Welcome to Provo College

Congratulations on your decision to further your education and to embark upon a promising career path. Just as you are making a commitment to your future, we are committed to providing you with a quality education.

Provo College was founded on the ideal that technical, communication and interpersonal skills are intertwined in today’s business world. The administration, faculty, and staff are dedicated individuals with a vast array of experience and expertise. We are committed to passing this knowledge on to you and helping you obtain the information you will need to be successful. We want to make your educational experience a positive and productive force in your life.

Our enthusiasm and pride in our students’ accomplishments only grows as time passes. We love career education and want to pass that love on to you. We look forward to our association with you and wish you success in your academic pursuits.

“Think of yourself as on the threshold of unparalleled success, a whole clear, glorious life lies before you. Achieve! Achieve!” –Andrew Carnegie

Charles Ericson
Chief Operating Officer
Eagle Gate College Group
# Table of Contents

ABOUT PROVO COLLEGE......................................................................................................................... 4

ADMISSIONS.................................................................................................................................................. 6

TUITION ASSISTANCE PROGRAMS ........................................................................................................... 11

FINANCIAL AID PROGRAMS ....................................................................................................................... 14

ACADEMIC INFORMATION AND STANDARDS .......................................................................................... 22

STUDENT LIFE................................................................................................................................................ 37

CAREER SERVICES....................................................................................................................................... 38

GRADUATION REQUIREMENTS .................................................................................................................... 38

OPERATING POLICIES ................................................................................................................................. 39

PROGRAMS OF STUDY ................................................................................................................................. 42

COURSE DESCRIPTIONS .............................................................................................................................. 65

COLLEGE ADMINISTRATION ...................................................................................................................... 92

PROGRAM DIRECTORS AND FACULTY ...................................................................................................... 92

ACADEMIC CALENDARS ............................................................................................................................... 94

TUITION AND FEES .................................................................................................................................... 95
ABOUT PROVO COLLEGE

Institutional Mission

We are caring professionals who empower individuals to achieve personal excellence through student-centered, market-driven education. This mission is further defined by:

Objectives
- Deliver quality, career-related education, which produces competent graduates who are qualified for entry-level positions in their chosen professions
- Develop professionalism and confidence through career-related education
- Provide a quality environment that includes ethical and moral conduct codes

Governing Values
- Make a positive difference in people’s lives by teaching skills that empower individuals to make meaningful contributions to society
- Live by and teach proper professional behavior
- Adapt to change and create innovation
- Accept those who are associated with the College as members of a team by recognizing that each has a unique contribution to make to that team effort

Strategies
- Commit each associate and student to live by a code of conduct that reflects professionalism
- Design curricula to fit the growing needs of industry through expansion and modification
- Obtain instructors who have the knowledge and experience to provide students with an in-depth and expedient educational experience
- Provide Career Services resources to develop opportunities for employment utilizing the skills obtained at the College

Vision Statement

The Eagle Gate Group is known for giving power to students and associates by teaching cutting-edge, competency-based education, and leadership and personal effectiveness skills to have the career and life they desire.

Provo College History

The school opened in 1984 under the name of Dental Careers Institute and was later changed to Advanced Careers Institute. In December 1989, the College changed its name to Provo College. The name change reflected the broadened scope of the College with the addition of curriculum in court reporting and medical transcription.

In April 1992, the school was acquired by the Center for Professional Studies, Inc. and relocated to its current location. During 1996 and 1997, the College expanded its offerings and added the Associate of Applied Science degree to all of its programs. Subsequently, in 2005, Provo College was granted approval to change its degree offering from Associate of Applied Science to Associate of Science. In 2013 the College expanded its degree offerings to include Bachelor’s degrees.

Accreditation

Provo College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award associate degrees and diplomas. The address of ACICS is 750 First Street, N.E. Suite 980, Washington D.C. 20002-4241, (202) 336-6780. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.
The Associate of Science in Nursing program is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN). Students successfully completing the program will meet the educational requirements for licensure and will be eligible to sit for the Registered Nurse licensure examination (NCLEX-RN). The address of the ACEN is 3343 Peachtree Road NE, Ste. 850, Atlanta, GA 30326, (404) 975-5000.

The Bachelor of Science in Nursing program has been granted a limited-time approval from the Utah Board of Nursing. The program has not yet been accredited. Any education completed prior to a final determination by the accrediting body will satisfy associated state requirements for licensure.

Provo College’s Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (APTA). The address is 1111 North Fairfax Street, Alexandria, Virginia 22314, (703) 706-3245.

**Authorizations, Approvals, and Memberships**

Provo College is exempt from the registration requirements of U.C.A. 13-34-105 by virtue of accreditation by a national accrediting agency recognized by the United States Department of Education. The College has been granted an Accredited Institution Certificate of Exemption from the Utah State Department of Commerce Division of Consumer Protection. Provo College is licensed by Provo City. Provo College is approved by the United States Department of Homeland Security for training of international students, and the Bureau of Indian Affairs for training American Indians. Provo College is also on the approved list for the Utah State Department of Rehabilitation and various retraining programs such as NAFTA.

Veterans Administration education benefits are available to qualified individuals. Any student who is interested in inquiring about such educational benefits must first check with Financial Services.

Provo College has membership in the following organizations:
- National Association of Student Financial Aid Administrators
- Provo/Orem Chamber of Commerce
- Utah Association of Student Financial Aid Administrators
- Rocky Mountain Association of Financial Aid Administrators
- National Association of Foreign Student Advisors

**College Facilities and Information**

**Location:** The campus is located at 1450 West 820 North, Provo, Utah, near I-15, Utah Valley University, and Brigham Young University.

**Building and Facilities:** Provo College occupies approximately 30,000 square feet of well-lighted, air-conditioned classrooms and supporting facilities. The campus consists of the following:
- Fifteen classrooms
- Three computer labs equipped with up-to-date, networked PCs; printers; and Internet access
- Graphic Design lab outfitted with Macintosh computers and a scanner
- Medical lab with diagnostic and laboratory testing equipment
- Microbiology lab with laboratory equipment
- Dental lab with sterilization and diagnostic radiographic equipment
- Dental clinic with three clinical chair side stations and appropriate equipment
- Physical therapy education laboratory with state-of-the-art therapeutic exercise and modalities equipment
- Therapeutic massage clinic with equipment such as tables, bolsters, and massage chairs
- Nursing practice lab with five hospital beds (one break-down delivery bed and four traditional hospital beds), one SIM-man, three Vita-Sim manikins, one Noelle birthing manikin and various pediatric simulation manikins and supporting equipment
- Library
- Faculty offices
- Student lounge
- Administrative offices

**Typical Class/Lab Enrollment**: The typical lecture class enrollment at Provo College is approximately 25 students. Some general education courses could have up to 50 students, and some computer laboratory classes could have up to 30 students. Certain laboratory sizes may be limited in enrollment: medical laboratory (maximum 25 students), dental laboratory (maximum 15 students), dental clinic (maximum 12 students), and physical therapist assistant laboratory (maximum 20 students). All nursing lecture classes will have a maximum capacity of 50 students; laboratory classes will have a maximum of 10 students. Clinical placements in the Nursing Program will have a maximum capacity of 10 students.

**Eating Facilities**: Each campus has a student lounge equipped with food and beverage machines where students may relax. Many commercial facilities are located in the vicinity of the campus.

**Parking and Public Transportation**: Parking facilities are provided at the College for students, faculty, and administration at no charge. The facilities are conveniently located close to the freeway.

**Housing**: Provo College maintains no housing accommodations for students. There are a number of apartment buildings in the general vicinity. For further housing information, students should check with Student Services.

**Office Hours**: Administrative offices are open Monday through Thursday from 8:00 a.m. to 8:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. Appointments after hours and at other times may be made by calling in advance. The Library at Provo is open Monday through Thursday from 8:00 a.m. to 9:00 p.m., Friday from 8:00 am to 5:00 pm, and Saturday by appointment.

**Photo Identification**: Students will receive student photo identification cards at no charge. Students are required to wear Student IDs in plain sight whenever on campus.

### ADMISSIONS

**Admissions Requirements**

In order to be considered for admission, all applicants must:

1. Possess a high school diploma or recognized equivalency certificate (e.g. GED). Proof of graduation must be received by the end of the first five weeks of attendance.

2. Meet one of the following criteria, designed to indicate the applicant’s probability of successfully learning the course material at Provo College:
   a. Achieve a minimum score of 14 on the Scholastic Level Exam (SLE) administered at Provo College for all programs except Nursing and Physical Therapist Assistant*. If a prospective student does not pass the SLE assessment on the first attempt, s/he may retake the assessment. If the prospective student does not pass the SLE assessment on the second attempt, the prospective student may retake the assessment a third and final time at the discretion of the Campus President.
   b. Be a graduate of a Provo College or Eagle Gate College diploma or associate degree program.

   *Nursing and Physical Therapist Assistant programs require a minimum score of 16 on the Scholastic Level Exam (SLE) administered at Provo College. Nursing and Physical Therapist Assistant programs have other admissions requirements as outlined below.

Enrollees must complete an admission application.

Students enrolling in the Criminal Justice, Medical Assisting, Medical Billing & Coding, Nursing, Physical Therapist Assistant, and Massage Therapy programs must successfully pass a background check.
Students enrolling in fully online programs must meet all requirements as outlined in the Distance Education section of the catalog.

Due to individual state regulations, students who reside outside the state of Utah may not be eligible to enroll in on-ground or online education courses or programs for which the College is not approved. Out-of-state students should check with their Admissions Representative to determine if online courses are offered for their state.

**Bachelor of Science in Healthcare Administration Program**

In order to be considered for admissions, all applicants must show completion of Associate degree in an Allied Health program from an accredited institution, with a GPA of 2.0 or higher.

**Associate of Science and Bachelor of Science in Nursing (BSN) Program**

The Nursing Program has additional requirements for consideration for admission:
- Submission of a completed application
- Submission of TEAS exam score(s). Students must have an overall TEAS score of 58.7% and a Reading TEAS score of 69.0% in order to be eligible to apply. Two testing attempts are allowed each application period.
- Submission of completed physical examination form
- Evidence of personal health insurance
- Evidence of the following immunizations: Tdap, MMR or Titer, Hepatitis B, Varicella Titer showing immunity or vaccination (2 doses if given after age 13), current flu shot, negative TB skin test (if not negative must have negative chest x-ray)
- Evidence of current CPR certification
- Acceptable criminal background check
- Negative chemical/drug screening
- Evidence of current Certified Nursing Assistant (CNA) certification
- Official transcript(s) showing all previous higher education courses

Meet admission requirements of the institution for Distance Education:
- Have access to a computer with a system that meets or exceeds requirements listed on the Online Technical Requirements page of the Student Online Orientation Packet;
- Have access to the internet and an established email account;
- Participate in New Student Orientation for Online students;
- Meet with their Program Director and Online Coordinator at least once a term for an academic advising session;
- Sign online policies, including the Online Attendance Policy.

**Associate of Science in Physical Therapist Assistant Program**

The Physical Therapist Assistant Program has additional requirements for consideration for admission:
- Submission of TEAS exam score(s). Students must have a minimum overall TEAS score of 59.4% and a minimum Reading TEAS score of 69.8% in or to be eligible to apply.

**Bachelor of Science in Physical Therapist Assistant Program**

In addition to meeting all other Provo College admission requirements, students must provide the following to qualify for admission into the Bachelor of Science in Physical Therapist Assistant program:
- **General Education Transfer Credit Block – 17 credits**: Official transcripts showing successful completion of 8 semester credits of Human Anatomy and Physiology, 3 semester credits of Algebra or College Math, 3 semester credits of English I or College English, and 3 semester credits of General Psychology must be completed before the student can apply for acceptance into the Bachelor of Science in
Physical Therapist Assistant program. Courses must have been completed with a grade of C or higher for transfer into the program.

- **PTA Program Core Transfer Credit Block – 40 credits**: Proof of graduation in physical therapist assistant from an accredited institution and current unencumbered physical therapist assistant license.

Students must also meet admission requirements of the institution for Distance Education:

- Have access to a computer with a system that meets or exceeds requirements listed on the Online Technical Requirements page of the Student Online Orientation Packet;
- Have access to the internet and an established email account;
- Participate in New Student Orientation for Online students;
- Meet with their Program Director and Online Coordinator at least once a term for an academic advising session;
- Sign online policies, including the Online Attendance Policy.

**RN-BSN Online Program**

Students must have graduated from an accredited Registered Nursing Program, with a GPA of 2.0 or higher, and hold or acquire an unencumbered nursing license in the state in which they will practice during practicum before beginning Nursing Core Courses.

Students shall have completed sufficient college credit to attain the equivalent of third year college status (e.g., 60 semester credit hours or 90 quarter credit hours). Prospective students should also have completed an appropriate number of credit hours of general education (e.g., 15 semester credit hours or 22.5 quarter credit hours) and meet admission pre-requisite requirements. Semester hours will be converted to quarter credit hours using the standard formula of semester hours x 1.5 = quarter credit hours. For example: 3 semester hours equal 4.5 quarter credit hours. The following general education courses must have been successfully completed with a grade of C or higher and will be transferred into the program: Anatomy and Physiology (8 semester credits), College Math or Algebra (3 semester credits), English 1 or equivalent of college English (3 semester credits), Chemistry (3 semester credits).

Meet admission requirements of the institution for Distance Education:

- Participate in online student orientation;
- Have access to a computer with a system that meets or exceeds requirements listed on the Online Technical Requirements page of the Student Online Orientation Packet;
- Have access to the internet and an established email account;
- Meet with Program Director and Online Coordinator at least once a term for an academic advising session;
- Sign online policies, including the Online Attendance Policy.

**Criminal Background Check**

Students in the Criminal Justice, Medical Assisting, Medical Billing & Coding, Nursing, Physical Therapist Assistant, and Massage Therapy programs with prior misdemeanor or felony convictions may be subject to denial of externships, employment opportunities and/or professional licensure. In order to comply with clinical or employment requirements, students may be required by some hospitals or businesses to undergo a criminal background check and/or drug screening.

Clearance for a student's admission to the Criminal Justice, Medical Assisting, Medical Billing & Coding, Nursing, Physical Therapist Assistant, and Massage Therapy programs will not be obtained where the background check identified a felony conviction, pending case, or uncompleted deferral/diversion for any crime related to the following in the past seven years. Some programs may have additional requirements:

- Misdemeanors for sexually related offenses for Massage Therapy and Physical Therapist Assistant.
- Misdemeanors for any offense involving moral turpitude for the Criminal Justice and Physical Therapist Assistant programs.
• The Physical Therapist Assistant program conducts a criminal background check for the previous 10 years, including misdemeanor crimes for drug-related offenses.

The College maintains the discretion to deny enrollment based on background check results outside of the areas outlined above. A student’s inability to obtain criminal background clearance at any time throughout their enrollment may prohibit intern/externship, clinical site placement, program completion, and/or placement after graduation. See program pages for additional information related to criminal background check requirements related to employment, licensure/certification requirements, externship placement, clinical placement, etc.

Admission Procedures

Provo College provides educational opportunities to people interested in participating in the programs offered. The College is committed to providing education in careers matched to its students’ interests and abilities.

The applicant should request an appointment for a personal interview with an admissions representative from the College in order to gain a better understanding of the institution and to view its facilities and equipment.

Provo College reserves the right to defer admission of potentially eligible candidates to the next term if credentials are submitted after established deadlines or if enrollment limits have been reached. The College reserves the right to cancel or postpone classes due to low enrollment after notification to those already enrolled.

Provo College is an equal opportunity institution; students are admitted and treated without regard to race, gender, sexual orientation, color, age, religion, national and ethnic origin, marital status, or handicap/disability.

International Student Policy

International students applying for admission to career programs at Provo College must be graduates of secondary school (high school) and have adequate English proficiency demonstrated by one of the following criteria:

• A score of 80 or higher on the Test of English as a Foreign Language-iBT (TOEFL) examination; the Nursing program requires a score of 83 or higher
• A score of 85 or higher on the Michigan Language Test (MELAB)

Matriculated Students

A student is considered matriculated when the student is officially admitted to the College and has declared a major field of study that will lead to the awarding of a degree or diploma.

Non-matriculated Status

Students who are enrolled in courses at Provo College with no degree or diploma objective are considered non-matriculated. If the non-matriculated student is admitted to matriculated status, all appropriate credits earned while on non-matriculated status will apply toward program requirements.

Non-matriculating students who subsequently wish to earn an academic credential or are officially admitted into the Nursing program must follow the standard application procedures for admission. If the non-matriculated student is admitted to matriculated status, all appropriate credits earned while on non-matriculated status will apply toward program requirements. All candidates seeking an academic credential must be formally admitted as matriculated students.

Re-entering Students

Students who previously attended Provo College and are petitioning to re-enter the College are considered re-entering students. A student can be considered for reinstatement into the College if they have been withdrawn from the College and s/he has been out of school less than twelve (12) months from the last date of attendance. Re-
entering students must apply for reinstatement through the Academic offices and meet all current standards for admission. Students who have been out of school more than twelve (12) months must contact the Admissions department to be enrolled into their course of study. Students who re-enter the College may be required to enter a new version of the previous program (if applicable). All students who have an outstanding account balance may be required to pay that balance prior to re-starting classes.

Re-entry into the Nursing program is subject to space and course availability. Students can contact their Program Director and/or Academic Dean for additional information.

Student Conduct

The College seeks to create an inviting and wholesome learning community characterized by the integrity and honesty of its students, faculty, and staff. All persons associated with the College are expected to abide by a school-wide honor system which is based on high standards of academic, personal, and ethical conduct. Such conduct extends to language, behavior, and overall demeanor inside the facilities, on the campus grounds, and in off-campus learning settings, be they professional or academic, in which Provo College students may find themselves as part of their educational experience. Students can expect to be treated in a professional manner by fellow students, faculty and staff. Students are also expected to treat fellow students, faculty and staff in the same professional manner.

All those who participate in academic and/or administrative activities associated with the College agree to:

- Obey the law.
- Be honest in all their interactions and dealings with others and respect and protect other’s property as though it were their own.
- Abide by all College policies.
- Be respectful of others and use appropriate verbal and body language.
- Smoke in designated areas only.

Disciplinary action, up to and including dismissal from the College, may be taken towards those who violate these general guidelines, in accordance with College policy.

Academic Integrity

True learning takes place when students do their own work honestly, without copying from other students or other sources. The College enforces the highest standards of academic integrity, both to preserve the value of the education offered and to prepare students to become productive members of the workforce.

It is considered a breach of the Academic Integrity policy for students to employ any form of deception in the completion of academic work, including but not limited to:

- Copying or attempting to copy work, ideas, or projects from any other person or media
- Allowing another person to copy or borrow original work in any form
- Allowing another person to copy answers on a quiz or test or to communicate with another person during a quiz or a test
- Providing answers for a quiz or test to others after having taken said quiz or test
- Representing the work of another team member as one's own
- Committing plagiarism in any form, including failing to give credit to the source of thoughts, words, ideas, or work from any other person, printed material, or web site

When a violation of the Academic Integrity policy occurs, disciplinary action will be taken. Students found in violation of the Academic Integrity policy will be required to meet with the Academic Dean. Depending on the severity of the violation or repeated/multiple occurrences, violations may result in an "F" grade for an assignment, project, assessment, or the course itself, or may result in dismissal from the College. All violations of the Academic Integrity Policy are documented and made a permanent part of a student's record. Students should see the Academic Dean regarding any questions about the Academic Integrity policy.
Student Health & Safety

The College is committed to providing an environment that protects the health and safety of all students. Students should immediately report to a College staff or faculty member any instance where the student feels he/she has been threatened, harmed, harassed, discriminated against, or otherwise mistreated at the campus. The College will take appropriate measures in accordance with applicable campus procedures to ensure student safety and address any issues brought forth.

As a part of the campus safety program, students are required to wear Student IDs in plain sight whenever on campus. The campus issues Student IDs to all students upon matriculation at the College. Lost Student IDs will be replaced at no cost to students. A Campus Security Report is published and distributed annually. The most current annual report is posted on campus and on the College website.

Drug-Free Schools Policy

The use of illicit drugs and abuse of alcohol are dangerous to students, associates, and the general welfare of the College. The College maintains a drug- and alcohol-free environment and considers the dangers of drug and alcohol abuse a serious concern.

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

Standards of Conduct: As a matter of policy, Provo College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and associates on its property and at any school activity.

Sanctions: Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of associates), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities may be notified.

Legal sanctions, health risks of drug and alcohol abuse, as well as drug and alcohol counseling information and resources are detailed in the complete Drug-Free Schools Policy available from the Academics department or any College associate.

TUITION ASSISTANCE PROGRAMS

Financial Aid

A variety of financial aid loans, grants, and scholarships are available at Provo College for qualified applicants. Students seeking financial assistance may apply by contacting Financial Services.

Consumer Information

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog; however, in accordance with federal regulations, the Financial Services personnel are available to discuss consumer information in more detail with current and prospective students.

Application Procedures

The purpose of the financial aid program is to provide educational opportunities for all qualified persons. Those students who may require financial assistance to continue their education are urged to apply for financial aid. The primary responsibility for financing college rests with the student and the student’s family; however, many families find it impossible to meet the costs of education. In those cases, Financial Services is ready to help. Students are encouraged to apply for financial aid early in the calendar year since some types of financial aid have limited funding.

Students must follow the procedures listed below to ensure proper completion of the application process:
• Enroll and be accepted for admission by the College on at least a half-time basis.
• Complete the current Free Application for Federal Student Aid (FAFSA) according to the instructions, with student and spouse’s income information, if applicable, and/or parents’ income information and signatures where applicable. If help is needed, ask Financial Services for assistance.
• Notify Financial Services of any changes that may affect student’s financial situation.

Once the application for financial aid is complete, the student’s award will be made. The award letter or detailed financial plan will indicate the estimated amount of financial aid that the student will receive from various sources.

Financial aid received from federal financial aid programs must be used for educational purposes only. Before receiving any funds, each student must sign a statement of educational purpose certifying that s/he will use the money for educational purposes only and agrees to repay any money received that was not used for educational purposes.

• All Title IV federal financial aid funds are credited to the student’s account to cover institutional charges. Financial aid payments will be credited at the beginning of each payment period.
• First-time borrowers of the Federal Subsidized Stafford Loan and/or the Federal Unsubsidized Stafford Loan are required by the Department of Education to wait 30 days after the first day of attendance before receiving loan disbursements.
• Students are responsible for payment of their tuition and fees, even if an application for financial aid has been made. Any College refund of tuition and fees due will be refunded to the financial aid program from which it came, according to The College’s refund policy and applicable federal financial aid regulations.
• Any financial aid commitment involving the use of federal funds is tentative and conditional upon subsequent congressional appropriation, actual receipt of the funds by the College, and completion of the necessary forms by the student.
• The College reserves the right to review, cancel, or revise a student’s award at any time because of changes in the student’s financial or academic status.
• Financial aid from federal aid programs is not automatically continued from one year to the next. Students must re-apply for each award year.

**Electronic Pell Processing**

The College participates in a program known as Electronic Data Exchange, which provides the Institutional Student Information Report (ISIR) used by Financial Services to establish Federal Pell Grant eligibility.

**Corrections to Information**

If, as a result of verification or another documentation process, it becomes necessary to correct any of the information on the ISIR, Financial Services will note the corrections on the current ISIR and submit the corrected information electronically. A new ISIR showing the corrected information is then generated. If a student becomes ineligible for a Federal Pell Grant as the result of corrections in information, the student will be so informed by Financial Services.

**Transferring Financial Student Aid Data to Another School**

If a student wishes to transfer information from a federal aid application to another school, the student will need to request that another copy of the Federal ISIR be sent directly to the student or to the new institution.

**Financial Aid Eligibility**

Financial aid eligibility is awarded according to federal guidelines. For information on a specific program’s eligibility, please contact Financial Services.

Students who are not able to meet the cost of their education may apply for financial aid if they have been accepted for admission or are presently enrolled. Funds are awarded according to need, making it possible for the greatest number of students, regardless of financial circumstances, to continue their education. Need is defined as the
difference between the student’s cost of education and the amount that the student and student’s family, if applicable, can afford to pay (known as the Expected Family Contribution).

The Expected Family Contribution is determined by evaluating the information the applicant provides on the financial aid application. Factors such as income, assets, family size, and number of family members in college are taken into consideration. Need for financial aid is not based on a strict income cut-off level. The total financial assistance offered a student by the College shall not exceed the amount of the total budget for the award period minus all resources available to the student.

To be eligible for financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis with the exception of Pell and Federal Supplemental Education Opportunity Grant (FSEOG) awards;
- Have a high school diploma or equivalent;
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security Number;
- Not owe a refund on a Pell Grant, FSEOG, or state grant previously received from any college;
- Not be in default on a Federal Perkins Loan (formerly NDSL), PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan previously received from any college;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Not have a federal or state drug conviction if the offense occurred during a period of enrollment for which the student was receiving Title IV aid;
- Be registered for the Selective Service, if a male born after December 31, 1959.

Verification of Applicant Information

Some students will be selected by the U.S. Department of Education for a process called verification. This means that the student must document that all of the data elements required by the U.S. Department of Education and contained on the FAFSA are correct. All selected students must submit documentation, such as tax transcripts reflecting adjusted gross income and tax paid or a non-filer statement (along with a certification that a tax form was not required to be filed), sources and amounts of income, household size, number of family members attending post-secondary schools, and dependency status.

- The student must provide the necessary documentation for verification within 30 days from notification of being selected for verification.
- If the student fails to provide the required documentation for verification within the established time frame, then the student will be treated as a cash-paying student. If the student is not capable of honoring his/her tuition obligation, the student will be dismissed from the College. The College reserves the right to make an exception to this policy due to specific circumstances on a case-by-case basis.
- Students will be advised by Financial Services when they have been selected for verification. During this advising session, the student will be given a clear explanation of the documentation needed to satisfy the verification requirements. During this session, the student will also be informed of responsibilities with respect to the verification of application information, including the College’s deadline for completion of any actions on the student’s part and the consequences of failing to comply with these required actions.
- Financial Services will notify the student of the results of the verification. Preferably, this will be in the form of an advising session. If a student’s award changes as a result of verification, an amended award letter or detailed financial plan will be completed.
- If application information needs to be corrected, then the student will be contacted and action will be taken as outlined in the items above. If, after the corrected documentation is submitted, the financial aid awards change the College will adjust the awards and an amended award letter or detailed financial plan will be completed.
FINANCIAL AID PROGRAMS

Provo College participates in the following financial aid programs:

- Federal Pell Grant Program
- Federal Supplemental Education Opportunity Grant Program (FSEOG)
- Federal Work Study
- Federal Direct Loan Programs: Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, and Federal PLUS Loan
- Institutional Loans
- Career Loans
- Scholarships

**Federal Pell Grant Program**

The Federal Pell Grant program is designed to guarantee low and middle income students, who are eligible for aid, financial access to the college of their choice. For eligible students, Federal Pell Grants are intended to be the “floor” or the base upon which eligibility for all other aid is determined.

To be eligible, an applicant must be a citizen or a permanent resident and be an undergraduate student. All financial aid applicants are required to apply for this program.

Pell Grant awards are adjusted at the midpoint of each term.

**Federal Supplemental Education Opportunity Grant Program (FSEOG)**

This grant is available to students with exceptional need and gives priority to Federal Pell Grant recipients. In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year.

The amount of the grant and the number of students who may receive this grant depends on the availability of funds from the U.S. Department of Education.

**Federal Work Study (FWS)**

The Federal Work Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private, or community services organization.

Application for the FWS program may be made through Financial Services, and eligibility is based on financial need and the availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

- Attendance at school is a prerequisite for keeping a work-study job.
- Students are normally permitted to work up to 20 hours a week when classes are in session and up to 40 hours during vacation and between terms.
- Students must be in good academic standing while employed under the program.
- Students may not earn more than the authorized amount indicated on the student award letter.
- Students are expected to dress and conduct themselves in a professional manner and to deliver a full measure of work for the time they are employed.

The amount of the grant and the number of students who may receive this grant depends on the availability of funds from the U.S. Department of Education.
Federal Direct Loan Program

Federal Subsidized Stafford Loans

The student secures a Federal Subsidized Stafford Loan directly from the Federal Government. The loan carries a fixed interest rate, which is determined by the timing of disbursement. The federal government pays the interest on the loan while the student is in school. The borrower may be required to pay to the lender a guaranteed premium not to exceed one percent of the loan amount. The borrower may also pay an origination fee to help defray the federal government’s costs of the program’s administration. Repayment begins six months from the date the student leaves college or falls below half-time status. For information on payments and the current interest rate, visit www.studentloans.gov.

To apply, students should complete a loan application, which can be obtained from www.studentloans.gov.

Federal Parent Loans for Undergraduate Students (PLUS)

There is no aggregate limit for Federal Parent Loans for Undergraduate Students. These loans can be used to cover expected family contribution required in determining need in other financial aid programs. Payments are to be made while the student is in college. The interest rate is evaluated annually on July 1, and may not exceed 9%. For the most current rate information go to: www.studentloans.gov. There is no annual limit on a PLUS Loan, but it may not exceed the student’s cost of attendance. There is no grace period for Federal PLUS Loans. Repayment information including estimated time for repayment and loan payment amounts can be found at www.studentloans.gov.

Federal Unsubsidized Stafford Loans

Federal Unsubsidized Stafford Loans will accrue interest while the student is in school. However, the Federal Unsubsidized Stafford Loan will carry the same deferments as the Federal Subsidized Stafford Loan. The interest may be paid monthly, termly, or may accrue and capitalize. The insurance and origination fees for the Federal Unsubsidized Stafford Loan are the same as a Federal Subsidized Stafford Loan. For information on the current interest rate, visit www.studentloans.gov.

Federal Direct Consolidation Loan Program

Effective January 1, 1993, students who have several student loans may consolidate their loans into one repayment package with a weighted average of the interest rates rounded up to the nearest whole percent on the loans consolidated. Repayment is extended up to 25 years, depending on the aggregate amount borrowed. Lenders may offer a graduated or income-sensitive repayment option.

There is no grace period on consolidated loans, but certain deferments may be authorized. Students attending at least half time may receive a deferment if they have a Federal Stafford Loan for that period of enrollment.

Borrowers’ Rights and Responsibilities

Borrowers’ rights and responsibilities are detailed at length in the loan application. Students should read these rights and responsibilities and ask questions of Financial Services if there is anything that is not understood.

Deferment of Federal Stafford Loan

Deferment periods are periods during which payment of the principle on a Federal Stafford Loan is postponed and, in general, interest subsidy payments are made by the federal government. Once repayment begins, borrowers are entitled to a deferment if they meet the requirements below. However, the borrower must request a deferment in writing, using a form provided by the lender, and must provide documentation to the lender in support of the request. The student should contact Financial Services or the lender for additional information. If a borrower’s loan is in default, s/he is not eligible for any deferment for that loan. The Financial Services department will assist with in-school deferment requests.
**Military Service Deferment**

An active duty military deferment is available to borrowers in the Federal Family Education Loan (FFEL), Direct Loan and Perkins Loan programs who are called to active duty during a war or other military operation or national emergency. This deferment is available while the borrower is serving on active duty during a war or other military operation or national emergency or performing qualifying National Guard duty during a war or other military operation or national emergency and, if the borrower was serving on or after October 1, 2007, for an additional 180-day period following the demobilization date for the qualifying service.

**Post-Active Duty Student Deferment**

A FFEL, Direct Loan, or Perkins Loan borrower who is a member of the National Guard or other reserve component of the U.S. Armed Forces (current or retired) and is called or ordered to active duty while enrolled at least half-time at an eligible school, or within six months of having been enrolled at least half-time, is eligible for a deferment during the 13 months following the conclusion of the active duty service, or until the borrower returns to enrolled student status on at least a half-time basis, whichever is earlier.

**Economic Hardship Deferment**

A FFEL, Direct Loan, or Federal Perkins Loan borrower may qualify for an economic hardship deferment for a maximum of three years if the borrower is experiencing economic hardship according to federal regulations. Direct Stafford and PLUS Loan borrowers should contact the Direct Loan Servicing Center at 1-800-848-0979. TTY users should call 1-800-848-0983. Or, go online at www.dl.ed.gov. FFEL, Stafford, and PLUS Loan borrowers should contact their lender. For more information on deferments, students should contact their lender or the Financial Services office.

**Repayment/Overpayment Policy**

Regulations stipulate that the College determine if any cash disbursed to a student may have exceeded the living costs for that student during the period of enrollment. It is a rare situation where funds are available to disburse to a student for living costs. However, if that has been the case, the monthly budget estimate for the student will be multiplied by the months of enrollment and compared with the aid funds disbursed. For this purpose, the College is not required to consider the Direct Loan program funds the student has borrowed for other institutional costs, since the lending institution requires repayment of these funds. If it is found that excess financial aid funds have been disbursed, the student will be billed for this amount and required to restore the funds to the aid program. Until such overpayments are restored, the student will be unable to receive federal financial aid at any school.

**Repayment of Non-Institutional Costs**

Students who leave school, officially or unofficially, may be required to repay all or part of the financial aid disbursed for non-institutional costs such as books, supplies, transportation, child care expenses, and room and board. A pro-rated portion of the funds must be repaid if the aid recipient leaves school during the regular refund period. If the last date of attendance cannot be determined, the student is responsible to repay the entire amount of the money disbursed for indirect expenses.

**Forbearance**

Forbearance is a temporary postponement or reduction of payments for a period of time because a student is experiencing financial difficulty. Forbearance may be available for those who do not qualify for deferment. Unlike deferment, whether loans are subsidized or unsubsidized, interest accrues, and the borrower is responsible for repaying it. The loan holder can grant forbearance in intervals of up to 12 months at a time for up to 3 years. Borrowers have to apply to their loan servicer for forbearance, and must continue to make payments until receiving notification that forbearance has been granted.

Note to PLUS Loan borrowers: Generally, the same eligibility requirements and procedures for requesting a deferment or forbearance that apply to Stafford Loan borrowers also apply to PLUS Loan borrowers. However,
since all PLUS Loans are unsubsidized, borrowers will be charged interest during periods of deferment or forbearance. If interest is not paid as it accrues, it will be capitalized (added to the principal balance of the loan), thereby increasing the repayment amount.

Cancellation

If a borrower dies or becomes totally and permanently disabled, the guarantee agency will pay the borrower’s obligations for principle and interest, and the holder of the loan may not collect the loan from an endorser or from the borrower’s estate. Certification of permanent disability from a physician is required for loan cancellation. The U.S. Department of Education will then reimburse the guarantee agency for the amount of the loan.

The guarantee agency or the U.S. Department of Education will also pay for a loan discharged in bankruptcy. A loan discharged in bankruptcy is not considered a defaulted loan; however, granting of a new loan will require documentation that the loan has been discharged or is dischargeable. This documentation is the responsibility of the student.

Progress Toward Completion of Degree or Diploma

For purposes of calculation of standard program length, all college preparation courses required of the student will be in addition to the credit courses that apply toward a degree or diploma.

A student who repeats courses or withdraws frequently and is not making satisfactory progress toward graduation is subject to loss of eligibility for financial aid. Additional charges will be added for those courses that are repeated by the student.

Students on financial aid warning (FAW) are eligible to continue receiving federal financial assistance. Students who have been suspended or dismissed are no longer active students of the College and are ineligible for any aid. Reinstatement of financial aid eligibility will occur only in the event that a student’s appeal results in readmittance. Refer to the Satisfactory Academic Progress section of this catalog for all policies related to academic progress and financial aid eligibility.

Fraud

The College may exercise the right to refer any applicant who is determined to have engaged in fraud or other criminal misconduct in connection with his/her application for Title IV funds for investigation by the Inspector General of the U.S. Department of Education or by a local law enforcement agency.

Institutional Loan Program

This College offers term-based loans and supplemental loans to Title IV Stafford loans. These loans are funded and administered (collection of payments, servicing of the loan, etc.) by the College, TFC Credit Corporation or Tuition Options. Payment dates and amounts must be scheduled in accordance with the term calendar. Students interested in the Institutional Loan Program should see Financial Services for complete information.

Career Loan Programs

Career loans are available to students who are seeking funding to supplement the Title IV Stafford loans. Loan applications can be obtained in Financial Services. The College will always provide students with the most available funding from federal sources prior to considering a career loan application. Students are not required to use any of the affiliated lenders and may seek another lender of their choice. The College does not maintain a preferred lender list.
Scholarship Programs

College Merit Scholarship

The Merit Scholarship is offered in the amount of $500.00 and is available to three-quarter time and full-time students who have demonstrated merit and financial need. First-year students may apply upon successful completion of two terms. The scholarship award will be paid in the second academic year and will be scheduled in even amounts per term. Second-year students in a program longer than six quarters or four semesters in length may apply upon successful completion of five terms. The scholarship award will be paid in the third academic year and will be scheduled in even amounts per term. The scholarship applies to tuition only and is limited to 20 students per year per campus. A minimum cumulative grade point average (CGPA) of 3.5 and a cumulative attendance of 80% are required. Recipients may qualify for a Merit Scholarship for a total of two academic years, with the minimum or maximum amount extended for each academic year award. Students must submit a completed application to the Financial Services department, including a letter of recommendation and a personal essay of 150-300 words explaining why the applicant is interested in his/her chosen career field. The applicant can obtain an application from the College website or the Financial Services department. The Merit Scholarship submission deadlines are as follows:

<table>
<thead>
<tr>
<th>Eligibility Dates</th>
<th>Total Awards</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer (April 16-June 30)</td>
<td>3</td>
<td>June 30</td>
</tr>
<tr>
<td>Fall (July 1-September 15)</td>
<td>5</td>
<td>September 15</td>
</tr>
<tr>
<td>Winter (September 16-November 15)</td>
<td>4</td>
<td>November 15</td>
</tr>
<tr>
<td>Early Spring (November 16-January 30)</td>
<td>4</td>
<td>January 30</td>
</tr>
<tr>
<td>Spring (January 31-April 15)</td>
<td>4</td>
<td>April 15</td>
</tr>
</tbody>
</table>

Grant Programs

Yellow Ribbon Institutional Grant

The Yellow Ribbon Institutional Grant is offered in the amount of $1,500.00 per Veteran’s Administration (VA) academic year (August 1 to July 31) and is available exclusively to students approved for federal assistance by the Department of Veterans Affairs under Chapter 33. The VA will match the same amount as the institutional grant and remit payment directly to the College. The award is offered on a first-come first-serve basis and is limited to three awards per campus per VA academic year. This institutional grant is made available by the College through funds appropriated in the operational budget and approved by the Executive Committee. The applicant must submit a copy of the VA Certificate of Eligibility to the Financial Services department.

Military Grant

The Military Grant program is available exclusively to qualifying service members and their immediate family members. Immediate family members (dependent children as defined by the Department of Education or spouse) of a service member may be eligible. An individual may not receive dual benefits. This institutional grant is made available by the College through funds appropriated in the operational budget and approved by the executive committee. The applicant must provide documentation distinguishing the type of eligible service as well as an honorable standing or discharge. Valid documents include a Form DD-214 or a Statement of Service along with a valid Military ID. Individual disbursements will be scheduled in even amounts throughout the length of the program and will be applied to tuition, books, and fees. The institution may not award a stipend to any grant recipient and reserves the right to reduce the grant award amount based upon the financial need of each individual student. For the purposes of this grant, financial need is calculated by subtracting the total direct institutional costs from all other available aid. Students requesting additional loans for personal use and expenses may not be eligible to receive this grant. Eligible recipients may not receive other sources of institutional aid. A student is required to maintain Satisfactory Academic Progress as required for federal student aid and as defined by the College SAP policy in order to continue receiving additional aid. Grant amounts are:
## Associate Degree Program

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Duty</td>
<td>$2,000</td>
</tr>
<tr>
<td>Veterans</td>
<td>$1,500</td>
</tr>
<tr>
<td>Dependent</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

## Bachelor's Degree Program

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4,000</td>
</tr>
<tr>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td>$2,000</td>
</tr>
</tbody>
</table>

### Other Financial Resources

Other financial resources that students should consider include scholarship aid available from high school organizations, church groups, and civic, social, and fraternal organizations. Many companies provide scholarship aid for children of associates. Earnings from summer jobs and part-time work should not be overlooked as a means of defraying educational expenses. The Career Services department will assist students in finding part-time employment while enrolled at the College.

### Provisions for Books and Supplies

The cost of books and supplies is included in most programs. Students who are required to purchase books and supplies for their program may be afforded an extension of credit in the College bookstore in order to obtain materials by the seventh day of the payment period. The College is only required to provide this service if:

- The student is eligible for a Federal Pell Grant;
- The College could have disbursed eligible funds 10 days prior to the beginning of the payment period; and
- The Title IV funds disbursed would have created a credit balance.

A student may opt out of purchasing books through the College by notifying the Bookstore Manager and/or Business Manager. A credit balance may be requested to provide students with a real and reasonable opportunity to obtain books and supplies from outside sources.

If a student receives books and/or supplies, and then does not attend for any reason, the student is responsible for returning any books/supplies received through the bookstore. If the books/supplies are not returned the College may charge the student’s account for the cost of the books/supplies.

When a student has already received a book for a course through a previous course, another copy of the book will not be issued. If the student has lost the book or it is otherwise unavailable, the College may charge the student for any additional copies of a text already received.

### Return Policy for Books, Supplies, and Equipment

Students may return unused and unopened textbooks, supplies, and equipment purchased independently through the College Bookstore for full credit if returned within five (5) school days of purchase. Textbooks, supplies, and equipment returned after the five (5) school days will not be accepted for return or credit. Textbooks, supplies, and equipment used or opened by the student may not be returned. Items included with the program fall under the same provisions as refunds of tuition charges.

### Institutional Cancellation and Refund Policy

#### Termination

A student may terminate enrollment at any time by giving notice to the Academic Dean or the Registrar’s office.

#### Rejection

A student whose application for enrollment is rejected by the College is entitled to a refund of all monies paid minus the registration fee.
3-day Cancellation

A student may cancel an enrollment agreement at any time before midnight of the third business day after the date of the agreement or the date the student first visits the College, whichever is later. Upon cancellation, the student is entitled to a refund of all monies paid minus the registration fee.

Return of Title IV Funds Policy

_For students eligible to receive Title IV Federal Student Financial Aid_

When a student withdraws or is dismissed from the College, the College and/or the student may be required to return some of the federal funds that were disbursed. When the student receives financial assistance from outside resources, a portion of the refund will be returned to the grant, scholarship, or loan source from which the assistance was received. Students who intend to withdraw should visit the Registrar’s office and complete the appropriate paperwork. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or PLUS Loan and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period or period of enrollment that was completed as of the withdrawal date if this occurs on or before the 60% point in time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g. if 40% was earned, 60% was unearned). The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period or period of enrollment completed is calculated by dividing the total number of calendar days completed in the period as of the withdrawal date. For programs paid based on clock hours, the percentage of the payment period or period of enrollment completed is calculated by dividing the total number of clock hours completed in the period as of the withdrawal date.

Institutional Refund Policy

_For all students except semester program students_

When a student withdraws or is dismissed, the College shall refund unearned tuition and fees for each charging period as set forth below (the following is based on a weekly, pro-rata tuition charge):

<table>
<thead>
<tr>
<th>For Withdrawal During:</th>
<th>Refunded</th>
<th>Amount Retained</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 60% of Charging Period</td>
<td>% Weeks Not Attended</td>
<td>% Weeks Attended</td>
</tr>
<tr>
<td>Beyond 60% of Charging Period</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Students enrolled in compressed coursework whose course start and end dates fall within the standard term start and end dates should be advised that the refund calculation is computed based upon the last date of attendance. The calculation is determined by the full length of the standard term charging period.

Official withdrawal occurs when a student notifies the Registrar’s office of intent to discontinue enrollment or is dismissed. All other withdrawals are considered unofficial. In all instances, the refund is based on and computed from the last day of attendance and is not a condition of official or unofficial withdrawal notification. For this purpose, the last week of attendance shall be deemed to be the week in which the last date of attendance occurs, regardless of whether the withdrawal is official or unofficial, and regardless of any notice of withdrawal.

Refund Repayment Distribution Policy

- The following refund distribution order is to be used for all Provo College students due a refund:
- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
• Federal PLUS Loan
• Federal Pell Grant
• Federal Academic Competitiveness Grant
• FSEOG
• Other federal sources of aid
• Institution aid
• Student

**Application of Policy**

Any refunds due will be calculated and credited to the appropriate fund source within forty-five (45) days from the date of determination of a student’s withdrawal from school.

**Institutional Refund Policy**

*For semester program students*

When a student withdraws or is dismissed from a semester credit program the College shall refund unearned tuition and fees for each charging period as set forth below:

<table>
<thead>
<tr>
<th>For Withdrawal During:</th>
<th>Refunded</th>
<th>Amount Retained</th>
</tr>
</thead>
<tbody>
<tr>
<td>First week of the Charging Period</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Second week of the Charging Period</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>Third week of the Charging Period</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Beyond the third week</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Official Withdrawal occurs when a student notifies the Registrar’s office of intent to discontinue enrollment or is dismissed. All other withdrawals are considered unofficial. In all instances, the refund is based on and computed from the last day of attendance and is not a condition of official or unofficial withdrawal notification. For this purpose, the last week of attendance shall be deemed to be the week in which the last date of attendance occurs, regardless of whether the withdrawal is official or unofficial, and regardless of any notice of withdrawal.

**Other Policies**

The College strongly recommends that a student who is considering a complete withdrawal meet with Financial Services to discuss the financial consequences and timing of the withdrawal to help minimize the effects of the refund policy. Worksheets used to determine the amount of refund or return of Title IV aid are available upon request.

**Refund of Fees**

Refunds of fees are computed under the same provisions as refunds of tuition charges.

**Refund Policy Examples**

Examples of the refund policies are available upon request through Financial Services.

**Financial Obligation**

Students who fail to make scheduled payments, issue personal checks which are returned by banks, or fail to make a good faith effort to process their tuition and paperwork in a timely manner may be subject to College disciplinary action.

Students who have not paid their term tuition and fee balances or made satisfactory payment arrangements may not be allowed to attend classes in the following term.
ACADEMIC INFORMATION AND STANDARDS

College Terminology

1. **Academic Term**: Classified as a quarter or a semester (see Academic Calendar); quarters are typically ten (10) weeks in length and semesters are typically fifteen (15) or sixteen (16) weeks in length.

2. **Academic Year**: A minimum of 36 credit hours and 30 weeks.

3. **Clinical/Practice**: A curriculum requirement served outside of the classroom setting.

4. **Clock Hour**: Fifty minutes of instruction with a ten-minute break for a total of sixty minutes.

5. **Co-requisite**: A course which must be taken concurrently with another course.

6. **Continuing Student**: A student who attended courses during the preceding term.

7. **Course**: A unit of academic study; listed by number and title under the course descriptions section of this catalog.

8. **Credit Hour (Quarter)**: A quarter credit equals a minimum of 10 hours of classroom instruction, 20 hours of laboratory work, or 30 hours of externship.

9. **Credit Hour (Semester)**: A semester credit equals a minimum of 15 hours of classroom instruction, 30 hours of laboratory work, or 45 hours of clinical/practice. See Out-of-Class Learning Activities definition for additional credit hour requirements.

10. **Externship**: Typically, the final phase of curriculum served outside of the classroom setting.

11. **Field Experience Courses**: Courses listed as ‘Internship/Externship’ or ‘Clinical/Practice’ are considered field experience by the Veterans Administration under VA regulation-1426.5

12. **Financial Aid Probation**: Conditional status which refers to students who have been readmitted after suspension due to failure to meet academic standards.

13. **Financial Aid Warning**: Conditional status which refers to students who are being monitored for failure to meet academic standards.

14. **Full-time Student**: A student registered for at least twelve (12) credit hours per term.

15. **Half-time Student**: A student who is registered for a minimum of six (6) credit hours and less than nine (9) credit hours per term.

16. **Independent Studies**: Independent study involves a high level of independence and self-direction on the part of the student to read, conduct research, and complete written examinations, reports, research papers, and similar assignments designed to measure the student’s grasp of the subject matter. Independent Study courses are the exception, and must be approved by the Academic Dean and Program Director. Independent study courses require a signed contract and are overseen by a qualified instructor who has direct contact with a student for a minimum of two (2) hours each week.

17. **Less-than-half-time Student**: A student who is registered for less than six (6) credit hours per term.

18. **Lower-Division Courses**: Lower division courses are those numbered one hundred (100) through two hundred ninety-nine (299).

19. **Major**: Refers to the field of emphasis a student pursues in a degree or diploma program

20. **New or First-Time Student**: A student who has not previously attended courses at the College.

21. **Out-of-Class Learning Activities**: At least two hours of outside reading and/or preparation are required for each classroom lecture period of not less than 50 minutes. Specific learning activities and assignments are provided by the instructor.

22. **Prerequisite**: Preparatory course which must be successfully completed before a student is eligible to enroll in a subsequent course or program of study.
23. **Program of Study**: A total set of course requirements which must be met to earn a degree or diploma.

24. **Re-entry Student**: A reinstated student who attended the College, but was withdrawn, within the last 12 months.

25. **Registered Student**: A student who has been issued a schedule of classes in which space has been reserved for that student.

26. **Residence Credit**: This type of credit is awarded for courses whose requirements are met while enrolled at or through special examinations administered by Provo College. Fifty percent of a program’s credit unit requirements must be earned in residence for most degree or diploma programs.

27. **Three-quarter Student**: A student who is registered for a minimum of nine (9) credit hours and less than twelve (12) credit hours per term.

28. **Transfer Credit**: Credit hours earned through another institution and transferred to Provo College or credit earned through College Level Examination Program (CLEP) examinations.

29. **Upper-Division Courses**: Upper division courses are those numbered three hundred (300) through four hundred ninety-nine (499).

### Schedule

Classes are offered between 8:00 a.m. and 10:00 p.m. depending on program of study. Classes are typically scheduled Monday through Friday. Clinical courses may be scheduled at any time, depending on availability.

### Holidays

Some holidays occur between terms; therefore, they do not require the interruption of the teaching schedule. Student holidays observed by the College within terms are shown on the Academic Calendar. Make up days may be required when a holiday disrupts the regular class schedule.

### Change in Program

After entrance into the College, students may change their program of study if they obtain approval from the Academic Dean. All credits applicable to the new program will be transferred. To assure academic integrity and financial aid compliance, program changes take effect only at the beginning of a new term.

### Transferring between Program Shifts

Students can only transfer between day, evening, and online program shifts at the end of a term. A student seeking an exception for an individual course must be passing the course and have written permission to do so from the Academic Dean, Program Director, and both instructors.

### Classification of Students

Students are classified according to the credit hours earned using the following scale:

<table>
<thead>
<tr>
<th>Quarter Credit Hours Earned</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-36</td>
<td>Freshman</td>
</tr>
<tr>
<td>37-72</td>
<td>Sophomore</td>
</tr>
<tr>
<td>73-108</td>
<td>Junior</td>
</tr>
<tr>
<td>109-144+</td>
<td>Senior</td>
</tr>
</tbody>
</table>
Grading System

Grades are earned in each course and are recorded on the student’s permanent record. Evaluation of student achievement will be made in relation to the attainment of the specific objectives of the course. At the beginning of a course, the instructor will provide students with a syllabus detailing these objectives and the basis upon which grades are determined. Most degree and diploma programs require a 2.0 grade point average (GPA) for graduation. Certain programs may have additional requirements; refer to program pages for additional information.

A student who fails a course is permitted to continue as long as the student makes satisfactory progress towards graduation.

The grade given in a course is the instructor’s evaluation of the student’s performance, achievement, competency, and understanding in the subject as covered in class. The following adjectives indicate the meaning of the letter grades:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Grade Value</th>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Grade Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
<td>4.00</td>
<td>UW</td>
<td>Unofficial Withdrawal</td>
<td>***</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
<td>3.70</td>
<td>W</td>
<td>Withdrawal</td>
<td>***</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.30</td>
<td>TC</td>
<td>Transfer Credit</td>
<td>***</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td>3.00</td>
<td>NS</td>
<td>Grade Not Submitted</td>
<td>***</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td>2.70</td>
<td>AC</td>
<td>Audit Course</td>
<td>***</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.30</td>
<td>R</td>
<td>Repeat Course</td>
<td>***</td>
</tr>
<tr>
<td>C</td>
<td>74-76</td>
<td>2.00</td>
<td>P</td>
<td>Pass</td>
<td>***</td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
<td>1.70</td>
<td>NP</td>
<td>Non-Pass</td>
<td>***</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>64-66</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>60-63</td>
<td>0.70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Below 59</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: *** Non-punitive grade, not computed in GPA*

**UW** (Unofficial Withdrawal) is given when a student is withdrawn from a course between 0% and 20% of the course completion. A UW does not impact GPA or calculate in credits attempted.

**W** (Withdrawal) is given when a student withdraws from a course between 21% and 60% of the course completion. A W counts toward credits attempted but does not impact GPA. After 60% of course completion, the student is awarded a letter grade based on work completed. The awarded grade counts toward credits attempted and does impact GPA.

**TC** (Transfer Credit) refers to transfer credit and is an indication of a transfer credit allowance. A TC grade has no effect on the GPA, but is calculated in the rate of progress (ROP) as both completed and attempted hours.

**NS** (Not Submitted) is indicated when a grade has not been submitted by the instructor. The indication of NS has no effect on the GPA.

The College does not award incomplete grades. If a student fails to complete a required segment of a course by the end of the term due to an emergency or mitigating circumstance and believes that with additional time s/he could
reasonably pass the course, the student should approach his/her instructor and request the grade of NS (Not Submitted). The decision to grant this request is at the discretion of the Academic Dean.

When the grade NS is granted, both the student and instructor must agree on provisions for the make up work. The grade NS cannot extend beyond three weeks following the end of a quarter course or nine weeks following the end of a semester course, with the exception of externship/internship and Massage Therapy clinic courses. When the work is completed in a satisfactory manner, the instructor will fill out the Official Grade Change Authorization form and the NS grade will be changed to the grade earned. Failure to complete the work will result in failure of the class, at which time the NS will be changed to an F. The F grade will be computed in the GPA.

R (Repeat Course) indicates the student has repeated a course for graded credit. An R has no effect on the GPA (refer to Repeat Policy).

P (Pass) is not included in the GPA.

NP (Non-Pass) is not included in the GPA.

AC (Audit Course) indicates the student has taken a course for non-graded credit. AC is not included in the GPA.

Grade Changes

Once recorded by the Registrar’s office, no final grade may be changed except to correct the permanent record when an error has been made or as the result of an appeal. When such corrections need to be made, an Official Grade Change Authorization form must be completed and sent to the Registrar’s office.

Students may appeal a final grade prior to the end of the subsequent term. Appeals procedures are outlined in this catalog.

Grade Point Average

A student’s term and cumulative grade point averages (GPA) are computed on residence courses taken at the College. The GPA is computed by dividing the weighted cumulative total residence grade points accumulated by the total number of credit hours attempted in residence (see Grading System—all grades are calculated into the GPA except grades with a grade value of ***).

Honors

Students who achieve a term GPA of 4.0 will be placed on the President’s List. Students who achieve a term GPA of 3.6 to 3.99 will be placed on the Dean’s List.

Students who have achieved a CGPA of 3.96 to 4.0 will receive their degree or diploma with Highest Honors upon graduation. Students who have achieved a CGPA of 3.8 to 3.95 will receive their degree or diploma with High Honors upon graduation. Students who have achieved a CGPA of 3.6 to 3.79 will receive their degree or diploma with Honors upon graduation.

Transcripts

Requests for transcripts should be submitted in writing to the Registrar’s office. The College offers one transcript at no charge upon meeting all graduation requirements. There is a $5.00 transcript fee for all other transcript requests. All transcripts produced are official copies. No copy of the academic record or information will be released for students who have not satisfied financial obligations with the College. A change of address, name, or phone number should also be directed to the Registrar.
Transcripts Record Holds

A hold will be placed on a student’s record for failure to satisfy financial obligations (course fees, tuition, bookstore accounts, library charges, etc.).

Transfer of Credits to Other Institutions

Provo College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to offer diplomas, associate degrees and bachelor degrees. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The fact that a school is licensed and accredited is not an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined solely by the receiving institution which may take into account such factors as course content, grades, accreditation, and licensing.

The mission of Provo College is to help students prepare for employment in a chosen field of study. The value of degree programs like those offered by Provo College is the deliberate focus on marketable skills. Most credits earned are not intended as a stepping-stone for transfer to another institution. For this reason, it is unlikely that the academic credits earned at Provo College will transfer to another school.

If a student is considering transferring to another school, it is the student’s responsibility to determine whether that school will accept Provo College credits. Students are encouraged to make this determination as early as possible. Provo College does not imply, promise, or guarantee transferability of its credits to any other institution.

Transfer Credit

Academic credit received at a previous post-secondary institution may be considered for transfer credit eligibility.

The student must submit an official transcript from the post-secondary institution to the Registrar's office. In order to be deemed official, the transcript must be in a sealed envelope bearing the return address of the institution and signed and sealed by appropriate school officials or downloaded electronically from a link provided to the Registrar's office from the institution where study was completed. Transcripts received electronically must bear an indication that it is an "official transcript" and the link provided must have information on how to verify the authenticity of the transcript. A transcript bearing the notation "issued to student" is not an official transcript for transfer credit purposes. The transcript will be evaluated by the Academic Dean and/or appropriate Program Director(s) to determine which (if any) courses are eligible for transfer credit.

- Transfer credit eligibility requirements are as follows:
  - No remedial courses (usually 001 – 099 level) will be considered
  - The earned grade must be “C” or better
  - Academic credit must have been received from an accredited institution; audit classes, proficiency exams, etc. are not eligible
  - The course must be equivalent to a course currently offered at Provo College/Eagle Gate College.
  - Science and mathematics courses must have been completed within ten years prior to the student’s start date at Provo College/Eagle Gate College to be accepted as transfer credit.
  - Program specific courses must have been completed within five years prior to the student’s start date at Provo College/Eagle Gate College to be accepted as transfer credit.
  - Any anatomy and/or physiology course taken more than five years prior to the student’s start date at Provo College will not be eligible for transfer into the Physical Therapist Assistant program.
Courses taken outside of the United States may be eligible for transfer credit. International transcripts in English may be submitted for evaluation by the Academic Dean and/or appropriate Program Director(s) to determine which (if any) courses are eligible for transfer credit. International transcripts in a language other than English may be submitted for evaluation if they have been translated and evaluated by an outside credit evaluation agency. In such cases the official transcripts, translation and outside evaluation must all be submitted for transfer credit to be considered.

- No more than 50% of a student’s program may consist of transfer credits
  - Transfer credits will be posted as “TC” on the student’s academic transcript.
  - There are no transfer credit fees for credits transferred into quarter credit programs.
  - Each semester credit accepted from another institution for transfer into the student’s Nursing or Physical Therapist Assistant program of study at Provo College/Eagle Gate College will carry a $22.50 processing charge. Financial aid is not available to pay transfer credit fees.
  - All transfer credits must be approved prior to the start of the term in which the course to be transferred is scheduled.
  - All Nursing and Physical Therapist Assistant program transfer credits must be approved prior to the student’s matriculation at the College.
  - Once the transcript has been reviewed by the Academic Dean, a letter from the Director’s office will be sent to the student notifying the student of any and all credits that were accepted as transfer credits.
  - Provo College/Eagle Gate College reserves the right to accept or reject any and all credits earned at other post-secondary institutions. Any questions regarding transfer credit should be directed to the Academic Dean.
  - Academic credits must be equivalent. Equivalency equals quarter for quarter, not quarter for semester or CEU/clock hour units.

**Challenge Examination for Graded Credit**

A student may request a challenge examination as a substitute for completing the usual requirements of a course. Challenge examinations are limited to students enrolled in Nursing and Physical Therapist Assistant programs. Students enrolled in all other programs may only challenge the Computer Applications OA110 course.

1. The student must pay a non-refundable fee of $25 to sit for the challenge exam. Upon successful completion of a challenge examination, a $20 per credit transcript fee will be charged to the student ledger.
2. Permission to take the Challenge Examination must be secured from the Program Director and the Academic Dean or Campus President. Reasonable assurance of the student's ability to pass the examination must be provided when the request is made.
3. Challenge examinations are prepared, administered, and graded by the Program Director or the instructor who teaches the course. Challenge examinations are comprehensive tests of the material that is normally presented throughout the course. While the majority of course challenges consist of a final exam, the challenge can also include other course requirements. These can include research papers, documentation of clinical or laboratory hours or other documents that exhibit competency for the course.
4. The course being challenged must not be a course for which the student has previously received credit, a course in which the student is enrolled, a course the student has previously attempted and failed, or a course in which the student was previously enrolled and dropped later than the first 20% of the class (as indicated by a UW on the transcript). A student may not attempt to challenge out of a course for which a prerequisite course has not been completed.
5. Students must score 84% or higher to receive challenge examination credit. Students will receive a letter grade for the course based on the percentage earned. Students not passing their examination receive no grade or credit.
6. A course may be challenged only once.
7. Challenge examinations are limited to not exceed 15% of the student’s program. Credit received through challenge examination is not counted as in-residence credit.

Challenge Examination forms may be obtained in the Academic Office. To challenge a course, students should first contact their Program Administrator.
Independent Studies

Independent study involves a high level of independence and self-direction on the part of the student to read, conduct research, and complete written examinations, reports, research papers, and similar assignments designed to measure the student’s grasp of the subject matter. Independent Study courses are the exception, and must be approved by the Academic Dean and Program Director. Generally, a course offered as Independent Study should be limited to those students who are near the end of their program and require a course not currently offered on the master schedule.

Independent study courses require a signed contract between the student and the College. A student must be in good academic standing. Students seeking approval for an Independent Study course must first contact their Program Director. Each course offered as Independent Study will be overseen by a qualified instructor who will require direct contact with the student for a minimum of two (2) hours each week. Students who take a course as Independent Study will be expected to complete the course requirements as outlined in the course syllabus.

Students will demonstrate their knowledge of the course material by one or more of the following methods: (a) skilled handling of essay questions, (b) final examination, (c) readings, written assignments or projects, or a term paper (if applicable) on some researched aspect of the subject, or (d) in some cases a test on the student’s verbal ability to handle the subject matter.

Distance Education

Online Learning

The College may choose to offer certain courses and programs online. Online courses will be designated on the class schedule so students may register during the normal registration period.

Applicants for fully online delivery must meet all College Admissions requirements and:

1. Have access to a computer with a system that meets or exceeds requirements listed on the Online Technical Requirements page of the Student Online Orientation Packet.
2. Have access to the internet and an established email account.
3. Participate in New Student Orientation at the campus where s/he is enrolled.
4. Meet with her/his Program Director and Online Coordinator on campus at least once a term for an academic advising session.

Registration for Online Courses

Students will be notified of the availability of online courses during registration for each term and may register at that time. Online courses are available to all enrolled students of the College.

Certain fees may be charged to students registered in online courses. Please refer to the Tuition and Fees section of the Catalog for specific charges.

Distance Education Identity Verification and Privacy

Each distance learning faculty and student shall be assigned a user ID in the Canvas system and will create an alphanumeric password that uniquely identifies him/her in the distance learning environment. This combination of user ID and password identifies faculty and students to the system on each subsequent course visit.

In order to maintain a secure distance learning environment, users shall:

1. Accept responsibility for the security of their personal passwords;
2. Maintain Student information separate from others’ within the LMS and protected from outside intruders;
3. Protect faculty information from student views within the LMS and from outside intruders;
4. Take reasonable steps to protect the password when using public computers; and
5. Disclose a password compromise to college staff as soon as possible.

In addition to these requirements, online faculty and staff shall maintain familiarity with FERPA regulations and may not disclose confidential student information in an unauthorized manner. All student information in the LMS is confidential and access is granted to a limited number of administrators only.

Written Arrangements

Online Coursework

The College has a consortium agreement with Eagle Gate College, located at 405 S. Main Street, Suite 800, Salt Lake City, Utah 84111, for the delivery of online courses. The portion of the educational program that Eagle Gate College may provide is 49%, and may include general education and college core courses as well as selected Criminal Justice, Business Administration, Paralegal Studies and bachelors completion courses. Students may incur the costs of purchasing a computer (est. $750) and obtaining internet access (est. $30 per month), but such expense may not be required. There are no additional costs students may incur as the result of enrolling in an educational program that is provided, in part, under the written arrangement.

Student Relocation

Students are expected to complete their program of study within the state of Utah. Due to individual state and federal regulations, if a student relocates outside the state of Utah before completing all program requirements they may be unable to continue to receive federal student aid and/or finish their current term and/or program of study at the College. The College does not guarantee that students wishing to complete an internship, externship or clinical course outside of the state of Utah will be able to do so. Students should plan on completing externship, internship or clinical portions of their courses while residing in Utah.

Registration

New students are registered upon acceptance to the College. Registration for currently enrolled students is reviewed on specified days during the current term for the following term. Continuing students will be notified if an adjustment to their schedule has to be made. Students wishing to make changes must contact the Registrar prior to the beginning of the new term. Financial obligations must be met before students are eligible to register, and students with an unpaid balance may not be able to register for the following term. Students expecting an unsatisfactory grade (see Graduation Requirements) in any course should contact the Registrar’s office as soon as possible for rescheduling. No student may attend a college course for which the student has not been registered.

Add/Drop Period

The add/drop period for both new and continuing students is through the first five days of the term. Students should contact their Program Director to obtain an add/drop form.

Non-Scheduled Time Off

Students in term-based programs may be placed on non-scheduled status until the next available and/or scheduled block. This could happen if a class is unavailable and the student cannot take that course elsewhere or during another shift. Any schedule change must take place prior to the student ceasing attendance in the current block. Any student who fails to return on the agreed upon date of the next block will be withdrawn from the College. Contact the Academic Dean for more information.
Withdrawal Policy

College

Students are admitted under the premise that they will remain enrolled until the end of the term unless unforeseen circumstances necessitate withdrawal from the College. Should a student need to withdraw from the College, s/he must contact the Registrar’s office to complete the necessary paperwork.

When a student is withdrawn from a course between 0% and 20% of the course completion, the student will receive a “UW” grade. A “UW” does not impact GPA or calculate in credits attempted. When a student is withdrawn from a course between 21% and 60% of the course completion, the student will receive a “W” grade. A “W” count toward credits attempted but does not impact GPA. When a student is withdrawn after 60% of course completion, the student will be awarded a letter grade based on work complete. The awarded grade will count toward credits attempted and does impact GPA.

Students may be withdrawn from the College for violations of College policy, including Student Conduct, Attendance and Non-payment.

Course

If a student chooses not to complete a scheduled course after the add/drop period (see Add/Drop Period), s/he must withdraw from the course through the Registrar’s office. A student cannot withdraw from a five-week course after the fourth week of the course; or from a ten-week course after the eighth week of the course; or from a 7.5 week course after the sixth week of the course; or from a 15-week course after the twelfth week of the course.

When a student is withdrawn from a course between 0% and 20% of the course completion, the student will receive a “UW” grade. A “UW” does not impact GPA or calculate in credits attempted. When a student is withdrawn from a course between 21% and 60% of the course completion, the student will receive a “W” grade. A “W” count toward credits attempted but does not impact GPA. When a student is withdrawn after 60% of course completion, the student will be awarded a letter grade based on work complete. The awarded grade will count toward credits attempted and does impact GPA.

Students should be aware that withdrawal from any course could adversely affect their rate of progress (ROP) and their financial standing.

Repeating Courses

Repeat Policy

Grades for classes retaken will be recorded on the student’s transcript and appropriate credit granted. Previous grade(s) from the same courses will not be dropped but will show on the transcripts as a part of the student’s permanent record marked with an “R.” Failing grades will not be calculated into the GPA once the class has been successfully completed.

Repeat Charges

Students will be charged according to the current cost in the tuition section of the catalog. Repeat courses may be eligible for Title IV funding if the student is required to repeat the course for graded credit. Students who wish to repeat a course in order to improve a passing grade may be able to utilize Title IV funds the first time a course is repeated. Students should contact Financial Services to determine the financial aid eligibility of a repeated course.

Standards of Satisfactory Academic Progress (SAP)

Students must maintain satisfactory academic progress to remain eligible to continue as active students of the College. Additionally, satisfactory academic progress must be maintained to remain eligible for and continue to receive federal financial assistance.
Satisfactory academic progress is determined by measuring the student’s CGPA and the student’s ROP toward completion of the academic program. These are outlined below. The Nursing program has additional standards of satisfactory progress. These requirements are outlined in the Program Handbook. The Massage Therapy program has additional standards of satisfactory progress which are noted on the program page.

**Cumulative Grade Point Average (CGPA) Requirements**

Students must meet specific CGPA requirements at specific points during their enrollment to be considered to be making satisfactory academic progress. These requirements are noted in the table below, along with ROP requirements. CGPA will be reviewed after grades have been posted at the end of each academic term to determine if the student meets requirements.

**Rate of Progress (ROP) Toward Completion Requirements (Percentage Successfully Completed)**

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the tables below along with CGPA requirements. As with the determination of CGPA, the rate of progress will be reviewed at the end of each academic term after grades have been posted to determine if the student is progressing satisfactorily.

**Course Incompletes, Withdrawals, Repetitions, Remedial Courses and/or Transfers of Credit**

Course incompletes, withdrawals, repetitions and/or transfers of credit from other institutions affect a student’s CGPA and/or ROP as follows:

- The College does not award incomplete grades.
- Non-punitive grades have no effect on the GPA, but are calculated in the ROP.
- Withdrawals have no effect on the GPA, but are calculated in the ROP.
- Repeated courses have no effect on the GPA, but are calculated in the ROP.
- Transfer credits have no effect on the GPA, but are counted in the ROP calculation as both completed and attempted hours.

**Changing Programs, Earning an Additional Credential**

If students choose to change programs or return to earn an additional credential, previous credits attempted and grades earned will count toward the student’s new program of study in regard to rate of progress and GPA.

**Satisfactory Progress Tables**

Students are limited to attempting 1.5 times, or 150%, the number of credits in their program of study. The maximum time frame for a program of study is calculated by multiplying the total number of credits in a program by 1.5, (e.g. 182 x 1.5 = 273)*.

<table>
<thead>
<tr>
<th>Evaluation Period</th>
<th>Qualitative</th>
<th>Quantitative</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Term</td>
<td>2.0 CGPA</td>
<td>50% of all credits attempted in term</td>
</tr>
<tr>
<td>End of All Subsequent Terms</td>
<td>2.0 CGPA</td>
<td>66.7% of all credits attempted</td>
</tr>
</tbody>
</table>

*Massage Therapy falls under a separate evaluation as noted in the catalog.
Satisfactory Progress for Massage Therapy

In addition to the CGPA and ROP requirements, a student in the massage program must attend the scheduled class hours during each term in order to be considered to be making satisfactory academic progress. A certain number of excused absences may be allowed per course. Specific attendance requirements are disclosed in the course syllabi. Attendance is evaluated at 360, 720, and 1080 attempted hours.

Maximum Time in Which to Complete

A student is not allowed more than 1.5 times, or 150%, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150%, the number of credits in their program of study. The requirements for ROP are to assure that students are progressing at a rate that will allow them to complete their programs within the maximum time frame. The formula for determining maximum allowable attempted credits is noted in the Satisfactory Progress Tables.

The student’s maximum time for his/her program of study will include the credit hours attempted with respect to each course that the student took at the school and/or at any other Provo College campus when the student: a) was enrolled in that program of study; and b) was enrolled in a different program of study, if the subject matter of that course is substantially the same as any course in his/her current program of study or that course counts toward or satisfies any of the coursework requirements of his/her current program of study (whether program core, general education, or college core). If a student chooses to change his/her program of study or seek an additional degree from Provo College, similar courses within the student’s previous program will be included in calculating satisfactory academic progress.

Transfer credits are counted as both hours attempted and completed, and will be considered in determining a student’s maximum time in which to complete.

Massage Therapy program: A student is not allowed more than 1.5 times, or 150%, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to 1.5 times the normal program length, as measured in calendar time. For example, the Massage Therapy program, 45 weeks in length, must be completed within 68 calendar weeks. Students exceeding the maximum time frame will be administratively withdrawn from the College. The maximum time frame is reduced for massage program students who transfer hours from another institution or are readmitted into the program, based on the remaining length of the program in which they enroll. For example, if a student transfers in 300 hours, and therefore must complete 420 hours at the College (420/16 hours per week = 27 weeks), the maximum time frame is 27 weeks x 150%, or 41 weeks.

Financial Aid Warning and Suspension

At the end of the term/semester, after grades have been posted, each student’s CGPA and ROP are reviewed to determine whether the student is meeting the requirements stated in the Satisfactory Progress Table.

Students will be placed on financial aid warning (FAW) when the CGPA and/or the ROP does not meet the requirements detailed in the Satisfactory Progress Table. During the period of FAW students are considered to be making satisfactory progress for both academic and financial aid eligibility. Students will remain on FAW for one term/semester. Students must participate in academic advising with their Program Director for the duration of their FAW period.

Students who have not achieved satisfactory academic progress as delineated in the Satisfactory Progress Tables after one term on FAW will be placed on suspension and withdrawn from school. Students placed on suspension are no longer eligible to receive financial aid. Students may appeal suspension (see Appeals Procedure).

Readmittance Following Suspension

Students who have been suspended may apply for readmittance to the College (see Appeals Procedure). Students readmitted at this point are placed on financial aid probation (FAP) and must bring their CGPA or ROP into the acceptable range by the end of the first academic term after being readmitted, or meet the requirements of an
approved academic plan, in order to remain eligible for financial aid. If it is mathematically impossible for the student to improve the CGPA or ROP into the acceptable range by the end of the first academic term after readmittance or meet the requirements of an approved academic plan, the student will not be readmitted.

**Academic Dismissal**

Students who have been readmitted following suspension who fail to improve their CGPA or ROP into the acceptable range by the end of the first academic term after readmittance OR are unable to successfully continue according to an approved academic plan, will be dismissed from the College. Students who have been dismissed are not eligible for readmittance into the program from which they were dismissed unless they successfully complete a period of non-regular status as set forth below.

**Non-regular Status**

Students who have been dismissed due to failure to maintain satisfactory academic progress may be allowed to continue on non-regular status under the following conditions:

- The student is allowed to continue in a non-regular status for a period of time not greater than 30% of the normal program length.
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition schedule, for any courses in which the student is enrolled.
- During the time a student is on non-regular status, the student is to be working toward coming into compliance with the standards of satisfactory progress. If, by the end of the maximum period allowed on non-regular status, the student has improved his/her academic standing to the FAW range, s/he will be readmitted on a FAW status. If, by the end of the maximum period allowed on non-regular status, the student has not improved his/her academic standing to the FAW range, s/he will be dismissed.

Students in non-regular status who have been dismissed because they have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program will never be eligible for readmittance to regular status in the program from which they were dismissed but may continue on non-regular status up to the maximum period allowed for the purposes of completing all required credits. These students are not eligible for graduation and cannot receive degrees from their programs but can receive a certificate for the credits they successfully complete.

**Satisfactory Progress and Financial Aid**

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the College.

Students should read the SAP standards carefully and refer any questions to Academic or Financial Services personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, ROP requirements, maximum completion time restrictions, FAW provisions, suspension and dismissal procedures, and appeals procedures, and FAP provisions.

Students on FAW are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance for one payment period. Students who have been suspended or dismissed are no longer active students of the College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event that a student appeal results in readmittance. A student readmitted on FAP is eligible to receive federal financial assistance for one payment period. While on FAP, the student may be required to fulfill a specific academic plan. The student can qualify for federal financial assistance for additional payment periods if the student meets SAP or meets the requirements of the academic plan

**SAP Appeals Procedure**

Please refer to the Appeals Procedures section of the catalog.
Attendance Policy

Attendance is required of each student and is necessary for the successful completion of each program of study. Attendance records are reported daily for each class. Absences are reported regardless of reason. Any student not in attendance for 14 consecutive days may be withdrawn from the College.

Student attendance is recorded separately for each class in which a student is enrolled. All absences are considered in applying the attendance policy. Students may receive an “F” from individual classes for excessive absences and may be dismissed from the College if absences become excessive in all classes in which the student is enrolled. Individual programs may have specific requirements.

Attendance – Massage Therapy program

Students in the Massage Therapy program must attend the scheduled class hours during each term. To pass each course student attendance must be 80% or better. Students with attendance between 65% and 79% must make up missed class hours. If a student’s attendance is less than 65%, the student will receive a failing grade and must make up the course in its entirety. Students are allowed a maximum of 10% of all absences which may be classified as excused and are not required to be made up. Missing 10 minutes or more of a class (beginning, middle or end) counts as a tardy. Three tardies constitute an absence. Failure to meet attendance requirements may affect financial aid eligibility.

Clinical Work Experience courses are an exception to the 80% attendance requirement. To pass clinical courses student attendance must be 100%. No excused absences are allowed in clinical courses. The Utah Department of Occupational & Professional Licensing requires 100 hours of clinical practice, therefore all absences must be made up. Arrangements to make up missing hours must be made through the instructor or Program Director.

If a student is absent from class because of mitigating circumstances that may classify the absence as excused, the student can obtain an official excused absence. Students wishing to obtain an official excused absence should see Student Services for the proper procedure to follow.

Online Attendance

Attendance records are reported semi-weekly for each online class. Student attendance is recorded separately for each class in which a student is enrolled.

A student will not be given attendance for simply logging in to a course. A student will be given attendance when participating in the class or otherwise engaging in an academically-related activity, such as contributing to an online discussion; submitting an assignment; or taking a quiz or exam.

Concurrent Registration and Academic Probation at Another College or University

A student who wishes to enroll in courses at another institution at the same time s/he is enrolled in Provo College courses must obtain permission for concurrent registration from the Academic Dean. Information regarding institutions whose credit Provo College accepts is available in the office of the Academic Dean. Credit under this arrangement will apply toward a degree at Provo College, and total credits completed will include courses taken at other institutions (see Transfer of Credit).

Student Complaints & Grievances

The College strives to provide a positive, professional learning environment. The College encourages and expects students to follow College guidelines for resolving issues. Should a student have a concern, complaint, or grievance, s/he should follow the procedures below:
Informal Complaint Resolution Procedure
1. If the concern, complaint, or grievance pertains to an individual faculty or staff member, the student should first discuss the concern, complaint, or grievance with that particular faculty or staff member and attempt to resolve the issue.
2. If the concern, complaint, or grievance is not resolved after meeting with the individual concerned, or if the issue is program related, s/he should discuss such issue with the Program Director or the individual’s direct supervisor, who will help the student resolve the complaint. In the interest of resolving the complaint, when the student discusses the complaint with the direct supervisor, the direct supervisor shall confer with the staff or faculty member involved.

Formal Grievance Procedure
1. If the concern, complaint, or grievance continues to remain unresolved, or does not pertain to the student’s program, the student should obtain a Student Grievance Form from the Registrar's office.
2. The Student Grievance Form should be completed and submitted to the Academic Dean.
3. The Academic Dean will review the grievance and decide what action, if any, should be taken.
4. The Academic Dean may schedule a personal interview with the student and/or any staff or faculty involved in the situation. Interviews may be conducted in person or over the phone.
5. The student will be notified in writing of the Academic Dean’s decision regarding the grievance within ten (10) business days of receipt of the grievance.
6. If the student feels the issue remains unresolved, s/he may submit the grievance to the Campus President.
7. The Campus President may elect to receive the grievance in writing or in person. The Campus President will review the grievance and all previous actions/decisions made in regard to the grievance.
8. The student will be notified in writing of the Campus President’s decision regarding the grievance within ten (10) business days of receipt of the grievance.

If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street. N.E. Suite 980
Washington D.C. 20002-4241
(202) 336-6780

A copy of the Accrediting Council's Complaint form is available at the College and may be obtained by contacting the Registrar's office.

Students may also contact the Utah Division of Consumer Protection. All complaints considered by the Division must be in written form and submitted through the U.S. mail or by facsimile. All complaints are screened to determine whether it is a matter that can be handled by the Division. If it is something that the Division handles, the complaint will be assigned to an investigator who will determine what further action, if any, should be taken.

For more details on the Division complaint process and their complaint form, go to: http://www.consumerprotection.utah.gov/complaints/index.html. Please direct all inquiries to:

Utah Division of Consumer Protection
160 East 300 South
Salt Lake City, Utah 84111
(801) 530-6601

Information for filing complaints in other states is available to students through the Admissions or Academic offices.
Appeals Procedures

Academic or Disciplinary Appeals

Students may appeal course grades, attendance records, withdrawals for violations of the attendance policy, Student Conduct policy violations or dismissals, or other decisions related to College policy by completing a Student Appeal Form, detailing why the appeal should be granted. The Student Appeal Form is available from the Academic department, Program Director or any College official. All appeals are reviewed by the Academic Dean in light of College policy. The Campus President may also review student appeals. The student will be notified of the College’s decision in writing within 10 (ten) business days.

Appeals of Academic Suspension

Students who wish to appeal suspension must do so in writing. The reason for the appeal must be the result of mitigating circumstances and documentation supporting the claim of mitigating circumstances must be provided. The student must document in writing why they did not meet SAP and what in the student’s situation has changed that will allow them to meet SAP according to a written academic plan. The appeal should be submitted to the Academic Dean on a Student Appeal form with all supporting documentation attached.

If a student’s appeal is granted, the student will be placed on Financial Aid Probation at the start of the following term/semester and will be required to fulfill the terms of an approved academic plan. If a student’s appeal is denied, the student must remain out of school until one year after the term/semester in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predicts success. Should a student have their appeal denied a second time, the student will be permanently dismissed from the College.

Following is a list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (including mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation available
- Documentation from a professional counselor

The Academic Dean is responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student’s ability to avoid the circumstance. Any consideration of conditions outside this list should be discussed with the Campus President. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Students may not appeal dismissals for violating the 150% maximum time to complete rule.
STUDENT LIFE

Student Dress

Students should dress in a manner that contributes to a positive, healthy, safe, and respectful atmosphere on campus. Dress should be appropriate to the learning environment, modest, and free of offensive or vulgar language and/or images. Certain programs and/or courses may have specific student dress requirements that are outlined in syllabi, student handbooks or from the Program Director or instructor. Students dressed in a manner deemed unacceptable by College staff or faculty will be addressed on an individual basis to resolve the situation. Students who fail to abide by dress code guidelines when advised by a staff or faculty member may be considered in violation of the Student Conduct policy and may be subject to disciplinary action.

Academic Advising

When a student matriculates, assignment is made to a faculty academic advisor, usually the Program Director. Students are invited and encouraged to consult with the Academic Dean, Student Services, and the Campus President to discuss issues affecting student academic welfare and to seek advice and information on any matter of policy.

Provo College advising is limited to academic matters. Personal or therapeutic counseling is not provided, and such situations will be referred to appropriate agencies.

Confidentiality of records is maintained under current legal standards as outlined by the Family Educational Rights and Privacy Act (FERPA). Students receive information regarding FERPA guidelines during student orientation.

Student Orientation

All new students will be notified of the time and date of the next orientation session. Attendance is required.

During orientation, students will become acquainted with the pertinent rules and regulations of the College, familiarized with facilities, introduced to various faculty and staff members, and issued a class schedule. College orientation will also enable students to seek any additional advising from the Admissions department, Financial Services, or Academic department before classes start.

Tutoring

Students may request tutoring through their respective instructors or Program Director. There is no additional charge for tutoring services.

Alumni Opportunities

An Provo College graduate can return and audit course offerings from the College. Eligible courses are limited to those courses offered in the program from which the student graduated when space is available. No credit will be given for these courses, nor will they appear on any grade report or transcript. There will be no tuition charge for these courses; however, students will need to purchase the textbooks used in the courses.
CAREER SERVICES

The College is committed to the success of each student and graduate. The Career Services department offers a comprehensive career advising program and many career opportunity listings. The Career Services department is solely dedicated to developing the job market, advising students and graduates, and referring graduates to employers.

As part of the career advising program at the College, a Career Development course is offered on a regular basis to instruct students on the most effective techniques for resume and cover letter writing, interviewing, and conducting a strategic job search. Career Services also meets with students and graduates on an individual basis for personalized career planning including critiques of resumes, cover letters, online applications/profiles, and interviewing skills.

Eagle Gate and Provo College graduates maintain a reputation of excellence across the Wasatch Front and beyond. Though the College cannot guarantee employment, Career Services, in conjunction with the faculty, excellent hands-on training, and externship/clinical opportunities available to students, provides the tools and resources for graduates to achieve the level of success they desire. By partnering with both employers and graduates throughout the job search process, many graduates are able to realize their vocational goals within just a few months after graduation. In addition, Career Services assistance is available to all Eagle Gate and Provo College graduates throughout their professional careers.

GRADUATION REQUIREMENTS

In order to graduate from Provo College, a student must meet the following requirements:

1. All required coursework must be completed satisfactorily within the maximum program length (150% of the program total credits).
2. An overall cumulative grade point average (CGPA) of 2.0* must be obtained.
3. A 70% (“C-”) or better* must be earned in all program core courses.
4. A 60% (“D-”) or better* in all courses outside of proficiency and program core must be earned with the exception of those programs that have specific graduation requirements.
5. All program-specific graduation requirements must be met (see individual program pages).

*Not applicable to Nursing or Physical Therapist Assistant programs; see program pages for specific requirements

Provo College conducts graduation ceremonies. Graduates are encouraged to participate in recognition of their achievement at one of the graduation ceremonies. There is a commencement fee for students who wish to participate in the commencement ceremony. The fee covers expenses including cap and gown.
Knowledge of Rules and Regulations

Students are responsible for knowing all the rules and regulations published in this catalog, posted on bulletin boards, announced by the instructors, or otherwise made known. Failure to know these rules and regulations does not excuse students from requirements and regulations.

OPERATING POLICIES

Nondiscrimination and Equal Opportunity

The College is committed to nondiscrimination and equal opportunities in its admissions, college policies, academic programs, activities, and employment. The College does not discriminate on any legally-recognized basis including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law, ordinance, or regulation.

Students with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee disabled students access to educational opportunities. This means the College must, within the limits of its resources, provide reasonable accommodation to disabled students. If a student is requesting reasonable accommodation, s/he must provide the Academic Dean with documentation from an appropriate professional concerning the disability, along with a letter detailing the reasonable accommodation(s) requested. For more information students should contact the Academic Dean.

Use of Technology

In support of its educational mission the College provides a campus data network. It is the responsibility of students to use electronic services appropriately and in compliance with College policies as well as State and Federal laws and regulations. Actions that are unacceptable on the network and computing services are harassment in any form, failure to respect the property of others, forgery or other misrepresentation of one’s identity, and displaying, transmitting, and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets, or anything that could be construed as harassment or disparaging to others. In addition, these policies specific to the College network and electronic services apply:

- College systems and networks may only be used for legal purposes and to access only those systems, software, and data for which the user is authorized.
- College systems, networks and electronic services may not be used for private commercial or political purposes or for personal gain.
- Information resources licensed by the College for the use of its students, faculty or staff may not be retransmitted outside of the College.
- Electronic mail is a College resource and there is no guarantee of privacy for an electronic mail message.

Persons who violate this or any other College policy are subject to discipline, up to and including expulsion for students and termination for associates.

Privacy and Confidentiality

Strong federal statutes protect the privacy and confidentiality rights of all individuals associated with any educational institution. These statutes regulate the gathering, disclosure, and circulation of records of any person associated with the institution. As such, all individuals are guaranteed both freedom from intrusion and protection from unauthorized disclosure of personal data from their personal, health, academic, disciplinary, attendance, and employment records.
Provo College and all of its officers and faculty comply with their legal and ethical obligation of preserving the right to privacy and confidentiality of all past and present students of the College. The College protects the maintenance and release of student information according to federal and state laws and regulations which (1) outline the ways in which data can be collected from students, (2) restrict information disclosure, and (3) safeguard the quality of information which is circulated. On the basis of the concepts of common law and constitutional provisions, all those who have access and deal with student records do so in the discharge of their administrative or academic duties and work to effectively protect such records from inappropriate and illegal disclosure.

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Agreement, protects the confidentiality and privacy of student records. Included in FERPA’s definition of student education records are the following:

- Student’s date and place of birth, address, and emergency contacts.
- Grades, test scores, courses taken, academic specialization and activities, and official letters regarding a student’s status in school.
- Disciplinary records.
- Medical and health records that the College creates or collects and maintains.
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned.
- Personal identification such as a student’s social security number, picture, identification codes, or any other information that would facilitate identification of the student.

The Registrar’s office at the College maintains student records. Students wishing to review records in their files may request to do so in writing and in accordance with FERPA guidelines, which are available at the Registrar’s office. However, students may not inspect the following items: financial information submitted by their parents, employment or job placement, honors to which they have waived their rights of inspection and review, or education records containing information on more than one student.

At Provo College, the Academic Dean is the officer in charge of ensuring and overseeing that all administrative offices and academic programs are in compliance with the College’s privacy and confidentiality policies. Students with complaints regarding any academic or administrative violation of these policies should contact the Registrar’s office to make a written complaint. The Registrar’s office will forward the complaint to the Academic Dean, who, within ten (10) business days, will notify the student in writing about the action taken.

**Sexual Harassment and Assault**

The College is committed to providing an educational environment that is free of fear, intimidation, or hostility. In keeping with this commitment, the College maintains a strict policy prohibiting unlawful harassment, including sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, age, sex (including same sex), marital status, pregnancy, childbirth, genetic information, sexual orientation, or any other basis protected by federal, state, or local law, ordinance or regulation. This policy prohibits harassment in any form, including verbal, physical, and visual harassment and applies to all College students, associates, and agents.

Students are encouraged to report any incident of harassment to campus administration. If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with a College associate. Students, staff, and/or faculty members will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that one believes may violate this policy.

The College is serious about enforcing the policy against harassment. Persons who violate this or any other College policy are subject to discipline, up to and including expulsion for students and termination for associates.
Weapons and Firearms

The College complies with state law with regard to weapons on campus. Utah state law clearly states that a person may not possess a dangerous weapon, firearm, or sawed-off shot gun on school premises (Utah Code 76-10-505.5) except under certain conditions.

Any individual who fails to abide by this policy may be subject to disciplinary action up to termination and/or prosecution under appropriate city, state, or federal laws. Individuals should immediately report any knowledge he or she may have regarding the use or display of weapons and firearms to the Campus President.

Copyright and Peer-to-Peer File Sharing

The College recognizes and complies with all copyright and fair use guidelines and regulations in regard to ownership, use, and control of copyrightable materials. Students are required to comply with all copyright and fair use guidelines and regulations in regard to peer-to-peer file sharing of copyrighted material, distribution of others’ copyrighted works, and illegal downloading. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). Unauthorized peer-to-peer file sharing of copyrighted material, distribution of others’ copyrighted works, and illegal downloading violate federal copyright law.

Students found violating the College’s copyright policies are subject to civil and criminal penalties and disciplinary action up to and including dismissal from the College. Penalties for copyright infringement can include the following civil and criminal penalties:

- Actual or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed
- Damages of up to $150,000 per work infringed for “willful” infringement
- Court costs and attorney’s fees
- Criminal penalties, including up to five years in prison and fines up to $250,000 per offense

More information can be found in Title 17, United State Code, Sections 504, 505 and at www.copyright.gov/help/faq. Legal alternatives to unauthorized downloading can be found at http://www.educause.edu/legalcontent
PROGRAMS OF STUDY

In its programs of study Provo College attempts to foster an attitude of professionalism, encouraging graduates to continue their pursuit of knowledge through self-study of manuals and publications, memberships in professional organizations, and advanced courses of training as they become available. The College also attempts to provide the student with knowledge and skills of general educational value to more broadly prepare them for understanding and participating in modern society, vocations, and further academic study. Not all courses will be taught each term, nor will they always be in the order listed in the catalog.

IMPORTANT:

Course and Program Alterations: The College reserves the right to change course curricula, schedule, prerequisites and requirements, or to cancel a course or program for which there is insufficient enrollment.

Success of Student: The student’s individual success or satisfaction is not guaranteed and is dependent upon the student’s individual efforts, abilities, and application of himself/herself to the requirements of the College.

Gainful Employment Program Disclosures: Federal regulations require higher education institutions to disclose information regarding the success of its students in programs that lead to employment.

The information includes graduation rates, estimated education costs, median debt of students who completed programs and other information designed to help students make better-informed choices about colleges and universities they select. This information can be found for all Eagle Gate College programs here: [http://www.provocollege.edu/gainful-employment-disclosures/](http://www.provocollege.edu/gainful-employment-disclosures/). Specific program information is provided on the following program pages.

Degree Programs

Provo College offers the following Bachelor of Science, Associate of Science, and Diploma Programs:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Bachelor of Science</th>
<th>Associate of Science</th>
<th>Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dental Assisting</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Healthcare Administration</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Massage Therapy</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Nursing</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Fitness Training</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Visual Media &amp; Graphic Design</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Fifty percent of the total credit hours must be earned in residence at Provo College.
# BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION PROGRAM

The Bachelor of Science degree in Business Administration prepares students for a career in management of small business, retail, customer service, sales, and other business venues. Students are provided experiential learning opportunities that will develop their skills in accounting, management, business planning and development, organizational behavior, and leadership. Emphasis is given to problem solving and hands-on experience to prepare graduates to make a meaningful contribution to the success of an existing business immediately upon graduation.

181 QUARTER HOURS

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO201</td>
<td>4</td>
</tr>
<tr>
<td>ENG126</td>
<td>4</td>
</tr>
<tr>
<td>ENG131</td>
<td>4</td>
</tr>
<tr>
<td>HIS125</td>
<td>4</td>
</tr>
<tr>
<td>HUM125</td>
<td>4</td>
</tr>
<tr>
<td>MAT110</td>
<td>4</td>
</tr>
<tr>
<td>MAT201</td>
<td>4</td>
</tr>
<tr>
<td>PHI200</td>
<td>4</td>
</tr>
<tr>
<td>PHI201</td>
<td>4</td>
</tr>
<tr>
<td>PHI210</td>
<td>4</td>
</tr>
<tr>
<td>POL201</td>
<td>4</td>
</tr>
<tr>
<td>PSY101</td>
<td>4</td>
</tr>
<tr>
<td>PSY300</td>
<td>4</td>
</tr>
<tr>
<td>SOC201</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>56</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM100</td>
<td>4</td>
</tr>
<tr>
<td>MGT140</td>
<td>4</td>
</tr>
<tr>
<td>MGT401</td>
<td>4</td>
</tr>
<tr>
<td>OA110</td>
<td>2</td>
</tr>
<tr>
<td>OA170</td>
<td></td>
</tr>
<tr>
<td>SKL242</td>
<td>2</td>
</tr>
<tr>
<td>SS100</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS ADMINISTRATION CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA110</td>
<td>6</td>
</tr>
<tr>
<td>BA120</td>
<td>5</td>
</tr>
<tr>
<td>BA130</td>
<td>6</td>
</tr>
<tr>
<td>BA140</td>
<td>6</td>
</tr>
<tr>
<td>BA150</td>
<td>6</td>
</tr>
<tr>
<td>BA160</td>
<td>6</td>
</tr>
<tr>
<td>BA210</td>
<td>6</td>
</tr>
<tr>
<td>BA220</td>
<td>4</td>
</tr>
<tr>
<td>BA230</td>
<td>6</td>
</tr>
<tr>
<td>BA240</td>
<td>4</td>
</tr>
<tr>
<td>BA310</td>
<td>6</td>
</tr>
<tr>
<td>BA320</td>
<td>6</td>
</tr>
<tr>
<td>BA330</td>
<td>6</td>
</tr>
<tr>
<td>BA340</td>
<td>6</td>
</tr>
<tr>
<td>BA350</td>
<td>6</td>
</tr>
<tr>
<td>BA360</td>
<td>6</td>
</tr>
<tr>
<td>BA370</td>
<td>6</td>
</tr>
<tr>
<td>BA380</td>
<td>6</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>103</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>181</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

Gainful Employment Disclosures for this program can be found here: [http://www.provocollege.edu/ConsumerInfo/Management_BS/Gedt/Gedt.html](http://www.provocollege.edu/ConsumerInfo/Management_BS/Gedt/Gedt.html)
# BACHELOR OF SCIENCE IN CRIMINAL JUSTICE PROGRAM

Criminal background check and/or drug screen tests may be required for externship and/or employment.

The Bachelor of Science in Criminal Justice program provides students with critical skills and current knowledge needed in today's law enforcement community. All courses are case-oriented and application based. Graduates should be able to explain the scientific study of crime and criminals, the law-making process, the criminal justice system, and the treatment of offenders. Students develop critical thinking, analytical, and interpersonal skills applicable to real world problems. Students learn to implement innovative solutions for law enforcement, criminal investigation, and management and administration of criminal justice related activities. Graduates are prepared for entry-level career goals and advancement in criminal justice and related fields.

180 QUARTER HOURS

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO201 INTRODUCTION TO ECONOMICS</td>
<td>4</td>
</tr>
<tr>
<td>ENGI26 ORAL COMMUNICATIONS</td>
<td>4</td>
</tr>
<tr>
<td>ENGI31 WRITTEN COMMUNICATIONS</td>
<td>4</td>
</tr>
<tr>
<td>HIS125 AMERICAN HISTORY</td>
<td>4</td>
</tr>
<tr>
<td>HUM125 INTRODUCTION TO HUMANITIES</td>
<td>4</td>
</tr>
<tr>
<td>MAT110 ALGEBRA I</td>
<td>4</td>
</tr>
<tr>
<td>MAT201 BASIC STATISTICS</td>
<td>4</td>
</tr>
<tr>
<td>PHI200 LOGIC &amp; CRITICAL ANALYSIS</td>
<td>4</td>
</tr>
<tr>
<td>PHI201 INTRODUCTION TO PHILOSOPHY</td>
<td>4</td>
</tr>
<tr>
<td>PHI210 ETHICS</td>
<td>4</td>
</tr>
<tr>
<td>POL201 GLOBAL POLITICS</td>
<td>4</td>
</tr>
<tr>
<td>PSY101 GENERAL PSYCHOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>PSY300 HUMAN GROWTH &amp; DEVELOPMENT</td>
<td>4</td>
</tr>
<tr>
<td>SOC201 SOCIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>56</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM100 INTRODUCTION TO HUMAN RESOURCE MANAGEMENT</td>
<td>4</td>
</tr>
<tr>
<td>MGT106 PRINCIPLES OF MANAGEMENT</td>
<td>4</td>
</tr>
<tr>
<td>MGT140 ORGANIZATIONAL BEHAVIOR</td>
<td>4</td>
</tr>
<tr>
<td>MGT401 LEADERSHIP &amp; CHANGE</td>
<td>4</td>
</tr>
<tr>
<td>OAI10 COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>OAI70 INTERMEDIATE COMPUTER APPLICATIONS*</td>
<td>3</td>
</tr>
<tr>
<td>SKL242 CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td>SS100 STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>26</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRIMINAL JUSTICE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ110 COMMUNICATIONS IN CRIMINAL JUSTICE</td>
<td>6</td>
</tr>
<tr>
<td>CJ120 INVESTIGATIONS IN CRIMINAL JUSTICE</td>
<td>5</td>
</tr>
<tr>
<td>CJ130 LAW ENFORCEMENT OPERATIONS</td>
<td>6</td>
</tr>
<tr>
<td>CJ140 CRIME THEORIES &amp; CORRECTIONS</td>
<td>6</td>
</tr>
<tr>
<td>CJ150 INTRODUCTION TO SECURITY</td>
<td>5</td>
</tr>
<tr>
<td>CJ160 JUVENILE DELINQUENCY</td>
<td>6</td>
</tr>
<tr>
<td>CJ170 EXTERNSHIP*</td>
<td>6</td>
</tr>
<tr>
<td>CJ210 TERRORISM &amp; HOMELAND SECURITY*</td>
<td>4</td>
</tr>
<tr>
<td>CJ220 GANGS IN SOCIETY*</td>
<td>4</td>
</tr>
<tr>
<td>CJ230 CRIMINAL LAW*</td>
<td>4</td>
</tr>
<tr>
<td>CJ310 COMPUTER FORENSICS*</td>
<td>5</td>
</tr>
<tr>
<td>CJ320 SECURITY OPERATIONS &amp; MANAGEMENT*</td>
<td>6</td>
</tr>
<tr>
<td>CJ330 CURRENT &amp; ETHICAL ISSUES IN CRIMINAL JUSTICE*</td>
<td>6</td>
</tr>
<tr>
<td>CJ340 FORENSIC SCIENCE*</td>
<td>5</td>
</tr>
<tr>
<td>CJ350 MANAGEMENT OF CRIMINAL JUSTICE AGENCIES*</td>
<td>6</td>
</tr>
<tr>
<td>CJ360 VICTIMOLOGY &amp; PROFILING*</td>
<td>6</td>
</tr>
<tr>
<td>CJ370 CONSTITUTIONAL LAW*</td>
<td>6</td>
</tr>
<tr>
<td>CJ380 CRIMINAL PROCEDURES*</td>
<td>6</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>98</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>180</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

Gainful Employment Disclosures for this program can be found here: [http://www.provocollege.edu/ConsumerInfo/CJ_BS/Gedt/Gedt.html](http://www.provocollege.edu/ConsumerInfo/CJ_BS/Gedt/Gedt.html)
BACHELOR OF SCIENCE IN HEALTHCARE ADMINISTRATION PROGRAM

The Bachelor of Science in Healthcare Administration program provides students with the necessary knowledge and skills to be successful in an evolving healthcare system. Students will explore the business side of healthcare, from operations and finance to the legal, regulatory, and ethical considerations. Graduates will be prepared for entry-level careers in healthcare including positions as managers, assistant managers, administrators, consultants, trainers and other leadership positions in a variety of healthcare facilities and organizations.

184 QUARTER HOURS

ALLIED HEALTH ASSOCIATE DEGREE QTR HR

ALLIED HEALTH ASSOCIATE DEGREE TRANSFER BLOCK
Credit awarded for proof of completion of Associate degree in Allied Health program from an accredited institution.

GENERAL EDUCATION TRANSFER BLOCK 22.5
General education credit awarded for proof of completion of Associate degree in Allied Health program from an accredited institution. General education courses should include subject matter from the humanities, mathematics and the sciences, and the social sciences.

SUBTOTAL 90

GENERAL EDUCATION QTR HR

ECO201 INTRODUCTION TO ECONOMICS 4
ENG126 ORAL COMMUNICATIONS 4
MAT201 BASIC STATISTICS 4
PHI200 LOGIC & CRITICAL ANALYSIS 4
PHI201 INTRODUCTION TO PHILOSOPHY 4
PHI210 ETHICS 4
POL201 GLOBAL POLITICS 4
PSY300 HUMAN GROWTH & DEVELOPMENT 4

SUBTOTAL 32

COLLEGE CORE QTR HR

HRM100 INTRODUCTION TO HUMAN RESOURCE MANAGEMENT 4
MGT401 LEADERSHIP & CHANGE 4

SUBTOTAL 8

PROGRAM CORE QTR HR

HC310 OVERVIEW OF THE HEALTHCARE SYSTEM 6
HC320 HEALTHCARE POLICY & REGULATION 6
HC330 HEALTHCARE MANAGEMENT 6
HC340 GLOBAL HEALTH 6
HC350 QUALITY MANAGEMENT IN HEALTHCARE 6
HC360 HEALTH INFORMATION MANAGEMENT 6
HC370 FINANCIAL MANAGEMENT IN HEALTHCARE 6
HC380 CONTEMPORARY & ETHICAL ISSUES IN HEALTHCARE 6
HC390 MARKETING FOR HEALTHCARE ORGANIZATIONS 6

SUBTOTAL 54

TOTAL 184

Complete Gainful Employment Disclosures for this program are not yet available as program will be initiated in February 2015. All college disclosures can be found here: http://www.provocollege.edu/gainful-employment-disclosures/
BACHELOR OF SCIENCE IN NURSING PROGRAM

Criminal background check and/or drug screen tests may be required for practicum experiences and/or employment.

The Bachelor of Science in Nursing program prepares the baccalaureate graduate to synthesize information from various disciplines, think logically, analyze critically, and communicate and collaborate effectively with patients and the interprofessional team. The curriculum incorporates current concepts from nursing, related disciplines, and education to facilitate the development of caring and ethical generalist nurses empowered to practice patient-centered, evidence-based care, for diverse populations, in an ever-changing and complex health care environment. Students are provided the opportunity to develop knowledge, skills, and attitudes of baccalaureate generalist nursing practice through on-line and residential classroom instruction, virtual practice, and clinical nursing experiences. The graduate is prepared to sit for the NCLEX-RN licensure examination and practice as a registered nurse in a variety of settings including positions practicing in; long-term care, acute care, complex and critical care, school nursing, home health and community health nursing. Graduates are prepared for leadership and quality improvement positions.

120 SEMESTER HOURS

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>SMSTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO210</td>
<td>4</td>
</tr>
<tr>
<td>BIO220</td>
<td>4</td>
</tr>
<tr>
<td>BIO250</td>
<td>4</td>
</tr>
<tr>
<td>CHM110</td>
<td>3</td>
</tr>
<tr>
<td>ENG152</td>
<td>3</td>
</tr>
<tr>
<td>ENG310</td>
<td>3</td>
</tr>
<tr>
<td>MAT120</td>
<td>3</td>
</tr>
<tr>
<td>MAT250</td>
<td>3</td>
</tr>
<tr>
<td>PH250</td>
<td>3</td>
</tr>
<tr>
<td>PSY151</td>
<td>3</td>
</tr>
<tr>
<td>PSY310</td>
<td>3</td>
</tr>
<tr>
<td>SOC250</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NURSING CORE</th>
<th>SMSTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO260</td>
<td>3</td>
</tr>
<tr>
<td>NUR125</td>
<td>3</td>
</tr>
<tr>
<td>NUR131</td>
<td>5</td>
</tr>
<tr>
<td>NUR145</td>
<td>6</td>
</tr>
<tr>
<td>NUR165</td>
<td>3</td>
</tr>
<tr>
<td>NUR245</td>
<td>6</td>
</tr>
<tr>
<td>NUR265</td>
<td>3</td>
</tr>
<tr>
<td>NUR275</td>
<td>3</td>
</tr>
<tr>
<td>NUR285</td>
<td>5</td>
</tr>
<tr>
<td>NUR310</td>
<td>3</td>
</tr>
<tr>
<td>NUR312</td>
<td>3</td>
</tr>
<tr>
<td>NUR320</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>81</strong></td>
</tr>
</tbody>
</table>

**TOTAL** 120

*Co-requisite and/or prerequisite course(s) required. See course descriptions.

In order to participate in courses requiring clinical hours, students are required to provide the following:
- Submission of completed physical examination form
- Evidence of personal health insurance
- Evidence of the following vaccinations: Tdap within the past 10 years; MMR or titers showing immunity; Hepatitis B, Twinrix, or titer showing immunity; Varicella Titer showing immunity or vaccination (2 doses if given after age 13); current flu shot; negative PPD test within the past 12 months, or negative chest x-ray within past 2 years if student has previously tested positive.
- Evidence of current CPR certification
- Acceptable criminal background check
- Negative chemical/drug screening

A grade of “C” or higher is required to successfully pass each general education course and continue program progression. If a student does not pass a general education course with a “C” or higher their progression in the nursing program will be halted.

A grade of “C+” or higher is required to successfully pass each nursing course and continue program progression. If a student does not pass a nursing course with a “C+” or higher, their progression in the program will be halted and they will need to apply for reentry into the Nursing Program where they must retake the class and receive a “C+” or higher. A student may repeat a nursing course one time. Placement in repeat courses is dependent on seats available in the course that needs to be repeated. A minimum GPA of 2.3 is required to continue in the program and for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program.

Additional program policies and requirements are detailed in the Nursing Program Handbook.

Gainful Employment Disclosures for this program can be found here:
http://www.provo.edu/ConsumerInfo/Nursing_BN/Gedt/Gedt.html
BACHELOR OF SCIENCE IN
PARALEGAL STUDIES
PROGRAM

The Bachelor of Science degree in Paralegal Studies will prepare students to aid attorneys in all aspects of the legal profession from drafting motions to performing legal research in preparation for cases to summarizing reports of legal precedent. Students will be exposed to various aspects of the legal profession including dispute resolution and mediation, intellectual property, tort and real estate law to help them determine which specialty is of most interest to them. Students will be prepared for employment in a variety of settings including large law firms, various government agencies and corporate level legal departments.

185 QUARTER HOURS

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO201 INTRODUCTION TO ECONOMICS</td>
<td>4</td>
</tr>
<tr>
<td>ENGI26 ORAL COMMUNICATIONS</td>
<td>4</td>
</tr>
<tr>
<td>ENGI31 WRITTEN COMMUNICATIONS</td>
<td>4</td>
</tr>
<tr>
<td>HIS125 AMERICAN HISTORY</td>
<td>4</td>
</tr>
<tr>
<td>HUM125 INTRODUCTION TO HUMANITIES</td>
<td>4</td>
</tr>
<tr>
<td>MAT110 ALGEBRA I</td>
<td>4</td>
</tr>
<tr>
<td>MAT201 BASIC STATISTICS</td>
<td>4</td>
</tr>
<tr>
<td>PHI200 LOGIC &amp; CRITICAL ANALYSIS</td>
<td>4</td>
</tr>
<tr>
<td>PHI201 INTRODUCTION TO PHILOSOPHY</td>
<td>4</td>
</tr>
<tr>
<td>PHI210 ETHICS</td>
<td>4</td>
</tr>
<tr>
<td>POL201 GLOBAL POLITICS</td>
<td>4</td>
</tr>
<tr>
<td>PSY101 GENERAL PSYCHOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>PSY300 HUMAN GROWTH &amp; DEVELOPMENT</td>
<td>4</td>
</tr>
<tr>
<td>SOC201 SOCIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>56</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM100 HUMAN RESOURCE MANAGEMENT</td>
<td>4</td>
</tr>
<tr>
<td>MGT106 PRINCIPLES OF MANAGEMENT</td>
<td>4</td>
</tr>
<tr>
<td>MGT140 ORGANIZATIONAL BEHAVIOR</td>
<td>4</td>
</tr>
<tr>
<td>MGT401 LEADERSHIP &amp; CHANGE</td>
<td>4</td>
</tr>
<tr>
<td>OA110 COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>OA170 INTERMEDIATE COMPUTER APPLICATIONS*</td>
<td>3</td>
</tr>
<tr>
<td>SS100 STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td>SKL242 CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>26</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARALEGAL STUDIES CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL110 LEGAL RESEARCH</td>
<td>5</td>
</tr>
<tr>
<td>PL120 LEGAL WRITING</td>
<td>5</td>
</tr>
<tr>
<td>PL130 CRIMINAL LAW &amp; EVIDENCE</td>
<td>6</td>
</tr>
<tr>
<td>PL140 CIVIL LITIGATION</td>
<td>6</td>
</tr>
</tbody>
</table>

**SUBTOTAL** 103

**TOTAL** 185

*Prerequisite course(s) required. See course descriptions.

Gainful Employment Disclosures for this program can be found here: [http://www.provocollege.edu/ConsumerInfo/CJ_BS/Gedt/Gedt.html](http://www.provocollege.edu/ConsumerInfo/CJ_BS/Gedt/Gedt.html)
BACHELOR OF SCIENCE IN
PHYSICAL THERAPIST
ASSISTANT

Criminal background check and/or drug screen tests may be required for employment.

The Bachelor of Science Physical Therapist Assistant Program builds on previous knowledge and concepts learned in associate programs. The Bachelor of Science Physical Therapist Assistant Program prepares the baccalaureate graduate to synthesize information from various disciplines, think logically, analyze critically, and communicate and collaborate effectively with patients and the interprofessional team in providing evidence-based, patient-centered physical therapy within the plan of care established by the physical therapist. Students are provided the opportunity to develop knowledge, skills, and attitudes of a baccalaureate prepared physical therapist assistant through on-line instruction and a residential practice lab experience.

121 SEMESTER HOURS

GENERAL EDUCATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SMSTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO250</td>
<td>MICROBIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>CHM210</td>
<td>CHEMISTRY I</td>
<td>4</td>
</tr>
<tr>
<td>CHM250</td>
<td>CHEMISTRY II*</td>
<td>4</td>
</tr>
<tr>
<td>ENG310</td>
<td>ENGLISH LITERATURE</td>
<td>3</td>
</tr>
<tr>
<td>MAT250</td>
<td>STATISTICS</td>
<td>3</td>
</tr>
<tr>
<td>PHI250</td>
<td>ETHICS</td>
<td>3</td>
</tr>
<tr>
<td>PHY210</td>
<td>PHYSICS I</td>
<td>4</td>
</tr>
<tr>
<td>PHY250</td>
<td>PHYSICS II*</td>
<td>4</td>
</tr>
<tr>
<td>PSY310</td>
<td>HUMAN GROWTH &amp; DEVELOPMENT</td>
<td>3</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td></td>
<td>49</td>
</tr>
</tbody>
</table>

†8 credits of Human Anatomy and Physiology, 3 credits of Algebra or College Math, 3 credits of English I or College English, and 3 credits of General Psychology must be completed before the student can apply for acceptance into the Bachelor of Science in Physical Therapist Assistant program.

PROGRAM CORE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SMSTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA322</td>
<td>ADVANCED NEUROLOGICAL REHABILITATION*</td>
<td>3</td>
</tr>
<tr>
<td>PTA334</td>
<td>SPECIALTY POPULATIONS*</td>
<td>4</td>
</tr>
<tr>
<td>PTA340</td>
<td>HEALTHCARE POLICY, REGULATION &amp; MANAGEMENT*</td>
<td>2</td>
</tr>
<tr>
<td>PTA344</td>
<td>PHYSICAL THERAPY RESEARCH &amp; EVIDENCE BASED PRACTICE*</td>
<td>3</td>
</tr>
<tr>
<td>PTA350</td>
<td>PTA CAPSTONE WITH SKILLS LAB*</td>
<td>3</td>
</tr>
<tr>
<td>RESETAL</td>
<td></td>
<td>72</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>121</td>
</tr>
</tbody>
</table>

††*Co-requisite and/or prerequisite course(s) required. See course descriptions.

Students must maintain a current unencumbered physical therapist assistant license throughout the program to remain in the program.

Should a student’s progression be interrupted for any reason, it will be the student’s responsibility to contact the Admissions office and apply for readmission. Alteration in the usual progression may lengthen the student’s time in the program.

A grade of “C” or higher is required to successfully pass each course and continue program progression.

Additional program policies and requirements are detailed in the Physical Therapist Assistant Program Handbook.

PTA350 PTA Capstone with Skills Lab requires one week of residential lab work on the campus. Any required travel expenses including airfare, hotel, meals, etc. are the responsibility of the student. Travel expenses are not covered by Title IV funds. Depending on specific travel arrangements, estimated total cost for travel is $1200.00.

Complete Gainful Employment Disclosures for this program are not yet available as program will be initiated in May 2015. All college disclosures can be found here: [http://www.provocoelege.edu/gainful-employment-disclosures/](http://www.provocoelege.edu/gainful-employment-disclosures/)
RN-BSN ONLINE PROGRAM

Criminal background check and/or drug screen tests may be required for practicum experiences and/or employment.

The RN-BSN Online program builds on previous knowledge and concepts learned in associate programs leading to the attainment of a Registered Nurse license and practice as a professional nurse. The program prepares the baccalaureate graduate to synthesize information from various disciplines, think logically, analyze critically, and communicate and collaborate effectively with patients and the interprofessional team. The curriculum incorporates current concepts from nursing, related disciplines, and education to facilitate the development of caring and ethical generalist nurses empowered to practice patient-centered, evidence-based care, for diverse populations, in an ever-changing and complex health care environment. Students are provided the opportunity to develop skills through online classroom instruction, virtual practice, and practicum experience.

120 SEMESTER HOURS

GENERAL EDUCATION SMSTR HR

**Prerequisite General Education**†
- ANATOMY & PHYSIOLOGY 8
- CHEMISTRY 3
- ALGEBRA OR COLLEGE MATH 3
- ENGLISH 3

**General Education**
- BIO250 MICROBIOLOGY 4
- ENG310 INTRODUCTION TO LITERATURE 3
- MAT250 STATISTICS 3
- PHI250 ETHICS 3
- PSY151 GENERAL PSYCHOLOGY 3
- SOC250 INTRODUCTION TO SOCIOLOGY 3

SUBTOTAL 36

†Human Anatomy and Physiology, Chemistry, Algebra or College Math, and English I, must be completed before the student can apply for acceptance into the RN-BSN nursing program.

NURSING CORE SMSTR HR

- BIO260 PATHOPHYSIOLOGY 3
- NUR300 FOUNDATIONS & PERSPECTIVES FOR BSN‡ 3
- NUR310 NUTRITION‡ 3
- NUR312 HEALTH ASSESSMENT OF INDIVIDUALS & POPULATIONS‡ 3
- NUR320 HEALTH CARE SYSTEMS & QUALITY OUTCOMES‡ 3
- NUR322 COMPLEX NURSING CARE‡ 3
- NUR324 HEALTH CARE ETHICS, POLICY & REGULATION‡ 3
- NUR330 AGING POPULATIONS‡ 3
- NUR332 COMMUNITY HEALTH‡ 3
- NUR334 GLOBAL HEALTH‡ 3
- NUR340 NURSING INFORMATICS‡ 3
- NUR344 NURSING LEADERSHIP‡ 3
- NUR346 BSN PRACTICUM‡ 5

SUBTOTAL 44

RN LICENSURE SMSTR HR

- CREDIT AWARDED FOR PROOF OF GRADUATION IN REGISTERED NURSING FROM AN ACCREDITED INSTITUTION AND FOR UNENCUMBERED REGISTERED NURSING LICENSE. 40

SUBTOTAL 40

TOTAL 120

Graduates of Provo College’s Associate of Science in Nursing program will receive credit for having successfully completed any prerequisite or General Education courses that are included in the ASN program. Students entering the program from other colleges will have transcripts evaluated on an individual basis.

‡Co-requisite and/or prerequisite course(s) required. See course descriptions.

Students must maintain a current unencumbered Registered Nursing license from the start of Nursing Core courses and through program completion. Students will progress to nursing practice courses according to an established sequence. The nursing program will recommend promotion and progression for students who satisfy health, conduct, scholastic achievement, and aptitude requirements of the nursing department. Students experiencing adjustment difficulties may be dismissed from the program. Students are required to submit to controlled substance screening tests and background checks prior to admission to practice rotations at the students’ expense. Failure to submit to testing, presence of positive drug screens, and/or unsuitable background checks may result in inability to progress in the program. Should a student’s progression be interrupted, it will be the student’s responsibility to apply for readmission. Alteration in the usual progression may lengthen the student’s time in the program.

Additional program policies and requirements are detailed in the Nursing Program Handbook.

A grade of “C+” or higher is required to successfully pass each general education and nursing course and continue program progression. If a student does not pass a nursing course with a “C+” or higher, their progression in the program will be halted and they will need to apply for reentry into the Nursing Program where they must retake the class and receive a “C+” or higher. A student may repeat a nursing course one time. Placement in repeat courses is dependent on seats available in the course that needs to be repeated. A minimum GPA of 2.0 is required to continue in the program and for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program.
**BACHELOR OF SCIENCE IN VISUAL MEDIA & GRAPHIC DESIGN PROGRAM**

The Bachelor of Science degree in Visual Media & Graphic Design helps students develop advanced skills in digital painting, photography, illustration and web-design. Students will study motion graphics effects, 3D image creation, typography, the history of graphic design and marketing and branding to round out their education and prepare them for Graphic Design jobs in advertising, magazines, film, television, web-design, marketing firms, etc. The program is highly interactive and students will work on projects that will help them assimilate course content and activities into real world work skills.

APPROXIMATELY 33 MONTHS
180 QUARTER HOURS

### GENERAL EDUCATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO201</td>
<td>INTRODUCTION TO ECONOMICS</td>
<td>4</td>
</tr>
<tr>
<td>ENG126</td>
<td>ORAL COMMUNICATIONS</td>
<td>4</td>
</tr>
<tr>
<td>ENG131</td>
<td>WRITTEN COMMUNICATIONS</td>
<td>4</td>
</tr>
<tr>
<td>HIS125</td>
<td>AMERICAN HISTORY</td>
<td>4</td>
</tr>
<tr>
<td>HUM125</td>
<td>INTRODUCTION TO HUMANITIES</td>
<td>4</td>
</tr>
<tr>
<td>MAT110</td>
<td>ALGEBRA I</td>
<td>4</td>
</tr>
<tr>
<td>MAT201</td>
<td>BASIC STATISTICS</td>
<td>4</td>
</tr>
<tr>
<td>PHI200</td>
<td>LOGIC &amp; CRITICAL ANALYSIS</td>
<td>4</td>
</tr>
<tr>
<td>PHI201</td>
<td>INTRODUCTION TO PHILOSOPHY</td>
<td>4</td>
</tr>
<tr>
<td>PHI210</td>
<td>ETHICS</td>
<td>4</td>
</tr>
<tr>
<td>POL201</td>
<td>GLOBAL POLITICS</td>
<td>4</td>
</tr>
<tr>
<td>PSY101</td>
<td>GENERAL PSYCHOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>PSY300</td>
<td>HUMAN GROWTH &amp; DEVELOPMENT</td>
<td>4</td>
</tr>
<tr>
<td>SOC201</td>
<td>SOCIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td><strong>56</strong></td>
</tr>
</tbody>
</table>

### COLLEGE CORE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT106</td>
<td>PRINCIPLES OF MANAGEMENT</td>
<td>4</td>
</tr>
<tr>
<td>MGT140</td>
<td>ORGANIZATIONAL BEHAVIOR</td>
<td>4</td>
</tr>
<tr>
<td>MGT401</td>
<td>LEADERSHIP &amp; CHANGE</td>
<td>4</td>
</tr>
<tr>
<td>OA110</td>
<td>COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>OA170</td>
<td>INTERMEDIATE OFFICE APPLICATIONS*</td>
<td>3</td>
</tr>
<tr>
<td>SS100</td>
<td>STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td>SKL242</td>
<td>CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

### GRAPHIC DESIGN CORE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA110</td>
<td>PHOTO EDITING</td>
<td>5</td>
</tr>
<tr>
<td>GA120</td>
<td>DIGITAL ILLUSTRATION</td>
<td>5</td>
</tr>
<tr>
<td>GA131</td>
<td>CONCEPT &amp; CRITICAL THINKING</td>
<td>5</td>
</tr>
<tr>
<td>GA141</td>
<td>BUSINESS &amp; MARKETING</td>
<td>5</td>
</tr>
<tr>
<td>GA150</td>
<td>MULTIMEDIA</td>
<td>5</td>
</tr>
<tr>
<td>GA160</td>
<td>DESIGN ESSENTIALS</td>
<td>5</td>
</tr>
<tr>
<td>GA170</td>
<td>EXTERNSHIP*</td>
<td>6</td>
</tr>
<tr>
<td>GA211</td>
<td>PUBLICATION DESIGN &amp; TYPOGRAPHY*</td>
<td>5</td>
</tr>
<tr>
<td>GA221</td>
<td>WEB DESIGN*</td>
<td>5</td>
</tr>
<tr>
<td>GA230</td>
<td>PORTFOLIO*</td>
<td>5</td>
</tr>
<tr>
<td>GA310</td>
<td>DIGITAL PAINTING TECHNIQUES*</td>
<td>6</td>
</tr>
<tr>
<td>GA320</td>
<td>ADVANCED DIGITAL ILLUSTRATION*</td>
<td>6</td>
</tr>
<tr>
<td>GA330</td>
<td>ADVANCED PUBLICATION &amp; TYPOGRAPHY*</td>
<td>6</td>
</tr>
<tr>
<td>GA340</td>
<td>ADVANCED WEB DESIGN*</td>
<td>6</td>
</tr>
<tr>
<td>GA350</td>
<td>MOTION GRAPHICS FX*</td>
<td>5</td>
</tr>
<tr>
<td>GA360</td>
<td>3D IMAGE CREATION*</td>
<td>5</td>
</tr>
<tr>
<td>GA370</td>
<td>BRANDING &amp; MARKETING*</td>
<td>6</td>
</tr>
<tr>
<td>GA380</td>
<td>PHOTOGRAPHY FOR GRAPHIC DESIGN*</td>
<td>5</td>
</tr>
<tr>
<td>GA390</td>
<td>HISTORY OF GRAPHIC DESIGN*</td>
<td>6</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td><strong>102</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>180</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

Gainful Employment Disclosures for this program can be found here: [http://www.provocoll.edu/ConsumerInfo/Graphic_Design_BS/Gedt/Gedt.html](http://www.provocoll.edu/ConsumerInfo/Graphic_Design_BS/Gedt/Gedt.html)
BUSINESS ADMINISTRATION PROGRAM

The Associate of Science degree in Business Administration prepares students for an entry-level career in management of small business, retail, customer service, sales, and other business venues. Students are provided experiential learning opportunities that will develop their skills in management, marketing, organizational behavior, sales, business planning and development, finance, and accounting. Emphasis is given to problem solving and hands-on experience to prepare graduates to make a meaningful contribution to the success of an existing business immediately upon graduation.

93 QUARTER HOURS

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG131 Written Communications</td>
<td>4</td>
</tr>
<tr>
<td>HIS125 American History</td>
<td>4</td>
</tr>
<tr>
<td>HUM125 Introduction to Humanities</td>
<td>4</td>
</tr>
<tr>
<td>MAT110 Algebra I</td>
<td>4</td>
</tr>
<tr>
<td>PSY101 General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SOC201 Sociology</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT140 Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>OA110 Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>OA170 Intermediate Computer Applications*</td>
<td>3</td>
</tr>
<tr>
<td>SKL242 Career Development</td>
<td>2</td>
</tr>
<tr>
<td>SS100 Strategies for Student Success</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS ADMINISTRATION CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA110 Business Law &amp; Ethics</td>
<td>6</td>
</tr>
<tr>
<td>BA120 Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BA130 Introduction to Business</td>
<td>6</td>
</tr>
<tr>
<td>BA140 Principles of Management</td>
<td>6</td>
</tr>
<tr>
<td>BA150 Marketing</td>
<td>6</td>
</tr>
<tr>
<td>BA160 Sales &amp; Customer Service</td>
<td>6</td>
</tr>
<tr>
<td>BA210 Small Business Management*</td>
<td>6</td>
</tr>
<tr>
<td>BA220 Computerized Accounting &amp; Analysis*</td>
<td>4</td>
</tr>
<tr>
<td>BA230 Business Communications*</td>
<td>6</td>
</tr>
<tr>
<td>BA240 Business Capstone*</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>55</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>93</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

Gainful Employment Disclosures for this program can be found here: http://www.provocollege.edu/gainful-employment-disclosures/
CRIMINAL JUSTICE PROGRAM

Criminal background check and/or drug screen tests may be required for externship and/or employment.

The Associate of Science degree in Criminal Justice is designed to provide students with the knowledge and skills for entry into and/or advancement within the criminal justice system. This program prepares successful students for entry-level employment in, but not limited to, law enforcement, corrections, court administration, juvenile justice, victim assistance, private investigations, and loss prevention.

94 QUARTER HOURS

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG131 WRITTEN COMMUNICATIONS</td>
<td>4</td>
</tr>
<tr>
<td>HIS125 AMERICAN HISTORY</td>
<td>4</td>
</tr>
<tr>
<td>HUM125 INTRODUCTION TO HUMANITIES</td>
<td>4</td>
</tr>
<tr>
<td>MAT110 ALGEBRA I</td>
<td>4</td>
</tr>
<tr>
<td>PSY101 GENERAL PSYCHOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>SOC201 SOCIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT106 PRINCIPLES OF MANAGEMENT</td>
<td>4</td>
</tr>
<tr>
<td>MGT140 ORGANIZATIONAL BEHAVIOR</td>
<td>4</td>
</tr>
<tr>
<td>OA110 COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>OA170 INTERMEDIATE COMPUTER APPLICATIONS*</td>
<td>3</td>
</tr>
<tr>
<td>SKL242 CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td>SS100 STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRIMINAL JUSTICE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ110 COMMUNICATIONS IN CRIMINAL JUSTICE</td>
<td>6</td>
</tr>
<tr>
<td>CJ120 INVESTIGATIONS IN CRIMINAL JUSTICE</td>
<td>5</td>
</tr>
<tr>
<td>CJ130 LAW ENFORCEMENT OPERATIONS</td>
<td>6</td>
</tr>
<tr>
<td>CJ140 CRIME THEORIES &amp; CORRECTIONS</td>
<td>6</td>
</tr>
<tr>
<td>CJ150 INTRODUCTION TO SECURITY</td>
<td>5</td>
</tr>
<tr>
<td>CJ160 JUVENILE DELINQUENCY</td>
<td>6</td>
</tr>
<tr>
<td>CJ170 EXTERNSHIP*</td>
<td>6</td>
</tr>
<tr>
<td>CJ210 TERRORISM &amp; HOMELAND SECURITY*</td>
<td>4</td>
</tr>
<tr>
<td>CJ220 GANGS IN SOCIETY*</td>
<td>4</td>
</tr>
<tr>
<td>CJ230 CRIMINAL LAW*</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>52</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>94</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

Gainful Employment Disclosures for this program can be found here:
http://www.provocoflg.edu/ConsumerInfo/CJ_AS/Gedt/Gedt.html
DENTAL ASSISTING PROGRAM

The Associate of Science degree in Dental Assisting is designed to prepare students for entry-level employment as dental assistants with expanded duties, and includes preparation for the Dental Assisting National Board examination. The program covers oral anatomy, histology, oral pathology, sterilization, patient care, dental therapeutics, and anesthesia. Clinical skills are emphasized such as matrices, coronal polishing, rubber dams, sealants, and fluoride applications. Laboratory procedures, charting (both manual and computer), and radiography are also studied. Front and back dental office skills are taught, including basic Spanish dental terminology. Students will become part of a professional dental team and will work with a practicing dentist to provide quality dental care.

93 QUARTER HOURS

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL131 WRITTEN COMMUNICATIONS</td>
<td>4</td>
</tr>
<tr>
<td>HIS125 AMERICAN HISTORY</td>
<td>4</td>
</tr>
<tr>
<td>HUM125 INTRODUCTION TO HUMANITIES</td>
<td>4</td>
</tr>
<tr>
<td>MAT110 ALGEBRA I</td>
<td>4</td>
</tr>
<tr>
<td>PSY101 GENERAL PSYCHOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>SOC201 SOCIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT106 PRINCIPLES OF MANAGEMENT</td>
<td>4</td>
</tr>
<tr>
<td>MGT140 ORGANIZATIONAL BEHAVIOR</td>
<td>4</td>
</tr>
<tr>
<td>OAI10 COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>OAI170 INTERMEDIATE COMPUTER APPLICATIONS*</td>
<td>3</td>
</tr>
<tr>
<td>SS100 STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td>SKL242 CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DENTAL ASSISTING CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA110 THE DENTAL PROFESSION</td>
<td>5</td>
</tr>
<tr>
<td>DA120 PATIENT RECORDS &amp; CHARTING</td>
<td>5</td>
</tr>
<tr>
<td>DA130 ORAL HEALTH, STRUCTURES &amp; FUNCTIONS</td>
<td>5</td>
</tr>
<tr>
<td>DA140 MICROBIOLOGY, OSHA, CPR &amp; FIRST AID</td>
<td>5</td>
</tr>
<tr>
<td>DA150 DENTAL MATERIALS</td>
<td>5</td>
</tr>
<tr>
<td>DA160 DENTAL RADIOLOGY</td>
<td>5</td>
</tr>
<tr>
<td>DA170 EXTERNSHIP*</td>
<td>6</td>
</tr>
<tr>
<td>DA210 DENTAL CAREER SPECIALTIES*</td>
<td>5</td>
</tr>
<tr>
<td>DA220 DENTAL ASSISTING CONCEPTS REVIEW*</td>
<td>5</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>51</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>93</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

The Dental Assisting program requires a TB test, Hepatitis B vaccinations, and proof of second MMR or Rubella titer (if applicable). Documentation that the Hepatitis B vaccination series has been started and that the other tests and vaccinations have been completed must be furnished prior to the end of the first term. Students in the allied health programs must meet the health and safety requirements of participating clinical education facilities.

Gainful Employment Disclosures for this program can be found here: [http://www.provocollge.edu/ConsumerInfo/Den ASGedt/Gedt.html](http://www.provocollge.edu/ConsumerInfo/Den ASGedt/Gedt.html)
MEDICAL ASSISTING PROGRAM

The Associate of Science degree in Medical Assisting is designed to develop the skills and knowledge necessary to assist a medical team in a variety of functions. Students will develop competencies for both back and front office, including checking vital signs, charting, and performing laboratory tests. Students will also study the definitions and various types of x-rays. Clerical functions include word processing and office procedures. Administrative skills such as written and oral communication are also emphasized. The Associate degree will help prepare the student for entry-level employment in a doctor’s office or clinical setting as a medical or laboratory assistant.

93 QUARTER HOURS

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG131 WRITTEN COMMUNICATIONS</td>
<td>4</td>
</tr>
<tr>
<td>HIS125 AMERICAN HISTORY</td>
<td>4</td>
</tr>
<tr>
<td>HUM125 INTRODUCTION TO HUMANITIES</td>
<td>4</td>
</tr>
<tr>
<td>MAT110 ALGEBRA I</td>
<td>4</td>
</tr>
<tr>
<td>PSY101 GENERAL PSYCHOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>SOC201 SOCIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT106 PRINCIPLES OF MANAGEMENT</td>
<td>4</td>
</tr>
<tr>
<td>MGT140 ORGANIZATIONAL BEHAVIOR</td>
<td>4</td>
</tr>
<tr>
<td>OAI10 COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>OAI70 INTERMEDIATE COMPUTER APPLICATIONS*</td>
<td>3</td>
</tr>
<tr>
<td>SS100 STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td>SKL242 CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEDICAL ASSISTING CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA110 SKELETAL, MUSCULAR &amp; BODY SYSTEMS AND PHARMACOLOGY</td>
<td>5</td>
</tr>
<tr>
<td>MA120 LYMPHATIC &amp; IMMUNE SYSTEMS, MICROBIOLOGY, AND MINOR SURGICAL ASSISTING</td>
<td>5</td>
</tr>
<tr>
<td>MA130 URINARY, DIGESTIVE, ENDOCRINE, &amp; REPRODUCTIVE SYSTEMS</td>
<td>5</td>
</tr>
<tr>
<td>MA140 RESPIRATORY, BLOOD, CARDIOVASCULAR &amp; PULMONARY SYSTEMS</td>
<td>5</td>
</tr>
<tr>
<td>MA150 LAW &amp; ETHICS, RECORD KEEPING, AND BASIC PATIENT CARE</td>
<td>5</td>
</tr>
<tr>
<td>MA160 MEDICAL OFFICE MANAGEMENT</td>
<td>5</td>
</tr>
<tr>
<td>MA170 EXTERNSHIP*</td>
<td>6</td>
</tr>
<tr>
<td>MA210 ADVANCED MEDICAL OFFICE MANAGEMENT*</td>
<td>5</td>
</tr>
<tr>
<td>MA220 ESSENTIALS OF NUTRITION &amp; ADVANCED ELECTROCARDIOGRAPHY*</td>
<td>5</td>
</tr>
<tr>
<td>MA230 ADVANCED CLINICAL PROCEDURES*</td>
<td>5</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>51</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>93</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

The Medical Assisting program requires a TB test, Hepatitis B vaccinations, and proof of second MMR or Rubella titer (if applicable). Documentation that the Hepatitis B vaccination series has been started and that the other tests and vaccinations have been completed must be furnished prior to the end of the first term. Students in the allied health programs must meet the health and safety requirements of participating clinical education facilities.

Students successfully completing the program will meet the educational requirements for the National Certification Exam for Medical Assistants and may be eligible to sit for the exam. This exam is administered on campus and may be taken through the National Center for Competency Testing (NCCT). Certification exam fees are the responsibility of the student.

Students may be eligible to sit for the following certifications through NCCT during their last term or upon program completion:
1. Medical Assistant
2. ECG Technician
3. Phlebotomy Technician

Acceptance and successful progression through the medical assisting program does not ensure certification eligibility.

Gainful Employment Disclosures for this program can be found here: [http://www.provocollege.edu/ConsumerInfo/Med_AS/Gedt/Gedt.html](http://www.provocollege.edu/ConsumerInfo/Med_AS/Gedt/Gedt.html)
MEDICAL BILLING & CODING PROGRAM

The Associate of Science degree in Medical Billing & Coding provides students with the knowledge and skills for entry into and/or advancement within the healthcare industry. Students will not only learn the various conventions with the billing and coding software, but will also gain knowledge in commonly-used computer software programs. Graduates will be able to gain positions as billing and coding specialists in hospitals, physician offices, nursing care facilities, outpatient care centers, home healthcare services, insurance firms, and public health departments.

91 QUARTER HOURS

GENERAL EDUCATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGI31</td>
<td>WRITTEN COMMUNICATIONS</td>
<td>4</td>
</tr>
<tr>
<td>HSI125</td>
<td>AMERICAN HISTORY</td>
<td>4</td>
</tr>
<tr>
<td>HUM125</td>
<td>INTRODUCTION TO HUMANITIES</td>
<td>4</td>
</tr>
<tr>
<td>MAT110</td>
<td>ALGEBRA I</td>
<td>4</td>
</tr>
<tr>
<td>PSY101</td>
<td>GENERAL PSYCHOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>SOC201</td>
<td>SOCIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

COLLEGE CORE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT106</td>
<td>PRINCIPLES OF MANAGEMENT</td>
<td>4</td>
</tr>
<tr>
<td>MGT140</td>
<td>ORGANIZATIONAL BEHAVIOR</td>
<td>4</td>
</tr>
<tr>
<td>OA110</td>
<td>COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>OA170</td>
<td>INTERMEDIATE COMPUTER APPLICATIONS*</td>
<td>3</td>
</tr>
<tr>
<td>SKL242</td>
<td>CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td>SS100</td>
<td>STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

MEDICAL BILLING & CODING CORE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB110</td>
<td>ICD-9-CM CODING &amp; GUIDELINES</td>
<td>5</td>
</tr>
<tr>
<td>MB120</td>
<td>ICD-10-CM CODING &amp; GUIDELINES</td>
<td>5</td>
</tr>
<tr>
<td>MB130</td>
<td>HCPCS &amp; CPT</td>
<td>5</td>
</tr>
<tr>
<td>MB140</td>
<td>MEDICAL TERMINOLOGY &amp; ANATOMY</td>
<td>6</td>
</tr>
<tr>
<td>MB150</td>
<td>MEDICAL BILLING &amp; INSURANCE</td>
<td>5</td>
</tr>
<tr>
<td>MB160</td>
<td>MEDICAL BILLING &amp; CODING PRACTICUM*</td>
<td>5</td>
</tr>
<tr>
<td>MB170</td>
<td>EXternSHIP*</td>
<td>4</td>
</tr>
<tr>
<td>MB210</td>
<td>ICD-9 PRACTICAL CODING</td>
<td>5</td>
</tr>
<tr>
<td>MB220</td>
<td>ICD-10 PRACTICAL CODING</td>
<td>4</td>
</tr>
<tr>
<td>MB230</td>
<td>CERTIFICATION REVIEW</td>
<td>5</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td><strong>49</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>91</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

Acceptance and successful progression through the Medical Billing & Coding program does not ensure licensure eligibility.

Gainful Employment Disclosures for this program can be found here: [http://www.provocollge.edu/ConsumerInfo/MBC_AS/Gedt/Gedt.html](http://www.provocollge.edu/ConsumerInfo/MBC_AS/Gedt/Gedt.html)

Students successfully completing the program will be eligible to take the Certified Professional Coder (CPC) exam offered through the AAPC.
NURSING PROGRAM

Criminal background check and/or drug screen tests may be required for practice experiences and/or employment.

The Associate of Science degree in Nursing prepares graduates to sit for the NCLEX-RN licensure examination. Upon successful passing of the examination, graduates will be qualified to work as entry-level registered nurses (RN) in a variety of health care settings such as hospitals, nursing homes, home health, ambulatory care sites, and other health settings. Students are provided the opportunity to develop skills through classroom instruction, practice labs, and practice experience.

61 SEMESTER HOURS

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>SEMESTER HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO230 HUMAN ANATOMY</td>
<td>4</td>
</tr>
<tr>
<td>BIO240 HUMAN PHYSIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>CHM110 INTRODUCTION TO CHEMISTRY</td>
<td>3</td>
</tr>
<tr>
<td>ENGL21 WRITTEN COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>HUM130 INTRODUCTION TO HUMANITIES</td>
<td>3</td>
</tr>
<tr>
<td>MAT120 ALGEBRA I</td>
<td>3</td>
</tr>
<tr>
<td>PSY110 HUMAN GROWTH &amp; DEVELOPMENT</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NURSING CORE</th>
<th>SEMESTER HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR121 FOUNDATIONS OF NURSING*</td>
<td>5</td>
</tr>
<tr>
<td>NUR130 DIVERSITY IN HEALTHCARE</td>
<td>2</td>
</tr>
<tr>
<td>NUR140 MEDICAL SURGICAL NURSING I*</td>
<td>6</td>
</tr>
<tr>
<td>NUR150 PHARMACOLOGY I</td>
<td>3</td>
</tr>
<tr>
<td>NUR241 MEDICAL SURGICAL NURSING II*</td>
<td>6</td>
</tr>
<tr>
<td>NUR251 PHARMACOLOGY II*</td>
<td>1</td>
</tr>
<tr>
<td>NUR260 MATERNAL/NEWBORN/PEDIATRIC</td>
<td>6</td>
</tr>
<tr>
<td>NUR270 MENTAL HEALTH NURSING*</td>
<td>3</td>
</tr>
<tr>
<td>NUR280 NURSING CAPSTONE*</td>
<td>6</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>38</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>61</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

The Nursing program at Provo College is not currently programmatically accredited, but the institution is in good standing with its institutional accreditor, ACICS. The Accreditation Commission for Education in Nursing (ACEN) is currently reviewing Provo College’s Nursing program. Any education completed prior to a final determination by ACEN will satisfy associated Utah state requirements for licensure. ♦

However, if it is determined that the program does not qualify for accreditation, students who have not graduated may need to transfer to a different program in order to complete education that will qualify for nursing licensure. There is no guarantee that another institution will accept Provo College nursing students as transfer students, and there is no guarantee that the credits completed at Provo College will be accepted toward graduation at another institution.

The Accreditation Commission for Education in Nursing’s address is 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326.

Students will progress to nursing practice courses according to an established sequence. The nursing program will recommend promotion and progression for students who satisfy health, conduct, scholastic achievement, and aptitude requirements of the nursing department. Students are required to submit to controlled substance screening tests and background checks prior to admission to practice rotations as well as at random. Cost for these tests/checks will be the responsibility of the student. Failure to submit to testing, presence of positive drug screens, and/or unsuitable background checks may result in inability to progress in the program.

Should a student’s progression be interrupted for any reason, it will be the student’s responsibility to contact the Admissions office and apply for readmission. Alteration in the usual progression may lengthen the student’s time in the program.

A grade of “C” or higher is required to successfully pass each general education course and continue program progression. If a student does not pass a general education course with a “C” or higher their progression in the nursing program will be halted. A grade of “C+” or higher is required to successfully pass each nursing course and continue program progression. If a student does not pass a nursing course with a “C+” or higher, their progression in the program will be halted and they will need to apply for reentry into the Nursing Program where they must retake the class and receive a “C+” or higher. A student may repeat a nursing course one time. Placement in repeat courses is dependent on seats available in the course that needs to be repeated. A minimum GPA of 2.3 is required to continue in the program and for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program.

Additional program policies and requirements are detailed in the Nursing Program Handbook.

♦ Acceptance and successful progression through the nursing program does not ensure licensure eligibility. The Utah Division of Professional Licensing (DOPL) requires licensure for nurses and makes final determination on eligibility to sit for NCLEX exam(s) and issuance of a license to practice nursing. Any applicant who has been convicted of a felony, has a history of mental illness or drug abuse, should contact the Bureau Manager for Nursing at DOPL to discuss their eligibility to be licensed.

Gainful Employment Disclosures for this program can be found here: http://www.provocollege.edu/ConsumerInfo/Nursing_AS/Gedt/Gedt.html
**PARALEGAL STUDIES PROGRAM**

The Associate of Science degree in Paralegal Studies is designed to prepare students to perform specialized delegated, substantive legal work for a lawyer, law office, corporation, government agency, or other entity. The Paralegal Studies program offers students training and skills in preparing legal reports and documents, legal correspondence, legal research, drafting letters, questions for interrogatories, legal memoranda, briefs, pleadings, contracts, and wills. Students will go on to study immigration law, bankruptcy law, legal ethics and participate in a cumulative review in preparation for a CP review and mock exam. Students are prepared for entry-level employment as legal office clerks, assistants or managers, or can become directly involved in interviewing, research, and case work as paralegals in either the public or private sector.

95 QUARTER HOURS

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG131 WRITTEN COMMUNICATIONS</td>
<td>4</td>
</tr>
<tr>
<td>HIS125 AMERICAN HISTORY</td>
<td>4</td>
</tr>
<tr>
<td>HUM125 INTRODUCTION TO HUMANITIES</td>
<td>4</td>
</tr>
<tr>
<td>MAT110 ALGEBRA I</td>
<td>4</td>
</tr>
<tr>
<td>PSY101 GENERAL PSYCHOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>SOC201 SOCIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT140 ORGANIZATIONAL BEHAVIOR</td>
<td>4</td>
</tr>
<tr>
<td>OA110 COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>OA170 INTERMEDIATE COMPUTER APPLICATIONS*</td>
<td>3</td>
</tr>
<tr>
<td>SKL242 CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td>SS100 STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARALEGAL STUDIES CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL110 LEGAL RESEARCH</td>
<td>5</td>
</tr>
<tr>
<td>PL120 LEGAL WRITING</td>
<td>5</td>
</tr>
<tr>
<td>PL130 CRIMINAL LAW &amp; EVIDENCE</td>
<td>6</td>
</tr>
<tr>
<td>PL140 CIVIL LITIGATION</td>
<td>6</td>
</tr>
<tr>
<td>PL150 BUSINESS &amp; EMPLOYMENT LAW</td>
<td>6</td>
</tr>
<tr>
<td>PL160 FAMILY LAW</td>
<td>6</td>
</tr>
<tr>
<td>PL170 EXternship*</td>
<td>6</td>
</tr>
<tr>
<td>PL210 LEGAL ETHICS &amp; CERTIFICATION EXam REVIEW*</td>
<td>5</td>
</tr>
<tr>
<td>PL220 IMMIGRATION LAW*</td>
<td>6</td>
</tr>
<tr>
<td>PL230 DEBTOR &amp; CREDITOR LAW*</td>
<td>6</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>57</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>95</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

Gainful Employment Disclosures for this program can be found here: [http://www.provocollege.edu/ConsumerInfo/PARA_BS/Gedt/Gedt.html](http://www.provocollege.edu/ConsumerInfo/PARA_BS/Gedt/Gedt.html)
PERSONAL FITNESS TRAINING PROGRAM

The Personal Fitness Training emphasis Associate of Science degree was designed to provide graduates with the knowledge, skills and abilities to qualify for entry-level personal trainer or management positions in gyms, fitness centers, private studios, corporate wellness programs, or to begin their own personal fitness business.

96 QUARTER HOURS

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG131  WRITTEN COMMUNICATIONS</td>
<td>4</td>
</tr>
<tr>
<td>HIS125  AMERICAN HISTORY</td>
<td>4</td>
</tr>
<tr>
<td>HUM125  INTRODUCTION TO HUMANITIES</td>
<td>4</td>
</tr>
<tr>
<td>MAT110  ALGEBRA I</td>
<td>4</td>
</tr>
<tr>
<td>PSY101  GENERAL PSYCHOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>SOC201  SOCIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT106  PRINCIPLES OF MANAGEMENT</td>
<td>4</td>
</tr>
<tr>
<td>MGT140  ORGANIZATIONAL BEHAVIOR</td>
<td>4</td>
</tr>
<tr>
<td>OA110   COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>OA170   INTERMEDIATE COMPUTER</td>
<td></td>
</tr>
<tr>
<td>APPLICATIONS*</td>
<td>3</td>
</tr>
<tr>
<td>SS100   STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td>SKL242  CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL FITNESS TRAINING CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT110   KINESIOLOGY</td>
<td>5</td>
</tr>
<tr>
<td>FT120   EXERCISE PHYSIOLOGY</td>
<td>5</td>
</tr>
<tr>
<td>FT130   NUTRITION</td>
<td>6</td>
</tr>
<tr>
<td>FT140   FITNESS MANAGEMENT &amp; MARKETING SKILLS</td>
<td>6</td>
</tr>
<tr>
<td>FT150   FITNESS ASSESSMENT</td>
<td>5</td>
</tr>
<tr>
<td>FT160   EXERCISE PROGRAM DESIGN</td>
<td>5</td>
</tr>
<tr>
<td>FT170   EXTERNSHIP*</td>
<td>6</td>
</tr>
<tr>
<td>FT210   COMMUNITY HEALTH PROMOTION*</td>
<td>6</td>
</tr>
<tr>
<td>FT220   GROUP EXERCISE INSTRUCTION*</td>
<td>5</td>
</tr>
<tr>
<td>FT230   ADVANCED FITNESS ASSESSMENT &amp; EXERCISE PROGRAM DESIGN*</td>
<td>5</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>54</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>96</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

Students successfully completing the program will be eligible to take the Certified Personal Trainer (CPT) exam offered through the National Academy of Sports Medicine (NASM).

Acceptance and successful progression through the personal fitness training program does not ensure certification eligibility.

Gainful Employment Disclosures for this program can be found here:
http://www.provocollege.edu/ConsumerInfo/PFT_AS/Gedt/Gedt.html
Criminal background check and/or drug screen tests may be required for clinical experiences and/or employment.

The Associate of Science degree in the Physical Therapist Assistant Program prepares graduates to work as entry-level physical therapist assistants under the direction of a physical therapist. Physical therapist assistants provide skilled interventions to clients of all ages with varied musculoskeletal, neurological, pain and movement disorders. Through using techniques such as therapeutic exercise, ambulation, and physical agents and by educating individuals in wellness and rehabilitation activities, physical therapy practitioners help restore and maintain function that allows clients to more fully participate in activities of daily life. Entry level employment is available in varied settings ranging from school systems and fitness centers to skilled long-term care facilities, home care agencies, hospitals, and outpatient clinics. Physical therapist assistants are valued members of the health care team.

NOTE—Students interested in applying to the Physical Therapist Assistant Program should have completed an intermediate math and laboratory science course in high school. One year of high school biology and chemistry, or a semester equivalent at the college level, is preferred. A physical science or physics course is also highly recommended.

There are explicit guidelines for satisfactory progress and completion of coursework in the PTA Program. Detailed information is provided in the Physical Therapist Assistant Program Academic Handbook, routinely distributed to students at the beginning of the first term of the PTA courses. This document is also available from the Program Director prior to admission.

76 SEMESTER HOURS

<table>
<thead>
<tr>
<th>COURSES</th>
<th>SEMESTER HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG150 WRITTEN COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>ENG155 ORAL COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>MAT120 ALGEBRA I</td>
<td>3</td>
</tr>
<tr>
<td>PSY150 GENERAL PSYCHOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>PTA150 HUMAN ANATOMY W/LAB</td>
<td>4</td>
</tr>
<tr>
<td>PTA155 HUMAN PHYSIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSES</th>
<th>SEMESTER HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA106 INTRODUCTION TO PHYSICAL THERAPY*</td>
<td>3</td>
</tr>
<tr>
<td>PTA108 MEDICAL TERMINOLOGY</td>
<td>2</td>
</tr>
<tr>
<td>PTA116 THERAPEUTIC PROCEDURES I*</td>
<td>4</td>
</tr>
<tr>
<td>PTA122 APPLIED KINESIOLOGY*</td>
<td>4.5</td>
</tr>
<tr>
<td>PTA126 MODALITIES*</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>56</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>76</strong></td>
</tr>
</tbody>
</table>

*Prerequisite or co-requisite course(s) required. See course descriptions.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 111 North Fairfax Street, Alexandria, VA 22314. Telephone: 703-706-3245. Email: accreditation@apta.org; Website: http://www.capteonline.org.

Graduates are eligible and encouraged to take the National Licensing Examination. Most states require licensing in order to practice as a Physical Therapist Assistant, and candidates should contact the licensing organization in the state of their choice to inquire about licensing requirements. As of July 1, 2009 all PTAs in Utah must be licensed. To obtain licensure PTAs must graduate from an APTA accredited program, pass the NPTE (National Physical Therapy Exam), and pass the "take home" exam on the new Utah Physical Therapy Practice Act.

NOTE—The PTA Program uses an abilities-based assessment model in addition to the traditional academic framework. Students are expected to demonstrate satisfactory progress in all core abilities assessments in order to graduate.

The PTA Program requires that students must pass the comprehensive program examination in order to meet graduation requirements. This examination is administered in the final academic term. In addition, before a student is eligible to enroll in PTA106, Introduction to Physical Therapy, students are required to pass Written Communications (ENG150), Medical Terminology (PTA108), and Human Anatomy (PTA150) with a “C” grade or better.

There are three required clinical education segments that each student is required to complete during the scheduled term. There is no financial compensation for clinical education. In order to provide quality clinical education experiences in a variety of settings, a clinical may be located out of Utah County and sometimes out of state.

Additional program policies and requirements are detailed in the Physical Therapist Assistant Program Handbook.

Acceptance and successful progression through the physical therapist assistant program does not ensure licensure eligibility. The Utah Division of Occupational and Professional Licensing (DOPL) requires licensure for physical therapist assistants and makes final determination on eligibility to sit for state licensing exams and issuance of a physical therapist assistant license. Any applicant who has been convicted of a felony, has a history of mental illness or drug abuse, should contact DOPL to discuss their eligibility to be licensed.

Gainful Employment Disclosures for this program can be found here: http://www.provocolley.edu/ConsumerInfo/PTA_AS/Gedt/Gedt.html
VISUAL MEDIA & GRAPHIC DESIGN PROGRAM

The Associate of Science degree in Visual Media and Design allows students to develop skills in the practical, contemporary application of the principles and disciplines of design. Students learn basic skills in computer design software along with the newer disciplines of interactive web design, experience design, and motion graphics. Students will prepare to work in entry-level positions in communications, design assistant, layout assistant, production assistant, etc. by creating a portfolio to show competency in visual media and design.

APPROXIMATELY 16 MONTHS
93 QUARTER HOURS

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG131 WRITTEN COMMUNICATIONS</td>
<td>4</td>
</tr>
<tr>
<td>HIS125 AMERICAN HISTORY</td>
<td>4</td>
</tr>
<tr>
<td>HUM125 INTRODUCTION TO HUMANITIES</td>
<td>4</td>
</tr>
<tr>
<td>MAT110 ALGEBRA I</td>
<td>4</td>
</tr>
<tr>
<td>PSY101 GENERAL PSYCHOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>SOC201 SOCIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT106 PRINCIPLES OF MANAGEMENT</td>
<td>4</td>
</tr>
<tr>
<td>MGT140 ORGANIZATIONAL BEHAVIOR</td>
<td>4</td>
</tr>
<tr>
<td>OA110 COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>OA170 INTERMEDIATE COMPUTER APPLICATIONS*</td>
<td>3</td>
</tr>
<tr>
<td>SS100 STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td>SKL242 CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRAPHIC DESIGN CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA110 PHOTO EDITING</td>
<td>5</td>
</tr>
<tr>
<td>GA120 DIGITAL ILLUSTRATION</td>
<td>5</td>
</tr>
<tr>
<td>GA131 CONCEPT &amp; CRITICAL THINKING</td>
<td>5</td>
</tr>
<tr>
<td>GA141 BUSINESS &amp; MARKETING</td>
<td>5</td>
</tr>
<tr>
<td>GA150 MULTIMEDIA</td>
<td>5</td>
</tr>
<tr>
<td>GA160 DESIGN ESSENTIALS</td>
<td>5</td>
</tr>
<tr>
<td>GA170 EXTERNSHIP*</td>
<td>6</td>
</tr>
<tr>
<td>GA211 PUBLICATION DESIGN &amp; TYPOGRAPHY*</td>
<td>5</td>
</tr>
<tr>
<td>GA221 WEB DESIGN*</td>
<td>5</td>
</tr>
<tr>
<td>GA230 PORTFOLIO*</td>
<td>5</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>51</td>
</tr>
<tr>
<td>TOTAL</td>
<td>93</td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

Gainful Employment Disclosures for this program can be found here: http://www.provoccollege.edu/ConsumerInfo/Graphic_Design_AS/Gedt/Gedt.html
CRIMINAL JUSTICE DIPLOMA PROGRAM

Criminal background check and/or drug screen tests may be required for externship and/or employment.

Upon completion of the Criminal Justice diploma program the students will be prepared for entry-level employment in the criminal justice/security field. They will be able to understand and articulate the interactions and relationships of the criminal justice system and the private security sector. The student will assess the role of the first responder. The student will have a thorough understanding of how the criminal justice system works, be able to understand job related instructions, be able to effectively communicate in the justice/security environment in written and verbal form, and be able to complete basic tasks. The student will be introduced to critical areas in justice and security including cybercrime, cyber security, terrorism, homeland security, and investigations.

47 QUARTER HOURS

<table>
<thead>
<tr>
<th>COLLEGE Core</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>OA110 COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>SKL242 CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td>SS100 STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRIMINAL JUSTICE Core</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ110 COMMUNICATIONS IN CRIMINAL JUSTICE</td>
<td>6</td>
</tr>
<tr>
<td>CJ120 INVESTIGATIONS IN CRIMINAL JUSTICE</td>
<td>5</td>
</tr>
<tr>
<td>CJ130 LAW ENFORCEMENT OPERATIONS</td>
<td>6</td>
</tr>
<tr>
<td>CJ140 CRIME THEORIES &amp; CORRECTIONS</td>
<td>6</td>
</tr>
<tr>
<td>CJ150 INTRODUCTION TO SECURITY</td>
<td>5</td>
</tr>
<tr>
<td>CJ160 JUVENILE DELINQUENCY</td>
<td>6</td>
</tr>
<tr>
<td>CJ170 EXTERNSHIP*</td>
<td>6</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>40</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>47</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

Gainful Employment Disclosures for this program can be found here: http://www.provocollege.edu/ConsumerInfo/CJ_DP/Gedt/Gedt.html

DENTAL ASSISTING DIPLOMA PROGRAM

This program covers oral anatomy, histology, oral pathology, sterilization, patient care, dental therapeutics, and anesthesia. Clinical skills are emphasized such as matrices, coronal polishing, rubber dam, sealants, and fluoride applications. Laboratory procedures, charting (both manual and computer), and radiography are also studied. Students will become part of a professional dental team working with a practicing dentist in providing quality dental care as an entry-level dental assistant with expanded duties.

43 QUARTER HOURS

<table>
<thead>
<tr>
<th>COLLEGE Core</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>OA110 COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>SS100 STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td>SKL242 CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DENTAL ASSISTING Core</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA110 THE DENTAL PROFESSION</td>
<td>5</td>
</tr>
<tr>
<td>DA120 PATIENT RECORDS &amp; CHARTING</td>
<td>5</td>
</tr>
<tr>
<td>DA130 ORAL HEALTH, STRUCTURES &amp; FUNCTIONS</td>
<td>5</td>
</tr>
<tr>
<td>DA140 MICROBIOLOGY, OSHA, CPR &amp; FIRST AID</td>
<td>5</td>
</tr>
<tr>
<td>DA150 DENTAL MATERIALS</td>
<td>5</td>
</tr>
<tr>
<td>DA160 DENTAL RADIOLOGY</td>
<td>5</td>
</tr>
<tr>
<td>DA170 EXTERNSHIP*</td>
<td>6</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>36</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>43</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

The Dental Assisting program requires a TB test, Hepatitis B vaccinations, and proof of second MMR or Rubella titer (if applicable). Documentation that the Hepatitis B vaccination series has been started and that the other tests and vaccinations have been completed must be furnished prior to the end of the first term. Students in the allied health programs must meet the health and safety requirements of participating clinical education facilities.

Gainful Employment Disclosures for this program can be found here: http://www.provocollege.edu/ConsumerInfo/Den_DP/Gedt/Gedt.html
MASSAGE THERAPY DIPLOMA PROGRAM

Criminal background check and/or drug screen tests may be required for clinical experiences and/or employment.

The Massage Therapy program equips students with the essential therapeutic competencies and solid business skills required to be a successful practicing bodyworker. This program integrates the art and science of massage therapy and aims to create well-rounded, integrative therapists. Courses are designed to maximize practical application and real world experience. Graduates will be ready to accept entry-level positions as massage therapists in spas, medical and clinical offices, wellness centers, or begin a private practice upon licensure.

46 QUARTER HOURS/ 640 CLOCK HOURS♦

<table>
<thead>
<tr>
<th>COLLEGE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS100 STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MASSAGE THERAPY CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT100 INTRODUCTION TO MASSAGE AND ANATOMY &amp; PHYSIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>MT110 SPECIAL POPULATIONS &amp; SPA MODALITIES*</td>
<td>5</td>
</tr>
<tr>
<td>MT120 DEEP TISSUE &amp; CRANIAL SACRAL THERAPY*</td>
<td>5</td>
</tr>
<tr>
<td>MT130 BUSINESS PRACTICES, ETHICS, AND ANATOMY &amp; PHYSIOLOGY*</td>
<td>7</td>
</tr>
<tr>
<td>MT140 EASTERN MODALITIES &amp; REFLEXOLOGY*</td>
<td>5</td>
</tr>
<tr>
<td>MT150 KINESIOLOGY AND ANATOMY &amp; PHYSIOLOGY*</td>
<td>6</td>
</tr>
<tr>
<td>MT160 SPORTS MASSAGE &amp; TRIGGER POINT THERAPY*</td>
<td>5</td>
</tr>
<tr>
<td>MT170 PATHOLOGY &amp; MASSAGE REVIEW*</td>
<td>6</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>43</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>46</strong></td>
</tr>
</tbody>
</table>

♦Prerequisite course(s) required. See course descriptions.

Acceptance and successful progression through the Massage Therapy program does not ensure licensure eligibility. The Utah Division of Occupational Professional Licensing (DOPL) requires licensure for massage therapists and makes final determination on eligibility to sit for state licensing exams and issuance of a license to practice massage therapy. Applicants who have been convicted of a felony or has a history of mental illness or drug abuse should contact the Bureau Manager for Massage Therapy at DOPL to discuss their eligibility to be licensed.

♦ For financial aid purposes, clock hours will be used as the unit of measurement. The program requires 640 clock hours.

Satisfactory Progress for Massage Therapy: In addition to the CGPA and ROP requirements, a student in the massage program must attend the scheduled class hours during each term in order to be considered to be making satisfactory academic progress. A certain number of excused absences may be allowed per course. Specific attendance requirements are disclosed in the course syllabi. Attendance is evaluated at 360, 720, and 1080 attempted hours.

Maximum Timeframe for Completion: A student is not allowed more than 1.5 times, or 150%, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to 1.5 times the normal program length, as measured in calendar time. Students should consult their Program Director, Academic Dean or Registrar for questions about maximum timeframe.

Gainful Employment Disclosures for this program can be found here: http://www.provocollge.edu/ConsumerInfo/PMB_DP/Gedt/Gedt.html
MEDICAL ASSISTING
DIPLOMA PROGRAM

The Medical Assisting diploma program is designed to develop the skills and knowledge necessary to assist a medical team in a variety of functions. Students will develop competencies for both back and front office, and will be able to assist by checking vital signs, charting, and performing laboratory tests. Clerical functions include word processing and office procedures. Finally, the program prepares students for entry-level employment in a doctor’s office or clinical setting as a medical or laboratory assistant.

43 QUARTER HOURS

<table>
<thead>
<tr>
<th>COLLEGE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>OA110 COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>SS100 STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td>SKL242 CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEDICAL ASSISTING CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA110 SKELETAL, MUSCULAR &amp; BODY SYSTEMS AND PHARMACOLOGY</td>
<td>5</td>
</tr>
<tr>
<td>MA120 LYMPHATIC &amp; IMMUNE SYSTEMS, MICROBIOLOGY, AND MINOR SURGICAL ASSISTING</td>
<td>5</td>
</tr>
<tr>
<td>MA130 URINARY, DIGESTIVE, ENDOCRINE, &amp; REPRODUCTIVE SYSTEMS</td>
<td>5</td>
</tr>
<tr>
<td>MA140 RESPIRATORY, BLOOD, CARDIOVASCULAR &amp; PULMONARY SYSTEMS</td>
<td>5</td>
</tr>
<tr>
<td>MA150 LAW &amp; ETHICS, RECORD KEEPING, AND BASIC PATIENT CARE</td>
<td>5</td>
</tr>
<tr>
<td>MA160 MEDICAL OFFICE MANAGEMENT</td>
<td>5</td>
</tr>
<tr>
<td>MA170 EXTERNSHIP*</td>
<td>6</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>36</td>
</tr>
<tr>
<td>TOTAL</td>
<td>43</td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

The Medical Assisting program requires a TB test, Hepatitis B vaccinations, and proof of second MMR or Rubella titer (if applicable). Documentation that the Hepatitis B vaccination series has been started and that the other tests and vaccinations have been completed must be furnished prior to the end of the first term. Students in the allied health programs must meet the health and safety requirements of participating clinical education facilities.

Students successfully completing the program will meet the educational requirements for the National Certification Exam for Medical Assistants and may be eligible to sit for the exam. This exam is administered on campus and may be taken through the National Center for Competency Testing (NCCT). Certification exam fees are the responsibility of the student.

Students may be eligible to sit for the following certifications through NCCT during their last term or upon program completion:
1. Medical Assistant
2. ECG Technician
3. Phlebotomy Technician

Acceptance and successful progression through the medical assisting program does not ensure certification eligibility.

Gainful Employment Disclosures for this program can be found here: [http://www.provocollge.edu/ConsumerInfo/MED_DP/Gedt/Gedt.html](http://www.provocollge.edu/ConsumerInfo/MED_DP/Gedt/Gedt.html)
MEDICAL BILLING & CODING DIPLOMA PROGRAM

The Medical Billing and Coding diploma program provides students with the knowledge and skills for entry into and/or advancement within the healthcare industry. Graduates will be able to gain positions as billing and coding specialists in hospitals, physician offices, nursing care facilities, outpatient care centers, home healthcare services, insurance firms, and public health departments.

42 QUARTER HOURS

<table>
<thead>
<tr>
<th>COLLEGE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>OA110 COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>SKL242 CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td>SS100 STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEDICAL BILLING &amp; CODING CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB110 ICD-9-CM CODING &amp; GUIDELINES</td>
<td>5</td>
</tr>
<tr>
<td>MB120 ICD-10-CM CODING &amp; GUIDELINES</td>
<td>5</td>
</tr>
<tr>
<td>MB130 HCPCS &amp; CPT</td>
<td>5</td>
</tr>
<tr>
<td>MB140 MEDICAL TERMINOLOGY &amp; ANATOMY</td>
<td>6</td>
</tr>
<tr>
<td>MB150 MEDICAL BILLING &amp; INSURANCE</td>
<td>5</td>
</tr>
<tr>
<td>MB160 MEDICAL BILLING &amp; CODING PRACTICUM*</td>
<td>5</td>
</tr>
<tr>
<td>MB170 EXTERNSHIP*</td>
<td>4</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>35</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>42</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

Students successfully completing the program will be eligible to take the Certified Professional Coder (CPC) exam offered through the AAPP.

Acceptance and successful progression through the Medical Billing & Coding program does not ensure licensure eligibility.

Gainful Employment Disclosures for this program can be found here: [http://www.provocellege.edu/ConsumerInfo/MBC_DP/Gedt/Gedt.html](http://www.provocellege.edu/ConsumerInfo/MBC_DP/Gedt/Gedt.html)

PERSONAL FITNESS TRAINING DIPLOMA PROGRAM

The Personal Fitness Training Program was designed to provide graduates with the knowledge, skills, and abilities to qualify for entry-level personal trainer positions in gyms, fitness centers, private studios, corporate wellness programs, or begin their own personal fitness training business.

45 QUARTER HOURS

<table>
<thead>
<tr>
<th>COLLEGE CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>OA110 COMPUTER APPLICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>SS100 STRATEGIES FOR STUDENT SUCCESS</td>
<td>3</td>
</tr>
<tr>
<td>SKL242 CAREER DEVELOPMENT</td>
<td>2</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL FITNESS TRAINING CORE</th>
<th>QTR HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT110 KINESIOLOGY</td>
<td>5</td>
</tr>
<tr>
<td>FT120 EXERCISE PHYSIOLOGY</td>
<td>5</td>
</tr>
<tr>
<td>FT130 NUTRITION</td>
<td>6</td>
</tr>
<tr>
<td>FT140 FITNESS MANAGEMENT &amp; MARKETING SKILLS</td>
<td>6</td>
</tr>
<tr>
<td>FT150 FITNESS ASSESSMENT</td>
<td>5</td>
</tr>
<tr>
<td>FT160 EXERCISE PROGRAM DESIGN</td>
<td>5</td>
</tr>
<tr>
<td>FT170 EXTERNSHIP*</td>
<td>6</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>38</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

*Prerequisite course(s) required. See course descriptions.

Students successfully completing the program will be eligible to take the Certified Personal Trainer (CPT) exam offered through the National Academy of Sports Medicine (NASM).

Acceptance and successful progression through the personal fitness training program does not ensure certification eligibility.

Gainful Employment Disclosures for this program can be found here: [http://www.provocellege.edu/ConsumerInfo/PFT_DP/Gedt/Gedt.html](http://www.provocellege.edu/ConsumerInfo/PFT_DP/Gedt/Gedt.html)
COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>COURSE DESCRIPTION LEGEND</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Code</strong></td>
</tr>
<tr>
<td>BA</td>
</tr>
<tr>
<td>BIO/BIOL</td>
</tr>
<tr>
<td>CHM/CHEM</td>
</tr>
<tr>
<td>CJ</td>
</tr>
<tr>
<td>DA</td>
</tr>
<tr>
<td>ECO</td>
</tr>
<tr>
<td>ENG/ENGL</td>
</tr>
<tr>
<td>FCHD</td>
</tr>
<tr>
<td>FT</td>
</tr>
<tr>
<td>GA</td>
</tr>
<tr>
<td>HC</td>
</tr>
<tr>
<td>HIS</td>
</tr>
<tr>
<td>HRM</td>
</tr>
<tr>
<td>HUM</td>
</tr>
<tr>
<td>IS</td>
</tr>
<tr>
<td>MA</td>
</tr>
<tr>
<td>MAT/MATH</td>
</tr>
<tr>
<td>MB</td>
</tr>
<tr>
<td>MGT</td>
</tr>
<tr>
<td>MT</td>
</tr>
<tr>
<td>NUR</td>
</tr>
<tr>
<td>OA</td>
</tr>
<tr>
<td>PHI</td>
</tr>
<tr>
<td>PHY</td>
</tr>
<tr>
<td>PL</td>
</tr>
<tr>
<td>POL</td>
</tr>
<tr>
<td>PSY</td>
</tr>
<tr>
<td>PTA</td>
</tr>
<tr>
<td>SKL</td>
</tr>
<tr>
<td>SOC</td>
</tr>
<tr>
<td>SS</td>
</tr>
</tbody>
</table>

**BA110** 60 hrs, 6 credits
**BUSINESS LAW & ETHICS**
This course provides a basic introduction to the legal environment of business, laws, agencies, and authorities affecting them. Topics include the U.S. and international legal systems, regulatory agencies, courts, and alternative dispute resolutions. Emphasis will be on analyzing legal issues, and applying them to managerial decisions. Students will explore the concepts and practices of current business ethics focusing on improving the quality of business decisions and enhancing long-term business success through understanding ethical dilemmas, moral philosophy, social responsibility, organizational culture, diversity and discrimination, and issues specific to a global economy.

*Lecture hrs: 60, Lab hrs: 0, Other: 0*

**BA120** 60 hrs, 5 credits
**ACCOUNTING**
This course covers the basic accounting cycle for service and merchandising businesses, including journal entries, posting, worksheets, adjustments, closing entries, and preparation of financial statements. In addition, income determination topics relative to receivables and payables will be addressed. Merchandise inventory, plant assets, depreciation, partnerships, and corporations will be discussed.

*Lecture hrs: 40, Lab hrs: 20, Other: 0*

**BA130** 60 hrs, 6 credits
**INTRODUCTION TO BUSINESS**
An overview of local, national, and global business. Among the disciplines considered are finance, marketing, accounting, business law, and ethics. The course considers issues in communication, negotiation, and culture in international business relations. Topics include the role of language and nonverbal communication, contrasting cultural values, and using sources of information on the culture of international business.

*Lecture hrs: 60, Lab hrs: 0, Other: 0*

**BA140** 60 hrs, 6 credits
**PRINCIPLES OF MANAGEMENT**
This course gives students an overview of the management process, examining current management principles and practices. Students will explore the management functions of planning, organizing, leading, controlling, and motivating employees. Topics include assumptions and values, problem identification, supervision, strategic management, and production planning. Additional topics include an overview of group dynamics, organizational leadership, teamwork, motivation, and conflict resolution.

*Lecture hrs: 60, Lab hrs: 0, Other: 0*

Lower-Division Courses: Lower division courses are those numbered one hundred (100) through two hundred ninety-nine (299).

Upper-Division Courses: Upper division courses are those numbered three hundred (300) through four hundred ninety-nine (499).
BA150 60 hrs, 6 credits
MARKETING
Students will be exposed to the role of marketing which includes price, product, place, and promotion. Emphasis is also placed on the role of technology and multi-channel marketing.
Lecture hrs: 60, Lab hrs: 0, Other: 0

BA160 60 hrs, 6 credits
SALES & CUSTOMER SERVICE
Students will gain a foundational knowledge of sales and customer service principles and will explore the basic functions of sales management including planning, staffing, direction, forecasting, motivation, organization, and measuring sales performance.
Lecture hrs: 60, Lab hrs: 0, Other: 0

BA210 60 hrs, 6 credits
SMALL BUSINESS MANAGEMENT
Prerequisites: BA110, BA120, BA130, BA140, BA150, BA160
Students in this course will learn how to create a business plan to optimize business opportunity and minimize risk, how to develop an organizational structure that meets legal requirements, secure financing, and manage the day-to-day operations of a small business. Entrepreneurship versus management is thoroughly investigated.
Lecture hrs: 60, Lab hrs: 0, Other: 0

BA220 60 hrs, 4 credits
COMPUTERIZED ACCOUNTING & ANALYSIS
Prerequisites: BA110, BA120, BA130, BA140, BA150, BA160
This course provides an advanced approach to accounting using current accounting software applications, such as QuickBooks. The service business accounting cycle will be covered as it relates to quarterly records, accounts receivables, payroll, and inventory. Financial statement analysis will also be covered as it relates to QuickBooks reports and graphs.
Lecture hrs: 20, Lab hrs: 40, Other: 0

BA230 60 hrs, 6 credits
BUSINESS COMMUNICATIONS
Prerequisites: BA110, BA120, BA130, BA140, BA150, BA160
This course is designed to introduce students to communications in a business environment. Students will understand the concepts of written, oral, and formal business communications utilizing presentation and persuasive formats. Students will also be exposed to grammar, punctuation, spelling, and word usage.
Lecture hrs: 60, Lab hrs: 0, Other: 0

BA240 120 hrs, 4 credits
BUSINESS CAPSTONE
Prerequisites: BA110, BA120, BA130, BA140, BA150, BA160, BA210, BA220, BA230
Students evaluate an organization of their choice to demonstrate, apply, evaluate, and synthesize previous coursework. The capstone course emphasizes a systems approach to management. Managers perform their jobs within complex social systems, and this course emphasizes the interdependence of key organizational subsystems (financial/information/production systems, structure, staff, culture, strategy, goals, and operational competencies) in a project-oriented environment. Topics covered include systems theory, a diagnostic model for organizations, and an analytic framework for conducting an integrated analysis.
Lecture hrs: 0, Lab hrs: 0, Other: 120

BA310 60 hrs, 6 credits
PROMOTIONAL MARKETING
Prerequisites: BA110, BA120, BA130, BA140, BA150, BA160, BA210, BA220, BA230, BA240
In this course students will learn about the dynamic nature of promotional marketing as it relates to a career in advertising and promotions. The course emphasizes the role of integrated marketing communications in enhancing the equity of brands and covers the managerial aspects of marketing communications.
Lecture hrs: 60, Lab hrs: 0, Other: 0

BA320 60 hrs, 6 credits
FINANCIAL MANAGEMENT
Prerequisites: BA110, BA120, BA130, BA140, BA150, BA160, BA210, BA220, BA230, BA240
In this course students will learn how financial markets finance much of the expenditures by corporations, governments, and individuals. Each type of financial market is described with a focus on the securities that are traded in that market and the participation by financial institutions. Attention is given to the impact of the credit crisis and financial reform on each type of financial market and financial institution.
Lecture hrs: 60, Lab hrs: 0, Other: 0

BA330 60 hrs, 6 credits
OPERATIONS MANAGEMENT
Prerequisites: BA110, BA120, BA130, BA140, BA150, BA160, BA210, BA220, BA230, BA240
This course is an overview of the management, control, and delivery of quality processes, products, and services. Topics include: inventory control; problem identification; profit planning; Total Quality Management (TQM) techniques; Just In Time (JIT); accounting cycles; and job costing.
Lecture hrs: 60, Lab hrs: 0, Other: 0
BA340  60 hrs, 6 credits
BUSINESS NEGOTIATIONS
Prerequisites: BA110, BA120, BA130, BA140, BA150, BA160, BA210, BA220, BA230, BA240
This course will cover the phases, strategies, and tactics of bargaining and negotiation including the finer points of perception, influence, and cognition. Students will learn to decipher the differences in individual personalities and how that plays in negotiation and bargaining as well as how to preserve the relationship following a negotiation conversation.
Lecture hrs: 60, Lab hrs: 0, Other: 0

BA350  60 hrs, 6 credits
PERSONAL FINANCIAL MANAGEMENT
Prerequisites: BA110, BA120, BA130, BA140, BA150, BA160, BA210, BA220, BA230, BA240
In this course students will learn about personal financial planning and money management including taxes, credit cards, and consumer purchasing. The course will cover various forms of insurance and investing basics. Students will create a plan for making personal financial and career decisions.
Lecture hrs: 60, Lab hrs: 0, Other: 0

BA360  60 hrs, 6 credits
PROJECT MANAGEMENT
Prerequisites: BA110, BA120, BA130, BA140, BA150, BA160, BA210, BA220, BA230, BA240
This course approaches project management from a holistic, balanced perspective. The course is developed around a philosophy that successful organizations are project-driven and committed to continuous improvement and organizational learning. Students will learn how to link projects and organizational strategy. Attention to the human element in projects and the technical aspects of project management are discussed.
Lecture hrs: 60, Lab hrs: 0, Other: 0

BA370  60 hrs, 6 credits
BUSINESS ANALYSIS TECHNIQUES
Prerequisites: BA110, BA120, BA130, BA140, BA150, BA160, BA210, BA220, BA230, BA240
In this class students will learn to compare and analyze business information, facts, and figures using computer software. Students will create reports that display data in concise, easy-to-discuss tables and graphs that help business professionals make informed decisions. Students will also learn how to analyze data for mistakes and troubleshoot spreadsheet calculations.
Lecture hrs: 60, Lab hrs: 0, Other: 0

BA380  60 hrs, 6 credits
STRATEGIC MANAGEMENT
Prerequisites: BA110, BA120, BA130, BA140, BA150, BA160, BA210, BA220, BA230, BA240
This course is an examination of the entire range of the strategic management concepts. Students study the full set of commitments, decisions, and actions required for a firm to achieve strategic competitiveness and achieve positive operational results.
Lecture hrs: 60, Lab hrs: 0, Other: 0

BIO210  75 hrs, 4 credits
ANATOMY & PHYSIOLOGY I
Study of the human body, with emphasis on the structure of each of the body’s essential body systems.
Lecture hrs: 45, Lab hrs, 30, Other: 0

BIO220  75 hrs, 4 credits
ANATOMY & PHYSIOLOGY II
Prerequisites: BIO210
This class explores the functioning of the human body, with emphasis upon major organ systems.
Lecture hrs: 45, Lab hrs, 30, Other: 0

BIO230  75 hrs, 4 credits
HUMAN ANATOMY
Study of the human body, with emphasis on the structure of each of the body’s essential body systems.
Lecture hrs: 45, Lab hrs, 30, Other: 0

BIO240  75 hrs, 4 credits
HUMAN PHYSIOLOGY
This class explores the functioning of the human body, with emphasis upon major organ systems.
Lecture hrs: 45, Lab hrs, 30, Other: 0

BIO250  75 hrs, 4 credits
MICROBIOLOGY
Topics covered in this course include: the history of microbiology, microbial morphology and physiology, bacterial metabolism, genetics, and ecology, and the classification microorganisms. The virtual laboratory provides a review of procedures used to isolate and identify microorganisms, including biochemical tests, molecular biology, and serological techniques.
Lecture hrs: 45, Lab hrs, 30, Other: 0

BIO260  45 hrs, 3 credits
PATHOPHYSIOLOGY
Prerequisites: Anatomy and Physiology
This course is designed to provide students with an in-depth introduction to the pathophysiology of diseases and disorders of the principal organ systems of the human body. Topics presented include homeostasis and disease processes, trauma, cancer, pain management, and an overview of common diseases and disorders of each organ system. Upon successful completion of this course, students should understand how pathophysiological processes disrupt normal functioning of the human body.
Lecture hrs: 45, Lab hrs, 0, Other: 0

CHM110  45 hrs, 3 credits
INTRODUCTION TO CHEMISTRY
The purpose of this course is to present a basic understanding of chemistry. This course will provide students with an appreciation for the role chemistry plays in our daily lives.
Lecture hrs: 45, Lab hrs: 0, Other: 0
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM210</td>
<td>4</td>
<td>CHEMISTRY I</td>
<td>This is a one-semester course with a virtual laboratory. Topics covered</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>include: laboratory safety, the scientific method, measurements, matter and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>energy, atomic theory and structure, gas law, acids and bases, chemical</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>bonding and chemical reactions, and the classification elements. This</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>course will emphasize medically relevant chemical reactions. The virtual</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>laboratory provides an introduction to lab procedures used to accurately</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>measure and identify chemicals compounds, including chemical reactions,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ionic cellular transport, and serum pH.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lecture hrs: 45, Lab hrs: 30, Other: 0</td>
</tr>
<tr>
<td>CHM250</td>
<td>4</td>
<td>CHEMISTRY II</td>
<td>Prerequisite: CHM210</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chemistry II is a one-semester course with a virtual laboratory. Topics</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>covered in this course include: Chemical calculations and stoichiometry,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>atomic theory, molecular structure, ideal gas laws, solution dynamics and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>reaction rates, and an introduction to organic chemistry. The virtual</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>laboratory builds on laboratory knowledge gained in CHM 210, including</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>lab procedures used to accurately measure chemical reactions, and molecular</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>structure, bringing about a higher level of chemical laboratory</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>understanding.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lecture hrs: 45, Lab hrs: 30, Other: 0</td>
</tr>
<tr>
<td>CJ110</td>
<td>6</td>
<td>COMMUNICATIONS IN CRIMINAL JUSTICE</td>
<td>In this course students will learn and practice interviewing and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>interrogation skills. In addition they will learn communication styles that</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>assist in conflict resolution, mediation, and dealing with difficult people.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Students will practice written communication skills in preparation for</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>preparing reports.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lecture hrs: 60, Lab hrs: 0, Other: 0</td>
</tr>
<tr>
<td>CJ120</td>
<td>5</td>
<td>INVESTIGATIONS IN CRIMINAL JUSTICE</td>
<td>This course reinforces and strengthens the students’ acquired skill levels</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>pertaining to criminal investigations. Protocol and procedures involving</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>crime scene investigations and interrogations are emphasized. Students</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>will become familiar with crime scene evidence collection, documentation,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and preservation. Various forensic techniques used by police officers and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>investigators during the criminal investigative process will be introduced.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lecture hrs: 40, Lab hrs: 20, Other: 0</td>
</tr>
<tr>
<td>CJ130</td>
<td>6</td>
<td>LAW ENFORCEMENT OPERATIONS</td>
<td>This course introduces students to the operations of various enforcement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>entities. It includes how police departments are organized, what police</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>officers do, the different problems encountered in policing, and what</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>happens to them during the course of their career. Students will be</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>exposed to a comprehensive examination of the interaction between drug</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>abuse and the criminal justice system and will examine drug pharmacology,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>drug laws, public policy, and the roles of the police.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lecture hrs: 60, Lab hrs: 0, Other: 0</td>
</tr>
<tr>
<td>CJ140</td>
<td>6</td>
<td>CRIME THEORIES &amp; CORRECTIONS</td>
<td>This course will provide the student with an overview of corrections, its</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>overall effectiveness, and its place in the system. This course will cover</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>the theory and research pertaining to criminal behavior. Students will gain</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>an understanding of criminology through case study analysis. Topics such as</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>mental illness and crime, criminal homicide, assault, and sex offenses will</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>also be addressed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lecture hrs: 60, Lab hrs: 0, Other: 0</td>
</tr>
<tr>
<td>CJ150</td>
<td>5</td>
<td>INTRODUCTION TO SECURITY</td>
<td>This course provides an introduction and overview of the field of private</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>security, including crime prevention and its zones of protection. Students</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>will study the physical, personnel, and informational aspects of the security</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>field, from the historical development and the professional nature of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>security, crime prevention, and asset protection to the legal aspects of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>private security. This course includes processes and skills in the area of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>fire prevention and detection, CPR applications, and computer security.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lecture hrs: 40, Lab hrs: 20, Other: 0</td>
</tr>
<tr>
<td>CJ160</td>
<td>6</td>
<td>JUVENILE DELINQUENCY</td>
<td>This course is designed to instruct the student on the special issues and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>procedures involving the processing and treatment of juvenile offenders</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>including status public and youthful offenders.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lecture hrs: 60, Lab hrs: 0, Other: 0</td>
</tr>
<tr>
<td>CJ170</td>
<td>6</td>
<td>EXTERNSHIP</td>
<td>Prerequisite: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Students will spend time working in a professional environment in their</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>field of study.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lecture hrs: 0, Lab hrs: 0, Other: 180</td>
</tr>
<tr>
<td>CJ210</td>
<td>4</td>
<td>TERRORISM &amp; HOMELAND SECURITY</td>
<td>This course will provide students with an overview of the concepts that will</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>help them understand homeland security and terrorism issues at the strategic</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>level.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lecture hrs: 40, Lab hrs: 0, Other: 0</td>
</tr>
<tr>
<td>Course Code</td>
<td>Hours</td>
<td>Credits</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>CJ220</td>
<td>40</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>GANGS IN SOCIETY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This course provides an overview of the history, characteristics, and patterns of gangs as well as policies and programs intended to address them. Contemporary issues in the study of gangs in American society will be examined including the prevalence, structures, norms, and behaviors exhibited by gang members. The course explores why and how gangs form, conditions of membership, and effects on members and society. Gang proliferation, race and gender issues, and the relationship between gangs and violence and drugs will also be explored.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture hrs: 40, Lab hrs: 0, Other: 0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ230</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>CRIMINAL LAW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This course surveys the basic principles of criminal law including the rights of the accused, certain constitutional issues, and the relationship of the practices of the law office with those issues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture hrs: 40, Lab hrs: 0, Other: 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ310</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>COMPUTER FORENSICS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ170, CJ210, CJ220, CJ230</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This course introduces the student to system forensics investigation and response. This includes procedures for investigating computer and cyber-crimes and concepts for collecting, analyzing, recovering, and preserving forensic evidence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture hrs: 40, Lab hrs: 20, Other: 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ320</td>
<td>60</td>
<td>6</td>
</tr>
<tr>
<td>SECURITY OPERATIONS &amp; MANAGEMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ170, CJ210, CJ220, CJ230</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This course covers the various diverse components which make up an effective security system to include such areas as the relationship between private security and policing, technology, and structure of security operations. Security issues discussed range from security equipment and design theory to security management practice.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture hrs: 60, Lab hrs: 0, Other: 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ330</td>
<td>60</td>
<td>6</td>
</tr>
<tr>
<td>CURRENT &amp; ETHICAL ISSUES IN CRIMINAL JUSTICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ170, CJ210, CJ220, CJ230</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This course explores ethical standards and codes in criminal justice professions. The scope of the course covers the Law Enforcement Code of Ethics, the American Jail Association Code of Ethics, and the American Correctional Association Code of Ethics. It also explores roles of professional organizations and agencies, ethics and community relations, and civil liability in law enforcement and correctional environments. The students will study cases presented to illustrate ethical issues and derive solutions to ethical dilemmas using critical thinking.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture hrs: 60, Lab hrs: 0, Other: 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ340</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>FORENSIC SCIENCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ170, CJ210, CJ220, CJ230</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This course explores the history and scope of forensic science. The scope of this course includes discovery at a crime scene, physical evidence, analytical techniques for organic and inorganic materials, forensic toxicology, firearms, ammunition, unique tool marks, and various types of impressions. The course will also examine the basic concepts of forensic science through advanced scientific crime solving techniques such as establishing identity through human remains. Topics include forensic anthropology, odontology, radiology, serology, DNA tracing, medical examiner procedures, wound ballistics, and trauma examinations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture hrs: 40, Lab hrs: 20, Other: 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ350</td>
<td>60</td>
<td>6</td>
</tr>
<tr>
<td>MANAGEMENT OF CRIMINAL JUSTICE AGENCIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ170, CJ210, CJ220, CJ230</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examines criminal justice agencies within the context of current management principles, organizational theory, and administrative practices.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture hrs: 60, Lab hrs: 0, Other: 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CJ360  60 hrs, 6 credits  
VICTIMOLOGY & PROFILING  
Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ170, CJ210, CJ220, CJ230  
This course examines the basis for the process of criminal profiling and its use in the criminal justice system. The course will examine profiling undertaken by law enforcement and prosecution authorities. A variety of types of profiling will be reviewed and the information that can be used to profile an offender will be identified. Various facets of the profiling process will be examined, such as the psychology of the offender, deception, crime scene analysis, and interpretation of evidence. Students will learn about criminal victimization in the United States via an overview of current theory, research, and trends within the context of specific victimization types. Current events and local models of crime victim services will be explored.  
Lecture hrs: 60, Lab hrs: 0, Other: 0  

CJ370  60 hrs, 6 credits  
CONSTITUTIONAL LAW  
Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ170, CJ210, CJ220, CJ230  
This course thoroughly explains the complexities of the U.S. Constitution and the criminal justice system. Time will be devoted to the Fourth and Fifth Amendments, exploring their application to issues relevant to criminal justice such as reasonable search and seizure, double jeopardy, and testifying against oneself.  
Lecture hrs: 60, Lab hrs: 0, Other: 0  

CJ380  60 hrs, 6 credits  
CRIMINAL PROCEDURES  
Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ170, CJ210, CJ220, CJ230  
This course explores all aspects of criminal procedure, from first contact through appeal. Students will be introduced to core criminal procedure topics, including search, seizure, interrogations, confessions, and identification. In addition pretrial processes, pleas, rights of defendants at trial, appeals, and habeas corpus will also be addressed.  
Lecture hrs: 60, Lab hrs: 0, Other: 0  

DA110  60 hrs, 5 credits  
THE DENTAL PROFESSION  
Students will learn the importance of dental ethics, legal aspects, and gathering data such as medical and dental histories as well as procedures of moisture control.  
Lecture hrs: 40, Lab hrs: 20, Other: 0  

DA120  60 hrs, 5 credits  
PATIENT RECORDS & CHARTING  
Students will study charting and types of treatment plans, dental terminology, occlusion, and tooth identification. Students will also be introduced to the general operations of the dental office including the importance of communication and the role of the office manager.  
Lecture hrs: 40, Lab hrs: 20, Other: 0  

DA130  60 hrs, 5 credits  
ORAL HEALTH, STRUCTURES, & FUNCTIONS  
Students will become familiar with special terminology and identify the anatomic structures of the mouth and skull. Oral pathology, patient education, and a brief introduction to orthodontics and periodontics is also presented.  
Lecture hrs: 40, Lab hrs: 20, Other: 0  

DA140  60 hrs, 5 credits  
MICROBIOLOGY, OSHA, CPR, & FIRST AID  
Students will study oral disorders and diseases, as well as types of microorganisms and their relationship to disease transmission. Methods to ensure safety of both patient and operator and OSHA standards are covered. This course is also designed to give students the ability to recognize signs and symptoms of emergencies in the dental office. Students will also identify properties and emergency signs of local and general anesthetics. Also covered is the taking and recording of patient vital signs, first and, and CPR techniques.  
Lecture hrs: 40, Lab hrs: 20, Other: 0  

DA150  60 hrs, 5 credits  
DENTAL MATERIALS  
Studies cover the physical and chemical properties of dental materials, measuring, manipulation, and preparation of materials for use in taking impressions. Students receive basic information on the types, compositions, and uses of synthetic resins, adhesive dental products, porcelain veneers, amalgams, dental liners, varnishes, bases, and dental materials/dental cements.  
Lecture hrs: 40, Lab hrs: 20, Other: 0  

DA160  60 hrs, 5 credits  
DENTAL RADIOLOGY  
In this course students will learn the characteristics, properties, and production of radiation as well as safety measures for patient and operator. Students are exposed to relevant head and neck anatomy as it pertains to dental radiography. Processing and mounting intraoral and extraoral x-ray exposures, as well as determining causes of faulty dental radiographs are practiced.  
Lecture hrs: 40, Lab hrs: 20, Other: 0  

DA170  180 hrs, 6 credits  
EXTERNSHIP  
Prerequisite: DA110, DA120, DA130, DA140, DA150, DA160  
Students will spend time working in a professional environment in their field of study.  
Lecture hrs: 0, Lab hrs: 0, Other: 180
DA210 60 hrs, 5 credits
DENTAL SPECIALTIES
Prerequisite: DA110, DA120, DA130, DA140, DA150, DA160
In this course students will further explore assisting in dental specialties including periodontics, endodontics, orthodontics, and Oral and Maxillofacial Surgery. Students will also explore the broader scope of the dental assisting profession including pharmaceuticals, equipment and materials supply, technical repair, dental public health education, and sales.
Lecture hrs: 40, Lab hrs: 20, Other: 0

DA220 60 hrs, 5 credits
DENTAL ASSISTING CONCEPTS REVIEW
Prerequisite: DA110, DA120, DA130, DA140, DA150, DA160
This course is a comprehensive review of all dental assisting aspects in preparation of students taking any state or national exams. Including but not limited to radiography review, infection control review, dental materials review, and a review of all chairside concepts. Also included are exam formats, passing standards, and testing tips.
Lecture hrs: 40, Lab hrs: 20, Other: 0

DA230 60 hrs, 5 credits
MANAGING THE DENTAL OFFICE
Prerequisite: DA110, DA120, DA130, DA140, DA150, DA160
This course teaches office management and clerical practices including scheduling appointments, completion of daily records, insurance forms, bookkeeping and recall systems, and ordering supplies. Students will study written, verbal and nonverbal communication including telephone and marketing techniques. Students will study basic Spanish terms and phrases to help facilitate interaction and information for Spanish-speaking patients. Hands-on practice on dental office software is provided.
Lecture hrs: 40, Lab hrs: 20, Other: 0

ECO201 40 hrs, 4 credits
INTRODUCTION TO ECONOMICS
This course is a survey of national and global economic theory and practice. Specific topics will include employment and inflation, fiscal policies and theories, monetary policies and theories, business cycles and growth, and governmental economic controls. Special emphasis will be given to economic relationships between and among independent countries. Students will learn the basic theories of supply and demand, including the concepts of price and income elasticity.
Lecture hrs: 40, Lab hrs: 0, Other: 0

ENG126 40 hrs, 4 credits
ORAL COMMUNICATIONS
This course teaches oral communication theory and practice, including presentation content, organization, style, delivery, evaluation, and effective listening skills.
Lecture hrs: 40, Lab hrs: 0, Other: 0

ENG131 40 hrs, 4 credits
WRITTEN COMMUNICATIONS
This course provides the student with knowledge of basic writing skills, emphasizing language usage, proofreading, and spelling. Composition, researching information, and preparing reports are stressed as the basis of written communication.
Lecture hrs: 40, Lab hrs: 0, Other: 0

ENG150 45 hrs, 3 credits
WRITTEN COMMUNICATIONS
This course provides the student with knowledge of basic writing skills, emphasizing language usage, proofreading, and spelling. Composition, researching information, and preparing reports are stressed as the basis of written communication.
Lecture hrs: 45, Lab hrs: 0, Other: 0

ENG152 45 hrs, 3 credits
WRITTEN COMMUNICATIONS
This course provides the student with knowledge of basic writing skills, emphasizing language usage, proofreading, and spelling. Composition, researching information, and preparing reports are stressed as the basis of written communication.
Lecture hrs: 45, Lab hrs: 0, Other: 0

ENG155 45 hrs, 3 credits
WRITTEN COMMUNICATIONS
This course provides the student with knowledge of basic writing skills, emphasizing language usage, proofreading, and spelling. Composition, researching information, and preparing reports are stressed as the basis of written communication.
Lecture hrs: 45, Lab hrs: 0, Other: 0

ENG157 45 hrs, 3 credits
WRITTEN COMMUNICATIONS
This course provides the student with knowledge of basic writing skills, emphasizing language usage, proofreading, and spelling. Composition, researching information, and preparing reports are stressed as the basis of written communication.
Lecture hrs: 45, Lab hrs: 0, Other: 0

ENG310 45 hrs, 3 credits
ENGLISH LITERATURE
This course provides with a broad view to literature. The course explores different forms of literature such as poetry, fiction, drama, and nonfiction. The course examines how the elements of each form reveal meaning.
Lecture hrs: 45, Lab hrs: 0, Other: 0

FT110 60 hrs, 5 credits
KINESIOLOGY
In this course students will study the structures and functions of the musculoskeletal and nervous systems. In addition students will learn how muscle contractions contribute to exercise physiology.
Lecture hrs: 40, Lab hrs: 20, Other: 0

FT120 60 hrs, 5 credits
EXERCISE PHYSIOLOGY
This course includes a fundamental study of the physiological adjustments that occur within the body during exercise. The presentation of this material is particularly oriented toward a basic understanding of the physiological systems as they are affected by physical exercise including observations of respiratory, circulatory, nervous, and metabolic adjustments to physical exercise.
Lecture hrs: 40, Lab hrs: 20, Other: 0
FT130 60 hrs, 6 credits  
NUTRITION  
Students will be taught the basics of wellness and nutrition as it applies to basic health, exercise, and advanced training. Students will learn proper eating habits as well as supplementation and how to advise clients in these areas. Disordered eating as well as the causes and potential solutions to the obesity epidemic in the United States will also be discussed.  
Lecture hrs: 60, Lab hrs: 0, Other: 0

FT140 60 hrs, 6 credits  
FITNESS MANAGEMENT & MARKETING SKILLS  
Students will learn how to start a personal fitness training business in addition to sales and marketing strategies. This course will also introduce students to the principles, theories, and skills related to the psychological aspects of physical activity and wellness and how to implement these principles and skills in a business setting as a personal fitness trainer.  
Lecture hrs: 60, Lab hrs: 0, Other: 0

FT150 60 hrs, 5 credits  
FITNESS ASSESSMENT  
This course is designed to give students a comprehensive practical experience in the area of fitness assessments using the OPT model of progression through stabilization, strength, and power. This course provides students with the necessary skills and resources to effectively assess and evaluate clients as to their level of fitness within the OPT model. The class culminates with a lab activity that simulates the personal fitness training work experience.  
Lecture hrs: 40, Lab hrs: 20, Other: 0

FT160 60 hrs, 5 credits  
EXERCISE PROGRAM DESIGN  
This course gives students a comprehensive practical experience in the area of exercise program design as it applies to the NASM OPT model of training. Students will be able to design safe and effective programs incorporating balance, flexibility, strength, plyometrics, and cardiorespiratory and resistance training.  
Lecture hrs: 40, Lab hrs: 20, Other: 0

FT170 180 hrs, 6 credits  
EXTERNSHIP  
Prerequisite: FT110, FT120, FT130, FT140, FT150, FT160  
This experience is designed to provide future personal fitness trainers with a field-based approach to working in the fitness industry. The externship prepares the student to observe and assist a current personal fitness training professional in their daily sessions or appointments. This experience will provide a solid framework for the student to apply content and information learned in the classroom to the fitness environment. Additionally, the externship experience will allow students to complete or assist in tasks of daily operations of fitness facilities. Furthermore, this experience will provide a great opportunity for students to begin networking with current personal fitness training professionals and/or fitness facilities.  
Lecture hrs: 0, Lab hrs: 0, Other: 180

FT210 60 hrs, 6 credits  
COMMUNITY HEALTH PROMOTION  
Prerequisite: FT110, FT120, FT130, FT140, FT150, FT160  
This course emphasizes fitness program development that is appropriate to communities and community fitness facilities. Specific performance, productivity, and prevention goals of an organization will be addressed.  
Lecture hrs: 60, Lab hrs: 0, Other: 0

FT220 60 hrs, 5 credits  
GROUP EXERCISE INSTRUCTION  
Prerequisite: FT110, FT120, FT130, FT140, FT150, FT160  
This course will give students the knowledge and skills necessary to lead safe and effective group exercise classes and training in a variety of formats. Skills learned in this class including class formatting, safety, and teaching progressions will enhance professional marketability. Students will also learn how to apply group exercise principles in the role of a program director or trainer responsible for hiring, training, and evaluating other group instructors.  
Lecture hrs: 40, Lab hrs: 20, Other: 0

FT230 60 hrs, 5 credits  
ADVANCED FITNESS ASSESSMENT & EXERCISE PROGRAM DESIGN  
Prerequisite: FT110, FT120, FT130, FT140, FT150, FT160  
This course builds upon the concepts and principles presented in previous courses. Students will refine, expand, and apply their understanding and use of tools and techniques to assess client fitness and design effective exercise programs for the general population as well as for special populations.  
Lecture hrs: 40, Lab hrs: 20, Other: 0
GA110 60 hrs, 5 credits
PHOTO EDITING
In this course students will learn to use the industry standard software application for image manipulation, Adobe Photoshop. Students will utilize the tools and functions of this image editing software to edit, resize, and retouch photos; prepare images for color printing; work with image resolution and file formats; and use masks and channels. Students will apply their knowledge to create a variety of projects from catalog covers to advertisements.
Lecture hrs: 40, Lab hrs: 20, Other: 0

GA120 60 hrs, 5 credits
DIGITAL ILLUSTRATION
In this course students will learn to use the industry standard vector-based application for drawing and illustration, Adobe® Illustrator®. Students will learn to create original digital illustrations that have visual impact through illustrative elements. Students will be introduced to effects and styles to give depth to illustrations. Students will apply their knowledge to real world project assignments using the software application.
Lecture hrs: 40, Lab hrs: 20, Other: 0

GA131 60 hrs, 5 credits
CONCEPT & CRITICAL THINKING
Students will use design elements and graphic principles for concept development and problem solving. Refining visual concepts into graphic language is central to this course. Class projects give students the opportunity to develop concepts for clients from initial consultation to completion.
Lecture hrs: 40, Lab hrs: 20, Other: 0

GA141 60 hrs, 5 credits
BUSINESS & MARKETING
Students will learn how to optimize opportunity and minimize risk within a freelance business structure. In addition students explore marketing and management techniques to promote a thriving graphic design business and maintain excellent relationships with clients.
Lecture hrs: 40, Lab hrs: 20, Other: 0

GA150 60 hrs, 5 credits
MULTIMEDIA
In this course students will learn the most important topics of Adobe Premiere Pro, After Effects, Audition, and Encore CC. Students will learn how to import assets to create a project and how to work with transitions, motion effects, and how to create titles. In addition students will learn how to work with basic drawing tools and apply basic animation techniques. They will work with multi-track sessions and restore audio files. The projects students complete may be added to their professional portfolio.
Lecture hrs: 40, Lab hrs: 20, Other: 0

GA160 60 hrs, 5 credits
DESIGN ESSENTIALS
In this course students will learn the elements and principles of design and the manipulation of graphic space. Students will learn the basic principles of design using two-dimensional space and drawing with a focus on creativity. Upon completion of this course, students will be able to create unified compositions through a variety of media, techniques, and forms.
Lecture hrs: 40, Lab hrs: 20, Other: 0

GA170 180 hrs, 6 credits
EXTERNSHIP
Prerequisite: GA110, GA120, GA131, GA141, GA150, GA160
Students will spend time working in a professional environment in their field of study.
Lecture hrs: 0, Lab hrs: 0, Other: 180

GA211 60 hrs, 5 credits
PUBLICATION DESIGN & TYPOGRAPHY
Prerequisite: GA110, GA120, GA131, GA141, GA150, GA160
In this course students will learn to use the industry standard software application for page layout and the design of printed communications, Adobe InDesign, as well as the history and application of typography. Students will demonstrate working knowledge of design, electronic typesetting, and document construction. Students will apply their knowledge to real world project assignments using the software application.
Lecture hrs: 40, Lab hrs: 20, Other: 0

GA221 60 hrs, 5 credits
WEB DESIGN
Prerequisite: GA110, GA120, GA131, GA141, GA150, GA160
In this course students will learn to use the industry standard software application for web design, HTML, CSS, and social media editing, Adobe® Dreamweaver®. Students will work with real world project assignments using the software application. Skills are practiced in context with the projects where they would occur in a real project timeline.
Lecture hrs: 40, Lab hrs: 20, Other: 0

GA230 60 hrs, 5 credits
PORTFOLIO
Prerequisite: GA110, GA120, GA131, GA141, GA150, GA160
In this course students will plan, compile, and present a professional-quality graphic design portfolio. Career strategies will be explored, including job search techniques and interviewing for success. Students will work in groups and complete portfolio presentations in various formats.
Lecture hrs: 40, Lab hrs: 20, Other: 0
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA310</td>
<td>60 hrs, 6 credits</td>
<td>GA110, GA120, GA131, GA141, GA150, GA160, GA170, GA211, GA221, GA230</td>
<td>In this course students will study digital painting and photo editing. The course is integrated with Adobe Photoshop as a development and manipulation tool for image making, technical workflow, capture, and output. <em>Lecture hrs: 60, Lab hrs: 0, Other: 0</em></td>
</tr>
<tr>
<td>GA320</td>
<td>60 hrs, 6 credits</td>
<td>GA110, GA120, GA131, GA141, GA150, GA160, GA170, GA211, GA221, GA230</td>
<td>In this course students will study advanced activities in digital illustration including user interface design as well as concept and theory of brand identity and package design. Students will conduct research ensuring appropriate and powerful designs. <em>Lecture hrs: 60, Lab hrs: 0, Other: 0</em></td>
</tr>
<tr>
<td>GA330</td>
<td>60 hrs, 6 credits</td>
<td>GA110, GA120, GA131, GA141, GA150, GA160, GA170, GA211, GA221, GA230</td>
<td>This course covers an industrial in depth study of Adobe InDesign© as well as the history of typography. Students will learn skills of layout, mast head design and technical pagination and study editorial columns and unique page layouts. Students will learn how to create buttons and style. <em>Lecture hrs: 60, Lab hrs: 0, Other: 0</em></td>
</tr>
<tr>
<td>GA340</td>
<td>60 hrs, 6 credits</td>
<td>GA110, GA120, GA131, GA141, GA150, GA160, GA170, GA211, GA221, GA230</td>
<td>In this course students will study advanced interface design, usability, architecture, and HTML tags. Students will prepare images for use on the web and study Adobe Muse advanced principles and techniques for creating interactive and intuitive experiences and user-centered design. Students will learn to promote their business or clients’ business with unique and attention-grabbing complex features of WordPress. <em>Lecture hrs: 60, Lab hrs: 0, Other: 0</em></td>
</tr>
<tr>
<td>GA350</td>
<td>60 hrs, 5 credits</td>
<td>GA110, GA120, GA131, GA141, GA150, GA160, GA170, GA211, GA221, GA230</td>
<td>In this course students will learn to create visual effects motion graphics. Students will learn to combine individual elements to create a single individual image or scene that doesn’t look as if it was assembled. Students will use sample files and learn to apply effects to make an ordinary shot extraordinary while maintaining the “realness” of the scene to enable the viewer’s willing suspension of disbelief. <em>Lecture hrs: 40, Lab hrs: 20, Other: 0</em></td>
</tr>
<tr>
<td>GA360</td>
<td>60 hrs, 5 credits</td>
<td>GA110, GA120, GA131, GA141, GA150, GA160, GA170, GA211, GA221, GA230</td>
<td>In this course students will study the creation of 3D images for use in print and video. <em>Lecture hrs: 40, Lab hrs: 20, Other: 0</em></td>
</tr>
<tr>
<td>GA370</td>
<td>60 hrs, 6 credits</td>
<td>GA110, GA120, GA131, GA141, GA150, GA160, GA170, GA211, GA221, GA230</td>
<td>In this course students will study the meaning and definition of archetypes and how they are used in branding and marketing. Students will also learn about branding and marketing techniques by comparing and contrasting major branding campaigns and completing realistic branding and marketing assignments. Students will create a branding and marketing campaign (for themselves or a business) by creating new pieces or pulling current work from their portfolio and rebranding it. <em>Lecture hrs: 60, Lab hrs: 0, Other: 0</em></td>
</tr>
<tr>
<td>GA380</td>
<td>60 hrs, 5 credits</td>
<td>GA110, GA120, GA131, GA141, GA150, GA160, GA170, GA211, GA221, GA230</td>
<td>In this course students will learn the basics of photography and photographic composition. Students will gain an understanding of digital photography and the digital camera including how to set up a shot, rule of thirds, and depth of field. In addition, students will learn how to digitally enhance the photos they take for use in graphic design projects using software. <em>Lecture hrs: 40, Lab hrs: 20, Other: 0</em></td>
</tr>
<tr>
<td>GA390</td>
<td>60 hrs, 6 credits</td>
<td>GA110, GA120, GA131, GA141, GA150, GA160, GA170, GA211, GA221, GA230</td>
<td>In this course students will study the history of graphic design. The course integrates the invention of writing, alphabets, Asian contributions, and illuminated manuscripts. Students will conduct research on the origins of printing in Europe, German illustrated books, and graphic books during the renaissance. Students will learn about graphic design in the industrial revolution, art nouveau, pictorial modernism, the Bauhaus, and the modern movement in America. <em>Lecture hrs: 60, Lab hrs: 0, Other: 0</em></td>
</tr>
<tr>
<td>HC310</td>
<td>60 hrs, 6 credits</td>
<td>GA110, GA120, GA131, GA141, GA150, GA160, GA170, GA211, GA221, GA230</td>
<td>This course introduces students to the basic structures and operations of the healthcare system and how they interrelate. Fundamental concerns such as cost, access, quality, financing, manpower, and public health are introduced. <em>Lecture hrs: 60, Lab hrs: 0, Other: 0</em></td>
</tr>
</tbody>
</table>
HC320  60 hrs, 6 credits  
HEALTHCARE POLICY & REGULATION  
Students will explore factors that shape the U.S. healthcare system and policy.  
Lecture hrs: 60, Lab hrs: 0, Other: 0

HC330  60 hrs, 6 credits  
HEALTHCARE MANAGEMENT  
This course provides students with an understanding of organizational principles and practices, and insight into the management of health services organizations. The course will also explore how healthcare leaders must effectively design and manage healthcare organizations while simultaneously influencing and adapting to changes in environmental context.  
Lecture hrs: 60, Lab hrs: 0, Other: 0

HC340  60 hrs, 6 credits  
GLOBAL HEALTH  
This course provides an overview of global and community health, the prevention of communicable diseases, and the promotion of healthy lifestyles. Students will develop beginning skills in community assessment and health promotion strategies. Principles of public health and the various challenges and issues presented by social, cultural, and economic dimensions will also be explored.  
Lecture hrs: 60, Lab hrs: 0, Other: 0

HC350  60 hrs, 6 credits  
QUALITY MANAGEMENT IN HEALTHCARE  
In this course, students will explore quality management. Best practices and strategies to improve patient outcomes and program quality will be discussed. Analyzing risk, utilizing information management, and statistical tools will also be addressed.  
Lecture hrs: 60, Lab hrs: 0, Other: 0

HC360  60 hrs, 6 credits  
HEALTH INFORMATION MANAGEMENT  
This course explores the role of technology in managing health information. Students will delve into the considerations needed to make informed business decisions related to the use and application of technology and electronic medical records. Current trends and legislation will also be discussed.  
Lecture hrs: 60, Lab hrs: 0, Other: 0

HC370  60 hrs, 6 credits  
FINANCIAL MANAGEMENT IN HEALTHCARE  
This course teaches an overview of the financial systems that impact and drive the healthcare industry. The use of basic accounting concepts, the role of government in healthcare finance, and tools for sound financial decision making will be reviewed.  
Lecture hrs: 60, Lab hrs: 0, Other: 0

HC380  60 hrs, 6 credits  
CONTEMPORARY & ETHICAL ISSUES IN HEALTHCARE  
In this course, students will examine contemporary ethical issues that arise in the context of healthcare. Special attention is paid to recognizing the importance of historic, legal, and healthcare policy considerations that influence current issues of ethical concern.  
Lecture hrs: 60, Lab hrs: 0, Other: 0

HC390  60 hrs, 6 credits  
MARKETING FOR HEALTHCARE ORGANIZATIONS  
This course explores practical applications for strategy development, the marketing planning process, challenges of a competitive marketplace, vision, and other critical aspects of healthcare marketing.  
Lecture hrs: 60, Lab hrs: 0, Other: 0

HIS125  40 hrs, 4 credits  
AMERICAN HISTORY  
A survey of the history of the United States from the discovery of the New World to the present. The course is designed to make students aware of the need for self-understanding on the part of the American people in an ever-changing world.  
Lecture hrs: 40, Lab hrs: 0, Other: 0

HRM100  40 hrs, 4 credits  
INTRODUCTION TO HUMAN RESOURCE MANAGEMENT  
This course addresses the challenges of managing human resources in a way that helps to create a sustainable competitive advantage. Issues of recruitment, compensation, training, performance appraisals, benefits administration, and workplace diversity will be explored.  
Lecture hrs: 40, Lab hrs: 0, Other: 0

HUM125  40 hrs, 4 credits  
INTRODUCTION TO HUMANITIES  
An introductory study of the influence of western culture on modern values. The course examines the history, form, and development of philosophy, theology, and the arts. Topics to be considered are literature, painting, music, theatre, and architecture.  
Lecture hrs: 40, Lab hrs: 0, Other: 0

HUM130  45 hrs, 3 credits  
INTRODUCTION TO HUMANITIES  
An introductory study of the influence of western culture on modern values. The course examines the history, form, and development of philosophy, theology, and the arts. Topics to be considered are literature, painting, music, theatre, and architecture.  
Lecture hrs: 45, Lab hrs: 0, Other: 0
MA110 60 hrs, 5 credits
SKELETAL, MUSCULAR & BODY SYSTEMS AND PHARMACOLOGY
In this course students will learn about the structures, functions and medical terminology of the musculoskeletal and body systems including integumentary, nervous, and special senses. Students will study pharmacology, drug dosage calculations, and the pharmacological effects of drugs on the body.
Lecture hrs: 40, Lab hrs: 20, Other: 0

MA150 60 hrs, 5 credits
LAW & ETHICS, RECORD KEEPING, AND BASIC PATIENT CARE
In this course students will learn the laws and ethical behaviors of the medical office. Students will learn the importance of HIPAA. Licensing and malpractice prevention as well as the importance of record keeping in the medical office will also be explored. Students will learn proper telephone technique and phone triage as well as the basic set up, common instruments, positioning, and preparation for the general physical exam. Medical specialties and the role of the medical assistant will be addressed.
Lecture hrs: 40, Lab hrs: 20, Other: 0

MA120 60 hrs, 5 credits
LYMPHATIC & IMMUNE SYSTEMS, MICROBIOLOGY, AND MINOR SURGICAL ASSISTING
In this course students will learn the structures and functions of the immune and lymphatic systems. Students will learn basic microbiology, how microorganisms are spread, and how to break the cycle of infection. In addition, students will learn how to properly assist with minor surgical procedures and the proper use and care of surgical instruments. Students will learn how to care for their patients preoperatively, intraoperatively, and postoperatively including wound healing and care, suture removal, and staple removal. Students will show understanding of OSHA and universal precautions.
Lecture hrs: 40, Lab hrs: 20, Other: 0

MA160 60 hrs, 5 credits
MEDICAL OFFICE MANAGEMENT
Students will learn how to manage a medical office including producing professional documents. They will learn the importance of and process for producing Electronic Health Records and proper patient scheduling practices. Basic accounting, billing and coding processes used in the medical office will also be introduced.
Lecture hrs: 40, Lab hrs: 20, Other: 0

MA130 60 hrs, 5 credits
URINARY, DIGESTIVE, ENDOCRINE, & REPRODUCTIVE SYSTEMS
Students will learn the terms, structures, functions, and common diseases of the urinary, digestive, endocrine, and reproductive systems. Students will learn to perform laboratory procedures associated with these systems such as UA’s, pregnancy testing, pap smears, and stool specimens. Students will learn to assist with gynecological exams and learn to educate their patients in the care of these systems.
Lecture hrs: 40, Lab hrs: 20, Other: 0

MA140 60 hrs, 5 credits
RESPIRATORY, BLOOD, CARDIOVASCULAR & PULMONARY SYSTEMS
In this course students will learn the structures and functions of the respiratory, pulmonary, and cardiovascular systems including blood. Students will learn associated terminology of all the systems as well as perform ECG’s, peak flow, venipuncture, CPR, First Aid, and vital signs.
Lecture hrs: 40, Lab hrs: 20, Other: 0

MA170 180 hrs, 6 credits
EXTERNSHIP
Prerequisite: MA110, MA120, MA130, MA140, MA150, MA160
Students will spend time working in a professional environment in their field of study.
Lecture hrs: 0, Lab hrs: 0, Other: 180

MA210 60 hrs, 5 credits
ADVANCED MEDICAL OFFICE MANAGEMENT
Prerequisite: MA110, MA120, MA130, MA140, MA150, MA160
In this course students will further their study of medical office management by practicing and demonstrating the specific skills needed to be an effective and efficient medical office manager. Students will practice and demonstrate office communications, appointment scheduling, and medical records management. In addition, students will learn and practice collection procedures, gathering health insurance information, procedural and diagnostic coding, and protocols for risk management in the medical office.
Lecture hrs: 40, Lab hrs: 20, Other: 0
MA220  60 hrs, 5 credits
ESSENTIALS OF NUTRITION & ADVANCED ELECTROCARDIOGRAPHY
Prerequisite: MA110, MA120, MA130, MA140, MA150, MA160
In this course the student will learn the basic essentials of nutrition and how they pertain to diseases and disease prevention. Students will learn how to counsel patients on basic nutrition. In addition to advanced ECG students will learn about specific dysrhythmias, pacemakers, exercise, and ambulatory monitoring and clinical management of the cardiac patient.
Lecture hrs: 40, Lab hrs: 20, Other: 0

MA230  60 hrs, 5 credits
ADVANCED CLINICAL PROCEDURES
Prerequisite: MA110, MA120, MA130, MA140, MA150, MA160
In this course students will study advanced clinical procedures including radiologic imaging, physical therapy, and intravenous therapy. Students will study advanced pharmacology and the drugs that treat various body systems. Students will also practice critical thinking skills and problem solving by exploring case studies specifically designed for medical assistants.
Lecture hrs: 40, Lab hrs: 20, Other: 0

MAT110  40 hrs, 4 credits
ALGEBRA I
An introductory course in algebra. Students are introduced to algebraic concepts needed in related coursework. Topics covered include fundamental operations in algebra, linear equations of one or two variables, factoring, graphing, and word problems.
Lecture hrs: 40, Lab hrs: 0, Other: 0

MAT120  45 hrs, 3 credits
ALGEBRA I
An intermediate course in algebra. Students are introduced to algebraic concepts needed in related coursework. Topics covered include fundamental operations in algebra, linear equations of one or two variables, factoring, graphing, and word problems.
Lecture hrs: 45, Lab hrs: 0, Other: 0

MAT201  40 hrs, 4 credits
BASIC STATISTICS
This course covers the basic concepts and skills of statistical analysis. Specific topics include measures of central tendency, probability distributions, sampling theory, estimation, hypothesis testing, simple regression and correlation, analysis of variance, and multiple regression.
Lecture hrs: 40, Lab hrs: 0, Other: 0

MAT250  45 hrs, 3 credits
STATISTICS
This course covers the basic concepts and skills of statistical analysis. Specific topics include measures of central tendency, probability distributions, sampling theory, estimation, hypothesis testing, simple regression and correlation, analysis of variance, and multiple regression.
Lecture hrs: 45, Lab hrs: 0, Other: 0

MB110  60 hrs, 5 credits
ICD-9-CM CODING & GUIDELINES
This course focuses on the coding guidelines and official coding rules for using the ICD-9-CM in physicians' offices and various other health care settings in relation to various body systems. Also, students will learn codes for diagnosis as well as ethical standards in the health care industry. Students will have practice with coding of ICD-9-CM.
Lecture hrs: 40, Lab hrs: 20, Other: 0

MB120  60 hrs, 5 credits
ICD-10-CM CODING & GUIDELINES
This course focuses on the coding guidelines and official coding rules for using the ICD-10-CM in physicians' offices and various other health care settings in relation to various body systems. Also, students will learn codes for diagnosis as well as ethical standards in the health care industry. Students will have practice with coding of ICD-10-CM.
Lecture hrs: 40, Lab hrs: 20, Other: 0

MB130  60 hrs, 5 credits
HCPCS & CPT
This course focuses on billing and coding for Medicare, Medicaid, and Durable Medical Equipment using HCPCS Level II and the use of modifiers on both HCPCS Levels I and II codes. The student will learn to review the chart to determine if modifiers are needed and to audit the chart for proper documentation to support codes. In addition, the course will cover outpatient and ambulatory procedural coding using the CPT Coding Manual. This course provides for extensive coding practice and covers ethical reimbursement issues.
Lecture hrs: 40, Lab hrs: 20, Other: 0

MB140  60 hrs, 6 credits
MEDICAL TERMINOLOGY & ANATOMY
In this class students will learn the basic anatomical and physiological construction of the human body as well as the associated medical terminology. Students will learn the meaning of prefixes, suffixes, root words, and combining vowels using a unique video system. Emphasis is placed on correct spelling, pronunciations, and proper usage of medical terms.
Lecture hrs: 60, Lab hrs: 0, Other: 0

MB150  60 hrs, 5 credits
MEDICAL BILLING & INSURANCE
Students will be prepared to properly fill out and file CMS 1500 and UB-40 insurance claim forms for different health insurance programs. They will demonstrate a working knowledge of the medical office revenue management cycle, identify and accurately interpret insurance carrier explanation of benefits and remittance advices, prepare appeals, and successfully complete back end accounts receivables.
Lecture hrs: 40, Lab hrs: 20, Other: 0
MB160 150 hrs, 5 credits
MEDICAL BILLING & CODING PRACTICUM
Prerequisite: MB110, MB120, MB130, MB140, MB150
This course provides students the opportunity for supervised practice in assigning all medical codes (ICD-10-CM, CPT, and ICD-10-PCS) to actual de-identified medical charts. Students will be exposed to current technology encoder programs as part of the learning experience. A focus on proficiency and speed as the course progresses is a major objective through teacher and student mentoring.
Lecture hrs: 0, Lab hrs: 0, Other: 150

MB170 120 hrs, 4 credits
EXTERNSHIP
Prerequisite: MB110, MB120, MB130, MB140, MB150, MB160
Students will spend time working in a professional environment in their field of study.
Lecture hrs: 0, Lab hrs: 0, Other: 120

MB210 60 hrs, 5 credits
ICD-9 PRACTICAL CODING
Prerequisite: MB110, MB120, MB130, MB140, MB150, MB160, MB170
In this course students will get extensive practice in coding of ICD-9-CM, CPT and HCPCS utilizing real world coding software. Students will focus on the coding, guidelines, and official coding rules for using the ICD-9-CM in physicians’ offices and various other health care settings in relation to various body systems.
Lecture hrs: 40, Lab hrs: 20, Other: 0

MB220 60 hrs, 4 credits
ICD-10 PRACTICAL CODING
Prerequisite: MB110, MB120, MB130, MB140, MB150, MB160, MB170
In this course students will get extensive practice in coding of ICD-10-CM, CPT and HCPCS utilizing real world coding software. Students will focus on the coding, guidelines, and official coding rules for using the ICD-10-CM in physicians’ offices and various other health care settings in relation to various body systems.
Lecture hrs: 20, Lab hrs: 40, Other: 0

MB230 60 hrs, 5 credits
CERTIFICATION REVIEW
Prerequisite: MB110, MB120, MB130, MB140, MB150, MB160, MB170
This course is a review of coding concepts in preparation for a CPC exam. Students will review anatomy and terminology, ICD-9, HCPCS, and CPT coding for each body system, E/M coding, anesthesia, radiology, pathology/labortory and appropriate use of modifiers. Testing tips will also be addressed.
Lecture hrs: 40, Lab hrs: 20, Other: 0

MGT106 40 hrs, 4 credits
PRINCIPLES OF MANAGEMENT
This course gives students an overview of the management process, examining current management principles and practices. Students will explore the management functions of planning, organizing, leading, and controlling. Topics include assumptions and values, problem identification, supervision, strategic management, and production planning.
Lecture hrs: 40, Lab hrs: 0, Other: 0

MGT140 40 hrs, 4 credits
ORGANIZATIONAL BEHAVIOR
An overview of group dynamics, organizational leadership, teamwork, motivation, and conflict resolution. The managerial functions of planning, organizing, controlling, and motivating employees are examined.
Lecture hrs: 40, Lab hrs: 0, Other: 0

MGT401 40 hrs, 4 credits
LEADERSHIP & CHANGE
The purpose of this course is to explore the role of leadership within an organization and its pivotal impact in facilitating and managing organizational change. The student will explore opportunities to apply this knowledge in the development of his/her potential for becoming an effective organizational leader. The course will include such topics as basic leadership theory and models, leadership across cultures, visionary leadership, leadership ethics and attributes, organizational change/development, and the role of leadership in establishing organizational culture and facilitating change.
Lecture hrs: 40, Lab hrs: 0, Other: 0

MT100 50 hrs, 4 credits
INTRODUCTION TO MASSAGE AND ANATOMY & PHYSIOLOGY
In this course students will learn basic anatomical and physiological construction of the human body including organization of the body, cells, tissues, the integumentary system and basic muscular structure. Students will learn the foundation of massage therapy including instruction on the benefits of massage, proper draping techniques, the five basic strokes, proper body mechanics, client care, indications, and contraindications.
Lecture hrs: 30, Lab hrs: 20, Other: 0
MT110  80 hrs, 5 credits  
SPECIAL POPULATIONS & SPA MODALITIES  
Prerequisite: MT100  
In this class students will be introduced to techniques that allow them to address a variety of client needs. Topics to be explored include geriatric massage, seated massage, pregnancy massage, and infant massage. Students will be exposed to the most common treatments and protocols currently used in spas. Various techniques will be taught, demonstrated, and practiced by students in the clinical setting. Additional topics to be discussed and taught include hydrotherapy, aromatherapy, hot stone massage, and Ayurvedic treatments as well as Universal Precautions, sanitation, First Aid, CPR and AED use. The students will provide massage to clients in the student massage clinic each week.  
Lecture hrs: 20, Lab hrs: 60, Other: 0

MT120  80 hrs, 5 credits  
DEEP TISSUE & CRANIAL SACRAL THERAPY  
Prerequisite: MT100  
This course provides advanced training techniques, theories, and approaches to bodywork. Students learn how to facilitate structural and functional changes in the body through deep tissue techniques and cranial sacral protocols. Students will utilize assessment techniques to develop treatment plans to address pain and dysfunction in order to serve specific client needs. Students will also develop the finely tuned skills of hands-on palpation and perception to sense the body’s subtle rhythms and patterns of inertia or congestion with the goal of ending trauma. Students will continue to provide massage to clients in the student massage clinic each week.  
Lecture hrs: 20, Lab hrs: 60, Other: 0

MT130  80 hrs, 7 credits  
BUSINESS PRACTICES, ETHICS, AND ANATOMY & PHYSIOLOGY  
Prerequisite: MT100  
Basic anatomical and physiological construction of the human body will be discussed in this course. Topics to be covered will include the cardiovascular, lymphatic/immune, respiratory, urinary and digestive system. Fluid balance, nutrition and metabolism will also be discussed. Students will also explore different career options for massage therapists, including private practice. Basic business principles, business ethics, career planning, marketing strategies, customer service, and client care will be emphasized. State and national certification regulations will be reviewed. Students will have real world experience with application of skills in a clinical setting. Students will apply massage skills in comprehensive, 50-minute bodywork sessions as well as learn customer service skills and time management during clinical hours.  
Lecture hrs: 60, Lab hrs: 20, Other: 0

MT140  80 hrs, 5 credits  
EASTERN MODALITIES & REFLEXOLOGY  
Prerequisite: MT100  
This course is an introduction to various forms of ancient and Eastern healing techniques. Students will gain an understanding of foundational concepts of Traditional Chinese Medicine (TCM) including acupuncture, shiatsu, Ayurveda, and reflexology. Different modalities will be discussed, taught, demonstrated, and practiced by the students. The students will also continue providing massage to clients in the student massage clinic each week.  
Lecture hrs: 20, Lab hrs: 60, Other: 0

MT150  80 hrs, 6 credits  
KINESIOLOGY AND ANATOMY & PHYSIOLOGY  
Prerequisite: MT100  
In this course students will study human movement. Students will gain an understanding of the musculoskeletal system as a machine capable of generating and transmitting forces. Focus will be placed on the anatomical mechanical phenomena which underlie human motion. This will include body mechanics, equilibrium, and the evaluation of normal and abnormal gait. Students learn the principles that underlie human movement and the basic structure and function of the musculoskeletal system. Anatomy and physiology information will include the bones and bone tissue, the skeletal system, joints, the muscular system, the nervous systems, the endocrine system, the senses reproduction, pregnancy, human development and heredity. The students will provide massage to clients in the student massage clinic each week.  
Lecture hrs: 40, Lab hrs: 40, Other: 0

MT160  80 hrs, 5 credits  
SPORTS MASSAGE & TRIGGER POINT THERAPY  
Prerequisite: MT100  
In this course students will be instructed in techniques that are an integral part of conditioning and sports performance such as pre-event, intra-competition, post-event massage, injury recovery, improving performance, and injury prevention. The course will also explore the nature of Trigger Point Therapy and pain referral patterns found in the body. Students will learn how to treat myofascial pain and dysfunction of the body by treating trigger points and pain referral patterns. Students will apply knowledge of bodywork learned in a clinical setting.  
Lecture hrs: 20, Lab hrs: 60, Other: 0
MT170 80 hrs, 6 credits
PATHOLOGY & MASSAGE REVIEW
Prerequisite: MT100, MT110, MT120, MT130, MT140, MT150, MT160
This course covers pathologic conditions and concepts as related to Massage Therapy. Fundamental mechanisms of disease processes, tissue healing, bone and joint degeneration, organ changes accompanied with disease processes, musculoskeletal disorders, and multiple body system disease processes will be discussed. Students will also spend time preparing for the licensing exam by reviewing anatomy, physiology, kinesiology and pathology along with massage assessment and application, business practices and ethics and testing strategies.
Lecture hrs: 40, Lab hrs: 40, Other: 0

NUR121 120 hrs, 5 credits
FOUNDATIONS OF NURSING
Prerequisite: MAT120, CHM110, BIO230
The student will identify basic human needs and develop conceptual skills required for therapeutic nursing interventions with diverse individuals to promote human flourishing. Students will learn beginning nursing judgment concepts of safety, informatics, and patient-centered care. Student focus is placed on providing a solid foundation of basic technical and interpersonal skills with a spirit of inquiry. Students will learn normal psychosocial and physiological changes associated with aging. Students will provide basic nursing care for one patient in the skilled nursing care setting through the lens of professional identity. The nursing process is introduced, including its application to nursing care, using clinical practice and laboratory settings. Beginning concepts of medication administration are included.
Lecture hrs: 45, Lab hrs: 30, Clinical hrs: 45

NUR125 45 hrs. 3 credits
FOUNDATIONS & PERSPECTIVES FOR BSN
This course introduces the essential skills and concepts applicable to the baccalaureate nurse generalist. Ascertaining and analyzing scholarly evidence, scholarly communication, and the role of technology in communication, learning, and professional development are explored.
Lecture hrs: 45, Lab hrs: 0, Other: 0

NUR130 30 hrs, 2 credits
DIVERSITY IN HEALTHCARE
The student will identify the unique needs and approaches for effective and safe healthcare outcomes for diverse individuals at the regional, national and global levels. Students will examine respectful considerations when caring for diverse individuals, families and communities using evidence based knowledge. Students will examine healthcare disparities nationally and globally. Students will review historical influences which contributed to healthcare disparities. Students will examine best practices in respecting diversity in healthcare regionally, nationally and globally for quality improvement and safety. Students will examine American laws and global organizations utilizing best ethical practices to support human flourishing.
Lecture hrs: 30, Lab hrs: 0, Other: 0

NUR131 120 hrs, 5 credits
FUNDAMENTALS OF NURSING
Co-requisite: NUR165
Students are introduced to principles foundational to a caring practice for nursing. Situational, developmental, and cultural influences on health are discussed. A foundation is established for care of patients across the wellness-illness continuum. Health assessment of adults, as well as nursing concepts and measures for safety, health teaching, nutrition, hygiene, comfort, rest, and activity will be applied as the student cares for the patients in the practice setting. Beginning concepts of medication administration are included.
Lecture hrs: 45, Lab hrs: 30, Clinical hrs: 45

NUR140 157.5 hrs, 6 credits
MEDICAL SURGICAL NURSING I
Prerequisite: NUR121, NUR130, PSY310, BIO240
Co-requisite: NUR150
Based on current evidence for patient-centered care and using a spirit of inquiry, the student will develop multifaceted psychomotor skills and nursing judgment in a variety of settings and begin to assimilate into the nursing role (professional identity). Students will be provided opportunities to administer safe, technologically current care to individuals experiencing chronic health conditions in acute care settings. Students will provide total care for one or more chronically ill patients in the acute care setting.
Lecture hrs: 52.5, Lab hrs: 15, Clinical hrs: 90

NUR145 157.5 hrs, 6 credits
MEDICAL-SURGICAL NURSING I
Prerequisites: NUR131, NUR165
Co-requisite: NUR265
Students are introduced to care of those who are susceptible to illness, including aging adults. Pathophysiological processes and the effect on patients already susceptible to disease processes will be discussed. Information is provided to help students in assisting patients toward holistic health restoration. Skills required to provide nursing care to those with less complex illnesses are developed and practiced in a variety of settings.
Lecture hrs: 52.5, Lab hrs: 15, Clinical hrs: 90

NUR150 45 hrs, 3 credits
PHARMACOLOGY I
Co-requisite: NUR140
The student will be introduced to pharmacological concepts, pharmacokinetics, and incorporate selected drug classifications related to basic human needs. Safety, informatics, and patient-centered care will be emphasized as they relate to medication administration.
Lecture hrs: 45, Lab hrs: 0, Other: 0
NUR165 45 hrs, 3 credits
PHARMACOLOGY I
Co-requisite: NUR131
Students are introduced to basic therapeutic treatments. Scientific, legal, and ethical principles related to administration of medications will be discussed. Includes discussion of effects of dietary choices on health and wellness, concepts of pharmacology including pharmacodynamics, pharmacokinetics, and pharmacotherapeutics of selected drug classifications and their effect on body systems. Included are basic concepts of medication classifications, medication administration, herbal supplements, and dosage calculations. Practical application of different treatment interventions in restoration of wellness will be included.
Lecture hrs: 45, Lab hrs: 0, Clinical hrs: 0

NUR240 157.5 hrs, 6 credits
MEDICAL SURGICAL NURSING II
Prerequisite: NUR140, NUR 150
Co-requisite: NUR251
Based on latest evidence for patient-centered care, the student will practice complex psychomotor skills in a variety of settings and continue to assimilate into the nursing role (professional identity). Students are provided opportunities to administer safe, technologically-current care to individuals experiencing increasingly complex and acute health conditions. Students will provide total care for at least two patients in the acute care setting.
Lecture hrs: 52.5, Lab hrs: 15, Clinical hrs: 90

NUR245 157.5 hrs, 6 credits
MEDICAL-SURGICAL NURSING II
Prerequisites: NUR145, NUR265
Focus is on health care management of patients with multiple health problems. Pathophysiology of disease processes encountered in the adult patient is discussed. Acid base balance and other nutritional issues found in the acute care patient will be taught. A collaborative interdisciplinary approach is used to meet needs of patients in a variety of acute health settings. Course content builds on theoretical, technological, critical thinking, and interpersonal skills acquired in previous courses to assist patients with multiple health problems toward wellness and health maintenance.
Lecture hrs: 52.5, Lab hrs: 15, Clinical hrs: 90

NUR251 15 hours, 1 credit
PHARMACOLOGY II
Prerequisite: NUR150
Co-requisite: NUR241
Building upon Pharmacology I, students will increase their knowledge of medications and selected drug classifications used to treat acute medical and behavioral conditions. Students will learn therapeutic medication effects, adverse drug events and nursing considerations.
Lecture hrs: 15, Lab hrs: 0, Other: 0

NUR260 142.5 hours, 6 credits
MATERNAL/NEWBORN/PEDIATRIC NURSING
Prerequisites: NUR140, NUR150
The student will gain knowledge related to the reproductive process with a focus on health promotion, current standards of care, and safe drug administration. The student will provide nursing care for the childbearing family in the hospital setting including care of the diverse laboring patient. The student will learn pediatric-specific knowledge when caring for acute and chronic pediatric conditions. The student will apply knowledge of child development principles in caring for the pediatric patient and their family. Genetic issues in the reproductive process and in children will be discussed. Students will learn about the role of the pediatric nurse in a variety of settings with considerations of care of families with well children and those experiencing acute and chronic illness. Clinical practice experiences will facilitate application of skills and care of families as they experience child bearing and child rearing.
Lecture hrs: 60, Lab hrs: 15, Clinical hrs: 67.5

NUR265 45 hrs, 3 credits
PHARMACOLOGY II
Prerequisites: NUR131, NUR165
Co-requisite: NUR145
Course is built on concepts from Pharmacology I. Expands on discussion of selected drug classifications, nonconventional therapies, nutrition, and their supplements, and their effects on health and well-being. Intravenous medication administration including calculation and techniques will be taught.
Lecture hrs: 45, Lab hrs: 0, Clinical hrs: 0

NUR270 75 hours, 3 credits
MENTAL HEALTH NURSING
Prerequisite: NUR241, NUR251
The student will learn about substance abuse, mental health and illness, chronic and acute, as well as therapeutic interventions for these conditions. Students may participate in individual and group therapy and maintain safety of patients and others. Students will examine social, physical, and developmental stressors on mental health as well as way to promote optimal mental health.
Lecture hrs: 30, Lab hrs: 0, Clinical hrs: 45
NUR275 127.5 hrs, 5 credits
MATERNAL/NEWBORN/PEDIATRIC NURSING
Prerequisite: PSY310
The student will gain knowledge related to the reproductive process with a focus on health promotion, current standards of care, and safe drug administration. The student will provide nursing care for the childbearing family in the hospital setting including care of the diverse laboring patient. The student will learn pediatric-specific knowledge when caring for acute and chronic pediatric conditions. The student will apply knowledge of child development principles in caring for the pediatric patient and their family. Genetic issues in the reproductive process and in children will be discussed. Students will learn about the role of the pediatric nurse in a variety of settings with considerations of care of families with well children and those experiencing acute and chronic illness. Clinical practice experiences will facilitate application of skills and care of families as they experience child bearing and child rearing.
Lecture hrs: 45, Lab hrs: 15, Clinical hrs: 67.5

NUR280 175 hours, 6 credits
NURSING CAPSTONE
Prerequisite: NUR241, NUR251, NUR260
Co-requisite: NUR270 may be a pre or co-requisite
The student will synthesize knowledge as a student nurse towards transitioning to a professional registered nurse. Students will prepare for graduation, RN licensure, and future employment. The student will be able to discuss and integrate professional practice standards, leadership and management theories, and current issues and trends that impact the professional practice of nursing. This course will emphasize interpersonal relationships in collaborative care, legal and ethical responsibilities, informatics, quality improvement, and nursing as a profession. Students will also be introduced to interprofessional community – based nursing. The student will articulate appropriate supervision and delegation skills. Students will complete a comprehensive nursing precepted clinical experience. Students will demonstrate understanding and clinical readiness for beginning practice as a safe associate degree registered nurse.
Lecture hrs: 45, Lab hrs: 10, Clinical hrs: 120

NUR285 75 hrs, 3 credits
MENTAL HEALTH NURSING
Prerequisites: NUR245, PSY151
Focus is on interventions for promoting mental health and preventing psychiatric disease across the life span. Contents of the course will allow students to examine social, physical, and developmental stressors on mental health. Students apply these concepts through learning experiences in structured and unstructured settings. Safety considerations will be discussed related to nurse-patient relationships.
Lecture hrs: 30, Lab hrs: 0, Clinical hrs: 45

NUR300 45 hrs, 3 credits
FOUNDATIONS & PERSPECTIVES FOR BSN
Co-requisite: NUR310 may be co-requisite
This course introduces the essential skills and concepts applicable to the baccalaureate nurse generalist. Ascertaining and analyzing scholarly evidence, scholarly communication, and the role of technology in communication, learning, and professional development are explored.
Lecture hrs: 45, Lab hrs: 0, Other: 0

NUR310 45 hrs. 3 credits
NUTRITION
Pre/Co-requisite: NUR125 or NUR300 may be pre and/or co-requisite
This course provides an overview of nutrients and nutritional requirements to maintain nutritional balance, support growth and development, and restore health. The course focuses on identifying and caring for the nutritional needs of diverse patient populations utilizing scientific and scholarly evidence.
Lecture hrs: 45, Lab hrs: 0, Other: 0

NUR312 45 hrs. 3 credits
HEALTH ASSESSMENT OF INDIVIDUALS & POPULATIONS
Prerequisites: NUR125 or NUR300, NUR310, BIO260, PSY151
Co-requisites: PSY151 may be co or pre-req
This course provides the baccalaureate-level knowledge and skills needed to assess the health status and health care needs of diverse patients and populations. The course focuses nursing care decisions on holistic assessment and scholarly evidence.
Lecture hrs: 45, Lab hrs: 0, Other: 0

NUR320 45 hrs. 3 credits
HEALTH CARE SYSTEMS & QUALITY OUTCOMES
Prerequisites: NUR125 or NUR300, NUR312
This course provides an overview of health care systems and organizational structures in the United States. Quality improvement concepts and implications to patient outcomes, cost containment, and nursing care are presented.
Lecture hrs: 45, Lab hrs: 0, Other: 0

NUR322 45 hrs. 3 credits
COMPLEX NURSING CARE
Prerequisites: NUR125 or NUR300, NUR310, NUR312, BIO260, PSY151
This course provides knowledge and skills applicable to caring for complex patients across the lifespan. The focus is on incorporating theory and concepts from nursing and related disciplines to provide therapeutic and restorative care to patients with increased complexity.
Lecture hrs: 45, Lab hrs: 0, Other: 0
NUR324  45 hrs. 3 credits
HEALTH CARE ETHICS, POLICY & REGULATION
Prerequisites: NUR125 or NUR300, NUR312, NUR320, NUR322
This course provides an exploration of nursing ethics, the regulation of nursing education and practice, and the role of nursing in health care policy. The scope of practice of the baccalaureate nurse generalist is examined.
Lecture hrs: 45, Lab hrs: 0, Other: 0

NUR330  45 hrs. 3 credits
AGING POPULATIONS
Pre-requisites: NUR125 or NUR300, NUR310, NUR312, NUR320, NUR322, BIO260, PSY151, SOC250
This course provides current theory and content in the provision of patient-centered nursing care of aging populations, optimizing functional status through health promotion, risk reduction, and disease prevention strategies. Emphasis is placed on the wishes, expectations, and strengths of the older adult.
Lecture hrs: 45, Lab hrs: 0, Other: 0

NUR332  45 hrs. 3 credits
COMMUNITY HEALTH
Prerequisites: NUR125 or NUR300, NUR310, NUR312, NUR320, NUR322, BIO260, PSY151, SOC250
This course provides an overview of professional nursing care applied to health promotion and disease prevention at the community level. Principles of biostatistics and epidemiology are introduced. Emphasis is on collaboration with community members and the interprofessional team in providing holistic care.
Lecture hrs: 45, Lab hrs: 0, Other: 0

NUR334  45 hrs. 3 credits
GLOBAL HEALTH
Prerequisites: NUR125 or NUR300, NUR310, NUR312, NUR320, NUR322, NUR324, SOC250
This course provides an overview of global health and the role of the professional nurse in promoting health and caring for diverse populations. Global health inequalities, social determinants of health and national threats to health, are discussed.
Lecture hrs: 45, Lab hrs: 0, Other: 0

NUR340  45 hrs. 3 credits
NURSING INFORMATICS
Prerequisites: NUR125 or NUR300, NUR312, NUR320, NUR322, NUR324
This course provides a foundation on information management and processing principles used to support the data, information, and knowledge needs in the provision and delivery of nursing and health care. Topics include computer-based patient record, telehealth, education, and research. Safety and quality care supported through technology is emphasized.
Lecture hrs: 45, Lab hrs: 0, Other: 0

NUR342  45 hrs. 3 credits
NURSING RESEARCH & EVIDENCE-BASED PRACTICE
Prerequisites: NUR125 or NUR300, NUR310, NUR312, NUR320, NUR322, NUR324, NUR330, NUR332, NUR334, MAT250
The course provides an introduction to the research process and research methodologies related to nursing practice. Knowledge of evidence-based practice will be developed through critique of research studies, the process of research proposal development and application of research findings to practice. Ethical aspects of nursing research are explored.
Lecture hrs: 45, Lab hrs: 0, Other: 0

NUR344  45 hrs. 3 credits
NURSING LEADERSHIP
Prerequisites: NUR125 or NUR300, NUR310, NUR312, NUR320, NUR322, NUR324
This course provides an examination of the characteristics of management and leadership styles including theories of conflict resolution and change, in the role of the baccalaureate nurse generalist. Delegation and coordination of care with other health professionals is examined. Concepts and strategic management of budget and resource utilization are explored. Legal and ethical issues are discussed.
Lecture hrs: 45, Lab hrs: 0, Other: 0

NUR345  175 hrs. 6 credits
MEDICAL-SURGICAL NURSING III
Prerequisites: NUR145, NUR245
Culminating practice course. Discussion of concepts of management, application of the Clinical judgment, theories, issues, and trends in caring for patients will comprise the first part of the course. Students apply these concepts through in-depth learning experiences in an assigned area of nursing practice. Caregiver roles of the professional nurse with patients and their families are emphasized. For practice experience, students are assigned 1:1 with a nurse preceptor. Faculty will guide the student in care for patients in a variety of acute, long term, and community settings.
Lecture hrs: 45, Lab hrs: 10, Other: 120

NUR346  165 hrs. 5 credits
BSN PRACTICUM
Prerequisites: NUR300, NUR310, NUR312, NUR320, NUR322, NUR324, NUR330, NUR332, NUR334, NUR340, NUR342
Co-requisite: NUR344
This course provides an opportunity for the application of learned theories and concepts in the implementation of the role of the baccalaureate generalist. The role will be implemented, applied, and evaluated through the guidance of nursing faculty and nurse preceptors. Students will reflect on the attainment of the AACN Essentials of Baccalaureate Education for Professional Nursing Practice, the core principles of caring, evidence based practice, health, holism, learning, patient-centered care, and population-focused nursing.
Lecture hrs: 30, Lab hrs: 0, Other: Practicum 135 hrs
NUR350 135 hrs. 5 credits
BSN CAPSTONE
Prerequisites: NUR145, NUR245, NUR345
This course provides an opportunity for the application of learned theories and concepts in the implementation of the role of the baccalaureate generalist. The role will be implemented, applied, and evaluated through the guidance of nursing faculty and nurse mentors. Students will reflect on the attainment of the AACN Essentials of Baccalaureate Education for Professional Nursing Practice and the Core Principles of decision making, evidence-based practice, patient-centered care, population-focused nursing, leadership, self-directed learning, informatics, and collaboration.
Lecture hrs: 45, Lab hrs: 0, Other: Practicum 90 hrs

PHI250 45 hrs, 3 credits
ETHICS
A practical approach to applied ethics; this course introduces basic problem solving skills for moral situations. Avoiding logical fallacies common to ethical debates, creativity in exploring ethical options and establishing rules for fruitful moral debates are among the tools that will be developed to help students resolve moral dilemmas. Development of personal values systems will be emphasized. A discussion of traditional moral theories is presented.
Lecture hrs: 45, Lab hrs: 0, Other: 0

PHY210 75 hrs, 4 credits
PHYSICS I
This course is an introduction to general physics designed to develop an understanding of the nature of Newton’s laws of motion, conservation laws of Momentum and Energy, Fluids, Thermodynamics, and simple harmonic motion.
Lecture hrs: 45, Lab hrs: 30, Other: 0

PHY250 75 hrs, 4 credits
PHYSICS II
Prerequisite: PHY210
This course continues the introduction of general physics concepts and theories. The nature of Electricity and Magnetism, wave motion, optics, and atomic theory are explored.
Lecture hrs: 45, Lab hrs: 30, Other: 0

PHI200 40 hrs, 4 credits
LOGIC & CRITICAL ANALYSIS
This course is a study of informal logic and the role of language in developing critical analysis and problem solving skills. Topics to be examined include the study of argument, the logically accurate use of language, informal fallacies, and rhetorical strategies for persuasive writing.
Lecture hrs: 40, Lab hrs: 0, Other: 0

PHI201 40 hrs, 4 credits
INTRODUCTION TO PHILOSOPHY
This course explores the main branches of philosophy through the writings of western philosophers. The works of Plato, Aristotle, Spinoza, Descartes, Hegel, Kant, Marx, Mill and more, will be used as a springboard for critical thought about the basic questions facing humanity.
Lecture hrs: 40, Lab hrs: 0, Other: 0

PHI210 40 hrs, 4 credits
ETHICS
A practical approach to applied ethics; this course introduces basic problem solving skills for moral situations. Avoiding logical fallacies common to ethical debates, creativity in exploring ethical options, and establishing rules for fruitful moral debates are among the tools that will be developed to help students resolve moral dilemmas. Development of personal values systems will be emphasized. A discussion of traditional moral theories is presented.
Lecture hrs: 40, Lab hrs: 0, Other: 0
PL130 60 hrs, 6 credits
CRIMINAL LAW & EVIDENCE
This course is designed to instruct the student on the rules, both state and federal, which govern the presentation of evidence at hearings and trials. Ethical considerations in the presentation of evidence are also discussed. It also surveys basic principles of criminal law including rights of the accused, certain constitutional issues, and the relationship of practices of the law office with those issues.
Lecture hrs: 60, Lab hrs: 0, Other: 0

PL140 60 hrs, 6 credits
CIVIL LITIGATION
This course teaches students the principles of litigation and the organization of the court system. Students will be prepared to interview clients and witnesses, draft legal documents, and prepare materials for discovery and trials.
Lecture hrs: 60, Lab hrs: 0, Other: 0

PL150 60 hrs, 6 credits
BUSINESS & EMPLOYMENT LAW
In this class students will study intellectual property, business organizational structures (corporations, partnerships, DBAs, LLC), employment law, and EEOC. Students will also study state-specific topics including Utah Labor Commission and Department of Occupational Licensing (DOPL) regulations.
Lecture hrs: 60, Lab hrs: 0, Other: 0

PL160 60 hrs, 6 credits
FAMILY LAW
This course introduces family law practice principles relating to marriage, divorce, annulment, custody and support, adoption, name change, guardianship, paternity, and other aspects of family law.
Lecture hrs: 60, Lab hrs: 0, Other: 0

PL170 180 hrs, 6 credits
EXTERNSHIP
Prerequisite: PL110, PL120, PL130, PL140, PL150 and PL160
This course is designed to help students gain practical work experience, enhance their job skills, and discover valuable networking contacts through an externship with a local law office, agency, or community organization.
Lecture hrs: 0, Lab hrs: 0, Other: 180

PL210 60 hrs, 5 credits
LEGAL ETHICS & CERTIFICATION EXAM REVIEW
Prerequisite: PL110, PL120, PL130, PL140, PL150, PL160
In this class students will participate in a cumulative review in preparation for a certified paralegal exam. This course also explores the major ethical codes of the legal profession. Emphasis is placed on understanding the parameters of the paralegal role and the ethical rules that define the proper practice of law and the daily practices of the law office.
Lecture hrs: 40, Lab hrs: 20, Other: 0

PL220 60 hrs, 6 credits
IMMIGRATION LAW
Prerequisite: PL110, PL120, PL130, PL140, PL150, PL160
In this class students will study immigration law and the distinctions among the immigration statuses that exist in the United States. In addition students will learn about the agencies, processes, and documentation necessary for working in, visiting and becoming a U.S. citizen.
Lecture hrs: 60, Lab hrs: 0, Other: 0

PL230 60 hrs, 6 credits
DEBTOR & CREDITOR LAW
Prerequisite: PL110, PL120, PL130, PL140, PL150, PL160
In this course students will gain an understanding of how debt is created voluntarily and involuntarily and how security interests in real and personal property are created and perfected. In addition students will learn how credit ratings are determined and maintained. Students will study the Credit Reporting Act, Fair Debt Collection Practices Act, the Uniform Fraudulent Conveyances Act, and the U.S. Bankruptcy Code.
Lecture hrs: 60, Lab hrs: 0, Other: 0

PL310 60 hrs, 6 credits
CONSTITUTIONAL LAW
Prerequisite: PL110, PL120, PL130, PL140, PL150, PL160, PL170, PL210, PL220, PL230
In this course students will study the fundamentals of substantive and constitutional law. They will evaluate cases to discover constitutional issues and draft documents related to criminal property and civil rights proceedings. The course examines individual liberties, individual freedom, and the Bill of Rights.
Lecture hrs: 60, Lab hrs: 0, Other: 0

PL320 60 hrs, 6 credits
DISPUTE RESOLUTION, MEDIATION & NEGOTIATION
Prerequisite: PL110, PL120, PL130, PL140, PL150, PL160, PL170, PL210, PL220, PL230
In this course students will study basic negotiation and the alternatives to litigation in the resolution of disputes. Students will explore the distinguishing factors, advantages and disadvantages of varying dispute resolution processes, and how to select one process over another to create dispute resolution strategies.
Lecture hrs: 60, Lab hrs: 0, Other: 0

PL330 60 hrs, 6 credits
CONTRACT LAW
Prerequisite: PL110, PL120, PL130, PL140, PL150, PL160, PL170, PL210, PL220, PL230
In this course students will learn the principles of contract law and contract litigation including the problems and defenses. Students will use case studies to draft various types of contracts using contract language and contract provisions.
Lecture hrs: 60, Lab hrs: 0, Other: 0
PL340 60 hrs, 5 credits
TECHNOLOGY IN LAW PRACTICE
Prerequisite: PL110, PL120, PL130, PL140, PL150, PL160, PL170, PL210, PL220, PL230
In this course students will be introduced to e-filing and learn how to look up cases in legal databases used statewide and across the country. Students will get an introduction to computer technology and its application in the law practice for case management, creating subpoenas, production of legal documents and automated litigation support. Students will gain lab experience using computers for simulated case problems.
Lecture hrs: 40, Lab hrs: 20, Other: 0

PL330 60 hrs, 5 credits
INTELLECTUAL PROPERTY & CYBER LAW
Prerequisite: PL110, PL120, PL130, PL140, PL150, PL160, PL170, PL210, PL220, PL230
In this course students will study trademarks, patents, unfair competition, registering intellectual property rights, and domestic and international trends in intellectual property. Students will also learn about legislation and case law regarding technology, professional responsibility, risks and liabilities, and the intellectual property rights and responsibilities pertaining to technology. In addition, students will learn how intellectual property laws have been challenged in the advent of technology and computer programs. Laws and regulations that address internet intellectual property, sales, and advertising will also be addressed.
Lecture hrs: 40, Lab hrs: 20, Other: 0

PL3350 60 hrs, 6 credits
COURT & LITIGATION PROCEDURES
Prerequisite: PL110, PL120, PL130, PL140, PL150, PL160, PL170, PL210, PL220, PL230
In this course students will get an overview of the court system and the rules of procedure for civil, criminal, and appellate court processes. Students will review all phases of litigation from pre-litigation to strategic planning to post judgment. Jurisdiction, venue, choice of law, litigation strategy, and discovery will be discussed.
Lecture hrs: 60, Lab hrs: 0, Other: 0

PL3370 60 hrs, 6 credits
TORT LAW
Prerequisite: PL110, PL120, PL130, PL140, PL150, PL160, PL170, PL210, PL220, PL230
In this course students will learn about personal injury, medical malpractice, wrongful death, slip and fall, toxic tort, and negligence. Students will study the underlying social policies, elements, and defenses for actions in negligence and intentional tort in strict liability cases. Students will learn to use legal vocabulary and terminology.
Lecture hrs: 60, Lab hrs: 0, Other: 0

PL3380 60 hrs, 6 credits
REAL ESTATE LAW
Prerequisite: PL110, PL120, PL130, PL140, PL150, PL160, PL170, PL210, PL220, PL230
In this course students will study real estate law pertaining to real property, transfer of real property rights, encumbrances, public restrictions, and contracts. Students will learn about real estate finance, appraisal, valuation, settlement procedures, federal taxation, and ownership. In addition property management, new construction, and federal and state laws will be covered.
Lecture hrs: 60, Lab hrs: 0, Other: 0

POL201 40 hrs, 4 credits
GLOBAL POLITICS
This course will provide students with an overview of modern global politics. From the beginnings of the industrial revolution to the end of the cold war and the new millennium, the development of modern political systems and their interrelation on the global scene will be explored. Close attention will be paid to the nature of the different types of governments that have evolved in Europe, North America, Africa, and Asia, and how they relate to the evolution of the larger economic systems.
Lecture hrs: 40, Lab hrs: 0, Other: 0

PSY101 40 hrs, 4 credits
GENERAL PSYCHOLOGY
This course will focus on the basis of behavior, learning, motivation, and personality. Also explored are social behavior, sexuality/gender issues, and the influence of health and stress on behavior. Students are introduced to behavior generally regarded as abnormal and will explore various theories and therapies.
Lecture hrs: 40, Lab hrs: 0, Other: 0

PSY150 45 hrs, 3 credits
GENERAL PSYCHOLOGY
Psychology is the scientific study of behavior. This course will focus on the basis of behavior, learning, motivation, and personality. Also explored are personality, social behavior, sexuality/gender issues, and the influence of health and stress on behavior. Introduces students to human behavior generally regarded as abnormal, as well as exploration of various theories and therapies.
Lecture hrs: 45, Lab hrs: 0, Other: 0

PSY151 45 hrs, 3 credits
GENERAL PSYCHOLOGY
Psychology is the scientific study of behavior. This course will focus on the basis of behavior, learning, motivation, and personality. Also explored are social behavior, sexuality/gender issues, and the influence of health and stress on behavior. Introduces students to human behavior generally regarded as abnormal, as well as exploration of various theories and therapies.
Lecture hrs: 45, Lab hrs: 0, Other: 0
PSY300 40 hrs, 4 credits
HUMAN GROWTH & DEVELOPMENT
This course is an introduction to the stages of human growth and development from conception through adulthood to death. Students will learn and understand how cognitive, social, psychomotor, and emotional events affect behavior.
Lecture hrs: 40, Lab hrs: 0, Other: 0

PSY310 45 hrs, 3 credits
HUMAN GROWTH & DEVELOPMENT
This course is an introduction to the stages of human growth and development from conception through adulthood to death. Students will learn and understand how cognitive, social, psychomotor, and emotional events affect behavior.
Lecture hrs: 45, Lab hrs: 0, Other: 0

PTA106 45 hrs, 3 credits
INTRODUCTION TO PHYSICAL THERAPY
Prerequisites: Requires admittance to PTA program, and completion of ENG150, PTA108, and PTA150.
Co-requisites: PTA122, PTA136
In this initial program course, students explore the history and development of the physical therapy profession and the American Physical Therapy Association (APTA). This course provides the framework for understanding the role of the physical therapist assistant (PTA), the interaction between the PT and PTA and the interrelationship of these individuals to the current health care delivery system and in different practice settings. Scope of practice issues concerning direction and supervision are introduced as well as the concepts of state practice acts, licensing and legal and ethical responsibilities. Students begin to build communication and documentation skills and to develop self-awareness and a sensitivity to patients’ rights and cultural diversity. This course introduces students to performing a professional literature search.
Lecture hrs: 45, Lab hrs: 0, Other: 0

PTA108 30 hrs, 2 credits
MEDICAL TERMINOLOGY
This course is an introduction into the unique language used in medical settings. Students will learn the meaning of prefixes, suffixes, and root words. Emphasis is placed on correct spelling, pronunciations, and proper clinical usage of medical terms.
Lecture hrs: 30, Lab hrs: 0, Other: 0

PTA116 75 hrs, 4 credits
THERAPEUTIC PROCEDURES I
Pre-requisites: PTA106, PTA122, PTA136
Co-requisites: PTA126, PTA132, PTA180, PTA212
As the first of two procedures courses, Therapeutic Procedures I focuses on safely performing basic patient assessment and management skills as well as presenting a practical approach to functional activities. Topics included in lecture and laboratory are infection control procedures, basic wound management, vital signs and anthropometrical characteristics, patient handling, transfers, mobility, and assistive devices. An introduction to architectural barriers, range of motion and teaching/learning theories is also incorporated. The course continues to build upon the communication and documentation skills introduced in PTA106: Introduction to Physical Therapy.
Lecture hrs: 45, Lab hrs: 30, Other: 0

PTA122 90 hrs, 4.5 credits
APPLIED KINESIOLOGY
Co-requisite: PTA106
Through integrated lecture and laboratory, this course provides instruction in the science of human movement. The structure and function of the lower extremity, upper extremity, head, neck, and trunk are covered in depth. Topics included are the descriptive terminology associated with the study of kinesiology, an expanded study of the musculoskeletal system, normal and dysfunctional joint motion, as well as the principles of physics associated with biomechanics. An introduction to posture and ambulation is also incorporated. Assessment activities include palpation, range of motion and end feel, goniometric measurements, manual muscle testing, and normal and abnormal posture and gait analysis.
Lecture hrs: 45, Lab hrs: 45, Other: 0

PTA126 90 hrs, 4.5 credits
MODALITIES
Co-requisite: PTA116
This course explores the theories and therapeutic applications of mechanical devices and physical agents. Students will develop an understanding of the physiological effects that occur with modalities using massage, heat, cold, water, light, sound, traction, compression, electrical stimulation, and biofeedback and will practice administering skilled interventions using various apparatus in the laboratory. Emphasis will be placed on students understanding the rationale and gaining the knowledge and skills to apply, in a safe and effective manner, the modalities frequently used in clinical settings.
Lecture hrs: 45, Lab hrs: 45, Other: 0
PTA132  90 hrs, 4 credits
THERAPEUTIC EXERCISE
Co-requisite: PTA116
In this course a comprehensive understanding of the theoretical concepts, related assessments, and practical applications of therapeutic exercise is emphasized. Measurements for segmental length, girth, and volume are included. The exercise concepts of strength, resistance, endurance, relaxation, and overuse are instructed in relationship to the implementation of treatment programs.
Lecture hrs: 30, Lab hrs: 60, Other: 0

PTA136  30 hrs, 2 credits
HEALTH, DISEASE & DISABILITY
Co-requisite: PTA106
This course explores current concepts related to maintaining wellness and encouraging prevention. It also investigates the etiology of disease and dysfunction as related to the onset of disability. Topics concerning heredity, immunology, nutrition, and lifestyle issues are discussed. Pathophysiology is taught using a cellular and organ system approach and covers the lifespan. Disability is viewed through functional limitations and the inability of an individual to participate in a major life activity.
Lecture hrs: 30, Lab hrs: 0, Other: 0

PTA146  90 hrs, 4.5 credits
MUSCULOSKELETAL/ORTHOPEDICS
Pre-requisites: PTA116, PTA126, PTA132, PTA180, PTA212
Co-requisites: PTA192, PTA217, PTA221, PTA286
This course synthesizes the musculoskeletal information presented in anatomy and physiology and kinesiology in order to enhance students’ knowledge of orthopedic conditions and dysfunction throughout the lifespan. In the accompanying laboratory sessions, assessment tests and measurement techniques and therapeutic exercise regimens for the orthopedic client are instructed using a regional approach.
Lecture hrs: 45, Lab hrs: 45, Other: 0

PTA150  75 hrs, 4 credits
HUMAN ANATOMY W/LAB
Study of the human body, with emphasis on the structure of each of the body’s essential organ systems.
Lecture hrs: 45, Lab hrs: 30, Other: 0

PTA155  60 hrs, 4 credits
HUMAN PHYSIOLOGY
Functioning of the human body, with emphasis upon major organ systems. Medical and athletic examples are used to illustrate important concepts.
Lecture hrs: 60, Lab hrs: 0, Other: 0

PTA180  15 hrs, 1 credits
PTA SEMINAR I
Co-requisite: PTA116
This is the first of two seminar classes. It builds on information first introduced in the Introduction to Physical Therapy course, with topics including PT and PTA ethics and standards of practice, professionalism in the field of physical therapy and expands upon APTA structure and professional association benefits.
Lecture hrs: 15, Lab hrs: 0, Other: 0

PTA192  90 hrs, 2 credits
CLINICAL AFFILIATION I
Co-requisite: PTA146; CPR certification required
In the first of three clinical affiliations, students are expected to complete 90 hours of clinical education working under the direct supervision of a licensed physical therapist and/or physical therapist assistant. Students are assigned to contract sites representing a variety of practice settings that may include hospitals, outpatient clinics and extended care facilities among others. This introduction to clinical practice provides basic exposure to physical therapy environments and allows students to practice and document elementary assessment measurements, patient management activities and therapeutic procedures that are in a plan of care. Students will also have the opportunity to build communication skills with clients and members of the health care delivery team.
Lecture hrs: 0, Lab hrs: 0, Other: 90

PTA212  15 hrs, 1 credit
PHARMACOLOGY
Co-requisite: PTA116
Pharmacology is the study of the origin, properties, and effects of drugs. An overview of the over-the-counter and prescribed drugs frequently used by individuals receiving physical therapy and the effects these drugs have on physical therapy treatment is presented. This course requires a working understanding of physiology and pathophysiology. Lecture topics include the use of drugs in the treatment of chronic diseases, the impact of pharmacotherapeutic agents on exercise, and the susceptibility of the elderly to drug-related problems.
Lecture hrs: 15, Lab hrs: 0, Other: 0
PTA217 75 hrs, 4 credits
THERAPEUTIC PROCEDURES II
Co-requisite: PTA146
This course expands the knowledge and skills gained from previous courses while investigating techniques used in specialty areas of physical therapy practice. This course explores cardiovascular and pulmonary conditions, burn care, mastectomy, amputation and lymphedema. Information regarding compression garments, prostheses and orthoses are included in conjunction with the required measurement and mobility assessments. Conditions often associated with women’s health such as pregnancy, osteoporosis, fibromyalgia, and pelvic floor dysfunction are also addressed. Lecture and laboratory sessions provide students with the knowledge, observation, test and measurement skills to perform directed interventions in the above mentioned areas.
Lecture hrs: 45, Lab hrs: 30, Other: 0

PTA221 90 hrs, 4.5 credits
APPLIED NEUROLOGY
Co-requisite: PTA146
Through integrated lecture and laboratory, this course introduces the neuroscience and motor control concepts necessary for students to provide directed interventions and administer tests and measures for a variety of clients with neurological involvement. Neurological treatment approaches including PNF, Rood, Bobath, Brunnstrom and the motor learning approaches of Carr and Shepard are discussed, with an emphasis on performing appropriate treatment interventions for different stages of neurological rehabilitation. In addition, students will learn to implement activities for balance and coordination dysfunction. The course includes both pediatric and adult disorders.
Lecture hrs: 45, Lab hrs: 45, Other: 0

PTA286 15 hrs, 1 credit
PTA SEMINAR II
Co-requisite: PTA146
This second of two seminar courses course builds on the cumulative academic and clinical knowledge gleaned from previous PTA courses. Students are given the opportunity to explore current issues affecting the delivery of physical therapy services in a dynamic U.S. health care industry. An overview of practice settings and specialty areas in physical therapy is presented in conjunction with the impact of current legislation affecting service delivery and reimbursement. Professional, legal, and ethical issues are also reviewed and updated. This course includes a unit on negotiation and conflict resolution and a project researching the impact of culture on health care delivery.
Lecture hrs: 15, Lab hrs: 0, Other: 0

PTA289 15 hrs, 1 credit
CAPSTONE
Pre-requisite: PTA298
This course consists of review for and completion of a comprehensive final examination in preparation for the national licensure examination.
Lecture hrs: 15, Lab hrs: 0, Other: 0

PTA296 280 hrs, 6 credits
CLINICAL AFFILIATION II
Prerequisite: PTA192; CPR certification required
In the second clinical affiliation, students expand upon their previous clinical experience and incorporate the knowledge and skills from additional academic coursework. The affiliation is full time (40 hours per week). Emphasis is placed on students assuming a more active role in the delivery of care under the supervision and direction of a clinical instructor.
Lecture hrs: 0, Lab hrs: 0, Other: 280

PTA298 320 hrs, 7 credits
CLINICAL AFFILIATION III
Prerequisite: PTA296; CPR certification required
Clinical Affiliation III is the terminal clinical education experience and requires that students perform as a physical therapist assistant entry-level practitioner by the completion of the assignment. Under the supervision of a licensed physical therapist and/or physical therapist assistant, students will explore in greater depth physical therapy specialty areas of practice such as geriatrics, pediatrics, sports medicine, cardiopulmonary rehabilitation, or women’s health. Increasing exposure to complex neurological and rehabilitation clients occurs. Students are also expected to recognize factors within the health care system that impact the delivery of care and to maintain ethical standards of practice.
Lecture hrs: 0, Lab hrs: 0, Other: 320

PTA300 45 hrs, 3 credits
FOUNDATION & PERSPECTIVES FOR BSPTA
This course introduces the essential skills and concepts applicable to the baccalaureate physical therapist assistant. Ascertaining and analyzing scholarly evidence, scholarly communication, as well as the role of technology in communication, learning, and professional development are explored.
Lecture hrs: 45, Lab hrs: 0, Other: 0

PTA310 30 hrs, 2 credits
PATIENT COMMUNICATION, EDUCATION & MOTIVATION
Prerequisite: PTA300
This course provides an overview of patient education and communication principals. The course focuses on motivating and empowering patients by applying strategies for effective communication with the patient, family and members of the healthcare team. Students will explore teaching and learning concepts and motivational approaches in the healthcare setting. Coordination of care with the physical therapist and other health professionals is examined.
Lecture hrs: 30, Lab hrs: 0, Other: 0
PTA320 75 hrs, 4 credits
EXERCISE PHYSIOLOGY
Prerequisites: PTA300, PTA310, PHY210, PHY250
Co-requisite: PTA324
This course is designed to provide students with a strong foundational knowledge base regarding the physiological responses of the human body to exercise. This is accomplished by first understanding the basic anatomy and physiology of the various body systems that contribute to physical performance, then exploring both acute and chronic responses to exercise of varying forms and intensity levels. Principles of fitness and performance assessment are examined, as well as the process of exercise prescription under both normal and pathophysiological conditions.
Lecture hrs: 45, Lab hrs: 30, Other: 0

PTA324 30 hrs, 2 credits
PHYSICAL THERAPY ACROSS PRACTICE SETTINGS
Prerequisites: PTA300, PTA310
Co-requisite: PTA320
This course explores physical therapy across the following practice settings: ICU, acute care, home health, hospice, aquatic, sports medicine and health and wellness. The specific roles of physical therapy, the physical therapist assistant and the healthcare team for each setting will be examined. Legal and ethical issues are discussed along with application of evidence based practice.
Lecture hrs: 30, Lab hrs: 0, Other: 0

PTA330 45 hrs, 3 credits
ADVANCED ORTHOPEDICS
Prerequisites: PTA300, PTA310, PTA320, PHY210, PHY250, PTA324
This course is designed to expand the orthopaedic knowledge base and skill set of the PTA. This is accomplished by exploring orthopaedic topics in greater depth and breadth than is possible in a typical associate’s degree program of study. Students will explore a variety of treatment strategies and data collection tools in various settings as it applies to patients with orthopaedic impairments, with an emphasis on evidence based practice. The PTA’s role in orthopaedic assessment will be explored, including pertinent data collection as well as recognition of “red flag” signs and symptoms. Orthopaedic interventions will also be examined, including a variety of manual therapeutic techniques, ergonomic assessment, and therapeutic exercise. Basic orthopaedic pharmacology will also be discussed.
Lecture hrs: 45, Lab hrs: 0, Other: 0

PTA332 45 hrs, 3 credits
ADVANCED NEUROLOGICAL REHABILITATION
Prerequisites: PTA300, PTA310, PTA320, PHY210, PHY250
This course will increase the knowledge and skills required of a physical therapist assistant in the neurological rehabilitation setting. Students will explore a variety of treatment strategies and data collection tools as it applies to patients with neurological impairments. Evidence based practice will be emphasized. Neuroplasticity, vestibular rehabilitation, wheelchair management and fall prevention will be discussed. Students will also examine how a patients’ cognitive status can impact decision-making within the plan of care. Emergency preparedness will be highlighted as well.
Lecture hrs: 45, Lab hrs: 0, Other: 0

PTA334 60 hrs, 4 credits
SPECIALTY POPULATIONS
Prerequisites: PTA300, PTA310, PTA330, PTA324, PTA332, PTA340
Co-requisite: PTA350
This course provides knowledge and skills applicable to caring for complex patients in specialty areas of physical therapy practice. This course will take an in depth look at cardiovascular and pulmonary conditions, the integumentary system, oncology, chronic pain management, and the treatment of individuals with amputations. This course will also explore the pediatric and geriatric patient populations. Emphasis is placed on the application of test and measures including outcome measures specific to each patient population. Evidence based treatment techniques for each specialty area will be analyzed.
Lecture hrs: 60, Lab hrs: 0, Other: 0

PTA340 30 hrs, 2 credits
HEALTHCARE POLICY, REGULATION & MANAGEMENT
Prerequisites: PHI250, PTA300, PTA310, PTA324
Co-requisite: PTA334
This course provides an overview of basic healthcare management and administration principles including budget and resource utilization. A variety of healthcare systems in the United States will be examined along with the affordable care act. Discussion will center on physical therapy and the role physical therapy has in the healthcare system. Healthcare regulation and policy will also be explored; including documentation, billing and coding. Delegation and coordination of care with other members of the healthcare team are examined. Legal and ethical issues will be highlighted.
Lecture hrs: 30, Lab hrs: 0, Other: 0
PTA344  45 hrs, 3 credits  
PHYSICAL THERAPY RESEARCH & EVIDENCE BASED PRACTICE  
**Prerequisites:** PTA300, PTA310, PTA330, PTA324, PTA332, PTA334, PTA340  
**Co-requisite:** PTA350  
This course provides an introduction to the research process and research methodologies related to physical therapy practice. Knowledge of evidence based practice will be developed through critique of research studies, the process of research proposal development and application of research findings to practice. Discussion on how to apply evidenced based practice within the plan of care established by the physical therapist is examined. Ethical aspects of physical therapy research will also be explored.  
*Lecture hrs: 45, Lab hrs: 0, Other: 0*

PTA350  60 hrs, 3 credits  
PTA CAPSTONE WITH SKILLS LAB  
**Prerequisites:** PTA300, PTA310, PTA320, PHY210, PHY250, PTA324, PTA332, PTA340, PTA334  
**Co-requisite:** PTA344  
This course provides an opportunity to practice and develop hands on skills and concepts in a laboratory environment. Theory and technique of advanced manual skills will be explored culminating in a 30 hour on site laboratory week. Application of skills discussed in past courses will be explored such as Muscle Energy Techniques (MET), Strain-Counterstrain (SCS), special tests, fitness assessments, data collection tools, vestibular treatment techniques, gait analysis and more. Emphasis will be placed on psychomotor skill acquisition. Evidence based practice will be highlighted.  
*Lecture hrs: 30, Lab hrs: 30, Other: 0*

SKL242  20 hrs, 2 credits  
CAREER DEVELOPMENT  
Designed to improve the marketability of students as they enter the workforce. This course teaches the skills and attitudes needed to make proper career decisions and secure and retain satisfying employment. Students will create a resume, cover letter, professional portfolio and participate in mock interviews.  
*Lecture hrs: 20, Lab hrs: 0, Other: 0*

SOC201  40 hrs, 4 credits  
SOCIOLOGY  
This course introduces students to the foundations of modern sociology. Students explore the concept of culture, the nature of socialization, the foundations of social order, control, power, race and ethnicity, religion, education, and the nature of social change.  
*Lecture hrs: 40, Lab hrs: 0, Other: 0*

SOC250  45 hrs, 3 credits  
INTRODUCTION TO SOCIOLOGY  
This course introduces students to the foundations of modern sociology. Students explore the concept of culture, the nature of socialization, the foundations of social order, control, power, race and ethnicity, religion, education, and the nature of social change.  
*Lecture hrs: 45, Lab hrs: 0, Other: 0*
STATEMENT OF OWNERSHIP

Provo College is owned and operated by Center for Professional Studies, Inc., a Utah corporation.

Board of Directors

Jonathan W. Bullen, Chairman of the Board/President
Anne Erickson
Cecelia Foxley
Doug Foxley
Jamie Morley
Greg Nathanson

PROVO COLLEGE ADMINISTRATION

Campus President ................................................................. Todd Smith
Academic Dean ................................................................................. Jana Colyar
Librarian/Registrar ............................................................................ Camilla Nash
Master Admissions Representatives.....Mickie Miller, Jeff Moss, Ben Murphy, and Tania Rowland
Senior Admissions Representatives ........................................ Sadie Nielson, Karma Owens
Director of Financial Services .......................................................... Rachelle Rowan
Sr. Financial Services Representative ............................................ Julie Tetrick
Director of Career Services ................................................................ Fred Olenik

PROVO COLLEGE PROGRAM DIRECTORS AND FACULTY

Business Administration
Becki Simons......................................................................................... Program Director
MBA, Western Governor’s University; BS Business Management, Western Governor’s University

Criminal Justice & Paralegal Studies
Bonnie Herkimer .................................................................................. Program Director
MA Organizational Management, University of Phoenix; BS Criminal Justice, Brigham Young University

Dental Assisting
Christine Anderson ........................................................................ Faculty
AS Business Administration, Provo College; Certified Dental Assistant, Carrington College

Healthcare Administration
TBD ...................................................................................................... Program Director

Massage Therapy
Shellie Snow........................................................................................ Program Director
MEd., University of Phoenix; BA English Literature, Utah Valley University; AAS Therapeutic Massage Technology, Provo College

Medical Assisting
Polly Sudds......................................................................................... Program Director
BS Audiology and Speech Language Pathology, Brigham Young University; Diploma Medical Assisting, The American Institute of Medical-Dental Technology
Medical Billing & Coding
Alice Wilson ................................................................. Program Director
AS Health Information/Medical Records Technology/Technician, Weber State University

Nursing
Lois Hine ................................................................................................................................................................. Program Director
PhD Professional Technical and Adult Education, University of Idaho; MSN Family Nurse Practitioner, Clarkson College; BSN, Boise State University; ASN, Boise State University

Margaret Erickson ....................................................................................................... Associate Program Director
MSN Ed, South University; MSN, Stevens-Henager; BSN, University of Phoenix; ASN, Brigham Young University

Bonnie Jensen ........................................................................................................................................................... Faculty
PM Cert-Nursing Education, Excelsior College, MSN, Stevens-Henager, BSN, Stevens-Henager, ADN, Excelsior College

Todd Allen ............................................................................................................................................................. Faculty
MS Nursing Informatics, University of Utah; BSN, Boise State; ASN, Utah Valley University

Jan Montroy .............................................................................................................................................................. Faculty
MSN Ed, Walden University; BSN, Marymount College

Laura Allen ............................................................................................................................................................... Faculty
MSN, Western Governor’s University

Andrew Nydegger .................................................................................................................................................. Faculty
MSN Ed, Western Governor’s University

Physical Therapist Assistant
Dr. Erin Faraclas, PT, DPT, MSCS ................................................................. Program Director
DPT Temple University; MPT American International College; BIS, American International College

Dr. James Nackos, PT, DPT ................................................................................................................................. Faculty
DPT Creighton University; BS Physical Education, Brigham Young University

Tony Bishop, PTA .................................................................................................................. Assistant Academic Coordinator of Clinical Education/Lab Assistant
AS Physical Therapist Assistant, Provo College

Rhodri Purcell, PT, MPT, OCS, CSCS ......................................................................................... Academic Coordinator of Clinical Education
MPT Idaho State University; BS Therapeutic Recreation, Brigham Young University

Jonathon Hubert, PTA ................................................................................................................................. Faculty
AS Physical Therapist Assistant, Provo College

Personal Fitness Training
Edwin Schumacher ................................................................................................................................. Faculty
MS, Sports Conditioning and Performance, Southern Utah University; BA, Theater, Brigham Young University

Visual Media & Graphic Design
Karlie Hardman ................................................................................................................................. Program Director
BS Art Education, Utah Valley University; AS Computer Graphics, Utah Valley University
ACADEMIC CALENDAR - QUARTERS

November Term 2014
November 24........................Classes Begin
November 27-28...........Thanksgiving (campus closed)
Dec 24-Jan 1............Winter Break (no classes)
February 6, 2015...........Classes End

January Term 2015
January 5...............................Classes Begin
March 13............................Classes End

February Term 2015
February 9............................Classes Begin
April 17............................Classes End

March Term 2015
March 16............................Classes Begin
May 22............................Classes End

April Term 2015
April 20............................Classes Begin
May 25.........................Memorial Day (campus closed)
June 26............................Classes End

May Term 2015
May 26............................Classes Begin
July 31............................Classes End

June Term 2015
June 29............................Classes Begin
September 4........................Classes End

August Term 2015
August 3............................Classes Begin
September 7...........Labor Day (campus closed)
October 9........................Classes End

September Term 2015
September 8........................Classes Begin
November 13........................Classes End

October Term 2015
October 12........................Classes Begin
November 26-27...........Thanksgiving (campus closed)
December 18........................Classes End

November Term 2015
November 16........................Classes Begin
November 26-27...........Thanksgiving (campus closed)
Dec 24-Jan 1............Winter Break (no classes)
January 29, 2016...........Classes End

ACADEMIC CALENDAR – NURSING & BACHELOR OF SCIENCE IN PHYSICAL THERAPIST ASSISTANT

January Semester 2015
January 5...............................Classes Begin
April 22............................Classes End

May Semester 2015
May 4.............................Classes Begin
May 25.........................Memorial Day (no classes)
July 3................Independence Day observed (no classes)
July 24................Pioneer Day (no classes)
August 19........................Classes End

August Semester 2015
August 31............................Classes Begin
September 7...........Labor Day (no classes)

November 24-27...........Thanksgiving (no classes)
December 16........................Classes End

January Semester 2016
January 4............................Classes Begin
April 20............................Classes End

May Semester 2016
May 2.............................Classes Begin
May 30......................Memorial Day (no classes)
July 4...................Independence Day (no classes)
July 25..................Pioneer Day (no classes)
August 17........................Classes End

ACADEMIC CALENDAR – PHYSICAL THERAPIST ASSISTANT ASSOCIATE

January Semester 2015
January 5...............................Classes Begin
March 9-15..............Student Break (no classes)
May 1.............................Classes End

May Semester 2015
May 11.............................Classes Begin
May 25.........................Memorial Day (no classes)
July 3................Independence Day observed (no classes)
July 24................Pioneer Day (no classes)
July 31............................Classes End

August Semester 2015
August 31............................Classes Begin
September 7...........Labor Day (no classes)

November 26-27...........Thanksgiving (no classes)
December 18........................Classes End

January Semester 2016
January 11........................Classes Begin
March 7-11..............Student Break (no classes)
May 6.............................Classes End

May Semester 2016
May 16.............................Classes Begin
May 30......................Memorial Day (no classes)
July 4...................Independence Day (no classes)
July 25..................Pioneer Day (no classes)
August 5........................Classes End
## TUITION AND FEES

**Tuition Table All Quarter Credit Programs**

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>TUITION General Education Courses ($275 per credit)</th>
<th>TUITION College Core Courses ($325 per credit)</th>
<th>TUITION Core Courses Per Credit Cost</th>
<th>TUITION Core Courses Total Cost</th>
<th>Registration Fees</th>
<th>Equipment Fees</th>
<th>Cost of Books</th>
<th>Total Cost of Program‡</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration Associate</td>
<td>$6,600</td>
<td>$4,550</td>
<td>$410/credit</td>
<td>$22,550</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$33,775</td>
</tr>
<tr>
<td>Business Administration Bachelor</td>
<td>$15,400</td>
<td>$7,150</td>
<td>$410/credit</td>
<td>$42,230</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$64,855</td>
</tr>
<tr>
<td>Criminal Justice Diploma</td>
<td>$0</td>
<td>$2,275</td>
<td>$385/credit</td>
<td>$15,400</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$17,750</td>
</tr>
<tr>
<td>Criminal Justice Associate</td>
<td>$6,600</td>
<td>$5,850</td>
<td>$385/credit</td>
<td>$20,020</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$32,545</td>
</tr>
<tr>
<td>Criminal Justice Bachelor</td>
<td>$15,400</td>
<td>$8,450</td>
<td>$385/credit</td>
<td>$37,730</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$61,655</td>
</tr>
<tr>
<td>Dental Assisting Diploma</td>
<td>$0</td>
<td>$2,275</td>
<td>$370/credit</td>
<td>$13,320</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$15,670</td>
</tr>
<tr>
<td>Dental Assisting Associate</td>
<td>$6,600</td>
<td>$5,850</td>
<td>$370/credit</td>
<td>$18,870</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$31,395</td>
</tr>
<tr>
<td>Healthcare Administration Bachelor</td>
<td>$8,800</td>
<td>$2,600</td>
<td>$410/credit</td>
<td>$22,140</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$33,615</td>
</tr>
<tr>
<td>Medical Assisting Diploma</td>
<td>$0</td>
<td>$975</td>
<td>$260/credit</td>
<td>$11,180</td>
<td>$75</td>
<td>$430</td>
<td>$0</td>
<td>$12,660</td>
</tr>
<tr>
<td>Medical Assisting Associate</td>
<td>$6,600</td>
<td>$5,850</td>
<td>$495/credit</td>
<td>$25,245</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$37,770</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Diploma</td>
<td>$0</td>
<td>$2,275</td>
<td>$495/credit</td>
<td>$17,325</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$19,675</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Associate</td>
<td>$6,600</td>
<td>$5,850</td>
<td>$495/credit</td>
<td>$24,255</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$36,780</td>
</tr>
<tr>
<td>Paralegal Studies Bachelor</td>
<td>$15,400</td>
<td>$8,450</td>
<td>$400/credit</td>
<td>$41,200</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$65,125</td>
</tr>
<tr>
<td>Paralegal Studies Associate</td>
<td>$6,600</td>
<td>$4,550</td>
<td>$400/credit</td>
<td>$22,800</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$34,025</td>
</tr>
<tr>
<td>Personal Fitness Training Diploma</td>
<td>$0</td>
<td>$2,275</td>
<td>$410/credit</td>
<td>$15,580</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$17,930</td>
</tr>
<tr>
<td>Personal Fitness Training Associate</td>
<td>$6,600</td>
<td>$5,850</td>
<td>$410/credit</td>
<td>$22,140</td>
<td>$75</td>
<td>$0</td>
<td>$0</td>
<td>$34,665</td>
</tr>
<tr>
<td>Visual Media &amp; Graphic Design Associate</td>
<td>$6,600</td>
<td>$5,850</td>
<td>$491/credit</td>
<td>$25,041</td>
<td>$75</td>
<td>$1,650</td>
<td>$0</td>
<td>$39,216</td>
</tr>
<tr>
<td>Visual Media &amp; Graphic Design Bachelor</td>
<td>$15,400</td>
<td>$7,150</td>
<td>$491/credit</td>
<td>$50,082</td>
<td>$75</td>
<td>$1,650</td>
<td>$0</td>
<td>$74,357</td>
</tr>
</tbody>
</table>
**Semester Program Tuition Tables**

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>TUITION General Education Courses Per Credit Cost</th>
<th>TUITION General Education Courses Total Cost</th>
<th>TUITION Core Courses Per Credit Cost</th>
<th>TUITION Core Courses Total Cost</th>
<th>Application Fees</th>
<th>Equipment Fees</th>
<th>Est. Cost of Books</th>
<th>Total Cost of Program‡</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Associates</td>
<td>$675/credit</td>
<td>$15,525</td>
<td>$975/credit</td>
<td>$37,050</td>
<td>$100</td>
<td>$0</td>
<td>$0</td>
<td>$52,675</td>
</tr>
<tr>
<td>Nursing Bachelor</td>
<td>$450/credit</td>
<td>$17,550</td>
<td>$650/credit</td>
<td>$52,650</td>
<td>$100</td>
<td>$0</td>
<td>$0</td>
<td>$70,300</td>
</tr>
<tr>
<td>Physical Therapist Assistant Associate**</td>
<td>$500/credit</td>
<td>$10,000</td>
<td>$720/credit</td>
<td>$40,320</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$50,320</td>
</tr>
<tr>
<td>Physical Therapist Assistant Bachelors</td>
<td>$350/credit</td>
<td>$11,200</td>
<td>$450/credit</td>
<td>$14,400</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$25,600</td>
</tr>
<tr>
<td>RN-BSN Online*</td>
<td>$150/credit</td>
<td>$3,300</td>
<td>$310/credit</td>
<td>$12,710</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$18,000</td>
</tr>
</tbody>
</table>

**Requires a 50.00 application fee  
*Books are charged separately**

**Additional Fees:**

- **Challenge Exam Fees**
  - Administrative Fee ....................................................................................................................................................... $25.00*
  - Transcript Fee (per credit) ........................................................................................................................................ $20.00*

- **Commencement Fee (for students participating in the ceremony; excluding Nursing)** ........................................................................................................................................................................ $40.00*

- **Health documentation, assessments, and vaccinations for the following programs:**
  - (Medical Assisting, Dental Assisting, Nursing) ........................................................................................................ Estimated $300.00*
  - Nursing Admissions Assessments ....................................................................................................................................................... $50.00*
  - Nursing Program Application Processing Fee .................................................................................................................... $100.00**

- **Nursing Graduation Fee** ....................................................................................................................................................... $100.00

- **Registration Fee (excluding Nursing program)** ........................................................................................................................................................................ $75.00

- **Transcript Request Fee** ....................................................................................................................................................... $5.00*

- **Transfer Credit Fee (per semester credit only)** ........................................................................................................................................................................ $22.50*

*Fee cannot be paid from Title IV financial aid funds.

• Not applicable if Application Processing Fee paid for previous enrollment.

‡Total Cost of Program calculated assuming students follow the College’s master schedule, which is available through the Registrar’s office.