one’s own work. This includes not properly citing the source of the words or ideas. When students use direct quotations, they must use quotation marks and cite the relevant sources. When students paraphrase material, quotation marks are not used, but the sources still must be cited. Students must also cite sources for any use of language, ideas, theories, data, figures, graphs, programs, electronic information, or illustrations.

Cheating is an act of breaking rules of honest and original work. Cheating includes purchasing essays, copying another person’s assignment, posting assignments online asking for solutions, or paying someone to do one’s work. It also includes sharing one’s own work, with another person or organization by allowing them to copy all or part of one’s paper. Students are not permitted to share one's student user name and/or password with others or an organization. Students are not permitted to receive, knowingly give, or attempt to give any unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course.

Ashworth College has the right, at its discretion, to review any exams/assignments that have already been graded and to change the grade if plagiarism is found.
The result of the investigation may lead to the following disciplinary action that can include but is not limited to:

**Warning**
- Documented counseling by staff
- Attend training workshop, write a paper on academic integrity
- Revision and resubmission of work with possible grade penalty
- Submission of alternative assignment

**Probation**
- Documented counseling by staff
- Attend training workshop, write a paper on academic integrity
- Revision and resubmission of work with possible grade penalty
- Submission of alternative assignment
- Fail the assignment
- Dismissed from course, suspended from the institution

**Academic Dismissal**
- Academic dismissal from Ashworth College

An Ashworth College graduate who is later found after graduation to have plagiarized, including allowing a student to copy his/her paper, may have his/her diploma revoked as per the Revocation of Degree/Certificate Policy.

**Unauthorized Access to Official Ashworth College Materials**
Students may not take, attempt to take, or in any unauthorized manner gain access to, alter, or destroy any materials pertaining to the administration of the educational process (including exams, grade records, answer keys, etc.). Unauthorized access includes sharing one’s student user name and/or password with another person or organization who is not authorized or enrolled as a student and is grounds for dismissal from the program.

**Misrepresentation, Falsification of Ashworth College Records or Academic Work**
Students will not knowingly provide false information when completing Ashworth College forms or applications (including admissions forms, enrollment agreements, use of false or counterfeit transcripts, etc.) or in any work submitted for credit as part of a course.

**Malicious/Intentional Misuse of Computer Facilities and/or Services**
Students are strictly prohibited from the malicious or intentional misuse of computer facilities and/or services. Violations of state and federal laws (including copyright violations, unauthorized access of systems, alteration/damage/destruction or attempted alteration/damage/destruction, use for profit, etc.) or Ashworth College's rules regarding computer usage (including account violations, damage or destruction of the system and/or its performance, unauthorized copying of electronic information, use of threatening or obscene language, etc.) will result in immediate disciplinary action including and up to academic dismissal.
Student Identification Numbers
Student numbers are issued to specific people for the purpose of conducting Ashworth College business. Any abuse of these numbers shall be cause for permanent dismissal from the Ashworth College. Abuse includes but is not limited to: obtaining student numbers, user names, and/or passwords for malicious use or attempting to obtain for malicious use, false identification or attempted false identification, sharing student number with any other person or organization.

Academic Honesty Appeal Process
Students have the opportunity to appeal Academic Dismissal decisions through the Academic Honesty Appeal process. Requests for appeal must be sent to the Registrar within 10 days of receiving the academic dismissal. An appeal form will be sent to the student when they are advised of dismissal. Student’s account must be current prior to any appeal review.

Submitting an appeal does not guarantee re-instatement. If the decision on the appeal is to deny reinstatement, then that decision is final and no further appeal is allowed. If it is decided that student will be reinstated, then student will remain on Academic Probation until the necessary improvements are made in student’s academic performance. Failing to meet the Ashworth College standard may result in a second academic dismissal from the program. After a second dismissal as a result of academic performance, a student will forfeit his or her right to an appeal and will remain dismissed permanently.

Revocation of Degree/Certificate Policy
If, after a degree/certificate has been awarded, a degree/certificate recipient is found responsible or involved in a violation of the Student Conduct Code involving academic dishonesty or fraud committed while a student, then Ashworth College may impose, as a sanction, a revocation of the degree/certificate, subject to the following procedures:

1. The Registrar will submit a recommendation of revocation of the degree/certificate to the Academic Review Board.

2. A Notice of Intent to Revoke Degree/Certificate shall be sent to the student. This notice shall include the details of the alleged violation and the basis for the revocation.

3. The student may submit a written appeal in response to the Intent to Revoke Degree/Certificate to the Chief Academic Officer within twenty business days from the date of the Notice of Intent to Revoke Degree/Certificate. The imposition of the Revocation of Degree/Certificate will be deferred during such statement is received and time has passed. If the student does not submit a statement within twenty business days, the sanction of revocation of the degree/certificate is final.

4. The Chief Academic Officer will respond with a decision and send final documentation to the student. If the decision is to accept the appeal, the student’s transcript will show no information of the revocation. If the decision is to not accept the appeal, the student’s degree/certificate will be revoked and all student records permanently noted.
Grading Policy

Each course is graded by taking the grade-weighted average of the grades received for the exams and/or assignments within the course. The following point totals correspond to the following grades:

Undergraduate Programs

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>LETTER GRADE</th>
<th>GRADE POINTS</th>
<th>STANDARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>2.00</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
<td>1.00</td>
<td>Poor</td>
</tr>
<tr>
<td>&lt;60</td>
<td>F</td>
<td>0.00</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Undergraduate Grading Criteria

A = Excellent
The student has demonstrated a thorough understanding of the content and skills presented in the course, consistently initiates thoughtful questions, and can see many sides of an issue. The student writes logically and clearly. He or she also integrates ideas throughout the course and, as appropriate, from previously completed courses in a program.

B = Good
The student is an excellent writer, maintains consistent performance, and demonstrates an understanding of course content that goes beyond the minimum requirements.

C = Satisfactory
The student demonstrates a minimal comprehension of the skills and subject matter included in the course, and accomplishes only the minimum requirements, while displaying little or no initiative.

D = Poor
The student’s performance is barely acceptable. Assignments are late or missing and there is not even a minimal understanding or mastery of course content skills.

F = Failing
Quality and quantity of work is unacceptable.
Graduate Programs

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>LETTER GRADE</th>
<th>GRADE POINTS</th>
<th>STANDARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
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</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>2.00</td>
<td>Poor</td>
</tr>
<tr>
<td>&lt;70</td>
<td>F</td>
<td>1.00</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Graduate Grading Criteria

A = Excellent
The student has demonstrated a thorough understanding of the content and skills presented in the course, consistently initiates thoughtful questions, and can see many sides of an issue. The student writes logically and clearly. He or she also integrates ideas throughout the course and, as appropriate, from previously completed courses in a program.

B = Satisfactory
The student is an excellent writer, maintains consistent performance, and demonstrates an understanding of course content that goes beyond the minimum requirements.

C = Poor
The student demonstrates a minimal comprehension of the skills and subject matter included in the course, and accomplishes only the minimum requirements, while displaying little or no initiative.

F = Failing
Quality and quantity of work is unacceptable.
Exam/Assignment Retake Policy

UNDERGRADUATE PROGRAMS (See Student Handbooks at the end of this catalog for the RN to BSN program and Veterinary Technician program.)

The following Retake Policy applies to students taking courses in the new Brightspace learning management system beginning 12/10/2017.

Students are allowed two (2) attempts on each Quiz or Assignment. Students are not required to resubmit an exam if they are satisfied with the score received on their first attempt. Students highest grade will be recorded as the final grade for the assessment.

For semester exams, the minimum passing score is 70 percent. Students who do not pass all sections of the exam may retake the failed section(s) once. For each course/section failed on the first attempt, students will be allowed 36 minutes on the retake attempt. All semester exam retakes must be completed within 90 days of the date of the original semester exam.

GRADUATE PROGRAMS
Assignment retakes are not allowed at the graduate level. However, retakes are allowed for semester exams where the minimum passing score is 80 percent. The student must pass each part of the semester exam in order to continue in the graduate degree program. Students who fail on the first attempt will be given one retake opportunity for each part (I and II) no sooner than thirty (30) days after the previously administered semester exam to meet the 80-percent requirement. Each part of the semester retake exam will be different from the previously administered exam. If the student fails only one part of the exam, the student is required to retake only the failed part.
Conduct and Communications Policy

The Ashworth Conduct and Communications Policy refers to the respectful conduct of Ashworth staff, faculty and students in any school communications including student’s course assignments, test responses and where applicable, threaded discussions. Respectful conduct also includes following all academic honesty policies that include, but are not limited to, protection of student IDs, user names, and/or passwords, protection of course exams and assignments, responses to exams and assignments, and not sharing these with other persons, organizations or websites. Violations of the Ashworth Conduct and Communications Policy will lead to disciplinary action up to and including dismissal from Ashworth College.

Ashworth provides students with different communication channels for communicating with its staff and faculty and responding to assignments and tests. Communication channels include e-mail, phone, mail, fax, chat rooms, and the Student Community. Other communications channels include the Student Portal or Brightspace, which are used for submitting course assignments, test and threaded discussion responses and communications to faculty.

It is college policy that Ashworth staff, faculty and students maintain respectful, professional, and polite conduct in all communications at all times. All staff, faculty and students are expected to treat one another with respect. Negative emotions, rude language, and/or profanity have no place in any type of communication channels including phone, written, electronic, etc. Any staff, faculty or student using irate, sarcastic, rude, harassing or offensive language in any types of communication channels to any staff, faculty or student of the college will be subject to disciplinary action up to and including dismissal from Ashworth College.

In order to allow continual communications with Ashworth students, it is required that students update Ashworth College with any changes to the student’s account information. Student account information can be accessed through the Student Portal or students can contact Student Services with any changes to student’s name, address, e-mail or phone number.

NOTE: Ashworth official communications are sent by email or mail. Most official forms require electronic communication by e-mail, unless forms or directions state otherwise. Students are held responsible for official Ashworth communications sent to students. Students should check their email accounts regularly and respond, where needed, to any communications sent from Ashworth College.
Student Affairs

Registrar
The Office of the Registrar is responsible for the administration of academic services and management of student records. The Registrar’s office performs the following functions.

- Compilation and maintenance of student educational records
- Processing of student admissions, withdrawals, and dismissals
- Evaluation of transcripts and determination of transfer credits
- Formulation of degree plans based on transfer credits awarded
- Verification of student enrollment in courses and programs
- Provision of official and unofficial transcripts per student requests
- Enforcement of all academic policies
- Assessment and conferral of degrees and certificates

Academic Advising
Ashworth College encourages students to take advantage of the knowledgeable academic guidance available through our academic advisement team by e-mail, mail, or phone. All student questions and inquiries will be responded to in a timely manner by Ashworth academic advisors and the customer service team. Through the Ashworth online Student Portal, students may review course materials; track program and lesson progress, shipments, and grades; check account balances and make tuition payments; request academic guidance or customer support; access the online library; and participate in the Student Community.

Standards of Progress
Ashworth evaluates Standards of Progress at the beginning of the first semester and at the end of each semester. A semester is defined by a 5 course semester of academic study at the undergraduate level, and by a 4 course semester of academic study at the graduate level. The cumulative grade point average is used as a qualitative measure of Satisfactory Academic Progress (SAP). Ashworth provides written notification to a student who is failing to achieve Satisfactory Academic Progress standards.

Cumulative Grade Point Average (CGPA): CGPA is the qualitative measure of SAP, meaning that it measures the quality of the grades that a student earns in his or her courses. Only credits completed at Ashworth with a final grade of “A” through “F” are included in the CGPA calculation.

To meet SAP requirements, students must maintain a CGPA that meets or exceeds the minimum requirements as shown in the Satisfactory Academic Progress Progression Table below. Students who fail to meet CGPA requirements also fail to meet SAP requirements and will be placed on Academic Probation. (See “Academic Status” section.)

<table>
<thead>
<tr>
<th>Satisfactory Academic Progress Progression Table</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program</strong></td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>Associates</td>
</tr>
<tr>
<td>Bachelors</td>
</tr>
<tr>
<td>Masters</td>
</tr>
</tbody>
</table>

*Credits transferred in from another college or university via an official Transfer Credit Evaluation are factored into credit completion.*

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Academic Dismissal

Academic dismissal refers to the disenrollment of a student from a course or program of study by Ashworth College. Reasons for academic dismissal include, but are not limited to, the following.

- Failure to provide official transcripts within 90 days of enrollment
- Failing the first mandatory course in the program of study (C01, OR110, Orientation)
- Poor or unacceptable performance and grades in courses
- GPA falling below acceptable thresholds
- Acts of plagiarism and academic dishonesty
- Posting homework, and/or answers to homework online or requesting answers to assignments
- Sharing student user names and/or passwords with other persons or organizations
- Unprofessional communications with Ashworth faculty, staff and other students

Students who have been academically dismissed from Ashworth College are not eligible for reinstatement or readmission unless an appeal is submitted by students to the Registrar and accepted by the Ashworth Academic Review Committee.

Administrative Cancellation

Administrative cancellation refers to the cancellation of a student enrollment from a course and program of study per the student’s request. Students whose accounts have been canceled (but have not been academically dismissed) are eligible for reinstatement or readmission. A $25 readmission fee will apply.

Students who are administratively canceled from the identified course(s) will receive the grade of AC on their academic record. The AC grade has no effect on the student’s academic GPA. The student will be notified of the Administrative Course Cancellation to his or her primary e-mail from the Office of the Registrar.

Students who choose to cancel their enrollment may be entitled to a refund or may owe the school additional tuition. The tuition amount due is based on the enrollment period, number of lessons completed, and the amount paid. The tuition balance or refund that is due will be determined by the Tuition Protection Agreement printed on the back of Ashworth’s Enrollment Agreement.
Transferring Ashworth College Credit to a Different Institution

A student may wish to transfer coursework from Ashworth College to another institution. The following is to be considered carefully.

- Each institution determines its own policy for accepting transfer credits.
- Normally, to qualify for credit in another institution, the coursework the student wishes to be considered for transfer credit must be reasonably similar to coursework that the receiving institution offers.

To transfer credits from Ashworth College, the student must request that an official transcript of completed coursework be sent to the new institution. An official transcript is one sent from the records officer at the sending institution directly to the designated records officer at the receiving institution. Ashworth College will not release an official copy of a student’s transcript unless the account is paid in full. The account must be current to receive an unofficial copy of a transcript.

The other institution may respond to a student’s request for transfer credit by:

- Accepting the credit claimed (although some institutions may not give full value).
- Accepting the credit claimed when the student passes a test covering the subject matter.
- Requesting additional information to verify, e.g. a syllabus
- Not accepting the credit claimed.

Students should be sure to keep learning guides, textbooks, other study materials and printed copies of online study materials in case these materials are needed for transfer credits verification by the receiving institution.

Ashworth College does not maintain a list of colleges and universities that accept Ashworth College credits.
Proctored Exams

**When to Expect a Proctored Exam**
Students can expect to take proctored exams under the following situations.
- All credit by exams
- Semester exams for all undergraduate and graduate certificate programs
- Semester exams for all associate’s, bachelor’s, and master’s programs

**Nominating a Proctor**
Students must nominate proctors for the semester exams and/or any credit by exams they wish to take by completing and submitting the *Proctor Nomination Form*. Proctor nominations should list two qualified people, living in the student’s general area, who are willing to monitor the semester exams and/or any credit by exams. Student Services will select one person from the student’s nomination list to proctor all semester exams and any credit by exams. Students will need to nominate a proctor only one time, unless that proctor is later unavailable to monitor exams or continue as a proctor. Students may choose to submit the name of only one proctor candidate if that person is a high school or college administrator, faculty member, guidance counselor, librarian, or member of the clergy. A student in the military may use a test-control officer. In general, acceptable proctor candidates must be responsible individuals with whom no conflict of interest exists. For example, a fellow student, a relative of any kind (by blood or marriage), a roommate, or an immediate supervisor is not a suitable proctor candidate under any circumstances. Students are solely responsible for locating suitable proctor candidates. Proctors should be willing to provide this service free of charge; otherwise, it will be student’s responsibility to pay any proctor fees. Forms and submission instructions are available in the Student Portal.

When it is time for the student to take the proctored exam, Ashworth’s system will automatically send the exam and an access code to the proctor. The student and the chosen proctor must decide on a time and place to take the exam. The student will take the exam online in the presence of the proctor after the proctor accesses the exam using the code provided. Proctors are required to confirm the students’ identity through valid government-issued photo identification. If the student is not taking the proctored exam online (the exam is either mailed or e-mailed to the proctor), the proctor must sign a statement that the exam was taken under the appropriate conditions, place the completed examination package along with a signed Certification of Compliance in a sealed envelope, sign the sealed flap, and return the envelope immediately to Ashworth College to be graded. The proctor must make copies of the scan sheets to keep until receipt of the student’s exam at Ashworth College has been confirmed. Students will be notified promptly of all exam results.

A $20 proctored exam fee will be charged when students take the proctored exams offline at the end of each semester. There is no charge for taking exams online.
Proctored Semester Exams
At the end of each semester, students are required to take a proctored, online semester exam. Students must have a minimum grade point average of 2.00 (3.00 for graduate programs) to be eligible to take a semester exam. The purpose of each semester exam is to evaluate the student’s ability to conceptualize and integrate content from all the courses taken in a particular semester. Semester exams are proctored, timed, and scheduled at the convenience of the proctor and student. Students may use their textbooks, online and printed course materials, and notes during the exam, but may not use the Internet or previously saved electronic files. If applicable, students may access eBooks within their courses. Proctors must directly monitor all online use to ensure that Ashworth online courses and associated eBooks are the only Internet resources accessed.

Semester exams are graded on a pass/fail basis and the semester exam scores are not factored into the individual course percentages or letter grades. The student must pass each section of the semester exam, earning no less than the applicable passing score (70 percent for undergraduate semester exams; 80 percent for graduate semester exams) to continue in the program. Students who fail the first attempt will be given one retake opportunity for each section in order to obtain the passing score. Students who fail a semester exam on their second attempt will be placed on academic review. Certain factors will be considered in determining whether the student will be permitted to remain in the program or be permanently dismissed. These factors include, but are not limited to, the student’s grade point average for the semester, the number of semesters completed, and the scores earned on the first and second attempts.

UNDERGRADUATE PROGRAMS
Associate and bachelor’s degree students will take a timed, open-book, proctor-supervised exam at the end of each semester. Undergraduate certificate students will take a timed, open-book, proctor-supervised exam at the end of their semester-long program. In the associate degree program, there are four (4) proctored semester exams, one at the end of each semester. In the bachelor’s degree program, there are eight (8) proctored semester exams, one at the end of each semester. In the undergraduate certificate program, there is one (1) proctored exam at the end of the program. A proctored exam is also required for each course for which students seek exemption due to credit by exam.

The semester exam consists of five sections that cover the five courses taken in a particular semester; each section consists of ten (10) multiple-choice questions. Students are given three (3) hours to complete the semester exam. Students must earn at least 70 percent in each section of the semester exam to continue in the undergraduate degree or certificate program. For each section failed on the first attempt, students will be allowed 36 minutes to retake that section on the second attempt. Failed semester exams/sections must be retaken within 90 days.
GRADUATE PROGRAMS
Master’s degree students will take a timed, open-book, proctor-supervised exam at the end of each semester. Graduate certificate students will take a timed, open-book, proctor-supervised exam at the end of their semester-long program.

The semester exam consists of two parts: a multiple-choice exam and workplace scenarios.

Part I: Multiple-Choice. This exam consists of twenty (20) multiple-choice questions pulled randomly from a question bank. Consequently, each student takes a unique exam created from the question bank. Students are given sixty (60) minutes to complete the multiple-choice part of the semester exam.

Part II: Workplace Scenarios. This exam consists of a set of two (2) workplace scenarios pulled randomly from a scenario bank which integrate concepts from the four (4) courses in the semester. Students are presented the workplace scenarios to respond to within a two (2) hour time period.

Students must pass each part of the semester exam, earning no less than 80 percent to continue in the graduate degree program. Students who fail the semester exam on the first attempt will be allowed to retake the failed sections once.
Scholarships and Awards

Students enrolled in degree and certificate programs have opportunities to earn the following academic scholarships and awards. Student candidates are nominated by faculty, academic advisors, and student services team members, and then elected by the Ashworth academic staff.

Gary Keisling ACCESS Scholarship

The Gary Keisling ACCESS Scholarship Program was instituted in 2012 in recognition of Ashworth’s former president and chief executive officer’s dedication and contributions to both Ashworth College and the field of distance education. ACCESS is an acronym for Ashworth College Continuing Education for Student Success, which reflects Gary Keisling’s personal and professional mission to offer underserved populations, who historically have had limited access to educational opportunities, an accredited diploma or degree that is both accessible and affordable.

The Gary Keisling ACCESS Scholarship Program will offer up to 22 scholarships each year to new high school, undergraduate associates and bachelor’s degree and career students who are interested in pursuing their education online in one of Ashworth’s 115-plus high school, career, and degree programs.

To be considered for an ACCESS Scholarship, all applicants must submit an application and an original 250- to 500-word essay. High school and degree applications may also require past transcripts reflecting a 3.00 GPA or equivalent. This scholarship will be available to students each fall. An announcement will be made when new applications are being accepted.

DEAC Student of the Year Award

The DEAC Student of the Year honor is awarded by the Distance Education Accrediting Commission (DEAC) on an annual basis to students who have exhibited outstanding academic performance, overcome barriers and obstacles to learning, and have demonstrated exemplary behavior and attitude in their dealings with staff, faculty, and peers.

Delta Epsilon Tau International Honor Society

Graduating Ashworth College students who have earned an associate or bachelor’s degree with a cumulative GPA of 3.50 or higher can be nominated for membership in Delta Epsilon. Delta Epsilon Tau was established by the Distance Education Accrediting Commission (DEAC) to recognize the achievements of individuals who worked diligently to acquire knowledge and skills from an accredited distance learning institution. As Delta Epsilon Tau’s first chapter in the state of Georgia, Ashworth was given Alpha Chapter status. Students eligible for Delta Epsilon Tau may contact the Student Services department for application criteria.
Learning Resource Center and Library Services

Students can access both the Learning Resource Center and the library via the Learning Resources tab in the Student Portal.

The Learning Resource Center (LRC) is located on the Student Portal. The LRC provides a variety of resources to the Ashworth College community in order to encourage the achievement and success of every Ashworth student. These are found in the College School Center. The LRC’s College Center provides tips, tutorials and answers for those students conducting research and writing papers. The LRC also provides resources to supplement those in the online library so that students may have access to a wider range of materials relevant to their coursework. Students may also participate in discussion forums in the LRC where they can ask questions regarding finding resources for specific assignments or subjects.

Access to the Student online library is free and provided upon enrollment.
Technology Requirements

Students must have Internet access and an active e-mail address. General coursework requires a reliable internet connection and a recently updated browser. Individual courses may have specific hardware and/or software requirements.
Tuition, Fees, and Payment Options

NOTE: Tuition and fees are subject to change without notice. Students should confirm current tuition and fees on the Ashworth Web site.

Tuition

The total program tuition cost depends on which program students are interested in enrolling. For degree programs, Ashworth enrolls students one semester at a time. For an Associate’s degree, there are four semesters so the total program cost is for four semesters or four times the semester tuition cost. The Bachelors program is eight semesters so the total program cost is for eight semesters. The Master’s program is three semesters so the total program cost is for three semesters. Tuition may vary over time, so check the website for the most current semester tuition costs. Tuition information and details are listed by program on the Ashworth website at www.ashworthcollege.edu.

Fees*

<table>
<thead>
<tr>
<th>Fee</th>
<th>Purpose of Fee</th>
<th>Fee Amount</th>
<th>Trigger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Shipping/Handling Fee</td>
<td>Students are charged for the course material shipping costs per semester.</td>
<td>$40.00 per semester</td>
<td>Student enrolls into a degree or certificate program or into a new semester</td>
</tr>
<tr>
<td>Shipping to addresses outside Canada and the United States</td>
<td>Students are charged for shipping course materials outside of Canada and the U.S.</td>
<td>$150.00 one-time fee per semester</td>
<td>Student enrolls into a degree or certificate program</td>
</tr>
<tr>
<td>Official Transcript Request Fee</td>
<td>The first copy of a transcript is free. There will be a fee for any additional transcripts requested.</td>
<td>$10.00 per official transcript after first free one</td>
<td>Student requests a second copy of his/her official transcript</td>
</tr>
<tr>
<td>Expedited Transcript Fee</td>
<td>Students who wish to receive transcripts in 2-3 days</td>
<td>TBD**</td>
<td>Student requests expedited shipping</td>
</tr>
<tr>
<td>Overnight Transcript Fee</td>
<td>Students who wish to receive transcripts in 1 day</td>
<td>TBD**</td>
<td>Student requests overnight shipping</td>
</tr>
<tr>
<td>Portfolio Assessment Fee</td>
<td>Students are charged a fee to evaluate portfolios that are submitted.</td>
<td>$50.00</td>
<td>Student is charged portfolio assessment fee after the portfolio has been evaluated</td>
</tr>
<tr>
<td>Program Change Fee</td>
<td>A student may switch from one Ashworth College degree program into another (at the same level) at any time by paying a program transfer fee.</td>
<td>$50.00 per program change</td>
<td>Student requests to be switched from one Ashworth College degree or certificate program into a different one</td>
</tr>
<tr>
<td>Fee</td>
<td>Purpose of Fee</td>
<td>Fee Amount</td>
<td>Trigger</td>
</tr>
<tr>
<td>-----------------------------------------</td>
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<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Late Fee</td>
<td>A late fee will be charged for each monthly payment that is not paid within 10 days of its due date.</td>
<td>$10.00 per late payment</td>
<td>Student does not pay monthly payment within 10 days of its due date.</td>
</tr>
<tr>
<td>Dishonored check, draft, or money order</td>
<td>For any check, draft, or money order that is returned for insufficient funds, student will be charged a $20.00 fee.</td>
<td>$20.00 per dishonored check, draft, or money order</td>
<td>Student pays via a dishonored check, draft, or money order</td>
</tr>
<tr>
<td>Check-by-phone</td>
<td>Fee for servicing check payments over the phone</td>
<td>$1.00</td>
<td>Student makes payment by check over the phone</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>Registration fee</td>
<td>The lesser of (a) 20% of the Tuition or (b) $200 and is applicable to the first semester only</td>
<td>Student enrolls into a degree program or a certificate program</td>
</tr>
<tr>
<td>VA Educational Program Registration Fee</td>
<td>Registration fee for VA Educational Program students</td>
<td>The lesser of (a) 20% of the Tuition or (b) $200 and is applicable to the first semester only</td>
<td>Student enrolls into a degree program is a VA Educational Program student</td>
</tr>
<tr>
<td>Erroneous Course Materials Sent</td>
<td>If a student fails to notify Ashworth of plans to apply for credit by exam and is sent courses that are later accepted for credit, the student will be charged a fee for each set of course materials sent in error.</td>
<td>$50.00 per course sent in error</td>
<td>Student fails to notify Ashworth of plans to apply for credit by exam and is sent courses that are later accepted for credit</td>
</tr>
<tr>
<td>Credit by Exam Fee</td>
<td>Exam fee applied during a request for Life/work credit by exam</td>
<td>$100.00 per exam</td>
<td>Student submits request form and proctor nomination form for credit by exam</td>
</tr>
<tr>
<td>Fee</td>
<td>Purpose of Fee</td>
<td>Fee Amount</td>
<td>Trigger</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Readmission Fee</td>
<td>Students whose accounts have been canceled (but have not been academically dismissed) are eligible for reinstatement or readmission and will be charged a fee to do so.</td>
<td>$25.00</td>
<td>Student requests to be readmitted</td>
</tr>
<tr>
<td>Six Month Extension Fee</td>
<td>Students who do not complete their program of study within the prescribed time limit must request a six month extension.</td>
<td>$95.00</td>
<td>Student requests 6 month extension</td>
</tr>
<tr>
<td>Additional/Replacement Diploma Fee</td>
<td>Fee for each additional/replacement diploma requested.</td>
<td>$25.00</td>
<td>Student requests an additional/replacement diploma</td>
</tr>
</tbody>
</table>

*Ashworth reserves the right to add or change fees as necessary.

**TBD: The fee amount to be determined in coordination with the mail servicer and communicated to the student at the time of request. An estimate for expedited shipping is $12, and for overnight shipping is $18.
Payment Options

Monthly Payment Plan Option
Students can make a small down payment and break the remaining tuition into low, interest-free monthly payments. Each month Ashworth sends a statement to the student that reflects the current balance. Students are allowed to adjust the payment amount and due date. Ashworth provides students maximum flexibility by allowing them to enroll in just one semester at a time. There are no hidden fees and all textbooks are included in the tuition amount.

For students making monthly payments, the first monthly payment is due one month after Ashworth accepts the student Enrollment Agreement; subsequent payments are due every month thereafter. Students will be invoiced each month until their tuition is paid in full. Students who signed up for Auto Bill Pay will have their credit card or bank account debited every month until their tuition is paid in full. Students are responsible for updating account information should the card expire or be closed, in order to avoid late or returned-payment penalties. Students who are paying by check will have the check sent to their bank for payment electronically through the automated clearinghouse. If there are insufficient funds in the student’s account, Ashworth may resubmit the check for payment and a collection fee may be imposed. The first amounts we receive from the student in monthly payments will be credited toward the Nonrefundable Fees, Administrative Fees, and/or Registration Fees.

A LATE FEE of $10 will be charged for each monthly payment that is not paid within 10 days of its due date.

For any check, draft or money order that is returned for insufficient funds (NSF), student will be charged a $20.00 fee and Ashworth will resubmit for payment. For students using the Auto Payment option, they are responsible for keeping the account information updated to avoid any late or returned payment penalties. For any default that is not cleared within 15 days of Ashworth notifying student of non-payment, Ashworth College reserves the right to call the entire program obligation due and payable immediately, plus any collection or attorney’s fees, and the student will not be entitled to any refunds. Payments should be made in US dollars only. Students in Canada and foreign countries will be responsible for payment of any applicable custom duties.

Students must remain current with their monthly payments in order to continue to receive their course materials. Students cannot obtain transcripts or status letters if their account(s) is past due.
Collections Policy

Students are encouraged to stay in contact with the institution to remain current with their payment plans. Students will be notified if their payment plan becomes past due. If a student’s account remains past due, multiple attempts will be made to notify the student of his/her outstanding balance.

In the event a past due account remains outstanding for more than 60 days, the student will have a financial hold placed on his/her account. The financial hold will block the student from accessing the student portal.

After multiple attempts to resolve the outstanding balance with the student and after a financial hold has been placed on the student’s account, the remaining balance owed may be referred to a third party collection agency. The institution does not sell its receivables and works to ensure any third party agency treats students ethically and fairly. Students are responsible for all fees, interest charges and other costs associated with the collection agency. Collection agencies may report outstanding balances to one or more credit bureaus.

The institution will review its use of collections agencies annually. This review will include:

1. A review of any complaints received from students and regulatory agencies regarding collections practices.
2. The Better Business Bureau report of the collections agencies used by the institution.
3. An in-person visit to discuss the annual review with the collections agencies.

Payment Methods

In addition to checks and money orders, Ashworth also accepts Visa®, MasterCard®, American Express®, and Discover®. Students can choose to pay by mail, phone, or online.

- **By Mail:** When the monthly statement arrives, students should include a check, money order, or credit card information, and mail the payment in the enclosed postage-paid envelope by the due date indicated on the statement.
- **By Phone:** Credit card, debit card, and electronic check payments are accepted over the phone. Students should contact a Student Services representative at 800-224-7234 during normal business hours.
- **Online:** Students can make online payments through the Ashworth Student Portal at any time by credit card, debit card, or electronic check. Students should log into the online Student Portal and follow the simple, step-by-step instructions.

Auto Bill Pay

Students can use a credit card to sign up for Auto Bill Pay and receive a savings on their tuition amount.

**eStatements**

Students can sign up for eStatements via the Student Portal.

**International Students**

Tuition payment must be made in U.S. funds only. Students in Canada and other foreign countries will be responsible for payment of any applicable transfer fees and customs duties.
Tuition Reimbursement
Some employers pay for education tuition for their employees. Students should check with their employers to see if they qualify for tuition reimbursement under the Employee Education Assistance Act, IRS Code, Section 127.

Tuition Reimbursement Documents
Students sometimes need a copy of their account history for their own records or to submit to employers or others for reimbursement. Following are the instructions on how to print a copy of account history.

1. Go to Student Portal
2. Click on Account and Account History
3. Click on download button in the upper right hand corner of Account History
4. Print document or you may have to right click on document and click Save As to save as a file and then print.

Re-enrollment
Students who voluntarily drop out of their degree or certificate programs for any reason and seek readmission into these programs should complete the Program Readmission Form and submit it to the Registrar’s office to be reinstated in their original program. A $25 fee is charged for readmission. Readmission is granted at the discretion of the Registrar. All past-due balances must be paid prior to readmission. Students who have been academically dismissed from their program will not be granted readmission.
Refund Policy

**General Cancellation/Refund Policy**
Students may cancel their program at any time. Cancellation requests may be submitted in any manner, but a written request is recommended.

<table>
<thead>
<tr>
<th>If Student Withdraws</th>
<th>Amount Student Owes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 5 calendar days of the day the student enrolls/signs this Agreement</td>
<td>$0 – Full Refund</td>
</tr>
<tr>
<td>After 5 calendar days:</td>
<td></td>
</tr>
<tr>
<td>If the student has not submitted any lessons</td>
<td>Nonrefundable Fees + Registration Fees</td>
</tr>
<tr>
<td>If the student is a resident of the U.S. state of Georgia, and has submitted at least one lesson, up to and including 5% of the lessons</td>
<td>Nonrefundable Fees + Registration Fees + 5% of Tuition</td>
</tr>
<tr>
<td>If the student is a resident of the U.S. state of Georgia, and has submitted more than 5% of the lessons, up to and including 10% of the lessons, or, for non-Georgia residents, has submitted at least one lesson, up to and including 10% of the lessons</td>
<td>Nonrefundable Fees + Registration Fees + 10% of Tuition</td>
</tr>
<tr>
<td>If the student has submitted more than 10% of the lessons, up to and including 25% of the lessons</td>
<td>Nonrefundable Fees + Registration Fees + 25% of Tuition</td>
</tr>
<tr>
<td>If the student has submitted more than 25% of the lessons, up to and including 50% of the lessons</td>
<td>Nonrefundable Fees + Registration Fees + 50% of Tuition</td>
</tr>
<tr>
<td>If the student has submitted more than 50% of the lessons</td>
<td>Nonrefundable Fees + Registration Fees + 100% of Tuition</td>
</tr>
</tbody>
</table>
VA Educational Program/Cancellation/Refund Policy
The following refund policy applies ONLY to those students enrolled under the VA Education Program.

<table>
<thead>
<tr>
<th>If Student Withdraws</th>
<th>Amount Student Owes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 10 calendar days of the date of the student’s enrollment</td>
<td>$0 – Full Refund</td>
</tr>
<tr>
<td>After 10 calendar days:&lt;br&gt; - If the student has not submitted any lessons</td>
<td>Nonrefundable Fees + Registration Fees</td>
</tr>
<tr>
<td>- If the student is a resident of the U.S. state of Georgia, and has submitted at least one lesson, up to and including 5% of the lessons</td>
<td>Nonrefundable Fees + Registration Fees + 5% of Tuition</td>
</tr>
<tr>
<td>- If the student is a resident of the U.S. state of Georgia, and has submitted more than 5% of the lessons, up to and including 10% of the lessons, or, for non-Georgia residents, has submitted at least one lesson, up to and including 10% of the lessons</td>
<td>Nonrefundable Fees + Registration Fees + 10% of Tuition</td>
</tr>
<tr>
<td>- If the student has submitted more than 10% of the lessons, up to and including 25% of the lessons</td>
<td>Nonrefundable Fees + Registration Fees + 25% of Tuition</td>
</tr>
<tr>
<td>- If the student has submitted more than 25% of the lessons, up to and including 50% of the lessons</td>
<td>Nonrefundable Fees + Registration Fees + 50% of Tuition</td>
</tr>
<tr>
<td>- If the student has submitted more than 50% of the lessons</td>
<td>Nonrefundable Fees + Registration Fees + 100% of Tuition</td>
</tr>
</tbody>
</table>

Refunds
The refund due to the student will be the Amount Paid to Date less the Amount Owed by Student as of the date the student cancellation is accepted and processed. If the Amount Owed by Student is greater than Amount Paid To Date as of the date of cancellation, the student owes Ashworth the difference and such amount is payable within 30 days. Upon cancellation, a student whose tuition is paid in full is entitled to receive all materials, including kits and equipment.

Refunds that are issued to students are returned by the same method payment was received. Most credit card payments are returned in 2-3 days. Checks are returned within 30 days. All students who qualify for a refund under the terms of the enrollment agreement may initiate the cancellation by mail, phone, or e-mail. We process the request the same day. If a student has received all of course material, Ashworth does not issue a refund. Students can request all of their materials at any time once they have paid the tuition balance in full.
Rights and Responsibilities

Student Responsibilities

While Ashworth College is here to provide all students an opportunity to learn in an online environment that is functional and easy to use, students also hold a responsibility to Ashworth College and their studies. All students are expected to:

- Respect their peers and instructors.
- Maintain good academic standing while at Ashworth College.
- Understand and follow all Ashworth College policies and understand the consequences for violations.
- Protect student user name and/or password by not sharing with any other person or organization, this is grounds for dismissal.
- Follow all deadlines to ensure successful completion of courses.
- Complete all assignments and assessments.
- Grow academically and intellectually.

Maintenance and Confidentiality of Student Records Policy

It is the policy of Ashworth College not to release educational or financial information to anyone other than the student if the student is age 18 or older. For students under the age of 18, the educational and financial information can be released to the student and/or the student’s parent or guardian.

In order for Ashworth College to release information to anyone other than the student (parent/guardian if student is under 18), Ashworth must have written consent from the student (parent/guardian if under age 18) to do so. The student (or parent/guardian if student is under age 18) must complete the Student Information Release Form.

Ashworth College’s policy regarding confidentiality is in keeping with the Family Educational Rights and Privacy Act (FERPA), which affords student certain rights with respect to their education records. This includes the following.

1. The right to inspect and review the student's education records within 45 days of the day Ashworth College receives a request for access

2. The right to request the amendment of the student's education records that the student believes are inaccurate

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are individuals or entities working for or on the behalf of the educational institution. 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 responsibility. As allowed within FERPA guidelines, Ashworth College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failure by Ashworth College to comply with the requirements of FERPA

At its discretion, Ashworth College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act.

FERPA Policy – Student Right to Privacy Policy

Buckley Amendment
The Buckley Amendment, or the Family Educational Rights and Privacy Act of 1974 (FERPA), is a law regarding the protection of a student’s education records. A postsecondary school is required to provide certain privacy protections for those education records that it does maintain. Education records include both directory and non-directory information.

This law applies to institutions that receive federal funds through programs that are administered by the United States Department of Education. Ashworth College has adopted this policy as the industry standard in records’ maintenance and operations.

Access to Information
An “eligible student” under FERPA is a student who has reached 18 years of age or attends a postsecondary institution. In order to disclose education information about an eligible student attending Ashworth College, Ashworth requires written consent to share personally identifiable information beyond the directory information. However, there are a number of exceptions to FERPA’s prohibition against nonconsensual disclosure of personally identifiable information from education records.

For a student who is 17 years or younger, all rights regarding education records are given to the student’s parent or guardian.

Internally, each Ashworth College employee’s access to a student’s education information is based on a legitimate educational interest and need to know.

Education Record
An education record is any record that is maintained by Ashworth College in its educational process. Transcripts or a grade report would be examples of this.
Directory Information
FERPA does allow institutions to declare certain items to be defined as “Directory Information.” Directory Information can be given out without the prior consent of the eligible student or parent. Ashworth’s Directory Information is divided into two levels. The first level is general directory information. The second level is restricted to the use of our strategic partners in order to better serve our students.

Level 1 – General Directory Information
- Name
- Dates of Attendance
- Major
- Degree Awarded, if any
- Distinction (Honors, Dean’s List, etc.)
- Phone Number
- E-mail Address

Level 2 – Restricted Directory Information
- Student ID
- Social Security Number

Students may request that their Directory Information be made private.

Information that has not been declared Directory Information will require a release from the student before it can be shared.

Examples of Confidential Information
Examples of confidential information are below, although this is not an exhaustive list.

- Grades
- GPA
- Social Security Number

Grade Challenge Policy and Procedures
Ashworth College faculty members are experts within their fields of study and have the final authority for assigning grades with the exception of grades that are found to be a result of arbitrary or capricious grading. If a student believes and is able to support with clear and credible evidence that capricious or unprofessional grading has taken place, a grade challenge may be initiated on an assignment or on a final course grade.

The Grade Challenge Policy provides guidance on grades within an active course and governs course final grades. Grade challenges may be made to the faculty on an individual assignment basis or submitted to the Academic Operations Coach on a final course grade.
Challenges to individual assignments while a course is active
Individual lesson assessment grades are to be handled between the student and faculty while a course is in session. The student must initiate contact with the faculty within one (1) week for individual lesson assignments (threaded discussions, multiple-choice exams, essays, etc.). The student must discuss the grade concerns with the faculty member who issued the grade. It is advisable to use correspondence through a verifiable means such as e-mail. These matters are to be resolved between the student and faculty.

Challenges to a final course grade after the course has been completed
The following policy and procedures apply to all final course grade challenges. The Grade Challenge Form is to be used only to challenge a course final grade.

1. If a student believes he or she received a final course grade based on capricious or unprofessional grading the student must discuss within seven (7) days of the final grade being posted the dispute with the faculty member who issued the grade. The correspondence must be tracked through a verifiable means such as e-mail.
2. If a satisfactory solution cannot be found, the student may obtain a Grade Challenge Form in the Student Portal. The form is to be completed and submitted to the Academic Operations Coach at torr@ashworthcollege.edu or faxed to 770.417.3030.
3. A Grade Challenge Form must be initiated within 30 days of the final course grade posting date.
4. After reviewing the Grade Challenge Form and supporting documentation for completeness, the form will be forwarded to the Chief Academic Officer or designated representative. If supporting documentation or recommendation is missing, the form will be returned to the student for completion.
5. The Chief Academic Officer may consult with the faculty member in an attempt to resolve the dispute. The original faculty member who graded the assignment or a different faculty member may be notified of the challenge and asked for his or her perspective.
6. Grade challenges may not be appealed beyond the Chief Academic Officer. All documents submitted for Grade Challenge are entered in the permanent record of student and faculty.

It is the student’s responsibility to provide the necessary information to support the challenge. The student’s Grade Challenge Form must include all required information as well as clearly written justification for the grade challenge to be considered. The burden of proof rests with the student to provide any additional supporting documentation. Examples of necessary information include: medical verification if the exception is due to illness or copies of any documentation to substantiate the request being made.
Student Complaint Policy

Student complaints should first be brought to the attention of the college by communication with academic advisors, student services advisors, instructors/faculty, or with a department or institutional representatives in question, who shall handle all student concerns with respect and concern. Many issues can be resolved informally, once the college is made aware of the concern.

Should a student be unable to resolve the issue of concern informally, the student can submit a Student Complaint Form to the appropriate person as per the instructions on the form. It is important for the student to keep documents and records that provide evidence related to the issue of concern. This form is available through the Student Portal. If a student no longer has access to the Student Portal, the form may be requested to be sent by email or mail by contacting an Ashworth representative.

To file a complaint with Ashworth College, submit the Student Complaint Form, preferably via e-mail, within 30 days of occurrence of the issue or event. The Student Complaint Form and supporting documents need to be directed to the appropriate e-mail address below.

- Administrative issues, financial issues, technical issues, student service issues, or Student Community issues: Send form to education@ashworthcollege.edu.
- Instructional issues, instructor/academic advisor performance, program content, program effectiveness, or library service: Send form to eryall@ashworthcollege.edu.
• Other policy, harassment on the basis of sex, race, color, religion, national origin, age, disability or sexual orientation: Send form to eryall@ashworthcollege.edu.
• Grades and grading issues: Please see the Grade Challenge Policy.

Upon submission of a complaint form and any supporting documents, the student will be notified of any outcome of an official review and determination within 30 days after Ashworth College receives the complaint.
Student Complaint Right to Appeal

Once a student attempts to resolve a complaint through the Student Complaint Policy and/or in conjunction with resolution of a complaint through another channel such as phone, email, or mail and the student maintains the complaint as unresolved, the student is afforded the opportunity to appeal the outcome. Appeals must be submitted within seven (7) calendar days of the receipt of the outcome. The appeal must be in writing using the Student Complaint Appeal Form and documentation related to the complaint and attempts to resolve the complaint must be attached. The Student Complaint Appeal Form is located on the Student Portal or may be requested from a student representative. The appeal form must include a detailed description of the student’s attempt to resolve the complaint, the steps taken to resolve the complaint, and the desired outcome of the appeal.

Send a file containing the completed form and documentation to: eryall@ashworthcollege.edu. Place in the subject line of the email: Student Complaint Appeal.

Appeals may also be sent by mail to:
Chief Academic Officer
Ashworth College
6625 The Corners Parkway, Suite 500
Norcross, GA 30092

The student will receive in writing the outcome of any appeal within fourteen (14) days after Ashworth College receives the Student Complaint Appeal Form and after school has received all requested information. Additional time may be needed as determined by the Chief Academic Officer. Final institutional decisions are made by the Chief Academic Officer. All documents will become a permanent part of a student’s record.

If the student believes that the proposed resolution was unsatisfactory, students may follow the Student Grievance Policy. Please see the Student Grievance Policy for further information.
Student Grievance Policy
A grievance may arise out of a decision reached or action taken by a member of the faculty, staff, or administration of Ashworth College. A basic grievance is that the college has violated a published policy. It does not include grade appeals. The purpose of the Student Grievance Policy is to provide a process for an impartial review and to ensure that the rights of students are properly recognized and protected.

The first step to resolve a grievance is to ensure that all informal channels of resolution and the Student Complaint Policy have been exhausted. If the student believes that the resolution received was unsatisfactory, the student has a right to appeal. Please see the Right to Appeal information in this catalog. If the student is still not satisfied with the appeal results, the student may contact any of the below agencies. Please note that these agencies require that a complainant work with the institution first to exhaust all avenues for resolution.

Georgia State Agency:
State of Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
770-414-3300
770-414-3309 (Fax)
www.gnpec.georgia.gov

Distance Education Accrediting Commission (DEAC):
Distance Education Accrediting Commission
1101 17th Street, NW, Suite 808
Washington, DC 20036
202-234-5100
202-332-1386 (Fax)
www.deac.org

Better Business Bureau: BBB
BBB online contact at www.bbb.org

Non-Discrimination Policy
Ashworth College is committed to providing an environment that is free from discrimination on the basis of race, color, national origin, sex, sexual orientation, or disability in its educational programs, activities, and/or employment practices. If any student, faculty, staff or applicant has a question or concern regarding compliance with this policy, that person may direct the question or concern to the Chief Academic Officer.
Students with Disabilities Act

Ashworth College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and subsequent amendments. It is the policy of Ashworth College not to exclude or deny access of a qualified individual with a disability an equal opportunity to participate in, and have access to, educational program benefits and services. The ADA does not require modifications or adjustments that would fundamentally alter the nature of the education or the learning outcomes of a course or degree program being sought, lowering the academic standards or compromise the integrity of the school, department, or program. The ADA does not require an institution to bear undue hardship which includes any action that is unduly costly, extensive, or disruptive.

Ashworth College grants reasonable accommodations to qualified students with disabilities. Reasonable accommodations are granted with documented proof of the claimed disability as long as the accommodation does not compromise essential requirements of a program of study, and/or does not impose a financial administrative burden beyond what is deemed reasonable and customary. To qualify for support, please complete the Ashworth College Verification of Disability Form and submit according to the directions on the form. The Verification of Disability Form is available in the Student Portal.

Graduates from High School Special Needs Programs

Students who graduated from a High School Special Needs Program should contact the Ashworth College Registrar at the time of their enrollment.
Graduation Policy

Graduation Requirements
To graduate from any Ashworth course of study, students must complete all lessons, meet all graduation requirements, and ensure that tuition is paid in full.

UNDERGRADUATE
To earn an **undergraduate certificate** from Ashworth College, students must meet the following requirements.

- Complete 15 credit hours applicable to the certificate program
- Complete at least 2 courses (or 6 credit hours) with Ashworth College
- Earn a grade point average of 2.00 or higher
- Pass all subjects covered on the semester (final) exam, which is taken at the end of the one-semester program, in no more than two attempts, and receive a score of at least 70 percent on each section of the exam
- Complete all requirements within one (1) year of enrollment
- Meet all financial obligations with Ashworth by paying the account balance in full

To earn an **associate degree** from Ashworth College, students must meet the following requirements.

- Complete 60 credit hours applicable to the degree program
- Complete at least 5 courses (or 15 credit hours) with Ashworth College
- Earn a grade point average of 2.00 or higher
- Pass all subjects covered on the semester exams, which are taken at the end of each semester, in no more than two attempts, and receive a score of at least 70 percent on each section of the exam
- Complete all requirements within four (4) years of enrollment
- Meet all financial obligations with Ashworth by paying the account balance in full

To earn a **bachelor’s degree** from Ashworth College, students must meet the following requirements.

- Complete 120 credit hours applicable to the degree program
- Complete at least 10 courses (or 30 credit hours) with Ashworth College
- Earn a grade point average of 2.00 or higher
- Pass all subjects covered on the semester exams, which are taken at the end of each semester, in no more than two attempts, and receive a score of at least 70 percent on each section of the exam
- Complete all requirements within eight (8) years of enrollment
- Meet all financial obligations with Ashworth by paying the account balance in full
GRADUATE
To earn a **graduate certificate** from Ashworth College, students must meet the following requirements.

- Complete the noncredit Orientation course, earning at least 80 percent
- Complete 12 credit hours applicable to the certificate program
- Complete at least 2 courses (or 6 credit hours) with Ashworth College
- Earn a grade point average of 3.0 or higher
- Pass all subjects covered on the semester (final) exam, which is taken at the end of the one-semester program, in no more than two attempts, and receive a score of at least 80 percent on each section of the exam
- Complete all requirements within sixteen (16) months of enrollment
- Meet all financial obligations with Ashworth by paying the account balance in full

To earn a **master’s degree** from Ashworth College, students must meet the following requirements.

- Complete the noncredit Orientation course, earning at least 80 percent
- Complete 36 credit hours applicable to the degree program
- Complete at least 6 courses (or 18 credit hours) with Ashworth College
- Earn a grade point average of 3.0 or higher
- Pass all subjects covered on the semester exams, which are taken at the end of each semester, in no more than two attempts, and receive a score of at least 80 percent on each section of the exam
- Complete all requirements within five (5) years of enrollment
- Meet all financial obligations with Ashworth by paying the account balance in full

**Graduation Items**

Upon graduation, students will receive the following:

- Degree (2-3 weeks)
- Unofficial transcript (2-3 weeks)
- Shipment time frame will vary for international students
Graduation with Honors

Ashworth College awards degrees with honors to candidates who meet specified standards of academic excellence. Graduation with Honors is awarded to eligible undergraduate degree seeking and graduate degree seeking students. The honor is awarded upon graduation from a degree program.

Graduates will be recommended for graduation with honors on the basis of their overall grade point average for all college-level work attempted at Ashworth College. Respective standards are as follows.

Undergraduate Degree Designations

<table>
<thead>
<tr>
<th>HONORS DESIGNATION</th>
<th>REQUIRED OVERALL GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa cum laude</td>
<td>3.90 – 4.00</td>
</tr>
<tr>
<td>Magna cum laude</td>
<td>3.75 – 3.89</td>
</tr>
<tr>
<td>Cum laude</td>
<td>3.50 – 3.74</td>
</tr>
</tbody>
</table>

Master’s Degree Designations

<table>
<thead>
<tr>
<th>HONORS DESIGNATION</th>
<th>REQUIRED OVERALL GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest Distinction</td>
<td>3.90 – 4.00</td>
</tr>
<tr>
<td>Distinction</td>
<td>3.75 – 3.89</td>
</tr>
</tbody>
</table>

Graduation Ceremony

Starting in 2007, Ashworth began a tradition of celebrating and honoring the achievements of our graduates in a yearly graduation ceremony in Atlanta, Georgia. Every year, hundreds of students make the journey to receive their high school and career diplomas, undergraduate and graduate certificates, and associate, bachelor’s and master’s degrees. Information on graduation is posted on the Ashworth Web site early in the year for the summer celebration. Please note that the graduation date changes each year.

Students eligible to graduate must meet the graduation requirements for their specific programs. In order to walk across the stage and receive their degree, diploma, or certificate, students must register with Ashworth College, reserve a cap and gown through Ashworth College, and participate in the graduation rehearsal.
Ashworth Personalized Career Services

Ashworth provides students with the tools needed to help students succeed; this includes helping students search for their dream job. Students receive exclusive access to personalized Ashworth Career Services.

The Career Services Department provides students with the services listed below.

- Provide resources and templates for writing resumes and cover letters
- Critique student resumes and cover letters with helpful feedback
- Provide recommendation letters for students seeking internships or externships
- Strengthen interview skills through mock interviews and strategy development
- Suggest Ashworth programs of study to enhance students skill set
- Refer students to relevant career tools located in the Ashworth Learning Resource Center (LRC)
- Convey labor market information pertinent to students residence
- Provide guidance to career questions posted by students

Career Services
Visit Career Services in the Student Portal. Click on Learning / Learning Resources / Learning Resource Center / Career Services (on left tab). The following information can be found. The following information can be found.

- Resume writing guidance and templates
- Job search resources
- Job search guides and recommended books
- Job search websites
- Job search, portfolio development and resume storage software

Career Guide
A Career Guide is provided to students as part of their course materials.

Documentation of Employment after Graduation
Per the requirement of regulatory agencies, the school is required to collect and maintain graduate employment data. At or near graduation, graduates will be asked to provide the following information:

- Are you currently working?
- Employer name, address, telephone, your job title, start date, your job duties, and licensing passage status.
- Will you be on Active Military Service after graduation?
- Do you plan to continue your education at an accredited institution? If so where, when, and what program do you plan to start?
- Your employment, military, continuing education, and licensing status maybe verified by Ashworth and/or an outside third party.

Career Services Department
Rebecca Wells          Manager, Career Services
Faculty and Academic Advisors

College Faculty

**Kelsha Abraham**  
**MBA, Upper Iowa University**  
Kelsha is experienced in the fields of telecommunications and education. She has worked in higher education the last seven years as an administrator and adjunct faculty member. Kelsha earned her master's degree in business administration from Upper Iowa University in 2009 and her bachelor's degree in biological sciences from Clemson University in 2000. She is currently pursuing her doctorate in psychology.  
*Specialties: Business and Psychology*

**Kevin Adu**  
**MBA, Mercer University**  
Kevin has experience in managed care including working with HMOs, PPOs, Medicare and Medicaid, IPAs, and PHOs. His marketing experience consists of many years of working in various marketing roles, including ownership of an independent consulting practice.  
*Specialty: Healthcare Marketing*

**Jill W. Anderson**  
**MEd, Clemson University, magna cum laude**  
Jill has taught kindergarten through fifth grade, and has lead workshops on the multiage classroom and using literacy centers.  
*Specialty: Early Childhood Literacy*

**Michele Arpin**  
**MBA, Rollins College**  
Michele has more than 20 years of corporate management experience with special expertise in call center operations, events marketing, and association management. She also has significant experience as a course author, curriculum developer, and educator.  
*Specialties: Business Ethics; Business Communication; Marketing Management*

**Dennis Balsam**  
**MPH, Emory University**  
Dennis is an experienced health educator with a broad background in managed care, new business development, strategic planning, and healthcare operations. He is president of a healthcare financial services firm.  
*Specialty: Managed Healthcare*

**Richard Barrett**  
**CPA, MS, JD, University of St. Francis**  
Richard has broad experience as an attorney, accountant, and tax specialist and is currently the contract manager for a large hospital.  
*Specialty: Healthcare Economics and Finance*
Kenneth Bausch  
PhD, Saybrook Institute  
Kenneth is a noted speaker, author, and educator, bringing broad wisdom and a strong grasp of contemporary healthcare issues to the study of ethics.  
Specialties: Healthcare; Human Resources

Noelle Bee  
PhD, Florida State University  
Dr. Noelle Bee has extensive experience in the field of early childhood education. She has worked in the Florida Department of Education, the Florida Office of Early Learning, and is currently the Vice President of Early Childhood Education at Easterseals of Northeast Central Florida.  
Specialties: Early Childhood Education and Curriculum and Instruction

Peter Bergevin  
PhD, Arizona State University  
Peter is a widely respected expert in accounting and finance. During his distinguished career he has been a college professor; authored books, articles and case studies; and lectured worldwide.  
Specialties: Finance Statements; Accounting

Evan H. Bergwall, Jr.  
PhD, University of Notre Dame  
Evan is vice president of an international marketing and consulting firm; a licensed psychologist and career planning consultant; and an experienced college professor.  
Specialty: Business Ethics and Culture

Jack Bernard  
MS in Public Administration, Georgia State University  
Certificate in Health Policy, Planning and Regulation, Harvard University  
Jack has held top executive positions with hospitals and health maintenance organizations. He is an expert in strategic planning and is widely published.  
Specialty: Healthcare Politics and Policy

Nadia Blake  
MBA, York University  
Nadia has over 10 years of experience as a mathematics lecturer and facilities engineer. She also has significant experience working as a project manager for a real estate development company.  
Specialties: Engineering; Construction

Norman Bottom  
PhD, Claremont State University  
Norman is an experienced graduate professor, business manager, and international consultant on security matters. He has worked in several U.S. government intelligence agencies.  
Specialty: Workplace Security
Hyacinth Broderick-Scott  
**EdD, Nova Southeastern University**  
Hyacinth is an accomplished human resources administrator whose innovative initiatives have helped healthcare providers improve efficiency and harmony in the workplace.  
Specialty: *Healthcare Human Resource Management*

LaTasha Brown  
**DCS, Colorado Technical University**  
**MSM, Colorado Technical University**  
LaTasha has a Doctorate of Computer Science in Enterprise Information Systems. She is an experienced computer science educator, Business System Analyst II, and is certified in SAP ECC 6.0.  
Specialty: *Computer Science, Computer Repair*

Latricia “Michelle” Carter  
**MSHM and MBA, American Intercontinental University**  
Michelle Carter has worked in the healthcare industry for almost a decade managing various medical offices and working as a patient care technician. She has a wealth of experience to share with her students who are looking to work in the field of healthcare management or administration. She earned her BSN in 2003 and her Masters of Science in Healthcare Management and an MBA. She has been teaching healthcare management and administration courses online since 2010.  
Specialty: *Healthcare Management and Administration*

Jim Cartsen  
Jim is a criminal justice professional with over 27 years of public safety and leadership experience.  
Specialty: *Ethics in Criminal Justice*

John Cascone  
**PhD, University of Georgia**  
John is a successful corporate executive who has taught graduate management courses. He is also an international management consultant.  
Specialty: *Medical Sociology*

Russell Casey  
**PhD, Nova Southeastern University**  
Russell is an accomplished sales expert and is widely published in marketing and business journals. He has owned and operated two distributive franchises.  
Specialty: *Consumer Buying Behavior*

Terry Cochran  
**BA, Brenau University**  
Terry is a security consultant and private investigator as well as CEO of her own company. She sits on the board of directors for an international medical/safety company as security advisor. She has 27 years of experience in a wide range of security specialties and is a consultant to both companies and governments.  
Specialty: *Introduction to Security*
Tonya Collings Crombie  
PhD, University of Southern Mississippi  
Tonya consults with Fortune 500 and various public-sector clients in marketing, organizational development, and project management.  
Specialties: Survey Research; Leadership and Motivation

Anthony Daniel  
PhD, Walden University  
Anthony has worked in the public sector for over 20 years as a manager at middle, upper, and executive levels. He has managed large complex organizations with an emphasis on security, operational management, leadership pipeline development, and performance management. Anthony has a SHRM-SCP from the Society of Human Resource Management  
Specialties: Criminal Justice; Human Resource Management, Security Management

Carl Davis  
MS, Georgia State University  
During Carl’s 23-year juvenile justice career, he served as a probation officer, clerk of court, and administrator of the largest juvenile court in Georgia.  
Specialty: Juvenile Justice

Deann Deloney  
BS, Southern Illinois University  
Deann has more than 35 years of experience in the field of early childhood education. She has worked as a consultant for major childcare companies. Deann has presented various workshops across the country on topics such as promoting positive guidance, developing developmentally appropriate practices, and implementing curriculum.  
Specialties: Early Childhood Education

Paul Douglas  
PE, BME, Georgia Institute of Technology  
With more than 25 years of experience in engineering design and construction, Paul is a managing partner in a consulting engineering firm specializing in industrial facilities.  
Specialty: Project Scheduling

Leo Eleuterius  
MBA, Pepperdine University  
Leo has been involved in residential, commercial, and industrial construction projects, focusing on creating safe and healthy workplaces. He is currently a process safety engineer.  
Specialty: Construction Safety, Planning and Administration

Suzanne Erickson  
PhD, University of Washington  
Suzanne is an experienced finance instructor and college administrator who has also been a corporate finance consultant. She recently coauthored her first book, Raising Entrepreneurial Capital.  
Specialty: Finance

Jennifer Faas  
BS, University of Georgia, magna cum laude  
A recipient of the Georgia Teacher Promise award, Jennifer is an experienced first-grade teacher with particular interest in reading, language, and literacy.  
Specialty: Child Development
Sheila Fleming  
MS, Florida State University  
Sheila, an experienced college teacher, faculty advisor, and curriculum designer, has also provided consulting services on marketing communication issues to businesses.  
Specialty: Public Relations

Robert Freeborough  
PhD, Capella University  
Rob has been teaching in higher education for 8 years in both online and traditional classroom environments. He has 17 years of leadership and management experience, primarily in non-profits which has enabled him to effectively consult with nonprofit leaders to identify and catalyze growth opportunities. Rob has a PhD in Organization and Management, a Masters of Business Administration, and is certified as a Senior Professional in Human Resources (SPHR).  
Specialties: Online Education, Organizational Health, Management Coaching

Dr. Diahanna Fuller  
DHA, Cappella University  
Diahanna has more than 20 years of experience in the healthcare industry. She has been teaching in higher education for five years. Dr. Fuller has been involved in research dedicated to healthcare delivery in the US, Global Healthcare, Legal and Ethical Aspects of Healthcare, and Healthcare Policy in the US.  
Specialties: Healthcare, Public Health

Christen Garcia  
MHRM, The Keller Graduate School of Business  
JD, The John Marshall Law School  
Christen’s teaching experience has been predominantly through training employees and management as a Human Resource professional. She has over 17 years of progressive experience as a Human Resource professional. This experience includes the areas of compensation, recruiting, training, and employee relations in both union and non-union environments. She has been involved in advising, guiding and training line management regarding the complexities and nuances of human resources.  
Specialties: Human Resources Management, Paralegal Studies

Ronelle Genser  
MA, State University of West Georgia  
A successful worldwide sales manager and president of an international sales and marketing consulting firm, Ronelle is a noted speaker at corporate seminars and international trade associations.  
Specialties: Sales; Marketing

Vincent Giordano  
PhD, Florida Atlantic University  
Vincent has over 10 years of experience teaching in higher education. He has taught at both the undergraduate and graduate level. Much of his academic focus has been on criminal justice courses. However, Dr. Giordano also has taught human services courses and supervised several dissertations. In addition to his teaching experience, Dr. Giordano has also published several academic articles. Some of these articles can be found in the Journal of Drug Issues and Corrections Today.  
Specialty: Human Services; Criminal Justice
Valerie Grapshi  
**BA and BS, Florida Atlantic University**  
Valerie is a reimbursement manager and certified medical coder. She has worked in nearly every medical specialty in a variety of business functions, with an emphasis on healthcare compliance.  
**Specialty: Medical Coding**

Kay Green  
**DBA, Argosy University**  
For over 10 years, Kay has provided specialized marketing consultation and instruction to clients and students both domestically and abroad. Certified in both instructional design and online instruction, Dr. Kay’s mission is to provide high-quality, innovative, expertise through practical application in the virtual classroom.  
**Specialties: Marketing, Management, and Business**

Bettye Griffin  
**PhD, Cappella University**  
Bettye has more than 20 years of experience in the field of education as an educator, administrator, and advocate from the private and non-profit sectors. For over five years, Bettye served as CEO of a non-profit organization she founded, C.E Williams, YMHCC. She worked with state agencies to provide mental health services to underserved and underrepresented youths in California.  
**Specialties: Psychology; Security Management**

Sherry Grover  
**PhD, Texas Woman’s University**  
Sherry has spent the last 23 years working in various business/professional positions in the health care environment at a major hospital. In addition, she has been teaching online for the past 8 years. She has taught various bachelors and masters courses in healthcare, public health, health education and health and wellness.  
**Specialties: Health Studies, Health Care Management**

Carol D. Hansen  
**PhD, University of North Carolina**  
Carol is a professor of human resource development (HRD) at a large research university in the southeastern United States. She teaches courses in organizational culture, intercultural organizational behavior, and the diagnosis of HRD interventions.  
**Specialty: International Human Relations Management**

Deborah Hargis  
**EdD, Boston University**  
Deborah is the owner and principal consultant of a professional training, organization, development, and consulting firm. She is an expert in curriculum design and management training.  
**Specialties: Strategic Management; Training and Development**

Lois Harrison  
**MEd, Georgia Southern University**  
Lois is an experienced English educator who was honored with a Teacher of the Year award and two STAR teacher recognitions. She has edited professional manuscripts and developed higher education curricula.  
**Specialty: English**
Brett Hart  
MPA, University of Georgia  
A Certified Jail Manager, Brett also holds certifications as a jailer, peace officer, departmental training officer, and police instructor.  
Specialties: Corrections; Criminal Behavior

LaVerne Williamson Hill  
PhD, University of Georgia  
LaVerne has been a professor of sociology and political science and is a recognized expert in the fields of criminal justice, criminology, family violence, and juvenile delinquency.  
Specialty: Criminal Justice

Tango R. Hill  
PhD, Berne University  
Tango is an innovative educator who has taught and worked in the fields of international business, political science, human resources, project management, career planning, and defense security.  
Specialties: International Business; Strategic Management

Paul Hoffman  
Esq., Cumberland School of Law, Scholar of Merit  
Paul is a member of the State Bar of Georgia. He recently served as a superior court case researcher and as a discovery supervisor for a class-action insurance fraud suit in Birmingham.  
Specialties: Law; Legal Research and Writing

Carol Holmes  
MA, University of Chicago  
Carol’s work experience includes over fifteen years in the field of Anthropology, Social Research, and ESL adult education. She has conducted ethnographic fieldwork and archival research in Georgia (USA) and Brazil. She has also studied the present-day science of Genomics. Carol Holmes’ academic experience includes private ESL instruction with adults and children. She has taught ESL in South Korea, where she prepared young adults for college-level work in American universities. Carol also has experience developing curricula, private instruction on academic and technical writing as well as acclimating recent immigrants to the American corporate-business environment through cultural immersion courses.  
Specialty: Anthropology

Michael K. Hooper  
PhD, Claremont Graduate University  
Michael is an expert in security, policing, and criminal investigation, and is a member of the National Advisory Commission on Criminal Justice Standards and Goals.  
Specialty: Public Policy and Criminal Justice

Nicole L. House  
JD, Georgia State University College of Law  
Nicole has worked as director of practice management and director of marketing for a law firm in Atlanta, Georgia. Previous to that, Nicole was a staff attorney in the Atlanta Regional Office of the Federal Trade Commission. Her experience also includes 12 years as a law firm administrator. She is a member of the State Bar of Georgia.  
Specialties: American Government; Criminal Law and Procedure
Bruce Johnson  
**DBA, Louisiana Tech University**  
Bruce is currently an assistant professor of accounting at Dakota State University in South Dakota where he teaches Accounting Principles, Intermediate Accounting, Managerial Accounting, Auditing, Accounting Systems, and Non-profit Accounting.  
Specialty: Managerial Accounting

Wendell A. Johnson  
**PhD, Northwestern University**  
Wendell is a sociologist at the Emory University School of Medicine and is an expert in the study of white collar crime, gangs, and community development.  
Specialty: Corporate Crime

Chyteal Jones  
**MEd, Mercer University**  
Chyteal has focused the majority of her career in administration and training roles. She has an electrical certification in construction and maintenance and is a member of the International Brotherhood of Electrical Workers (IBEW). Chyteal and her husband own an electrical company where they are both practicing electricians. They work in residential and commercial properties and in new construction.  
Specialties: Construction Management, Early Childhood Education

Jocelyn Jones  
**MS, Walden University**  
Teaching has always been a passion of Jocelyn’s. She has been working in the field of education for over a decade now. Jocelyn currently owns and operates an in-home daycare, and she also runs various babysitter training camps. Additionally, she works for the Council for Professional Recognition as a professional development specialist. In this role she mentors and coaches candidates applying for their Child Development Associate certification. Jocelyn also observes and monitors candidates in various classroom settings.

Susan Smith Jones  
**JD, University of Georgia, cum laude**  
Susan has been a licensed attorney since 1986. She has taught legal research and writing at Emory University, and continues to practice law on a contract basis.  
Specialties: Tort Law; Civil Litigation

Brian Kelly  
**BS, Iowa State University**  
Brian, a Master Investigator, owns a successful investigative agency. He has extensive law enforcement experience, serving as a deputy sheriff and homicide investigator, with particular interest in domestic violence cases.  
Specialty: Criminal Investigation

Catherine Kelly  
**MBA, University of Central Florida; BS Marketing, University of Central Florida**  
Catherine has more than nine years of leadership experience in retail sales. She has worked with national retailers such as dELiA*s, Old Navy, and Nordstrom. She was awarded the 4th Quarter All-Star award at Nordstrom in 2012. She has also worked in Human Resources. Catherine has consistently focused on training others throughout her retail career.  
Specialties: Retail Management; Marketing; Business Administration
John Lamutt  
PE, BS, University of Colorado, cum laude  
A licensed engineer with extensive experience in all aspects of construction project management, John has been a company owner, land developer, and contractor. Projects have ranged from small subdivisions to multimillion-dollar mass transit systems.  
Specialty: Cost Estimating

Gayle R. Link  
PhD, Stanford University  
Gayle has broad experience in product development, manufacturing research, project management, risk-value chain analysis; organizational dynamics, and has worked as an independent consultant.  
Specialty: Project Management

John E. Long  
RHE, CMM  
John has over 17 years of medical office management experience, including financial activities, marketing, and personnel benefits associated with group practice.  
Specialties: Medical Office Management

Melissa H. Lorenz  
MEd, Mercer University  
Melissa is a certified early childhood educator and experienced elementary school teacher. She has led many workshops for teachers of young children.  
Specialty: Early Childhood Guidance and Discipline

Sally Lozada  
PhD, Cappella University  
Dr. Sally Lozada has nearly 20 years of professional and academic experience primarily focused on higher education administration. Following time in the Peace Corps teaching English, Sally began her career as an Assistant Vice President of Student Affairs. Her administrative work at a public two-year college focused on quality orientation to ensure students got off to a strong start on their educational journey.  
Specialty: English

James A. Lumpp  
PhD, University of Missouri  
James has taught college-level advertising and marketing for many years. As a consultant, he assisted more than 200 clients, including Fortune 500 firms, in marketing, research, planning, and more.  
Specialties: Advertising; Marketing

Pat Lupica  
MS, University of San Diego  
Pat is an instructor at the University of San Diego in the areas of Supply Chain and Operations Management, and is President of LNK Consulting, which is a value chain integration company.  
Specialty: Retail Supply Chain Management

Loretta Maples  
MS, Rollins College  
Loretta, a registered medical technologist, is a consultant for medical offices in management, specializing in lab administration, OSHA compliance, and computerized billing.  
Specialties: Medical Office Management; Medical Coding
Matt Mashburn  
**JD, University of Georgia, cum laude**  
Matt is a partner in a busy regional law firm focusing on real estate, secured financing, and landlord/tenant law. He is a noted seminar speaker and college professor. While at UGA, he was a member of several academic honor societies.  
Specialty: *Real Estate Law*

John “Bill” Mauzey  
**MA, Northwest Missouri State University**  
Bill Mauzey has over 25 years of professional and education experience focused on history, humanities, geography and education. Bill has also worked in retail in the jewelry industry where he earned a degree as a graduate gemologist.  
Specialties: *European History; American History*

Martin McAuliffe  
**JD, Suffolk University**  
Martin is an experienced criminal justice professor, criminal prosecutor, and defense attorney.  
Specialties: *Criminal Law and Procedure*

Shamonica McGill  
**MS, Clayton State University**  
Shamonica has over eight years of experience with helping and teaching people. She works as a Resource Manager at Healthy Mothers Healthy Babies Coalition of Georgia, a non-profit organization aimed at providing referrals for families seeking low cost medical providers, counselors, parenting resources, and legal aid. Shamonica has also conducted initial screenings for the Department of Public Health through Children 1st.  
**Specialty:** *Psychology*

Ginger S. McRae  
**JD, University of Georgia, summa cum laude**  
A noted speaker and expert on employment law, Ginger practiced law for nearly two decades. She currently provides employee practices consulting to businesses.  
**Specialty:** *Employment Law*

Robert J. Meadows  
**EdD, PhD, Claremont Graduate University**  
Robert is a Certified Protection Professional, author, and member of the Academy of Criminal Justice Sciences.  
**Specialty:** *Workplace Security*

Martha Merritt  
**CPA, MA, MAcc, University of South Carolina**  
Martha is an experienced accounting educator, professional auditor, and Certified Public Accountant. She is a member of several academic honor societies and is active in accounting organizations.  
**Specialty:** *Accounting*

Victoria Miller  
**PhD, Georgia State University**  
Victoria is an experienced college marketing educator who has taught abroad. She has provided independent consulting services for growing companies, including spearheading marketing services for a successful fitness training business.
Specialty: Consumer Behavior

Stephen Moon  
BS, Georgia Institute of Technology; BA, University of Kentucky  
Stephen is an AIA-registered architect who has operated his own practice and worked for prestigious architectural firms. He is active in several civic and professional organizations.  
Specialties: Construction Methods; Drawings and Specifications

Laura Jean Moriarty  
PhD, Sam Houston State University  
Laura is a widely published criminal justice author who has conducted extensive research in such topics as violent crime, juvenile justice, drug abuse, and victimology.  
Specialties: Survey Research; Criminal Justice

David M. Nemi  
MS, State University College of New York  
David is a professor of marketing/retailing at Niagara County Community College where he is also the coordinator of the Retail Management Program. David is also a marketing/retail consultant with the Niagara Small Business Development Center, and sits on many boards from million-dollar corporations to nonprofit organizations.  
Specialty: Retail Employee Management

Victor Oladapo  
DBA, Argosy University  
Victor is an influential and performance-focused professional with a stellar record of achievement in HR leadership. He has been teaching in higher education for 7 years. He has completed an immense amount of research in the field and has had many of his research work published.  
Specialties: Human Resources Management, Organizational Development, Public Administration

Gail Olmsted  
MBA, University of New Haven  
Gail is an assistant professor at Springfield Technical Community College in Massachusetts. She teaches courses in marketing, retailing, and entrepreneurship, and serves as the campus liaison for entrepreneurship and business development.  
Specialty: Retail Loss Prevention

Tim Otte  
MBA, University of St. Thomas  
Tim has worked in the world of corporate finance for over 20 years. He currently provides financial consulting services to the retail and restaurant industries and is a former stockbroker.  
Specialties: Finance; Banking; Investments

Judy Parker  
MBA, American Graduate School of International Management  
Judy is president/founder of Birch Associates, a business consulting company. For the past five years, she was the vice president of marketing at Optimum Health Enterprises.  
Specialty: Retail Quality Management
Dwight Payne
JD, Mercer University
Dwight, a practicing attorney, was formerly a uniformed patrol officer and police academy director and instructor. Now semiretired, he practices law for select clients.
Specialties: Terrorism; Cyber Security; Homeland Security; Public Safety

Cierrah Perrin
EdD, Argosy University
MSL, John Marshall Law School
Cierrah has been teaching online since 2013. She has her bachelor’s degree in English, her MSL with a focus on intellectual property law, and her Doctorate in Organizational Leadership in Business and Technical Communications. Her academic studies and professional experience make her a great fit for teaching numerous types of law and writing courses.
Specialties: Leadership, Communications, Intellectual Property Law; English

Russ Pomrenke
MA, University of Baltimore
Russ has 16 years of police experience. He was a police captain and the Legal Unit Instructor at a Police Academy. He is also a graduate of the FBI National Academy.
Specialty: Policing

Carl Price
MS, Stephen F. Austin State University
Carl has more than 7 years of teaching experience in post-secondary education. He also has experience as a geophysicist and motivational speaker.
Specialties: Mathematics

Robert Rigney
MA, University of Nevada
Robert has more than 20 years of professional and academic experience focused on education, politics, and economics. He has worked in the Nevada, Washington, and Georgia State legislatures on a variety of issues. He has conducted research on a number of public policy issues from transportation to works compensation, transportation, and educational issues. Robert has experience teaching and developing courses for both on-line and on-ground classes at several different colleges and universities. He is currently pursuing his Juris Doctorate.
Specialties: History; Public Policy; Law

John Rinciari
MA, New School for Social Research
MA, William Patterson University
John Rinciari has twenty years of experience as a college instructor including ten years of experience instructing online courses. John spent nine years as a Public Health Preparedness Representative where he was responsible for the management and oversight of a grant program funded by the Centers for Disease Control and Health and Human Services. John worked with county health departments and hospitals to ensure effective implementation of preparedness actions for all hazard disasters. He also coordinated preparedness and response efforts for a regional office of New York State Department of Health to ensure regularly scheduled programs and classes to strengthen community response to disasters.
Specialties: Sociology, Social Sciences, Disaster Relief
Tanisha Rodgers  
EdD, Argosy-Atlanta University  
Tanisha has 11 years of teaching experience. She has a passion for helping students to learn new and innovative ways to incorporate science in their everyday lives.  
Specialties: Educational Leadership, Science, Biology

Robert Rodriguez  
PhD, Capella University  
Robert is a well-known health industry executive and author. He has achieved success directing the marketing, finance, and business development functions for hospitals and other health-related firms.  
Specialty: Healthcare

Kristiansson Roth  
PhD, Ball State University  
A licensed clinical psychologist and therapist, Kris has worked in outpatient, inpatient, consulting, and industrial settings. Currently, he provides individual, group, family, and couples psychotherapy and psychological testing.  
Specialty: Psychology

Mark R. Rucks  
MS, University of Wisconsin  
Mark is an experienced corporate human resource strategy consultant. He has successfully designed, developed, and implemented compensation and benefits programs and policies for several Fortune 500 companies.  
Specialty: Compensation and Benefits

Tracy Ryan  
PhD, Virginia Commonwealth University  
Tracy is a Fulbright Scholar who has taught and consulted on marketing issues internationally. As an author, her work on Web research has been broadly published.  
Specialties: Advertising; Consumer Behavior; Marketing Research

Amanda Sanchoo  
MSCJ, University of Central Florida  
Amanda has five years of professional and academic experience focused on criminal justice and the education field. Amanda has also worked for the Teen Court System of Lake County, FL where she assisted with punishments for juvenile delinquents.  
Specialties: Criminal Justice

El Serrant  
MBA, DeVry University  
El has over 12 years of experience in Marketing. She has worked for many large companies including Turner Broadcasting in Atlanta, Georgia. She has a strong skill set that she is excited to share with students who are entering into this exciting field.  
Specialties: Marketing; Accounting

Saleem Shah  
MS, Spertus College  
Saleem Shah is certified through the Federal Emergency Management Agency (FEMA) in the Multi-Hazard Safety Program for Schools, and holds various other certifications through the United Nations Disaster Training Program and the American Red Cross.  
Specialty: Incident Command Systems
**Ben Sharpton**  
MS, Rollins College  
Ben has vast experience in the management of human resources. He is also a noted expert in instructional design, delivery, and facilitation.  
Specialties: *Healthcare; Human Resource Management*

**Brent Smith**  
PhD, Purdue University  
Brent served two years in the U.S. Army as an instructor in the Department of Military Police Operations and taught a counterterrorism course at the U.S. Army’s Military Police School. He moved to the University of Alabama at Birmingham in 1981 where he served as professor and chair of the Department of Justice Sciences. In July 2003, Brent joined the faculty at the University of Arkansas.  
Specialty: *Security*

**Melanie St. Jean**  
PhD, Madison University  
Melanie is currently a professor at Johnson and Wales University in Providence, Rhode Island, teaching retail-related courses. She has worked for several retail organizations, along with many new start-up and independent retailers in the areas of sales, multilevel management, product development, and buying.  
Specialty: *Retail Buying*

**David R. Struckhoff**  
PhD, Southern Illinois University  
Dr. Struckhoff, author of the book *The American Sheriff*, is a criminology professor, diagnostic sociologist, and consultant to the American Correctional Association.  
Specialty: *Investigating Difference*

**Cheryl Syrett**  
BS, Indiana University  
Cheryl is an experienced advertising agency media and account manager who has worked with many high-profile companies.  
Specialties: *Retailing; Integrated Marketing Communications*

**James Terrell**  
BA, University of Georgia  
A state-certified private security instructor and a state-licensed private investigator, Jimmy is currently the director of security for a property management firm that serves Fortune 500 clients.  
Specialty: *Private Security*

**Mary Lynn Thaxton**  
PhD, Georgia State University  
As a psychological consultant, Mary Lynn focuses on mood disorders, addiction, gerontology, sexual abuse, and spirituality. She has taught university classes and conducted over 40 workshops.  
Specialty: *Social Problems*
Richard Thurman
**MED, Concordia University; MBA, American InterContinental University**
Richard Thurman has over 28 years of business experience primarily in financial services. Spending the majority of his career in banking operations, Richard was a successful reconciler, team leader, work coordinator and a consumer dispute supervisor. Richard was also instrumental in automating the consumer dispute process with the ResQue credit reporting on-line software. He has also written training manuals, conducted training workshops and managed a corporate move between states.

**Specialty:** *Early Childhood Education*

Edward Tomlinson
**PhD, Ohio State University**
Edward is a prolific author, lecturer, and researcher in the areas of human resources and organizational management. He is also an experienced and respected college professor, recognized for his expertise in compensation issues.

**Specialty:** *Compensation Management*

Desjane Venable
**MA, Argosy University**
Desjane has more than seven years of professional and academic experience focusing on the counseling field and educating students in the social science arena.

**Specialties:** *Psychology; Program Evaluation*

Megan Vrono
**EDS, Piedmont College**
Megan’s academic experience predominantly focuses on teaching in an elementary setting. She has had many leadership roles and responsibilities throughout her career. Megan has chaired and co-chaired a variety of committees: from identifying talented and gifted students to preparing professional development courses for other staff and faculty members. Megan was awarded Teacher of the Year 2010-2011 at Lake Forest Elementary in Atlanta, GA.

**Specialty:** *Early Childhood Education*

Keith Wade
**DBA, Argosy University**
Dr. Keith Wade’s work experience includes over 18 years of business and finance experiences with Fortune 500 companies such as Ford Motor Company and Pitney Bowes. Some of his duties were to develop yearly plant budgets all of Powertain, totaling more than 80 million dollars. Dr. Wade was responsible for overall compliance of income statements before published from several companies and created all strategic roadmaps for future growth and income while at Ford Motor Company. He has a passion for higher education and for working with students who are excited about beginning their own personal careers. Dr. Wade has more than a decade of experience as an online instructor in both graduate and undergraduate programs.

**Specialty:** *Finance*
Crystal Waldrop
MS, University of West Alabama
Crystal Waldrop has over fourteen years of experience in education and psychology and has knowledge in human growth and child development. She currently works at a private school and has vast knowledge of the educational needs of her students. Her work experience has given her the skills needed to create new strategies and approaches to help her students in the learning process and recognize possible improvements. She also has experience in managing and coordinating unique classroom curriculum for the learning essentials of each student.
Specialties: Counseling Psychology

Gerard Waring
BBA, Hofstra University
Gerard retired as a Special Agent of the FBI after 26 years of investigative assignments involving violent crime, white collar crime, organized crime, and foreign counterintelligence.
Specialties: Criminal Investigation; Report Writing

Wendy Webb
JD, Indiana University
Wendy has served as a staff attorney for a state attorney general’s office, where she litigated thousands of cases. She has also worked at a litigation firm and trained legal assistants.
Specialties: Paralegalism; Law Office Management; Family Law

John Weimers
CPA, MS, Roosevelt University
John is an experienced college professor and administrator. He has held executive-level management and marketing positions with international companies and is a CPA.
Specialty: Managerial Accounting

Bernice Werzberger
BA, Queens College
Bernice is an author, illustrator, inventor, and educator, with more than 25 years of professional teaching and classroom administration experience. She founded a company that develops interactive learning materials.
Specialties: Early Childhood Creative Expression and Play

Jerlin White
MBA, University of Phoenix
Jerlin has 15 years of management experience in the business world. She also has more than five years of experience as an instructor in online education. in addition to experience as an instructor of traditional on ground courses as well.

Mike Williams
BA, Widener University, Certified TSA Trainer
Mike is a retired federal agent who worked in law enforcement for 18 years. As a certified Transportation Security Administration trainer, Mike has trained hundreds of security supervisors and screeners across the country.
Specialty: Aviation Security
Sara Willox  
PhD, Capella University  
Dr. Sara Willox has 13 years of experience in non-profit management and 5 years of experience teaching in higher education. Dr. Willox publishes and presents at professional and academic conferences. She is currently pursuing a Master’s in Liberal Arts with an emphasis in Sustainability through Harvard University.  
Specialties: Business Management and Organizational Development

Kimberley Winfield,  
Director Faculty and Academic Affairs, Ashworth College  
MEd, Kennesaw State University  
Kimberley has six years of experience in higher education, including two years in administration. She also has seven years of classroom experience, including five years at a charter school teaching first grade and one year at an alternative school teaching middle school math. Kimberley has held several different leadership roles and has a lot of enthusiasm and passion for both early childhood and adult education.  
Curriculum Action Team for five years.  
Specialty: Early Childhood Education

Luke Zakrzewski  
PE, BS, University of Wisconsin  
Luke, a licensed engineer and experienced surveyor, has served as the superintendent for multimillion-dollar water and wastewater construction contracts throughout the Southeast.  
Specialty: Construction Surveying

Allan Zeitlin  
JD, New England School of Law  
An experienced college professor, Allan is also a seasoned manager and human resources professional with vast experience in the design and administration of employee benefits, executive compensation, and performance incentive planning.  
Specialty: Employment Benefits; Staffing and Recruitment

Madison Zulak  
MA, Art History  
Madison has a passion for art history that she is always enthusiastic to share with students. She has had industry experience working in galleries and the High Museum of Art.  
Specialty: Art History
Academic Advisors

Brittani Braswell  
**BS, Interdisciplinary Studies (English Concentration), Liberty University**  
Brittani has been a higher learning professional for over five years and she is an expert in higher learning branding. She has worked as an academic adviser, college registrar assistant, college program assistant and most recently communications coordinator for the University of Georgia. Also, Brittani was responsible for all aspects of social media at The Georgia Institute of Technology School of Economics. Currently, Brittani is planning to earn a master’s in the field of Higher Education Administration. She is a multi-faceted educator and is a great asset to our school.

Adelaide Fordjour  
**MBA, University of Wales**  
**BS, Business Administration, Cyprus Institute of Marketing**  
Adelaide has over 5 years of experience in business management and operations. She studied for 7 years abroad in the Greek Island of Cyprus. A native Ghanaian, Adelaide speaks basic Greek and has varied experience interacting and working with people from various cultural and educational backgrounds. She hopes to pursue a PhD in management in the near future to further her new found love for education.

William Glover  
**BA, Business Administration and Management, Johnson C Smith University**  
William has over four years’ experience as a business consultant and a top tier account manager. During his tenure as a Knight Fellow, William was an advocate for urban development with a focus on the revitalization of local communities. He also served as a data analyst for grant proposals for numerous projects in his community. William has spoken in Washington, DC for various conferences including the NLC Board of Directors meeting on urban policy and development. Currently, he is pursuing a Master’s of Science in Information Technology. He is passionate about bringing technological advances to the masses and is working on improving mobile app development.

Michelle Gordon  
**BS, Shorter University**  
**MBA, American Intercontinental University**  
Michelle has recently transitioned from Admission Specialist to Academic Advisor. She is also heavily involved in the financial industry. Her passion is education and her goal is to always be in a position to help others achieve their life goal.

Hunter Jernigan  
**BS, General Studies in Education, Georgia Southern University**  
Hunter went to school at Georgia Southern University where he studied education with a concentration in math and science. While at GSU, he completed a two year internship at the university's planetarium. Hunter scuba dove in the Great Barrier Reef when he lived for a year in Australia. Hunter takes care of his five different breeds of backyard chickens and his three cats. He is passionate about helping students understand mathematical and scientific concept.
Kari Lumpkin
BA, Music Performance and Education, Alabama State University
Kari has been a music teacher for over ten years and is certified by the National Association of Teachers for Singing (NATS). Additionally, she is an accomplished audition prep coach and a musical theater professional in pursuit of a Broadway career. She is the head of audition prep at Faith Work Drama Company in Orlando, Florida. She is also an esteemed member of Sigma Alpha Iota Music Fraternity for Women. Her motto is “Perfect practice produces perfection where practice alone cannot!” Kari exudes this motto in her role as an academic advisor and is an excellent addition to the educational department team.

Shondra Moorehead
BS, Behavioral Science, Grand Valley State University
Shondra has over 15 years of experience working in mental health with dually diagnosed populations such as substance abuse, DD/MR and children. She started out at Ashworth as a student service representative for two years before transitioning to her new role as an Academic Advisor. Currently, she is pursuing a master’s degree in elementary education in her free time.

Julaine L. Perry
BS, Hospitality Management, DeVry University
Julaine has over 12 years’ experience as an event planner and manager. In addition, she was a customer service trainer for a larger corporation. She is currently working on her Masters of Business Administration. Julaine is passionate about motivating, inspiring, and uplifting others through education and community awareness.

Brian Robinson
BS, Park and Recreation Management, Southwestern Oklahoma State University
Brian was first team all-conference wide receiver and mentored at-risk youth while at SOSU. After college, Brian went overseas to become a professional football player and football coach. While in Europe, he became an international English teacher and model. Brian’s passion as an educator is to empower students to reach achieve their academic and personal goals.
SPECIAL NOTE: Students should be aware that programs are developed to provide foundational knowledge and/or skills. Because state regulations vary, students should contact their state agencies to determine if this course is appropriate for their career goals. This applies particularly to para-professional careers such as law, education, and health related fields.

Curriculum
Ashworth College offers undergraduate and graduate degree programs, as well as undergraduate and graduate certificate programs.

NOTE: Program and course offerings are subject to change. This can include course codes, course names, program structure, and courses offered within a program.

Undergraduate Programs
The undergraduate programs include undergraduate certificates, associate degree programs, and bachelor’s degree programs. There are three tracks to the associate degree programs: Associate of Arts, Associate of Applied Science, and Associate of Science. There are two tracks to the bachelor’s degree programs: Bachelor of Arts, and Bachelor of Science.

Undergraduate Certificate Programs
Ashworth undergraduate certificates provide specialized knowledge within a specific discipline at the undergraduate level. An undergraduate certificate consists of one (1) semester of course work within a specialized area of study (5 courses of 3 credit hours each, for a total of 15 credit hours). Each certificate consists of one or more required courses along with a list of elective course options to provide students with a customized and focused program of study that meets their specific needs. All credits earned in an undergraduate certificate program will transfer to the corresponding associate or bachelor’s degree program.

The Undergraduate Certificate programs are designed to provide students with the opportunity to earn college credits without enrolling in a degree program.

Prerequisite: High School Diploma or GED

Undergraduate Certificates are available in:
- Accounting
- Business Management
- Computer Information Management
- Construction Management
- Criminal Justice
- Early Childhood Education
- Finance
- General Studies
- Healthcare Management
- Human Resource Management
- Marketing
- Paralegal Studies
- Psychology
- Security Management
# Undergraduate Certificate Program Listings

## Accounting

<table>
<thead>
<tr>
<th>Required</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01: Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>A02: Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>A03: Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Electives (select 2 courses)</strong></td>
<td></td>
</tr>
<tr>
<td>A04: Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>A05: Accounting Spreadsheet Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>A06: Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>C09: Principles of Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

## Business Management

<table>
<thead>
<tr>
<th>Required</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>C01: Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td><strong>Electives (select 4 courses)</strong></td>
<td></td>
</tr>
<tr>
<td>A01: Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>C06: Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>C09: Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>C13: Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>C15: Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>C16: Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>M03: Organizational Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

## Computer Information Management

<table>
<thead>
<tr>
<th>Required</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>K01: Windows Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Electives (select 4 courses)</strong></td>
<td></td>
</tr>
<tr>
<td>K02: MS Office Applications I</td>
<td>3</td>
</tr>
<tr>
<td>K03: MS Office Applications II</td>
<td>3</td>
</tr>
<tr>
<td>K04: Computer Hardware Management</td>
<td>3</td>
</tr>
<tr>
<td>K05: Computer Software Management</td>
<td>3</td>
</tr>
<tr>
<td>K06: Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>K09: Web Site Design</td>
<td>3</td>
</tr>
<tr>
<td>K10: Programming in JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>K11: Database Processing</td>
<td>3</td>
</tr>
<tr>
<td>K12: System Analysis and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

## Construction Management

<table>
<thead>
<tr>
<th>Required</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B01: Introduction to Construction</td>
<td>3</td>
</tr>
<tr>
<td>B08: Construction Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Electives (select 3 courses)</strong></td>
<td></td>
</tr>
<tr>
<td>B02: Construction Materials and Methods</td>
<td>3</td>
</tr>
<tr>
<td>B03: Drawings and Specifications</td>
<td>3</td>
</tr>
<tr>
<td>B04: Safety Planning and Administration</td>
<td>3</td>
</tr>
<tr>
<td>B05: Construction Surveying Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>B06: Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td>B07: Project Scheduling</td>
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<td>J01: Introduction to Criminal Justice</td>
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<td>J04: Policing</td>
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<td>J05: Corrections</td>
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<td>J06: Ethics in Criminal Justice</td>
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<td>J08: Domestic Violence</td>
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<td>J09: Juvenile Justice</td>
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<td>J11: Report Writing</td>
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<td>E07: Art and Creative Development</td>
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<td>E08: Health, Safety, and Nutrition</td>
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<td>E09: Home, School, and Community</td>
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<td>E10: Exceptional Children</td>
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<td>E11: Movement and Music</td>
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<td>E12: Cultural Diversity</td>
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<td>E13: Early Childhood Literacy</td>
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</tr>
<tr>
<td></td>
<td>A01: Introduction to Accounting</td>
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<td></td>
<td>C07: Personal Finance</td>
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<tr>
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<td>F01: Money and Banking</td>
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<tr>
<td></td>
<td>F02: Financial Institutions and Markets</td>
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<td>F03: Financial Statement Analysis</td>
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<td>F04: Investments</td>
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### General Studies

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<tr>
<td>EN120: English Composition I</td>
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<tr>
<td>C17: College Math OR MA240: College Algebra</td>
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**Electives (select 3 courses - 1 from each category)**

<table>
<thead>
<tr>
<th>Science Elective</th>
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<tbody>
<tr>
<td>SC140: Elements of Chemistry</td>
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<tr>
<td>SC160: Basic Biology</td>
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<td>SC260: Introduction to Ecology</td>
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<table>
<thead>
<tr>
<th>Behavioral/Social Science Elective</th>
<th>Credits</th>
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<tbody>
<tr>
<td>C04: Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>C08: American Government</td>
<td>3</td>
</tr>
<tr>
<td>C11: Macroeconomics</td>
<td>3</td>
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<tr>
<td>C13: Microeconomics</td>
<td>3</td>
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<tr>
<td>SO115: Essentials of Sociology</td>
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<table>
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<th>Humanities/Fine Arts</th>
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<tr>
<td>HS150: World Civilizations I</td>
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<tr>
<td>HS250: World Civilizations II</td>
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### Healthcare Management

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<tbody>
<tr>
<td>H03: Medical Terminology</td>
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</table>

**Electives (select 4 courses)**

| H01: Medical Office Management I | 3       |
| H02: Medical Office Management II | 3       |
| H04: Anatomy and Physiology I    | 3       |
| H05: Anatomy and Physiology II   | 3       |
| H06: Health Records Management   | 3       |
| H07: Medical Coding I            | 3       |
| H08: Medical Coding II           | 3       |

### Human Resource Management

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>M01: Human Resource Management</td>
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</table>

**Electives (select 4 courses)**

| M03: Organizational Behavior    | 3       |
| R01: Employment Law             | 3       |
| R02: Training and Development   | 3       |
| R03: Compensation and Benefits  | 3       |
| R04: Human Relations            | 3       |
| R05: Labor Relations            | 3       |
### Marketing

<table>
<thead>
<tr>
<th>Required</th>
<th>Credits</th>
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<tbody>
<tr>
<td>C16: Principles of Marketing</td>
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</table>

| Electives (select 4 courses)                  |         |
| G01: Consumer Buying Behavior                 | 3       |
| G02: Principles of Professional Selling       | 3       |
| G03: Principles of Retailing                  | 3       |
| G04: Integrated Marketing Communications      | 3       |
| G05: Internet Marketing                       | 3       |
| G06: International Marketing                  | 3       |

### Paralegal Studies

<table>
<thead>
<tr>
<th>Required</th>
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<tbody>
<tr>
<td>P01: Introduction to Paralegalism I</td>
<td>3</td>
</tr>
<tr>
<td>P02: Introduction to Paralegalism II</td>
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</tr>
</tbody>
</table>

| Electives (select 3 courses)                  |         |
| P03: Torts                                    | 3       |
| P04: Civil Litigation                         | 3       |
| P05: Criminal Law and Procedure               | 3       |
| P06: Real Estate Law                          | 3       |
| P07: Law Office Management                    | 3       |
| P08: Family Law                               | 3       |
| P09: Legal Research and Writing               | 3       |
| P10: Wills, Trusts, and Estates               | 3       |

### Psychology

<table>
<thead>
<tr>
<th>Required</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>S01: Introduction to Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>S02: Introduction to Psychology II</td>
<td>3</td>
</tr>
</tbody>
</table>

| Electives (select 3 courses)                  |         |
| S03: Human Growth and Development I           | 3       |
| S04: Human Growth and Development II          | 3       |
| S05: Social Problems                          | 3       |
| S06: Social Psychology                        | 3       |
| S07: Abnormal Psychology                      | 3       |
| S08: Psychology of Personality                | 3       |

### Security Management

<table>
<thead>
<tr>
<th>Required</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>T01: Introduction to Security Management</td>
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</tbody>
</table>

| Electives (select 4 courses)                  |         |
| J07: Private Security                         | 3       |
| T02: Introduction to Terrorism                | 3       |
| T03: Incident Command Systems                 | 3       |
| T04: Aviation Security                        | 3       |
| T05: Criminal Behavior                        | 3       |
| T06: Cyber Security                           | 3       |
| T07: Homeland Security and Public Safety      | 3       |
**Associate Degree Programs**

Ashworth College offers three associate degree tracks: Associate of Applied Science, Associate of Arts, and Associate of Science.

**ASSOCIATE OF ARTS**

Associate of Arts degree provides the basics of a college education. This is a broadly based degree program designed to provide students with a well-rounded education by combining a core set of general education courses with courses from several career-related disciplines. This is a 4-semester program consisting of 60 credit hours (20 courses of 3 credit hours each) of college-level study. There are 33 general education credits and 17 elective credits. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, students can select a combination of courses from various disciplines, such as business management, criminal justice, marketing, and psychology to customize the program to meet their professional and personal goals. The Associate of Arts program is academically oriented and provides a foundation for admission into Ashworth’s Bachelor of Arts degree programs without any additional academic preparation.

Prerequisite: High School Diploma or GED

The Associate of Arts degree is offered in:

- General Studies

**ASSOCIATE OF APPLIED SCIENCE**

Associate of Applied Science degrees provide students with a thorough understanding of concepts and applications in a specific concentration area. The associate programs have a strong focus on the area of specialization alongside basic general education courses. This is a 4-semester program consisting of 60 credit hours (20 courses of 3 credit hours each) of college-level study. There are 15-18 general education credits and 42-45 discipline credits. The applied science programs provide a predominant focus on the core courses within the discipline and are vocationally focused. Programs in this track are oriented towards preparing students who wish to enter the work force directly upon graduation; however, if desired, students would be prepared to enter into Ashworth College’s bachelor’s degree programs without any additional preparation.

Prerequisite: High School Diploma or GED

Associate of Applied Science degrees are offered in:

- Veterinary Technician
ASSOCIATE OF SCIENCE

Associate of Science degrees provide students with a thorough understanding of concepts and applications in a specific concentration area. The associate programs have a strong focus on the area of specialization alongside basic general education courses. This is a 4-semester program consisting of 60 credit hours (20 courses of 3 credit hours each) of college-level study. There are 24 general education credits (8 courses of 3 credit hours each) and 36 elective and discipline credits (12 courses of 3 credit hours each). The Associate of Science programs provide a balanced focus on the core courses and basic general education with elective options in both categories. Associate of Science programs are academically oriented and provide a foundation for admission into Ashworth’s Bachelor of Science degree programs without any additional academic preparation.

Prerequisite: High School Diploma or GED

Associate of Science degrees are offered in:

- Accounting
- Computer Information Systems
- Construction Management
- Criminal Justice
- Early Childhood Education
- Finance
- General Business
- Healthcare Administration
- Human Resource Administration
- Marketing
- Paralegal Studies
- Psychology
- Security Administration
ASSOCIATE OF ARTS IN GENERAL STUDIES

Program Description
The Associate of Arts in General Studies program is designed to provide students with a well-rounded education by combining a core set of general education courses with courses from several career-related disciplines. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, students can select courses from various disciplines such as business management, criminal justice, healthcare management, marketing, and psychology to customize the program to meet their professional and personal goals.

Program Objectives

1. Display the skills of time management, critical thinking, problem solving, decision making, written comprehension, communication, and research.

2. Apply behavioral principles to fact situations, and reason to sound conclusions based on theory and practicality of solution.

3. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.

4. Express knowledge pertaining to a customized program of discovery that spans multiple disciplines.

5. Demonstrate an understanding of the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.

6. Demonstrate the basic writing skills that are especially relevant to academic assignments.

7. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications.

8. Demonstrate proficiency with English composition, including the ability to use appropriate style, grammar, and mechanics in writing assignments.

9. Demonstrate basic mathematical skill by describing mathematical reasoning and logic as the basis for data analysis, and by applying the major concepts of college-level algebra.

10. Be prepared to enter Ashworth College’s bachelor’s degree programs without any additional academic preparation.
# Degree Plan: AA General Studies

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<th>General Ed</th>
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<tr>
<td>OR110</td>
<td>Achieving Academic Excellence</td>
<td>3</td>
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<tr>
<td>C10</td>
<td>Introduction to Computers</td>
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ASSOCIATE OF APPLIED SCIENCE VETERINARY TECHNICIAN

Program Description
The Associate in Applied Science Veterinary Technician program is designed to provide students with the entry-level knowledge and abilities to obtain employment as a veterinary technician. The goal of the program is to produce graduates that function as exceptional members of the veterinary health care team. The program provides a strong foundation in basic sciences along with the detailed course material needed to develop the technical and critical thinking skills needed by entry-level veterinary technicians.

Program Objectives

1. Explain the legal and ethical issues that affect the veterinary industry
2. Demonstrate proficiency at basic animal care and handling of companion animals, exotic animals, and farm animals
3. Demonstrate understanding of basic principles of business management, client education, and communications
4. Explain requirements for storage, handling, dispensing, and disposal of medications as well as legal requirements related to use of medications
5. Demonstrate competence in performing procedures related to veterinary anesthesia, surgical and medical nursing, diagnostic imaging, and other diagnostic and therapeutic techniques
6. Demonstrate competence in performing laboratory procedures in veterinary parasitology, clinical chemistry, hematology, urinalysis, cytology, and immunology
7. Demonstrate competence in performing basic nursing procedures on companion animals, exotic animals, and farm animals.
8. Achieve a passing score on the Veterinary Technician National Examination
## Degree Plan: AAS Veterinary Technician

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Core</th>
<th>General Ed</th>
<th>Elective</th>
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<td>C02</td>
<td>Business English</td>
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<td>SC160</td>
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<tr>
<td>VT103</td>
<td>Small Animal Husbandry and Restraint</td>
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</table>

| **Semester 2**                                      |        |      |            |          |
| VT110    | Veterinary Anatomy and Physiology           | 3       | 3    | 0          | 0        |
| C17      | College Mathematics                         | 3       | 0    | 3          | 0        |
| VT112    | Veterinary Pharmacy and Pharmacology        | 3       | 3    | 0          | 0        |
| VT114    | Veterinary Practice Management              | 3       | 3    | 0          | 0        |
| VT116    | Diagnostic and Therapeutic Techniques       | 3       | 3    | 0          | 0        |
| **Semester Credits**                               | 15      | 12   | 3        | 0        |

| **Semester 3**                                      |        |      |            |          |
| VT201    | Veterinary Laboratory Procedures 1          | 3       | 3    | 0          | 0        |
| VT204    | Small Animal Nursing                        | 3       | 3    | 0          | 0        |
| VT206    | Veterinary Diagnostic Imaging               | 3       | 3    | 0          | 0        |
| VT208    | Veterinary Anesthesia and Surgical Nursing  | 3       | 3    | 0          | 0        |
| VT210    | Animal Diseases                             | 3       | 3    | 0          | 0        |
| **Semester Credits**                               | 15      | 15   | 0        | 0        |

| **Semester 4**                                      |        |      |            |          |
| VT220    | Veterinary Laboratory Procedures 2          | 3       | 3    | 0          | 0        |
| C04      | Introduction to Psychology                  | 3       | 0    | 3          | 0        |
| VT224    | Laboratory and Exotic Animal Care and Nursing | 3   | 3    | 0          | 0        |
| VT226    | Large Animal Nursing and Medicine           | 3       | 3    | 0          | 0        |
| VT228    | VTNE Review                                 | 3       | 3    | 0          | 0        |
| **Semester Credits**                               | 15      | 12   | 3        | 0        |

**Total Credits Required**                          | 60      | 45   | 15       | 0        |
ASSOCIATE OF SCIENCE IN ACCOUNTING

Program Description
The Associate of Science in Accounting program is designed to provide students with a well-rounded education by combining a core set of general education courses with specialized courses in accounting. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, courses within the program discipline, such as Introduction to Accounting, Principles of Accounting, and Intermediate Accounting focus on preparing students for careers within the accounting field.

Program Objectives

1. Demonstrate an understanding of an accounting information system, the steps of the accounting cycle, and the application of GAAP.

2. Apply knowledge of accounting processes and financial management principles to business situations and managerial decision making.

3. Discuss how accounting rules are established, how financial statements can be used, and the components of a multiple-step income statement.

4. Demonstrate a foundation of business knowledge related to business ownership, marketing, risk management, and social responsibility.

5. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.

6. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications.

7. Demonstrate an understanding of the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.

8. Demonstrate proficiency with English composition, including the ability to develop essays, revise and edit one’s work, and conduct academic research.

9. Demonstrate basic mathematical skill by describing mathematical reasoning and logic as the basis for data analysis, and by applying the major concepts of college-level algebra.

10. Be prepared to enter Ashworth College’s bachelor’s degree programs without any additional academic preparation.
### Degree Plan: AS Accounting

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*To complete a bachelor's degree, MA240 is required.

**To complete a bachelor's degree, C09 is required.
ASSOCIATE OF SCIENCE IN GENERAL BUSINESS

Program Description
The Associate of Science in General Business program is designed to provide students with a well-rounded education by combining a core set of general education courses with specialized courses in general business. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, courses within the program discipline, such as Principles of Management, Business Ethics, and Principles of Marketing focus on preparing students for careers within the business field.

Program Objectives

1. Apply sound management principles to the functions of planning, organizing, leading, controlling, and decision making within a business.

2. Identify and analyze the pertinent concepts and theories of law, ethical issues that arise, and the principles of legal reasoning.

3. Demonstrate an understanding of an accounting information system, the steps of the accounting cycle, and the application of GAAP.

4. Demonstrate an understanding of major theoretical perspectives and concepts, and their application to a variety of employee issues and responsibilities in contemporary business life.

5. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications.

6. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.

7. Demonstrate an understanding of the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.

8. Apply fundamental processes, theories, and methods to business communication in the workplace and the overall writing initiative.

9. Demonstrate basic mathematical skill by describing mathematical reasoning and logic as the basis for data analysis, and by applying the major concepts of college-level algebra.

10. Be prepared to enter Ashworth College’s bachelor’s degree programs without any additional academic preparation.
## Degree Plan: AS General Business

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*To complete a bachelor's degree, MA240 is required.

**To complete a bachelor's degree, C09 is required.
ASSOCIATE OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

Program Description
The Associate of Science in Computer Information Systems program is designed to provide students with a well-rounded education by combining a core set of general education courses with specialized courses in computer information systems. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, courses within the program discipline, such as Windows Operating Systems, Computer Programming, and Web Site Design focus on preparing students for careers within the computer information field.

Program Objectives

1. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications.

2. Display proficiency with various Microsoft Office applications such as Word, Excel, Access, PowerPoint, and Outlook.

3. Demonstrate knowledge of computer programming, design and development of databases, use of data modeling tools, structured query language (SQL), and Internet technology.

4. Demonstrate the effective use of Web page design principles, the basics of HTML coding, and how to create and maintain basic Web pages.

5. Demonstrate an ability to organize and access information strategically, work as part of an information technology team, and use the Internet to foster the effectiveness of systems.

6. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.

7. Demonstrate an understanding of the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.

8. Demonstrate proficiency with English composition, including the ability to develop essays, and revise and edit one's work.

9. Demonstrate basic mathematical skill by describing mathematical reasoning and logic as the basis for data analysis, and by applying the major concepts of college-level algebra.

10. Be prepared to enter Ashworth College’s bachelor’s degree programs without any additional academic preparation.
# Degree Plan: AS Computer Information Systems

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*To complete a bachelor's degree, MA240 is required.*
ASSOCIATE OF SCIENCE IN CONSTRUCTION MANAGEMENT

Program Description
The Associate of Science in Construction Management program is designed to provide students with a well-rounded education by combining a core set of general education courses with specialized courses in construction management. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, courses within the program discipline, such as Cost Estimating, Project Scheduling, and Drawings and Specifications focus on preparing students for careers within the construction field.

Program Objectives

1. Discuss the history of construction, the construction team project sequencing, communication, and documentation, and the use of surveys in commercial, residential, and road construction.

2. Apply knowledge of how to manage a construction project with responsibility and authority.

3. Discuss the role of safety in the construction industry, including the cost and causes of accidents, workers’ compensation, emergency response plans, environmental safety, and OSHA compliance.

4. Display the skills of time management, critical thinking, problem solving, decision making, written comprehension, and communication.

5. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.

6. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications.

7. Demonstrate an understanding of the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.

8. Demonstrate proficiency with English composition, including the ability to develop essays, and revise and edit one’s work.

9. Demonstrate basic mathematical skill by describing mathematical reasoning and logic as the basis for data analysis, and by applying the major concepts of college-level algebra.

10. Be prepared to enter Ashworth College’s bachelor’s degree programs without any additional academic preparation.
### Degree Plan: AS Construction Management

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*To complete a bachelor's degree, MA240 is required.*
ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

Program Description
The Associate of Science in Criminal Justice program is designed to provide students with a well-rounded education by combining a core set of general education courses with specialized courses in criminal justice. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, courses within the program discipline, such as Criminal Law, Criminal Investigation, and Juvenile Justice focus on preparing students for careers within the criminal justice field.

Program Objectives

1. Discuss how laws are created, the history of law enforcement, the court system, and the changing philosophies of the American correctional system.

2. Use critical thinking, creative and logical analysis, strategies, techniques, and the application of theory to solve complex problems related to police officer responsibilities.

3. Discuss the ideals of justice and the ethical behavior that criminal justice professionals should exhibit in the furtherance of justice.

4. Explain the investigation process and apply specific investigative and information-gathering techniques to meet the evidentiary requirements of specific crimes.

5. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications.

6. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.

7. Demonstrate an understanding of the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.

8. Demonstrate proficiency with English composition, including the ability to develop essays, revise and edit one's work, and conduct academic research.

9. Demonstrate basic mathematical skill by describing mathematical reasoning and logic as the basis for data analysis, and by applying the major concepts of college-level algebra.

10. Be prepared to enter Ashworth College’s bachelor’s degree programs without any additional academic preparation.

A career in this field may require students to meet certain licensing, training and other requirements that may vary by vocation and state. Students should check with their state, local government and/or licensing board to research the requirements that may be applicable in their state.
Degree Plan: AS Criminal Justice

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*To complete a bachelor's degree, MA240 is required.*
ASSOCIATE OF SCIENCE IN EARLY CHILDHOOD EDUCATION

Program Description
The Associate of Science in Early Childhood Education program is designed to provide students with a well-rounded education by combining a core set of general education courses with specialized courses in early childhood education. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, courses within the program discipline, such as Child Development, Guidance and Discipline, and Early Childhood Literacy focus on preparing students for careers within the early childhood education field.

Program Objectives

1. Outline current theories in early childhood development and discuss physical and psychosocial factors that lead to cognitive, language, and literacy development according to a child’s age.

2. Develop and implement appropriate curriculum for young children, fostering creativity and emotional, social, and verbal competence within the curriculum.

3. Apply the guidance and discipline concepts applicable to children’s behavior in preschool and primary school classrooms.

4. Demonstrate an understanding of the partnerships with parents and others that teachers must create in order to achieve the best results for children in their classroom.

5. Apply an understanding of how to teach young children to read and write during the preschool years.

6. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.

7. Demonstrate a basic understanding of computer applications, and the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.

8. Demonstrate proficiency with English composition, including the ability to develop essays, revise and edit one's work, and conduct academic research.

9. Demonstrate basic mathematical skill by describing mathematical reasoning and logic as the basis for data analysis, and by applying the major concepts of college-level algebra.

10. Be prepared to enter Ashworth College’s bachelor’s degree programs without any additional academic preparation.

A career in this field may require students to meet certain licensing, training and other requirements that may vary by vocation and state. Students should check with their state, local government and/or licensing board to research the requirements that may be applicable in their state.
# Degree Plan: AS Early Childhood Education

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*To complete a bachelor's degree, MA240 is required.*
ASSOCIATE OF SCIENCE IN FINANCE

Program Description
The Associate of Science in Finance program is designed to provide students with a well-rounded education by combining a core set of general education courses with specialized courses in finance. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, courses within the program discipline, such as Money and Banking, Financial Institutions and Markets, and Investments focus on preparing students for careers within the finance field.

Program Objectives

1. Differentiate the roles and tasks of financial managers within various organizations.

2. Demonstrate an understanding of an accounting information system, the steps of the accounting cycle, and the application of GAAP.

3. Demonstrate the art of analyzing financial statements and the accompanying notes to identify the current financial health of a business enterprise.

4. Demonstrate a foundation of business knowledge related to business ownership, marketing, risk management, and social responsibility.

5. Fully discuss the evolution of the U.S. economy and the economic behavior of individual consumers and businesses.

6. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.

7. Demonstrate a basic understanding of computer applications, and the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.

8. Demonstrate proficiency with English composition, including the ability to develop essays, and revise and edit one's work.

9. Demonstrate basic mathematical skill by describing mathematical reasoning and logic as the basis for data analysis, and by applying the major concepts of college-level algebra.

10. Be prepared to enter Ashworth College’s bachelor’s degree programs without any additional academic preparation.
## Degree Plan: AS Finance

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*To complete a bachelor's degree, MA240 is required.*
ASSOCIATE OF SCIENCE IN HEALTHCARE ADMINISTRATION

Program Description
The Associate of Science in Healthcare Administration program is designed to provide students with a well-rounded education by combining a core set of general education courses with specialized courses in healthcare administration. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, courses within the program discipline, such as Medical Terminology, Anatomy and Physiology, and Medical Coding focus on preparing students for careers within the healthcare field.

Program Objectives

1. Apply an understanding of medical office terminology, records management, patient and laboratory procedures, and how to respond to medical emergencies.

2. Present a clear understanding of the structure and chemistry of the human body, disease, and the integumentary, skeletal, muscular, nervous, and reproductive systems.

3. Demonstrate knowledge of the proper coding of diagnoses and medical procedures.

4. Display the skills of time management, critical thinking, problem solving, decision making, written comprehension, communication, and research.

5. Explain how medical records are used, shared, and stored by the medical office, and the relationships between these records and medical care, legal, and insurance, or billing concerns.

6. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.

7. Demonstrate a basic understanding of computer applications, and the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.

8. Demonstrate proficiency with English composition, including the ability to develop essays, and revise and edit one's work.

9. Demonstrate basic mathematical skill by describing mathematical reasoning and logic as the basis for data analysis, and by applying the major concepts of college-level algebra.

10. Be prepared to enter Ashworth College’s bachelor’s degree programs without any additional academic preparation.
# Degree Plan: AS Healthcare Administration

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*To complete a bachelor's degree, MA240 is required.
ASSOCIATE OF SCIENCE IN HUMAN RESOURCE ADMINISTRATION

Program Description
The Associate of Science in Human Resource Administration program is designed to provide students with a well-rounded education by combining a core set of general education courses with specialized courses in human resource administration. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, courses within the program discipline, such as Human Relations, Employment Law, and Compensation and Benefits focus on preparing students for careers within the human resource field.

Program Objectives

1. Demonstrate proficiency with various elements of human resource management, including compensation, labor relations, recruiting, staffing, training, and performance management.

2. Discuss why training and development are important to the success of an enterprise and how training and development are successfully carried out in an enterprise.

3. Identify the main goals of a compensation function and describe the strategic role played by compensation practices for enterprises in competitive environments.

4. Demonstrate a foundation of business knowledge related to business ownership, marketing, risk management, and social responsibility.

5. Apply sound management principles to the functions of planning, organizing, leading, controlling, and decision making within a business.

6. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.

7. Demonstrate a basic understanding of computer applications, and the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.

8. Demonstrate proficiency with English composition, including the ability to develop essays, and revise and edit one's work.

9. Demonstrate basic mathematical skill by describing mathematical reasoning and logic as the basis for data analysis, and by applying the major concepts of college-level algebra.

10. Be prepared to enter Ashworth College’s bachelor’s degree programs without any additional academic preparation.
# Degree Plan: AS Human Resource Administration

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Total Credits Required: 60

*To complete a bachelor's degree, MA240 is required.*
ASSOCIATE OF SCIENCE IN MARKETING

Program Description
The Associate of Science in Marketing program is designed to provide students with a well-rounded education by combining a core set of general education courses with specialized courses in marketing. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, courses within the program discipline, such as Principles of Professional Selling, Consumer Buying Behavior, and Integrated Marketing Communications focus on preparing students for careers within the marketing field.

Program Objectives

1. Demonstrate a foundation of knowledge related to consumer behavior and the impact of marketing on consumers.

2. Make effective marketing decisions through the application of the elements of an integrated advertising and marketing communications program.

3. Demonstrate knowledge of setting up and operating a retail business in the global marketplace.

4. Fully discuss the evolution of the U.S. economy and the economic behavior of individual consumers and businesses.

5. Demonstrate a foundation of business knowledge related to business ownership, marketing, risk management, and social responsibility.

6. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.

7. Demonstrate a basic understanding of computer applications, and the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.

8. Demonstrate proficiency with English composition, including the ability to develop essays, revise and edit one's work, and conduct academic research.

9. Demonstrate basic mathematical skill by describing mathematical reasoning and logic as the basis for data analysis, and by applying the major concepts of college-level algebra.

10. Be prepared to enter Ashworth College’s bachelor’s degree programs without any additional academic preparation.
## Degree Plan: AS Marketing

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*To complete a bachelor's degree, MA240 is required.*
ASSOCIATE OF SCIENCE IN PARALEGAL STUDIES

Program Description
The Associate of Science in Paralegal Studies program is designed to provide students with a well-rounded education by combining a core set of general education courses with specialized courses in paralegal studies. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, courses within the program discipline, such as Legal Research and Writing, Torts, and Law Office Management focus on preparing students for careers within the paralegal field.

Program Objectives

1. Identify and analyze the pertinent concepts and theories of law, ethical issues that arise, and the principles of legal reasoning.

2. Describe the scope of paralegal activities; legal analysis, interviewing, and investigation; legal research and writing; and the elements of litigation.

3. Discuss legal forms of business ownership, expenses, timekeeping, fee structures, billing, administrative reports, and miscellaneous administrative procedures.

4. Demonstrate proficiency with the use of legal research tools and techniques.

5. Demonstrate a foundation of business knowledge related to business ownership, marketing, risk management, and social responsibility.

6. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.

7. Demonstrate a basic understanding of computer applications, and the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.

8. Demonstrate proficiency with English composition, including the ability to develop essays, and revise and edit one's work.

9. Demonstrate basic mathematical skill by describing mathematical reasoning and logic as the basis for data analysis, and by applying the major concepts of college-level algebra.

10. Be prepared to enter Ashworth College’s bachelor’s degree programs without any additional academic preparation.
## Degree Plan: AS Paralegal Studies

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*To complete a bachelor's degree, MA240 is required.
ASSOCIATE OF SCIENCE IN PSYCHOLOGY

Program Description
The Associate of Science in Psychology program is designed to provide students with a well-rounded education by combining a core set of general education courses with specialized courses in psychology. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, courses within the program discipline, such as Social Psychology, Human Growth and Development, and Psychology of Personality focus on preparing students for careers within the psychology field.

Program Objectives

1. Demonstrate an understanding of psychology, including psychological research, biology and behavior, and the relationships between the environment and behavior.

2. Display an understanding of human growth and development, social psychology, abnormal psychology, and the psychology of personality.

3. Present the four major issues in human relations: understanding and managing one's self, dealing effectively with others, fostering career success, and managing one's personal life.

4. Discuss the factors that shape personality, including biological, intrapsychic, dispositional, cognitive and experiential, social and cultural, and adjustments to events in day-to-day life.

5. Display the skills of time management, critical thinking, problem solving, decision making, written comprehension, communication, and research.

6. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.

7. Demonstrate a basic understanding of computer applications, and the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.

8. Demonstrate proficiency with English composition, including the ability to develop essays, and revise and edit one's work.

9. Demonstrate basic mathematical skill by describing mathematical reasoning and logic as the basis for data analysis, and by applying the major concepts of college-level algebra.

10. Be prepared to enter Ashworth College’s bachelor’s degree programs without any additional academic preparation.
# Degree Plan: AS Psychology

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*To complete a bachelor's degree, MA240 is required.*
ASSOCIATE OF SCIENCE IN SECURITY ADMINISTRATION

Program Description
The Associate of Science in Security Administration program is designed to provide students with a well-rounded education by combining a core set of general education courses with specialized courses in security administration. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, courses within the program discipline, such as Incident Command Systems, Criminal Behavior, and Homeland Security and Public Safety focus on preparing students for careers within the security field.

Program Objectives

1. Display a basic understanding of criminology, the study of the criminal mind.

2. Provide a thorough explanation of the investigation process and apply specific investigative and information-gathering techniques to meet the evidentiary requirements of specific crimes.

3. Demonstrate a foundation of knowledge as it relates to security management, including terrorism, loss prevention, workplace violence, and cyber security.

4. Apply sound criminal justice principles to the coordination of private security with local police, fire, EMS personnel, and federal government agencies, particularly the Office of Homeland Security.

5. Use critical thinking, creative and logical analysis, strategies, techniques, and the application of theory to solve complex problems related to police officer responsibilities.

6. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.

7. Demonstrate a basic understanding of computer applications, and the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.

8. Demonstrate proficiency with English composition, including the ability to develop essays, and revise and edit one's work.

9. Demonstrate basic mathematical skill by describing mathematical reasoning and logic as the basis for data analysis, and by applying the major concepts of college-level algebra.

10. Be prepared to enter Ashworth College’s bachelor’s degree programs without any additional academic preparation.
## Degree Plan: AS Security Administration

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*To complete a bachelor's degree, MA240 is required.*
Bachelor Degree Programs
Ashworth College offers two bachelor’s degree tracks; Bachelor of Arts, and Bachelor of Science.

BACHELOR OF ARTS
Bachelor of Arts degrees provide a solid foundation for a liberal arts college education. These are broadly based degree programs designed to provide students with a well-rounded education by combining a core set of introductory and advanced general education courses with courses from several career-related disciplines. This is an 8-semester program consisting of 120 credit hours (40 courses of 3 credit hours each) of college-level study. There are 60 general education credits and 60 elective credits. There are 51 general education credits and 69 elective credits. Students can select a combination of courses from various disciplines, such as business management, criminal justice, marketing, and psychology to customize the program to meet their professional and personal goals. The Bachelor of Arts program is academically oriented and provides a foundation for admission into Ashworth’s master’s degree programs without any additional academic preparation.

Prerequisite: High School Diploma or GED

The Bachelor of Arts degree is offered in:

- General Studies

BACHELOR OF SCIENCE
Ashworth Bachelor of Science degrees provide students with a strong foundation of general education courses (language, arts and sciences) followed by core and elective courses in the chosen concentration area. The program covers basic, intermediate and advanced courses within an area of specialization. This is an 8-semester program consisting of 120 credit hours (40 courses of 3 credit hours each) of college-level study. There are 36 general education credits, 60 discipline credits and 24 elective credits. Bachelor of Science programs are academically oriented and provide a foundation for admission into Ashworth’s master’s degree programs without any additional academic preparation.

Prerequisite: High School Diploma or GED

Bachelor of Science degrees are offered in:

- Business Administration
- Criminal Justice
- Early Childhood Education
- e-Business
- Healthcare Management
- Management
- Marketing
- Nursing (RN to BSN)
- Psychology
Bachelor of Arts Degree Program Listings

BACHELOR OF ARTS IN GENERAL STUDIES

Program Description
The Bachelor of Arts in General Studies program is designed to provide students with a well-rounded education by combining a core set of general education courses with courses from several career-related disciplines. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, students can select courses from various disciplines such as business administration, marketing, criminal justice, and early childhood education to customize the program to meet their professional and personal goals.

Program Objectives

1. Display the skills of time management, critical thinking, problem solving, decision making, written comprehension, communication, and research.
2. Identify and apply the fundamental principles of public speaking, speech criticism, audience analysis, and effective delivery techniques.
3. Demonstrate proficiency with English composition, including the ability to develop essays, revise and edit one's work, and conduct academic research.
4. Demonstrate an understanding of the broad implications of technological innovation on social organization in terms of personal, political, economic, and environmental issues.
5. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications.
6. Apply behavioral principles to fact situations, and reason to sound conclusions based on theory and practicality of solution.
7. Demonstrate basic mathematical skill by describing and applying the major concepts of college-level algebra.
8. Explain basic statistical concepts and techniques and apply these concepts and tools in order to correctly interpret the results of statistical analyses.
9. Express knowledge pertaining to a customized program of discovery that spans multiple disciplines.
10. Be prepared to enter Ashworth College’s Master of Science or MBA programs without any additional academic preparation.
Degree Plan: BA General Studies

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Bachelor of Science Degree Program Listings

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Program Description
The Bachelor of Science in Business Administration program is designed for students seeking to acquire a high level of knowledge from a broad base of business concepts to create solutions to contemporary business problems. Students will acquire the skills needed to integrate management, marketing, accounting, and finance concepts to develop strategies to improve short-, medium-, and long-term organizational performance.

Program Objectives

1. Demonstrate knowledge of the strategic management process and an ability to assess industry attractiveness and the competitive environment.

2. Explain how effective leaders use their interpersonal skills to promote change, communicate vision, provide a sense of direction, and inspire employees.

3. Successfully utilize the tools and techniques of managerial accounting to make decisions about both day-to-day operations and long-term tactics and strategies.

4. Utilize the tools and methodologies needed to solve marketing problems, including developing marketing plans and the use of various marketing strategies.

5. Identify and analyze the pertinent concepts and theories of law, ethical issues that arise, and the principles of legal reasoning.

6. Apply fundamental processes, theories, and methods to business communication in the workplace and the overall writing initiative.

7. Demonstrate proficiency with English composition, including the ability to use appropriate style, grammar, and mechanics in writing assignments and to conduct academic research.

8. Demonstrate an understanding of computer applications and proficiency with the managerial applications of Internet technology, including the application of management principles to business-to-consumer, business-to-business, and intrabusiness commercial ventures.

9. Identify and apply fundamental math concepts for operations and problem solving, and apply basic statistical concepts and tools in order to correctly interpret the results of statistical analyses.

10. Be prepared to enter Ashworth College’s Master of Science or MBA programs without any additional academic preparation.
### Degree Plan: BS Business Administration

| Semester 1 | | | | | |
|---|---|---|---|---|
| Course # | Course Title | Credits | Core | General Ed | Elective |
| OR110 | Achieving Academic Excellence | 3 | 0 | 3 | 0 |
| C10 | Introduction to Computers | 3 | 0 | 3 | 0 |
| EN120 | English Composition I | 3 | 0 | 3 | 0 |
| SO245 | Social Impact of Technology | 3 | 0 | 3 | 0 |
| C15 | Principles of Management | 3 | 3 | 0 | 0 |
| **Semester Credits** | | | | | |
| | | 15 | 3 | 12 | 0 |

| Semester 2 | | | | | |
|---|---|---|---|---|
| EN130 | English Composition II | 3 | 0 | 3 | 0 |
| | Gen Ed Elective (Science 100-200 level) | 3 | 0 | 3 | 0 |
| C05 | Business Communication | 3 | 3 | 0 | 0 |
| C06 | Business Ethics | 3 | 3 | 0 | 0 |
| A01 | Introduction to Accounting | 3 | 3 | 0 | 0 |
| **Semester Credits** | | | | | |
| | | 15 | 9 | 6 | 0 |

| Semester 3 | | | | | |
|---|---|---|---|---|
| Gen Ed Elective (Behavioral/Social Science 100-200 level) | 3 | 0 | 3 | 0 |
| Gen Ed Elective (Humanities/Fine Arts 100-200 level) | 3 | 0 | 3 | 0 |
| C16 | Principles of Marketing | 3 | 3 | 0 | 0 |
| C07/C09 | Personal Finance/Principles of Finance* | 3 | 3 | 0 | 0 |
| C13 | Microeconomics | 3 | 3 | 0 | 0 |
| **Semester Credits** | | | | | |
| | | 15 | 9 | 6 | 0 |

| Semester 4 | | | | | |
|---|---|---|---|---|
| C17/MA240 | College Mathematics/College Algebra* | 3 | 0 | 3 | 0 |
| SP180 | Principles of Public Speaking | 3 | 0 | 3 | 0 |
| C12 | Business Law | 3 | 3 | 0 | 0 |
| | Elective (100-200 level) | 3 | 0 | 0 | 3 |
| | Elective (100-200 level) | 3 | 0 | 0 | 3 |
| **Semester Credits** | | | | | |
| | | 15 | 9 | 6 | 6 |

| Semester 5 | | | | | |
|---|---|---|---|---|
| MA260 | Statistical Analysis I | 3 | 3 | 0 | 0 |
| BU360 | Social Impact of Business | 3 | 3 | 0 | 0 |
| BM350 | Marketing Management | 3 | 3 | 0 | 0 |
| | Gen Ed Elective (300-400 Level) | 3 | 0 | 3 | 0 |
| | Elective (100-200 level) | 3 | 0 | 0 | 3 |
| **Semester Credits** | | | | | |
| | | 15 | 9 | 3 | 3 |

<p>| Semester 6 | | | | | |
|---|---|---|---|---|
| BU350 | Organizational Behavior | 3 | 3 | 0 | 0 |
| BZ420 | Human Resource Management | 3 | 3 | 0 | 0 |
| BU330 | Accounting for Managers | 3 | 3 | 0 | 0 |
| | Gen Ed Elective (300-400 Level) | 3 | 0 | 3 | 0 |
| | Elective (100-200 level) | 3 | 0 | 0 | 3 |
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* Business Ethics is a required course to complete a bachelor's degree in business administration.
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

Program Description
The Bachelor of Science in Criminal Justice program is designed for students who want to gain knowledge of the multidisciplinary components that comprise American criminal justice. This program provides a broad base of traditional liberal arts and science courses, as well as courses that examine the functional components of criminal justice such as American law and procedure, criminal investigation and practice, and correctional settings. The program is geared toward students interested in such areas as law, law enforcement, corrections, and security, whether the student is already in the field or preparing for a career in a criminal-justice related area.

Program Objectives

1. Discuss the development of criminal law in the United States, including the elements of due process, rule of law, and the role of the Constitution in protecting rights.

2. Describe the dynamics of courthouse justice, the court process and process of the criminal justice system, and the role of court staff in interfacing with the public.

3. Demonstrate an understanding of the investigative process by providing a thorough overview of the fundamentals of criminal investigation and by showing its application to many major felonies.

4. Discuss the changing roles and goals of corrections; the variety of ways society punishes people who break criminal laws; and the impact of our corrections policies.

5. Demonstrate an understanding of contemporary concepts and practices for first line supervisors in law enforcement, with an emphasis on character, motivation, teamwork, and conflict resolution.

6. Identify and analyze the pertinent concepts and theories of law, ethical issues that arise, and the principles of legal reasoning.

7. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications.

8. Demonstrate proficiency with English composition, including the ability to use appropriate style, grammar, and mechanics in writing assignments and to conduct academic research.
9. Identify and apply fundamental math concepts for operations and problem solving, and apply basic statistical concepts and tools in order to correctly interpret the results of statistical analyses.

10. Be prepared to enter Ashworth College’s Master of Science or MBA programs without any additional academic preparation.

A career in this field may require students to meet certain licensing, training and other requirements that may vary by vocation and state. Students should check with their state, local government and/or licensing board to research the requirements that may be applicable in their state.
# Degree Plan: BS Criminal Justice

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*Ethics in Justice is a required course to complete a bachelor's degree in criminal justice.
BACHELOR OF SCIENCE IN EARLY CHILDHOOD EDUCATION

Program Description
The Bachelor of Science in Early Childhood Education program is designed to provide students with in-depth instruction in the principles and procedures of supervising and educating children from newborn to age eight. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, specialty courses such as child development, early childhood literacy, curriculum development, cultural diversity, and exceptional children focus on preparing students for careers within the field of early childhood education.

Program Objectives

1. Describe at a fundamental level how children learn, how teachers work with children and their parents, what is taught, and where the teaching takes place.

2. Examine childhood development by observing physical and psychosocial factors that lead to cognitive, language, and literacy development according to a child’s age.

3. Apply the guidance and discipline concepts applicable to children’s behavior in preschool and primary school classrooms.

4. Discuss the special needs of children with developmental disabilities, and how to implement programs that include these children in an early childhood classroom.

5. Develop and implement appropriate curriculum for young children, fostering creativity and emotional, social, and verbal competence within the curriculum.

6. Demonstrate an understanding of the partnerships with parents and others that teachers must create in order to achieve the best results for children in their classroom.

7. Demonstrate proficiency with English composition, and apply fundamental processes, theories, and methods to business communication in the workplace.

8. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications.

9. Identify and apply fundamental math concepts for operations and problem solving, and apply basic statistical concepts and tools in order to correctly interpret the results of statistical analyses.

10. Be prepared to enter Ashworth College’s Master of Science or MBA programs without any additional academic preparation

A career in this field may require students to meet certain licensing, training and other requirements that may vary by vocation and state. Students should check with their state, local government and/or licensing board to research the requirements that may be applicable in their state.
# Degree Plan: BS Early Childhood Education

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BACHELOR OF SCIENCE IN eBUSINESS

Program Description
The Bachelor of Science in eBusiness program is designed for students seeking to acquire a concentration of eBusiness knowledge within a broad base of business concepts. Students will acquire insights into the Internet economy and how related technologies have altered the way companies do business. In addition to exploring new business models, students will learn how to galvanize traditional organizations to embrace and appreciate the capabilities of new technologies.

Program Objectives

1. Demonstrate proficiency with the managerial applications of Internet technology, including the application of management principles to business-to-consumer, business-to-business, and intrabusiness commercial ventures.

2. Demonstrate knowledge of the strategic management process and an ability to assess industry attractiveness and the competitive environment.

3. Utilize the tools and methodologies needed to solve marketing problems, including developing marketing plans and the use of various marketing strategies.

4. Discuss strategic considerations that marketers are facing related to technology and technology implementation.

5. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications.

6. Demonstrate proficiency with English composition, and apply fundamental processes, theories, and methods to business communication in the workplace.

7. Explain how effective leaders use their interpersonal skills to promote change, communicate vision, provide a sense of direction, and inspire employees.

8. Identify and apply fundamental math concepts for operations and problem solving, and apply basic statistical concepts and tools in order to correctly interpret the results of statistical analyses.

9. Demonstrate an understanding of an accounting information system, the steps of the accounting cycle, and the application of GAAP.

10. Be prepared to enter Ashworth College’s Master of Science or MBA programs without any additional academic preparation.
## Degree Plan: BS eBusiness

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**Total Credits Required**: 120
BACHELOR OF SCIENCE IN HEALTHCARE MANAGEMENT

Program Description

The Bachelor of Science in Healthcare Management program is designed to provide students with knowledge and skills that they can apply in a variety of healthcare related career settings. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, specialty core courses within the program discipline focus on the managerial, financial, logistical and ethical aspects of healthcare, enabling students to become well-rounded professionals in their chosen field.

Program Objectives

1. Demonstrate proficiency with English composition, and apply fundamental processes, theories, and methods to business communication in the workplace.

2. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications.

3. Identify and apply fundamental math concepts for operations and problem solving, and apply basic statistical concepts and tools in order to correctly interpret the results of statistical analyses.

4. Demonstrate knowledge of medical terminology, medical office management, and proper coding of diagnoses and medical procedures.

5. Examine the fundamentals of healthcare system information management including electronic health records.

6. Analyze the components, current issues, trends and limitations of healthcare services in the United States and evaluate the ethical and legal issues relevant to healthcare delivery.

7. Analyze the social science perspective of the health service delivery system and the roles, values, and sociocultural influences that affect the medical treatment of patients.

8. Apply economic, financial, and accounting principles to healthcare institutions.

9. Examine the role that human resource management plays within the healthcare industry, and develop leadership and teambuilding skills.

10. Enter Ashworth College’s Master of Science or MBA programs without any additional academic preparation.
# Degree Plan: BS Healthcare Management

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*If students expect to complete a bachelor’s degree, MA240 is required.*
BACHELOR OF SCIENCE IN MANAGEMENT

Program Description
The Bachelor of Science in Management program is designed for students seeking to acquire a concentration of management knowledge within a broad base of business concepts. Students will acquire insights into management theories and the cutting-edge management techniques needed by managers. In addition to developing management competencies, students will gain the skills needed to integrate marketing, accounting, and financial programs to produce effective business strategies.

Program Objectives

1. Describe the nature and process of management within modern organizations and explain how to successfully apply management theories and principles to the situations and challenges that typically occur in managing a business.

2. Describe the foundational tools of business finance and their applications to controlling the firm's financial environment and to making financial business decisions in an analytical manner.

3. Demonstrate knowledge of the strategic management process and an ability to assess industry attractiveness and the competitive environment.

4. Discuss strategic considerations that marketers are facing related to technology and technology implementation.

5. Identify and analyze the pertinent concepts and theories of law, ethical issues that arise, and the principles of legal reasoning.

6. Identify and apply fundamental math concepts for operations and problem solving, and apply basic statistical concepts and tools in order to correctly interpret the results of statistical analyses.

7. Utilize the tools and methodologies needed to solve marketing problems, including developing marketing plans and the use of various marketing strategies.

8. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications.

9. Demonstrate proficiency with English composition, and apply fundamental processes, theories, and methods to business communication in the workplace.

10. Be prepared to enter Ashworth College’s Master of Science or MBA programs without any additional academic preparation.
## Degree Plan: BS Management

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*Business Ethics is a required course to complete a bachelor's degree in management.
* If students expect to complete a bachelor’s degree, C09 and MA240 are required.
BACHELOR OF SCIENCE IN MARKETING

Program Description
The Bachelor of Science in Marketing program is designed for students seeking to acquire a concentration of marketing knowledge within a broad base of business concepts. Students will acquire insights into the marketing process and the cutting-edge marketing techniques needed by marketing managers. In addition to developing marketing skills, students will gain the knowledge needed to integrate marketing strategies and programs with other important business functions focused on achieving the organization's business objectives.

Program Objectives

1. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications.

2. Demonstrate proficiency with the managerial applications of Internet technology, including the application of management principles to business-to-consumer, business-to-business, and intrabusiness commercial ventures.

3. Utilize the tools and methodologies needed to solve marketing problems, including developing marketing plans and the use of various marketing strategies.

4. Explain how effective leaders use their interpersonal skills to promote change, communicate vision, provide a sense of direction, and inspire employees.

5. Demonstrate proficiency with English composition, and apply fundamental processes, theories, and methods to business communication in the workplace.

6. Identify and analyze the pertinent concepts and theories of law, ethical issues that arise, and the principles of legal reasoning.

7. Identify and apply fundamental math concepts for operations and problem solving, and apply basic statistical concepts and tools in order to correctly interpret the results of statistical analyses.

8. Demonstrate knowledge of the strategic management process and an ability to assess industry attractiveness and the competitive environment.

9. Fully explain the elements of marketing employed by most business organizations, with emphasis on the integration of the marketing function into the strategic direction of the firm.

10. Be prepared to enter Ashworth College’s Master of Science or MBA programs without any additional academic preparation.
### Degree Plan: BS Marketing

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*Business Ethics is a required course to complete a bachelor's degree in marketing.

*If students expect to complete a bachelor's degree, C09 and MA240 are required.
BACHELOR OF SCIENCE IN NURSING (RN TO BSN)

Program Description
The RN to BSN program focuses on developing the professional nurse to be a leader in providing high-quality, evidence-based, patient-centered care in a complex health care system. Building on the RN’s skills and experience, the program integrates professional development, critical thinking, quality improvement, safety, and interprofessional leadership skills to foster professional practice.

Program Objectives

1. Practice evidence-based, culturally competent, caring patient centered care across the lifespan in the roles of the baccalaureate nurse in a variety of health care settings to a diverse population.

2. Evaluate the role health promotion and disease prevention, economics, local, state, national and community policies and legislation have on nursing, the health care system, and the continuum of healthcare.

3. Integrate information technology, communication, and patient education into practice with clients, families, groups, and populations and the interdisciplinary team.

4. Use knowledge and skills in nursing leadership and management to promote continuous quality improvement, safety, and interdisciplinary care across the health care continuum.

5. Formulate a professional ethic that recognizes the values of altruism, autonomy, human dignity, integrity, and social justice in professional practice, enhancement and service in the profession, life-long learning, and continued self-development.
### Degree Plan: BS Nursing (RN to BSN) *

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*Students with an AA in nursing from an approved and/or accredited college will be granted a block of 60 credits upon enrollment in the nursing program. Additional general education credits may be considered pending submission of the official transcript for review.*
BACHELOR OF SCIENCE IN PSYCHOLOGY

Program Description
The Bachelor of Science in Psychology program is designed to provide students with strong expertise in the concepts, principles and applications of general psychology. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, specialty courses such as Biological Psychology, Cognitive Psychology, Learning Theories, Psychology of Personality, Abnormal Psychology, and Industrial/Organizational Psychology focus on providing students with the enhanced communication, collaboration, and reasoning skills that result from a deeper knowledge and understanding of the field of Psychology.

Program Objectives

1. Demonstrate an understanding of psychology, including biology and behavior, psychopharmacology, and relationships between the environment and behavior.

2. Summarize research and apply trends in social psychology, organizational/industrial psychology, multicultural psychology, and abnormal psychology.

3. Discuss the major issues in human relations, the science of emotion, and the factors that shape personality.

4. Outline the phases of psychological research, including the process of hypothesis testing and the limitations of statistical results in psychological studies.

5. Describe how information flows through the cognitive system and how observational learning and operant conditioning can interact to determine an individual’s behavior.

6. Illustrate the influence of psychological theories, including how social, economic, and political forces have influenced the development of psychology throughout history.

7. Demonstrate proficiency with English composition, and apply fundamental processes, theories, and methods to business communication in the workplace.

8. Demonstrate a foundation of computer and information systems knowledge, technical skills, and a basic understanding of computer applications.

9. Identify and apply fundamental math concepts for operations and problem solving, and apply basic statistical concepts and tools in order to correctly interpret the results of statistical analyses.

10. Enter Ashworth College’s Master of Science or MBA programs without any additional academic preparation
# Degree Plan: BS Psychology

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*College Algebra is a required course to complete a bachelor’s degree in psychology.*
Graduate Programs
Ashworth College offers graduate certificate programs and graduate degree programs.

Graduate Certificate Programs
The graduate certificate programs are designed to provide specialized knowledge within a particular discipline at the graduate level. The certificate program consists of one (1) semester of course work within a specialized area of study (4 courses of 3 credit hours each, for a total of 12 credit hours). Each certificate consists of a non-credit Orientation course followed by 4 elective courses to provide students with a customized and focused program of study that meets their specific needs. All credits earned in a graduate certificate program will transfer to the corresponding master’s degree program.

Graduate certificates are available in:

- Business Administration
- Criminal Justice
- Healthcare Compliance
- Healthcare Management
- Human Resource Management
- Management
- Marketing

Graduate Certificate Program Listings

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<td>MJ620: Criminology</td>
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<td>MJ650: Criminal Law and Procedure</td>
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<td>MJ661: Organizational Management</td>
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<td>MJ665: Survey Research: Victims and Community</td>
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*A career in Criminal Justice may require students to meet certain licensing, training and other requirements that may vary by vocation and state. Students should check with their state, local government and/or licensing board to research the requirements that may be applicable in their state.*

### Healthcare Compliance

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### Healthcare Management

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Master’s Degree
Ashworth College offers two master’s degree tracks: Master of Business Administration, and Master of Science.

MASTER OF BUSINESS ADMINISTRATION
Ashworth’s Master of Business Administration (MBA) degrees include core courses in general functional areas and cover general management and administration skills that can be applied toward any field or industry. In addition, students can choose specialty courses within a specific area of study or concentration.

Prerequisite: Bachelor’s Degree

In addition to the general MBA degree, MBA programs with concentrations are offered in:

- Healthcare Management
- Human Resource Management
- International Business
- Marketing

MASTER OF SCIENCE
Ashworth’s Master of Science degrees are geared toward a high degree of specialization within a certain area of study. These programs are designed to provide an in-depth understanding of advanced concepts, knowledge and skills within specific concentration areas.

Prerequisite: Bachelor Degree

Master of Science degrees are offered in:

- Criminal Justice
- Healthcare Administration
- Human Resource Management
- Management
- Marketing
Master of Business Administration Degree Program Listings

MASTER OF BUSINESS ADMINISTRATION (MBA)

Program Description

The purpose of the MBA program is to provide a learning experience that students can readily transfer into everyday practice in their careers and businesses. Performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized. Projects focus on enhancing the following skills: Internet, primary, and secondary research; software (MSWord, Excel, PowerPoint, and Project Management); creative; decision making; project and people management; analytical; synthesis; integrative; conceptual; and communication. The MBA program includes core courses in general functional areas and covers general management and administration skills that can be applied toward any field or industry. The program builds upon the core curriculum by focusing on advanced topics in business administration.

MBA Program Objectives

Graduates of the general MBA program will be able to demonstrate the ability to:

1. Broaden the base of business administration knowledge, smoothing the transition from specialist to generalist.
2. Utilize an expanded business vocabulary by exploring the functional and specialty areas of business.
3. Conceptualize the impact of strategic decisions on various functional areas of business and evaluate business- and corporate-level strategies.
4. Perform market segmentation, SWOT, and competitive analyses to take advantage of changes in the marketing environment and advances in technology.
5. Apply cost management tools and techniques to managerial decision making.
6. Develop overall leadership and team building skills to become a more effective change agent and achieve desired business outcomes.
7. Analyze the various functions of a human resources department, and examine the interaction between the human resource department and other departments to develop and implement corporate strategy.
8. Analyze the financial disclosures required to effectively evaluate a business and make appropriate strategic decisions.
9. Evaluate the legal issues arising in the operation of a typical business and apply legal concepts in making and implementing business decisions.
10. Examine the concepts of entrepreneurship and small business to include identifying new business opportunities; analyzing markets, customers, and product risks/benefits; developing marketing and financial plans.
11. Strategically and functionally examine the development of a business from domestic to international, and evaluate the impact of diverse cultures on international business processes, strategies, and human resource management issues.
12. Manage large and small business projects, to include developing timelines to guide completion, writing associated reports, and utilizing project management software.

13. Evaluate ethical and legal issues relevant to the policies, practices, and management of employee behaviors and business operations in a competitive environment.

14. Research and analyze the competitive environment of an industry, recommend product, business, and strategic positioning changes within the industry, and develop associated strategic plans.

### Degree Plan: MBA

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MASTER OF BUSINESS ADMINISTRATION (HEALTHCARE MANAGEMENT)

Program Description
The purpose of the MBA-Healthcare Management program is to provide a learning experience that students can readily transfer into everyday practice in their careers and businesses, especially in the field of healthcare. Performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized. Projects focus on enhancing the following skills: Internet, primary, and secondary research; software (MSWord, Excel, PowerPoint, and Project Management); creative; decision making; project and people management; analytical; synthesis; integrative; conceptual; and communication. The MBA program includes core courses in general functional areas and covers general management and administration skills that can be applied toward any field or industry. The program builds upon the core curriculum by focusing on advanced topics in healthcare management.

MBA - Healthcare Management Program Objectives
Graduates of the MBA-Healthcare program will be able to demonstrate the ability to:

1. Broaden the base of business administration knowledge, smoothing the transition from specialist to generalist.

2. Utilize an expanded business vocabulary by exploring the functional and specialty areas of business management and healthcare administration.

3. Conceptualize the impact of strategic decisions on various functional areas of business and evaluate business- and corporate-level strategies.

4. Perform market segmentation, SWOT, and competitive analyses to take advantage of changes in the marketing environment and advances in technology.

5. Apply cost management tools and techniques to managerial decision making.

6. Develop overall leadership and team building skills to become a more effective change agent and achieve desired business outcomes.

7. Examine the components of healthcare services in the United States and analyze the current issues, trends, and limitations of healthcare administration.

8. Analyze the financial disclosures required to effectively evaluate a business and make appropriate strategic decisions.

9. Review and analyze managed care regulation and the components of managed care systems in general.

10. Examine the human resource management functions within the healthcare industry.

11. Examine the fundamentals of healthcare system information management including electronic health records.

12. Evaluate the threats, vulnerabilities, and importance of physical and information security in the healthcare industry.
13. Evaluate ethical and legal issues relevant to the policies, practices, and management of healthcare delivery in a competitive environment.

14. Research and analyze the competitive environment of an industry, recommend product, business, and strategic positioning changes within the industry, and develop associated strategic plans.

**Degree Plan: MBA Healthcare Management**

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MASTER OF BUSINESS ADMINISTRATION (HUMAN RESOURCE MANAGEMENT)

Program Description
The purpose of the MBA-Human Resources Management program is to provide a learning experience that students can readily transfer into everyday practice in their careers and businesses, especially in the field of human resources. Performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized. Projects focus on enhancing the following skills: Internet, primary, and secondary research; software (MSWord, Excel, PowerPoint, and Project Management); creative; decision making; project and people management; analytical; synthesis; integrative; conceptual; and communication. The MBA program includes core courses in general functional areas and covers general management and administration skills that can be applied toward any field or industry. The program builds upon the core curriculum by focusing on advanced topics in human resources management.

MBA – Human Resources Management Program Objectives
Graduates of the MBA-Human Resources program will be able to demonstrate the ability to:

1. Broaden the base of business administration knowledge, smoothing the transition from specialist to generalist.

2. Utilize an expanded business vocabulary by exploring the functional and specialty areas of business management and healthcare administration.

3. Conceptualize the impact of strategic decisions on various functional areas of business and evaluate business- and corporate-level strategies.

4. Perform market segmentation, SWOT, and competitive analyses to take advantage of changes in the marketing environment and advances in technology.

5. Apply cost management tools and techniques to managerial decision making.

6. Develop overall leadership and team building skills to become a more effective change agent and achieve desired business outcomes.

7. Evaluate the current issues, trends, and limitations of human resource management.

8. Analyze the financial disclosures required to effectively evaluate a business and make appropriate strategic decisions.

9. Analyze the major challenges of recruiting and staffing in today’s labor market to include internal and external recruitment, retention and legal compliance.

10. Examine needs assessment, the development and evaluation of training, and the linking of training to workplace skills and productivity.

11. Examine the components of pay models, their role in total compensation, internal pay structures and designs, and their relationship to job analysis.

12. Analyze the variety of employment benefits, the legalities associated with each, and their impact on the employee recruiting, retention, and satisfaction.
13. Evaluate the challenges of an international workforce to include expatriate employees, culture, training, and development.

14. Research and analyze the competitive environment of an industry, recommend product, business, and strategic positioning changes within the industry, and develop associated strategic plans.

### Degree Plan: MBA Human Resource Management

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MASTER OF BUSINESS ADMINISTRATION (INTERNATIONAL BUSINESS)

Program Description
The purpose of the MBA-International Business program is to provide a learning experience that students can readily transfer into everyday practice in their careers and businesses, especially relating to globalization and global markets. Performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized. Projects focus on enhancing the following skills: Internet, primary, and secondary research; software (MSWord, Excel, PowerPoint, and Project Management); creative; decision making; project and people management; analytical; synthesis; integrative; conceptual; and communication. The MBA program includes core courses in general functional areas and covers general management and administration skills that can be applied toward any field or industry. The program builds upon the core curriculum by focusing on advanced topics in international business.

MBA – International Business Program Objectives
Graduates of the MBA-International Business program will be able to demonstrate the ability to:

1. Broaden the base of business administration knowledge, smoothing the transition from specialist to generalist.

2. Utilize an expanded business vocabulary by exploring the functional and specialty areas of business management and healthcare administration.

3. Conceptualize the impact of strategic decisions on various functional areas of business and evaluate business- and corporate-level strategies.

4. Perform market segmentation, SWOT, and competitive analyses to take advantage of changes in the marketing environment and advances in technology.

5. Apply cost management tools and techniques to managerial decision making.

6. Develop overall leadership and team building skills to become a more effective change agent and achieve desired business outcomes.

7. Strategically and functionally examine the development of a business from domestic to international, and evaluate the impact of diverse cultures on international business processes, strategies, and human resource management issues.

8. Analyze the financial disclosures required to effectively evaluate a business and make appropriate strategic decisions.

9. Perform international marketing analysis to determine country attractiveness for a particular product and the most advantageous mode of entry.

10. Evaluate the challenges of an international workforce to include expatriate employees, culture, training, and development.

11. Apply the brand management process to product and service lines in order to increase awareness, company sales, and profits.
12. Manage large and small business projects, to include developing timelines to guide completion, writing associated reports, and utilizing project management software.

13. Evaluate ethical and legal issues relevant to the policies, practices, and management of employee behaviors and business operations in a competitive environment.

14. Research and analyze the competitive environment of an industry, recommend product, business, and strategic positioning changes within the industry, and develop associated strategic plans.

### Degree Plan: MBA International Business

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MASTER OF BUSINESS ADMINISTRATION (MARKETING)

Program Description
The purpose of the MBA-Marketing program is to provide a learning experience that students can readily transfer into everyday practice in their careers and businesses, especially in the field of marketing. Performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized. Projects focus on enhancing the following skills: Internet, primary, and secondary research; software (MSWord, Excel, PowerPoint, and Project Management); creative; decision making; project and people management; analytical; synthesis; integrative; conceptual; and communication. The MBA program includes core courses in general functional areas and covers general management and administration skills that can be applied toward any field or industry. The program builds upon the core curriculum by focusing on advanced topics in marketing.

MBA – Marketing Program Objectives
Graduates of the MBA-Marketing program will be able to demonstrate the ability to:
1. Broaden the base of business administration knowledge, smoothing the transition from specialist to generalist.
2. Utilize an expanded business vocabulary by exploring the functional and specialty areas of business management and healthcare administration.
3. Conceptualize the impact of strategic decisions on various functional areas of business and evaluate business- and corporate-level strategies.
4. Perform market segmentation, SWOT, and competitive analyses to take advantage of changes in the marketing environment and advances in technology.
5. Apply cost management tools and techniques to managerial decision making.
6. Develop overall leadership and team building skills to become a more effective change agent and achieve desired business outcomes.
7. Assess the impact of individual and group decision-making processes, cultures and sub-cultures, and integrated marketing communications on consumer buying behavior.
8. Analyze the financial disclosures required to effectively evaluate a business and make appropriate strategic decisions.
9. Develop a sampling plan dictated by the constraints of a research project, including access to a population, time, and available funding utilizing the best data collection mode for reaching that sample.
10. Plan, implement, and evaluate advertising and promotional programs based on a thorough understanding of the overall marketing process, consumer behavior, communications theory, and the media of advertising and promotion.
11. Apply the brand management process to product and service lines in order to increase awareness, company sales, and profits.
12. Evaluate the impact of service quality on business operations and determine the appropriate focus for customer perception and expectations.
13. Perform international marketing analysis to determine country attractiveness for a particular product and the most advantageous mode of entry.

14. Research and analyze the competitive environment of an industry, recommend product, business, and strategic positioning changes within the industry, and develop associated strategic plans.

**Degree Plan: MBA Marketing**

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Master of Science Degree Program Listings

MASTER OF SCIENCE IN CRIMINAL JUSTICE (MCJ)

Program Description
The purpose of the MS in Criminal Justice program is to provide a learning experience that students can readily transfer into everyday practice in their criminal justice careers. Performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized. Projects focus on enhancing the following skills: Internet, primary, and secondary research; software (MSWord, Excel, PowerPoint, and Project Management); creative; decision making; project and people management; analytical; synthesis; integrative; conceptual; and communication. The program is designed to provide a high degree of specialization within the area of criminal justice, with an in-depth understanding of advanced concepts, knowledge and skills.

MCJ Program Objectives
Graduates of the MS in Criminal Justice program will be able to demonstrate the ability to:

1. Examine the emerging challenges that are transforming the criminal justice landscape.

2. Utilize an expanded criminal justice vocabulary by exploring the core and specialty areas of criminal justice.

3. Examine the major sources of criminal justice statistics, and the various agencies, actors, and operational components of the criminal justice system in the United States.

4. Develop an integrated view of the fundamental concepts, and analyze the current issues, trends, and limitations of criminal law and procedures.

5. Apply sociological theory to the study of crime, criminal behavior, and social development processes.

6. Analyze the relationship between criminal behavior and social forces of culture, society, region, neighborhood, and enclaves within neighborhoods.

7. Design primary survey research and write a research proposal.

8. Analyze workplace behaviors, processes, and systems in a criminal justice setting utilizing current management theories, and recommend actions needed to ensure effective and efficient workplace behaviors to achieve desired organizational outcomes.

9. Examine the different types of corporate crime and defend various positions on penalties and punishments, consumer and corporate fraud, regulation, and enforcement.

10. Analyze the threats, vulnerabilities, and needs of the contemporary workplace, and develop contingency plans and policies to control internal and external corporate risks.

11. Analyze homeland security issues relating to terrorism activity in the future of law enforcement.
12. Apply theoretical frameworks to ethical and legal issues relevant to policies, practices, and management behaviors in the criminal justice system.

13. Explain the considerations that are implicit in the forging of criminal justice policies within a democratic society.

14. Identify current trends in the area of corrections, policing, criminal justice, and criminology, and develop, plan, and implement innovative solutions to crime problems.

A career in this field may require students to meet certain licensing, training and other requirements that may vary by vocation and state. Students should check with their state, local government and/or licensing board to research the requirements that may be applicable in their state.

**Degree Plan: MS Criminal Justice**

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MASTER OF SCIENCE IN HEALTHCARE ADMINISTRATION (MHC)

Program Description
The purpose of the MS in Healthcare Administration program is to provide a learning experience that students can readily transfer into everyday practice in their careers within the field of healthcare. Performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized. Projects focus on enhancing the following skills: Internet, primary, and secondary research; software (MSWord, Excel, PowerPoint, and Project Management); creative; decision making; project and people management; analytical; synthesis; integrative; conceptual; and communication. The program is designed to provide a high degree of specialization within the area of healthcare administration, with an in-depth understanding of advanced concepts, knowledge and skills.

MHC Program Objectives
Graduates of the MS in Healthcare Administration program will be able to demonstrate the ability to:

1. Examine the emerging challenges that are transforming the healthcare administration landscape.

2. Utilize an expanded vocabulary by exploring the functional and specialty areas of healthcare administration.

3. Examine the components of healthcare services in the United States and analyze the current issues, trends, and limitations of healthcare administration.

4. Apply marketing theories and practices to the healthcare industry.

5. Examine the human resource management functions within the healthcare industry.

6. Develop overall leadership and team building skills to become a more effective change agent and achieve desired business outcomes.

7. Analyze the social science perspective of the health service delivery system and the contribution of medical sociology to our understanding of the roles, values, and sociocultural influences that affect the medical treatment of patients.

8. Evaluate the threats, vulnerabilities, and importance of physical and information security in the healthcare industry.

9. Examine the fundamentals of healthcare system information management including electronic health records.

10. Apply economic, finance, and accounting principles to healthcare institutions.

11. Review and analyze managed care regulation and the components of managed care systems in general.

12. Manage large and small business projects, to include developing timelines to guide completion, writing associated reports, and utilizing project management software.
13. Evaluate ethical and legal issues relevant to the policies, practices, and management of healthcare delivery in a competitive environment.

14. Examine the principles of public health practices, the role of the public health department, and the tools needed to effectively manage a typical health department.

Degree Plan: MS Healthcare Administration

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MASTER OF SCIENCE IN HUMAN RESOURCE MANAGEMENT (MHR)

Program Description
The purpose of the MS in Human Resources Management program is to provide a learning experience that students can readily transfer into everyday practice in their human resources management careers. Performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized. Projects focus on enhancing the following skills: Internet, primary, and secondary research; software (MSWord, Excel, PowerPoint, and Project Management); creative; decision making; project and people management; analytical; synthesis; integrative; conceptual; and communication. The program is designed to provide a high degree of specialization within the area of human resources management, with an in-depth understanding of advanced concepts, knowledge and skills.

MHR Program Objectives
Graduates of the MS in Human Resources Management program will be able to demonstrate the ability to:

1. Examine the emerging challenges that are transforming the corporate landscape with respect to human resource management.

2. Utilize an expanded vocabulary by exploring the functional and specialty areas of human resource management.

3. Analyze the various functions of a human resources department, and examine the interaction between the human resource department and other departments to develop and implement corporate strategy.

4. Analyze the major challenges of recruiting and staffing in today’s labor market to include internal and external recruitment, retention and legal compliance.

5. Examine needs assessment, the development and evaluation of training, and the linking of training to workplace skills and productivity.

6. Develop overall leadership and team building skills to become a more effective change agent and achieve desired business outcomes.

7. Examine the legal dynamics employers encounter with respect to the various human resource management functions including issues surrounding workplace diversity, privacy, safety, and dispute resolution.

8. Examine the components of pay models, their role in total compensation, internal pay structures and designs, and their relationship to job analysis.

9. Analyze the variety of employment benefits, the legalities associated with each, and their impact on the employee recruiting, retention, and satisfaction.

10. Perform a cost/benefit analysis to determine the appropriate levels of corporate security required and whether to implement needed security measures using in-house resources or to outsource.

11. Examine the steps to collective bargaining (unionization), decertification, and grievance and arbitration processes.
12. Evaluate the challenges of an international workforce to include expatriate employees, culture, training, and development.

13. Identify ethical and legal issues relevant to the policies, practices, and management of human resources in a competitive environment.

14. Research and analyze how the various human resource functions impact the strategic management process, and examine the role of the human resources department in determining and executing corporate strategy.

**Degree Plan: MS Human Resource Management**

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MASTER OF SCIENCE IN MANAGEMENT (MMT)

Program Description
The purpose of the MS in Management program is to provide a learning experience that students can readily transfer into everyday practice in their careers and businesses. Performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized. Projects focus on enhancing the following skills: Internet, primary, and secondary research; software (MSWord, Excel, PowerPoint, and Project Management); creative; decision making; project and people management; analytical; synthesis; integrative; conceptual; and communication. The program is designed to provide a high degree of specialization within the area of business and management, with an in-depth understanding of advanced concepts, knowledge and skills.

MMT Program Objectives
Graduates of the MS in Management program will be able to demonstrate the ability to:

1. Examine the emerging challenges that are transforming the corporate landscape with respect to the field of management.

2. Utilize an expanded business vocabulary by exploring the functional and specialty areas of business.

3. Apply analytical methods to new and current product marketing planning, and utilize advertising to maximize marketing efficiency and effectiveness.

4. Evaluate the legal issues arising in the operation of a typical business and apply legal concepts in making and implementing business decisions.

5. Analyze the various functions of a human resources department, and examine the interaction between the human resource department and other departments to develop and implement corporate strategy.

6. Develop overall leadership and team building skills to become a more effective change agent and achieve desired business outcomes.

7. Strategically and functionally examine the development of a business from domestic to international, and evaluate the impact of diverse cultures on international business processes, strategies, and human resource management issues.

8. Examine the steps to collective bargaining (unionization), decertification, and grievance and arbitration processes.

9. Apply the brand management process to product and service lines in order to increase awareness, company sales, and profits.

10. Manage large and small business projects, to include developing timelines to guide completion, writing associated reports, and utilizing project management software.

11. Examine the concepts of entrepreneurship and small business to include identifying new business opportunities; analyzing markets, customers, and product risks/benefits; developing marketing and financial plans.
12. Examine the different types of corporate crime and defend various positions on penalties and punishments, consumer and corporate fraud, regulation, and enforcement.

13. Evaluate ethical and legal issues relevant to the policies, practices, and management of employee behaviors and business operations in a competitive environment.

14. Examine the strategic management process and evaluate the challenges faced by companies and their leaders in the form of comprehensive case analyses of real-world business scenarios.

**Degree Plan: MS Management**

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MASTER OF SCIENCE IN MARKETING (MMG)

Program Description
The purpose of the MS in Marketing program is to provide a learning experience that students can readily transfer into everyday practice in their marketing careers and businesses. Performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized. Projects focus on enhancing the following skills: Internet, primary, and secondary research; software (MSWord, Excel, PowerPoint, and Project Management); creative; decision making; project and people management; analytical; synthesis; integrative; conceptual; and communication. The program is designed to provide a high degree of specialization within the area of marketing, with an in-depth understanding of advanced concepts, knowledge and skills.

MMG Program Objectives
Graduates of the MS in Marketing program will be able to demonstrate the ability to:
1. Examine the emerging challenges that are transforming the corporate landscape with respect to marketing.

2. Utilize an expanded marketing vocabulary by exploring the functional and specialty areas of marketing.

3. Perform market segmentation, SWOT, and competitive analyses to take advantage of changes in the marketing environment and advances in technology.

4. Assess the impact of individual and group decision-making processes, cultures and sub-cultures, and integrated marketing communications on consumer buying behavior.

5. Develop a sampling plan dictated by the constraints of a research project, including access to a population, time, and available funding utilizing the best data collection mode for reaching that sample.

6. Develop overall leadership and team building skills to become a more effective change agent and achieve desired business outcomes.

7. Evaluate the legal issues arising in the operation of a typical business and apply legal concepts in making and implementing business decisions.

8. Plan, implement, and evaluate advertising and promotional programs based on a thorough understanding of the overall marketing process, consumer behavior, communications theory, and the media of advertising and promotion.

9. Evaluate the impact of public relations on various businesses, industries, and organizations, and design crises scenarios to counter negative publicity.

10. Apply the brand management process to product and service lines in order to increase awareness, company sales, and profits.

11. Evaluate the impact of service quality on business operations and determine the appropriate focus for customer perception and expectations.
12. Perform international marketing analysis to determine country attractiveness for a particular product and the most advantageous mode of entry.

13. Analyze current ethical issues related to market research and segmentation, product management, advertising, and personal sales to make sound marketing decisions.

14. Examine the strategic management process and evaluate the challenges faced by companies and their leaders in the form of comprehensive case analyses of real-world business scenarios.

**Degree Plan: MS Marketing**

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Course Electives
Associate of Science; Associate of Arts and Bachelor’s of Arts in General Studies

General Education Electives (100-200 Level)

Behavioral/Social Science:
C04 Introduction to Psychology
C08 American Government
C11 Macroeconomics
C13 Microeconomics
SO115 Essentials of Sociology

Humanities & Fine Arts:
HS150 World Civilizations I
HS250 World Civilizations II

Math/Computer Science:
C17 College Mathematics
MA140 Business Analysis

Science:
SC140 Elements of Chemistry
SC160 Basic Biology
SC260 Introduction to Ecology

General Education Electives (300-400 Level)

Behavioral/Social Science:
AN310 Cultural Anthropology
GE350 World Geography

Humanities & Fine Arts:
AR300 Art History
EN360 Technical Documentation
PY360 Ethics in Technology
Electives (100-200 Level)
(Listed by discipline – students can choose any course from any discipline)

**Accounting**
- A01 Introduction to Accounting
- A02 Principles of Accounting I
- A03 Principles of Accounting II
- A04 Intermediate Accounting I
- A06 Intermediate Accounting II

**Business**
- C01 Introduction to Business
- C05 Business Communications
- C07 Personal Finance
- C09 Principles of Finance
- C11 Macroeconomics
- C12 Business Law
- C13 Microeconomics
- C15 Principles of Management
- C16 Principles of Marketing

**Computer Information Systems**
- K01 Windows Operating Systems
- K02 MS Office Applications I
- K03 MS Office Applications II
- K07 Computer Programming I
- K08 Computer Programming II
- K09 Web Site Design
- K11 Database Processing
- K12 Systems Analysis and Design

**Construction**
- B01 Introduction to Construction
- B02 Construction Materials and Methods
- B03 Drawings and Specifications
- B04 Safety Planning and Administration
- B05 Construction Surveying Fundamentals
- B06 Cost Estimating
- B07 Project Scheduling
- B08 Construction Management

**Criminal Justice**
- J01 Introduction to Criminal Justice
- J02 Criminal Law
- J03 Criminal Procedure
- J04 Policing
- J05 Corrections
- J06 Ethics in Criminal Justice
- J09 Juvenile Justice
- J10 Criminal Investigation
Early Childhood Education
E01 Careers in Early Childhood Education
E02 Child Development
E03 Curriculum Development
E04 Guidance and Discipline
E06 Creative Expression and Play
E08 Health, Safety, and Nutrition
E09 Home, School, and Community
E13 Early Childhood Literacy

Finance
F01 Money and Banking
F02 Financial Institutions and Markets
F03 Financial Statement Analysis
F04 Investments

Healthcare
H01 Medical Office Management I
H02 Medical Office Management II
H03 Medical Terminology
H04 Anatomy and Physiology I
H05 Anatomy and Physiology II
H06 Health Records Management
H07 Medical Coding I
H08 Medical Coding II

Human Resources
M01 Human Resource Management
R01 Employment Law
R02 Training and Development
R03 Compensation and Benefits
R04 Human Relations

Marketing
G01 Consumer Buying Behavior
G02 Principles of Professional Selling
G03 Principles of Retailing
G04 Integrated Marketing Communications

Paralegal Studies
P01 Introduction to Paralegalism I
P02 Introduction to Paralegalism II
P03 Torts
P05 Criminal Law and Procedures
P07 Law Office Management
P09 Legal Research and Writing
Psychology
S01  Introduction to Psychology I
S02  Introduction to Psychology II
S03  Human Growth and Development I
S04  Human Growth and Development II
S06  Social Psychology
S07  Abnormal Psychology
S08  Psychology of Personality

Security
T01  Introduction to Security Management
T03  Incident Command Systems
T05  Criminal Behavior
T07  Homeland Security and Public Safety

Electives (300-400 Level)
(Listed by discipline - students can choose any course from any discipline.)

Business
BM350  Marketing Management
BM440  Internet Marketing
BU330  Accounting for Managers
BU340  Managerial Finance I
BU350  Organizational Behavior
BU360  Social Impact of Business
BU440  Managerial Finance II
BU450  Leadership Skills
BU460  Electronic Commerce
BU470  Strategic Management
BU480  eBusiness Strategy
BU490  Business Ethics
BZ380  Management Information Systems
BZ400  Strategic Information Technology
BZ420  Human Resource Management
BZ440  Quality Control
BZ450  Being an Entrepreneur
BZ460  Project Management
BZ480  International Management
Criminal Justice
CJ320 American Constitutional Law
CJ330 Criminal Law and Procedure
CJ340 Criminology
CJ350 Judicial Process
CJ380 Probation and Parole
CJ390 Victimology
CJ400 Ethics in the Justice System
CJ410 Leadership in Law Enforcement
CJ430 Police and Community Relations
CJ440 White Collar Crime
CJ450 Private Security

Early Childhood Education
EC360 Movement and Music
EC380 Art and Creative Development
EC390 Children's Literature
EC400 Early Childhood Math and Science
EC410 Cultural Diversity
EC420 Exceptional Children
EC440 Creating Learning Environments

Management
BM350 Marketing Management
BU330 Accounting for Managers
BU340 Managerial Finance I
BU350 Organizational Behavior
BU440 Managerial Finance II
BU450 Leadership Skills
BU470 Strategic Management
BU490 Business Ethics
BZ380 Management Information Systems
BZ400 Strategic Information Technology
BZ420 Human Resource Management
BZ460 Project Management
BZ480 International Management

Marketing
BM350 Marketing Management
BM380 Marketing Research
BM410 Sales Management & Practices
BM440 Internet Marketing
BU460 Electronic Commerce
BU480 eBusiness Strategy
BU490 Business Ethics
Course Descriptions

Undergraduate Course Listing and Descriptions

*Listed alphanumerically by course code*

**A01 Introduction to Accounting**
Introduction to Accounting introduces basic concepts of accounting using a balance of theory and practice. Topics covered include double entry bookkeeping, the accounting cycle for service and merchandising enterprises, notes and interest, bad debts, merchandise inventory, and accounting for fixed assets.
*Credit Hours: 3*

**A02 Principles of Accounting I**
Principles of Accounting I introduces basic concepts of accounting using a balance of theory and practice. Topics covered include current liabilities and payroll, sales and cash receipts, purchases and cash payments, merchandising operations, bad debts, receivables, merchandise inventory, plant assets, and intangibles.
*Credit: 3*

**A03 Principles of Accounting II**
Principles of Accounting II expands on what the student learned in Accounting I. It focuses on corporate accounting. This course discusses how corporations are structured and formed, with an emphasis on corporate characteristics. Stocks, bonds, notes, purchase investments and analysis of financial statements are included, as well as an in-depth look at managerial accounting. Statements of cash flow, budgets, and budget management are also examined.
*Credit Hours: 3*

**A04 Intermediate Accounting I**
This course expands upon concepts learned in Principles of Accounting by presenting the accounting for complex transactions in a business environment. Students learn how to analyze these transactions, think critically about financial instruments and their role in business, and report on all of these complexities according to generally accepted accounting principles. In Intermediate I, the student should begin to see the relationship between the various introductory accounting, finance, and economic concepts they have learned in previous courses.
*Credit Hours: 3*

**A05 Accounting Spreadsheet Fundamentals**
This course teaches students how to use spreadsheet software (Microsoft Excel) to record a variety of business transactions, analyze the financial data of a business and prepare its financial reports. Students learn how to enter and edit spreadsheet data, work with spreadsheet formulas, formats, and functions, incorporate charts and use model-building techniques.
*Credit Hours: 3*
**A06 Intermediate Accounting II**
This course complements Intermediate Accounting I by continuing the professional-level accounting topics in financial reporting and analysis. Students examine the complex transactions present in the global economy and explore how these transactions affect a company’s financial statements. Also discussed is the effect of regulations that vary by jurisdiction on the outcome of financial reporting and learn to critically evaluate this reporting.

*Credit Hours: 3*

**AN310 Cultural Anthropology**
This course is an introduction to the foundations of cultural anthropology. It examines how these foundations apply to interactions between culture, technology, and social organizations. This course examines how people behave within the context of individual culture and social structures, and how people forge solutions to issues such as resource distribution, ethics and morality, family structures, and politics. This course also studies the unique impact of technological advancement on society and culture and evaluates both the costs and benefits that various aspects of technology carry for society.

*Credit Hours: 3*

**AR300 Art History**
This course is an entry-level survey of Art History. Students examine the visual arts, including painting, sculpture, printmaking, photography, and architecture, from prehistory to the present. While emphasis is placed on the arts of Europe and the United States, those of Latin America, Africa, and Asia are also discussed.

The course begins with Primitive Cave Paintings from Lascaux, France, and progresses to 20th-century art from around the world. The course offers students an introduction to the elements of art and provides an opportunity to practice these techniques. Through readings and visual examination of art, students gain a better understanding of art and the impetus for artistic creation.

*Credit Hours: 3*

**B01 Introduction to Construction**
This course reviews the processes, players, and practices in the construction industry. The history of construction; owners, the design team, and the contracting team; the sequence of a project; and communications and documentation in construction are also discussed.

*Credit Hours: 3*

**B02 Construction Materials and Methods**
This is an introduction to the materials and methods used in constructing commercial buildings. Topics covered include foundations, using wood in construction, exterior and interior finishes, brick masonry, stone and concrete masonry, masonry load bearing wall construction, steel frame construction, site-cast and precast concrete framing systems, roofing, glass, windows and doors, cladding systems, interior walls and partitions, ceilings and floors.

*Credit Hours: 3*

**B03 Drawings Specifications**
This is an introduction to reading construction blueprints. Topics include lines of construction, scales, types of surveys, off-site and site improvements, foundations and below-grade construction, the structure above grade, plumbing, mechanical, electrical, commercial blueprints, construction offices, manufacturing facilities, and warehouses.

*Credit Hours: 3*
B04 Safety Planning and Administration
This is an introduction to the role of safety in the construction industry. Topics include the cost and causes of accidents, ethics and safety, workers’ compensation, OSHA compliance, safety and health programs and policies, job safety and hazard analysis, accident reporting and record keeping, emergency response plans, total safety management, workplace violence, blood-borne pathogens, workplace stress, environmental safety and ISO 14000.
Credit Hours: 3

B05 Construction Surveying Fundamentals
This course introduces the use of surveys in commercial, residential, and road construction. Topics include fundamentals of surveying, distance measurement, leveling, angles and theodolites, total stations, traverse surveys and computations, geomatics, global positioning systems, control surveys, highway curves, highway construction surveys, municipal street surveys, pipeline and tunnel surveys, culvert and bridge surveys, building construction surveys, and quantity and final surveys.
Credit Hours: 3

B06 Cost Estimating
This is an introduction to the process of estimating the full cost of construction projects. Topics include contracts, bonds, insurance, specifications, overhead and contingencies, labor, equipment, excavation, concrete, masonry, metals, wood, thermal and moisture protection, doors and windows, finishes, electrical, plumbing, heating, ventilating, air conditioning, profit and other estimating methods.
Credit Hours: 3

B07 Project Scheduling
This course introduces planning and scheduling a construction project. The course introduces Gantt charts, basic networks, the critical path method, precedence networks, resource allocation and leveling, schedule updating and project control, schedule compression, reports and presentations, and construction delay claims.
Credit Hours: 3

B08 Construction Management
This course discusses managing a construction project which provides in-depth coverage of project delivery systems, responsibility and authority, resident project representative’s office responsibilities, records and reports, electronic project administration, specifications and drawings, teamwork and communication. Also reviewed is construction law and labor relations, construction safety, meetings and negotiations, risk allocation and liability sharing, preconstruction operations, planning for construction, scheduling, construction operations, value engineering, measurement and payment, materials and workmanship, change orders and extra work, claims and disputes, and project closeout.
Credit Hours: 3

BM350 Marketing Management
Marketing Management reviews the bedrock principles and theories of marketing including strategic planning, marketing research, the marketing mix, building brands, and communicating value. Specialized fields such as service marketing and business marketing are presented.
Credit Hours: 3
BM380 Marketing Research
Marketing Research explores the significance of marketing research to the field of marketing. It explains how marketing research answers a variety of questions to facilitate effective decision-making. In this course, students learn the process of marketing research to better understand when marketing research is used by marketers to make better, more informed decisions to satisfy customer needs. This course introduces its purposes, processes, and all of its elements. It also emphasizes the interrelationships between the elements because decisions made at one stage in the process have important consequences at other stages.
Credit Hours: 3

BM410 Sales Management and Practices
The Sales Management and Practices course provides an analysis of professional selling practices with emphasis on the selling process and sales management, including the development of territories, determining potentials and forecasts, and setting quotas. Included is a discussion of sales ethics, legal regulations that affect the sales environment, and how a sales manager can model ethical behavior effectively within the sales force.
Credit Hours: 3

BM440 Internet Marketing
The course begins with an overview of e-business, e-commerce and e-marketing, a review of traditional marketing practices, and a history of the Internet and the World Wide Web. The course then examines electronic resources and their strategic and tactical uses, the tools and software available for electronic marketing, consumer behavior online, social media, integrated marketing communications, and the use of knowledge management metrics. The concepts of product and price in an online environment are discussed, as well as using the Internet as a distribution channel. The course concludes with a detailed exploration of Customer Relationship Management (CRM), providing an overview of the purpose and process of building a company’s relationship capital through CRM.
Credit Hours: 3

BU310 Fundamentals of Management
Fundamentals of Management is designed to help students understand the major functions of management (planning, organizing, leading, and controlling) and the significance of each function in relationship to the existence of the company. This course describes how companies use management to set and accomplish goals through individuals, groups, and other types of resources. It also analyzes communication and ethics in the organization. Other topics include decision making, change, employee development, organizational structures, management control, leadership, conflict resolution, information security, and globalization.
Credit Hours: 3

BU320 Marketing Principles
This course is designed to engage the student in the fundamentals of marketing including explanation of rudimentary concepts, description of market selection, analysis of various marketing and management strategies, and integration of the marketing mix. Students will focus on concepts that teach them how to create value in a product or service for their customers and build relationships with customers for the purposes of retention and maximization of marketing growth. In addition, students learn what is important to consumers and consider the different environments in which they must operate.
Credit Hours: 3
BU330 Accounting for Managers
The primary focus this course is to show how successful managers use the tools and techniques of managerial accounting to make decisions about both day-to-day operations and long-term tactics and strategies. The course explores a range of innovative systems that managers in our value-centered economy use to investigate a variety of business issues related to product quality, customer service, and long-term relationships.
Credit Hours: 3

BU340 Managerial Finance I
Financial management integrates concepts from economics, accounting, management, and other business disciplines to forge a sound basis on which the firm can predict risk, return, and cash flows for operating and strategic decisions. This enables financial managers to manage the firm's resources and maximize return to the firm's shareholders, a central goal of most corporations. Topics include financial management, the time value of money, interest, stocks, and bonds.
Credit Hours: 3

BU350 Organizational Behavior
This course is designed to provide students with an opportunity to explore the behavior of individuals, groups, and organizations within today's dynamic work environment. Specific topics include communications, motivations, leadership, power structure, and organizational culture.
Credit Hours: 3

BU360 Social Impact of Business
In this course students examine broad social, ethical, and technological themes and trends that affect business operation. Some of the broad effects and implications of business-society interactions relating to public issues, ethics and social responsibility, and the process of globalization are explored. The course also examines issues of technology, development, the environment, culture, and diversity.
Credit Hours: 3

BU440 Managerial Finance II
This second course in the financial management sequence applies the concepts and tools learned in Managerial Finance I to specific decisions that must be made concerning financing the firm's long- and short-term assets. In this course, students learn how to apply specific models to capital structure and policy, tactical financing decisions, working capital management, and how entrepreneurs and firms raise funds for growth and development.
Credit Hours: 3

BU450 Leadership Skills
This course explores the leadership skills required in business, government, and society by looking at the relentless change and escalating uncertainties that define our times. Leadership has little to do with title or position; it is a way of acting that involves the influence of people to inspire change toward a mutually desired outcome. The courses addresses how effective leaders embrace the inevitability of constant change and diversity and use their interpersonal skills to promote change, communicate vision, provide a sense of direction, and inspire employees.
Credit Hours: 3
BU460 Electronic Commerce
E-commerce explains how businesses operate over the Internet, the Web, and on mobile applications. This course offers students an opportunity to learn about the countless platforms, interfaces, and services available to them, as well as society, through E-commerce. With this rapidly expanding market, this course presents the basics of E-commerce and its impact on everyday life.

Credit Hours: 3

BU470 Strategic Management
In this course, students explore the strategic management process and learn to assess industry attractiveness and the competitive environment. Skills are developed in matching firm capabilities with opportunities, building competitive advantages, and responding to shifts in the comparative advantage. Further, the course discusses corporate strategy, global strategy, and strategy for the small-business and not-for-profit (NFP) sectors. Finally, students learn how to design organizations for advantage, organize for and sustain advantage, as well as how to instill long-term value through corporate governance.

Credit Hours: 3

BU480 e-Business Strategy
This course addresses the new technological environment that marketers are facing by exploring strategic considerations related to technology and technology implementation. The course also examines the basics of the marketing exchange by utilizing the information highway, multimedia techniques, database marketing, interactive telecommunications, and other e-business techniques.

Credit Hours: 3

BU490 Business Ethics
In this course, students are given the opportunity to examine Business Ethics from a stakeholder perspective, discussing the application of various ethical approaches to decision making. Among these perspectives is the notion of justice and fairness; utilitarianism as a consequentialist approach; and the role of personal relationships in an “ethic of care.” The course examines internal ethical business practices, investigating the moral responsibilities of various functional areas within the organization. Through examining corporate responsibility, the course also looks at the topics of environmental responsibility, global ethics, advertising ethics, and the responsibility of business as it relates to the natural environment.

Credit Hours: 3

BZ380 Management Information Systems
This course focuses on understanding information systems that today's managers use to make decisions and analyze production and performance in a business environment. Students learn to identify the challenges facing firms today, understand the technologies that help them meet these challenges, design business processes to take advantage of the technologies, and describe management procedures and policies to implement the required changes. The course explains the role of information systems concerning project and global management.

Credit Hours: 3
BZ400 Strategic Information Technology
This course helps improve decision-making in regards to technology. Students learn to identify major technologies that can increase competitive advantage and how to avoid some of the implementation traps that can lead to failed projects with careful planning. Students are taught how to diagnose choice technologies, organize their thinking about technology in helpful ways and then analyze them in ways to help make technology a valuable strategic differentiator. Students discuss how laws such as Sarbanes-Oxley are forcing organizations to align business processes with technology.
Credit Hours: 3

BZ420 Human Resources Management
This course is designed to familiarize students with the basic principles of human resources management. The course begins with an overview and legal aspects. Work analysis and workforce planning, recruiting, staffing, training, and performance management are also evaluated. This foundation is used to synthesize how the human resources professional manages careers, compensation, labor relations, safety and health of employees, and discipline and procedural justice. The course concludes by evaluating related concepts in a global context.
Credit Hours: 3

BZ440 Quality Control
This course is a study of quality management processes from teams to organization-wide systems and the behavioral and analytical tools that support fully integrated quality management. Emphasis is given to the commitment of management and the organization as a whole to the cultural changes necessary to implement quality improvements throughout the organization to ensure long-term competitiveness.
Credit Hours: 3

BZ450 Being an Entrepreneur
This course provides a strong foundation in the theory, process, and practice of entrepreneurship, including gaining a better understanding of planning, organizing, executing, and risk-taking. Students explore the history of entrepreneurship, the challenges of new venture start-ups, the factors that typically underlie new venture success, and the emerging use of Internet marketing for entrepreneurial firms. Students further learn the most common approaches entrepreneurs use to implement a strategic plan and the transition that occurs in the movement from an entrepreneurial style to a management style. Students should leave this course with the necessary knowledge to participate in, or independently begin, an entrepreneurial venture.
Credit Hours: 3

BZ460 Project Management
In this course, students first learn about project management, including the project manager’s responsibility to the project. Topics discussed include the role of the project manager in managing the project life cycle including defining tasks, scheduling, allocating resources, monitoring, and controlling. Tools, techniques, and tips for project management are presented. Once this is accomplished, students delve into the detailed requirements of project planning.
Credit Hours: 3
BZ480 International Management
This course deals with the issues affecting multinational corporation managers in a global business environment. Its primary focus is on understanding, respecting, and working within the parameters of a variety of cultures affecting the outcomes of all dimensions of business and management operations. These dimensions include, but are not limited to, business communication and negotiation, management decision making and strategy formulation and implementation, organizational structure and control, staffing, training, and compensation for global operations, and motivation and leadership from a multinational, multicultural set of perspectives.
*Credit Hours: 3*

C01 Introduction to Business
This course identifies concepts, principles, and operations of the private enterprise system. Students compare and contrast sole proprietorships, partnerships, and corporations, and they learn the advantages and disadvantages of each. This course also discusses the functions of modern business management, marketing, and ethics, and social responsibility. Human resource management and employee motivation are described. Bookkeeping, accounting, financial management, and financial statements are also examined.
*Credit Hours: 3*

C02 Business English
This course examines the fundamental processes, theories, and methods that can enhance and improve the overall writing initiative. Students examine the process of prewriting, drafting, editing, and revising various types of content including sentences, paragraphs, and business documents and review standard English grammar, punctuation, and style. They gain information on how to structure negative, positive, persuasive, and informational writing as well as how to design document layouts. Students also learn the business practices of writing application letters, resumes, and interview follow-up letters. All of these skills provide them with the tools necessary for writing in today's business environment.
*Credit Hours: 3*

C04 Introduction to Psychology
Introduction to Psychology provides a general survey of psychology including the relationship between biology and behavior. Other topics introduced in the course include learning, memory, cognition and language, intelligence, motivation and emotion, gender and sexuality, psychological disorders and their treatments, and research methods.
*Credit Hours: 3*

C05 Business Communication
Business Communication is a practical course that examines principles of communication in the workplace. It introduces common formats, such as the memo, letter, and report. Students review their writing skills to gain greater mastery of grammar, mechanics, and style. More importantly, it introduces students to the strategies successful business professionals employ for a variety of situations. Techniques for writing informational, persuasive, sales, employment, good news, and bad news communications are discussed. Students learn information on internal and external communication situations and practice audience analysis and gain information on the technological tools available to business communicators today. Students are introduced to the exciting communication possibilities offered by personal computers, cell phones, videoconferencing, desktop publishing, and other cutting-edge technology.
*Credit Hours: 3*
C06 Business Ethics
Business Ethics provides an introduction to business ethics. Part philosophy and part business, the course covers a wide array of ethical issues arising in contemporary business life. Major theoretical perspectives and concepts are presented, including ethical relativism, utilitarianism, and deontology. The lessons explore employee issues and responsibilities, leadership and decision making, morality, diversity, discrimination, and ethics in marketing and advertising. Corporate social responsibility is also examined, as are the topics of environmental responsibilities, global ethics, and regulation concerns in an era of increasing globalization.

Credit Hours: 3

C07 Personal Finance
Personal Finance equips students to understand, plan, and manage financial affairs. It focuses on the development of practical methods of organizing financial information, interpreting personal financial position and cash flow, developing achievable and worthwhile goals, and implementing actionable plans and risk management techniques to meet those goals. Specific topics covered include money management, insurance, and investing.

Credit Hours: 3

C08 American Government
"We the people of the United States, in order to form a more perfect union." These are the first words of the United States Constitution, the country's most important government document. What did the framers of this document envision as a "more perfect union?" In this course, students explore the result of their vision – the American government. Students discover how the founders created a democracy based upon the ideals of liberty, equality, and self-government. They explore how the government is structured and how it operates, and examine the three branches of government - legislative, executive, and judicial - that make up the system of checks and balances. Although the Constitution, in principle, grants certain rights and liberties to the people, many groups have not been allowed those rights in practice and have had to fight for them. The very nature of the United States government means that the people have a voice and the Constitution is a living document because it can be adapted and amended to change with the times.

Credit Hours: 3

C09 Principles of Finance
Principles of Finance offers a broad overview of corporate finance, including the goals of financial management. Students examine how the information contained in financial statements is used in analysis and forecasting. The topic of valuation is introduced, with a focus on valuing stocks and bonds. Students review the financial manager's role in estimating risk and return, computing cost of capital, evaluating capital structure policies, making investment decisions, and raising capital. Other topics include financial securities and derivatives, long-term and short-term planning, and innovations in corporate finance.

Credit Hours: 3
C10 Introduction to Computers
Introduction to Computers provides students with foundational skills and knowledge needed for today's technology-based careers. Students learn the components of systems—from the CPU and memory to input devices and peripherals—and how these components interact with an operating system to perform critical tasks. Keeping current with fast-changing computer technologies, this course discusses the computer technologies today that are allowing the creation of a virtualized mobile workforce. It explores how computers connect to the Internet, what services can be found online, and what dangers exist in the form of viruses, Trojans, and other malware. The course also familiarizes the student with the basics of today's office productivity applications and help establish a foundation for working with these applications, including spreadsheets, word processors, and presentation-creation tools.
Credit Hours: 3

C11 Macroeconomics
Macroeconomics reviews the big picture of the performance of the national economy and its links to the global economy, as opposed to microeconomics, which focuses on the economic behavior of individual consumers and businesses. This course is designed to examine many aspects of the economy from this aggregate perspective. Students discover some of the basic tools economists use, such as the economic perspective, fundamental concepts, graphing skills, and an overview of the interrelated components of the United States economy. The importance of supply and demand, economic measures, growth, employment and inflation, and how these relate to the business cycle and the health of the economy is explained. Students also develop knowledge of aggregate expenditures and aggregate supply and demand, which have a specific macroeconomic point of reference. This course demonstrates the roles of fiscal policy, money, banks, and monetary policy in the economy, and how politics and the Federal Reserve can influence economic outcomes. Students learn about the interplay of deficits, surplus, and national debt, and have the chance to analyze the U.S. Social Security system. Throughout the course, students have the opportunity to examine various international issues of particular importance in today's global economy.
Credit Hours: 3

C12 Business Law
Business Law is designed to familiarize students with various kinds of laws, key elements of the American Constitution, and the concepts of the various schools of jurisprudence. Ethics, values, morality, law, and the various ethical theories are compared and contrasted, and the need for promoting corporate social responsibility is discussed. The elements of tort law, the basic elements of a contract, the sources of laws governing contracts, and the conditions for an offer to be valid are examined. Topics include reality of consent, capacity of minors, consequences of illegal agreements, assignment of rights, transfer of title, and the rights of third parties. Delivery of goods, right to inspection, acceptance and revocation of contract, the remedies available to buyers and sellers, and the nature of property are also discussed.
Credit Hours: 3
C13 Microeconomics
Microeconomics provides students with a comprehensive overview of the evolution of the U.S. economy and the ways in which people produce, consume, and exchange goods and services. Major economic principles are presented, including supply and demand, economies and diseconomies of scale, competition, and taxation. Students also explore the characteristics of a labor market, the regulatory restrictions of tariffs, quota, and embargo on trade, and how the optimal quantity of public good is determined. Inequity of wealth and the interaction of economic rent, interest, and profit are also discussed.

Credit Hours: 3

C14 Income Tax Fundamentals
Income Tax Fundamentals introduces the basic concept and calculation of Federal income tax and explains the forms for filing Federal income taxes. Much of the lesson is devoted to the Form 1040 Individual Income Tax filing return and its accompanying schedules. Students learn how to calculate adjusted gross income, how and when to itemize deductions, how to treat capital gains, business income, and passive income, and how to calculate certain tax credits. Students are also introduced to payroll taxes, partnership taxation, and corporate taxation – though each of these topics could be an entire course on its own.

Credit Hours: 3

C15 Principles of Management
Principles of Management is designed to help students understand the major functions of management (planning, organizing, leading, and controlling) and the significance of each function in relationship to the existence of the company. This course describes how companies use management to set and accomplish goals through individuals, groups, and other types of resources. It also analyzes communication and ethics in the organization. Other topics include decision-making, change, employee development, organizational structures, management control, leadership, conflict resolution, information security, and globalization.

Credit Hours: 3

C16 Principles of Marketing
This course is designed to engage the student in the fundamentals of marketing including explanation of rudimentary concepts, description of market selection, analysis of various marketing and management strategies, and integration of the marketing mix. Students focus on concepts that teach them how to create value in a product or service for their customers and build relationships with customers for the purposes of retention and maximization of marketing growth. In addition, students learn what is important to consumers and consider the different environments in which they must operate.

Credit Hours: 3

C17 College Mathematics
College Mathematics focuses on the fundamental math concepts through the use of real-world scenarios and step-by-step instruction. Students perform operations and problem-solving with whole numbers, fractions, percentages, and decimals. Units of time, weight, capacity, length, and mass are applied to mathematical calculations, and basic geometric shapes are categorized. Statistical values for mean, median, mode, and standard deviation are determined, and basic statistical graphs are created. Other topics include ratios, proportions, U.S. Standard and Metric units of measure, algebraic expressions, and equations.

Credit Hours: 3
**CJ310 Introduction to Criminal Justice**
Introduction to Criminal Justice examines the past, present, and future of the American criminal justice system. Topics discussed include how laws are created: the history and types of law enforcement; structure of the court system; and the changing philosophies of the American correctional system. Students also examine the role of legal precedent, the death penalty, prison life, and the juvenile justice system.
*Credit Hours: 3*

**CJ320 American Constitutional Law**
This course is designed to introduce students to the underlying political structure of the American judiciary and to explore the political and legal foundations for constitutional law in the American political system. This course is based on the premise that judges are political actors and courts are political institutions; both are integrally connected with other branches of American government, and federal and state governmental relationships are key because our system is based on the “rule of law.”
*Credit Hours: 3*

**CJ330 Criminal Law and Procedure**
This course introduces students to the legal foundations and limitations of criminal law and criminal procedure. The elements of criminal liability, including complicity and vicarious liability, are reviewed. Categories of crimes are discussed, along with the defenses to criminal liability. Once these categories and concepts are discussed, we focus on criminal procedure as it relates to search and seizure, interrogation, identification, pretrial, charging and pleading, trial, sentencing, and appeal.
*Credit Hours: 3*

**CJ340 Criminology**
This course is an examination of classic theories and current developments in theory, research, and policy with regard to such issues as mass and serial murder, hate crimes, drugs and crime, career criminality, terrorism, and new forms of organized and white-collar crime.
*Credit Hours: 3*

**CJ350 Judicial Process**
This course explores the structures of both federal and state criminal courts. The roles and duties of key players are examined, as well as the constitutional rights of defendants. The history of juries and development of criminal law are explored as well. The entire trial process, including pretrial procedures, plea bargains, appeals, and differential treatment of offenders are studied in depth.
*Credit Hours: 3*

**CJ360 Criminal Investigation**
In this course, students thoroughly examine the investigation process and situations in which police officers apply specific investigative and information-gathering techniques to meet the evidentiary requirements of specific crimes.
*Credit Hours: 3*
**CJ370 Correctional Practice and Policy**
This course is a comprehensive study of the context, practices, and special interests of corrections. Topics include the early history and current trends of correctional thought and practice, jails and other short-term facilities, intermediate sanctions, the prison experience, women in prison, institutional management, educational/treatment programs, prisoners' rights, and race/ethnicity challenges.
*Credit Hours: 3*

**CJ380 Probation and Parole**
This course examines the theory and practice of probation and parole, including presentence investigation, supervision of probationers, parole administration and services, treatment theory, parole officers, juvenile services, and new concepts (such as community-based corrections, the justice model, and determinate sentencing) that have impacted traditional probation and parole theory.
*Credit Hours: 3*

**CJ390 Victimology**
This course explores the concept of victimology, its history, and evolving role in the criminal justice system. The roles and duties of victims’ advocates and victims’ services providers are also examined. Victims’ rights, restitution, hate crimes, intimate partner violence, abuse and sexual victimization of children, special victim populations, and victimology at the international level are studied in depth.
*Credit Hours: 3*

**CJ400 Ethics in the Justice System**
This is an examination of a wide range of ethical issues in policing, the practice of law, sentencing, corrections, criminal justice research, and crime control policy. Course discussion includes the utilitarian and deontological approaches to criminal justice ethics, morality of the death penalty, privatization of corrections, and the myths that influence public opinion toward crime and crime control.
*Credit Hours: 3*

**CJ410 Leadership in Law Enforcement**
This course takes a close look at the structures, leadership, and behaviors found in a typical police agency. Lessons devoted to human resource management and on-the-job stress include a discussion of Employee Assistance Programs (EAPs). This course also examines the impact that severe budget cutbacks and a culture of violence have had on law enforcement agencies across the nation. Legal issues are highlighted throughout the course.
*Credit Hours: 3*

**CJ420 Juveniles in the Justice System**
This course presents the structures, procedures, and philosophies of juvenile justice agencies in the United States. The course compares juvenile court to adult court and includes a discussion of seminal U.S. Supreme Court cases that address juvenile offenders. Important issues, debates, and the challenges facing juvenile justice agencies are also covered.
*Credit Hours: 3*
CJ430 Police and Community Relations
This course provides a study of proactive community-oriented policing and problem solving (COPPS) in the context of changes in police departments and communities. Emphasis is placed on the evolution of community policing, the relationship of the police and the community in the community policing philosophy, the implementation of COPPS in a culturally diverse society, the impact of various types of crimes on policing approaches and methods of evaluating COPPS initiatives.
Credit Hours: 3

CJ440 White Collar Crime
This course is designed to introduce students to an examination of white-collar crime. This includes a review of the forms, causes and consequences, relevant social scientific theories and the mechanics of this type of crime. How the schemes work, who perpetrates them, and the relationship to the environment in which they are perpetrated are also reviewed. This includes a closer look at consumer fraud, unsafe products, environmental crime, and institutional corruption, including religious-affinity fraud, securities fraud, corporate fraud, fiduciary fraud, crimes by the government, corruption, healthcare fraud, and computer-related crime.
Credit Hours: 3

CJ450 Private Security
This is an examination of private security from a historical and philosophical perspective. Topics include the evolution of private security, basic security goals and responsibilities, investigation, deterrence theory, loss prevention through risk management, how to recruit, select, and train security personnel for an organization, and current challenges facing the security profession. This course examines private security. It explores in depth the history of security, civil and criminal law, and the changes that have occurred in homeland security and the policing landscape of the U.S. since the events of 9/11. Terrorism and cybercrimes are covered in detail. Retail security concerns and the ongoing threat of workplace violence are studied. Throughout, job opportunities for security professionals are addressed.
Credit: 3

E01 Careers in Early Childhood Education
The foundations of early childhood education, current trends, and the importance of educating young children from birth to age eight are discussed. Students learn how to meet the needs of every child in every area of development, background, and ability.
Credit Hours: 3

E02 Child Development
This course examines childhood development by observing physical and psychosocial factors that lead to cognitive, language, and literacy development according to a child’s age.
Credit Hours: 3

E03 Curriculum Development
This course focuses on the purpose of curriculum, the elements to consider when developing curriculum, and how to meet the needs of all children in the classroom.
Credit Hours: 3
E04 Guidance and Discipline
This course delves into discipline, its foundations, philosophies, and approaches. Reasons behind a child’s behavior are presented. Students explore why a “one size fits all” approach is rarely effective in the classroom.
Credit Hours: 3

E05 Children’s Literature
Literature is a core component of an early childhood curriculum. This course teaches students how to evaluate appropriate resources and how to use these resources in a classroom to meet specific educational objectives.
Credit Hours: 3

E06 Creative Expression and Play
Play is a core component of an early childhood curriculum. This course reinforces the importance of play and teaches students how to integrate play into the art, music, movement, and drama curricula. This course also analyzes the connection between play and creativity, and demonstrates techniques for fostering creativity.
Credit Hours: 3

E07 Art and Creative Development
This course teaches the student the importance of art and creativity in developing the whole child. Students understand the child’s artistic development and how to provide developmentally-appropriate art experiences through a variety of sources. Students learn research-based practices to create a complete early childhood art program.
Credit Hours: 3

E08 Health, Safety, and Nutrition
Students learn how the topics of health, safety, and nutrition are interrelated, how to assess children's health, how to plan for safety and attend to children's injuries, and how to foster nutritious eating habits.
Credit Hours: 3

E09 Home, School, and Community
This course is an introduction to the partnerships between the child, family, and community that must be created in order to achieve the best results for children in the classroom and society. Among the topics covered are the challenges to creating partnerships with families, relationship-building with the parents and children, and the community’s role in socializing the child.
Credit Hours: 3

E10 Exceptional Children
In today's classroom there is an array of children with many different needs and abilities. It is important for teachers to be prepared to meet each child's individual needs while making each child feel like a vital part of the learning community. This course is an introduction to the special needs of children with developmental disabilities, and how to implement programs that include these children in an early childhood classroom. Inclusion is not only beneficial for the child with special needs, it is beneficial for all the children in the classroom as they develop a sense of community and an acceptance of diversity.
Credit Hours: 3
E11 Movement and Music
Young children explore the world around them and learn about themselves essentially by moving about and using their senses. Movement is a key component of all children's development. Thus, movement is an essential part of an early childhood curriculum. Children also love music, and rhythm is directly related to movement, making it an essential part of an early childhood curriculum as well. This is a broad-based course in physical education for children, which emphasizes the development of fundamental motor skills through child-centered activities that often involve the use of music.
Credit Hours: 3

E12 Cultural Diversity
When working with children, it is important to realize that the environment and family a child is growing up in directly affects the way the child thinks, learns, and behaves. This course is a sociological overview of the ways cultural diversity influences children's behavior, communication, and learning styles; it also gives suggestions for teachers in working with children from diverse backgrounds.
Credit Hours: 3

E13 Early Childhood Literacy
Language Arts in the early education classroom covers a variety of topics. The development of a child’s listening, speaking, writing, and reading skills is discussed in this course, as well as practical guidelines for setting up a classroom to address all children and meet their developmental needs.
Credit Hours: 3

EC310 Introduction to Early Childhood Education
This course reviews the foundations of early childhood education, current trends, and the importance of educating young children from birth to age eight. Students discuss how to meet the needs of every child in every area of development, background, and ability.
Credit Hours: 3

EC320 Child Development
This course examines childhood development by observing physical and psychosocial factors that lead to cognitive, language, and literacy development according to a child's age.
Credit Hours: 3

EC330 Health, Safety and Nutrition
Students learn how the topics of health, safety, and nutrition are interrelated, how to assess children's health, how to plan for safety and attend to children's injuries, and how to foster nutritious eating habits.
Credit Hours: 3

EC340 Guidance and Discipline
This course delves into discipline, its foundations, philosophies, and approaches. Reasons behind a child’s behavior are presented. Students explore why a “one size fits all” approach is rarely effective in the classroom.
Credit Hours: 3
EC350 Creative Expression and Play
Play is a core component of an early childhood curriculum. This course reinforces the importance of play and teaches students how to integrate play into the art, music, movement, and drama curricula. This course also analyzes the connection between play and creativity, and demonstrates techniques for fostering creativity.
Credit Hours: 3

EC360 Movement and Music
Young children explore the world around them and learn about themselves essentially by moving about and using their senses. Movement is a key component of all children’s development. Thus, movement is an essential part of an early childhood curriculum. Children also love music, and rhythm is directly related to movement, making it an essential part of an early childhood curriculum as well. This is a broad-based course in physical education for children, which emphasizes the development of fundamental motor skills through child-centered activities that often involve the use of music.
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EC370 Early Childhood Literacy
Language Arts in the early education classroom covers a variety of topics. The development of a child’s listening, speaking, writing, and reading skills is discussed in this course, as well as practical guidelines for setting up a classroom to address all children and meet their developmental needs.
Credit Hours: 3

EC380 Art and Creative Development
This course teaches the student the importance of art and creativity in developing the whole child. Students learn the child’s artistic development and how to provide developmentally-appropriate art experiences through a variety of sources. Students review research-based practices to create a complete early childhood art program.
Credit Hours: 3

EC390 Children’s Literature
Literature is a core component of an early childhood curriculum because learning to read and write are fundamental skills that young children explore in a classroom setting. Children’s literature may also be used to enrich math, science, and social studies curricula, with a focus on character and social development. This course teaches students how to evaluate appropriate resources and how to use these resources in a classroom to meet specific educational objectives.
Literature is a core component of an early childhood curriculum. This course teaches students how to evaluate appropriate resources and how to use these resources in a classroom to meet specific educational objectives.
Credit Hours: 3

EC400 Early Childhood Math and Science
This course focuses on incorporating the fundamental concepts of math and science into education programs for young children. It provides strategies for teaching children how to apply these concepts in problem-solving and scientific investigation.
Credit Hours: 3
**EC410 Cultural Diversity**
When working with children, it is important to realize that the environment and family a child is growing up in directly affects the way the child thinks, learns, and behaves. This course is a sociological overview of the ways cultural diversity influences children's behavior, communication, and learning styles; it also gives suggestions for teachers in working with children from diverse backgrounds.
*Credit Hours: 3*

**EC420 Exceptional Children**
In today's classroom there is an array of children with many different needs and abilities. It is important for teachers to be prepared to meet each child's individual needs while making each child feel like a vital part of the learning community. This course is an introduction to the special needs of children with developmental disabilities, and how to implement programs that include these children in an early childhood classroom. Inclusion is not only beneficial for the child with special needs, it is beneficial for all the children in the classroom as they develop a sense of community and an acceptance of diversity.
*Credit Hours: 3*

**EC430 Curriculum Development**
This course focuses on the purpose of curriculum, the elements to consider when developing curriculum, and how to meet the needs of all children in the classroom.
*Credit Hours: 3*

**EC440 Creating Learning Environments**
This course is designed to help students explore early childhood environments and curriculum that enhances the learning and development of young children. It focuses on creating healthy, safe, and emotionally supportive environments that facilitate and promote learning in a variety of areas – literacy, math, science, art, music, play, etc.
*Credit Hours: 3*

**EC450 Home, School, and Community**
This course is an introduction to the partnerships between the child, family, and community that must be created in order to achieve the best results for children in the classroom and society. Among the topics covered are the challenges to creating partnerships with families, relationship-building with the parents and children, and the community's role in socializing the child.
*Credit Hours: 3*

**EN120 English Composition I**
This course begins with an overview of the writing process and prewriting techniques and then progresses to discuss different types of paragraphs, including illustration, narration, description, process, definition, comparison, contrast, classification, cause/effect, and persuasion. Students explore ways to organize paragraphs and understand the use of coherence, transitions, consistency, parallel structure, and sentence variety.
*Credit Hours: 3*
EN130 English Composition II
This course is a continuation of English Composition I. It begins by offering tips on college writing, active reading, and study strategies at the college level. Students explore the framework for drafting a college essay, including elaborated explorations for finding a topic, assessing an audience, and determining the purpose of an essay as students identify their essay’s thesis and craft a thesis statement. Students are introduced to strategies for finding and using sources. The balance of this course is devoted to the specifics of reading, analyzing, and writing college-level essays, including description, narration, illustration, process analysis, comparison and contrast, classification and division, definition, cause and effect, argument, and business applications.
Credit Hours: 3

EN360 Technical Communication
This course examines the process of technical communication with an emphasis on preparing professional communications such as correspondence, proposals, reports, instructions, and manuals. Topics include audience and workplace analysis, the research and writing processes, ensuring usability, and visual forms.
Credit Hours: 3

F01 Money and Banking
This course focuses on the economics of money, banking, and financial markets. Detailed explanations of money, interest rates, and financial hazards explain how this medium of exchange changes value with economic fluctuations. The banking industry, including the Federal Reserve System, and national and international monetary policy, and monetary theory, are also a focus of this course. Students learn how money, its policies, and its uses affect their short-term and long-term spending and saving.
Credit Hours: 3

F02 Financial Institutions and Markets
In this course, students take a detailed look at the various types of organizations that make up the financial industry and the markets within which these organizations operate. Complete coverage of Federal Reserve monetary policy, bonds and interest rate risk, money markets, mortgage markets, equity markets, derivatives markets, international markets, commercial banking, international banking, thrift institutions, finance companies, insurance companies, pension funds, investment banking, venture capital, investment companies, and hedge funds.
Credit Hours: 3

F03 Financial Statement Analysis
In this course, students are introduced to three major financial statements: the balance sheet, the income statement, and the statement of cash flows. Each statement presented facilitates an understanding of the source of the statement’s financial information and information concerning the applicability and analysis of its financial information. An emphasis on both accounting and finance is included to present guidelines and commonly accepted practices.
Credit Hours: 3
F04 Investments
This course offers students an in-depth coverage of investment alternatives, securities markets, risk/return tradeoffs, portfolio theory and selection, and asset pricing models. Common stock valuation and analysis, economy/market analysis, technical analysis, bond yields and prices, options, futures, portfolio management, and evaluation of investment performance is also presented. Students can expect to apply concepts relating to the world of investing with an emphasis on the art and science of decision making.

Credit Hours: 3

G01 Consumer Buying Behavior
This course is an introduction to the world of consumer behavior, investigating how perceptions, learning, memory, personality, and attitudes all influence purchase decisions and buying behavior. Group dynamics and the influence of culture and subculture on consumer consumption preferences are also addressed.

Credit Hours: 3

G02 Principles of Professional Selling
This course is an introduction to the world of personal selling. Students take a close look at developing customer relationship strategies and product strategies. Strategies for sales presentations, closing the sale, and servicing the sale are also explored. Finally, students review the many facets of sales management.

Credit Hours: 3

G03 Principles of Retailing
Principles of Retailing reviews management of a retail business, with extensive coverage of the types of retailers, marketing and financial strategies, retail locations, human resource management, supply chain management, merchandise management, and store management.

Credit Hours: 3

G04 Integrated Marketing Communications
Integrated Marketing Communications covers all methods of promotion. This includes corporate image and brand management, advertising management, advertising design, media selection, promotions, public relations, and an introduction to Internet market and social media.

Credit Hours: 3

G05 Internet Marketing
Internet Marketing provides a focused look at using the Internet as a marketing tool. E-business models, strategic planning, e-marketing research, the Internet consumer, pricing online, customer relationship development and management, and social and regulatory issues, including consumer data privacy and intellectual property, are addressed.

Credit Hours: 3

G06 International Marketing
This course offers complete coverage of the global marketing environment, including social and cultural considerations, political and regulatory issues, global market segmentation and targeting, imports and exports, pricing decisions, global marketing communications, and global product distribution methods.

Credit Hours: 3
GE350 World Geography
This course explores four geographic components specific to each chapter of your text. Environment, Society, and Sustainability focuses on climate, weather patterns, landforms, soil formation, and regional plant and animal ecology. History, Economy, and Territory explores regional history, economic systems, and human-defined territories. Culture and Populations outlines and discusses varying cultural patterns, including regional languages and differing religions in the context of demographic profiles, such as population growth and migration patterns within and across regions. Finally, Future Geographies addresses the fact that specific countries and regions confront challenges that will impact their futures, recognizing and differentiating trends which may or may not be promising as we contemplate humanity’s uncertain future.
Credit Hours: 3

H01 Medical Office Management I
This course provides students with an introduction to the administrative activities of a private medical practice, hospital office, or clinic department. Students learn how to schedule appointments, follow OSHA standards and universal precautions, differentiate between government and commercial health insurance programs, maintain patient records, ensure HIPAA compliance, perform billing and coding duties, and follow typical office management procedures.
Credit Hours: 3

H02 Medical Office Management II
This course provides students with an introduction to the clinical competencies required of medical assistants in various healthcare settings. Students learn about infection control, vital signs, physical examinations, medical specialties, life span specialties, minor surgery, and medical emergencies. They also learn about the clinical laboratory, microbiology, urinalysis, phlebotomy, hematology, pulmonary function, physical therapy and rehabilitation, pharmacology, patient education and nutrition, mental health, and career opportunities.
Credit Hours: 3

H03 Medical Terminology
This course familiarizes students with the medical terminology they will encounter in their studies and their career. Lessons are organized based on the systems of the human body.
Credit Hours: 3

H04 Anatomy and Physiology I
This course builds on previously acquired knowledge about the human body to provide students with a clear understanding of how each system works and how the systems work together. As a foundation, the student is introduced to the chemistry of the human body, an analysis of the structure and function of cells, tissues, and membranes, and a description of how disease affects systems of the body. The integumentary, lymphatic, skeletal, muscular, and nervous systems are explored in detail.
Credit Hours: 3

H05 Anatomy and Physiology II
A continuation of Anatomy and Physiology I, this course explores in detail the senses, blood, and heart, along with the endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems. Topics such as immunity, metabolism, development, and biochemistry are also covered.
Credit Hours: 3
H06 Health Records Management
This course introduces most of the records used in a medical office and health information management. Students see examples of these records, study their contents, and learn how these records are used, shared, and stored by health information management professionals. Students also learn about the relationships among these records and medical care, legal, insurance or billing concerns, and the fundamentals of health information systems.
Credit Hours: 3

H07 Medical Coding I
This course introduces students to the skills needed for correct billing in hospital outpatient clinic, inpatient, and physician office settings. Topics include the proper use of forms and billing guidelines to evaluate medical necessity. Students are also introduced to various reimbursement methodologies and the claims billing process.
Credit Hours: 3

H08 Medical Coding II
This course introduces students to the skills needed for correct coding in the hospital outpatient clinic, inpatient, and physician office settings. Topics include ICD-9, ICD-10, CPT and HCPCS coding and electronic claims processing.
Credit Hours: 3

HE310 Survey of Healthcare Management
This course provides students with a comprehensive education about the healthcare industry. Students build strong critical thinking and analytical skills that students will need as a future healthcare administrator. This course examines the full scope of responsibilities associated with the position of healthcare administrator. Topics of discussion include finance, human resources, risk assessment, crisis management, compliance, internal and external audits, and quality assessment/control, and performance improvement, as well as legal and ethical concerns as they relate to the healthcare industry.

HE320 Medical Sociology
This course analyzes social factors in relation to health and disease. Consideration is given to definitions of health, illness behavior, the formal and informal organization of health professions and institutions, and the expanding role of government in the health field. Use is made of both theory and current research. Social issues and health care are also examined and include poverty and health delivery systems, abortion, euthanasia, child abuse, and old age.
Credit Hours: 3

HE330 Healthcare Delivery Systems
This course provides a current and comprehensive overview of the basic structures and developments of the U.S. health system. The historical origins, resources, individual services, cost, and quality are explored. The topics covered include the continuum of care, concepts methods and theories in healthcare delivery systems, and computer applications in healthcare.
Credit Hours: 3
HE350 Healthcare Human Resource Management
This course is designed to familiarize students with the basic principles of healthcare human resources management. The course begins with an overview of human resources within a healthcare organization. Training, compensation, recruiting, staffing, training, and performance management are examined. This foundation is used to examine how the human resources professional manages careers, compensation, labor relations, safety and health of employees, and discipline and procedural justice.
Credit Hours: 3

HE360 Healthcare Economics
This course provides an in-depth look at how healthcare delivery and economics affect each other. Students focus on how healthcare costs are determined, which industries influence healthcare decisions, how supply and demand impact healthcare, who the key participants and drivers are, and how effectiveness of healthcare delivery maximizes resources. The course explores national health care coverage, tools for navigating economic feasibility, and cost-benefit analysis with the goal of providing optimal health care for recipients.
Credit Hours: 3

HE380 Managed Healthcare
This course presents an overview of major issues related to the design, function, management, regulation, and evaluation of health insurance and managed care plans. It provides a firm foundation in basic concepts pertaining to private and public sector health insurance/benefit plans, both as provided by employers and government agencies such as Medicaid and Medicare.
Credit Hours: 3

HE400 Cultural Diversity in Healthcare
This course presents cultural perspectives about health care practices. Many diverse cultures are described in rich detail with respect to their similarities and differences. Their individual perspectives on such topics as worldview of health, illness etiology, religion, and health promotion are presented. Health barriers and the Affordable Care Act are described to provide ways to effectively communicate and treat people from different cultures.
Credit Hours: 3

HE420 Healthcare Finance & Accounting
This course presents a comprehensive analysis of financially managing a healthcare organization. Students are introduced to financial terminology and how it is used in organizational analysis. Evaluation of financial statements provides insight as to necessities of effective planning, staffing, inventory management, budgeting, and benchmarking. Lastly, the benefits of electronic record implementation are explored along with how it is being supported by the World Health Organization.
Credit Hours: 3

HE450 Leadership in Healthcare
This course explores the leadership skills required in the healthcare industry by looking at how effective leaders embrace the inevitability of constant change and diversity. Master leaders use their interpersonal skills to promote change, communicate vision, provide a sense of direction, and inspire employees. In this course, students gain insight into various models for leadership and leadership styles. Students also learn how the medical field is shaping a new community-based approach to care that supports patient satisfaction.
Credit Hours: 3
HE470 Medical Law and Ethics
In this course, students learn how medical law and ethics are interwoven and help define and strengthen healthcare delivery. Students learn how both providers and patients have rights and work together to provide optimal health. In addition, students learn about workplace safety, protection of medical records, ethical considerations, and future trends and benefits in the healthcare environment.
Credit Hours: 3

HE490 Healthcare Capstone: Research Study
This capstone course requires students to synthesize the knowledge gained throughout their program and demonstrate mastery of the concepts, theories and practices through a comprehensive research paper. The student acquires research skills in design, methodology and writing. The research paper must not only describe current trends within the chosen topic area, but should demonstrate how the topic relates to the broader field of healthcare management. The student fulfills the requirement for the course through the submission of written assignments and submission of a scholarly research report.
Credit Hours: 3

HS150 World Civilizations I
World Civilizations I describes world civilizations in-depth, tracing the development of human history from the earliest cuneiform writings through the development of philosophy, religion, politics, art, and science in Middle Eastern, Indian, Chinese, Greek, Roman, and European civilizations. Students are expected to, at the successful conclusion of this course, describe the outstanding features of the civilizations discussed, compare various civilizations to one another, identify major artistic, legal, philosophical, and religious achievements of each civilization, and discuss how new civilizations in a geographic area emerged from previous civilizations.
Credit Hours: 3

HS250 World Civilizations II
World Civilizations II provides a basic, foundational background to world history, from the Age of Exploration to the present. The required readings, exams, and written assignments enable students to increase their understanding of the historical events of the time period in question and, additionally, comprehend historical themes that run throughout the course. The design of the course establishes a baseline for the major themes of modernity and connects these themes to historical events through a framework of continuity and change. The design encourages students to think creatively and analytically, making connections throughout the course and incorporating and building on major themes from one week to the next.
Credit Hours: 3

J01 Introduction to Criminal Justice
Introduction to Criminal Justice examines the past, present, and future of the American criminal justice system. Topics discussed include how laws are created: the history and types of law enforcement; structure of the court system; and the changing philosophies of the American correctional system. Students also examine the role of legal precedent, the death penalty, prison life, and the juvenile justice system.
Credit Hours: 3
J02 Criminal Law
This course examines criminal law in the U.S. It offers an overview of the criminal court system. The course provides a foundation in criminal law, as well as defenses that are available to those accused of committing criminal acts. Terrorism and crimes involving multiple offenders are also highlights of this course. Throughout, early common law is compared to modern law.
Credit Hours: 3

J03 Criminal Procedure
Criminal Procedure provides procedures used to lawfully investigate, apprehend, and prosecute individuals suspected of and accused of violating criminal laws.
Credit Hours: 3

J04 Policing
This course provides an introduction to the responsibilities of police officers, providing examples and applications of theory, including topics such as patrol techniques, use of discretion, and describing how police departments are organized and managed, and how they are responding to modern challenges.
Credit Hours: 3

J05 Corrections
This course provides students with an introduction to federal and state correction facilities in the U.S. The course explores the history of prisons, including the use of inmates as laborers. The course examines how prisons operate today and consider alternatives to incarceration. The privatization of prisons and the Constitutional rights of offenders are also highlights of this course. The course concludes with a look at the unique needs and challenges female inmates confront and pose to corrections staff.
Credit Hours: 3

J06 Ethics in Criminal Justice
This is an examination of a wide range of ethical issues in policing, the practice of law, sentencing, corrections, criminal justice research, and crime control policy. Course discussion includes the utilitarian and deontological approaches to criminal justice ethics, morality of the death penalty, privatization of corrections, and the myths that influence public opinion toward crime and crime control.
Credit Hours: 3

J07 Private Security
This course examines private security. It explores in depth the history of security, civil and criminal law, and the changes that have occurred in homeland security and the policing landscape of the U.S. since the events of 9/11. Terrorism and cybercrimes are also covered in detail. Retail security concerns and the ongoing threat of workplace violence are studied. Throughout, job opportunities for security professionals are addressed.
Credit Hours: 3

J08 Domestic Violence
This course examines the history of domestic violence here in the U.S. and on a global level, including an examination of patriarchal societies, theories that attempt to explain criminal behavior, child abuse, elder abuse, batterer intervention programs, and the roles of law enforcement and the courts in responding to domestic and family violence.
Credit Hours: 3
J09 Juvenile Justice
This course provides a look at juvenile delinquency, including the historical treatment of wayward adolescents and the theories that attempt to explain their criminality, as well as taking a look at the current justice and corrections systems in the United States.
Credit Hours: 3

J10 Criminal Investigation
In this course, students thoroughly examine the investigation process and situations in which police officers apply specific investigative and information-gathering techniques to meet the evidentiary requirements of specific crimes.
Credit Hours: 3

J11 Report Writing
This course examines the report writing skills required of criminal investigators. The course explores in depth arrest and crime reports, the rules of narrative writing, including interviews, search warrants, and special issues encountered in this type of writing. Probable cause and the chain-of-custody issues are given special attention.
Credit Hours: 3

K01 Windows Operating Systems
In this course, students learn how to Navigate Windows 10, work with files and folders, and conduct Google searches in Microsoft Edge. Students discover Windows apps, including Windows Entertainment, Information, and Productivity apps. Students also learn about viruses and spyware, along with strategies to protect their computer. Lastly, students are provided with the knowledge needed to practice advanced file management.
Credit Hours: 3

K02 MS Office Applications I
This course is designed to help the student get started in the world of computing. Students learn about similarities among Office applications and focus on Word and Excel, the word processing and spreadsheet programs included in Microsoft Office. Upon completion of the course, students will better understand how to gain the most out of their Windows operating system and the applications packaged in Office 2007.
Credit Hours: 3

K03 MS Office Applications II
In this course, MS Office Applications II, students focus on Access, PowerPoint, and Outlook, which respectively are the database, presentation, and e-mail/scheduling programs included in Microsoft Office. PowerPoint is a graphics and audio-visual application and is the most visual and creative of the Microsoft applications. Access is a database system for retaining and using essential information, and Outlook is an e-mail program used for sending and receiving messages. Each aspect of this course further hones the students computing skills and prepare them for full use of the Microsoft Office 2007 package.
Credit Hours: 3

K04 Computer Hardware Management
This is the first of two courses designed to train students in the personal computer maintenance skills tested by the A+ certification exam. In this course, students study the characteristics of motherboards, memory, drives, and other components, and learn basic troubleshooting techniques.
Credit Hours: 3
**K05 Computer Software Management**
A continuation of PC Selection and Maintenance I, this course provides instruction for installing, maintaining, and servicing IBM-compatible personal computers. In this course, students study the characteristics of input and output devices, power supplies, and printers, and learn how to support Windows users who are operating stand-alone or networked computers.
*Credit Hours: 3*

**K06 Local Area Networks**
This course presents the basic concepts of networking, options for cabling and wireless networking, communications and protocols, architectures, and operations. It also provides instruction for designing a network, offering administration and support, and solving network problems.
*Credit Hours: 3*

**K07 Computer Programming I**
Computer Programming I is the first of two courses designed to familiarize students with computer programming and Visual C#. In this initial course, students are exposed to fundamental programming concepts and are introduced to object-oriented programming by way of the C# development language. Computer Programming I is an ideal choice for business and systems analysts, as well as those simply wishing to learn a programming language.
*Credit Hours: 3*

**K08 Computer Programming II**
Computer Programming II is the second of two courses designed to familiarize students with computer programming and Visual C#. In this course, students are exposed to the foundations of the Internet and Web development. The lessons focus on a variety of critical elements, including arrays and structures; styles and validator controls; ASP.NET; the Visual Studio Environment; reading from and writing to data files; the concepts behind object-oriented programming and more.
*Credit Hours: 3*

**K09 Web Site Design**
This course provides an introduction to the effective use of Web page design principles, the basics of HTML coding, Web site strategies, how to maintain Web pages.
*Credit Hours: 3*

**K10 Programming in JavaScript**
This course is an introduction to the process of adding interactivity to Web pages using JavaScript. Projects give students hands-on opportunities to practice what they are learning.
*Credit Hours: 3*

**K11 Database Processing**
This is an introduction to the design and development of databases, using data modeling tools, normalization, structured query language (SQL), database application design, and Internet technology.
*Credit Hours: 3*
**K12 Systems Analysis and Design**
Systems Analysis and Design offers students a thorough examination of the design and development of information systems following the four phases of the systems development life cycle (SDLC) model. In this course, students learn how to gather information, structure data, and build and implement information systems of all sizes. They learn the ins and outs of project management, and they'll understand the risks project managers take when they skip steps in the interest of saving time or resources. Additionally, students learn how to communicate strategically, collaborate effectively, and solve problems collectively while working as an active part of a project team.  
*Credit Hours: 3*

**M01 Human Resource Management**
This course is designed to familiarize students with the basic principles of human resources management. The course begins with an overview and legal aspects. Work analysis and workforce planning, recruiting, staffing, training, and performance management are also examined. This foundation is used to examine how the human resources professional manages careers, compensation, labor relations, safety and health of employees, and discipline and procedural justice. The course concludes by analyzing related concepts in a global context.  
*Credit Hours: 3*

**M02 Total Quality Management**
A study of quality management processes from teams to organization-wide systems and the behavioral and analytical tools that support fully integrated quality management. Emphasis is given to the commitment of management and the organization as a whole to the cultural changes necessary to implement quality improvements throughout the organization to ensure long-term competitiveness.  
*Credit Hours: 3*

**M03 Organizational Behavior**
This course is designed to provide students with an opportunity to explore the behavior of individuals, groups, and organizations within today's dynamic work environment. Specific topics include communications, motivations, leadership, power structure, and organizational culture.  
*Credit Hours: 3*

**MA140 Business Analysis**
In Business Analysis, students use mathematics to analyze, problem solve, and make business decisions. Electronic banking, simple and compound interest, credit, loans, taxes, insurance, depreciation schedules, statistics, and present and future value of money are covered providing the basis for solving future business problems. Quantitative analysis using models help students critically analyze business data and determine acceptable outcomes.  
*Credit Hours: 3*

**MA240 College Algebra**
This course is a graphical and numerical approach to algebra that incorporates the use of technology. Emphasis is on solving algebraic application problems, and results are solutions-oriented. The concept of a function as a tool to model real-world data plays a central role. Emphasis is placed on the study of equations and inequalities, graphs, matrices and determinants, conic sections and sequences, induction, and probability.  
*Credit Hours: 3*
MA260 Statistical Analysis I
Statistics surround us: in the newspaper, on the Internet, and on television. They provide people with information that allows them to make educated and pivotal decisions. Whether consumers are purchasing cars, searching for a new health care provider, or looking for financial investments, the science of statistics remains a valuable tool providing support to make the best decision based on information presented to them. This science is not absolute but provides insights and research relevant to whatever decision students are attempting to make. Statistics fascinate us because they support decisions in finding a good car value, a qualified and respected health care provider, and even as a guide in choosing mutual funds with a desired rate of return. In this course, students can expect to acquire a basic understanding of statistics to critically analyze data to determine how to make sound decisions in all aspects of their lives. Statistical terminology is introduced in a way that supports success in this course and in all future applications of statistics.
Credit Hours: 3

MA270 Statistical Analysis II
This course prepares the student for making sound business decisions based on the science of statistics with associated confidence levels. Statistics are everywhere and understanding and projecting the meaning of data gathered is a critical first step in developing an appreciation of this topic. In today’s business climate, young professionals are required to understand and communicate statistics easily to remain competitive in any market.
Credit Hours: 3

NS310 Professional Issues in Nursing
This course provides a transition for professional nurses as they begin their studies to achieve a baccalaureate of science in nursing degree. The course addresses qualities that professional nurses need to be leaders in the complex and ever-changing global healthcare environment. Topics include role transition, nursing history, ethical and legal issues, nursing theory, professional roles of the nurse, cultural considerations, violence in society, and advanced practice roles.
Credit Hours: 3

NS330 Cultural Issues in Nursing
This course focuses on culture and its impact on health care delivery at the individual, community, and system levels. This course is designed to raise awareness, to inspire action, and to open discussion of cultural issues affecting professional nursing practice.
Credit Hours: 3

NS350 Health Promotion
The course explores the concepts of health promotion and the application of health promotion concepts to nursing practice to enable the client to control and improve health outcomes. While focusing on the methodology critical to developing a plan of care for clients, students learn the rationale and techniques for utilizing specific assessment tools, analysis of assessment data, selection of lifespan appropriate interventions, implementation of interventions, and measurement of resulting outcomes. Content is focused on cultural diversity, disparity in health care and social determinants that impact the client’s plan of care and resulting approaches for promoting a healthier society. The use of technology and health promotion research are explored and applied to nursing practice.
Credit Hours: 3
**NS370 Population-Based Nursing**  
This course focuses on an analysis of the nursing role as it relates to population-based health. The course addresses nursing theories, public health ethics, and nursing advocacy. Topics include the importance of health promotion and prevention across the lifespan, vulnerable populations, global health considerations, and the role of nursing in disaster settings.  
*Credit Hours: 3*

**NS390 Pathophysiology**  
This course provides a study of variations in physiologic functioning and alterations in physiologic response of body systems. The course addresses physiologic changes that help identify alterations in body systems and their relationship to the patient's state of health. Topics include altered cell functioning, genetic disorders, risk factors, health promotion, and disease prevention.  
*Credit Hours: 3*

**NS410 Health Assessment for the RN**  
This course provides the knowledge and skills necessary to interpret a holistic health assessment of diverse individuals across the lifespan. Determining a strategy to support the assessment of all body systems is the primary focus of the student experience.  
*Credit Hours: 3*

**NS430 Research and Evidence-Based Practice**  
The course explores evidence-based practice as a foundation for improved nursing practice and patient outcomes. Students learn the history of evidence-based practice and the significant research methodologies that serve as its foundation. Students explore the rationale for evidence-based practice and learn how to form research questions, hypotheses, and research methodologies. They also learn about population sampling, data collection tools, and statistical analysis. Students learn how to determine whether research is credible through the criticism of research articles, and they are introduced to potential ethical concerns in the development of research and evidence-based practice. Emphasis is placed on student-centered learning that give students the opportunity to implement what they learn during the course into their nursing practice, regardless of specialty.  
*Credit Hours: 3*

**NS450 Informatics**  
This course is the foundation for the improvement of nursing practice and patient outcomes through the application of knowledge and understanding of the history, terminology, and impact of informatics to the promotion of nursing professionalism in patient care and safety.  
*Credit Hours: 3*

**NS460 Health Care Delivery Systems**  
This course provides perspectives on health care delivery past, present, and future. It also addresses the impact of health care issues on health care delivery including the determinants of health to include insurance costs, applications for health professions, and the need of comprehensive planning and its impact on the future. This course encourages the formulation and evaluation of potential solutions to some of the most urgent health care delivery issues facing the U.S. today.  
*Credit Hours: 3*
**NS480 Leadership and Management**
This course provides an in-depth study of leadership and management principles as they apply to professional nursing practice. Students explore teamwork, communication, the change process, and evidence-based practice. This course also covers health care quality, legal policies, ethics, finance, and technology as they apply to leadership and management in nursing.  
*Credit Hours: 3*

**NS490 Capstone Course**
This Capstone course is designed for RN-BSN students at the end of their program of study. It provides students with an opportunity to synthesize their knowledge of the concepts learned throughout the RN-BSN program. The primary focus is on applying this knowledge to a chosen evidence-based project that is related to an area of interest in nursing and health care.  
*Credit Hours: 3*

**OR110 Achieving Academic Excellence**
This course helps students sharpen skills that help in achieving maximum learning as they complete their degree programs. Taking this course unlocks students’ undiscovered potential and helps them discover their multiple intelligences and best ways to learn. This course also helps students uncover strengths and build from them, as well as explore the areas where they might change behaviors to ensure college success.  
*Credit Hours: 3*

**P01 Introduction to Paralegalism I**
This survey course provides an introduction to the paralegal profession. Career opportunities are be examined, as well as the training and educational requirements demanded of the paralegal. Civil litigation and criminal law are explored. The entire trial process – from filing a complaint to the appeals process are studied in depth. The history of American laws and the structure of the U.S. court system are also highlights of this course.  
*Credit Hours: 3*

**P02 Introduction to Paralegalism II**
The paralegal’s role in investigation and interviews highlights the beginning of the course. Legal research and writing are examined throughout. Then this survey course moves into specific legal subjects. Torts, property law, including intellectual property (IP), contracts and e-commerce, family law, and labor law are explored in depth.  
*Credit Hours: 3*

**P03 Torts**
This course introduces basic areas of law dealing with civil wrongs, with coverage of intentional torts, negligence, malpractice, defamation, joint and vicarious liability, auto insurance, and workers’ compensation.  
*Credit Hours: 3*

**P04 Civil Litigation**
This course teaches assisting the law office with matters concerning jurisdiction, venue, preparing basic pleadings, discovery documents, pre-trial and post-judgment motions, managing the case file, attending to service of process, and assisting in the courtroom.  
*Credit Hours: 3*
P05 Criminal Law and Procedures
This course examines the fundamentals of substantive criminal law and procedure unique to criminal cases, including an examination of the practical aspects of prosecution and defense, the constitutional rights of the accused, plea bargaining, and the unique aspects of a criminal trial.
Credit Hours: 3

P06 Real Estate Law
This course covers real property and common types of real estate transactions and conveyances. Preparation of legal instruments including deeds, contracts, leases, deeds of trust, and mortgages are also discussed.
Credit: 3

P07 Law Office Management
This is an introduction to legal forms of business ownership, expenses, timekeeping, fee structures, billing, administrative reports, and miscellaneous administrative procedures.
Credit Hours: 3

P08 Family Law
This course emphasizes substantive law and overview of common procedures related to domestic relations law, including the formation and dissolution of marriage, marital property, child custody and support, and related matters.
Credit Hours: 3

P09 Legal Research and Writing
This is an intensive introduction to legal research tools and techniques, including retrieval of case and statutory authority, use of encyclopedias, legal periodicals, treatises and other secondary authority, proper case citation form, and the drafting of internal and external documents, letters, memoranda, and other written materials.
Credit Hours: 3

P10 Wills, Trusts, and Estates
This is an examination of the jurisdiction of probate courts, probate administration, the forms of wills and trusts, applicable legal and equitable principles, intestacy, and tax returns related to the estate.
Credit Hours: 3

PS320 History and Systems of Psychology
This course provides a comparative overview of the major fields within psychology, the theories and approaches to understanding human behavior. It covers the historical roots of the discipline, as well as the major current perspectives and lead theorists in modern psychology, from Sigmund Freud to Abraham Maslow, from BF Skinner and Jung to Carl Rogers and Albert Ellis. Students explore career alternatives regarding positions psychology majors can aspire to as they look at their own careers as professionals on the human side of the workplace.
Credit Hours: 3
PS350 Biological Psychology
This course explores the ongoing interaction between behavior and biology in humans, beginning with an overview of the history of biological psychology and the function of the brain and neurons. The different types of body systems, including the sensory and motor systems are explored. The concepts of behavior, with a specific focus on human behavior are also covered. Finally, learning and the various aspects of psychological and biological disorders that can interfere with learning and communication are presented.
Credit Hours: 3

PS370 Research Methods in Psychology
This course explores research methods used in psychological research. The underlying concepts, as well as specific strategies, are presented to introduce students to the empirical processes of the scientific method that are utilized in psychological studies. Topics covered include measurement, statistical analysis, correlation, hypothesis testing, field research using APA style, and research design. Examples from a wide variety of psychology subdisciplines are provided to illustrate the concepts presented throughout the course.
Credit Hours: 3

PS380 Multicultural Psychology
Students examine academic viewpoints regarding cross-cultural psychology and review key theories, approaches, and research methods. Principles of critical thinking are introduced and applied to cross-cultural psychology by identifying common errors and providing useful antidotes. The course also focuses on the diagnosis, treatment, and explanation of psychological disorders from cross-cultural perspectives and address the advantages, challenges, and opportunities presented by a diverse workplace and society.
Credit Hours: 3

PS390 Statistical Reasoning in Psychology
This is an introductory course that covers the statistical methods commonly used in the study of psychology. Topics presented in this course include frequency tables and histograms, mean, standard deviation, Z scores, the normal curve, the t test, the basics of one-way analysis of variance, correlation, and chi-square. This course provides explanations regarding how to perform these basic statistical methods, when and why these statistical methods are performed in psychological studies, and how to interpret statistical results in one’s own studies, as well as those encountered in scholarly journals.
Credit Hours: 3

PS400 Cognitive Psychology
Students learn the fundamentals of cognitive psychology, including its five core concepts. They also learn about the nature of perception and attention, the various models of memory systems, and the ways in which we perceive or misperceive remembered events. Students gain an understanding of the dynamics of memory distortions. Further along in the course, the courses teaches about the mental processes as they relate to visual imagery and knowledge representation and explore the possible origins and the observable dynamics of language acquisition and development. This course also provides a guide to the processes of problem solving and focuses on reasoning and decision making.
Credit Hours: 3
PS420 Learning Theories
This course introduces students to the specific branch of psychology that deals with how people and animals learn, as well as how their behaviors are later changed as a result of learning. Throughout this course, students are exposed to some of the most important theories, controversies and experiments that have arisen from learning psychology. At the completion of this course, students should have an understanding of basic psychological learning concepts, and demonstrate the ability to integrate concepts into the applied field of behavior modification.
Credit Hours: 3

PS450 Industrial Organizational Psychology
This course provides an introduction to industrial/organization psychology, or the study of human behavior in work settings. The theoretical underpinnings of the field are explored, while providing a clear link to how they are applied to real-world workplace situations. The topics covered in the course include job analysis, employee screening and selection, employee training, the performance appraisal process, worker motivation, job satisfaction, worker stress, communication in the workplace, group processes in the workplace, leadership and power, and organizational structure and development.
Credit Hours: 3

PS460 Psychological Tests and Measurements
Psychological Tests and Measurements provides an introduction to the nature and practical applications of psychological testing and measurement. The course presents topics such as measurement and assessment, the different types of tests used and interpretation procedures involved, and assessment strengths and limitations.
Credit Hours: 3

PS490 Psychology Capstone: Research Study
The capstone course requires students to synthesize the knowledge gained throughout their program and demonstrate mastery of the concepts, theories and practices through a comprehensive research paper. Student acquire research skills in design, methodology and writing. The research paper must not only describe current trends within the chosen topic area, but should demonstrate how the topic relates to the broad field of psychology. The student fulfills the requirement for the course through the submission of written assignments and submission of a scholarly research report.
Credit Hours: 3

PY360 Ethics in Technology
The purpose of this course is to help students better understand the nature of information technology controversies and ethical dilemmas and to provide practical guidelines for forming responses to moral problems related to technology. The course examines some of the reasons why computers and the Internet have given rise to special ethical problems that did not exist before the arrival of computer software and the Internet.
Credit Hours: 3

R01 Employment Law
This course surveys the key issues in employment law, describing the relationship between employers and employees, describing the scope of laws protecting employees from unlawful discrimination on the job, and introducing other employment matters such as workers’ compensation and union agreements.
Credit Hours: 3
R02 Training and Development
Employee Training and Development, introduces the student to the foundations of employee training and development plus the structure of this subject matter and the latest techniques and strategies for this role. It is literally a “how to” manual for anyone who works with or is in charge of Employee Training and Development. Students are provided with everything from an introduction to training and development to an overview of the future of this topic.
Credit Hours: 3

R03 Compensation and Benefits
This course examines how compensation practices may be an advantage or disadvantage for enterprises in competitive environments, the criteria used to evaluate employees’ compensation and benefits, and the challenges faced by human resource management professionals in designing compensation and benefits practices in the future.
Credit Hours: 3

R04 Human Relations
Human Relations is an examination of the four major issues in human relations: understanding and managing one’s self, dealing effectively with others, fostering career success, and managing one’s personal life. These issues are presented within the premise that career and personal success are interrelated.
Credit Hours: 3

R05 Labor Relations
This course examines labor relations between management and workers. The course explores wages and other job concerns, union formation, collective bargaining, unfair labor practices, and the use of arbitration to resolve labor disputes. The course concludes with a look at the ways in which globalization has impacted labor relations in the United States.
Credit Hours: 3

S01 Introduction to Psychology I
This course explores introductory concepts in psychology. This course helps students to think like psychologists and understand why scientific and critical thinking is so important to the decisions they make in their own lives. This course provides an overview of psychology that emphasizes critical thinking, gender, and culture.
Credit Hours: 3

S02 Introduction to Psychology II
This course builds on Introduction to Psychology I. That foundation included topics such as defining psychology, exploring the brain and nervous system, becoming familiar with sensation and perception, learning and conditioning, and the ways by which behavior is shaped by social and cultural influences. Students gain insights into an array of topics that include thinking and intelligence, memory, motivation, theories of personality, emotions and stress management, development over the lifespan, an overview of psychological disorders and, finally, an exploration of treatments and therapies for addressing the various kinds of psychological disorders.
Credit Hours: 3
S03 Human Growth and Development I
This course is designed to provide knowledge and insight into the development across the life span. From DNA to prenatal development and associated heredity and environmental factors, the changes in life are determined by a multitude of factors. Progressing through the infant, child, and adolescent stages provides the student with a comprehensive knowledge base to understand physical, cognitive, and social changes during these periods of growth and development.
Credit Hours: 3

S04 Human Growth and Development II
This course explores the exciting physical, cognitive, intellectual, personality, and social developments focusing on middle childhood, adolescents, and adults. This course also describes the process of death, dying, and grief across the life span.
Credit Hours: 3

S05 Social Problems
This course presents an overview of social problems with emphasis on sexual variance, alcohol and drugs, crime and delinquency, violence, poverty, family problems, physical and mental illness, war, population, aging, urban problems, and environmental destruction.
Credit Hours: 3

S06 Social Psychology
In this course, students are introduced to concepts related to the behavior of individuals as members of the larger society as expressed in varying beliefs, norms, attitudes and attitude changes, along with basic ideas and concepts related to group influence and persuasion. Proceeding from this basic foundation, students explore the nature of group dynamics, cultural influences, conformity, attraction and intimacy, aggression and its sources, prejudice and its effects and sources, as well as the opposition of altruism and conflict in social life.
Credit Hours: 3

S07 Abnormal Psychology
In this course, students examine the contributions of sociocultural, psychological, and biological forces in an attempt to understand our own behavior and the behavior of others. The course places particular emphasis on classification, treatment, and assessment of various disorders, including anxiety disorders, somatoform, mood disorders, schizophrenia, personality disorders, substance use disorders, and eating disorders.
Credit Hours: 3

S08 Psychology of Personality
This course enables students to understand the basics of personality psychology. Students differentiate among the primary concepts of personality psychology such as personality traits, psychoanalysis, cognitive-behavioral, and motivation theories. Emphasis is placed on the importance of learners recognizing principle systems and underlying beliefs innate in various personality paradigms that accurately reflect their own personal perspectives. Additionally, students learn to recognize strategies and approaches in psychology that reflect identified personality theories as a foundation and how to apply concepts to events in day-to-day life.
Credit Hours: 3
SC140 Elements of Chemistry
This course is designed for non-chemistry majors who have little or no chemistry background. The first half of the course presents the origins and basic tenets of chemistry as they relate to the environment. Atomic elements, the periodic table, bonding, and acids and bases are examples of such chemistry principles. Issues such as global warming, energy conservation, and acid rain are also discussed. The second half of the course explores energy sources, organic chemicals, drug designing, composition of foods, and provides an explanation of genetic engineering.
Credit Hours: 3

SC160 Basic Biology
Basic Biology introduces the student to a world of exciting biological discoveries. Included in these discoveries are: biological organization, prokaryotic and eukaryotic cells and ecosystems, chemistry, Darwin’s theory of natural selection, and fungi, plant, and animal phyla and kingdoms. In addition, students discover how biology impacts their lives and its relationship with technology and how it is differentiated from other disciplines. The evolution of animals, vertebrates, and invertebrates is described in rich detail.
Credit Hours: 3

SC260 Introduction to Ecology
Introduction to Ecology exposes students to the many interdependencies that exist within and among various ecosystems. Students begin to understand how the climate, species, ecosystems, landscape, and sustainability factors all participate in diversity of plant and animal life. The goal of this course is to take the fundamental principles and biological concepts of the science of ecology and provide clear evidence of research approaches used in various areas of ecology.
Credit Hours: 3

SO115 Essentials of Sociology
This course is an introduction to the essentials of sociology, primarily on American society; however, much attention is also given to global issues. Students learn about social groups, formal organizations, social stratification, deviance, racial prejudice and discrimination, and social inequalities related to gender issues. Insight is provided into economic and social disparities between Western nations and developing or undeveloped states like those found in Southeast Asia and Africa.
Credit Hours: 3

SO245 Social Impact of Technology
This course provides an overview of technological advances over the span of human history. Topics include the interrelationship of technology and culture; ethics and morals as they relate to technological progress; energy; ecology; demography; war and politics; the unintended consequences of globalization, including social inequality, climate change, and global warming.
Credit Hours: 3

SP180 Principles of Public Speaking
This course teaches students fundamental principles while emphasizing skills development in the practice of public speaking. It covers purposes, methods and steps in preparing speeches, develops communication skills in listening, speech criticism, audience analysis and writing, and provides effective delivery techniques to present a variety of speeches.
Credit Hours: 3
T01 Introduction to Security Management
This course is an introduction to security operations and management. Students take a close look at various types of security and the various types of security firms that provide such security. Students also examine how individuals, organizations, and nations can minimize loss of life and property. Throughout the course, students discuss the ways in which security needs have changed since 9/11.

*Credit Hours: 3*

T02 Introduction to Terrorism
This course discusses weapons of mass destruction, emergency management, incident response procedures, chemical, biological, and nuclear incidents, mass casualty decontamination, and crime scene operations.

*Credit Hours: 3*

T03 Incident Command Systems
This course examines management of response operations for mass casualty and high impact incidents, including EMS (Emergency Medical Services) operations, functions, and logistics; communications management; community threat assessment; and significant coverage of EMS response in the real world.

*Credit Hours: 3*

T04 Aviation Security
This course provides students with an overview of how airports and airlines operate and generate revenue to make a profit, but its primary focus is aviation security. The course explores the history of aviation security, including events that have brought about changes in policies and regulations. In particular, the course examines how the tragic events of September 11, 2001 radically changed national and global aviation security procedures. The course concludes with a look at the ways in which terrorists are adapting to heightened security measures.

*Credit Hours: 3*

T05 Criminal Behavior
This is a foundational course in criminology, the study of the criminal mind. Topics include coverage of crime patterns, crime causation (biological, psychological, and sociological), crimes against persons and property, white collar crime, drug trafficking, and high-tech crime.

*Credit Hours: 3*

T06 Cyber Security
This course provides a look at the law enforcement approach to computer crime, including computer forensics, legal and constitutional considerations in prosecuting computer crime, and techniques for seizing evidence and analyzing data.

*Credit Hours: 3*

T07 Homeland Security and Public Safety
This course is an introduction to homeland security. Students discuss various terrorist groups and explore how they operate and raise money throughout the world. Local, state, and federal strategies for responding to terrorist attacks and other disasters post 9/11 are also explored. Finally, students examine weapons of mass destruction, including nuclear, biological, and chemical warfare.

*Credit Hours: 3*
VT101: Introduction to Veterinary Technology
This course provides an overview of the veterinary industry and the roles and responsibilities of the veterinary healthcare team members. Legal and ethical issues related to the veterinary industry are discussed. An introduction to medical terminology, communications, and professionalism in the workplace is also included.

VT103: Small-Animal Husbandry and Restraint
This course provides an overview of animal husbandry, including housing and basic animal care of companion animal species. An overview of animal behavior, methods to safely handle and restrain dogs and cats, and procedures for obtaining and recording patient vital signs are presented. Students begin documentation of competence in animal handling in the veterinary practice setting.

VT110: Veterinary Anatomy and Physiology
This course focuses on in-depth discussions of anatomy and physiology of domestic animal species and the clinical, pathological, and surgical applications of the unique aspects of anatomy and physiology of these species. Aspects of comparative anatomy of all common domestic and companion animal species are presented.

VT112: Veterinary Pharmacy and Pharmacology
The course provides detailed information regarding the storage, handling, dispensing, and disposal of medications, as well as legal requirements related to use of medications. Specific information on the classes of medications used on animal species and their indications, contraindications, and side effects is included.

VT114: Veterinary Practice Management
This course provides an in-depth discussion regarding routine office procedures in the veterinary practice, including scheduling of appointments, financial transactions, and maintenance of client and patient records. Aspects of facility management, inventory control, and client communications are presented.

VT116: Diagnostic and Therapeutic Techniques
This course provides detailed information to allow students to develop competence in collection of diagnostic samples for analysis, including blood, urine, and fecal specimens. Procedures for administration of enteral, parenteral, and topical medications are also presented. Routine diagnostic procedures in ophthalmology are also included. Students document competency in performing diagnostic and therapeutic techniques as well as routine office procedures in the veterinary practice setting.

VT201: Veterinary Laboratory Procedures 1
This course provides detailed information on principles and procedures in veterinary parasitology, microbiology, cytology, and immunology. Emphasis is on performance of common procedures in the veterinary practice laboratory.

VT204: Small-Animal Nursing
This course focuses on nursing care of dogs and cats to include fluid therapy principles and procedures, physical therapy, bandaging and wound management, and topics in veterinary dentistry. Selected topics related to emergency and critical care are also discussed.
VT206: Veterinary Diagnostic Imaging
This course focuses on principles and procedures in veterinary radiology and radiation safety. Detailed information on patient positioning for common radiographic views is emphasized. Additional information related to ultrasound, endoscopy, and alternate imaging modalities are discussed.

VT208: Veterinary Anesthesia and Surgical Nursing
This course provides detailed information regarding principles and procedures related to veterinary anesthesia and surgical nursing. Pharmacology of commonly used anesthetic agents, procedures for administration and monitoring of anesthesia, methods of sterilization of equipment, and identification of surgical equipment is emphasized. Additional information related to techniques for preparing patients and personnel for common surgical procedures and assisting in common surgical procedures is covered.

VT210: Animal Diseases
This course focuses on disease processes, including diagnosis, treatment, and control of common diseases in veterinary species. Students document competency in performing anesthetic procedures, surgical and medical nursing, and diagnostic imaging techniques in the veterinary practice setting.

VT220: Veterinary Laboratory Procedures 2
This course provides detailed information on principles and procedures in veterinary hematology, hemostasis, clinical chemistry, and urinalysis. Emphasis is on performance of common procedures in the veterinary practice laboratory.

VT224: Laboratory and Exotic Animal Care and Nursing
This course focuses on methods for performing husbandry, nursing, diagnostic, and therapeutic procedures in laboratory and exotic animal medicine.

VT226: Large-Animal Nursing and Medicine
This course provides information on principles and procedures related to common diagnostic and therapeutic techniques used with equine, bovine and other farm animal species. Collection of diagnostic specimens, nursing care of farm animals, administration of medications, and performance of diagnostic and therapeutic procedures are discussed.

VT228: VTNE Review
This course provides a comprehensive review of materials to assist the veterinary technology student in preparing for the national credentialing examination. Test-taking strategies is also discussed. Students document competency in performing laboratory techniques in the veterinary practice setting as well as husbandry, handling, and common nursing procedures in laboratory and large-animal species.
Graduate Course Listing and Descriptions

(Noncredit Orientation courses listed first followed by credit courses listed alphanumerically by course code)

**MB600 MBA Orientation**
This is a course designed to assist new students as they once again enter the academic world to earn their master's degree in Business Administration. Throughout this orientation, students learn the concepts and requirements necessary for successful completion of the activities and projects required in the graduate credit courses. They also receive a brief introduction to the business administration program and the benefits of earning their MBA degree.
*Credit Hours: Non-credit*

**MG600 MMG Orientation**
This course is designed to assist new graduate students as they reenter the academic world to earn their master’s degree in Marketing (MMG). Throughout this Orientation, students learn the concepts and requirements necessary for successful completion of the activities and projects required in the graduate credit courses. Students also receive a brief introduction to the Marketing program and the benefits of earning their master’s degree.
*Credit Hours: Non-credit*

**MH600 MHC Orientation**
This course is designed to assist new graduate students as they reenter the academic world to earn their master’s degree in Healthcare Administration (MHC). Throughout this Orientation, students learn the concepts and requirements necessary for successful completion of the activities and projects required in the graduate credit courses. A brief introduction to the Health Care Administration program and the benefits of earning a master’s degree are also discussed.

**MJ600 MCJ Orientation**
This course is designed to assist new graduate students as they reenter the academic world to earn their master’s degree in Criminal Justice (MCJ). Throughout this Orientation, students learn the concepts and requirements necessary for successful completion of the activities and projects required in the graduate credit courses. A brief introduction to the Criminal Justice program and the benefits of earning a master’s degree are also discussed.
*Credit Hours: Non-credit*

**MR600 MHR Orientation**
This course is designed to assist new graduate students as they reenter the academic world to earn their master’s degree in Human Resource Management (HRM). Throughout this Orientation, students learn the concepts and requirements necessary for successful completion of the activities and projects required in the graduate credit courses. Students also receive a brief introduction to the Human Resource Management program and the benefits of earning a master’s degree.
*Credit Hours: Non-credit*

**MT600 MMT Orientation**
MMT Orientation is designed to assist new graduate students as they reenter the academic world to earn their master’s degree in Management (MMT). Throughout this Orientation, students learn the concepts and requirements necessary for successful completion of the activities and projects required in the graduate credit courses. Students also receive a brief introduction to the Management program and the benefits of earning a master’s degree.
*Credit Hours: Non-credit*
MA610 Managerial Accounting
Consistent with the broad base of the MBA program, this course takes a user-versus-preparer approach to managerial accounting. The format and content of the assignments strike a balance between concepts and their applications. The focus is on the acquisition of a knowledge base, including cost basics, cost management systems, planning and control, and product costing for better decision making within all types of organizations.
Credit Hours: 3

MB601 Strategic Management
This course focuses on the organization and its relationship to the myriad environments surrounding it. Theories and practical guidelines for dealing with an increasingly dynamic set of circumstances driven by changing information technology, global interactions, and customer desires are presented. A model of strategic management and the strategic audit as an approach to the analysis of complex organization-wide issues are discussed.
Credit Hours: 3

MB602 Entrepreneurship
This course examines the entrepreneurial mindset and explores what entrepreneurs recognize and evaluate opportunity and then gather the resources necessary to turn an opportunity into a commercially viable business. It examines entrepreneurial businesses, the roles they play in the economy, and how an entrepreneurial business competes against much larger businesses as well as globally. After completing this course, students understand how they can use the entrepreneurial mindset to succeed whether they start a new venture, join an entrepreneurial venture, acquire a business, or create a new venture inside a large organization.
Credit Hours: 3

MB609 Capstone: Case and Industry Analysis
This course focuses on the integration of the functional areas of a business to develop the organization’s strategic plan utilizing an industry analysis. It includes the study of economics, strategy implementation, technology and innovation, and competitive intelligence. Students examine the importance of strategic analysis to nonprofit organizations because, as donations decrease, they must think as strategically as for-profit businesses. Students analyze case studies that enable them to correlate what they study in this course to “real world” situations.
Credit Hours: 3

MB650 Legal Issues of Employment
As an overview of the legal environment of the workplace, this course examines the federal and state laws that impact the personnel function and the practical application of these laws in the workplace setting. Among the topics addressed are equal employment and affirmative action, employee benefits, workplace privacy, compensation, safety, and unions. A study of diversity issues in the workplace, including the relationship between diversity and legal regulation, is included.
Credit Hours: 3
MB651 Ethical Decision Making and Business Culture
This course impacts all areas of business, all business positions and careers, and each course within the MBA program. Designed to familiarize students with basic ethical theory, equip them with the language of ethics, help them apply ethical principles to a variety of issues, and enable students to formulate a personal standard of ethics for business practice, this course spans both academic and applied contexts, for ethics are worthless without application.
Credit Hours: 3

MB655 Business Law
This course provides an overview of the legal and ethical aspects of the business world. The structure of the American legal system is explored. Federal and state laws that impact business operations with regard to contracts, torts, employment laws, and environmental regulations are examined in close detail. The pros and cons of the major forms of business organization are also studied. Finally, the international legal environment of business, corporate social responsibility, and comparative law is explored.
Credit Hours: 3

MB661 Leadership and Motivation
This course provides a theoretical overview and practical introduction to the study of leadership and work motivation. The theoretical portion reviews the history of scholarly thought on leadership and motivation; the applied portion investigates leadership in practice. Various concepts and models of leadership and motivation are discussed.
Credit Hours: 3

MB665 Survey Research: Employees and Consumers
This course provides a practical introduction to survey research. Survey research is covered in the order in which a survey is conducted: survey plan, design, instrumentation, data collection, processing, interpretation, and survey reporting. It also explores research methods in the business environment. A survey research proposal focusing on either employees or consumers is assigned.
Credit Hours: 3

MB670 Project Management
This course provides a theoretical and practical introduction to project management. The theoretical portion explains the concepts and techniques of successful project management and challenges the student to think critically about project management principles. The practical portion provides real-world examples and assignments that facilitate a clear understanding of how to apply project management concepts.
Credit Hours: 3

MF620 Financial Statement Development and Analysis
This course examines the information content of financial disclosures for decision-making purposes. It covers the principles underlying publicly reported disclosures, the economic inputs used to develop those representations, their limitations and constraints and, most importantly, how to analyze them. Students learn research methods in order to covert raw data into useful information that is leveraged into informed decisions about financial performance, wealth creation, and economic valuation.
Credit Hours: 3
MG641 Marketing Management
Marketing Management, is a comprehensive introduction to current marketing theories and practices in the United States and around the world. In this course, the student become familiar with essential marketing concepts and learn how to analyze market conditions through the use of SWOT and competitive analyses. The student also learns how to target specific markets by using segmentation techniques and becoming aware of buyer behaviors. Brand positioning and related techniques that provide avenues to create and communicate value are reviewed. By the completion of the course, the student will have a greater understanding of the marketing function and of what is needed to produce a comprehensive marketing plan.

Credit Hours: 3

MG642 Consumer Behavior
This course is an introduction to the world of consumer behavior. This discipline borrows from several social sciences, including psychology, sociology, and anthropology, to explain behavior in the marketplace. This course explores how perceptions, learning, memory, personality, and attitudes all influence consumption behavior; how consumption changes during one’s life cycle; and how powerful cultural and subcultural influences are on consumers.

Credit Hours: 3

MG643 Advertising
This course introduces the student to advertising and the other supplemental aspects of integrated marketing communications, including the development of integrated marketing communications plans and their component parts. To effectively plan, implement, and evaluate advertising and promotional programs requires an understanding of the overall marketing process, consumer behavior, communications theory, and the media of advertising and promotion. The environment in which advertising and promotion operate, including regulatory, social, and economic factors are also considered.

Credit Hours: 3

MG645 Brand Management
Students are provided with opportunities to research the topic of branding and apply the strategic concepts to increase their skills in managing brands. Students learn the theories and concepts upon which effective strategies are based, allowing them to make sound marketing decisions. This course also provides students an opportunity to learn brand-marketing strategies as well as to gain practical experience by applying this information to a case example.

Credit Hours: 3

MG646 Services Marketing
This course is devoted to the complexities of the service offering. It looks in-depth at the deeds, processes, and performances that make up the concept of service. It explores the services marketing concepts and strategies developed in response to the growth of service industries and the importance of these industries in today's world economies.

Credit Hours: 3

MG647 Public Relations
This course surveys the field of public relations from its basic concepts to the application of the public relations theories in practice. It examines the theories and principles which impact the practice of public relations and demonstrates how those theories are being applied in public and private sector workplaces. Finally, the course allows the student to demonstrate content knowledge and professional abilities through skill-enhancing exercises and activities.

Credit Hours: 3
MG651 Ethics in Marketing
This is a course designed to familiarize students with the role ethical theory plays in decision making. This course explores the need for ethical decision making in all stages of developing and implementing a marketing strategy, including market research, market segmentation, product management, advertising, and personal sales. Students leave this course with a foundation in ethics that provides a personal framework from which to make ethical decisions in their future business and personal lives.
Credit Hours: 3

MG665 Marketing Research
This course provides a comprehensive review of the tools and approaches commonly used in marketing research. It introduces the student to the value of research for solving marketing problems, presents the research process and use of secondary data, and then expands into the three primary types of research designs: qualitative, descriptive, and experimental. The ability to analyze data and interpret statistical output are emphasized.
Credit Hours: 3

MH601 Survey of the Healthcare System
This course examines the fundamentals of healthcare administration, including the scope of professional responsibilities as they pertain to diverse facility management, quality improvement, and technological implementation. This course provides the knowledge, skills, and tools necessary to implement, facilitate, and coordinate health care managerial functions relating to legal, ethical, safety, compliance, and crisis issues. It also provides a framework in which the role of the health care administrator is described in detail to facilitate optimal health care delivery and patient-centered care.
Credit Hours: 3

MH609 Capstone: Healthcare Politics and Policy
The American healthcare delivery system is one of the most heavily regulated sectors of the American economy. Every conceivable element of the system has been the subject of federal or state legislation as well as intensive policy debate during the previous century. As the capstone course in the Master of Healthcare Administration program, this course in healthcare politics and policy has a dual purpose. The fundamental purpose is to construct an understanding of public policy and politics as applied to and exhibited through the laws regulating America’s evolving system of healthcare. The capstone purpose is to enable students to integrate their knowledge of the program’s course work so they can recognize the importance of healthcare policy to both administrators and their healthcare organizations.
Credit Hours: 3

MH621: HIPAA Compliance
This course presents an overview of the HIPAA Privacy and Security Rules and details the compliance tasks, training, and technology needed to implement privacy and security policies. It covers the most recent regulations and standards, implementation cost considerations, covered entity issues, and guidelines for creating a HIPAA-compliant infrastructure. Special attention is paid to recent updates in HIPAA regulations, including the HITECH Act and the Omnibus Rule.
Credit Hours: 3
**MH622: Healthcare Compliance I**
Course provides an overview of the laws and regulations with which all healthcare organizations must comply. Course topics include the False Claims Act; fraud and abuse; antitrust; federal income tax; HIPAA and HITECH; Safe Harbors; Advisory Opinions; Special Fraud Alerts; corporate integrity agreements; compliance officer roles, responsibilities, and qualifications; internal investigations; repayments and disclosures; compliance training and education; and auditing and monitoring.
*Credit Hours: 3*

**MH622: Healthcare Compliance II**
This course provides an overview of the laws and regulations with which all healthcare organizations must comply. Course topics include compliance risks and requirements for hospitals, physician practices, nursing facilities, long-term care facilities, hospices, home health agencies, clinical laboratories, ambulance providers and suppliers, third-party billing companies, Medicare Advantage Organizations (MAOs), pharmaceutical manufacturers, durable medical suppliers, and research facilities.
*Credit Hours: 3*

**MH651: Ethics in Healthcare**
This course is designed to examine the issues involved in ethical decision making within the medical community. Various historical ethical theories are examined and critical thinking methodologies are applied to ethical case studies throughout the course. Current ethical debates surrounding health care issues are evaluated in light of the student's critical thinking about ethical theory.
*Credit Hours: 3*

**MH640 Healthcare Marketing**
This course is a comprehensive introduction to current marketing theories and practices within the healthcare system. Healthcare industry applications are featured with highlighted examples from some of the most successful and noteworthy marketing experts at performing this complex function, which is part art, part science, and always somewhat dependent upon a combination of knowledge and wisdom that is nearly impossible to codify or quantify.
*Credit Hours: 3*

**MH651 Ethics in Healthcare**
Students learn about how medical law and ethics are interwoven and help define and strengthen healthcare delivery. Students study how both providers and patients have rights and work together to provide optimal health. In addition, topics such as workplace safety, protection of medical records, ethical considerations, and future trends and benefits in the healthcare environment are addressed.
*Credit Hours: 3*

**MH681 Healthcare Human Resources Management**
This course provides an overview of key HR functions including recruiting, training and development, appraising employees, labor relations, employee health and safety, and global HR. Each area is examined with a focus on current trends and the role of HR as an integral part of the administrative team in health care organizations.
*Credit Hours: 3*
MH682 Medical Sociology
This course provides a broad overview of the health service delivery system as viewed by the social scientist. It examines the rich contribution that medical sociological research has made to our understanding of changing professional roles, healthcare institutional values, and the sociocultural influences that affect medical treatment of patients. This course introduces the student to socio-medical concepts such as the sick role, socio-medical stress, illness behavior, social control of medical power, and lifestyle influences in examining the social factors that affect health and the treatment of disease.
Credit Hours: 3

MH683 Information Management
Information Management examines the fundamentals of health information management, including the functions of obtaining, managing, and utilizing data for computer-based systems. This course provides the knowledge, skills, and tools necessary to implement, facilitate, and coordinate information management activities.
Credit Hours: 3

MH684 Managed Healthcare
This course provides the basic concepts of managed healthcare. It is formulated not only for the experienced healthcare professional who has not worked in managed care, but also for the individual just entering the healthcare profession. Students are introduced to how managed care has evolved, with a broad look at many of its component parts. The course also examines managed care regulation and offers some predictions for its future.
Credit Hours: 3

MH685 Healthcare Security
This course examines issues that surround the security and protection of health care environments. Students explore security concerns relating to disaster planning, terrorism, and workplace violence. Additionally, they become familiar with the federal Health Insurance Portability and Accountability Act (HIPAA) regulations concerning the privacy and confidentiality of patient information, as well as the Environment of Care (EC) standards of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), which requires organizations to develop an emergency preparedness plan.
Credit Hours: 3

This course examines the application of economics, finance, and accounting principles to health care organizations. The initial focus of the course involves a discussion of economics, which provides the health care professional with the tools to understand both the behaviors of the major participants in the health care system in the United States and the evolution of the managed care system. Managerial and financial accounting are then described, with a particular emphasis on the budgeting process and financial reporting, followed by a review of ratio analysis. The course concludes with a discussion and application of business plan development.
Credit Hours: 3
MI605 International Business
This course provides an introduction and thorough analysis of the field of international business and globalization. The focus is on business as conducted through the multinational enterprise. Particular attention is given to the impact of multinational operations on nations’ economic, political, legal, and cultural environments. The course also focuses on the management process of becoming a multinational enterprise and of meeting the challenges posed by international competition. Throughout, attention is paid to the greater complexity, as well as the greater opportunities, of global business.
*Credit Hours: 3*

MI606 International Human Resource Management
This course covers both the practical and theoretical aspects of international human resource management (IHRM). From a practical perspective, the role that IHRM plays in assisting companies with the dilemmas of coordination and conflict in international firms, alliances, and acquisition integration is addressed. Theoretically, this course emphasizes the cultural context of managing the many contradictions and dualities confronting international firms.
*Credit Hours: 3*

MI607 International Marketing
International Marketing begins with a discussion of what global marketers do, how marketing theory is applied to the global marketplace, and the impact of cultural differences on global marketing. The greater part of the course concentrates on the three skill sets a global marketing manager must have to be successful in the global marketplace: foreign entry skills, local marketing skills, and global marketing management skills.
*Credit Hours: 3*

MJ601 Survey of Criminal Justice
This course presents an advanced overview of the organization and operation of the criminal justice system in the United States. The purpose and function of the system in apprehending offenders, the prosecution of offenders, and the punishment of offenders are reviewed. Also covered are other important criminal justice issues, such as theories of criminal behavior, measurement of crime and assessment of crime statistics, trends in criminal behavior, management of criminal behavior in the United States, and special topics such as juvenile delinquency, comparative criminology, technology and crime, and terrorism. The course views these trends through the lens of individual rights and the role of public opinion in shaping the criminal justice system.
*Credit Hours: 3*

MJ602 Public Policy and Criminal Justice
This course examines policy making in the context of the criminal justice system. The relationships among law, politics, and policy in determining the degree and allocation of resources toward problem resolution are studied. The functioning of the subunits of the criminal justice system, i.e., police, courts, and corrections, is assessed, both within the criminal justice system and their respective milieus. Lingering and evolving issues, such as racism and terrorism and the best approaches for addressing them, are also explored.
*Credit Hours: 3*
MJ609 Capstone: Visions for Change
A myriad of contemporary issues and challenges in the criminal justice system are explored, including policing in the 21st century, the death penalty, international law, victim impact, prison privatization, gender and race issues, sentencing, jail reform, and HIV in the prison population. Crime in the 21st century is linked to the recent past as well as new responses and policies in the criminal justice system. Students are required to apply critical thinking to current and future knowledge regarding crime, crime trends, law, law enforcement, the adjudication process, corrections, and crime prevention. Current research is augmented with a collection of readings written by forward-thinking criminologists. This course culminates with a capstone project and exam on the criminal justice system.
Credit Hours: 3

MJ620 Criminology
Criminology is a study in the causation of criminal behavior. The basic question addressed is “What causes criminality?” Among the topics explored are various schools of thought about criminal behavior, the biological and psychological roots of criminal behavior, and the sociological theories of criminal behavior. This course also addresses criminal statistics and the methods that criminologists use in conducting research. Finally, drugs and sex crimes, and the impact of technology and globalization on crime are examined.
Credit Hours: 3

MJ650 Criminal Law and Procedure
In this course, students examine the legal foundations of criminal law and the constitutional limitations on what the government can define as criminal behavior. Students analyze substantive law and review what constitutes a crime and who are the legal participants or "parties" to crime. Students explore inchoate crimes, such as attempts and conspiracy, crimes against persons, crimes against property, and offenses involving public morality. The course addresses alcohol and drug offenses, white-collar crime, organized crime, and offenses against the public health and the environment. Students complete their substantive criminal law review with a discussion of offenses against public order and safety, offenses against justice and public administration, and the concept of criminal responsibility. The last assignment presents procedural law and its application to the substantive law previously encountered where search and seizure, arrest, interrogation, identification procedures, and the pretrial process are explored. The criminal trial, sentencing and punishment, appeals, and other post-conviction relief are also reviewed.
Credit Hours: 3

MJ651 Ethics and Justice
This course introduces the study of ethics as applied to the criminal justice field. It begins with broad concepts, such as the most widely accepted schools of thought in the field of ethics. The focus then turns to specific ethics applications in the fields of law and criminal justice, to include the ethical considerations of the prosecutor, the judge, the defense attorney, and the law enforcement officer.
Credit Hours: 3
MJ652 Corporate Crime
This course examines historical and contemporary issues in criminological theory. Particular emphasis is placed on white collar crime theory and corporate crime. Social perceptions of white collar crimes and punishment of white collar offenses are examined. The influence of corporate power on the political economy and how this relationship impacts the regulation of business are addressed. Discussions of the causes and responses to white collar crimes are analyzed at three sociological levels: societal (cultural), organizational, and institutional. In the vast area of wrongdoings covered by the definition of white collar crimes, crimes committed by corporations are examined.
Credit Hours: 3

MJ661 Organizational Management
A theoretical and practical overview of management theories and their application to the workplace dynamics of individuals, teams, and intra- and inter-organizational relationships within the criminal justice system is provided. Insight into the unique and difficult issues facing law enforcement leaders and the move from the traditional police department to “community policing” are presented. This course introduces students to the standard leadership concepts and issues along with new and cutting-edge issues in leadership and management and law enforcement practices.
Such issues as racial profiling, proper recruitment, hiring, training, discipline, and the proper administration of a police department budget are discussed.
Credit Hours: 3

MJ665 Survey Research: Victims and the Community
This course provides a practical introduction to survey research. Survey research is covered in the order in which a survey is conducted: survey plan, design, instrumentation, data collection, processing, interpretation, and survey reporting. Research methods in the criminal justice environment are explored. A survey research project, focusing on victims of crime or communities and crime, is assigned.
Credit Hours: 3

MJ675 Investigating Difference
This course provides an overview of the struggles minority members of American society face within the criminal justice system. Minority groups that have been historically traumatized in this country are studied. Groups not typically identified as “minority” are also explored – e.g., the mentally ill and female offenders. The course concludes by examining the future of multiculturalism, including the impact globalization has had on crime and will likely have on minorities.
Credit Hours: 3

MK640 Marketing and Advertising
This course is a comprehensive introduction to current marketing theories and practices and, to a lesser extent, advertising in the United States and around the world. Both principles and applications are featured and complemented with highlighted examples from some of the most successful and noteworthy experts at performing this complex function, which is part art, part science, and always somewhat dependent upon a combination of knowledge and wisdom that is nearly impossible to codify or quantify.
Credit Hours: 3
MR601 Survey of Human Resource Management
This survey course provides an overview of key Human Resources functions, such as recruiting, training, compensating, managing labor relations, and ensuring legal compliance within an organization. Each area is examined with an eye on current trends and strategic planning, using journal readings and case studies. Emphasis is on the need for all employees to take responsibility for managing an organization’s human resources.

*Credit Hours: 3*

MR609 Capstone: Strategic Management and HRM
This capstone course focuses on strategic management – a highly significant business tactic – and the manner in which the human resource manager (HRM) can have an impact on the strategic management process. The relevant aspects of this course include the study of strategic management, the basic model of strategic management, and the role of corporate governance in strategic management. Students explore the relationship between human resources management and strategic management, especially in the areas of industry and organizational analysis, strategy formulation and implementation, staffing and directing, and case analysis.

*Credit Hours: 3*

MR630 Staffing and Recruiting
This course reviews the major challenges of recruiting and staffing in today’s labor markets. The staffing function includes modeling, strategies, job analysis, retention and legal compliance. Students review both internal and external recruiting and selection, and emphasize the key topics of measurement and decision-making.

*Credit Hours: 3*

MR632 Training and Development
This course provides a comprehensive overview of training and development and all relevant aspects, including what training involves; the importance of training; and the role that training plays in attracting, motivating, promoting, and retaining employees and helping a company to gain a competitive advantage. It also discusses the roles the HR manager plays in training; the methods of training that occur; how the company’s business strategy influences training practices and the organization of the training department; needs assessment and instructional design. Students learn how to evaluate a training program, ethics and legal issues in training and diversity and cross-cultural training.

*Credit Hours: 3*

MR635 Labor Relations
This course surveys labor relations and collective bargaining in the private and public sectors. The history of the American labor movement is reviewed, as well as the laws that regulate the relationship between employers and unions. Among the topics studied are the process of establishing a bargaining unit, negotiating a collective bargaining agreement, administration of the agreement, union and employer unfair labor practices, and arbitration. The theories behind these topics and how theory is applied in actual situations are also addressed.

*Credit Hours: 3*
MR637 Compensation Management
The compensation system within an organization is one tool used to manage employee performance. Indeed, an effective reward system is vital in attracting, motivating, and retaining talented employees. This course explains the theories and principles of compensation system design and administration.

*Credit Hours: 3*

MR638 Employment Benefits
This course is designed to provide an in-depth presentation of employee benefits. It includes discussions of both legally required and discretionary plans. In the chapters on legally required benefits, the course concentrates on Social Security, unemployment insurance, and workers’ compensation. The sections on discretionary benefits include material on medical, dental, life insurance, disability plans, executive benefits, and paid time-off plans. The administrative and legal implications of employee benefit programs are discussed.

*Credit Hours: 3*

MR651 Business and HRM Ethics
This course is designed to facilitate ethical decision making in both the individual and the business world. Issues and practices of business ethics are pursued in domestic and international situations, with special emphasis in the human resources area. Ethical issues are studied through legal, philosophical, and practical methods.

*Credit Hours: 3*

MS640 Security: Home and Country
This course provides an overview of global terrorism in the 21st century and examines the difficulties associated with defining terrorism, understanding its causes, and developing appropriate models for intervention. Among the topics addressed are definitions, typologies, profiles, networking, types of terrorism, domestic and international intelligence, weapons of mass destruction, and homeland security. This course also focuses on the problem that terrorism creates for the law enforcement community.

*Credit Hours: 3*

MS645 Workplace Security
This course is designed to facilitate the student’s understanding of the duties and responsibilities of the corporate security manager (CSM), as well as the changing concerns of an organization’s physical and informational security. Workplace security has taken on a new meaning based on two recent phenomena: the rapid development of the global information web and the escalation of worldwide terrorism represented by the catastrophe of 9/11. This course develops managerial skill sets to confront day-to-day and global challenges to private enterprise and international standards of justice.

*Credit Hours: 3*

MT609 Capstone: Strategic Management
This capstone course is a comprehensive overview of the strategic management process, both in theory and practice. The course integrates theoretical knowledge with analytical ability in the form of comprehensive case analyses of real-world business scenarios. Students have the opportunity to sharpen their analytical skills and apply their education and experience to confront the challenges that are faced by companies and their leaders in a dynamic and sometimes volatile business environment.

*Credit Hours: 3*
Military Student Handbook
Military Student Handbook

In addition to the other policies and guidelines outlined in this Catalog, the following policies apply specifically to students enrolled in Ashworth’s Term Enrollment Model. Only students who qualify for MyCAA or VA funding are eligible to enroll in the Term Enrollment Model at this time. The TEM program is only available to undergraduate students.
Term Enrollment and Academic Calendar

Ashworth offers monthly course enrollments beginning the first Monday of each month for 12 course starts per year. Each term enrollment term has a fixed start and end date: The start date is the first Monday of each month, and the end date is at the completion of eight (8) weeks from the start date. Students may enroll in a maximum of two (2) courses per enrollment term.

Course Registration

The registration period for a term or course beginning the first Monday of each month extends from the 1st to the 14th of each preceding month. Course registration dates and start dates are posted on the Ashworth Web site (www.ashworthcollege.edu/military/learning-methods/academic-calendar/).

Course Structure

Each course typically consists of eight (8) modules/lessons – the duration of each course is eight (8) weeks. Each lesson consists of lecture notes, review questions, one (1) multiple-choice exam or assignment, and one (1) threaded discussion. Students must complete all lesson tasks in which the lesson is assigned – the multiple choice exam or assignment and threaded discussion posts should be completed no later than Sunday midnight (for a Monday-Sunday week). The lesson grade will be posted by the course faculty no later than three (3) days past the lesson completion deadline. The final course grade will be submitted within 7-10 calendar days of course completion.

Each course requires students to participate in weekly threaded discussions initiated and led by the course faculty. Threaded discussions consist of a topic statement or question posted by the faculty that students should research and respond to – a typical response to a faculty statement/question should consist of 100-200 words in a single-spaced format. Responses should be well researched and appropriately worded and should reflect analytical and critical thinking skills. During the course of the lesson, students are required to post at least two (2) responses within the threaded discussion assigned for that lesson - the first response must be to the Faculty; the second response can be directed either to the Faculty or to other students in the class. Both responses must be posted by midnight on Sunday. Threaded discussions will be monitored by Faculty every two (2) days with feedback provided to students each week. At the end of each week, student participation in the threaded discussions will be graded and posted to individual student accounts. Participation in the threaded discussions is mandatory and the grades earned/posted will count towards the overall course grade.
Attendance and Participation Policy – TEM Students

Student attendance and participation in a course is determined by timely completion of tasks within each lesson – these include completion of multiple-choice exams and assignments as well as participation in threaded discussions. When students fail to complete lesson tasks in a timely manner, they will be contacted by the course faculty to determine the cause for non-participation in the course. In extenuating circumstances, students will be given a grace period of three (3) days past the lesson due date to complete the tasks for that particular lesson. Failure to complete lesson tasks (multiple-choice exams, assignments, and threaded discussion posts) in a timely manner may affect the overall course grade, resulting in a lower or failing grade in the course.

Students are expected to complete all coursework within the eight (8) week timeframe specified for each course. In extenuating circumstances, students may submit a written course extension request to the office of the Registrar. Extension requests must be submitted after week 6 and before the end-date for a course. A 4-week course extension may be granted at the discretion of the Ashworth Registrar and students must complete all remaining coursework by the revised course end-date. Students who do not complete all course work by the course end-date (or the revised end-date in cases where an extension has been granted) will be given a course grade based on actual coursework submitted against the total course requirements.

Exam/Assignment Retake Policy – TEM Students

The following TEM Retake Policy applies to TEM students taking courses in the new Brightspace learning management system beginning 12/13/2017.

Students are allowed two (2) attempts on each quiz or assignment. Students are not required to resubmit an exam if they are satisfied with the score received on their first attempt. Students highest grade will be recorded as the final grade for that assessment.

For semester exams, the minimum passing score is 70 percent. Students who do not pass all sections of the exam may retake the failed section(s) once. For each course/section failed on the first attempt, students are allowed 36 minutes on the retake attempt. All semester exam retakes must be completed within 90 days of the date of the original semester exam. Term Enrollment Model (TEM) students who fail a course will receive a grade of “F” on their transcript. TEM students who are interested in retaking a failed course are responsible for paying the full price of the course again and contacting Military Services to complete the steps for re-registering for a previously failed course.
The following TEM Retake Policy applies to TEM students taking courses in the Sakai learning management system.

Students who do not receive a passing grade on lesson exams or assignments must resubmit the exams or redo the assignments in order to obtain a passing grade. Regardless of the actual passing grade on the retake, students will automatically receive the minimum passing score of 60 percent.

For semester exams, the minimum passing score is 70 percent. Students who do not pass all sections of the exam may retake the failed section(s) once. For each course/section failed on the first attempt, students will be allowed 36 minutes on the retake attempt. All semester exam retakes must be completed within 90 days of the date of the original semester exam.

Term Enrollment Model (TEM) students who fail a course will receive a grade of "F" on their transcript. TEM students who are interested in retaking a failed course will be responsible for paying the full price of the course again and contacting Military Services to complete the steps for re-registering for a previously failed course.

Course Add/Drop/Withdrawal Policy – TEM Students

TEM students who plan to add, drop, or withdraw from classes should contact Military Services. Military Services Advisors are available Monday through Friday, 8:30am-6:30pm EST. Students may contact Military Services by phone at 1-877-758-7630 or e-mail at militaryadvisor@ashworthcollege.edu.

Students may withdraw from a TEM course up until week four of the course; students will receive an "I" (Incomplete) for the course. To withdraw from a course, students must contact Military Services to advise agent of their decision. These steps must be completed no later than Sunday of Week 4 by 11:59 pm EST. The date and time stamp for a withdrawal will correspond to when a student contacts Military Services.

If the course is later than the 4th week, then the student may not withdraw and upon close of the course, will receive 0's for any unsubmitted assignments.

After receiving approval from Military Services, the student is responsible for the notification and initiation of any withdrawal procedures through their education benefits program (MyCAA, VA, etc).

Students needing to withdraw for military orders will need to provide a copy of said orders to Ashworth College Military Services prior to the end of the class term. Upon approval, withdrawal for military orders will receive a final grade of “I”. When possible, the student will need to contact military services in order to retake the class.
Refund Policy – TEM Students

Tuition refunds for dropped/withdrawn courses will be calculated as follows:

<table>
<thead>
<tr>
<th>Upon Withdrawal</th>
<th>Amount Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the start date of the course</td>
<td>100% Refund</td>
</tr>
<tr>
<td>After the start date of the course:</td>
<td></td>
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<tr>
<td>During week 1</td>
<td>80% of the tuition</td>
</tr>
<tr>
<td>During week 2</td>
<td>60% of the tuition</td>
</tr>
<tr>
<td>During week 3</td>
<td>40% of the tuition</td>
</tr>
<tr>
<td>During week 4</td>
<td>20% of the tuition</td>
</tr>
<tr>
<td>After week 4</td>
<td>0% of the tuition</td>
</tr>
</tbody>
</table>

Program Extension Policy

Students are expected to finish all coursework within the eight (8) week session timeframe specified for each course. If extenuating circumstances prevent students from completing a course within the eight week timeframe, an extension time period can be requested and the course will remain in progress until the designated course end date. A completed Extension Request Form must be submitted to Business Services after the sixth week and prior to the end of the session to be considered eligible for a course extension. Once the form is fully completed, Business Services works with the Registrar. The Registrar will review the request and responds by notifying the student of the request status. This request and related material is saved to the student’s permanent record. This form is available in the Student Portal.

If approved, the course will remain in progress for the duration of the extension or until all work has been submitted, graded and a final course grade awarded. Students must complete all remaining coursework by the revised course end-date. Students who do not complete all course work by the course end-date (or the revised end-date in cases where an extension has been granted) will be given a course grade based on actual coursework submitted against the total course requirements. Under extenuating circumstances a student may request an additional extension.

For veteran students, the VA Office will be notified as appropriate when an extension process has begun. For Veteran Students this may affect VA Benefits. See Student Affairs section, VA Notifications.

Students who are receiving VA benefits need to be aware that benefits may be impacted if students extend classes beyond the prescribed 8 weeks. For information pertaining to veteran benefits, please contact the VA directly at 1-888-442-4551.
VA Notification
For Veteran students, the VA Office will be notified under certain circumstances which include at least the following instances. Veteran students are advised to contact their VA Office to determine if any Veteran Benefits are affected.

- Initial enrollment
- Additional enrollment
- Dropped course
- Course or program withdrawal
- Leave of Absence
- Extensions
- Unsatisfactory academic progress

Contact Information
Military students can contact their designated Student Services Advisors via the following:

Phone  (877) 758-7630
Fax    (770) 729-7290
Email  militaryadvisor@ashworthcollege.edu
RN to BSN Student Handbook
Bachelor of Science in Nursing (RN to BSN) Student Handbook

In addition to the other policies and guidelines outlined in this Catalog, the following policies and information apply specifically to students enrolled in Ashworth’s Bachelor of Science in Nursing (RN-BSN) Program. Students must review the content in the main catalog (from the beginning through the section on Ashworth Personalized Career Services) and then read the policies in this section carefully, since they are unique to the Nursing program and supersede the policies listed elsewhere in this catalog. Acknowledgement of this review and acceptance of all Ashworth policies will be required within the first course OR110 Achieving Academic Excellence.
Introduction

Chief Nurse Administrator’s Message

Dear RN to BSN Students,

Welcome to the Madison School of Healthcare and Ashworth College!!

It is an honor to serve you at this point in your professional career. We are glad you have chosen a program that offers you the highest of standards while respecting your needs for flexibility and affordability. Our commitment to support your needs and progress is paramount to our mission and values to assure you have the requisite skill sets, enhanced communication and critical thinking to allow you to progress in your career.

Please know our instructional team is committed to you. We are glad you have made this choice to join us in this active, self-paced learning environment.

Please do not hesitate to contact your course faculty or me with questions you may have. I wish you success in all your endeavors.

Elizabeth S. Markham, PhD, RN
Chief Nurse Administrator
Accreditation
The baccalaureate degree in nursing (RN to BSN) program at Ashworth College is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle, NW, Suite 530
Washington, DC 20036
202-887-6791
www.aacn.nche.edu

Madison School of Healthcare Nursing Advisory Board
The Madison School of Healthcare Nursing Advisory Board is comprised of the following members.

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>State of Residence</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal</td>
<td>Cathy Greenberg</td>
<td>MD</td>
<td>Director, Madison School of Healthcare, Ashworth College</td>
</tr>
<tr>
<td>Internal</td>
<td>Dr. Beth Markham</td>
<td>MN</td>
<td>Chief Nurse Administrator, Ashworth College</td>
</tr>
<tr>
<td>External</td>
<td>Marie Capps Berry</td>
<td>FL</td>
<td>President, Education Consulting Services</td>
</tr>
<tr>
<td>External</td>
<td>Aimeé C. Carter</td>
<td>SC</td>
<td>Director of Academic Partnerships</td>
</tr>
<tr>
<td>External</td>
<td>Tabitha Clayton</td>
<td>FL</td>
<td>Staff Nurse, Labor and Delivery</td>
</tr>
<tr>
<td>External</td>
<td>Lora Epperly, Co-Chairperson</td>
<td>VA</td>
<td>Director of Business Development and Care Innovations</td>
</tr>
<tr>
<td>External</td>
<td>Sherrie Lee, Co-Chairperson</td>
<td>NC</td>
<td>Director of Education/DNP</td>
</tr>
<tr>
<td>External</td>
<td>Sherrie Phillips</td>
<td>VA</td>
<td>Nursing and Health Program Head</td>
</tr>
<tr>
<td>External</td>
<td>Priscilla Wiggin</td>
<td>VA</td>
<td>Senior Development Officer</td>
</tr>
<tr>
<td>Student</td>
<td>Kathleen Glaze</td>
<td>OH</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>May MacDowall</td>
<td>NC</td>
<td>Practicing Case Manager, Occupational Medicine</td>
</tr>
</tbody>
</table>

*Co-Chairperson*
RN-BSN Program Mission, Organizing Framework and Student Learning Outcomes

Bachelor of Science in Nursing Program Mission Statement
The Bachelor of Science in Nursing Program’s mission is to develop the professional nurse to be a leader in providing high-quality, evidence-based, patient-centered care in a complex health care system. In keeping with the Ashworth College Mission and Values, the program is further committed to providing a high quality, respectful, flexible, and affordable learning environment that empowers students to reach their personal and professional goals.

Philosophy
The philosophy of the Nursing Program embodies the mission of the College and describes the faculties beliefs related to the nursing paradigms of person, health, environment, nursing, and teaching and learning. Our graduates will be able to work in a global, complex health system as members of the interprofessional team fulfilling the roles of the professional nurse. The program will have as its foundation the arts and sciences, nursing theory and information from other disciplines needed to promote health or death with dignity for diverse populations. The practice of nursing will be holistic with an established core of caring, ethical values, competence, and continued learning and professional career development.

The nursing faculty believe that teaching and learning is an active process in which the students assume responsibility and accountability in their educational quest. The role of the faculty is to facilitate the learning process through caring attitudes, mentoring, fostering the potential of each student, instructional delivery that reflects theory, practice, and professional experience as well as the diversity of learning styles of each student so that the student can achieve desired outcomes and goals. The faculty helps foster the human potential of the learner, building trust and confidence while giving the learner the autonomy to determine the pace of learning. In this personalized, distance learning program, the Ashworth nursing faculty will function in three roles: Course faculty who are responsible for delivery of content and ensure students master the course learning outcomes; Evaluator Faculty who are assigned to assist course faculty in the evaluation of assignments, feedback, learning trends, and student integrity; and Advisor Faculty who serve as the student’s program advisor and coach.

Definition of Concepts

Nursing: The faculty of Ashworth College accepts the definition of nursing as defined by the American Nurses Association which states that “nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of the human response, and advocacy in the care of individuals, families, groups, communities, and populations (retrieved http://nursingworld.org/EspeciallyForYou/What-is-Nursing ).

Nursing is a holistic interaction that requires caring, advocacy, cultural competence, actions based on evidence, decision-making, ethical behavior, and knowledge of the political, social, and economic implications of practice. The nurse uses the nursing process. The nurse will function in the roles of provider of health care, designer/manager/coordinator of care, and as a member of the profession 2008, (AACN Essentials of Baccalaureate Education, 2008, p.35). The nurse will practice and encompass the values, professional roles, and image of the nurse contributing to their community, the profession, and self through continued development and life-long learning.
**Person:** The person is a biopsychosocial being who is worthy of compassion, patient-centered (family-centered, population-centered) care. The person is impacted by cultural and spiritual dimensions, the family, group, community, global society, and is endowed with rights, privileges, and responsibilities.

**Health:** “Health is a state of balance, an equilibrium that an individual has established within himself and between himself and his social and physical environment (Sartorious, 2006, p. 662).” This definition implies that health is a human experience perceived individually according to the person’s developmental stage, cultural context, spirituality, preferences, and health literacy. Health promotion is defined as the “process of enabling people to increase control over, and to improve, their health. It moves ...toward a wide range of social and environmental interventions” (WHO, [http://www.who.int/topics/health_promotion/en/](http://www.who.int/topics/health_promotion/en/)).

Nurses focus on health across the lifespan for individuals, groups, communities, populations with a focus on prevention, acute and chronic illnesses, risk reduction, injury prevention, genomics, disparities, education, and research. Effective communication and use of the teaching-learning process are paramount in nurses performing these activities.

**Environment:** The environment encompasses the internal and external environments. The external environment includes food, water, air, living conditions, the effect of population, and social, economic, and political impacts. The internal environment refers to the dimensions of mind, body, spirit, and emotion.

The nurse must, therefore, take a holistic approach using scientific bases and current evidence to determine how the environment affects the health of individual and promote health or death with dignity. The nurse will need to develop the skills of leadership, management, communication, and the ability to work in interprofessional teams to help clients across the lifespan in multiple healthcare environments.

**Organizing Framework**
The organizing framework is consisted with the Mission and Philosophy of the program providing the key threads and model for the sequencing of courses, content, learning activities, and instructional design for the nursing curriculum. It is an expectation that our graduates will assume leadership roles contributing to the communities, the profession, and self. The required courses will provide the foundational knowledge built on concepts that serve as the building blocks for professional nursing actions.

Based upon the philosophy, the major threads of the program are person, nursing and the nursing process, health, environment, health promotion, interprofessional care, leadership, management, caring, society, culture, critical decision making (critical thinking, clinical judgement, and clinical reasoning), and communication. The nurse must always consider diversity and lifespan impact. In performing these activities, the nurse meets the standards a defined in the Essentials of Baccalaureate Education (AACN, 2008), the Institute of Medicine Core Competencies (IOM, 2011) and Quality Safety Education for nurses (QSEN) (2014). Figure 1 presents a schematic view of the relationship of the major threads in the organizing framework.
RN-to-BSN Program Student Learning Outcomes

The student learning outcomes for the program describe the professional nurse generalist who is a graduate of Ashworth College. Upon completion of the program, the student will be able to:

1. Practice evidence-based, culturally competent, caring patient centered care across the lifespan in the roles of the baccalaureate nurse in a variety of health care settings to a diverse population.

2. Evaluate the role health promotion and disease prevention, economics, local, state, national and community policies and legislation have on nursing, the health care system, and the continuum of healthcare.

3. Integrate information technology, communication, and patient education into practice with clients, families, groups, and populations and the interdisciplinary team.

4. Use knowledge and skills in nursing leadership and management to promote continuous quality improvement, safety, and interdisciplinary care across the health care continuum.

5. Formulate a professional ethic that recognizes the values of altruism, autonomy, human dignity, integrity, and social justice in professional practice, enhancement and service in the profession, life-long learning, and continued self-development.
<table>
<thead>
<tr>
<th>PROGRAM OUTCOMES</th>
<th>THREADS</th>
<th>AACN ESSENTIALS OF BACCALAUREATE EDUCATION</th>
<th>QSEN STANDARDS</th>
<th>IOM STANDARDS</th>
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<tr>
<td>2. Evaluate the role health promotion and disease prevention, economics, local, state, national and community policies and legislation have on the health care system and the continuum of healthcare.</td>
<td>Health&lt;br&gt;Health Promotion&lt;br&gt;Environment&lt;br&gt;Person&lt;br&gt;Society&lt;br&gt;Interprofessional care&lt;br&gt;Evidence-based Practice</td>
<td>Essential II: Basic Organizational and Systems Leadership&lt;br&gt;Essential V: Healthcare Policy, Finance, and Regulatory Environment&lt;br&gt;Essential VII: Clinical Prevention and Population Health</td>
<td>4. Quality Improvement&lt;br&gt;5. Safety</td>
<td>2. Work in Interdisciplinary Teams&lt;br&gt;3. Employ evidenced-based practice</td>
</tr>
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</thead>
<tbody>
<tr>
<td>5. Formulate a professional ethic that recognizes the values of altruism, autonomy, human dignity, integrity, and social justice in professional practice and continued self-development.</td>
<td>Nursing Leadership Communication Person Caring Essential 1: Liberal Education Essential III: Scholarship and Evidence Based Practice Essential VIII: Professionalism and Professional Values Essential IX: Baccalaureate Generalists Nursing Practice.</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

References:


Contact Information

**Course Support – Nursing Courses**

**Advisor Faculty**
Each RN to BSN student has his/her own Advisor Faculty (AF). The Advisor Faculty will contact each student directly upon enrollment and provide a direct phone number and email address to use for specific needs related to the RN to BSN program.

**Course Faculty**
The contact information for the Course Faculty (CF) for the RN to BSN courses can be found in the syllabus of the nursing courses.

**Evaluator Faculty**
RN to BSN students have specific Evaluator Faculty (EF) for nursing courses. If the need arises, the evaluator faculty will contact RN to BSN students for additional communications regarding their course.

**Ashworth RN to BSN Classmates:**
Visit the Student Community to find an entire section related to RN to BSN students.

**Course Support – Non-Nursing Courses**

**Student Services**
800.224.7234 or education@ashworthcollege.edu
8:30 a.m. – 9:00 p.m. (Monday – Friday) EST
8:30 a.m. – 5:00 p.m. (Saturday) EST

**Academic Advisors:**
800.224.7234 or enter a ticket via Support tab in Student Portal
8:30 a.m. – 8:30 p.m. (Monday – Friday) EST

**Course Faculty:**
Each course syllabus provides information on contacting the faculty. When students have program or course specific questions, they should first review their program or course syllabus to identify their team and contact information.

**All Other Support**

**Student Services**
800.224.7234 or education@ashworthcollege.edu
8:30 a.m. – 9:00 p.m. (Monday – Friday) EST
8:30 a.m. – 5:00 p.m. (Saturday) EST
### Madison School of Healthcare

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, School of Healthcare</td>
<td>Cathy Greenberg</td>
<td><a href="mailto:cgreenberg@ashworthcollege.edu">cgreenberg@ashworthcollege.edu</a></td>
</tr>
<tr>
<td>Chief Nurse Administrator</td>
<td>Dr. Beth Markham</td>
<td><a href="mailto:bmarkham@ashworthcollege.edu">bmarkham@ashworthcollege.edu</a></td>
</tr>
<tr>
<td>Healthcare Partnership Manager</td>
<td>Robyn Porterfield</td>
<td><a href="mailto:rporterfield@ashworthcollege.edu">rporterfield@ashworthcollege.edu</a></td>
</tr>
</tbody>
</table>
Admissions

Admission Requirements
To enroll in the Bachelor of Science in Nursing (RN-BSN) program, a prospective student must have successfully completed an associate degree program or diploma in nursing from an institution recognized by the Department of Education and must be able to provide official transcripts showing a cumulative GPA of at least 2.0. Prospective students must also provide documentation of an active, unencumbered nursing license to practice as a Registered Nurse in the student's state of residence.

Please note: Residents of Tennessee are not eligible to enroll in Ashworth’s B.S. in Nursing (RN-BSN) program.

RN to BSN degree candidates will enroll in and pay for one semester at a time with a separate enrollment agreement. Students may begin their course work as soon as they receive their course materials. However, students are required to submit all official transcripts within 60 days after enrollment; official transcripts must be received before students can take any nursing courses.

Application and Enrollment Process
Follow the steps below to enroll in Ashworth College's B.S. in Nursing (RN-BSN) program.

1. Complete an application by phone or online.
   a. Apply by phone. Enrollment advisors are available any day of the year (except holidays). Call 1-800-362-7070.
   b. Apply online. The online application can be accessed from Ashworth’s website: http://www.ashworthcollege.edu.

2. Upon enrollment, Ashworth will provide instructions for online access to the first course. All course materials (including any associated eBooks) will be provided online within Ashworth’s Brightspace Learning Management System.

International Student Nursing Admission Requirements
International students may be eligible for admission to the RN to BSN program at Ashworth College. To meet the admission requirements, students must provide documentation of a current, unencumbered license to practice as a registered nurse in at least one U.S. state, U.S. territory or Canada.

Nursing applicants educated outside of the United States must have their academic transcripts evaluated by an approved agency. Applicants may be assessed a fee by the certifying organization and must request that an official report be mailed directly to Ashworth College.

International Transcript Evaluation
Nursing program applicants that have credits or degrees earned from institutions outside of the United States must have their academic transcripts evaluated by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) member organization, or by the Commission on Graduates of Foreign Nursing Schools (CGFNS). Applicants pursuing the RN to BSN degree must request a course by course evaluation before they are allowed to enroll.
Transcripts

An associate degree or diploma in nursing with a cumulative GPA of at least 2.00, from an institution recognized by the Department of Education is required for admission to Ashworth College’s BS in Nursing (RN to BSN) program. Prospective students must also provide documentation of an active, unencumbered nursing license to practice as a Registered Nurse in the student's state of residence.

Students must submit all official college level transcripts before taking a nursing course. Students must also pass OR110 with a grade of at least a C before taking nursing courses.

1. Students must completely fill out and send the appropriate Transcript Request Form to the college(s)/institution(s) that granted them their associate degree or diploma in nursing and any additional college credits they may have earned. The college or institution may charge a fee for sending official transcripts to Ashworth College. Students should send any fees along with the Transcript Request Form directly to the college or institution and not to Ashworth College. The Transcript Request Form (College) is located in the Student Portal.

2. Students should include their maiden name on the Transcript Request Form, if the student name has changed since graduation. Students who have legally changed their name, through marriage or otherwise, should be sure to include on the Transcript Request Form all names previously used.

Student Status

There are three status states for students depending on their progression through the enrollment and graduation processes. “Applicant” status applies to someone who has submitted an enrollment agreement and is financially current with Ashworth College; applicants may be denied admission after review of their official transcripts and first course progress/completion*. “Enrolled but not Active” status applies to someone who, in addition to being admitted to a program, has completed the transcript evaluation process and the first mandatory course OR110 with a grade of ‘C’ or higher. “Active Student” status is someone who, in addition to being enrolled, is regularly submitting assessments in academic courses.

Students who enroll in the B.S. in Nursing (RN-BSN) program are in “applicant” status until all official transcripts are received/approved and they have completed OR110 Achieving Academic Excellence with a grade of 60 or higher and NS310 Professional Issues in Nursing with a grade of 70. Students who complete the transcript evaluation process and earn a 60 or higher grade in OR110 Achieving Academic Excellence and a 70 or higher in NS310 Professional Issues in Nursing are considered to be officially “enrolled” in the RN-BSN degree program.

Ashworth students work at their own pace. The school provides students with many mechanisms to help students stay on track for timely completion of program and graduation requirements. In the Student Portal there is a Progress Tracker which displays students’ percent progression through their program. Each course has Curriculum Maps and Pacing Guides to help students manage their expectations on course workload and time to complete a lesson and course. In addition, the instructional team of faculty and academic advisors are on hand to provide one-on-one academic support to help students master the learning objectives and complete courses and their program of study.
If students need an official status letter, Ashworth College is able to issue a Status Letter and Transcript upon request. In order for Ashworth to issue these documents, students must have completed a transcript evaluation, completed one course, and be current in their tuition payments.

**Maximum Allowable Transfer Credits**

**Bachelor of Science in Nursing (RN-BSN) Program**

Students may receive transfer credit for up to 75 percent of their RN to BSN program as a combination of transfer credits from their associate degree program or diploma in nursing and any additional college credits earned. Students may receive credit up to 30 courses out of 40 (90 semester credit hours out of 120) as a combination of associate degree transfer credit and any additional college level credits earned or achieved by credit by exam. If a student wishes to enroll in a second program with Ashworth, the second program must involve the student taking a minimum of 25 percent of new Ashworth courses.

**Applying for Transfer Credits**

Please refer to the *Applying for Transfer Credits* section in the main catalog.

**Credit by Exam**

Credit by Exam must be requested and approved by the Chief Nurse Administrator.

**Instructional Model**

The RN to BSN program uses an instructional team approach. The instructional team includes highly qualified faculty, academic advisors, subject matter experts, course authors, and support staff. The team approach allows Ashworth to customize support to individual student needs.

Each nursing course has faculty focused on three discrete roles that include Course Faculty, Advisor Faculty, and Evaluator Faculty. These roles allow faculty to concentrate on the three main areas that make up the dynamic of teaching/learning and allows each faculty member to concentrate on the defined role and provide students with expert teaching, focused advising, and unbiased grading.

**Course Faculty**

Course Faculty are responsible for the delivery of specified course content and ensuring students master the program and course learning objectives. This position supports the continued development of course materials and enhancements and provides input to the curriculum development staff.
Evaluator Faculty
Evaluator Faculty are assigned to assist the Course Faculty in each specific course to evaluate all writing assignments, provide substantive feedback, monitor teaching/learning trends and support student integrity.

Advisor Faculty
Advisor Faculty act as students’ connection to Ashworth and as the students’ critical source of support and information about their program. They are a trusted advisor to the student regarding program details and provide encouragement to students with their performance and progression from enrollment through completion. Advisor Faculty coach students on time management and establish benchmarks for the student to successfully progress through the program. They help students identify their learning strengths and weaknesses and connect them with the appropriate resources and student services to master program content.

Academic Status
There are four categories of academic standing: academic good standing, academic review, academic probation, and academic dismissal.

To remain in academic good standing in the RN-BSN program, a student must:
- Complete the first mandatory course in the program (OR110 Achieving Academic Excellence) with a score of at least 70%
- Maintain a minimum grade point average (GPA) of 2.00
- Earn a grade of at least 70 percent in each core nursing course
- Earn a grade of at least 60 percent in each non-nursing course – general education courses and elective options

A student will be placed under academic review when it is questionable whether the student will be successful in the program. Being placed under academic review can delay academic progress.

Students will be placed under academic review if they:
- Score less than 70% in the first course of the program (OR110-Achieving Academic Excellence)
- Fail the second attempt of any section(s) of a semester exam
- Fail the second attempt of any section(s) of a semester exam
- Violate Ashworth’s academic honesty and/or student conduct policy

Students will be placed under academic probation if they:
- Allow the semester GPA to fall below 2.00*
- Fail a nursing course (score less than 70%)
- Fail a non-nursing course (score less than 60%)
- Violate Ashworth’s academic honesty and/or student conduct policy

*The semester GPA must be brought back up to at least 2.00 before the student can take a semester exam.
Academic dismissal will result if students:

- Score less than 70% in the course OR110-Achieving Academic Excellence
- Fail two courses or the same course twice (score less than 70% in a nursing course or less than 60% in a non-nursing course)
- Fail the second attempt on a semester exam and it is determined that the overall academic performance is unacceptable
- Violate Ashworth’s academic honesty and/or student conduct policy

Students who are academically dismissed will not be allowed to enroll in any other degree or certificate programs at Ashworth College in the future. A student who is dismissed for academic reasons will be required to pay the full contract tuition amount incurred. A student may appeal dismissal for academic or any other reasons by submitting an appeal to the Registrar, within 10 days of being notified by Ashworth College of the dismissal. Decisions rendered are final and the student will be notified within 30 days of receipt of the appeal.
Completion Time
The RN to BSN program can be completed in approximately two years (6 months per semester); however, students are allowed a maximum of four (4) years from the date of enrollment to complete their program.

Course Retake Policy

Nursing/Core Courses
Students must pass Achieving Academic Excellence and every nursing course (courses with an NS prefix) with a grade of at least 70 percent. Students who do not receive a passing grade (70%) on nursing course lessons must review their scores with the Instructor. If the Instructor approves, the student may be given an additional attempt on any failed exam of the instructor’s choosing. The highest score will be recorded on an exam/assignment that is allowed to be resubmitted.

Students must maintain an overall GPA of at least 2.00 in order to remain in the program. If a student receives a grade of less than 2.00 in a nursing course s/he will be placed on academic probation and must re-take the course. Only one re-take is permitted. Students are required to re-enroll and pay an administrative fee to retake the course. The grade earned on the re-take course will be utilized in calculating the students’ GPA. Students who do not earn at least a 2.00 in the retake course will be dismissed from the program.

General Education and Elective Courses
Students are allowed two (2) attempts on each quiz or assignment. Students are not required to resubmit an exam if satisfied with the score received on their first attempt. The students’ highest grade is recorded as the final grade for that assessment.

If the grade earned in a non-nursing course causes the semester GPA to fall below 2.00, students will be placed on academic probation and must re-take the course. Students are required to re-enroll and pay an administrative fee to retake the course. The grade earned on the re-taken course is utilized in calculating the student’s GPA.

For semester exams, the minimum passing score is 70 percent. Students who do not pass all sections of the exam may retake the failed section(s) once. For each course/section failed on the first attempt, students will be allowed 36 minutes on the retake attempt. All semester exam retakes must be completed within 30 days of the date of the original semester exam.
Nursing Course Grade Challenge Policy and Procedures

Ashworth College faculty members are experts within their fields of study and have the final authority for assigning grades with the exception of grades that are found to be a result of arbitrary or capricious grading. If a student believes and is able to support with clear and credible evidence that capricious or unprofessional grading has taken place, a grade challenge may be initiated on an assignment or on a final course grade.

The Nursing Course Grade Challenge Policy provides guidance on grades within an active course and governs course final grades. Grade challenges may be made to the Evaluator Faculty on an individual assignment/exam basis or submitted to the Advisor Faculty on a final course grade.

Challenges to individual assignments while a course is active
Individual lesson assessment grades are to be handled between the student and Evaluator Faculty while a course is in session. The student must initiate contact with the Evaluator Faculty within one (1) week for individual lesson assignments (multiple-choice exams, essays, etc.). The student must discuss the grade concerns with the Evaluator Faculty member who issued the grade. It is advisable to use correspondence through a verifiable means such as e-mail. These matters are to be resolved between the student and Evaluator Faculty.

Challenges to a final course grade after the course has been completed
The following policy and procedures apply to all final course grade challenges. The Grade Challenge Form is to be used only to challenge a course final grade.

1. If a satisfactory solution cannot be found, the student may obtain a RN to BSN Grade Challenge Form in the Student Portal. The form is to be completed and submitted to the Student’s Advisor Faculty. A RN to BSN Grade Challenge Form must be initiated within 30 days of the final course grade posting date.
2. After reviewing the RN to BSN Grade Challenge Form and supporting documentation for completeness, the form will be forwarded to the Chief Nurse Administrator. If supporting documentation or recommendation is missing, the form will be returned to the student for completion.
3. The Chief Nurse Administrator may consult with the Evaluator Faculty in an attempt to resolve the dispute. The original faculty member who graded the assignment or a different faculty member may be notified of the challenge and asked for his or her perspective.
4. Grade challenges may not be appealed beyond the Chief Nurse Administrator. All documents submitted for Grade Challenge are entered in the permanent record of student and faculty.

It is the student’s responsibility to provide the necessary information to support the challenge. The student’s RN to BSN Grade Challenge Form must include all required information as well as clearly written justification for the grade challenge to be considered. The burden of proof rests with the student to provide any additional supporting documentation. Examples of necessary information include: medical verification if the exception is due to illness or copies of any documentation to substantiate the request being made.
Tuition, Fees, and Payment Options
NOTE: Tuition and fees are subject to change without notice. Students should confirm current tuition and fees on the Ashworth Web site.

Tuition
Tuition information and details are listed by program on the Ashworth website at www.ashworthcollege.edu.

Fees
Please see the Fees section in the main catalog for detailed information. Please note: There are no shipping and handling fees for the RN to BSN program.

Graduation Policy

Graduation Requirements
To earn a Bachelor’s Degree in Nursing (RN to BSN) from Ashworth College, students must meet the following requirements.

- Transfer in at least 60 credit hours from an institution recognized by the Department of Education
- Complete at least 60 credit hours applicable to the RN-BSN program, of which at least 10 courses (30 credit hours) must be completed with Ashworth College
- Earn a grade point average of 2.00 or higher
- Pass all semester exams, which are taken at the end of each semester, in no more than two attempts, with a score of at least 70 percent
- Complete all requirements within four (4) years of enrollment
- Meet all financial obligations with Ashworth by paying the account balance in full
Nursing Faculty

**Dr. Marcella Atwater**  
*Course and Evaluator Faculty: NS390-Pathophysiology*  
*NS430- Research and Evidence-Based Practice*  
PhD, Education: Capella University  
MA, Counseling: North Carolina Central University  
MSN: Hampton University  
BSN: North Carolina A & T State University

**Dr. Cevette Hall**  
*Course and Evaluator Faculty: NS370-Population-Based Nursing*  
*NS460-Health Care Delivery Systems*  
DNP: Union University, Jackson, TN  
DHSc: Nova Southeastern University  
MS: Memphis State University  
Nurse Practitioner: Meharry Medical College, Nashville, TN  
BSN: University of Tennessee Center for the Health Sciences

**Dr. Joyce Hartis Johnston**  
*Course and Evaluator Faculty: NS330-Cultural Issues in Nursing*  
*NS350-Health Promotion*  
*NS490-RN to BSN Capstone*  
DNP Nursing: Case Western Reserve University  
MBA: Averett University  
B.S. Nursing: Old Dominion University  
AAS Nursing: Patrick Henry Community College

**Sandra Kleiman**  
*Course and Evaluator Faculty: OR110-Achieving Academic Excellence*  
*NS310-Professional Issues in Nursing*  
M.S. Nursing: Western Governors University  
B.S. Nursing: Chamberlain College of Nursing  
A.D. Nursing: Northwestern State University of Louisiana

**Lauren McCray-Echefu**  
*Course and Evaluator Faculty: NS450-Informatics*  
M.S. Nursing: Walden University  
B.S. Nursing: Florida A & M University
Cynthia Payne
Course and Evaluator Faculty: NS410-Health Assessment for the RN
NS480-Leadership and Management

M.S. Nursing: Georgia State University
B.S. Nursing: Howard University
Post Masters Certification: Frontier University
Certification: Women’s Health Nurse Practitioner
Certified Nurse Midwife
Veterinary Technician Student Handbook
Veterinary Technician Program
Student Handbook

In addition to the other policies and guidelines outlined in this Catalog, the following policies and information apply specifically to students enrolled in Ashworth’s Veterinary Technician Program. Students must review the content in the main catalog (from the beginning through the section on Ashworth Personalized Career Services) and then read the policies and information in this section carefully, since they are unique to the Veterinary Technician program and supersede the policies listed elsewhere in the catalog. Acknowledgement of this review and acceptance of all Ashworth policies will be required within the first course, OR110 Achieving Academic Excellence.
Introduction

Program Director’s Message

Dear Students,

Greetings and welcome to the Veterinary Technician Program at Ashworth College. This is an exciting time for you to begin your pursuit of a career as a Veterinary Technician and we are happy that you chose our program to help you pursue your dreams and achieve your goals.

Veterinary medicine takes a great deal of knowledge, courage, perseverance, patience and caring. That is why we accept committed students, like you, into our program. We will provide you with an education that helps make the most of your talents and skills. Our committed faculty and dedicated support staff are devoted to your success and will assist you every step of the way as you progress through your program.

We encourage you to study hard and enjoy your experiences as you progress toward graduation and beyond. We are committed to effectively guiding you to become a professional veterinary technician ready to meet the challenges of today and tomorrow.

Warm regards,

Margi Sirois

Dr. Margi Sirois, Ed.D, MS, RVT, LAT
Director, Veterinary Technician Program
Accreditation

The American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) accredits Veterinary Technology Programs. The AVMA recognizes veterinary technicians as an integral and valuable component of veterinary medicine in the United States. The AVMA supports and urges the full utilization of veterinary technicians whenever possible in veterinary research, regulatory, and animal health care activities. The practice of veterinary medicine is enhanced through efficient utilization of each member of the veterinary health care team by delegation of tasks and responsibilities to the appropriate level of support staff.

Ashworth College has applied for accreditation through the AVMA CVTEA and the application has been accepted. New programs are eligible to receive initial accreditation after a CVTEA site visit. Students must have completed approximately 2/3 of the program prior to the site visit. The CVTEA is scheduled to perform a site visit in August of 2018. Application for accreditation does not guarantee accreditation. All students who graduate after accreditation has been granted will be recognized as graduates of an accredited Veterinary Technology Program.

American Veterinary Medical Associations (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) Education and Research Division
1931 N. Meacham Rd.,
Suite 100 Schaumburg, IL 60173-4630
800/248-2862, ext. 6624
www.avma.org
Veterinary Technician Advisory Board

The Veterinary Technician Advisory Board is comprised of the following members.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judi Bailey</td>
<td>Veterinary Technician and Practice Manager</td>
</tr>
<tr>
<td>Bill Campbell</td>
<td>Public Member/Veterinary Industry</td>
</tr>
<tr>
<td>Robbie Champion, RVT, RLATG</td>
<td>Veterinary Technician, Laboratory Animal Medicine</td>
</tr>
<tr>
<td>Dr. Callie Harris</td>
<td>Emergency Medicine and Industry Representative</td>
</tr>
<tr>
<td>Dr. Steve Roney</td>
<td>Poultry Veterinarian, Veterinary Teaching Hospital</td>
</tr>
<tr>
<td>Jessica Sewell, BAS, RVT</td>
<td>Veterinary Technician, Small Animal Practice and Hospital Manager</td>
</tr>
<tr>
<td>Dr. Margi Sirois, EdD, MS, CVT, RVT, LAT</td>
<td>Director, Veterinary Technician Program, Ashworth College</td>
</tr>
<tr>
<td>Kjersten Strang</td>
<td>Public Member</td>
</tr>
</tbody>
</table>
Veterinary Technician Program Mission Statement, Description and Student Learning Outcomes

Program Mission Statement
The Ashworth College Veterinary Technician program strives to produce proactive, self-motivated individuals who are committed to a successful career in the veterinary technology profession. Students are provided the necessary educational foundation to develop the critical thinking, knowledge base and technical skills required to be a vital member of the veterinary health care team. Graduates of this program recognize the importance of professional credentialing and have a commitment to lifelong learning.

Program Description
The Associate in Applied Science Veterinary Technician program is designed to provide students with the entry-level knowledge and abilities to obtain employment as a veterinary technician. The goal of the program is to produce graduates that function as exceptional members of the veterinary health care team. The program provides a strong foundation in basic sciences along with the detailed course material needed to develop the technical and critical thinking skills needed by entry-level veterinary technicians.

Student Learning Outcomes
- Explain the legal and ethical issues that affect the veterinary industry.
- Demonstrate proficiency at basic animal care and handling on companion animals, exotic animals, and farm animals.
- Demonstrate understanding of basic principles of business management, client education, and communications.
- Explain requirements for storage, handling, dispensing, and disposal of medications as well as legal requirements related to use of medications.
- Demonstrate competence in performing procedures related to veterinary anesthesia, surgical and medical nursing, diagnostic imaging, and other diagnostic and therapeutic techniques.
- Demonstrate competence in performing laboratory procedures in veterinary parasitology, clinical chemistry, hematology, urinalysis, cytology, and immunology.
- Demonstrate competence in performing basic nursing procedures on companion animals, exotic animals, and farm animals.
- Achieve a passing score on the Veterinary Technician National Examination.
Veterinary Technician Requirements

**General Physical Requirements**

Students must:

- Possess the physical ability to
  - tolerate walking and standing for at least ten minutes at a time, multiple times per hour.
  - lift and/or carry up to 50 pounds from floor to waist level or higher at least several times per day.
  - lift objects weighing up to 50 pounds to a height of one meter or higher and carry the object or animal for a distance of two meters without assistance.
  - Use hands and arms to handle, install, position and move materials, equipment, and supplies without assistance.
  - Handle, position, and restrain live animals of small and large animal species.
- Be able to have sustained contact with multiple species of animals and be amenable to learning the safe handling, restraining, and working with these animals. An individual should not be allergic to any species of animals to the extent that would prohibit working in a facility where animals are present.

**Cognitive Ability**

Students must:

- Be able to function in a structured environment within significant time constraints and be capable of making rapid decisions in urgent situations and meeting deadlines.
- Possess a willingness to assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting; including humane euthanasia and handling of sick, injured, fractious, or aggressive animals without fear.
- Be able to complete required tasks/functions under stressful and/or unpredictable conditions, including emergency situations.
- Be able to access information from books, reference manuals, computers, and paper and electronic medical documents to perform duties and safely use equipment without assistance.
- Be able to prioritize, organize, and utilize time-management skills to perform tasks.
- Evaluate, synthesize and communicate diagnostic information to the attending veterinarian and/or staff.
- Be able to progress toward minimal supervision as they advance through the program.

**Communication Skills**

Students must:

- Read, write, speak and report accurately and effectively in English.
- Comprehend and carry out complex written and oral instructions given in English.
- Be able to make legible and coherent written notes in English within the margins and space provided on the appropriate forms when communicating with other individuals by speech, either in person or by telephone.
Professionalism and Interpersonal Skills
Students must:

- Demonstrate professional and socially appropriate behavior and maintain cleanliness and personal grooming consistent with close human and animal contact.
- Be able to interact appropriately with clients and all members of the veterinary healthcare team.
- Have the ability to exercise good judgment and make appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition), emergent demands (i.e. stat test orders), and a distracting environment (i.e., high noise levels, complex visual stimuli, aggressive animals).

Manual Dexterity and Mobility
Students must:

- Be able to move his/her entire body a distance of no less than three meters within two seconds of a signal to do so, to move rapidly from danger while handling animals in confined spaces.
- Possess fine motor movements in order to perform the essential functions of the profession. This includes the dexterity to manipulate small equipment, adjust resistance on equipment, hold hooves while cleaning and evaluating, manage syringes, catheters, and common surgical instruments.
- Possess tactile ability necessary for physical assessment and to perform nursing duties in a timely manner. This includes performing palpation during physical exams, administering oral, intramuscular, subcutaneous, and intravenous medication, insert and remove tubes, collect organic samples from live animals and perform wound care.
- Possess the ability to palpate and interpret findings, i.e. palpation of pulses, lymph nodes or trachea to determine proper endotracheal tube size.
- Be able to hold surgical instruments in one hand and perform fine movements with such instruments. This includes ability to assist in holding of hemostats or other instruments while assisting in surgery; induce and monitor general anesthesia in an animal patient; place intravenous and urinary catheters without assistance.
- Be able to hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. This includes the ability to hold and manipulate a surgical sponge; tie a 00 silk suture; endotracheal intubation; intravenous injection; catheterize animals to obtain sample of urine and/or other body fluids; apply bandages without assistance.

Auditory, Olfactory, and Visual Skills
Veterinary technicians must have functional use of senses to safely and correctly assess patients and interpret and record data.
Students must:

- Possess adequate visual ability, with or without correction, that allows the determination of minute areas of detail, very small variations in color and adequate depth perception (size, shape and texture), including differentiation of details as viewed through a microscope. This includes the ability to characterize and interpret the color, odor, clarity, and viscosity of body structures and fluids, observe variations in skin and mucus membrane color, integrity, pulsations, tissue swelling, etc.
- Possess visual ability to allow for observation and assessment as necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.
- Possess auditory ability necessary to monitor and assess health status, including auscultation of heart and lungs, and hear equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury.
- Recognize and respond appropriately to distress sounds from animal and alarms/warning signals on animal-monitoring equipment directly and through intercommunication systems to ensure patient safety.
- Detect and respond appropriately to odors in order to maintain environmental safety and patient needs.
- Be able to use a compound microscope to identify cells and organisms and be able to differentiate colors of stained objects.
- Be able to observe movement at a distance ranging from 30-45 centimeters to 15-20 meters at a discrimination level that permits detection of subtle differences in movement of the limbs in animals. This includes ability to detect and describe a change in color of hair coat caused by licking or trauma; detect abnormal head posture in a parakeet; monitoring respiratory rate during anesthesia; ability to read anesthesia monitoring equipment.
- Be able to discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. This includes ability to characterize bacterial hemolysis on a blood agar plate; density patterns on a radiograph; and ability to see ECG tracing.
- Possess adequate depth perception to allow detection of a 0.5 cm elevation which is no more than 1cm in diameter on a slightly curved surface having a slightly irregular surface. This includes detection of tissue swelling on the hip on a smooth-haired dog; determining presence of reaction to skin testing for allergies.
- Be able to perceive the natural or amplified human voice without lip reading to permit oral communication in a surgery room with all occupants wearing surgical masks.
- Be able to perceive the origin of sound as needed to detect movement of large animals in a pen or corral; monitoring multiple patients in an ICU.

**Accommodations for Disabilities**
The field of veterinary technology is both intellectually and physically challenging. The American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensures that qualified applicants have the ability to pursue program admission. However, all students must meet the essential skills and technical standards to perform functions required of the Veterinary Technician program and profession. All students will be held to the same standards with or without reasonable accommodations.

**Reasonable Disability Accommodations**
Request for reasonable accommodations must be initiated by the student. Reasonable accommodations may be provided for students with documented disabilities upon submission of appropriate documentation. Documentation must include the names, titles, professional credentials, license number, addresses, and phone numbers of the medical professionals that evaluated the student as well as the date of the evaluation. The evaluation report must include a summary of the assessment procedures and evaluation instruments used to make the diagnosis and a narrative summary of evaluation results. The evaluation must list specific accommodations requested and the rationale for those accommodations. Documentation for eligibility must be current, preferably within the last three years. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student and the student's specific request for accommodations. Students may be required to re-submit this documentation each semester to allow for review of continuing eligibility for accommodations.
The Americans with Disabilities Act (ADA) defines a disability as a substantial limitation of a major life function. A temporary medical condition does not qualify as a disability and is not covered under the ADA of 1990 or under Section 504 of the Rehabilitation Act because the extent, duration, and impact of the condition is not permanent. Accommodations may not provide an unfair advantage to the student, fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program. Students may be required to cover the cost of such accommodations and should be aware that a potential employer may not be amenable to use of accommodations that result in undue hardship to the employer. Students receiving accommodations must be aware that these may not be available from a prospective employer. Veterinary practices with small numbers of employees may be exempt from the requirements of the ADA.

Examples of reasonable accommodations that may be available to students that qualify under the ADA for performance of required skills could include the following:

- Amplified stethoscope
- Portable speech amplifier
- Hearing aids
- Clear surgical masks
- Magnifying headsets
- Non-allergenic gloves
- Magnifying microscope monitor
Contact Information

Course Support – Veterinary Technician Courses

Advisor Faculty
Each veterinary technician student has his/her own Academic Advisor. The Academic Advisor will contact each student directly after enrollment and provide contact information to use for specific needs related to the veterinary technician program.

Course Faculty
The contact information for the Course Faculty (CF) for the veterinary technician courses is in the syllabus of the veterinary technician courses.

Clinical Coordinator
Veterinary technician students are provided assistance with locating suitable locations for completion of required clinical skills.

Classmates
Visit the Student Community to find an entire section related to veterinary technician students.

Course Support – Non-Veterinary Technician Courses

Student Services
800.224.7234 or education@ashworthcollege.edu
8:30 a.m. – 9:00 p.m. (Monday – Friday) EST
8:30 a.m. – 5:00 p.m. (Saturday) EST

Academic Advisors:
800.224.7234 or enter a ticket via Support tab in Student Portal.
8:30 a.m. – 8:30 p.m. (Monday – Friday) EST

Course Faculty:
Each course syllabus provides information on contacting the faculty. When students have program or course-specific questions, they should first review their program or course syllabus to identify their team and contact information.

All Other Support

Student Services
800.224.7234 or education@ashworthcollege.edu
8:30 a.m. – 9:00 p.m. (Monday – Friday) EST
8:30 a.m. – 5:00 p.m. (Saturday) EST

Ashworth School of Healthcare
Director, School of Healthcare
Cathy Greenberg cgreenberg@ashworthcollege.edu
Chief Nurse Administrator
Dr. Beth Markham bmarkham@ashworthcollege.edu
Director, Veterinary
Dr. Margi Sirois msirois@ashworthcollege.edu
Technician Program
Healthcare Partnership Manager
Robyn Porterfield rporterfield@ashworthcollege.edu
Student Status

There are three status states for students depending on their progression through the enrollment and graduation processes. “Applicant” status applies to someone who has submitted an enrollment agreement and is financially current with Ashworth College; applicants may be denied admission after review of their official transcripts and first course progress/completion*. “Enrolled but not Active” status applies to someone who, in addition to being admitted to a program, has completed the transcript evaluation process and the first mandatory course OR110 with a grade of ‘C’ or higher. “Active Student” status is someone who, in addition to being enrolled, is regularly submitting assessments in academic courses.

Students who enroll in the veterinary technician program are considered to be in “applicant” status until all official transcripts are received/approved and they have completed the first mandatory course OR110 Achieving Academic Excellence. Students must submit their high school, GED, or college transcripts to Ashworth College before completing 9 credit hours. Student’s account will be placed on a HOLD status if transcripts are not received by the time of completion of 9 credit hours or 3 courses. Students who do not complete OR110 Achieving Academic Excellence will be dismissed from the program. Students who provide the high school graduation documentation and complete OR110 Achieving Academic Excellence are considered to be officially “enrolled” in the veterinary technician degree program once their first VT course is shipped.

Ashworth students work at their own pace. The school provides students with many mechanisms to help students stay on track for timely completion of program and graduation requirements. A Progress Tracker resides in the Student Portal that displays students’ percent progression through their program. Each course has Curriculum Maps and Pacing Guides to help students manage their expectations on course workload and time to complete a lesson and course. In addition, the instructional team of faculty and academic advisors are on hand to provide one-on-one academic support to help students master the learning objectives and complete courses and their program of study.

If students need an official status letter, Ashworth College is able to issue a Status Letter and Transcript upon request. In order for Ashworth to issue these documents, students must have completed a transcript evaluation, completed one course, and be current in their tuition payments.
Transfer Credits

**Maximum Allowable Transfer Credits**
Transfer credit is not awarded for veterinary or veterinary technology courses taken at other colleges. General education courses may be considered for transfer credit.

**Applying for Transfer Credits**
Please refer to the *Applying for Transfer Credits* section in the main catalog.

**Credit by Exam**
Credit by exam are not accepted toward the core courses in the veterinary technician program.

**Instructional Model**
The veterinary technician program uses an instructional team approach. The instructional team includes highly qualified faculty, academic advisors, subject matter experts, course authors, and support staff. The team approach allows Ashworth to customize support to individual student needs.

**Course Faculty**
Course Faculty are responsible for the delivery of specified course content and ensuring students master the program and course learning objectives. This position supports the continued development of course materials and enhancements and provides input to the curriculum development staff. The Course Faculty in each specific course evaluate all writing assignments, provide substantive feedback, monitor teaching/learning trends and support student integrity.

**Academic Advisor**
The Academic Advisors act as students' connection to Ashworth and as the students' critical source of support and information about their program. They are a trusted advisor to the student regarding program details and provide encouragement to students with their performance and progression from enrollment through completion. Academic Advisors coach students on time management and establish benchmarks for the student to successfully progress through the program. They help students identify their learning strengths and weaknesses and connect them with the appropriate resources and student services to master program content.
Academic Status

There are four categories of academic standing: academic good standing, academic review, academic probation, and academic dismissal.

To remain in academic good standing in the veterinary technician program, a student must:

- Complete the first mandatory course in the program (Achieving Academic Excellence)
- Maintain a minimum grade point average (GPA) of 2.00
- Earn a grade of at least 70 percent in each core veterinary technician course
- Earn a grade of at least 60 percent in each non-veterinary technician course – general education courses

A student will be placed under academic review when it is questionable whether the student will be successful in the program. Being placed under academic review can delay academic progress.

Students will be placed under academic review if they:

- Fail the second attempt of any section(s) of a lesson exam
- Fail the second attempt of any section(s) of a semester exam
- Violate Ashworth’s academic honesty and/or student conduct policy

Students will be placed under academic probation if they:

- Allow the semester GPA to fall below 2.00*
- Fail a veterinary technician course (score less than 70%)
- Fail a non-veterinary technician course (score less than 60%)
- Violate Ashworth’s academic honesty and/or student conduct policy

*The semester GPA must be brought back up to at least 2.00 before the student can take a semester exam.

Academic dismissal will result if students:

- Score less than 70% in the course Achieving Academic Excellence
- Fail two courses or the same course twice (score less than 70% in a veterinary technician course or less than 60% in a non-veterinary technician course)
- Fail the second attempt on a semester exam and it is determined that the overall academic performance is unacceptable
- Violate Ashworth’s academic honesty and/or student conduct policy

Students who are academically dismissed will not be allowed to enroll in any other degree or certificate programs at Ashworth College in the future. A student who is dismissed for academic reasons will be required to pay the full contract tuition amount incurred. A student may appeal dismissal for academic or any other reasons by submitting an appeal to the Registrar, within 10 days of being notified by Ashworth College of the dismissal. Decisions rendered are final and the student will be notified within 30 days of receipt of the appeal.
Completion Time

The veterinary technician program can be completed in approximately two years (6 months per semester); however, students are allowed a maximum of four (4) years from the date of enrollment to complete their program.

Course Retake Policy

**Veterinary Technician/Core Courses**

Students must pass Achieving Academic Excellence and earn a grade of at least 70 percent on all veterinary technician course lessons (courses with a VT prefix). Students who do not receive a passing grade (70%) on veterinary technician course lessons must review their scores with their Instructor. If the Instructor approves, the students may be given an additional attempt on failed exams of the instructor’s choosing. Regardless of the actual passing grade earned on the retake, students will automatically receive the minimum passing score of 70 percent.

Students must maintain an overall GPA of at least 2.00 in order to remain in the program. If a student receives a grade of less than 2.00 in a veterinary technician course s/he will be placed on academic probation and must re-take the course. Only one re-take is permitted. Students are required to re-enroll and pay an administrative fee to retake the course. The grade earned on the re-take course will be utilized in calculating the students GPA. Students who do not earn at least a 2.00 in the retake course will be dismissed from the program.

**General Education and Elective Courses**

Students are allowed two (2) attempts on each quiz or assignment. Students are not required to resubmit an exam if students are satisfied with the score received on their first attempt. Students highest grade is recorded as the final grade for that assessment.

If the grade earned in a non-veterinary technician course causes the semester GPA to fall below 2.00, students will be placed on academic probation and must re-take the course. Students will be required to re-enroll and pay an administrative fee to retake the course. The grade earned on the re-taken course will be utilized in calculating students’ GPA.

For semester exams, the minimum passing score is 70 percent. Students who do not pass all sections of the exam may retake the failed section(s) once. For each course/section failed on the first attempt, students will be allowed 36 minutes on the retake attempt. All semester exam retakes must be completed within 30 days of the date of the original semester exam.
Veterinary Technician Course Grade Challenge Policy and Procedures

Ashworth College faculty members are experts within their fields of study and have the final authority for assigning grades with the exception of grades that are found to be a result of arbitrary or capricious grading. If a student believes and is able to support with clear and credible evidence that capricious or unprofessional grading has taken place, a grade challenge may be initiated on an assignment or on a final course grade.

The Veterinary Technician Course Grade Challenge Policy provides guidance on grades within an active course and governs course final grades. Grade challenges may be made to the Course Faculty on an individual assignment basis or submitted to the Academic Advisor on a final course grade.

Challenges to individual assignments while a course is active
Individual lesson assessment grades are to be handled between the student and Course Faculty while a course is in session. The student must initiate contact with Course Faculty within one (1) week for individual lesson assignments. The student must discuss the grade concerns with the Course Faculty member who issued the grade. It is advisable to use correspondence through a verifiable means such as e-mail. These matters are to be resolved between the student and Course Faculty.

Challenges to a final course grade after the course has been completed
The following policy and procedures apply to all final course grade challenges. The Grade Challenge Form is to be used only to challenge a course final grade.

1. If a satisfactory solution cannot be found, the student may obtain a Grade Challenge Form in the Student Portal. The form is to be completed and submitted to the Student’s Advisor Faculty.
2. A Grade Challenge Form must be initiated within 30 days of the final course grade posting date.
3. After reviewing the Grade Challenge Form and supporting documentation for completeness, the form will be forwarded to the Director, Veterinary Technician Program. If supporting documentation or recommendation is missing, the form will be returned to the student for completion.
4. The Director, Veterinary Technician Program may consult with the Course Faculty in an attempt to resolve the dispute. The original faculty member who graded the assignment or a different faculty member may be notified of the challenge and asked for his or her perspective.
5. Grade challenges may not be appealed beyond the Director, Veterinary Technician Program. All documents submitted for Grade Challenge are entered in the permanent record of student and faculty.

It is the student’s responsibility to provide the necessary information to support the challenge. The student’s Grade Challenge Form must include all required information as well as clearly written justification for the grade challenge to be considered. The burden of proof rests with the student to provide any additional supporting documentation. Examples of necessary information include: medical verification if the exception is due to illness or copies of any documentation to substantiate the request being made.
Tuition, Fees, and Payment Options

NOTE: Tuition and fees are subject to change without notice. Students should confirm current tuition and fees on the Ashworth Web site.

Tuition
Tuition information and details are listed by program on the Ashworth website at www.ashworthcollege.edu.

Fees
Please see the Fees section in the main catalog for detailed information. Please note: There are no shipping and handling fees for the veterinary technician program.
Animal Care and Use Policies

Limitations on Rendering Veterinary Care
Veterinary Technicians are prohibited from diagnosing, performing surgery, prescribing medication, or performing routine treatment on any animal without the authorization and supervision of a veterinarian. All procedures that are performed in the program require supervision. Supervision may be direct or indirect, as determined by the faculty and staff and the veterinary practice act in the state where the student is working or volunteering.

Animal Use and Handling
All activities involving animals used in teaching are reviewed by the Institutional Animal Care and Use Committee (IACUC). Each procedure performed is reviewed by the IACUC at least once per year. IACUC members are appointed by the Vice President. All students, instructors, and clinicians must adhere to the following guidelines in the use, handling and treatment of animals:

- No animals shall be used for research purposes of any kind.
- Every effort must be made to ensure that animals are not subject to undue stress, pain or discomfort.
- Detailed medical records shall be kept of all procedures performed and all procedures are supervised by a licensed veterinarian or registered veterinary technician.
- Any and all painful procedures (surgery, growth removals, dental procedures, etc.) will be administered with analgesia, sedation, and/or anesthesia as directed by the approved IACUC protocol.

Complaints about Animal Use
Students or staff members that have a specific complaint or concern about program animal use or who have witnessed a violation of the animal use policy are encouraged to report the complaint to the Program Director. The Program Director will refer the complaint to the IACUC for investigation.

Student Safety

General Safety Guidelines for Veterinary Technician Students
Safety and security are of primary importance for all students, visitors and employees of Ashworth College. All patients are potentially capable of inflicting serious injury and transmitting infectious disease. Use of precautions is essential to reducing the risk of injury, but even with appropriate restraint and safety precautions, injury may occur. Student acquisition of safety-related knowledge and skills is an important part of the educational process. The ability to apply these safety-related skills will increase the value of graduate veterinary technicians to the veterinary profession.

Occupational Safety and Health Administration (OSHA)
The College complies with all applicable safety standards and monitors and maintains safety. Although compliance with Occupational Safety and Health Administration (OSHA) regulations, and comparable state and local safety regulations, may not be mandatory, the College is committed to complying with such regulations in the laboratory environment. Students are expected to have a basic understanding of the OSHA concepts through the curriculum. Clinical sites utilized by students for completion of essential skills must meet all OSHA standards applicable to veterinary practice.
Safety Issues Specific to the Veterinary Technology Program
The following are general safety concerns that are specific to the Veterinary Technician Program:

- Improper animal handling and restraint
- Threatened safety of animals
- Handling, restraining and disposing of aggressive or dangerous animals

Veterinary Technician students are required to:

- Review all safety and restraint information contained in the current and previous course materials, reading and objectives prior to the beginning of each clinical session.
- Seek immediate supervision prior to initiating any animal contact, especially if there is any doubt as to the correct restraint or safety protocol to follow.
- Report unsafe conditions to student’s clinical supervisor.
- Immediately report any injury or property damage to student’s clinical supervisor and seek appropriate first aid.
- Review all policies, procedures, evacuation routes and emergency plans applicable to the clinical facility.
- Students that are uncomfortable working with any patient, especially if the patient seems dangerous or aggressive, must communicate that immediately to their clinic supervisor and seek further assistance from the supervisor. Students are discouraged from participating in procedures when patients seem dangerous or aggressive.

Student Health

Student Medical Care and Healthcare Insurance
Policies on health care are for the protection of the students, faculty, the client, the patient and other health care providers. It is an expectation of Veterinary Technician students that they maintain their own physical, psychological and emotional fitness in order to practice Veterinary Technology. However, unexpected health problems, personal concerns or learning difficulties may occur that interrupt the course of studies.

Students are responsible for their own medical care and health insurance throughout the Veterinary Technician Program. The College is not responsible for needed medical care. The student is responsible for any costs incurred as it relates to personal injuries students may sustain while participating in the program. Ashworth College and/or clinical or internship sites cannot be held liable for such injuries. Students are strongly advised to make arrangements for their own health insurance coverage.

Inability to perform assigned functions can affect a student’s grades and graduation from the Program. As soon as pregnancy or any medical problems are diagnosed, students are encouraged to provide a written statement from their physician permitting them to continue in the Veterinary Technician Program and/or perform safely in the clinical setting.

Student Illness and Injury
In circumstances of student illness, injury, or other health limitations, both the clinical agency and the college health policies must be upheld. Students who are injured during a clinical experience must report the injury immediately to their clinical supervisor.

Health issues include, but are not limited to communicable diseases (upper respiratory infections, herpes, conjunctivitis, scabies), fever, vomiting, diarrhea and alterations in skin integrity on hands, arms and face (draining wounds/rashes). Injuries include those involving casts, crutches, canes or braces.
Health Risks Associated with the Veterinary Technician Program
The clinical training environment for this Program through Ashworth College contains exposures to risks inherent in activities of the Program such as, but not limited to, bodily injury, communicable and infectious diseases, mental stress and property damage.

Students should be aware of zoonotic disease risks (rabies, ringworm, brucellosis, intestinal parasites, toxoplasmosis, etc.) that are associated with participation in the program and this profession. Students are not required to have prophylactic (pre-exposure) rabies inoculations. However, some clinical sites may require this and all students are encouraged to discuss the benefits of vaccination with their personal physician. Rabies and Tetanus vaccinations are recommended. Students bitten or scratched by animals while in the program are required to report the injury to both their clinical supervisor and course instructor. Students must seek immediate appropriate first aid and are strongly encouraged to visit their physician at the earliest possible time. Students bitten by an unvaccinated animal while in the clinical site are required to seek medical attention immediately and receive post exposure rabies treatment per physician’s discretion. Because of the natural risks associated with the Veterinary Technician program, the College is in no way liable for students who are bitten or injured while handling animals within the program.

Student Pregnancy
Students who are, or become, pregnant should notify the program director as soon as possible. The choice to declare a pregnancy is voluntary. Students who declare their pregnancy will be instructed to read the U.S. Nuclear Regulation Commission Regulatory Guide 8.13, Instruction Concerning Prenatal Exposure to radiation, gas anesthesia, and medical or biological waste.
Veterinary Technician Faculty

**Dr. Lea Craig**  
*Lead Faculty: Veterinary Technician Program*  
D.V.M., University of Guelph  
B.S., University of Guelph

**Amy D’Andrea**  
*Course Faculty, Veterinary Technician Program*  
M.Ed, American Intercontinental University  
BS, Mount Ida College  
AA, Mount Ida College

**Joshua Schlote**  
*Course Faculty, Veterinary Technician Program*  
B.A.S. St. Petersburg College  
A.A.S. Northeast Community College

**Kara Burns**  
*Course Faculty, Veterinary Technician Program*  
M.Ed. University of Maine  
B.S. University of Maine

**Katie Foust**  
*Course Faculty, Veterinary Technician Program*  
BVS, University of Arizona  
AS, Penn Foster Academy  
AS, Pima Community College

**Dr. Steve Joseph**  
*Clinical Coordinator: Veterinary Technician Program*  
D.V.M., Kansas State University  
B.S., Kansas State University  
B.A., Kansas Wesleyan University

**Dr. Margi Sirois**  
*Director, Veterinary Technician Program*  
Ed.D., Nova Southeastern University  
M.S. Rutgers University  
B.S. Rowan College  
A.A.S. Camden County College

**Ann Wortinger**  
*Academic Advisor: Veterinary Technician Program*  
B.I.S., Wayne State University  
Certificate Veterinary Technology, Michigan State University
Intellectual Property
Intellectual Property
The following policy is excerpted from Ashworth’s internal policy manual.

Intellectual Property Policy
This policy provides guidance regarding the use and creation of intellectual property at Ashworth College. While the definition of intellectual property, very broadly, means the legal rights which result from intellectual activity in the industrial, scientific, literary and artistic fields, this policy is focused on products related to course and program development and instructional practices in the online learning environment. It is the responsibility of all faculty, staff, students and anyone using the facilities or resources of Ashworth College to read, understand and follow this policy.

Definitions
Copyright: The exclusive right of an author to reproduce and create derivative works from original works of authorship that are fixed in a tangible medium which are not in the Public Domain and thus, protected under United States Copyright Law Title 17 of the U.S. Code.

Covered Individuals: All individuals employed or under contract by the College, enrolled at the College, attending courses at the College, and/or using the facilities or resources of the College are subject to this policy.

Intellectual Property: Includes, but is not limited to, any works of authorship, computer software, invention, discovery, creation, know-how, trade secret, technology, scientific or technological development, research data, regardless of whether subject to legal protection such as copyright.

Public Domain: The status of work that are not protected by copyright.

Work Made for Hire: Work prepared by an employee within the scope of employment, or work under contract that specifies the product to be a work for hire.

Compliance with Copyright and Intellectual Property Law
Anyone who believes that any faculty, staff, or student of the College has infringed on their rights as a copyright owner should contact the Chief Academic Officer with the following information:

- Complete name, mailing address, email address, phone and fax numbers;
- Information about the copyrighted material (URL, book title, etc.);
- The URL of the College site which has the infringing material; and
- Any other information supporting the claim.

Ashworth College will apply measures to protect against unauthorized access (e.g. limiting transmission to students enrolled in a particular course) and requires that only lawfully acquired copies of copyrighted works are used.
A Student’s Guide to Avoiding Plagiarism
A Student’s Guide to Avoiding Plagiarism

Plagiarism is a violation of the Academic Honesty Policy. Whether it is intentional or not, plagiarism is cheating; it is both illegal and a breach of academic conduct. This guide briefly addresses definitions and examples of plagiarism and provides instructions on how to avoid plagiarism in your assignments.

As a student you will often need to present the ideas and opinions of professionals in your own words. Your instructor/grader expects you to use the work of others in your responses; there is no way to avoid this. However, to avoid plagiarism, simply cite the work of others correctly in APA format, every time. You should refer often to the APA Guidelines as well as to a printed or online APA style manual.

The following suggestions can be helpful in preparing your responses.

Avoiding Plagiarism

1. As you take notes, mark the material that is directly copied or paraphrased in a significant way, perhaps by using a different colored font or by changing the background color of the information (highlighting the information). When you finalize your paper, you can easily check to be sure that you have cited this information.

2. When you are paraphrasing information, read the information and then write it down from memory. This will help you to avoid using the sentence structure and words of others. Remember that a paraphrase must still be cited.

3. When quoting directly, copy the person’s name that you are quoting into your notes next to the quote as you take notes and put quotation marks around the exact words that you copied. Use very few quotes in your papers, quoting only when the exact phrasing of the information is as important as the information itself.

4. Always put quotation marks around any direct statement from someone else's work (or indent and single-space extended quotations). Always give a footnote, endnote or other form of citation for this quotation.

5. Cite any paraphrase or another writer's ideas of statements.

6. Cite any thoughts you obtained from a specific source in your reading.

7. Cite any material, ideas, thoughts, etc., you received from your reading that can't be described as general knowledge.

8. Cite any summary (even if your own words) of a discussion from one of your sources.

9. Cite any charts, graphs, tables, etc., made by others or any you made using other's information.

10. Cite any computer algorithm you incorporate into a computer program if you did not write or create the algorithm yourself. (Excerpt from the Logger, 1995, p.12. 9)

11. Consult your instructor if you have any questions regarding issues of plagiarism and academic honesty.

Information Which Must Be Cited

- Another person’s idea, opinion, or theory regardless of the medium (magazine, book, newspaper, journal, song, email, lecture, TV program, movie, Web page, letter, advertisement, interview)
- Any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge
- Quotations of another person’s actual spoken or written words
- Paraphrase of another person’s spoken or written words
Information That Does NOT Have To Be Cited

- Generally accepted facts
- One’s own experimental results
- One’s own experiences, observations, insights, thoughts, or conclusions about a subject
- Common knowledge, including folklore, common sense observations, and shared information within your field of study or cultural group

APA Format

There are two ways to incorporate the work of others into your work: quoting and paraphrasing. Use the APA Formatting resources at the bottom of the page for additional help.

- **Quote** – called a direct quote – is the use of others’ exact words and must be enclosed in quotation marks. These citations should be presented exactly as they are written and must be attributed to the originator. Note the author names and date in parentheses in the following example.

  Scripts are defined as “formats for integrating visuals from a computer, projections, slides, film or videotape into a presentation by one or more persons” (Newsom & Carrell, 2001, p. 374).

- **Paraphrase** – or indirect quotes – is material from others’ work, but it is presented in your own words. It too must be cited as in the following example.

  In general, there are two types of presentations: informational and persuasive (Newsom & Carrell, 2001).

Useful Resources

- Ashworth’s Learning Resource Center: Located in the Student Portal