Accredited by the Accrediting Commission of the
Distance Education and Training Council

IMPORTANT NOTICE: Policies and procedures described herein are subject to change without notice.

Revised July 1, 2009 for academic years through 2010

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Dear Student:

Congratulations on selecting Ashworth College. As you begin the first semester of your undergraduate program, I encourage you to plan time for your studies.

It takes discipline to complete a degree or certificate program at a distance. Many people have proven that this can be done very effectively. I hope you are the type of person who will take advantage of the flexibility of learning at the time and place of your choosing.

We must receive an official copy of your high school transcript. Failure to supply us with proof of your high school diploma or equivalent will lead to cancellation from this program and forfeiture of tuition payments. We will also need your official college transcript if you plan to transfer any credits. Please act as soon as possible! You have only 90 days to provide us with your official transcript(s).

Please read this Student Handbook carefully. It will provide you with complete details about your degree or certificate program at Ashworth College.

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

Stay focused and set a specific time to study on a regular basis—and soon I will be writing to you as a graduate of our degree or certificate program.

Cordially,

F. Milton Miller, Ed.D.
Vice President of Education
Dean of Degree Programs
Ashworth College
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GENERAL INFORMATION

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 handbook. 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!

A diploma is a symbol of the
tremendous effort you put into your studies and the confidence you earned to prepare for survival in a highly competitive world.
MISSION STATEMENT

ASHWORTH COLLEGE provides the opportunity to earn a college degree to those who seek the flexibility of distance education. We are a nationally accredited, equal opportunity institution, providing students throughout the United States and all over the world with the chance to learn in the comfort and convenience of home. We accommodate each student’s work and family schedules, allowing the freedom to develop self-discipline, initiative, and practical study skills. We continually review our degree programs to ensure that our courses are current and comprehensive and that our course materials are relevant. Our goal is to meet or exceed the standards of well-known accrediting agencies.

HISTORY AND ACCREDITATION STATUS

Since its founding in 1987, Professional Career Development Institute (PCDI) has developed a large selection of distance-learning programs. All of PCDI’s course offerings are accredited by the Accrediting Commission of the Distance Education and Training Council (DETC); the Accrediting Commission of DETC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. With its more than 50 nationally accredited and state approved certificate programs, PCDI has worked to diversify its educational interests, which include a high school program that is regionally accredited by the Southern Association of Colleges and Schools (SACS). In 2000, PCDI established ASHWORTH COLLEGE to aid those who need a flexible approach to a college education. In 2007, all schools under PCDI merged under the ASHWORTH umbrella. ASHWORTH COLLEGE currently offers associate, bachelor’s and master’s degree programs along with certificate programs at the undergraduate and graduate level.
SCHOOL OFFICIALS, FACILITY, AND CALENDAR

Administrators of ASHWORTH COLLEGE include:

Dr. F. Milton Miller  Vice President of Education
  Dean of Degree Programs

John Riser  Director of Career Programs & High School

Deepa Chadha  Director of Degree Programs

Mandy Norton  Program Manager – Associate, Bachelor’s & Master’s

Nicole Burris  Program Manager - Career & High School

Eric Ryall  Registrar

ASHWORTH COLLEGE occupies a 55,000 square foot facility that houses all
departments of the COLLEGE, located at 430 Technology Parkway in Norcross,
Georgia. ASHWORTH COLLEGE operates on a year-round basis rather than a term
basis. Students may enroll any business day of the year. Although students are
allowed up to 12 months to complete each semester, they may take the individual
courses comprising a degree program at their own pace as long as they are within
the semester time limits.
FORMS INCLUDED IN THIS STUDENT HANDBOOK

TRANSCRIPT REQUEST FORM—HIGH SCHOOL/GED
• Send this form to your high school or GED program administrator. They will then send your transcript or GED certificate to ASHWORTH COLLEGE.

TRANSCRIPT REQUEST FORM—COLLEGE TRANSFER CREDIT
• Send this form to your college(s). They will then send your official transcript(s) to ASHWORTH COLLEGE so you can receive transfer credits.

ACADEMIC PROCESSING FORM—TRANSFER CREDIT
• Use this form to advise the Registrar which college credits you expect to transfer. The Registrar will rearrange your class schedule until your official transcript has been received and evaluated.

ACADEMIC PROCESSING FORM—LIFE/WORK EXPERIENCE CREDIT
• Use this form to advise the Registrar what courses you expect to receive credit for, based on your life/work experience. The Registrar will rearrange your class schedule until your testing is completed.

PROCTOR NOMINATION FORM
• After you have completed the fourth course in your first semester, use this form to list 2 qualified candidates to proctor your semester exams. If you plan to take life/work experience exams, send us this form immediately.

HOMESCHOOL FORM
• If you were homeschooled, use this form to provide the necessary information concerning your coursework. You will also be required to submit a complete portfolio of your homeschool program.

UNDERGRADUATE CERTIFICATE COURSE SELECTION FORM
• If you are enrolled in an undergraduate certificate program, use this form to choose your certificate program elective courses.

(Additional forms can be downloaded at http://www.myashworth.com.)
ACADEMIC POLICY INFORMATION

ADMISSION

A high school diploma or GED certificate is required for admission to ASHWORTH COLLEGE. 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. Students have 90 days from the date of enrollment to submit high school or GED transcripts to ASHWORTH COLLEGE.

Please proceed as follows:

1. Completely fill out and send the Transcript Request Form—High School/GED to your high school or the state office that granted your GED certificate. The high school or GED office may charge a fee for sending your transcript to ASHWORTH COLLEGE. Please send any fees along with the Transcript Request Form directly to your high school and not to ASHWORTH COLLEGE.

2. Please include your maiden name on the Transcript Request form, if your name has changed since you graduated.

3. We must receive your transcript within 90 days, or your enrollment will be canceled and you will be liable for the terms outlined in the Tuition Protection Agreement. If your transcript is not in English, it must be translated into English by World Educational Services (W.E.S.). You can reach W.E.S. at 800-937-3895 or http://www.wes.org. W.E.S. will charge you a fee for this service.


HOMESCHOoled STUDENTS

If you were educated at home or in an environment other than a public/private school, you may or may not have a traditional transcript. ASHWORTH COLLEGE will admit homeschooled students who submit a complete portfolio of their work and/or proper documentation. You must include the Homeschool Form (located in the back of this handbook) with your portfolio.
A complete homeschool portfolio should include the following:

1. A photocopy of the front cover of the textbook or software used for instruction. Please provide one for each course.
2. A photocopy of the table of contents which will document the curriculum of each course.
3. Three representative samples of work per course. Please include a sample of work from the beginning, middle, and end of each course. Examples of appropriate work samples include projects, written essays, and math problems showing work to solve.
4. The credentials of the instructor (parent/guardian/teacher).
5. Examples of tests or other assessment tools.
6. Any standardized test results, such as the SAT or IOWA Basic Skills Test.
7. An original writing sample, which should be 3 to 5 pages in length.

Note: If A Beka supplied the textbooks, they will supply a transcript free of charge.

Do not send originals to ASHWORTH COLLEGE; we will not return portfolios.

**COURSE LOADS**

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 2.0 and earn at least a C in each of the CORE courses. Each student’s program is divided into 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.

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 2.0 and earn at least a C in each of the CORE courses. Each student’s 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.

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 2.0 and earn at least a C in each of the CORE courses. This is a one semester program of 5 courses; each course in a semester is worth 3 credits.
Students take one (1) course at a time, in a specific order already determined by ASHWORTH COLLEGE. Unless you are applying for transfer or life/work experience credits, the order of your courses will not be rearranged. You must graduate from your current ASHWORTH COLLEGE degree or certificate program and pay the tuition for your current program in full before you will be allowed to enroll in a second ASHWORTH COLLEGE degree or certificate program at the same level. No dual enrollments will be allowed.

If you have completed all of the course work in your associate degree program and wish to enroll in a bachelor’s degree program, but you still have an outstanding tuition balance on your associate program, you may transfer your existing balance to the new bachelor’s program.

**COMPLETION TIME**

ASHWORTH COLLEGE offers 2-year associate degree and 4-year bachelor’s degree programs in addition to one-semester undergraduate certificate programs.

You can complete an associate degree program in about 2 years if you set a steady work pace of about 1 lesson per week, but you will be allowed up to a maximum of 4 years from the date of enrollment to finish. Students may file for extensions at the end of the 4-year period, stating the reason for requesting the extension; an extra charge will apply for every 3 months of extension time granted.

You can complete a bachelor’s program in about 4 years if you set a steady work pace of about 1.5 lessons per week, but you will be allowed up to a maximum of 8 years from the date of enrollment to finish. Students may file for extensions at the end of the 8-year period, stating the reason for requesting the extension; an extra charge will apply for every 3 months of extension time granted.

You can complete an undergraduate certificate program in about 6 months if you set a steady work pace of about 1 lesson per week, but you will be allowed up to a maximum of 1 year from the date of enrollment to finish.

The maximum allowed time to complete each semester (in any undergraduate program) is 12 months, and the minimum completion time for each semester is 45 days, regardless of transfer credit or life/work experience credit, or the actual time a student takes to complete regular lesson exams and other required assignments and projects. Students who wish to complete a semester in less than 45 days may do so by requesting approval from the Dean.
MINIMUM COURSE COMPLETION REQUIREMENTS

An associate degree program is made up of 20 courses (60 credit hours). Students are allowed transfer credit for up to 15 courses (45 credit hours), minus each course for which life/work experience credit is awarded. Life/work experience credit is limited to a maximum of 5 courses (15 credit hours). Minimum ASHWORTH COLLEGE course completion requirements for an associate degree are 5 courses out of 20, or 15 credit hours out of 60 (1 semester).

A bachelor’s degree program is made up of 40 courses (120 credit hours). Students are allowed transfer credit for up to 30 courses (90 credit hours), minus each course for which life/work experience credit is awarded. Life/work experience credit is limited to a maximum of 10 courses (30 credit hours). Minimum ASHWORTH COLLEGE course completion requirements for a bachelor’s degree are 10 courses out of 40, or 30 credit hours out of 120 (2 semesters).

Transfer credits are not accepted into the undergraduate certificate programs. Minimum ASHWORTH COLLEGE course completion requirements for an undergraduate certificate program are 5 courses or 15 credit hours (1 semester). Students can substitute elective courses in place of required courses if they can provide documentation showing they have completed the required courses. For additional details regarding the selection of elective courses for the undergraduate certificate programs, please see the Undergraduate Certificate Course Selection Form provided in Appendix C of this handbook.

TRANSFER CREDIT

ASHWORTH COLLEGE accepts transfer credit toward completion of its degree programs. Students may receive credit for up to 75% of their degree program as a combination of transfer credits from other institutions and life/work experience.

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 life/work experience. Life/work experience credit is limited to 5 courses (15 credits).

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 life/work experience. Life/work experience credit is limited to 10 courses (30 credits) – 5 courses (15 credits) for general education courses and 5 courses (15 credits) for concentration/major area courses.
International degrees must be evaluated by a credential evaluation service, such as World Education Services (W.E.S.), that will determine the U.S. equivalency and send the transcripts directly to Ashworth College. W.E.S. provides a course-by-course evaluation including U.S. requirements and GPA, in English. You can reach W.E.S. at 800-937-3895 or www.wes.org.

The credits you wish to transfer must meet specific guidelines:

- The credits must come from an accredited college or university, or they must be evaluated by ACE.
- The credits must not be more than 10 years old.
- You must have received a grade of C or better in the equivalent course.
- You must send an official transcript.

Before you are awarded transfer credit, the Registrar at ASHWORTH COLLEGE must receive the completed Academic Processing Form (located in the back of this handbook and on our web site) and all official transcripts from other colleges within 90 days of your enrollment with ASHWORTH COLLEGE. An official college transcript is one that comes directly from your former college(s) to the Registrar’s office at ASHWORTH COLLEGE. If your transcript has not been received within 90 days, you 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 needed to graduate.

Please complete the following steps to apply for transfer credit:

1. Fill out the Academic Processing Form for Transfer Credit and send or fax it (770-729-9389) to the Registrar’s office at ASHWORTH COLLEGE. The Registrar will rearrange your class schedule until your official transcript has been received and evaluated. This will prevent you from taking any transferred courses again. If you fail to notify us of your plans to apply for transfer credit, and you are enrolled in courses that are later accepted for transfer credit, you will be charged a $50 fee for each course you were erroneously enrolled in.

2. After you receive your student number, send the College Transcript Request Form (located in the back of this handbook and on our web site) to the college(s) you have attended. Please include your maiden name on the form if your last name has changed since you attended college. Do not send this form to ASHWORTH COLLEGE; we are not responsible for obtaining your transcript.
3. Credits you wish to transfer must be reasonably similar to course offerings at ASHWORTH COLLEGE. You may be required to send a copy of the course syllabus, the college catalog, or other information to help in the evaluation process. Do not send these items unless the Registrar requests them. You will be notified in writing of any transfer credit that is accepted by ASHWORTH COLLEGE.

4. Associate program students applying for VA Benefits must submit records on all prior educational training. Transfer credits must meet the guidelines stated in this Student Handbook.

OTHER IMPORTANT TRANSFER INFORMATION

- Unless evaluated by ACE, military, police, and corrections training programs taken at colleges will not transfer. 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, certificates received, etc. However, you may be able to take a life/work experience exam to receive credit.

- Accounting principles is offered as a three course series at ASHWORTH COLLEGE. If you took Principles of Accounting I and II at another college, you can apply for transfer credit for these two courses, but you will be required to take Introduction to Accounting. We cannot grant 9 hours of transfer credit for 6 hours of course work completed at another school.

- Some subjects are offered as two separate courses at ASHWORTH COLLEGE. You will not receive transfer credit for two-part courses unless the same subject was offered in two parts at the school where you took it. See the course listing pages for detailed information.

TRANSFERRING ASHWORTH COLLEGE ASSOCIATE DEGREE CREDIT

We accept all transfer credit from ASHWORTH COLLEGE’s associate degree program to ASHWORTH COLLEGE’s bachelor’s degree program. ASHWORTH COLLEGE’s associate degree graduates will not need to take any additional courses beyond 60 credit hours to complete ASHWORTH COLLEGE’s bachelor’s degree program. You must enroll in the bachelor’s program using your associate program Student Number in order to ensure that you obtain credit for applicable courses from your associate program(s). (Please do not enroll under a separate student number.)
Certain PCDI diploma (certificate level) programs are similar enough to ASHWORTH COLLEGE courses to qualify for transfer credit. Please be sure to provide your PCDI Student Number when you enroll in the associate or bachelor’s program in order to be given credit for PCDI courses. If your PCDI course is listed in the table below, you can receive transfer credit for the ASHWORTH COLLEGE course(s) listed next to it. For example, if you completed the PCDI accounting program (course code AAC), you can receive transfer credit for the ASHWORTH COLLEGE courses *Introduction to Accounting* (A01), *Principles of Accounting I* (A02), and *Principles of Accounting II* (A03).

<table>
<thead>
<tr>
<th>PCDI PROGRAM</th>
<th>ASHWORTH COLLEGE COURSE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAC Accounting</td>
<td>A01, Introduction to Accounting</td>
</tr>
<tr>
<td></td>
<td>A02, Principles of Accounting I</td>
</tr>
<tr>
<td></td>
<td>A03, Principles of Accounting II</td>
</tr>
<tr>
<td>ADA, ADB Marketing</td>
<td>G04, Integrated Marketing Communications</td>
</tr>
<tr>
<td>AZB Child Daycare</td>
<td>E01, Careers in Early Childhood Education</td>
</tr>
<tr>
<td>CPB Visual Basic</td>
<td>K07, Visual Basic I</td>
</tr>
<tr>
<td></td>
<td>K08, Visual Basic II</td>
</tr>
<tr>
<td>CTA Computer</td>
<td>K06, Local Area Networks</td>
</tr>
<tr>
<td></td>
<td>Network Technician</td>
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<tr>
<td>FPA Financial</td>
<td>C07, Personal Finance</td>
</tr>
<tr>
<td>Planning Specialist</td>
<td></td>
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<tr>
<td>HRA Health Records</td>
<td>H06, Health Records Management</td>
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<tr>
<td>Specialist</td>
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<tr>
<td>IMA Internet</td>
<td>G05, Internet Marketing</td>
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<tr>
<td>Marketing Specialist</td>
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<tr>
<td>JJC/JJD PC Technician</td>
<td>A+ Certification K04, PC Selection and Maintenance I</td>
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<tr>
<td></td>
<td>A+ Certification K05, PC Selection and Maintenance II</td>
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<tr>
<td>KMA/KMB Computer</td>
<td>C10, Introduction to Computers</td>
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<td>Training</td>
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<tr>
<td>KMC/KKB Computer</td>
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<td></td>
<td>Training</td>
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<td></td>
<td>K06, Local Area Networks</td>
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<tr>
<td>LLA/LLB/LLC</td>
<td>P01, Introduction to Paralegalism I</td>
</tr>
<tr>
<td>Paralegal Program:</td>
<td>P02, Introduction to Paralegalism II</td>
</tr>
<tr>
<td>Foundation Course</td>
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<tr>
<td>MCB/MSCS Medical</td>
<td>H03, Medical Terminology</td>
</tr>
<tr>
<td>Billing Specialist</td>
<td>H07, Medical Coding I</td>
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<tr>
<td>RGA Retailing</td>
<td>G03, Principles of Retailing</td>
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<tr>
<td>Specialist</td>
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<tr>
<td>SPLEC Wills, Trusts,</td>
<td>P10, Wills, Trusts, and Estates</td>
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<td>and Estates</td>
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<tr>
<td>Administration</td>
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<tr>
<td>Advanced Course</td>
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<tr>
<td>SPLLC Civil Litigation</td>
<td>P04, Civil Litigation</td>
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<tr>
<td>Advanced Course</td>
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<tr>
<td>SPLRC Real Estate</td>
<td>P06, Real Estate Law</td>
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<tr>
<td>Law Advanced Course</td>
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<tr>
<td>TP Tax Preparation</td>
<td>C14, Income Tax Fundamentals</td>
</tr>
<tr>
<td>WEA/WEB Web Site</td>
<td>K09, Web Site Design</td>
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<td></td>
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<tr>
<td>WHA Security</td>
<td>T01, Introduction to Security Management</td>
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<tr>
<td>Specialist</td>
<td></td>
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<tr>
<td>WWB Medical and</td>
<td>H01, Medical Office Management I</td>
</tr>
<tr>
<td>Dental Office</td>
<td>H02, Medical Office Management II</td>
</tr>
<tr>
<td>Assisting</td>
<td></td>
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<tr>
<td>YYB/YYC Medical</td>
<td>H03, Medical Terminology</td>
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<td>Transcriptation</td>
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</tbody>
</table>
LIFE/WORK EXPERIENCE CREDIT

You may receive credit for your life/work experience that is relevant to a particular course or courses in your program by taking a proctored exam of multiple-choice questions to demonstrate knowledge of the subject matter. To be awarded credit, you must provide either CLEP (College Level Examination Program) certification or pass a proctored examination. Please note that proof of employment history is not required.

In the associate degree program, life/work experience credits are limited to a maximum of 5 courses (15 credit hours). In the bachelor’s degree program, life/work experience credits are limited to a maximum of 10 courses (30 credit hours): 5 courses (15 credits) for general education courses and 5 courses (15 credits) for concentration/major area courses.

If you pass a proctored life/work experience exam on your first attempt, you will receive credit for that course. If you do not receive a passing grade of 70 percent or higher, you will have to take the course as scheduled in your program. If you do not pass the exam(s) for the course(s) you select, you may not test in additional subjects.

Example: If you have worked as an accountant for several years and are enrolled in the Ashworth College accounting program, you may not need to take the course Accounting Spreadsheet Fundamentals (A05) and you will be allowed to test out of that course.

Some subjects are offered as two or more separate courses at Ashworth College. You may not test out of any subject that is offered as a series of courses unless you attempt and pass a life/work experience exam for each course in the series.

Example: You may not attempt to take the life/work experience exam for Anatomy and Physiology I (H04) unless you take the life/work experience exam for Anatomy and Physiology II (H05). You must pass both exams with a grade of 70 percent or higher on your first attempt to receive credit.

Important: Life/work experience credit will not be awarded for the following courses: Introduction to Business (C01), Achieving Academic Excellence (EN110), Business Communications I and II (C02 & C05), Introduction to Psychology (C04), Business Ethics (C06), Personal Finance (C07), American Government (C08), Introduction to Computers (C10), Macroeconomics (C11), Microeconomics (C13), College Mathematics (C17), Strategic Management (BU470), e-Business Strategy (BU480),
Business Ethics (BU490), Victimology (CJ390), Ethics in the Justice System (CJ400), and Leadership in Law Enforcement (CJ410).

To request credit for life/work experience, follow these steps:

1. Depending on your program, list up to 10 courses (excluding those specified on the previous page) using the Academic Processing Form - Life/Work Experience Credit (located at the back of this handbook and on our web site) and send or fax it (770-729-9389) to the Registrar’s office at ASHWORTH COLLEGE. The Registrar can rearrange your schedule until your testing is completed. If you fail to notify us of your plans to apply for life/work experience credit, and you are sent courses that are later accepted for credit, you will be charged a $50 fee for each set of course materials sent in error.

2. Complete and submit a Proctor Nomination Form (located at the back of this handbook and on our web site). Find two people who have agreed to proctor your exam(s). The Registrar will choose one person to proctor your exam(s). For more information about your proctor and this process, see the section titled Proctored Semester Exams on the following page.

3. Once your proctor is selected, your exam(s) will be sent to the proctor. Each life/work experience exam has 50 multiple-choice questions. You have three hours to complete each exam. ASHWORTH COLLEGE does not provide any reference materials. However, you may bring any reference materials of your own when you take the exam(s).

4. You have 90 days from your date of enrollment to get the proper materials to ASHWORTH COLLEGE for life/work experience credit. You have 120 days from your date of enrollment to complete the tests and return them for grading.

5. A $20 administrative fee will be charged for each life/work experience exam.

Please do not send copies of transcripts or job-training certificates for life/work experience credits. Please follow the steps listed above.
PROCTORED SEMESTER EXAMS

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.

Each proctored semester exam covers the five courses that you studied during the semester. Each exam has a total of 50 multiple-choice questions, with 10 multiple-choice questions for each course. You will have three hours to complete the entire exam. You may use your textbooks, notes, calculators, and other resources while taking the exam. It is very important that you keep your textbooks and other study materials for reference during the exams.

You must have a minimum Grade Point Average (GPA) of 2.0 to be eligible to take a semester exam. Your score on semester exams does not affect your letter grade for the course. Semester exams are graded on a Pass/Fail basis. The minimum passing score is 70 percent. Semester exam scores are not factored into your average percentile score for each course. If you do not pass all sections of the exam, you may retake the failed section(s) once more. For each subject failed on the first attempt, you will be allowed 36 minutes to retake that subject on the second attempt. New questions will be given for the retake exam, which must be taken within 90 days.

Students who fail a semester exam on the second attempt will be placed under 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.

Important note: After you have completed the fourth course of your first semester, you must nominate a proctor for the semester exams by using the Proctor Nomination Form in the back of this handbook. Find two qualified people, living in your general area, who are willing to monitor the exams, and send the completed forms to ASHWORTH COLLEGE. The Registrar’s office will select one person from your choices to proctor all of your semester exams. You will need to nominate a proctor only one time (during the first semester), unless that proctor is later unavailable to monitor your exams. 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 instance, 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. You are solely responsible for locating suitable proctor candidates. Proctors should be willing to provide this service free of charge; otherwise, it will be your responsibility to pay any proctor fees. Additional details regarding the selection of a proctor are provided in Appendix C of this handbook.

After the Registrar has selected a suitable proctor candidate from your nominations, the Registrar will send your exam to your 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.

If the student is not taking the proctored exam online (the exam is either mailed or emailed 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 your exam at ASHWORTH COLLEGE has been confirmed.

You will be notified promptly of your results. If you receive a score of less than 70 percent on any of the five sections, you will be allowed ONE (1) opportunity to retake the failed subject(s).

A $20 proctored exam fee will be billed to you when you take your proctored exam at the end of each of your semesters. No fee is charged for taking exams that are in your lessons. This fee is charged for proctored exams only.

YOUR FIRST COURSE

Every ASHWORTH COLLEGE student, regardless of his or her major, must successfully complete C01 Introduction to Business as the first mandatory course in all associate degree programs, and EN110 Achieving Academic Excellence as the first mandatory course in all bachelor’s degree programs. No transfer or life/work experience credits will be allowed for these courses. All students must take the first mandatory course in their degree program because it is used as our academic
qualifying course. If you fail any lessons in the first mandatory course, you will be placed under academic review, and the shipping of your next course could be delayed up to 30 days. After you complete all lessons in the first mandatory course in your program, if your average grade on the first attempt of all lessons is less than 60 percent, you will be permanently dismissed from the program. Retake scores are not considered. It is very important that you take your first course seriously.

**COURSE EXAMS AND ASSIGNMENTS**

In the associate degree and undergraduate certificate programs, Achievement Exams are required for each lesson in a course. Some courses only have four lessons and some have as many as twelve lessons. These exams are found in the Learning Guides for each course or in the online version of the course materials. Each exam has 20 questions. Some associate courses also have mandatory hand-graded assignments. All students are encouraged to take their achievement exams online by accessing our Web site at [http://www.myashworth.com](http://www.myashworth.com). You must have a valid email address to take your exams online. Once an exam has been graded, you will receive your grade via email. For your reference, print the screen showing your answers before you submit the exam. Correspondence students have the option of mailing their exam/assignment answer sheets to ASHWORTH COLLEGE as you complete each lesson. *(Please note that the posting of grades takes longer for exams/assignments that are mailed than for those that are taken/submitted online).* Keep a record of how you answered each question by marking your answers in the Learning Guide, and then transfer your answers to the answer sheet. This is important and can be helpful if your exams/assignments are mistakenly lost or destroyed before they reach ASHWORTH COLLEGE. In the bachelor’s program, a combination of online exams and assignments are required for each course. These exams and assignments can be found in the online course materials.

If you do not receive a passing grade on an achievement exam (associate or certificate program) or online exam (bachelor’s program), you must retake the exam. Similarly, you must redo an assignment if you do not obtain a passing grade on the first attempt. Regardless of your passing grade on the retake exam or assignments, you will automatically receive the minimum passing score of 60 percent.
Submit only one achievement exam at a time! Do not submit multiple exams together! To earn your best scores, you need to know what you don’t understand before you submit the next lesson.

**CORE COURSES**

CORE courses are major area courses specific to a particular degree or certificate program. CORE courses for all programs are identified in the course listing pages in this handbook.

*Remember, if your final average score on more than one (1) CORE course is less than 70 percent, you must change majors* or you will be dismissed from the College. In many cases, students fail CORE courses simply because they make the mistake of taking all exams at once! Since the maximum retake score on achievement exams is 60 percent, a failed exam on a CORE course could result in a final average of less than 70 percent. Use extreme care when taking CORE course exams!

* You must switch to a major where the failed course is not a CORE course. Please note that all courses within an undergraduate certificate program are considered core courses.

Failed exams and assignments can delay your next shipment. We will not ship your next course until you take and pass all exams and assignments in the prior course. Check your exam and assignment results as they are provided to you. If you disagree with the results, you are allowed 30 days to notify the College. Exam results not challenged within 30 days cannot be challenged later.
GRADING SYSTEM

Your percentile score for each course is determined by averaging the exam and assignment scores for all lessons in the course.

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<tr>
<th>PERCENTAGE</th>
<th>LETTER GRADE</th>
<th>GRADE POINTS</th>
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<tr>
<td>90-100</td>
<td>A</td>
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<tr>
<td>80-89</td>
<td>B</td>
<td>3.0</td>
<td>Good</td>
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<tr>
<td>70-79</td>
<td>C</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
<td>1.0</td>
<td>Poor or Failing*</td>
</tr>
</tbody>
</table>

*A letter grade of D is considered failing for a CORE course. You are permitted to fail one CORE course in a program. If you fail more than one CORE course, you must change majors* or you will be dismissed from the program.

* You must switch to a major where the failed course is not a CORE course.

Important: If you change majors because you did not receive a passing grade on a CORE course, you will have to take the semester exam for that course if it is a non-CORE course in your new program and you received a final grade of at least 60 percent. If you did not receive a final grade of at least 60 percent, you will have to retake the failed exam(s) until you earn a passing score, before taking the semester exam.

ACADEMIC STANDING

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

To remain in academic good standing, you must:

- maintain a minimum grade point average (GPA) of 2.0.
- earn a grade of at least C in all CORE courses in a degree program. If you fail any lessons in a CORE course, you will be subject to academic review until the course is completed with a grade of at least 70 percent. If your final average in more than one (1) CORE course is less than 70 percent, you will be permanently dismissed from the COLLEGE.
• earn a grade of at least 60 percent in a non-CORE course, or you will be subject to academic review until you complete the course with a grade of at least 60 percent.

A student is placed under academic review when it is questionable whether the student will be successful in the program. Academic review can delay your next shipment for up to 30 days.

You will be placed under academic review if you:

• fail any lessons in the first course of the degree program (C01 Introduction to Business OR EN110 Achieving Academic Excellence);
• fail any exam(s) or assignment(s);
• fail the second attempt of any section(s) of a semester exam;
• disregard ASHWORTH’S plagiarism and academic honesty policies.

You will be placed under academic probation if:

• you fail one (1) CORE course;
• your GPA falls below 2.0*;
• violate ASHWORTH’S plagiarism and academic honesty policies.

*Your GPA must be brought back up to at least 2.0 before you can take a semester exam.

Academic dismissal will result if you:

• fail the first course in the degree program (C01 Introduction to Business OR EN110 Achieving Academic Excellence);
• fail more than one (1) CORE course with a final average of less than 70 percent, unless you transfer to another degree or certificate program* within 60 days;
• fail the second attempt on a semester exam and it is determined that your overall academic performance is unacceptable;
• are found guilty of academic dishonesty.

* You must switch to a major where the failed course is not a CORE course.

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 a notification in writing to F. Milton Miller, Dean of Degree Programs, within 30 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 YOUR GPA**

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

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

**Example:**

In the first semester, your grades in the first five courses are: A, B, A, C, and A. To calculate your GPA, proceed as follows.

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

- A = 4 grade points
- B = 3 grade points
- A = 4 grade points
- C = 2 grade points
- A = 4 grade points

17 total grade points

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

17 ÷ 5 = 3.4

Your GPA is 3.4.
### ASSOCIATE DEGREE PROGRAM CURRICULA

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<th>COMPUTER INFORMATION</th>
<th>MANAGEMENT</th>
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| **SECOND SEMESTER** | **SECOND SEMESTER** | **SECOND SEMESTER** | |
|---------------------|---------------------|---------------------| |
| C05 Business Communications II | M01 Human Resource Management | K03 Office XP II | |
| C06 Business Ethics | C05 Business Communications II | C04 Introduction to Psychology | |
| A02 Principles of Accounting I | C06 Business Ethics | K04 PC Selection & Maintenance I | |
| C07 Personal Finance | A01 Introduction to Accounting | K05 PC Selection & Maintenance II | |
| C08 American Government | C08 American Government | K06 Local Area Networks | |

| **THIRD SEMESTER** | **THIRD SEMESTER** | **THIRD SEMESTER** | |
|-------------------|-------------------|-------------------| |
| C09 Principles of Finance | M02 Total Quality Management | K07 Visual Basic I | |
| C10 Introduction to Computers | C10 Introduction to Computers | K08 Visual Basic II | |
| A03 Principles of Accounting II | C16 Principles of Marketing | K09 Web Site Design | |
| C11 Macroeconomics | C07 Personal Finance | C08 American Government | |
| C12 Business Law | A02 Principles of Accounting I | C15 Principles of Management | |

| **FOURTH SEMESTER** | **FOURTH SEMESTER** | **FOURTH SEMESTER** | |
|-------------------|-------------------|-------------------| |
| C13 Microeconomics | M03 Organizational Behavior | K10 Programming in JavaScript | |
| A04 Intermediate Accounting I | C13 Microeconomics | C05 Business Communications II | |
| A05 Spreadsheet Fundamentals | C09 Principles of Finance | K11 Database Processing | |
| A06 Intermediate Accounting II | C12 Business Law | A01 Introduction to Accounting | |
| C14 Income Tax Fundamentals | A03 Principles of Accounting II | K12 Systems Analysis & Design | |

CORE courses are printed in **Bold Letters**.

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# ASSOCIATE DEGREE PROGRAM CURRICULA

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<td>B04 Safety Planning and Administration</td>
<td>C05 Business Communications II</td>
<td>E05 Children's Literature</td>
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<td>J11 Report Writing</td>
<td>E12 Cultural Diversity</td>
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## ASSOCIATE DEGREE PROGRAM CURRICULAS

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### ASSOCIATE DEGREE PROGRAM CURRICULA

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<td>BU310 Fundamentals of Management</td>
</tr>
<tr>
<td>BM410 Sales Mgmt &amp; Practices</td>
<td>BU350 Organizational Behavior</td>
</tr>
<tr>
<td>BU330 Accounting for Managers</td>
<td>BU490 Business Ethics</td>
</tr>
<tr>
<td>BU340 Managerial Finance I</td>
<td>J08V Domestic Violence</td>
</tr>
<tr>
<td>BU350 Organizational Behavior</td>
<td>P08V Family Law</td>
</tr>
<tr>
<td>BU360 Social Impact of Business</td>
<td>P09V Legal Research and Writing</td>
</tr>
<tr>
<td>BU440 Managerial Finance II</td>
<td>R04V Human Relations</td>
</tr>
<tr>
<td>BZ420 HR Management</td>
<td>S05V Social Problems</td>
</tr>
<tr>
<td>BZ440 Quality Control</td>
<td>S06V Social Psychology</td>
</tr>
<tr>
<td>BZ450 Being an Entrepreneur</td>
<td>S08V Psychology of Personality</td>
</tr>
<tr>
<td>BZ460 Project Management</td>
<td></td>
</tr>
</tbody>
</table>

CORE courses are printed in **Bold Letters**.

You must earn a final average score of at least 70 percent in CORE courses or you will not be allowed to continue your program.
### UNDERGRADUATE CERTIFICATE PROGRAM CURRICULA

<table>
<thead>
<tr>
<th>ACCOUNTING</th>
<th>BUSINESS MANAGEMENT</th>
<th>COMPUTER INFO MGT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01 Introduction to Accounting</td>
<td>C01 Introduction to Business</td>
<td>K01 Windows Operating System</td>
</tr>
<tr>
<td>A02 Principles of Accounting I</td>
<td>Elective Course 1</td>
<td>Elective Course 1</td>
</tr>
<tr>
<td>A03 Principles of Accounting II</td>
<td>Elective Course 2</td>
<td>Elective Course 2</td>
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<td>Elective Course 3</td>
<td>Elective Course 3</td>
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<tr>
<td><strong>ELECTIVE COURSES (6 CREDITS)</strong></td>
<td><strong>ELECTIVE COURSES (12 CREDITS)</strong></td>
<td><strong>ELECTIVE COURSES (12 CREDITS)</strong></td>
</tr>
<tr>
<td>A04 Intermediate Accounting I</td>
<td>A01 Introduction to Accounting</td>
<td>K02 Office XP I</td>
</tr>
<tr>
<td>A06 Intermediate Accounting II</td>
<td>C06 Business Ethics</td>
<td>K03 Office XP II</td>
</tr>
<tr>
<td>A05 Actg Spreadsheet Fundamentals</td>
<td>C09 Principles of Finance</td>
<td>K04 PC Selection &amp; Maintenance I</td>
</tr>
<tr>
<td></td>
<td>C13 Microeconomics</td>
<td>K05 PC Selection &amp; Maintenance II</td>
</tr>
<tr>
<td></td>
<td>C15 Principles of Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C16 Principles of Marketing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M03 Organizational Behavior</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CONSTRUCTION MGT</th>
<th>CRIMINAL JUSTICE</th>
<th>EARLY CHILDHOOD EDU</th>
</tr>
</thead>
<tbody>
<tr>
<td>B01 Introduction to Construction</td>
<td>J01 Intro to Criminal Justice</td>
<td>E01 Careers in Early Childhood Ed.</td>
</tr>
<tr>
<td></td>
<td>Elective Course 1</td>
<td>Elective Course 1</td>
</tr>
<tr>
<td>B08 Construction Management</td>
<td>Elective Course 2</td>
<td>Elective Course 2</td>
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<tr>
<td><strong>ELECTIVE COURSES (9 CREDITS)</strong></td>
<td><strong>ELECTIVE COURSES (12 CREDITS)</strong></td>
<td><strong>ELECTIVE COURSES (12 CREDITS)</strong></td>
</tr>
<tr>
<td>B02 Construction Mats &amp; Methods</td>
<td>J02 Criminal Law</td>
<td>E02 Child Development</td>
</tr>
<tr>
<td>B03 Drawings &amp; Specifications</td>
<td>J03 Criminal Procedure</td>
<td>E03 Curriculum Development</td>
</tr>
<tr>
<td>B04 Safety Planning &amp; Administration</td>
<td>J04 Policing</td>
<td>E04 Guidance &amp; Discipline</td>
</tr>
<tr>
<td>B05 Construction Surveying Funds.</td>
<td>J05 Corrections</td>
<td>E05 Children’s Literature</td>
</tr>
<tr>
<td>B06 Cost Estimating</td>
<td>J06 Ethics in Criminal Justice</td>
<td>E06 Creative Expression &amp; Play</td>
</tr>
<tr>
<td>B07 Project Scheduling</td>
<td>J07 Private Security</td>
<td>E07 Art &amp; Creative Development</td>
</tr>
<tr>
<td></td>
<td>J08 Domestic Violence</td>
<td>E08 Health, Safety &amp; Nutrition</td>
</tr>
<tr>
<td></td>
<td>J09 Juvenile Justice</td>
<td>E09 Home, School &amp; Community</td>
</tr>
<tr>
<td></td>
<td>J10 Criminal Investigation</td>
<td>E10 Exceptional Children</td>
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<tr>
<td></td>
<td>J11 Report Writing</td>
<td>E11 Movement &amp; Music</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Required courses are printed in <strong>Bold Letters</strong>.</td>
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## UNDERGRADUATE CERTIFICATE PROGRAM CURRICULA

<table>
<thead>
<tr>
<th>FINANCE</th>
<th>HEALTHCARE MANAGEMENT</th>
<th>HUMAN RESOURCE MGT</th>
</tr>
</thead>
<tbody>
<tr>
<td>C09 Principles of Finance</td>
<td>H03 Medical Terminology</td>
<td>M01 Elective Course 1</td>
</tr>
<tr>
<td>Elective Course 1</td>
<td>Elective Course 1</td>
<td>Elective Course 2</td>
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<td>Elective Course 2</td>
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<td>Elective Course 4</td>
<td>Elective Course 4</td>
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</tbody>
</table>

**ELECTIVE COURSES (12 CREDITS)**

| C07 Personal Finance          | H01 Medical Office Management I  | M03 Organizational Behavior   |
| A01 Introduction to Accounting| H02 Medical Office Management II | R01 Employment Law            |
| F01 Money & Banking           | H04 Anatomy & Physiology I       | R02 Training & Development    |
| F02 Financial Institutions & Markets | H05 Anatomy & Physiology II | R03 Compensation & Benefits   |
| F03 Financial Statement Analysis | H07 Medical Coding I            | R04 Human Relations           |
| F04 Investments               | H08 Medical Coding II            | R05 Labor Relations           |
|                               | H06 Health Records Management    |                                |

<table>
<thead>
<tr>
<th>MARKETING</th>
<th>PARALEGAL STUDIES</th>
<th>PSYCHOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>C16 Principles of Marketing</td>
<td>P01 Introduction to Paralegalism I</td>
<td>S01 Introduction to Psychology I</td>
</tr>
<tr>
<td>Elective Course 1</td>
<td>P02 Introduction to Paralegalism II</td>
<td>S02 Introduction to Psychology II</td>
</tr>
<tr>
<td>Elective Course 2</td>
<td>Elective Course 1</td>
<td>Elective Course 1</td>
</tr>
<tr>
<td>Elective Course 3</td>
<td>Elective Course 2</td>
<td>Elective Course 2</td>
</tr>
<tr>
<td>Elective Course 4</td>
<td>Elective Course 3</td>
<td>Elective Course 3</td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES (12 CREDITS)**

| G01 Consumer Buying Behavior | P03 Tort Law                     | S03 Human Growth & Development I |
| G02 Principles of Professional Selling | P04 Civil Litigation | S04 Human Growth & Development II |
| G03 Principles of Retailing  | P05 Criminal Law & Procedure     | S05 Social Problems             |
| G04 Integrated Mktg Communications | P06 Real Estate Law | S06 Social Psychology           |
| G05 Internet Marketing       | P07 Law Office Management        | S07 Abnormal Psychology         |
| G06 International Marketing  | P08 Family Law                   | S08 Psychology of Personality   |
|                               | P09 Legal Research & Writing     |                                |
|                               | P10 Wills, Trusts & Estates      |                                |

Required courses are printed in **Bold Letters.**
UNDERGRADUATE CERTIFICATE PROGRAM CURRICULA

<table>
<thead>
<tr>
<th>RETAIL MANAGEMENT</th>
<th>SECURITY MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>L01</strong> Introduction to Retailing</td>
<td><strong>T01</strong> Introduction to Security Mgt</td>
</tr>
<tr>
<td><strong>G03</strong> Principles of Retailing</td>
<td>Elective Course 1</td>
</tr>
<tr>
<td>Elective Course 1</td>
<td>Elective Course 2</td>
</tr>
<tr>
<td>Elective Course 2</td>
<td>Elective Course 3</td>
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**ELECTIVE COURSES (9 CREDITS)**  

<table>
<thead>
<tr>
<th>RETAIL MANAGEMENT</th>
<th>SECURITY MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>L02</strong> Retail Supply Chain Management</td>
<td><strong>T02</strong> Introduction to Terrorism</td>
</tr>
<tr>
<td><strong>L03</strong> Retail Buying</td>
<td><strong>T03</strong> Incident Command Systems</td>
</tr>
<tr>
<td><strong>L04</strong> Retail Employee Management</td>
<td><strong>T04</strong> Aviation Security</td>
</tr>
<tr>
<td><strong>L05</strong> Retail Quality Management</td>
<td><strong>T05</strong> Criminal Behavior</td>
</tr>
<tr>
<td><strong>L06</strong> Retail Loss Prevention</td>
<td><strong>T06</strong> Cyber Security</td>
</tr>
<tr>
<td><strong>G01</strong> Consumer Behavior</td>
<td><strong>T07</strong> Homeland Sec. &amp; Public Safety</td>
</tr>
<tr>
<td></td>
<td><strong>J07</strong> Private Security</td>
</tr>
</tbody>
</table>

Required courses are printed in **Bold Letters**.
GRADUATION REQUIREMENTS

To earn an **associate degree** from **ASHWORTH COLLEGE**, you must meet the following requirements:

- You must complete 60 credit hours applicable to your degree program.
- You must complete at least 5 courses, or 15 credit hours, with **ASHWORTH COLLEGE**.
- You must earn a grade point average of 2.0 or higher.
- You must pass all subjects covered on the semester exams, which are taken at the end of each semester, in no more than two attempts, and you must receive a score of at least 70 percent on each section of the exam.
- You must complete all requirements within four (4) years of enrollment.
- You must meet all of your financial obligations with **ASHWORTH COLLEGE** by paying your balance in full.

To earn a **bachelor’s degree** from **ASHWORTH COLLEGE**, you must meet the following requirements:

- You must complete 120 credit hours applicable to your degree program.
- You must complete at least 10 courses, or 30 credit hours, with **ASHWORTH COLLEGE**.
- You must earn a grade point average of 2.0 or higher.
- You must pass all subjects covered on the semester exams, which are taken at the end of each semester, in no more than two attempts, and you must receive a score of at least 70 percent on each section of the exam.
- You must complete all requirements within eight (8) years of enrollment.
- You must meet all of your financial obligations with **ASHWORTH COLLEGE** by paying your balance in full.

To earn an **undergraduate certificate** from **ASHWORTH COLLEGE**, you must meet the following requirements:

- You must complete 15 credit hours applicable to certificate program.
- You must complete all 5 courses, or 15 credit hours, with **ASHWORTH COLLEGE**.
• You must earn a grade point average of 2.0 or higher.

• You must pass all subjects covered on the semester exam, which is taken at the end of the one semester program, in no more than two attempts, and you must receive a score of at least 70 percent on each section of the exam.

• You must complete all requirements within six (6) months of enrollment.

• You must meet all of your financial obligations with ASHWORTH COLLEGE by paying your balance in full.

Important reminder: Your enrollment with ASHWORTH COLLEGE is for ONE (1) semester at a time. The tuition stated on your enrollment agreement is for your first semester only. To continue at ASHWORTH COLLEGE after your first semester, you must complete an enrollment agreement which covers the tuition for your second semester. The enrollment agreement will be automatically sent to you before you begin your second semester. You must follow the same process for your third and fourth semesters. You may also re-enroll online on our Web site at http://www.myashworth.com.

ASHWORTH COLLEGE does not offer placement services to help students find employment, and the COLLEGE does not maintain a list of other colleges and universities that accept credits from ASHWORTH COLLEGE.

STUDENT STATUS AND RECORDS

If you need ASHWORTH COLLEGE to verify your status as a full-time student, contact us and request a status letter. You must have completed at least six lessons with passing scores in the past eight weeks to qualify for full-time student status.

If you need ASHWORTH COLLEGE to verify your progress through your degree program, contact us and request a grade report. If you need a transcript of your completed courses from ASHWORTH COLLEGE, contact us and request a transcript. The first copy of your transcript is free, but there will be a $5 fee for all other transcripts requested. Please specify whether you need an official or unofficial transcript. An official transcript is one sent by ASHWORTH COLLEGE directly to an institution or employer. An unofficial transcript is one sent by ASHWORTH COLLEGE directly to the student. An official transcript will be sent only if your account is paid in full; an unofficial transcript will be sent only if your account with ASHWORTH COLLEGE is current.
TRANSFERRING CREDIT TO ANOTHER INSTITUTION

If you wish to use your coursework from ASHWORTH COLLEGE for transfer credit to another institution, please review the following points carefully:

- Each college determines its own policy for accepting transfer credits.
- Normally, to qualify for credit in another college, the coursework you wish to be considered for transfer credit must be reasonably similar to coursework that the other college offers.
- To transfer credits from ASHWORTH COLLEGE, you must request that an official transcript of completed coursework be sent to the new institution. Remember, an official transcript is one sent from the records officer at one college directly to the designated records officer at another. ASHWORTH COLLEGE will not release an official copy of your transcript unless your account is paid in full. Your account must be current to receive an unofficial copy of your transcript.
- The other college may respond to your request for transfer credit by:
  1) Accepting the credit claimed (although some colleges may not give full value).
  2) Accepting the credit claimed when you pass a test covering the subject matter.
  3) Not accepting the credit claimed.
- Be sure to keep your learning guides, textbooks, other study materials and printed copies of online study materials in case they are needed for transfer credits.

ASHWORTH COLLEGE does not maintain a list of other colleges and universities that accept ASHWORTH COLLEGE credits.

CHANGING MAJORS

A student may switch from one ASHWORTH COLLEGE associate program into another at any time by paying a transfer fee of $50. Each associate program has different CORE course requirements. You will have to pay for any additional courses necessary to complete the 60 credit hours required for graduation in the new program. Semester exams are taken only for courses that are required in the new major. Contact Education Services for more information.
A student may switch from one ASHWORTH COLLEGE bachelor’s program into another at any time by paying a transfer fee of $50. Each bachelor’s program has different CORE course requirements. You will have to pay for any additional courses necessary to complete the 120 credit hours required for graduation in the new program. Semester exams are taken only for courses that are required in the new program. Contact Education Services for more information.

STANDARDS OF PROGRESS

Students will receive exam results for every lesson submitted and an overall report for each course completed. A percentile score is provided for each lesson exam in addition to an average percentile score and letter grade upon completion of each course. Semester exams are graded on a pass/fail basis and are not factored into percentile or letter grades.

ACADEMIC HONESTY

To maintain the high quality of education at ASHWORTH COLLEGE, the Faculty and Administration must address any instances of academic dishonesty to keep the integrity of the COLLEGE’s programs from being compromised. While students accused of academic dishonesty will have access to due process procedures, any student found guilty of academic dishonesty will be permanently dismissed from ASHWORTH COLLEGE.

The following issues deserve close attention because they summarize various acts of academic dishonesty. Students must strive to honor the following regulations to preserve the integrity of their grades and degrees.

Plagiarism and Cheating
Students are not permitted to receive, attempt 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. When students use direct quotations, they must use quotation marks and cite the relevant source(s). 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.
Unauthorized Access to Official 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, etc.).

Misrepresentation, Falsification of College Records or Academic Work
Students will not knowingly provide false information in completing 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 the 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 prosecution.

Student Identification Numbers
Student numbers are issued to specific people for the purposes of conducting COLLEGE business. Any abuse of these numbers (including obtaining for malicious use or attempting to obtain for malicious use, false identification or attempted false identification, etc.), shall be cause for permanent dismissal from the COLLEGE.

COMPLAINT PROCEDURES

To file a complaint with ASHWORTH COLLEGE, submit the issue in writing, preferably typed, within 45 days of its occurrence. Direct a complaint about payments or shipments to the Director of Education Services. Direct all academic complaints to the Dean of Degree Programs. A proposed resolution will be offered within 45 days after receiving a complaint. If you are not satisfied with the proposed resolution, you may contact the Nonpublic Postsecondary Education Commission (NPEC) at 2082 East Exchange Place, Suite 220, Tucker, GA 30084.
IMPORTANT THINGS YOU MUST DO IMMEDIATELY

All forms you will need are provided in the back of this Student Handbook. You can download forms from our Web site (http://www.myashworth.com).

- Send a Transcript Request Form to the high school or GED program from which you graduated. **Do this immediately upon enrollment!** Do not send the Transcript Request Form to ASHWORTH COLLEGE; send it to your high school or state GED records office.

- If you plan to receive transfer credit for courses completed at other colleges, send a Transcript Request Form to your former college(s). Send or fax an Academic Processing Form to ASHWORTH COLLEGE so we will know in advance which courses you plan to transfer. We are not responsible for obtaining your transcript(s), so please do not send Transcript Request Forms to ASHWORTH COLLEGE.

- If you want to apply for life/work experience credit, fill out an Academic Processing Form and a Proctor Nomination Form and send or fax both forms to ASHWORTH COLLEGE.

- If you were homeschooled, fill out the Homeschool Form and send it with your portfolio to the ASHWORTH COLLEGE Registrar.

- If you are enrolled in an undergraduate certificate program, fill out the Undergraduate Certificate Course Selection Form and send it via email, fax or mail to the ASHWORTH COLLEGE Registrar.
**IMPORTANT THINGS YOU MUST KNOW**

- You must complete *C01 Introduction to Business* as the first course in the associate degree program, and *EN110 Achieving Academic Excellence* as the first course in the bachelor’s degree program, irrespective of your choice of major. No transfer or life/work experience credit will be accepted for either course. If you earn a final average score of less than 60 percent on your first attempt of the lessons in either course, you will be academically dismissed. Retake scores are not considered.

- Your enrollment in *ASHWORTH COLLEGE* will be canceled if we do not receive your high school/GED transcript within 90 days of your enrollment.

- Unless you are seeking life/work experience credits, do not submit a proctor nomination form until you have completed the fourth course in your first semester.

- You must remain current with your monthly payments or you will not receive additional courses. You also cannot obtain your transcript or a status letter if your account is past due.

- You need to provide your entire student number on everything you send to the school, including payments, e-mails, faxes, exams, and questions.

- You are subject to *academic review* for receiving an exam score of less than 70 percent in a CORE course or 60 percent in a non-CORE course, until the course is completed. *Academic review* can delay your next course for up to 30 days. If you do not complete the course with the minimum required score, you will be subject to *academic probation* or *academic dismissal*.

- Your courses will be delayed if your payments are not current, if you do not complete all the lessons in a course, if you are under *academic review*, or if you do not have passing grades. If you are in a new semester, your next course will be delayed until your proctored exam for the previous semester has been received, graded, and passed.

- You must re-enroll 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.
CONTACTING ASHWORTH COLLEGE

INTERNET

To take lesson exams, obtain your grades, request assistance with your studies, check your account balance, verify shipments and payments, enroll in the next semester, find answers to frequently asked questions, download forms, and much more, visit our student Web site:

http://www.myashworth.com

To contact us via the Internet, log into your student account at the Web site listed above, click on the Helpline link, and fill out the electronic form. Your message will then be routed to the appropriate recipient. Remember to provide your student number with all communications.

FAX OR REGULAR MAIL

Each Learning Guide contains forms to be used when writing to the COLLEGE. For questions regarding tuition payments, shipments of course materials, change of address, or other related matters, use the form labeled “Questions About Payments and/or Shipments.” If you have questions about the subject matter of your course or if you are experiencing difficulty with your studies and need assistance, use the form labeled “Questions or Comments About Your Lessons.” Remember to provide your student number with all communications. Our fax number is 770-729-0961.

TELEPHONE

For assistance by telephone, call 1-800-224-7234. We are open from 9 AM to 10 PM Monday through Thursday, 9 AM to 8 PM on Friday, and 9 AM to 5 PM on Saturday. After business hours, please use our student Web site or fax your questions or concerns to 770-729-0961.
STUDY SKILLS AND HOW TO SUCCEED IN DISTANCE LEARNING

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. Before reading:

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.

**WHILE YOU READ**

Now it’s time to read the chapter text itself. The three steps in this stage are:

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

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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
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 it’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 move you forward from lesson to lesson in a course.

Know 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.

In the next section, we’ll discuss some additional study tips that will make you a better, more successful student.
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 yourself.

■ Enlisting 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.

■ Study and Parenting
One of the greatest challenges many distance learners face—though it’s not insurmountable—is studying when small children are in your direct care. First of all, give yourself permission to divide your attention. You can’t ignore the kids or pretend they aren’t there. Both safety and love are at issue. Let’s look at some suggestions for making this situation work for both your children and you.

1. Give children quality time. Your children have the first right to your time. Make sure you do not withhold your love by ignoring them in favor of your studies. Parents who delayed their college education must understand that getting a degree cannot be their highest priority. That’s not to say that you must totally sacrifice your education to child rearing, it’s just that your children come first.

2. Television. We do not recommend using your TV set as a surrogate baby sitter. However, with some planning you can use TV as an educational tool during the time you are studying and supervising the kids’ activities. A number of public and cable channels provide interesting, educational programming for younger children. Give the little ones an “assignment” to watch a program and question them afterwards on what they’ve learned. Tell them they’re going to “school” like you are.

3. Play groups and co-op baby-sitting. Many parents find time for themselves by joining with other parents in setting up playgroups and taking turns baby-sitting several children at a time.

Now, let’s turn our attention to an area of concern for all students everywhere: the financial aspects of getting a college education.
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 handbook, 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.
Appendix A

Associate & Undergraduate Certificate Program & Course Descriptions
ASSOCIATE’S PROGRAM DESCRIPTIONS

The Associate of Science in Accounting program is designed for students seeking to acquire a concentration of accounting knowledge. Students will acquire insights into maintaining financial records of business transactions, and how to prepare and analyze financial reports pertaining to assets, liabilities, profit and loss, and tax liability.

The Associate of Science in Business Management program is designed for students seeking to acquire a high level of knowledge from a broad base of business concepts. Students will acquire insights into how to plan, organize and direct the activities of a team, a department, a branch office or an organization. The in-depth curriculum covers the principles and procedures of entrepreneurship, marketing planning and implementation, finance, money management, human resources, and organizational behavior.

The Associate of Science in Computer Information Management program is designed for students seeking to acquire a concentration of computer information management knowledge. Students will acquire insights into topics including Windows operation, maintaining and repairing PCs, planning Web sites, programming, local area networks, databases and other technologies. This program also gives a useful insight into fundamental business principles, business communications, and management methods.

The Associate of Science in Construction Management program is designed for students seeking to acquire a concentration of construction management knowledge. Students will acquire insights into the complex components of commercial and residential construction projects including the principles and procedures of cost estimating, surveying, selecting construction materials, interpreting blueprints, and scheduling and implementing site safety. This program also covers budgeting, business communications, fundamental management techniques, organizational management, and leadership skills.

The Associate of Science in Criminal Justice program is designed for students seeking to acquire a concentration of criminal justice knowledge. Students will acquire insights into the fundamental principles of criminal law, policing, investigation, the penal system, juvenile justice, and domestic violence. This program also covers criminal procedure, the Constitution, private security, ethics in criminal justice, special issues in incarceration, parole and probation, and report writing.

The Associate of Science in Early Childhood Education program is designed for students seeking to acquire a concentration of early childhood education knowledge. Students will acquire insights into the principles and procedures of supervising youngsters from newborn through age eight. This program explains how they grow and develop, explore cultural differences, and learn activities and games to enrich their knowledge of specific subjects. The curriculum also covers essential business skills that are useful in educational administration and operations.

The Associate of Science in Finance program is designed for students seeking to acquire a concentration of finance knowledge. Students will acquire insights into the fundamental principles and procedures of accounting, economics and financial statement analysis. This program also covers money markets, financial institutions, investing, managing household finances, and evaluating global economic trends.

The Associate of Science in Health Care Management program is designed for students seeking to acquire a concentration of health care management knowledge. Students will acquire insight into medical office management, medical records and insurance claims, medical coding, human anatomy and physiology, patient relations, medical assisting, and using Microsoft® Office. This program also teaches essential business and communication skills applicable to the managerial role.
The Associate of Science in Human Resource Management program is designed for students seeking to acquire a concentration of human resource management knowledge. Students will acquire insight into business concepts including recruitment, training, career development, human relations, labor relations, compensation, benefits, employment law, organizational behavior, psychology, communications, ethics, basic accounting, and business correspondence.

The Associate of Science in Marketing program is designed for students seeking to acquire a concentration of marketing knowledge. Students will acquire insight into advertising, sales promotion, retail merchandising, business management, corporate communications, Internet marketing, and public relations. This course also studies psychology, consumer behavior and personal selling, and how to take a product from conception through production to distribution.

The Associate of Science in Paralegal Studies program is designed for students seeking to acquire a concentration of paralegal knowledge. Students will acquire insight into Constitutional law, paralegal duties and the legal system, how to get ready for court, conduct legal research, interview clients and witnesses, draft legal documents and contracts, and manage daily activities. Students can also study key specialty areas in family law, litigation, real estate, corporate law, tort law and estates, and wills and trusts.

The Associate of Science in Psychology program is designed for students seeking to acquire a concentration of psychology knowledge. Students will acquire insight into personality disorders, social problems, developmental and cognitive disorders, abnormal behaviors, treatment techniques, psychometrics testing, age- and sex-specific disorders, and substance abuse.

The Associate of Science in Retail Management program is designed to provide students with the knowledge and skills to effectively apply traditional business concepts to a retail environment. The program covers basic business courses such as Principles of Management, Introduction to Accounting, Microeconomics, Principles of Marketing, etc., that provide students with knowledge of fundamental business concepts. In addition, courses specific to the retail environment, such as Retail Buying, Retail Employee Management, Retail Quality Management, etc., focus on preparing students for careers within the retail industry.

The Associate of Science in Security Management program is designed for students seeking to acquire a concentration of security management knowledge. Students will acquire insight into criminal law, the legal process, investigations, and criminal behavior. Students can also study career-focused courses in loss prevention, private security, workplace violence, disaster preparedness, emergency procedures, interior and exterior building security measures, forms of terrorism, and homeland security.

The Undergraduate Certificate programs are comprised of the core courses in each of the above disciplines. They are designed to provide students with the opportunity to earn college credits without enrolling in a degree program. All Undergraduate Certificate program credits are fully transferrable to the respective Associate degree program.
COURSE LISTING & DESCRIPTIONS (LISTED ALPHABETICALLY BY COURSE CODE)

A01 Introduction to Accounting
The fundamentals of double-entry bookkeeping and the debit/credit method of recording transactions. The bookkeeping cycle, from recording transactions to preparing financial statements, is included. Emphasis is placed on service concerns operating as sole proprietorships.
*Credit Hours: 3*

A02 Principles of Accounting I
Basic principles of financial accounting are studied as a foundation for more advanced study and vocational skill. Areas of emphasis include cash, payroll, and accounting for merchandizing businesses.
*Credit Hours: 3*

A03 Principles of Accounting II
A continuation of the study of basic financial accounting principles as a foundation for more advanced study and vocational skill. Areas of emphasis include acquisition, depreciation, and disposal of long term assets; receivables and payables; inventory; partnerships; corporations; long-term liabilities; the statement of cash flows; financial statement analysis; and manufacturing accounting.
*Credit Hours: 3*

A04 Intermediate Accounting I
A study of intermediate accounting principles and practices used in financial reporting. Includes a review of financial statements, financial statement analysis, receivables, inventories, and long-lived assets and depreciation.
*Credit Hours: 3*

A05 Accounting Spreadsheet Fundamentals
The use of spreadsheet software (Microsoft Excel) for recording business transactions, analyzing financial data, and preparing financial reports.
*Credit Hours: 3*

A06 Intermediate Accounting II
A continuation of Intermediate Accounting I with special emphasis on liabilities, leases, income tax reporting, pensions, intercorporate equity investments, the statement of cash flows, international financial reporting, and inflation.
*Credit Hours: 3*

B01 Introduction to Construction
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.
*Credit Hours: 3*

B02 Construction Materials and Methods
Introduction to the materials and methods used in constructing commercial buildings. Covers foundations, using wood in construction, exterior and interior finishes, brick masonry, stone and concrete masonry, masonry load bearing wall construction, steel frame construction, sitecast and precast concrete framing systems, roofing, glass, windows and doors, cladding systems, interior walls and partitions, ceilings, and floors.
*Credit Hours: 3*
B03 Drawings and Specifications
An introduction to reading construction blueprints. 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
Introduction to the role of safety in the construction industry. Covers the cost of accidents, causes of accidents, ethics and safety, workers’ compensation, OSHA compliance, detailed coverage of subparts A through Z of OSHA’s Construction Standard, safety and health programs and policies, job safety and hazard analysis, accident reporting and record keeping, emergency response plans, total safety management, workplace violence, bloodborne pathogens, workplace stress, environmental safety, ISO 14000, and promoting safety.
Credit Hours: 3

B05 Construction Surveying Fundamentals
Introduction to the use of surveys in commercial, residential, and road construction. Includes the 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
Introduction to the process of estimating the full cost of construction projects. Covers 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, and profit.
Credit Hours: 3

B07 Project Scheduling
Introduction to planning and scheduling a construction project. 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
A capstone course in managing a construction project that 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, 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

C01 Introduction to Business
A broad overview of the business world for both business and non-business majors. An introduction to the business environment, business ownership, management, marketing, technology and information, and finance.
Credit Hours: 3
C02 Business Communications I
Basic principles of communication that are particularly applicable in business and industry, providing a foundation for more effective communication skills. Focuses on the proper use of English grammar in business settings.
Credit Hours: 3

C04 Introduction to Psychology
Surveys the field of psychology, including the development of behavior, physiological mechanisms of behavior, perception, motivation and emotion, consciousness, learning, memory, personality, and mental health.
Credit Hours: 3

C05 Business Communications II
The basics of written communication in business. Explores differences in approach and format for various business documents. Also covers techniques for planning, researching, organizing, and writing reports.
Credit Hours: 3

C06 Business Ethics
Explores current ethical issues in the business world, including social and professional responsibilities, organizational relationships, employee rights and obligations, workplace discrimination, organizational culture, and ethics in a global economy.
Credit Hours: 3

C07 Personal Finance
A consumer-oriented overview of the practical application of economic concepts. Emphasizes decision making about budgeting, savings, consumer strategies, insurance, investing, retirement planning, and estate planning.
Credit Hours: 3

C08 American Government
Overview of the structure and operations of the federal government, including constitutional principles, rights and liberties, the political process, and the relationships among the three branches of the federal government.
Credit Hours: 3

C09 Principles of Finance
A focused look at the management of capital in a business firm. Emphasis is placed on policies and actions relating to asset structure, risk, income, and cash flows. Operating and financial analysis are also explored.
Credit Hours: 3

C10 Introduction to Computers
Designed to assure a basic level of computer applications literacy. Includes word processing, spreadsheet, database, email, and the Internet. Also covers various types of computer hardware and networking methods. (This course has been designed so that access to a computer is helpful, but not required.)
Credit Hours: 3

C11 Macroeconomics
Introduction to macroeconomic analysis and policy. Examination of the foundation and nature of economic principles as they apply to national output, money and banking, and monetary and fiscal policy. Course also focuses on employment, inflation, and economic growth.
Credit Hours: 3
C12 Business Law
Basic principles of business law as applied to contracts, personal property, sales, negotiable instruments, agency and employment, business organization, insurance and bankruptcy, and real property.
*Credit Hours: 3*

C13 Microeconomics
Introduction to microeconomics, with emphasis on the functioning of individual markets and their effectiveness for resource allocation. Includes price and production theory, competition, labor, the distribution of income, and the theory of household behavior.
*Credit Hours: 3*

C14 Income Tax Fundamentals
An introduction to the principles of federal taxation with emphasis on gross income, deductions, exemptions, accounting records, business deductions, partnership and corporate taxation, tax planning, and the preparation and filing of tax returns.
*Credit Hours: 3*

C15 Principles of Management
An introduction to the principles and practices of management, with emphasis on the management functions of planning, organizing, staffing, directing, and controlling. Topics covered also include effective leadership and motivational techniques, communication, social responsibility and ethics, managing change and conflict, and control.
*Credit Hours: 3*

C16 Principles of Marketing
A study of the facilitation of exchange relationships in a dynamic environment through the creation, distribution, promotion, and pricing of goods, services, and ideas. The concepts of market segmentation, marketing strategies, and marketing information systems will be stressed, in addition to the process of planning, organizing, implementing, and controlling marketing activities.
*Credit Hours: 3*

C17 College Mathematics
A comprehensive review of mathematical skills and concepts commonly used in academic and vocational applications. Covers whole numbers, fractions, decimal notation, ratios and proportions, percents, statistics and measurement, geometry, real numbers, and algebra.
*Credit Hours: 3*

E01 Careers in Early Childhood Education
Introduces the student to the field of early childhood education by describing at a fundamental level how children learn, how teachers work with children and their parents, what is taught, and where the teaching takes place.
*Credit Hours: 3*

E02 Child Development
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
How to develop and implement appropriate curriculum for young children. Topics include the use of play, cooking, and physical activity; and techniques for fostering creativity and emotional, social, and verbal competence within the curriculum.
*Credit Hours: 3*
E04 Guidance and Discipline
Guidance and discipline concepts applicable to children's behavior in preschool and primary school classrooms. By applying the concepts taught in this course, the student will be able to help children become responsible and productive.  
_Credit Hours: 3_

E05 Children's Literature
Literature is a core component of an early childhood curriculum. This course will teach 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 will reinforce the importance of play and teach students how to integrate play into the art, music, movement, and drama curricula. This course will also analyze the connection between play and creativity, and will demonstrate techniques for fostering creativity.  
_Credit Hours: 3_

E07 Art and Creative Development
This course teaches the student why art activities are important to young children and how to provide those art activities in the classroom.  
_Credit Hours: 3_

E08 Health, Safety, and Nutrition
The student will 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
Introduction to the partnerships with parents and others that teachers must create in order to achieve the best results for children in their classroom. Among the topics covered are home visits with parents and children, meetings with parents, and parental visits to the child's classroom.  
_Credit Hours: 3_

E10 Exceptional Children
Introduction to the special needs of children with developmental disabilities, and how to implement programs that include these children in an early childhood classroom.  
_Credit Hours: 3_

E11 Movement and Music
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
A sociological overview of the ways in which cultural diversity influences children's behavior, communication, and learning styles, plus suggestions for teachers in working with children from diverse backgrounds.  
_Credit Hours: 3_
E13 Early Childhood Literacy
An introduction to teaching young children how to read and write during the preschool years. This course covers the progression of communication, language, literacy, and listening, and the uses of children’s literature to facilitate the development of literacy in early childhood.

Credit Hours: 3

F01 Money and Banking
A study of monetary economics with an international slant. Complete coverage of the financial system, behavior of interest rates, financial institution management, the banking industry and its regulation, central banking and the conduct of monetary policy, international finance, and monetary theory.

Credit Hours: 3

F02 Financial Institutions and Markets
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
The art of analyzing financial statements and the accompanying notes to identify the current financial health of a business enterprise in addition to identifying trends indicating an improved or weakened financial condition. The four financial statements required by generally accepted accounting principles are thoroughly analyzed and the techniques of detecting financial statement fraud are introduced.

Credit Hours: 3

F04 Investments
In-depth coverage of investment alternatives, securities markets, risk/return tradeoffs, portfolio theory and selection, asset pricing models, common stock valuation and analysis, economy/market analysis, sector/industry analysis, technical analysis, bond yields and prices, options, futures, portfolio management, and evaluation of investment performance.

Credit Hours: 3

G01 Consumer Buying Behavior
Complete coverage of the role of consumers in the marketplace, including perception, learning and memory, income and social class, subcultures, cultural influences on consumer behavior, and global consumer culture.

Credit Hours: 3

G02 Principles of Professional Selling
Personal selling; developing customer relationship strategies, product strategies, and customer strategies; sales presentations, closing the sale, and servicing the sale.

Credit Hours: 3

G03 Principles of Retailing
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
A course covering all methods of promotion. Includes corporate image and brand management, advertising management, advertising design, media selection, promotions, public relations, and an introduction to Internet marketing.
_Credit Hours: 3_

G05 Internet Marketing
A focused look at using the Internet as a marketing tool. Includes business to business strategies, business to consumer strategies, direct response, databases in Internet marketing, the Internet consumer, customer relationship development and management, developing and maintaining effective Web sites, customer service and support, and social and regulatory issues, including consumer data privacy and intellectual property.
_Credit Hours: 3_

G06 International Marketing
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_

H01 Medical Office Management I
An overview of medical office topics, including typical happenings in a medical office; an introduction to medical terminology, insurance, and coding; and safety issues, communications issues, and records management.
_Credit Hours: 3_

H02 Medical Office Management II
A continuation of Medical Office Management I, this course provides a first look at anatomy, building a patient’s record, patient examinations, laboratory procedures, medications, and responding to medical emergencies.
_Credit Hours: 3_

H03 Medical Terminology
This course will familiarize 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, 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, nutrition, metabolism, development, and inheritance of medical characteristics are also covered.
_Credit Hours: 3_
H06 Health Records Management
This course introduces most of the records used in a medical office. Students will see examples of these records, study their contents, and learn how these records are used, shared, and stored by the medical office. Students will also learn about the relationships among these records and medical care, legal, and insurance or billing concerns.
Credit Hours: 3

H07 Medical Coding I
An introduction to the claim forms and billing concepts that depend upon the proper coding of each diagnosis and medical procedure. Topics will include descriptions of the most common insurance plans and health care programs, such as Blue Cross and Blue Shield, Medicare, Medicaid, Tricare/Champus, and Workers' Compensation.
Credit Hours: 3

H08 Medical Coding II
A continuation of Medical Coding I, this course provides a focus on coding from source documents. Students will broaden their knowledge of specific coding issues and improve their coding skills. ICD, CPT, and specialty coding topics are covered in this course, along with instruction on how to avoid or prevail in the audit and appeals process.
Credit Hours: 3

J01 Introduction to Criminal Justice
An introduction to the criminal justice process, including an overview of crime in America, criminal law, policing, the courts, corrections, and juvenile justice.
Credit Hours: 3

J02 Criminal Law
A careful examination of the behavior that is the subject of criminal law, presented through straightforward examples and clear explanations. Covers criminal liability, criminal defenses and jurisdiction, crimes against persons and property, sex crimes, and other criminal conduct.
Credit Hours: 3

J03 Criminal Procedure
Overview of the procedures used to lawfully investigate, apprehend, and prosecute individuals suspected of and accused of violating criminal laws.
Credit Hours: 3

J04 Policing
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
A broad-based, foundational approach to understanding the many elements of America’s correctional system from the perspective of both the corrections worker and the criminal offender, paying particular attention to issues including alternative sanctions, incarceration of women and juveniles, and the effects of incarceration upon release.
Credit Hours: 3
J06 Ethics in Criminal Justice
Bridges the gap between the ideals of justice and the ethical behavior that criminal justice professionals should exhibit in the furtherance of justice. This course presents information that criminal justice professionals need to resolve many of the ethical dilemmas they may face, and to understand the dilemmas faced by others within the justice system.
Credit Hours: 3

J07 Private Security
An introduction to the situations encountered and the security techniques commonly used by private security officers. Topics covered include loss prevention, physical security, access control, and technology.
Credit Hours: 3

J08 Domestic Violence
A careful examination of crimes committed by a family member against another family member, offering practical applications of theory and dispelling myths about victims and offenders.
Credit Hours: 3

J09 Juvenile Justice
This course examines the facts behind juvenile delinquency, the processes in the justice system affecting juvenile offenders, the roles of probation, institutionalization, and parole. Also includes coverage of gangs and delinquency prevention.
Credit Hours: 3

J10 Criminal Investigation
A thorough examination of the investigation process and of 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
A hands-on course that examines various reports used by police officers and develops the writing skills needed for note taking, police reports, and warrants.
Credit Hours: 3

K01 Windows Operating Systems
A full exploration of how Microsoft Windows affects the PC desktop and works with files, disks, data, and applications. Also includes coverage of accessories and applications.
Credit Hours: 3

K02 Office XP I
Includes an interactive CD-ROM to simulate various Microsoft Office applications. Students will learn about similarities among Office applications and will focus on Word and Excel, the word processing and spreadsheet programs included in Microsoft Office.
Credit Hours: 3

K03 Office XP II
Includes an interactive CD-ROM to simulate various Microsoft Office applications. Students will focus on Access, PowerPoint, and Outlook, which respectively are the database, presentation, and email/scheduling programs included in Microsoft Office.
Credit Hours: 3
K04 PC Selection and Maintenance I
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 will study the characteristics of motherboards, memory, drives, and other components, and learn basic troubleshooting techniques.
Credit Hours: 3

K05 PC Selection and Maintenance II
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 will 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
Basic concepts of networking, options for cabling and wireless networking, communications and protocols, architectures, and operations. Also provides instruction for designing a network, offering administration and support, and solving network problems.
Credit Hours: 3

K07 Visual Basic I
The first of two courses to familiarize students with Microsoft's Visual Basic, an ideal first language for students to learn because of its similarities to other programming languages. Students learn to work with controls, write code, plan an application, build the user interface, and debug programs.
Credit Hours: 3

K08 Visual Basic II
A continuation of Visual Basic I, providing instruction for using local and form-level variables in an application, creating a dialog box and manipulating strings, creating a flowchart to help plan the code for an application, adding option buttons and check boxes to a form, working with “If…Then…Else” statements, using both sequential access and random access files, and creating and using a control array with Visual Data Manager.
Credit Hours: 3

K09 Web Site Design
An introduction to the effective use of Web page design principles, the basics of HTML coding, and how to create and maintain basic Web pages.
Credit Hours: 3

K10 Programming in JavaScript
Introduction to the process of adding interactivity to Web pages. Projects give students hands-on opportunities to practice what they are learning.
Credit Hours: 3

K11 Database Processing
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
An examination of the computer systems development environment, from planning and selecting the systems through implementation and operation. Students also learn how to organize and access information strategically, work as part of an information technology team, and use the Internet to foster the effectiveness of systems.
Credit Hours: 3
L01 Introduction to Retailing
An introduction to retailing concepts and processes. The student will explore the basics of retailing, such as setting up a retail business, primary target markets, products, location, etc. In addition, the student will survey personnel and risk management, and examine the basics of writing a business plan and operating a retail business in the global marketplace.
_Credit Hours: 3_

L02 Retail Supply Chain Management
Introduces the student to the basics of supply chain management. The student will explore the distribution channel including the types of channels and the relationships among channel members. The student will also examine the supply chain operations of planning, sourcing materials, making products, deliveries, and returns. The use of technology to operate the supply chain will be discussed, and supply chain metrics (ways to measure performance) will be presented. Finally, the student will learn how to define opportunities and develop systems related to the supply chain.
_Credit Hours: 3_

L03 Retail Buying
Explores important concepts of retail buying, beginning with a discussion of customer needs, support staff requirements, and the education and training buyers need. The course also explores the roles of buying groups, merchandise assortments, planning and controls, and how technology and Internet commerce relate to retailing. In addition, the student will learn how to choose vendors, both local and international, how to translate plans into purchases, how to negotiate the buy, and how to price and sell merchandise once it has been bought.
_Credit Hours: 3_

L04 Retail Employee Management
Examines the various aspects of hiring, managing, motivating, and retaining retail employees. The course describes hiring techniques and discusses federal employment laws. The student will also explore concepts such as the effective management of employees; employee benefits, retention, and motivation; and customer service and relationship building.
_Credit Hours: 3_

L05 Retail Quality Management
Surveys the management of quality in all aspects of the retail environment. The course begins with a historical overview of quality and presents basic definitions of quality. It then explores quality as an aspect of leadership, effective management, and employee training and loyalty. The course also discusses the relationship between quality and customers, and examines the connection between quality and the retail item, from the design of products and services to the management of processes and suppliers.
_Credit Hours: 3_

L06 Retail Loss Prevention
Explores the basics of loss prevention in the retail environment, including security issues related to products, personnel and money. The course examines loss prevention technology and techniques, such as hazard controls, theft detection and prevention, surveillance systems, computerized inventory management systems, access controls, etc.
_Credit Hours: 3_

M01 Human Resource Management
The principles and human relations problems involved in the administration of personnel are thoroughly explored. Topics include job analysis and specification; recruitment, selection and training; job evaluation; supervision of employees; salary and wage administration; and labor relations. The students will gain familiarity with modern methods of selection, testing, training, and solving various personnel problems.
_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
A study of the theory, research, and practice related to human behavior in organizational settings. Attention is focused on the theories and realities of leadership, power, motivation, work satisfaction, group dynamics, decision making, and organizational change. The course also aims to broaden perceptions of the causes and effects of interpersonal and group behavior, its dynamics and influences, and organizational behavior relating to organizational climates, conflict, and structural design.
Credit Hours: 3

P01 Introduction to Paralegalism I
Introduces students to the paralegal field, the legal system, and legal analysis. Explores the scope of paralegal activities, the relationship of paralegals to lawyers, and an overview of litigation.
Credit Hours: 3

P02 Introduction to Paralegalism II
A continuation of Introduction to Paralegalism I, this course provides skills in legal analysis, interviewing, investigation, advocacy, and ethics, and provides an overview of legal research and writing.
Credit Hours: 3

P03 Torts
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
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
Examines the fundamentals of substantive criminal law and procedures 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
Covers real property and common types of real estate transactions and conveyances. Also covers preparation of legal instruments including deeds, contracts, leases, deeds of trust, and mortgages.
Credit Hours: 3

P07 Law Office Management
Introduction to legal forms of business ownership, expenses, timekeeping, fee structures, billing, administrative reports, and miscellaneous administrative procedures.
Credit Hours: 3
P08 Family Law
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
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
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

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
Students will learn why training and development are important to the success of an enterprise and how training and development are successfully carried out in an enterprise. Topics covered include needs assessment, learning theories, transfer of training, training evaluation, and the use of technology in training.

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 professionals in designing compensation and benefits practices in the future.

Credit Hours: 3

R04 Human Relations
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
An introduction to the history and contemporary process of organized labor. Topics include establishing a bargaining unit, negotiating an agreement, wage and salary issues, and the arbitration process.

Credit Hours: 3

S01 Introduction to Psychology I
An introduction to the study of psychology, including psychological research, biology and behavior, and the relationships between the environment and behavior. Also covers neurons, hormones, and the brain, body rhythms and mental states, sensation and perception, learning and conditioning, and behavior in social and cultural contexts.

Credit Hours: 3
S02 Introduction to Psychology II  
A continuation of Introduction to Psychology I, this course explores thinking and feeling, the developing person, and health and disorders. Also covers emotion, motivation, theories of personality, development over the life span, and approaches to treatment and therapy.  
Credit Hours: 3

S03 Human Growth and Development I  
An in-depth look at physical, cognitive and psychosocial development from birth through middle childhood.  
Credit Hours: 3

S04 Human Growth and Development II  
A continuation of Human Growth and Development I, this course covers physical, cognitive and psychosocial development from adolescence through late adulthood and death.  
Credit Hours: 3

S05 Social Problems  
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  
Introduction to the behavior of individuals as members of the larger society, with emphasis on beliefs, judgments, attitudes, conformity, persuasion, group influence, prejudice, aggression, intimacy, altruism, conflict, peacemaking, and practical applications.  
Credit Hours: 3

S07 Abnormal Psychology  
Introduction to abnormal behavior with particular emphasis on classification, treatment, and assessment of various disorders, including anxiety disorders, sexual disorders, mood disorders, schizophrenia, personality disorders, substance related disorders, eating disorders, and impulse control disorders.  
Credit Hours: 3

S08 Psychology of Personality  
Factors shaping personality, including the biological (genes and evolution), the intrapsychic (factors within the mind that influence behavior, thoughts, and feelings), the dispositional (aspects of personality that are stable over time and relatively consistent in a variety of situations), the cognitive and experiential (perceptions, thoughts, feelings, desires, beliefs, and other conscious experiences), the social and cultural (social institutions, social roles and expectations, and relationships with other people), and adjustments to events in day-to-day life.  
Credit Hours: 3

T01 Introduction to Security Management  
A broad overview of the field of security management, including homeland security, loss prevention, risk analysis, physical security of property and personnel, fire protection, insurance, theft, workplace violence, drugs, and computer security.  
Credit Hours: 3

T02 Introduction to Terrorism  
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
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
The history of hijacking, using aircraft as missiles, the roots of terrorism, international counterterrorism
efforts, airport screening equipment, cargo security, and foreign airport security.
Credit Hours: 3

T05 Criminal Behavior
A foundational course in criminology, the study of the criminal mind. Includes 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
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 relating to computer crime.
Credit Hours: 3

T07 Homeland Security and Public Safety
A capstone course in security management providing a broad overview of the coordination of private
security with local police, fire, and EMS personnel, in addition to coordination with federal government
agencies, particularly the Office of Homeland Security. Also provides a detailed look at emergency
response to incidents involving weapons of mass destruction.
Credit Hours: 3
Appendix B

Bachelor’s Program & Course Descriptions
BACHELOR’S PROGRAM DESCRIPTIONS

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.

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.

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.

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.

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.
COURSE LISTING & DESCRIPTIONS (LISTED ALPHABETICALLY BY COURSE CODE)

A01V Introduction to Accounting
Introduces students to the basic accounting scenarios for a professional service business; using the combination journal; accounting methods for cash; payroll accounting methods; accounting methods for sales, cash receipts, purchases, and cash payments in a merchandising business; the voucher system; year-end accounting.
Credit Hours: 3
Prerequisite for BU330

AN310 Cultural Anthropology
An introduction to the foundations of cultural anthropology and how they apply to interactions between culture, technology, and social organizations.
Credit Hours: 3

AR300 Art History
Entry-level survey of art history that begins with primitive cave paintings from Lascaux, France and progresses to 20th century art from around the world. Covers a variety of artistic movements ranging from Classic Greek, Baroque, and Rococo to the Impressionists.
Credit Hours: 3

BM350 Marketing Management
Builds on student's understanding of basic marketing principles with a case study approach that focuses on solving marketing problems with the latest tools and techniques.
Credit Hours: 3

BM380 Marketing Research
Describes the latest marketing research processes, techniques, and methodologies that produce marketing insights, with an emphasis on the role the Internet plays in marketing research.
Credit Hours: 3

BM410 Sales Management & Practices
Explores the decisions companies face in developing and managing a sales force, with an emphasis on recruiting, selecting, training, supervising, motivating, and evaluating sales personnel.
Credit Hours: 3

BM440 Internet Marketing
Presents a framework to help students and practitioners understand how to think about and implement effective Internet marketing programs. The course concludes with students generating an Internet marketing plan for a selected organization or product.
Credit Hours: 3

BU310 Fundamentals of Management
Offers a skill-based approach to planning and decision-making, organization theory, leadership, and motivation to provide a concrete understanding of how these processes relate to business activity.
Credit Hours: 3
Prerequisite: C13V

BU320 Marketing Principles
Introduction to marketing concepts and the role of marketing in sound business decisions, including the components of basic marketing strategy, market globalization, and marketing in the service industry.
Credit Hours: 3
BU330 Accounting for Managers
Examines the principles and procedures for developing accounting information for managerial decision-making, including product costing, cost-volume-profit analysis, and pricing and expenditure procedures.
Credit Hours: 3
Prerequisite: A01V

BU340 Managerial Finance I
Examines financial theory and its applications in controlling all aspects of a firm’s financial environment, including financial planning, investment management, valuation, and capital budgeting techniques.
Credit Hours: 3
Prerequisite: C11V, MA260, BU310

BU350 Organizational Behavior
Focuses on the people in the organization and how they work and behave in the work environment. It examines the behavior of individuals, the dynamics of teamwork, the processes of small groups, decision-making, problem solving, and conflict management.
Credit Hours: 3

BU360 Social Impact of Business
Examines broad social, ethical, and technological trends that affect business operations, exploring some of the broad effects and implications of business-society interactions. Credit Hours: 3

BU440 Managerial Finance II
Explores the concepts, techniques, and tools used for financial decision making at strategic, tactical, and operational levels of a firm including capital structure planning, financing decisions, working capital management, and financial management for multinational corporations.
Credit Hours: 3
Prerequisite: BU340

BU450 Leadership Skills
Provides a basic foundation of skills needed to equip students for future leadership activities. Students explore the history, philosophy, theories, and concepts of leadership and its relationship to the management of organizational change.
Credit Hours: 3

BU460 Electronic Commerce
Introduces the managerial applications of Internet technology for a successful Web-based organization. Examines the application of management principles to electronic business models, including business-to-consumer, business-to-business, and intra-business commercial ventures.
Credit Hours: 3

BU470 Strategic Management
Provides students with a framework to master strategic management problems and issues in rapidly changing business environments. Topics include the strategic management process; the nature of competitive advantage; functional, business, and corporate level strategies; strategy in the global environment; and strategy design and implementation.
Credit Hours: 3

BU480 eBusiness Strategy
Students are introduced to the fundamentals of ebusiness and the strategic role information technology plays in gaining and maintaining competitive advantage. Topics include the foundations of ebusiness, as well as the hardware, software, networking, ethics, and security of conducting business online.
Credit Hours: 3
BU490 Business Ethics
Examines ethics and values in business, beginning with an introduction to ethics in business. The perspective then broadens to include corporate ethics and the role of moral leadership in business, and concludes with an examination of ethical dilemmas created by an expanding global economy.
*Credit Hours: 3*

BZ380 Management Information Systems
An in-depth look at how businesses use information technologies and systems to attain corporate goals: operational excellence, developing new products and services, improved decision making, and achieving competitive advantage.
*Credit Hours: 3*

BZ400 Strategic Information Technology
Students explore the major current issues and challenges facing the design, implementation and use of information technology systems in organizations
*Credit Hours: 3*

BZ420 Human Resources Management
Students learn how to manage employee performance through human resource planning and development.
*Credit Hours: 3*

BZ440 Quality Control
Introduces the statistical basis of quality control and the application of tools to the design, implementation, and analysis of a quality management system. Topics include continuous improvement, quality measurement, and applications of quality tools to internal and external processes.
*Credit Hours: 3*

BZ450 Being an Entrepreneur
Students will assess, explore, critique, and celebrate the phenomenon of entrepreneurship. The course will focus on the creation of new ventures, the ways that they come into being, and factors associated with their success.
*Credit Hours: 3*

BZ460 Project Management
Provides a detailed understanding and application of the knowledge, skills, tools and techniques used in project management practices. Teaches the student how to effectively identify, evaluate and allocate factors of time, cost, resources and scope in order to achieve optimal results.
*Credit Hours: 3*

BZ480 International Management
Presents the impact of international business on countries, corporations, and individuals. In-depth attention is paid to the role of culture, policies, and politics.
*Credit Hours: 3*

C02V Business Communications I
Focuses on the written and oral communication skills necessary for success in contemporary business organizations: using technology; persuasion; sales letters; routine correspondence; memos that make an impact; press releases; newsletters; meeting communications; employment communications.
*Credit Hours: 3*
*Prerequisite: EN130*
C04V Introduction to Psychology
The study of psychology; psychological research; evolution, genes, and behavior; neurons, hormones, and
the brain; body rhythms and mental states; sensation and perception; learning and conditioning; the
environment and behavior.
Credit Hours: 3

C10V Introduction to Computers
Introduces fundamental concepts and terminology related to computer hardware, software, networks,
graphics and design, and the Internet.
Credit Hours: 3

C11V Macroeconomics
Introduction to macroeconomic analysis and policy in business and government; an examination of the
foundation of macroeconomic principles as they apply to consumption, production, inflation,
unemployment, banking, monetary and fiscal policy, income and international trade.
Credit Hours: 3
Prerequisite: C13V

C12V Business Law
Examination of the legal system and the legal environment of business today; contracts and agreements;
torts; personal property defined; sales; negotiable instruments; agency and employment; creating,
modifying, and dissolving a business organization; risk-bearing devices; real property issues; summary
cases in business law.
Credit Hours: 3

C13V Microeconomics
Introduction to microeconomics, with emphasis on the functioning of individual markets and their
effectiveness for resource allocation; price; production; competition theory; supply and demand; labor and
wages; mergers and antitrust actions; income distribution; international trade.
Credit Hours: 3
Prerequisite for C11V, BU310

C17V College Mathematics
Review of basic math including manipulation of whole numbers, fractions, ratios, and percentages in
problem solving; basic statistics; rational numbers; problem solving using basic algebra; and principles of
geometry.
Credit Hours: 3

CJ310 Introduction to Criminal Justice
An examination of the American criminal justice system as an interdisciplinary social science involving
aspects of criminology, sociology, law, and political science.
Credit Hours: 3

CJ320 American Constitutional Law
An examination of the historical development and constitutional principles of American government
including inquiries into federalism, national and state powers, separation of powers, checks and balances,
due process, and equal protection of the laws. The primary focus will be on case law of the Supreme
Court from the Marshall court to the present.
Credit Hours: 3
CJ330 Criminal Law and Procedure
A comprehensive survey of source, distinctions, and limitations relating to criminal law; the development of criminal law in the United States; the principles of criminal liability; the various crimes and their elements; and the criteria considered in determining capacity and defenses. Also explored are the elements of due process, rule of law, and the role of the Constitution in protecting rights.
*Credit Hours: 3*

CJ340 Criminology
An inspection of classic theories and current developments in theory, research, and policy with regard to such issues as mass and serial murder, hate and occult crimes, drugs and crime, career criminality, terrorism, and new forms of organized and white-collar crime. *Credit Hours: 3*

CJ350 Judicial Process
A study of the dynamics of courthouse justice including an overview of the legal basis for criminal courts, the legal actors–judges, prosecutors, and defense attorneys–and their working relationships, the stages through which criminal cases pass, and what happens after conviction.
*Credit Hours: 3*

CJ360 Criminal Investigation
An examination of the fundamental principles and procedures employed in the investigation of a crime. Emphasis is placed on the investigation of specific crimes, the identification of sources of information, and the procedures necessary for the proper handling of evidence. Students develop a working knowledge of the steps of investigation beginning with the initial security of the crime scene and concluding with the presentation of evidence and proper testimony in court.
*Credit Hours: 3*

CJ370 Correctional Practice and Policy
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
An examination of 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
A comprehensive examination of the historical importance of victim restitution and contemporary developments within this field of study. Students will explore the role of victimology in today’s criminal justice system, investigate the consequences of victimization, and examine the various remedies now available for victims.
*Credit Hours: 3*

CJ400 Ethics in the Justice System
An examination of a wide range of ethical issues in policing, the practice of law, sentencing, corrections, criminal justice research, and crime control policy.
*Credit Hours: 3*
CJ410 Leadership in Law Enforcement
An examination of contemporary concepts and practices for first line supervisors in law enforcement. Character, motivation, teamwork, and conflict resolution are emphasized in this practical, ethics-based approach to leadership in a complex organization.
Credit Hours: 3

CJ420 Juveniles in the Justice System
A study of youthful crime: its volume, causes, and trends. The prediction, prevention, treatment and control of juvenile delinquency by social control agencies is examined relative to social policies needed to reduce its incidence. The organization and procedures of the juvenile justice system are also explored.
Credit Hours: 3

CJ430 Police and Community Relations
A study of the relationship between police and the community with recommendations for ways of working together to reduce crime. Emphasis is placed on policing in a culturally diverse society.
Credit Hours: 3

CJ440 White Collar Crime
The study of white-collar crime has challenged commonly accepted explanations of crime and has introduced new complexities at all levels of the criminal justice system, including widespread victimization, difficulties in crime discovery, ambiguous legal definitions, corporate and individual deterrence, and disparity in sanctioning. In this course, students will review the debate regarding the definition of white collar crime, examine the costs of white-collar and corporate crime to society, consider competing theories to explain white collar criminality, and explore the use of criminal sanctions to deter the misconduct of corporations.
Credit Hours: 3

CJ450 Private Security
An examination of private security from a historical and philosophical perspective. Topics include the evolution of private security; basic security goals and responsibilities; investigation; loss prevention through risk management; security systems in the industrial, retail, commercial, and institutional settings; and current challenges facing the security profession.
Credit Hours: 3

EN110 Achieving Academic Excellence
Sharpen skills that will help you achieve maximum learning as you complete your degree program.
Credit Hours: 3

EN120 Beginning English Writing
Concentrate on improving the basic English skills necessary to write fluently. Designed to help college students develop skills in the use of standard written English and/or in the writing of well developed, coherent paragraphs.
Credit Hours: 3

EN130 English Composition
Learn critical thinking skills and writing techniques for organizing, composing and proofreading reports, summaries, short essays, and research papers.
Credit Hours: 3
Prerequisite for C02V
EN360 Technical Communication
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

GE350 World Geography
Introduction to the human and physical attributes that give uniqueness and diversity to world regional patterns on the Earth’s surface; provides a better background for understanding contemporary world events.
Credit Hours: 3

HS150 World Civilizations I
Broad survey of world history from the ancient civilizations of Mesopotamia to the mid-sixteenth century, examining political, economic, and social structures as well as outstanding cultural expressions of each civilization in art, architecture, literature, and religion.
Credit Hours: 3

HS250 World Civilizations II
Survey of world history from the late-sixteenth century through the present with an emphasis on political, intellectual, and social history.
Credit Hours: 3

J08V Domestic Violence
A careful examination of crimes committed by a family member against another family member, offering practical applications of theory and dispelling myths about victims and offenders.
Credit Hours: 3

J11V Report Writing
A hands-on course that examines various reports used by police officers and develops the writing skills needed for note taking, police reports, and warrants.
Credit Hours: 3

MA140 Business Analysis
Applies algebraic concepts to business problems to develop and improve technical, quantitative, and critical thinking skills in analyzing business issues.
Credit Hours: 3
Prerequisite for MA260

MA240 College Algebra
Begins with basic concepts such as sets and numbers but quickly moves into intermediate algebra topics, emphasizing concepts most often used in computer science.
Credit Hours: 3

MA260 Statistical Analysis I
Introduces the foundations of statistical analysis, including distributions, measures of location and dispersion, probability, the normal probability distribution, sampling and testing methods, and decision analysis.
Credit Hours: 3
Prerequisite: MA140
Prerequisite for MA270
MA270 Statistical Analysis II
Covers advanced topics in the statistical analysis of business operations and describes the application of statistical procedures for the purposes of forecasting, quality control, and decision-making.
Credit Hours: 3
Prerequisite: MA260

P08V Family Law
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

P09V Legal Research and Writing
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

PY360 Ethics in Technology
Explores the diverse moral issues surrounding the use of computers and information technology today, with an emphasis on how one might determine the difference between ethical and unethical behavior in a number of scenarios.
Credit Hours: 3

R04V Human Relations
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

S05V Social Problems
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

S06V Social Psychology
Introduction to the behavior of individuals as members of the larger society, with emphasis on beliefs, judgments, attitudes, conformity, persuasion, group influence, prejudice, aggression, intimacy, altruism, conflict, peacemaking, and practical applications.
Credit Hours: 3

S08V Psychology of Personality
Factors shaping personality, including the biological (genes and evolution), the intrapsychic (factors within the mind that influence behavior, thoughts, and feelings), the dispositional (aspects of personality that are stable over time and relatively consistent in a variety of situations), the cognitive and experiential (perceptions, thoughts, feelings, desires, beliefs, and other conscious experiences), the social and cultural (social institutions, social roles and expectations, and relationships with other people), and adjustments to events in day-to-day life.
Credit Hours: 3
SC140 Elements of Chemistry
Designed for non-chemistry majors who have little or no chemistry background. Presents the basic tenets of chemistry relating to the environment, energy, and health, and provides an understanding of the chemical processes involved in the functioning body and environment.
Credit Hours: 3

SC160 Basic Biology
Introduction to the essential principles of biology and the structure of biological systems.
Credit Hours: 3

SC260 Introduction to Ecology
Explores the fundamental principles of ecosystem processes, community and ecosystem development, and species adaptation and diversity.
Credit Hours: 3

SO115 Essentials of Sociology
Provides an overview of the terminology, theories, and questions used by sociologists to study how groups, cultures, institutions, norms, and values all work to shape society and an individual’s perception of the world.
Credit Hours: 3

SO245 Social Impact of Technology
Examination of the broad implications of technological innovation on social organizations in terms of personal, political, economic, and environmental issues.
Credit Hours: 3
Appendix C

Forms
TRANSCRIPT REQUEST FORM – High School/GED

ASHWORTH COLLEGE – TRANSCRIPT PROCESSING
P.O. Box 923087, Norcross, GA 30010-3087

TO THE STUDENT

■ Fill out this form as soon as you can.
■ Send the completed form to the high school where you graduated. If you are required to pay a fee for
this service, please send it with this form to avoid a delay.

DO NOT SEND YOUR COMPLETED FORM TO US!

Student’s Name: ____________________________________  Circle One:  Male  /  Female
Ashworth College Student Number: ___________________  Birth Date: _______________________
Social Security #:   ___________________________________ Phone: __________________________

Maiden Name (or former name, if applicable): ____________________________________________________________________

Name of GED Program or
Name of High School _____________________________________________________________________

Address ________________________________________________________________________________
City  ______________________________________ State __________ Zip _______________
Enrolled from _________ to ___________ School Phone: ___________________________
(Graduation Date)

Student Signature __________________________________________ Date _____________________

TO THE HIGH SCHOOL/GED REGISTRAR

1. Please send a copy of the student’s transcript showing courses taken, grades received, credits earned
(or test scores if GED was awarded), and when the student earned a diploma. No other information is
necessary. If a fee is due for this service, please contact the student.

2. **EXTREMELY IMPORTANT**: Please write the Ashworth College student number (listed above)
on the transcript, or send a copy of this form with the transcript.

Ashworth College – Transcript Processing
P.O. Box 923087  800-224-7234
Norcross, GA  30010-3087  770-729-9389 fax

TRF – HS.4
TRANSCRIPT REQUEST FORM – College Transfer Credit
ASHWORTH COLLEGE – TRANSCRIPT PROCESSING
P.O. Box 923087, Norcross, GA 30010-3087

TO THE STUDENT
1. Fill out this form as soon as you can. Make additional copies if needed.
2. Contact the college(s) you attended and ask what fee(s), if any, must be paid with this request.
3. Send this completed form to the college(s) where you earned credit or graduated.

DO NOT SEND YOUR COMPLETED FORM TO US!

Student’s Name: ____________________________________  Circle One:  Male /  Female
Ashworth College Student Number: ___________________  Birth Date: ______________________
Social Security #:   ___________________________________ Phone: __________________________
Maiden Name (or former name, if applicable): ______________________________________

Name of College You Previously Attended ________________________________________________
Address _________________________________________________________________________________
City  ______________________________________ State __________ Zip _________________
Enrolled from _____________ to ______________ College Phone: ____________________________

Student Signature __________________________________________ Date _____________________

TO THE COLLEGE REGISTRAR
1. Please send a copy of the student’s transcript showing courses taken, grades received, credits earned, and when the student earned a diploma, if any. No other information is necessary.
2. EXTREMELY IMPORTANT: Please write the Ashworth College student number (listed above) on the transcript, or send a copy of this form with the transcript.

Ashworth College – Transcript Processing
P.O. Box 923087 800-224-7234
Norcross, GA  30010-3087  770-729-9389 fax
TRF – CTC.4
ACADEMIC PROCESSING FORM – Transfer Credit
ASHWORTH COLLEGE – REGISTRAR
P.O. Box 923087, Norcross, GA 30010-3087

Student Name (please print)      Daytime Phone Number       Student Number       Major

Street Address      City       State       Zip

DIRECTIONS FOR COMPLETING THIS FORM:

1. To receive transfer credit, the Registrar at ASHWORTH COLLEGE must receive all completed
   Academic Processing Forms and all official transcripts within 90 days of enrollment processing.

2. Make sure that your transfer credit is no more than 10 years old.

3. List on the lines below the courses you plan to transfer and from what institutions. A
   maximum of 30 courses can be transferred, including a maximum of 10 courses for which
   life/work experience credit is awarded (if applicable).

4. Be sure to complete and mail a Transcript Request Form to each college from which you
   intend to transfer credit. Please do not send your completed Transcript Request Form to
   ASHWORTH COLLEGE!

Institution ____________________________________________
Course(s) ____________________________________________

Institution ____________________________________________
Course(s) ____________________________________________

Institution ____________________________________________
Course(s) ____________________________________________

Institution ____________________________________________
Course(s) ____________________________________________

APF – TC.3
ACADEMIC PROCESSING FORM – Life/Work Experience Credit
ASHWORTH COLLEGE – REGISTRAR
P.O. Box 923087, Norcross, GA 30010-3087

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Daytime Phone Number</th>
<th>Student Number</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DIRECTIONS FOR COMPLETING THIS FORM:

1. To receive life/work experience credit, the Registrar at ASHWORTH COLLEGE must receive all completed Academic Processing Forms and verify all life/work experience credit through CLEP credit or proctored examinations within 90 days of enrollment processing.

2. All life/work experience must be verified by CLEP credit or ASHWORTH proctored exams. Therefore, you should include only those experiences that you know well enough to pass a comprehensive exam. A fee of $20 per exam will be billed to your account.

3. Indicate on the lines below which ASHWORTH courses you believe your specific life/work experiences cover adequately.

4. Use the Proctor Nomination Form to nominate the proctors who have agreed to supervise as you take the exam(s).

Life/Work Experience __________________________________________________________________
ASHWORTH Course ____________________________________________________________________
_________________________________________________________________________________
Life/Work Experience __________________________________________________________________
ASHWORTH Course ____________________________________________________________________
_________________________________________________________________________________
Life/Work Experience __________________________________________________________________
ASHWORTH Course ____________________________________________________________________
_________________________________________________________________________________
APF – L/WC.4
STUDENT INSTRUCTIONS FOR NOMINATING A PROCTOR

1. After you complete the fourth course in your first semester, use the following two forms to nominate proctor candidates for your semester exams. You need to nominate a proctor only once for semester exam purposes. The same proctor can be used for all semester exams. If you plan to take a life/work experience exam, you must complete the proctor nomination process immediately.

2. Neither of the two proctor candidates can be a fellow student, related to you by blood or marriage, a roommate, fiancé, an immediate supervisor, or other acquaintance with whom a conflict of interest exists. The Registrar’s office will evaluate the nominated individuals and choose one to serve as your proctor.

3. You are permitted to nominate only one proctor candidate if that person is a high school or college administrator, faculty member, guidance counselor, librarian, member of the clergy, or a military test control officer.

4. Complete the top section of each Proctor Nomination Form before giving the form to your proctor nominees. You must provide your name, student number, and indicate whether you are selecting a proctor for your upcoming semester exam or a life/work experience exam. Your proctor nominees will fill out the remainder of the forms and send them to Ashworth College.

5. If your proctor has not received the semester exam by the tenth business day following your completion of the last course of the semester, please contact us. Certain conditions must be met before we can send the semester exam to your proctor. For example, your tuition payments must be current, and we must have determined a final grade for your last course in the semester. If you have changed majors, we may need to verify that the proper courses have been selected for the exam. You must have a minimum grade point average of 2.0 and you must have been enrolled for at least 45 days per semester. Failure to meet these and other conditions may prevent or delay receipt of proctored exams. If you have already enrolled in your next semester, you will receive only the first course of the new semester. All subsequent course shipments will be delayed until you have taken and passed the semester exam.

6. Ask your proctor nominees to submit these forms no later than 30 days before you plan to take your semester or life/work experience exam. Do not send the $25 exam administration fee at this time. It will be automatically billed to your account.
PROCTOR NOMINATION FORM
ASHWORTH COLLEGE – REGISTRAR
P.O. Box 923087, Norcross, GA 30010-3087

Student Name (Please Print)  Student Number

I am using this form to select a proctor for my: _____ upcoming semester exam
(check all that apply) _____ life/work experience exam

IMPORTANT INFORMATION FOR PROCTOR CANDIDATES

Dear Proctor Candidate,

You have been nominated by the student named above to serve as a proctor for an exam that he/she will be taking in the near future. The purpose of this form is to explain the proctoring process and to verify that you will assist the student with this requirement.

If you are selected as the student’s proctor, you will receive an exam packet that will include the exam questions and answer sheets, a certification of compliance with policies and procedures, and a self-addressed return envelope. The exam is a timed (3 hour), open-book, open-note test, covering five courses that the student has completed during the semester. You will need to contact the student to confirm the date, time, and location of the exam. Before you allow the student to begin the exam, you will need to make sure that 3 hours are available. Within 48 hours of the completion of the exam, we request that you mail the certification of compliance (signed by you and the student), the exam questions, and the answer sheets to Ashworth College. We further request that you make copies of the exam answer sheets (but not the exam questions) to keep until we confirm receipt of the exam packet. The student should plan to reimburse you for postage.

Please note that you may not serve as the proctor for this exam if any conflict of interest exists. For example, if you are a fellow student, related to the candidate by blood or marriage, an immediate supervisor, a roommate, fiancé, or other acquaintance with whom a conflict of interest exists, you are not permitted to serve as a proctor.

Please complete the information requested at the bottom of this form, sign and date the form, and mail it to Ashworth College at the address above. Completion of this form indicates that you are willing to proctor the above-named student’s semester exams for Ashworth College. If you have questions about this process or your suitability to serve as a proctor, please call 770-729-8400, extension 5350, or send an e-mail to registrar@ashworthcollege.edu. We thank you in advance for providing this service.

Sincerely,
Office of the Registrar

Proctor Candidate (Please Print)
Name ______________________________   Title/Occupation ___________________________
Address ____________________________   City_______________ State_______ Zip________
Phone (day) _________________________   Phone (night) _____________________________
E-mail address: ________________________________________________________________
Signature ________________________________________   Date ________________________
HOMESCHOOL FORM

ASHWORTH COLLEGE – REGISTRAR
P.O. Box 923087, Norcross, GA 30010-3087

Student Name _________________________________________________________________             Student Number _____________________________________

Telephone Number where you may be reached during the day ________________________________________________   Date _____________________________

Name of teacher _______________________________________________________________________     Relationship ____________________________________

Teacher's credentials _________________________________________________________     Teacher’s signature ________________________________________

You must provide the following information for all courses taken in your homeschool program. Each course must be listed separately. You must attach the course outline and/or textbook’s table of contents for each course.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Grade Level</th>
<th>Year Taken</th>
<th>Final Grade</th>
<th>Textbook Title</th>
<th>Publisher/Copyright Date</th>
<th>Portfolio or Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: General Math</td>
<td>9</td>
<td>95-96</td>
<td>B</td>
<td>Refresher</td>
<td>Steck-Vaugh/1995</td>
<td>Exam</td>
</tr>
</tbody>
</table>

Please make a copy of this form if you need more space to describe your educational experience.
UNDERGRADUATE CERTIFICATE COURSE
SELECTION FORM
ASHWORTH COLLEGE - REGISTRAR
P.O. Box 923087, Norcross, GA 30010-3087

Student Name    (please print)    Daytime Phone Number    Student Number    Major
Street Address    City    State    Zip

DIRECTIONS FOR COMPLETING THIS FORM:
You may choose your Certificate program electives from the list of courses within your area of specialization below. The ‘R’ refers to required courses within each certificate program. Please place an ‘X’ in the box adjacent to the electives you wish to select. (Please note that each certificate program consists of 5 courses).

### Accounting (Choose 2)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01</td>
<td>Introduction to Accounting</td>
<td>R</td>
</tr>
<tr>
<td>A02</td>
<td>Principles of Accounting I</td>
<td>R</td>
</tr>
<tr>
<td>A03</td>
<td>Principles of Accounting II</td>
<td>R</td>
</tr>
<tr>
<td>A04</td>
<td>Intermediate Accounting I</td>
<td></td>
</tr>
<tr>
<td>A05</td>
<td>Accounting Spreadsheet Fundamentals</td>
<td></td>
</tr>
<tr>
<td>A06</td>
<td>Intermediate Accounting II</td>
<td></td>
</tr>
<tr>
<td>C09</td>
<td>Principles of Finance</td>
<td></td>
</tr>
</tbody>
</table>

### Business Management (Choose 4)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>C01</td>
<td>Introduction to Business</td>
<td>R</td>
</tr>
<tr>
<td>C06</td>
<td>Business Ethics</td>
<td></td>
</tr>
<tr>
<td>C09</td>
<td>Principles of Finance</td>
<td></td>
</tr>
<tr>
<td>C13</td>
<td>Microeconomics</td>
<td></td>
</tr>
<tr>
<td>C15</td>
<td>Principles of Management</td>
<td></td>
</tr>
<tr>
<td>C16</td>
<td>Principles of Marketing</td>
<td></td>
</tr>
<tr>
<td>M03</td>
<td>Organizational Behavior</td>
<td></td>
</tr>
</tbody>
</table>

### Computer Information Management (Choose 4)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>K01</td>
<td>Windows Operating System</td>
<td>R</td>
</tr>
<tr>
<td>K02</td>
<td>Office XP I</td>
<td></td>
</tr>
<tr>
<td>K03</td>
<td>Office XP II</td>
<td></td>
</tr>
<tr>
<td>K04</td>
<td>PC Selection &amp; Maintenance I</td>
<td></td>
</tr>
<tr>
<td>K05</td>
<td>PC Selection &amp; Maintenance II</td>
<td></td>
</tr>
<tr>
<td>K06</td>
<td>Local Area Networks</td>
<td></td>
</tr>
<tr>
<td>K09</td>
<td>Web Site Design</td>
<td></td>
</tr>
<tr>
<td>K10</td>
<td>Programming in JavaScript</td>
<td></td>
</tr>
<tr>
<td>K11</td>
<td>Database Processing</td>
<td></td>
</tr>
<tr>
<td>K12</td>
<td>System Analysis &amp; Design</td>
<td></td>
</tr>
</tbody>
</table>

### Construction Management (Choose 3)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>B01</td>
<td>Introduction to Construction</td>
<td>R</td>
</tr>
<tr>
<td>B08</td>
<td>Construction Management</td>
<td>R</td>
</tr>
<tr>
<td>B02</td>
<td>Construction Materials &amp; Methods</td>
<td></td>
</tr>
<tr>
<td>B03</td>
<td>Drawings &amp; Specifications</td>
<td></td>
</tr>
<tr>
<td>B04</td>
<td>Safety Planning &amp; Administration</td>
<td></td>
</tr>
<tr>
<td>B05</td>
<td>Construction Surveying Fundamentals</td>
<td></td>
</tr>
<tr>
<td>B06</td>
<td>Cost Estimating</td>
<td></td>
</tr>
<tr>
<td>B07</td>
<td>Project Scheduling</td>
<td></td>
</tr>
</tbody>
</table>

### Criminal Justice (Choose 4)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>J01</td>
<td>Introduction to Criminal Justice</td>
<td>R</td>
</tr>
<tr>
<td>J02</td>
<td>Criminal Law</td>
<td></td>
</tr>
<tr>
<td>J03</td>
<td>Criminal Procedure</td>
<td></td>
</tr>
<tr>
<td>J04</td>
<td>Policing</td>
<td></td>
</tr>
<tr>
<td>J05</td>
<td>Corrections</td>
<td></td>
</tr>
<tr>
<td>J06</td>
<td>Ethics in Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>J07</td>
<td>Private Security</td>
<td></td>
</tr>
<tr>
<td>J08</td>
<td>Domestic Violence</td>
<td></td>
</tr>
<tr>
<td>J09</td>
<td>Juvenile Justice</td>
<td></td>
</tr>
<tr>
<td>J10</td>
<td>Criminal Investigation</td>
<td></td>
</tr>
<tr>
<td>J11</td>
<td>Report Writing</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education (Choose 4)</td>
<td>Paralegal Studies (Choose 3)</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>E01</strong> Careers in Early Childhood Education</td>
<td><strong>P01</strong> Introduction to Paralegalism I</td>
<td></td>
</tr>
<tr>
<td><strong>E02</strong> Child Development</td>
<td><strong>P02</strong> Introduction to Paralegalism II</td>
<td></td>
</tr>
<tr>
<td><strong>E03</strong> Curriculum Development</td>
<td><strong>P03</strong> Tort Law</td>
<td></td>
</tr>
<tr>
<td><strong>E04</strong> Guidance &amp; Discipline</td>
<td><strong>P04</strong> Civil Litigation</td>
<td></td>
</tr>
<tr>
<td><strong>E05</strong> Children's Literature</td>
<td><strong>P05</strong> Criminal Law &amp; Procedure</td>
<td></td>
</tr>
<tr>
<td><strong>E06</strong> Creative Expression &amp; Play</td>
<td><strong>P06</strong> Real Estate Law</td>
<td></td>
</tr>
<tr>
<td><strong>E07</strong> Art &amp; Creative Development</td>
<td><strong>P07</strong> Law Office Management</td>
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<td><strong>P09</strong> Legal Research &amp; Writing</td>
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<td><strong>E10</strong> Exceptional Children</td>
<td><strong>P10</strong> Wills, Trusts &amp; Estates</td>
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<td><strong>E11</strong> Movement &amp; Music</td>
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<td><strong>E12</strong> Cultural Diversity</td>
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<td><strong>E13</strong> Early Childhood Literacy</td>
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<td><strong>M03</strong> Organizational Behavior</td>
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Student Signature: _________________________

Date _____________________