A MESSAGE FROM THE PRESIDENT

Our primary goal is to provide students with marketable skills leading to employment. Certainly, that means the technical skills and knowledge required in the career field chosen by the student. Our hands-on coursework and combination of academic and real-world instruction provide those skills.

Marketable skills encompass more. Employers also expect technical competence while demanding good communication skills, teamwork, positive attitudes, high performance standards, and a willingness to accept responsibility in the workplace. In order to provide these equally necessary marketable skills, we integrate communication opportunities in all of our courses and encourage team involvement whenever appropriate. We also demonstrate and emphasize these performance standards to our students by requiring completion of a workplace-related project for appraisal.

At Herzing University students not only learn the technical and business skills required in professional occupations, they are also expected to develop essential work habits. Consequently, we stress the importance of attendance as an integral element of a complete education and as an important work habit to develop. Important work habits include responsibility and reliability, and attendance in class is a major factor in both these areas. Further, class attendance benefits the student through increased opportunity for learning, added success of team experiences, and demonstrated respect for the instructor and fellow students.

At Herzing University, we believe in student service. We are focused on providing all that we can to help students graduate, attain their career objectives, and fulfill their goals. We stand ready and able to demonstrate our commitment to your success.

Yours truly,

Renée Herzing
President
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STUDENT DISCLOSURES

To review all mandated consumer/student disclosures, please visit the Herzing University Website at www.herzing.edu/consumer-disclosures.

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Menomonee Falls, WI 53051
tel: (414) 271-8103
fax: (414) 271-1607

For more information, please visit the Herzing University Website at www.herzing.edu/ or call 1-800-596-0724.
Herzing University Undergraduate Catalog May 2016

Academic Calendar

Classes at Herzing University run year-round with breaks as listed below. The calendar at some Herzing University campuses may vary slightly, so please check with your local campus. You will be notified if there are any changes to this schedule prior to the start of the applicable period.

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**Summer Semester 2020**
UNIVERSITY INFORMATION

VISION
The vision of Herzing University is to be the lifelong learning partner for its students, employers, and communities in optimizing their economic and human potential.

MISSION
It is the mission of Herzing University to provide high-quality undergraduate and graduate degrees and diploma programs to prepare a diverse and geographically distributed student population to meet the needs of employers in technology, business, healthcare, design, and public safety. Career-oriented degree programs include a complementary and integrated general education curriculum established to stimulate students’ intellectual growth, to contribute to their personal development, and to enhance their potential for career advancement.

GUIDING PRINCIPLES
The following principles guide the University in fulfilling our mission.

1. Foster Our Core Values – Promote an educational and workplace culture that fosters professionalism, respect for others, personal responsibility and integrity, caring, and civic and community engagement among our students and employees.

2. Optimize Human Potential – Sustain a positive and effective educational environment which optimizes the personal and professional potential of our students and employees, and which respects individual contributions and perspectives.

3. Improve the Value Equation for Students – Continually improve the University’s high-quality educational programs to increase their value to students. Innovate to optimize students’ educational journeys and align learning outcomes with lifelong learning and workforce needs.

4. Engage Students – Provide instructional and student-support services that create an engaging, caring, student-centered environment to facilitate student achievement of the defined learning outcomes, their educational goals, and their personal development.

5. Create Access for Diverse Group of Students – Provide access to our programs and services to qualified students of diverse age, interests, abilities, and cultures. Respond to the dynamic needs of our diverse and geographically distributed students through face-to-face and distance education delivery modalities.

6. Embrace Innovation for Student Success – Provide a high-performance learning environment that utilizes new technologies, methodologies, and best practices to serve the dynamic lifelong learning needs of our students.

7. Demonstrate Effectiveness – Continually assess student learning outcomes as well as educational and institutional effectiveness to drive continuous improvement in the value we provide to our students, employers, and society at large.

8. Pursue Collaboration and Partnerships – Pursue cooperation and alliances with educational institutions, organizations and associations on a local, regional, national and international basis to fulfill our mission and public educational purpose.

9. Ensure Sustainability – Ensure effective and efficient use of our human, physical, technology, and financial resources. Utilize data and analysis to inform planning, budgeting, and decision-making processes to ensure continued improvement of our educational offerings, fulfillment of our mission, and sustained future development.

CORE VALUES: P.R.I.C.E. OF SUCCESS
Herzing University’s educational and organizational philosophy was founded on core values that constitute the Herzing culture. These values are essential not only for personal development, but are also the foundation for a successful, meaningful career. These core values; professionalism, respect, integrity, caring, and engagement are encompassed in a framework called “P.R.I.C.E. of Success.” In order to help each student develop and strengthen these qualities, they have been incorporated into the learning environment. Students are expected to exhibit these behaviors and attributes in all interactions, inside and outside of the classroom. Students who apply themselves and embody the P.R.I.C.E. of Success characteristics will more likely reach their full human potential.

These behaviors and attributes are also the foundation of our internal culture. Employees are expected to exhibit these qualities in their service to students and other daily functions. In doing so, we are building a culture that nurtures personal growth and potential. We lead by example for our students, enabling us to coach and mentor students in their own development of these behaviors and attributes.
HERZING HISTORY

Herzing University had its beginning in 1965 when it started as a computer training institute in Milwaukee, Wisconsin. In 1970 the name was changed to Herzing Institute, and the organization began to grow through the acquisition of other schools. These included the Wisconsin School of Electronics in Madison, Wisconsin, which has a history dating back to 1948. Later, the Milwaukee location was closed in favor of the Madison location, but the system headquarters has remained in Milwaukee. The name of the school was changed to Herzing College in 1996, and the institution has grown to eleven campuses plus Herzing Online. With the addition of graduate programs, the name was changed to Herzing University in 2009.

Akron Campus
The Akron Institute was founded in 1970 and has provided training in the Akron area continuously since that date.

The school, which became a campus of Herzing in 2004, has grown to its present size with the addition of programs, increases in staff, and expansion of facilities, necessitating a move to a larger building in 2004. The name was changed from Akron Institute of Herzing University to Akron Campus—Herzing University in January 2013.

Atlanta Campus
The Atlanta campus began in 1949 as Massey Junior College. Massey Junior College became part of the Herzing Institute in 1979. In 1996 its name was changed to Herzing College. Organizationally, Herzing University—Atlanta, was the main campus of two additional campuses in New Orleans, Louisiana, and Orlando, Florida. The Atlanta campus moved to its present location in 2005. With the addition of graduate programs, the name was changed to Atlanta Campus—Herzing University in 2009.

Birmingham Campus
Initially founded as Electronic Computer Programming Institute in 1965 at 1218 South 20th Street, the Birmingham college was acquired by the Milwaukee college in 1968. The name was officially changed to Herzing Institute in 1970. In December 1994 the Institute was moved to its present address at 280 West Valley Avenue, Birmingham, Alabama, and the official name was changed to Herzing College of Business and Technology and then to Herzing College in September 1998. With the addition of graduate programs, the name was changed to Birmingham Campus—Herzing University in 2009.

Brookfield Campus
The Brookfield Campus—Herzing University first opened its doors in March 2010 and serves the western suburbs of Milwaukee.

Kenosha Campus
The Kenosha Campus began enrolling students in the fall of 2009 as an additional location of Herzing University to serve the communities of Kenosha, Racine, northern Illinois, and the surrounding areas.

Madison Campus
Originally the Wisconsin School of Electronics, the school was founded in 1948 by several local Madison businessmen involved in the television and radio industry. In 1970 the school merged with Herzing Institute. In 1996 the name was changed to Herzing College to reflect its bachelor’s degree status and range of programs. With the addition of graduate programs, the name was changed to Madison Campus—Herzing University in 2009.

Minneapolis Campus
Herzing College, Minneapolis Drafting School Division, became part of Herzing College in June of 2000. Established in 1961, the Minneapolis Drafting School trained and placed its graduates in all phases of drafting and design. The Minneapolis campus has since added programs in business, design, and public safety.

Herzing College, Lakeland Medical-Dental Academy Division, became part of Herzing College in May of 2002. Established in 1958, Lakeland Medical-Dental Academy has trained and placed its graduates in many phases of allied health. With the addition of graduate programs, the name was changed to Minneapolis Campus—Herzing University in 2009.
New Orleans Campus
The Herzing University New Orleans campus started its first class in 1996 as part of Herzing College—Atlanta. The campus relocated in 2010 to its present location in order to serve a greater number of community residents looking to obtain a Herzing education. With the addition of graduate programs, the name was changed to New Orleans Campus—Herzing University in 2009.

Omaha School of Massage and Healthcare of Herzing University
Established in 1991, the Omaha School of Massage Therapy moved to its present location in 1995 and became part of Herzing University in June of 2008.

Herzing Online
In 2003 Herzing College launched online education, making education available to students from the comfort of their own home, the local library, or a coffee shop. Providing educational opportunities whenever and wherever a student desires, Herzing Online offers students the opportunity to enroll in diploma/certificate, associate’s degree, or bachelor’s degree programs. In 2009 Herzing Online ventured its way into the graduate school arena and began offering master’s degrees in business administration and nursing.

Orlando Campus
Herzing College in Orlando started its first classes in 1995 as an additional location of Herzing College in Atlanta. With the addition of graduate programs, the name was changed to Orlando Campus—Herzing University in 2009.

Toledo Campus
Herzing College in Toledo started its first classes in 2009. With the addition of graduate programs, the name was changed to Toledo Campus—Herzing University in 2009.

GOVERNANCE
Herzing University is a nonprofit, coeducational university licensed and approved to award master’s degrees, bachelor’s degrees, associate’s degrees, and diplomas/certificates. The University is owned and operated by Herzing University, Ltd., which is a 501(c)(3) nonprofit Wisconsin corporation. The University is governed by a Board of Directors.

Board of Directors
Chairperson .............................................................................................................................................................................Joseph Froehlich
Vice Chairperson ......................................................................................................................................................................... Patricia Todus
Secretary ................................................................................................................................................................................ Wendy Baumann
Director ................................................................................................................................................................................... Mark Ambrosius
Director ...........................................................................................................................................................................................Erin Hareng
Director .................................................................................................................................................................................... Peter Heffernan
Director ........................................................................................................................................................................................... Henry Herzing
Director ........................................................................................................................................................................................... Cheryl King

Executive Committee
President ....................................................................................................................................................................... Renée Herzing, M.B.A.
Vice President of Operations ........................................................................................................................................... R. Brian Olson, Ph.D.
President of Online and Chief Information Officer ...........................................................................................................Nigel Longworth, M.S.
Provost ............................................................................................................................................................................Blake Faulkner, D.B.A.
Vice Provost for Academic Affairs ....................................................................................................................................... Kitty Kautzer, Ed.D.
Chief Financial Officer/Chief Compliance Officer ............................................................................................................... Robert Herzog, B.S.
Vice President of Admissions ............................................................................................................................................Michael Wimer, B.A.
SYSTEM ADMINISTRATORS

Associate Provost of Academic Support............................................................................................................. Larry Doty, M.A.
Associate Provost of Registrar Services ............................................................................................................. Janet Sabri, M.B.A.
Associate Vice President for Accreditation and Regulatory Affairs ............................................................... Elainna Guerrette, M.S.
Associate Vice President of Business Intelligence ............................................................................................. Benjamin Nirschl, M.B.A.
Associate Vice President of Educational Funding and Compliance ................................................................. Kevin McShane, M.B.A.
Associate Vice President of Strategic Initiatives .............................................................................................. Jackie Curtis, M.B.A.
Dean of Graduate Programs ................................................................................................................................. Ronald Kern, Ph.D.
Director of Alumni Support ................................................................................................................................. Jennifer Hoepner, B.A.
Director of Accounting/Secretary ....................................................................................................................... Deborah Paukner, B.S., C.P.A.
Director of Advertising ......................................................................................................................................... Rene Burkard
Director of Enterprise Learning ............................................................................................................................ Open
Director of Financial Planning and Analysis .................................................................................................... Errol Meinholz, B.B.A., C.P.A.
Director of Human Resources ................................................................................................................................. Gabriella Bauer, B.A., PHR
Director of Institutional Effectiveness .................................................................................................................. Eric Siegel, Ph.D.
Director of International Operations .................................................................................................................. Matthew Schneider, M.B.A.
Director of Student Accounts ............................................................................................................................... Jeff Grieger, B.A.
Interim Associate Provost of Curriculum and Outcomes Assessment ............................................................... Gwen Hillesheim, Ed.D.
Manager of Admissions Support Center .............................................................................................................. Carol Hoskins
Manager of Admissions Training and Development .......................................................................................... Sharonda Simmons, M.A.
Senior System Dean of Nursing ......................................................................................................................... Elizabeth Markham, Ph.D., R.N.
Senior System Librarian ......................................................................................................................................... Beth Huwe, M.S.
Senior System Registrar .......................................................................................................................................... Roland Rudas, B.S.
System Director of Career Development ........................................................................................................... Open
System Director of Educational Funding ............................................................................................................ Kristin Stuhr-Mootz, M.B.A.
System Division Chair of Business ..................................................................................................................... Jon Outland, Ph.D.
System Division Chair of Dental Care ................................................................................................................ Phyllis Neal, M.S.
System Division Chair of Design ......................................................................................................................... Alan Rossi, M.A.
System Division Chair of General Education ..................................................................................................... Nathan Basta, Ph.D.
System Division Chair of Patient Services .......................................................................................................... Open
System Division Chair of Patient Treatment ....................................................................................................... Michael Jensen, M.S.
System Division Chair of Public Safety ................................................................................................................ Andrew Rule, M.A.
System Division Chair of Technology ................................................................................................................ Chris LaBounty, M.Ed.
Vice President of Business Development ........................................................................................................... Felicia Haslom, M.B.A.
Vice President of Community Partnerships and Veteran Affairs ..................................................................... Michael Bankey, Ph.D.
Vice President of Information Technology .......................................................................................................... Miladen Grgic, M.S.
Vice President of Marketing ................................................................................................................................. Shea Stickler, M.B.A.
CAMPUS ADMINISTRATORS

Akron Campus
President .................................................................................................................. Bill Cassidy, M.Ed., M.B.A.
Academic Dean................................................................. Florentine Hoelker, Ph.D.
Director of Admissions ......................................................... Suzanne Peters, B.S.
Director of Educational Funding ............................................................... Matthew Miller, B.S.
Career Development Specialist ............................................................... Cindy Antenucci, B.S.N.
Registrar ............................................................................................................. Jamie Bright, B.A.

Atlanta Campus
President ............................................................................................................ Theatis Anderson, M.B.A.
Academic Dean .............................................................................................. Kevin E. James, Ed.D.
Director of Admissions ........................................................................ Shannon Moore, B.S.
Director of Educational Funding ................................................................. Stephanie Gunby, M.B.A.
Senior Career Development Specialist .............................................. Tiara Hector, M.S.
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Registrar .................................................................................................................................................... Amy Herfel, A.S.

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Director of Educational Funding ............................................................................................................ Heather Boes, B.A.
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President and Dean .............................................................................................................................. Steve Carper, B.S., LMT
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  Director of Admissions—Chicago ........................................................................................................ Eric Reeves, B.S.
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<th>Name</th>
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<td>Kristine Haggarty</td>
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<td>Linda Kapp</td>
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<td>Janet McClintock</td>
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<td>Tina Shanahan</td>
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<td>Diane Sigler</td>
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<td>Susan Smith</td>
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<td>Michelle Stewart</td>
<td>Faculty</td>
<td>A.S. (Medical/Clinical Lab Assistant), Ultimate Medical Academy</td>
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Bruce Tonkin, Assistant Professor* ........................................................................................................ M.A., B.A. (Mathematics), Oakland University
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<td>Stephen Andrus</td>
<td>Instructor*</td>
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<td>Iris Blanks</td>
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<td>Anisa Mohamed</td>
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<td>Marsha Nelson</td>
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<td>David Perlman</td>
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<td>Angela Ree</td>
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<td>Andrea Ruby</td>
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<td>Stacy Sand</td>
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<td>Senior Instructor*</td>
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<td>Instructor, Associate Professor, Department Chair</td>
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<td>Maria Yambao</td>
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<td>Associate Professor, Department Chair</td>
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<td>Percy Anderson</td>
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<td>Karen Burks</td>
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<td>M.A. (Management), University of Redlands</td>
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**Herzing University Undergraduate Catalog May 2016**

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Degree &amp; Institution</th>
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<tr>
<td>Dorothy Cox</td>
<td>Assistant Professor</td>
<td>M.B.A. (Management), Salve Regina University</td>
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<td>B.S. (Business Administration), Charter Oak State College</td>
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<td>Betty Jo Bouchey</td>
<td>Assistant Professor</td>
<td>M.B.A. (Entrepreneurship), Rensselaer Polytechnic Institute</td>
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<td>B.A. (Psychology), State University of New York</td>
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<td>David Bouvin</td>
<td>Associate Professor</td>
<td>D.B.A., M.B.A. (Business Administration), Argosy University</td>
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<td>Kristen Brady</td>
<td>Associate Professor</td>
<td>M.S. (Guidance and Counseling), University of Wisconsin—Stout</td>
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<td>B.A. (Organizational Communication), University of Wisconsin—Eau Claire</td>
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<td>Russell Brown</td>
<td>Associate Professor</td>
<td>M.S. (Criminal Justice), Florida Metropolitan University</td>
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<td>Tasha Brown</td>
<td>Associate Professor</td>
<td>M.A., B.S. (Sociology), Sam Houston State University</td>
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<td>Katie Bruce</td>
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<td>M.S. (Mathematics Education), Florida State University</td>
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<td>B.A. (Liberal Studies), Providence College</td>
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<td>Ronald Burke</td>
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<td>M.S. (Project Management/HR Management), Keller Graduate School of Management</td>
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<td>James Carmichael</td>
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<td>M.S., B.S. (Electrical Engineering), University of Louisville</td>
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<td>Crystal Carpenter</td>
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<td>B.I.S. (Business Management), Houston Community College</td>
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<td>Susan Cashwell</td>
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<td>Ph.D., M.S.W. (Social Work), Florida State University</td>
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<td>Rosa Cassell</td>
<td>Assistant Professor</td>
<td>D.E.L. (Executive Leadership), University of Charleston</td>
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<td>Peter Cassidy</td>
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<td>Associate Professor</td>
<td>M.S. (Community Counseling), Mount Mary College</td>
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<td>Kim Raquel Chapman</td>
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................................................................................................................. B.S. (Business Education), Tennessee State University
Emily Young, Assistant Professor* ................................................................. M.B.A. (Management and Strategy), Western Governors University
................................................................................................................. B.S. (Accounting and Finance), University of Wisconsin—Milwaukee
Natosha Zanders, Assistant Professor* ................................................................. M.S. (Plant and Soil Sciences), Alabama A&M University
................................................................................................................. B.S. (Biology), Fort Valley State University
Hong Zhao, Associate Professor* ................................................................. M.S. (Accountancy), California State University—Los Angeles
................................................................................................................. M.M. (Management), Harbin University
Stephanie Zylka, Assistant Professor ................................................................. M.S. (Counseling), Mount Mary University
................................................................................................................. B.S. (Psychology and Human Development), University of Wisconsin—Green Bay

Orlando Campus
Kim Callahan, Assistant Professor* ................................................................. M.S. (Nursing), University of Phoenix
Alice Cruz, Associate Professor ................................................................. M.S. (Nursing Education), University of Phoenix
................................................................................................................. B.S. (Nursing), Florida Southern College
Patricia Cummings, Assistant Professor ................................................................. M.S.N. (Nursing), Liberty University
................................................................................................................. B.S.N. (Nursing), Indiana State University
Joshua Dodge, Assistant Professor ................................................................. M.S., B.S. (Mathematics), University of Central Florida
Jennifer Drapp, Assistant Professor ................................................................. M.S.N., B.S.N. (Nursing), University of Central Florida
Shaeye Frierson, Instructor ................................................................. B.S., A.S. (Nursing), Herzing University
Wendy Garcia-McLeod, Assistant Professor ................................................................. M.B.A. (Business Administration and Healthcare Management), University of Phoenix
................................................................................................................. B.S. (Nursing), University of Phoenix
Nina Goddin, Assistant Professor ................................................................. M.S. (Nursing), University of Central Florida
Maria Gonzalez, Assistant Professor* ................................................................. M.S. (Nursing), University of Phoenix
................................................................................................................. B.S. (Nursing), Puerto Rico University
Richard Green, Assistant Professor ................................................................. M.S. (Education), Florida State University
Lori Guiseppi, Associate Professor ................................................................................................................. M.S. (English), University of Kentucky
........................................................................................................................................................................ B.S. (English), Fisk University

Monica Krogmann, Assistant Professor ................................................................................................................. D.P.T. (Physical Education), University of Central Florida
........................................................................................................................................................................ M.S., B.S. (Physical Therapy), University of Florida

Fiona Mackay, Assistant Professor* ................................................................................................................. M.S.N., B.S. (Nursing), Chamberlain College of Nursing

Heather Manolas, Assistant Professor* ................................................................................................................. M.S.N. (Nursing), Walden University
........................................................................................................................................................................ A.S. (Nursing), Valencia College

Jerrine May, Assistant Professor, Program Chair ................................................................................................ B.S. (Radiologic Technology), Florida Hospital College of Health Sciences

Dustin McKinley, Assistant Professor ................................................................................................................. M.S.N. (Nursing), University of Central Florida
........................................................................................................................................................................ B.S.N. (Nursing), University of Phoenix

James Metcalf, Assistant Professor ................................................................................................................. M.S. (Nursing), University of Phoenix
........................................................................................................................................................................ B.S. (Nursing), University of Detroit—Mercy

Dacia Milesca, Associate Professor ................................................................................................................. D.O. (Podiatry), New York College of Podiatric Medicine
........................................................................................................................................................................ B.S. (Biology), Hofstra University

James Morgan, Assistant Professor ................................................................................................................. D.C. (Chiropractic), Palmer College of Chiropractic West

Lee Newball, Associate Professor* ................................................................................................................. M.S., B.S. (Nursing), University of Phoenix

Ruth Pandolph, Assistant Professor ................................................................................................................. D.P.T. (Physical Therapy), Northeastern University
........................................................................................................................................................................ B.S. (Physical Therapy), Florida International University
........................................................................................................................................................................ A.S. (Physical Therapy Assistant), Miami Dade Community College

Pamela Rodriguez, Assistant Professor ................................................................................................................. M.S., B.S. (Nursing), University of Central Florida

Marcia Smythe, Associate Professor ................................................................................................................. M.S. (Nursing), University of Phoenix
........................................................................................................................................................................ B.S. (Nursing), College of New Rochelle

Vijaya Telu, Assistant Professor* ................................................................................................................. M.S. (Nursing), Vishakhapatnam College of Nursing
........................................................................................................................................................................ B.S. (Nursing), Hyderabad College of Nursing

Sylvia Torres-Thomas, Assistant Professor* ........................................................................................................ M.S. (Nursing), University of Central Florida
........................................................................................................................................................................ B.S. (Nursing), University of Central Florida

Amy Vernon, Associate Professor, Program Chair ................................................................................................ M.S. (Physical Therapy), Southwest Texas State University
........................................................................................................................................................................ B.S. (Physical Therapy), Baylor University

William Young III, Assistant Professor ................................................................................................................. B.S. (Physical Therapy), University of Central Florida

Lara Zerkowski, Assistant Professor ................................................................................................................. M.S. (Ecology), Pennsylvania State University
........................................................................................................................................................................ B.S. (Science), Albright College

Toledo Campus

Nikki Barnett, Instructor* ........................................................................................................................................ M.S., B.A. (Management and Organizational Development), Spring Arbor University
........................................................................................................................................................................ A.S. (Health Information Technology), Professional Skills Institute

Mustafa Bourawi, Assistant Professor* ................................................................................................................. M.S. (Math), Ohio University
........................................................................................................................................................................ M.S. (Electrical Engineering), Ohio University

Marc Delph, Associate Professor, Department Chair ........................................................................................ M.A. (English), Bowling Green State University
........................................................................................................................................................................ B.A. (Journalism), Bowling Green State University
Kathleen France, Assistant Professor* ................................................................. M.A. (Communication), Bowling Green State University
.......................................................................................................................... B.A. (Education, Speech, and English), Ball State University

Destani Fuhr, Instructor, Program Chair .......................................................... B.S. (Information Technology), Herzing University
.......................................................................................................................... A.A.S. (Surgical Technology), Owens Community College

Derick Gant, Instructor* .............................................................. D.B.A. (Management and Communication), Bowling Green State University

Julie Glassmoyer, Instructor .................................................................................. A.S. (Surgical Technology), Herzing University

Thomas Knoedler, Associate Professor ............................................................... M.A., B.S. (Biology),

Kimberly Sanders, Assistant Professor, Program Chair .................................. B.S. (Interdisciplinary Studies), Lourdes University
.......................................................................................................................... A.S. (Medical Assisting), Stautzenberger College

Thomas Schmitt, Assistant Professor* ............................................................... M.S. (Educational Psychology), University of Toledo
.......................................................................................................................... Ed.S. (Guidance Counseling), University of Toledo
.......................................................................................................................... B.S. (Chemistry, Biology), Mt. Union College

William Schmoekel, Assistant Professor, Program Chair ................................ M.S. (Networking Architecture), University of Toledo
.......................................................................................................................... B.S. (Operations Analysis), University of Toledo

Jennifer Simmons, Instructor* ............................................................................. A.S. (Surgical Technology), Owens Community College

Donielle VanBuren, Instructor ............................................................................. B.S. (Interdisciplinary Studies), University of Toledo
STATE APPROVALS

Herzing University is authorized to offer undergraduate educational programs in the various states in which it operates by the following state boards, commissions, and departments, or otherwise pursuant to applicable state law. Not all programs are available in all states. Students should not confuse permission for Herzing University to operate in a state or educate students from a particular state online with special or programmatic approvals that may be required or preferred to work in a given field in some states. Students should independently investigate and ensure that the program they desire is offered on the campus they intend to enroll in via the desired format and with the potential outcome they desire. Students should rely only on the written information provided in the academic catalog and not on oral or unofficial representations or other documents. The fact that a program is currently offered on a campus does not ensure, nor does Herzing University guarantee, that all courses will always be available on that campus in the specific format the student selected; however, a student will always be provided with a path to completion, despite the potential change in format of course offerings.

Further information may be obtained by contacting the following state approving commissions, boards, offices, and departments.

ALABAMA

Birmingham Campus
Alabama Commission on Higher Education
100 North Union Street
P. O. Box 302000
Montgomery, Alabama 36130-2000
(334) 242-1998
www.ache.alabama.gov

Alabama Board of Nursing
RSA Plaza
770 Washington Avenue, Suite 250
Montgomery, Alabama 36104
(334)293-5200
www.abn.alabama.gov

FLORIDA

Orlando Campus
Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(850) 245-3200
(888)224-6684
www.fldoe.org/policy/cie

Department of Health
Florida Board of Nursing
4042 Bald Cypress Way
Tallahassee, Florida 32399-3252
(850)245-4125
www.floridasnursing.gov

GEORGIA

Atlanta Campus
Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
(770) 414-3300
www.gnpec.org

MINNESOTA

Herzing University Minneapolis and Online
Herzing University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Registration does not mean that credits earned at the institution can be transferred to all other institutions.

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, Minnesota 55108-5265
(651) 642-0533
www.ohe.state.mn.us

LOUISIANA

New Orleans Campus
Herzing University, New Orleans, is licensed by the Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission.

State of Louisiana Board of Regents
1201 North Third Street, Suite 6-200
Baton Rouge, Louisiana 70802
(225) 342-4253
www.regents.louisiana.gov

GEORGIA BOARD OF NURSING
237 Coliseum Drive
Macon, Georgia 31217-3858
(478)207-2440
www.sos.georgia.gov/plb/rn/
NEBRASKA

Omaha School of Massage and Healthcare of Herzing University
Nebraska’s Coordinating Commission for Postsecondary Education
140 North 8th Street, Suite 300
Lincoln, Nebraska 68508-1359
(402) 471-2847
www.ccpe.state.ne.us

Nebraska Department of Health and Human Services Licensure Unit
Nebraska State Office Building
301 Centennial Mall South, 3rd Floor
P.O. Box 94986
Lincoln, Nebraska 68509-4986
(402) 471-2115
www.dhhs.ne.gov/publichealth

OHIO

Akron and Toledo Campuses
Ohio Department of Higher Education
25 South Front Street
Columbus, Ohio 43215
(614) 466-6000
www.ohiohighered.org/contact-us

Ohio Board of Nursing (Akron Campus only)
17 South High Street, Suite 400
Columbus, Ohio 43215-7410
(614) 466-3947
www.nursing.ohio.gov

WISCONSIN

Brookfield, Kenosha, and Madison Campuses and Herzing Online
Herzing University operates in the State of Wisconsin pursuant to its status as a private non-profit institution that is tax-exempt under section 501 of the Internal Revenue Code and that has had its administrative headquarters and principal place of business in Wisconsin since prior to 1970, which under Wisconsin Statutes Section 38.50(1)(e) exempts it from additional state authorization requirements. The following agencies in the State of Wisconsin approve one or more individual programs offered by the University:

Wisconsin Department of Safety and Professional Services Board of Nursing
1400 East Washington Avenue
Madison, Wisconsin 53703
(608) 266-2112
www.dspswi.gov

Wisconsin Department of Safety and Professional Services Chiropractic Examining Board
1400 East Washington Avenue
Madison, Wisconsin 53703
(608) 266-2112
www.dspswi.gov

OTHER STATES (DISTANCE/ONLINE EDUCATION)

Herzing Online has made a good-faith effort to follow each individual state’s regulations concerning offering distance educational programs in that respective state. Students should investigate and ensure that the program they desire, if offered in a distance/online format, meets the requirements of the profession in their state. Herzing University makes every effort to ensure it is in compliance with all applicable laws, regulations and accreditation standards. Education on the State level is regulated by each of the 50 States plus U.S. Territories. Therefore, it is possible that Herzing University has the authority to offer degrees to students through license, exemption or non-regulation by one State that does not exist in another State. Students who are admitted into Herzing University while living in one State should, prior to relocating to another State, inquire from Herzing University as to whether or not it is authorized (license, exemption or non-regulation) to offer the degree program to students in their new State. Failure to assure whether or not Herzing University has the ability to offer degrees in the State of a student’s new residency could result in the student having to be dismissed by the University as may be required by law.

For additional information, e-mail your questions to states@herzing.edu.

Herzing University is not enrolling new students in the following states:

- Arkansas
- District of Columbia
- Wyoming

Not all programs are available in all states. Contact the Online Admissions Office for program availability at onl-info@herzing.edu or (866) 508-0748.
STATE CONTACT INFORMATION

This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico and should not be construed as informative of what agencies regulate the institution or in what states the institution is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether the institution is required to be licensed in that state. Contact information may change; the University makes best efforts to update when it becomes aware of such changes.

ALABAMA
Alabama Commission on Higher Education
P. O. Box 302000
Montgomery, AL 36130-2000
https://www.accs.cc/index.cfm/school-licensure/complaints/
Telephone: (334) 242-1998 • Fax: (334) 242-0268

ALASKA
Alaska Commission on Postsecondary Education
P.O. Box 110505
Juneau, AK 99811-0505
Email: EED.ACPE-IA@alaska.gov
http://acpe.alaska.gov/About_Us/Consumer_Protection
Telephone: (800) 441-2962 • Fax: (907) 465-5316

Arkansas Office of Attorney General, Consumer Protection Unit
1031 West Fourth Avenue, Suite 200
Anchorage, AK 99501-5903
http://www.low.alaska.gov/departments/civil/consumer/cp_complaint.html
www.law.state.ak.us/pdf/consumer/FORM_complaint.pdf
Telephone: (888) 576-2529

ARIZONA
Arizona State Board for Private Postsecondary Education
1400 West Washington Street, Room 260
Phoenix, AZ 85007
Telephone: (602) 542-5709
https://ppse.az.gov/complaint

ARKANSAS
Arkansas State Board of Private Career Education
501 Woodlaine, Suite 104
Little Rock, AR 72201
Email: sbpce@arkansas.gov
http://sbpce.arkansas.gov/students/Pages/complaintProcess.aspx
Telephone: (501) 683-8000 • Fax number is (501) 683-8050.

Arkansas Higher Education Coordinating Board
Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201
Email: ADHE_Info@adhe.edu
http://www.adhe.edu/students-parents/colleges-universites/student-grievance-form
Telephone: (501) 371-2000

CALIFORNIA
California Bureau of Private Postsecondary Education
P.O. Box 980818
W. Sacramento, CA 95798-0818
Email: bppe@dca.ca.gov
www.bppe.ca.gov/forms_pubs/complaint.pdf
http://www.bppe.ca.gov/enforcement/complaint.shtml
Telephone: (888) 370-7589 • Fax: (916) 263-1897

COLORADO
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202
http://highered.colorado.gov/Academics/Complaints/
http://highered.colorado.gov/Academics/Complaints/FileComplaint.aspx
Telephone: (303) 862-3001 • Fax: (303) 996-1329

CONNECTICUT
Connecticut Office for Higher Education
Education & Employment Center
61 Woodland Street
Hartford, CT 06105-2326
Email: edinfo@ctohe.org
http://www.ctohe.org/POSA/StudentInfo.shtml#Complaint
Telephone: (860) 947-1800 • Fax: (860) 947-1311

Connecticut Department of Consumer Protection
Complaint Center
165 Capitol Avenue, Room 110
Hartford, CT 06106
Email: Dcp.frauds@ct.gov
Telephone: (800) 842-2649 • Fax: (860) 707-1966

DELWARE
Delaware Higher Education Office
The Townsend Building
401 Federal Street, Suite 2
Dover, DE 19901
Email: dheo@doe.k12.de.us
Telephone: 800-292-7935 • Fax: (302) 735-4120

Delaware Attorney General, Department of Justice
Consumer Protection Division
Carvel State Office Building
820 North French Street, 5th Floor
Wilmington, DE 19801
Email: consumer.protection@state.de.us
http://attorneygeneral.delaware.gov/fraud/cpu/complaint.shtml
Telephone: (800) 220-5424 • Fax (302) 577-6499

DISTRICT OF COLUMBIA
District of Columbia Office of the State Superintendent of Education
Education Licensure Commission
810 First Street NE, 2nd Floor
Washington, DC 20002
Email: osse@dc.gov
Telephone: (202) 727-6436

FLORIDA
Florida Commission on Independent Education
325 West Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
Email: cieinfo@fldoe.org
Telephone: (888) 224-6684 • Fax: (850) 245-3238

GEORGIA
Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084-5305
http://gnpec.org/consumer-resources/
Telephone: (770) 414-3300 • Fax: (770) 414-3309

HAWAII
Hawaii Post-Secondary Education Authorization Program
Department of Commerce and Consumer Affairs
P.O. Box 541
Honolulu, HI 96809
Email: hpeap@dcca.hawaii.gov
http://cca.hawaii.gov/hpeap/forms/student-forms/
http://cca.hawaii.gov/hpeap/student-complaint-process/
Telephone: (808) 586-7327

Department of Commerce and Consumer Affairs
Office of Consumer Protection
Leiopapa A Kamehameha Building
235 South Beretania Street, Room 801
Honolulu, Hawaii 96813-2419
Email: ocp@dcca.hawaii.gov
www.hawaii.gov/dcca/ocp/consumer_complaint
Telephone: (808) 586-2630 • Fax: (808) 586-2640

IDAHO
Office of the State Board of Education
Attn: Private Postsecondary and Proprietary Schools
P.O. Box 83720
650 West State Street, Suite 307
Boise, ID 83720-0037
Telephone: (208) 334-2270 • Fax: (208) 334-2632

ILLINOIS
Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite 333
Springfield, Illinois 62701-1377
Email: info@ibhe.org
http://www.ibhe.org/consumerInfo/complaint.htm
Telephone: (217) 557-7359 • Fax: (217) 782-8548
Office of the Illinois Attorney General Consumer Protection Bureau
500 South Second Street
Springfield, IL 62706
Consumer Fraud Hotline: (800) 243-0618
Illinois Attorney General—Consumer Protection Bureau
http://illinoisattorneygeneral.gov/consumers/filecomplaint.html

INDIANA
Indiana Commission for Higher Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206
Email: complaints@che.in.gov
www.in.gov/che/2373.htm
www.in.gov/che/2744.htm
Telephone: (317) 464-4400 ext. 0
Board for Proprietary Education
Indiana Commission for Higher Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206
Email: complaints@che.in.gov
http://www.in.gov/che/2744.htm
Telephone: (317) 464-4400 ext. 0
Office of the Indiana Attorney General
Consumer Protection Division
302 West Washington Street, 5th Floor
Indianapolis, IN 46204-2770
https://secure.in.gov/attorneygeneral/2434.htm
Telephone: (800) 382-5516 • Fax: (317) 233-4393

IOWA
Iowa College Student Aid Commission
430 East Grand Avenue, FL 3
Des Moines, IA 50309-1920
https://www.iowacollegeaid.gov/content/constituent-request-review
Telephone: (800) 382-5516 • Fax: (317) 233-4393

KANSAS
Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process
Telephone: (785) 296-8388 • Fax: (888) 975-8313

KENTUCKY
Kentucky Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, KY 40601-7512
Email: cpeconsumercomplaint@ky.gov
http://www.cpe.ky.gov/forstudents/consumercomplaints/
Telephone: (502) 573-1555 • Fax: (502) 573-1535
Kentucky Commission on Proprietary Education
Capital Plaza Tower, Room 303
500 Mero Street
Frankfort, KY 40601
Email: kcpe@ky.gov
http://kcpe.ky.gov/forms/FormToFileaComplaint.pdf
Telephone: (502) 564-4185 • Fax: (502) 564-4248
Kentucky Office of the Attorney General
Consumer Protection Division
1024 Capital Center Drive, Suite 200
Frankfort, KY 40601
http://ag.ky.gov/family/consumerprotection/complaints/Pages/default.aspx
Telephone: (502) 696-5389

LOUISIANA
Louisiana Board of Regents
P.O. Box 3677
Baton Rouge, LA 70821-3677
http://www.regents.la.gov/assets/docs/2014/07/StudentComplaintProcedure.pdf
Telephone: (225) 342-7084 • Fax: (225) 342-3371
Louisiana Attorney General Office
Consumer Protection Section
P.O. Box 94005
Baton Rouge, LA 70804
Email: ConsumerInfo@ag.state.la.us
www.ag.state.la.us/Complaint.aspx?articleID=16&catID=15
Telephone: (800) 351-4889 • Fax: (225) 326-6499

MAINE
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023
Telephone: (207) 624-6600 • (207) 624-6700
Maine Attorney General’s Consumer Information and Mediation Service
6 State House Station
Augusta, ME 04333
Email: consumer.mediation@maine.gov
Telephone: (800) 436-2131

MARYLAND
Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201
www.mhec.state.md.us/career/pcs/gripe.asp
Telephone: (800) 974-0203 • Fax: (410) 332-0270
Maryland Attorney General
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
Email: consumer@oag.state.md.us
http://www.oag.state.md.us/Consumer/complaint.htm
Telephone: (410) 528-8662 Consumer complaint hotline

MASSACHUSETTS
Massachusetts Board of Higher Education
One Ashburton Place
Room 1401
Boston, MA 02108
http://www.mass.edu/forstufam/complaints/complaints.asp
Telephone (617) 994-6950

MICHIGAN
Michigan Department of Licensing and Regulatory Affairs
Corporations, Securities & Commercial Licensing Bureau
Enforcement Division
P.O. Box 30018
Lansing, MI 48909
http://www.dleg.state.mi.us/bcsc/forms/enf/lce-992.pdf
Telephone: (517) 241-9202

MINNESOTA
Minnesota Office of Higher Education
Registration & Licensing
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
Email: info.ohe@state.mn.us
www.ohe.state.mn.us/mPg.cfm?pageID=1078
www.ohe.state.mn.us/mPg.cfm?pageID=1565
Telephone: (800) 657-3866

MISSISSIPPI
Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211-6453
www.mississippi.edu/mcca/
Telephone: (601) 432-6372 • Fax: (601) 432-6225
Mississippi Community College Board
Commission of Proprietary Schools and College Registration
3825 Ridgewood Road
Jackson, MS 39211-6453
Email: info@sbcjc.cc.ms.us
MISSOURI
Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
Email: info@dhe.mo.gov
Telephone: (800) 473-6757 • Fax: (573) 751-6635

MONTANA
Montana University System
Office of the Commissioner of Higher Education
2500 Broadway Street
P.O. Box 203201
Helena, MT 59620-3201
www.mus.edu/MUS-Statement-of-Complaint-Process.asp
Telephone (406) 444-6570 • Fax (406) 444-1469
Montana Department of Justice
Office of Consumer Protection
P.O. Box 200151
Helena, MT 59620-0151
Email: contactocp@mt.gov
https://doj.mt.gov/consumer/consumer-complaints/
Telephone: (800) 471-3494 • Fax: (603) 271-1953

NEBRASKA
Nebraska Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions
Telephone: (402) 471-2847 • Fax: (402) 471-2886
Nebraska Department of Education,
Private Postsecondary Career Schools
Investigations Office
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
http://www.education.ne.gov/PPCS/PDF%20Folders/PDF%20Documents/PPCS%20Forms/Complaint-form.pdf
Telephone: (402) 471-2295 • Fax: (402) 471-0117
Nebraska Attorney General
Consumer Protection Division
2115 State Capitol
Lincoln, NE 68509
Consumer Protection Hotline: (800) 727-6432
https://ago.nebraska.gov/forms/consumer_complaint

NEVADA
Nevada Commission on Postsecondary Education
8778 South Maryland Parkway, Suite 115
Las Vegas, NV 89123
www.cpe.state.nv.us/
www.cpe.state.nv.us/CPE%20Complaint%20Info.htm
Telephone: (702) 486-7330 • Fax: (702) 486-7340

NEW HAMPSHIRE
New Hampshire Department of Education
Division of Higher Education-Higher Education Commission
Coordinator, Dispute Resolution, and Constituent Complaints
101 Pleasant Street, Concord, NH 03301
Email: Stephen.Berwick@doe.nh.gov
Telephone: (603) 271-3494 • Fax: (603) 271-1953

NEW JERSEY
New Jersey Office of the Secretary of Higher Education
P.O. Box 542
Trenton, NJ 08625
Email: njhe@njhe.state.nj.us
http://www.state.nj.us/highered/about/CHE_Contact.shtml
Telephone: (609) 292-4310 • Fax: (609) 292-7225
New Jersey Department of Labor and Workforce Development Center for Occupational Employment Information
P.O. Box 057, 5th Floor
Trenton, NJ 08625-0057
Email: coei_info@dol.state.nj.us
Telephone: (609) 292-8658
New Jersey Office of the Attorney General
Division of Consumer Affairs
P.O. Box 45025
Newark, NJ 07101
Email: AskConsumerAffairs@lps.state.nj.us
Telephone: (800) 242-5846

NEW MEXICO
New Mexico Higher Education Department
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505-2100
http://www.hed.state.nm.us/institutions/complaints.aspx
Telephone: (505) 476-8442
Fax: (505) 476-8453
NEW YORK
New York Office of College and University Evaluation
New York State Education Department
89 Washington Avenue
Room 969 EBA
Albany, NY 12234
Email: ocueinfo@mail.nysed.gov
http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html
Telephone: (518) 474-1551 • Fax: (518) 486-2779

New York Bureau of Proprietary School Supervision
New York State Education Department
116 West 32nd Street, 5th Floor
New York, NY 10001
www.acces.nysed.gov/bpss/contact.html
http://www.acces.nysed.gov/bpss/student-rights
Telephone: (212) 643-4760 • Fax: (212) 643-4765

NORTH CAROLINA
North Carolina Community College System
Office of Proprietary School Services
200 West Jones St.
5001 Mail Service Center
Raleigh, NC 27699-5001
http://www.nccommunitycolleges.edu/proprietary-schools
Telephone: (919) 807-7061 • Fax: (919) 807-7169

Board of Governors for the University of North Carolina
North Carolina Post-Secondary Education Complaints
c/o Terrence R. Scarborough
University of North Carolina General Administration
910 Raleigh Road
Chapel Hill, NC 27515-2688
http://northcarolina.edu/?q=licensure
Telephone: (919) 962-4558

NORTH DAKOTA
North Dakota Department of Career and Technical Education
(if school is “authorized”)
State Capitol—15th Floor
600 East Boulevard Avenue, Department 270
Bismarck, ND 58505-0610
Email: cte@nd.gov
www.nd.gov/cte/about/staff.html
Telephone: (701) 328-3180 • Fax: (701) 328-1255

Consumer Protection Division
(if school is “exempt” or not authorized)
Office of Attorney General Gateway Professional Center
1050 East Interstate Avenue, Suite 200
Bismarck, ND 58503-5574
Email: ndag@nd.gov
www.ag.state.nd.us/CPAT/CPAT.htm
www.ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf
Telephone: (701) 328-3404

North Dakota University System
Distance Education and State Authorization
600 East Capitol Avenue
Bismarck, ND 58501-1217
Email: ndus.office@ndus.edu
http://www.ndus.edu/system/state-authorization/
Telephone: (701) 328-2960 • Fax: (701) 328-2961

OHIO
Ohio Department of Higher Education
25 South Front Street
Columbus, OH 43215
Email: hotline@regents.state.oh.us
https://www.ohiohighered.org/students/complaints
Telephone: (614) 466-6000 • Fax: (614) 466-5866

Ohio Attorney General, Consumer Protection Section
30 East Broad Street, 14th floor
Columbus, OH 43215-3400
www.ohioattorneygeneral.gov/consumercomplaint.aspx
Telephone: (800) 282-0515

OKLAHOMA
Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104
Email: communicationsdepartment@osrhe.edu
www.okhighered.org/current-college-students/complaints.shtml
Telephone: (405) 225-9100

Oklahoma State Board of Private Vocational Schools
3700 N. W. Classen Boulevard, Suite 250
Oklahoma City, OK 73118-2864
www.ok.gov/agency.php?agency_id=130
Telephone: (405) 528-3370 • Fax: (405) 528-3366

Oklahoma Office of the Attorney General
Public Protection Unit, Attn: Investigative Analyst
313 NE 21st Street
Oklahoma City, OK 73105
http://ok.gov/oag/Legal_Resources/Forms_and_Publications/
Telephone: (405) 521-3921 • Fax (405) 521-6246

OREGON
Oregon Higher Education Coordinating Commission
Office of Degree Authorization
775 Court Street NE
Salem, OR 97301
www.oregonstudentaid.gov/contact-oda.aspx
http://www.oregonstudentaid.gov/oda-doc/ODA%20Student%20Complaint%20Form.pdf
Telephone: (503) 947-5716
Oregon Higher Education Coordinating Commission
Private Career Schools Licensing Unit
775 Court Street NE
Salem, OR 97301
Email: info.PPS@state.or.us
http://education.oregon.gov/Pages/HECC--Private-Career-Schools.aspx
Telephone: (503) 947-5716

Oregon Department of Justice
Financial Fraud/Consumer Protection Section
1162 Court Street NE
Salem, OR 97301-4096
Email: help@oregonconsumer.gov
https://justice.oregon.gov/consumercomplaints/OnlineComplaints/OnlineComplaintForm/en
Telephone: (877) 877-9392
Fax: (503) 378-8910

PENNSYLVANIA
Pennsylvania Department of Education
Postsecondary and Adult Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
Email: ra-pls@pa.gov
http://www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/Students-Complaints.aspx#.Vc0Mf03bJUU
Telephone: (717) 783-8228 • Fax: (717) 722-3622
Pennsylvania Office of the Attorney General
Bureau of Consumer Protection
15th Floor, Strawberry Square
Harrisburg, PA 17120
https://www.attorneygeneral.gov/Quick_Links/Pennsylvania_Attorney_General_Complaint_Forms/Filing_a_complaint_with_the_Attorney_General_s_Bureau_of_Consumer_Protection/
Telephone: (717) 787-9707

RHODE ISLAND
Rhode Island Board of Governors for Higher Education
Shepard Building
80 Washington Street Suite 524
Providence, RI 02903
Email: ribghe@ribghe.org
www.ribghe.org/pdfs/BOGStudentComplaintProcessII011012.pdf
Telephone: (401) 456-6000 • Fax: (401) 456-6028
Rhode Island Department of the Attorney General
Consumer Protection Unit
150 South Main Street
Providence, RI 02903
Email: contactus@riag.ri.gov
http://www.riag.ri.gov/ConsumerProtection/About.php#
Telephone: (401) 274-4400 • Fax: (401) 222-5110

SOUTH CAROLINA
South Carolina Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, SC 29201
http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf
Telephone: (803) 737-2260
Fax: (803) 737-2297

SOUTH DAKOTA
Office of the Attorney General
Division of Consumer Protection
1302 East Highway 14, Suite 3
Pierre, SD 57501-8053
http://www.atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx
Telephone: (605) 773-4400 • Fax: (605) 773-7163

TENNESSEE
Tennessee Higher Education Commission
Division of Postsecondary School Authorization
404 James Robertson Parkway
Parkway Towers, Suite 1900
Nashville, TN 37243-0830
http://www.tn.gov/assets/entities/thec/attachments/ComplaintForm.pdf
Telephone: (615) 741-5293 • Fax: (615) 532-8845
Office of Attorney General and Reporter
Division of Consumer Affairs
500 James Robertson Parkway, 5th Floor
Nashville, TN 37243-0600
Telephone: (615) 741-4737 • Fax: (615) 532-4994
www.tn.gov/attorneygeneral/cpro/filecomplaint.html

TEXAS
Texas Workforce Commission Career Schools and Colleges
101 East 15th Street, Room 226-T
Austin, Texas 78778-0001
Email: career.schools@twc.state.tx.us.
http://www.twc.state.tx.us/jobseekers/career-schools-colleges-students
Telephone: (512) 936-3100 • Fax: (512) 936-3111
Texas Higher Education Coordinating Board
College Readiness and Success Division
P.O. Box 12788
Austin, TX 78711-2788
Email: StudentComplaints@thecb.state.tx.us
http://www.thecb.state.tx.us/index.cfm?objectid=C9B55D4-C5A3-4BC6-9A0DF17F467F4AE9
Telephone: (512) 427-6101
Office of the Attorney General
P.O. Box 12548, Austin, TX 78711-2548
https://texasattorneygeneral.gov/cpd/file-a-consumer-complaint
Telephone: (800) 621-0508 • Fax: (512) 475-2994

UTAH
Utah Department of Commerce Division of Consumer Protection
160 East 300 South, 2nd Floor
P.O. Box 146704
Salt Lake City, UT 84114-6704
Email: consumerprotection@utah.gov
Telephone: (800) 721-7233 • Fax: (801) 530-6001

VERMONT
Vermont Agency of Education
219 North Main Street, Suite 402
Barre, VT 05641
Email: AOE.EdInfo@state.vt.us
Telephone: (802) 479-1030
Vermont Attorney General's Office
Consumer Assistance Program
146 University Place
Burlington, VT 05405
Email: consumer@uvm.edu
https://www.uvm.edu/consumer/?Page=complaint.html
Telephone: (802) 656-3183 • Fax: (802) 304-1014

VIRGINIA
State Council of Higher Education for Virginia
101 North 14th Street, 10th Floor
James Monroe Building
Richmond, VA 23219
www.schev.edu/
www.schev.edu/students/studentcomplaint.asp
Telephone: (804) 225-2600 • Fax (804) 225-2604

WASHINGTON
Washington Student Achievement Council
917 Lakeridge Way SW
Olympia, WA 98502
Email: info@wsac.wa.gov
www.wsac.wa.gov/protecting-education-consumers
Telephone: (360) 753-7800
Washington Workforce Training and Education Coordinating Board
128 10th Avenue SW
P.O. Box 43105
Olympia, WA 98504-3105
Email: workforce@wbt.wa.gov
http://www.wtb.wa.gov/PCS_Complaints.asp
Telephone: (360) 709-4600 • Fax: (360) 586-5862
Washington State Office of the Attorney General
Consumer Protection Division
800 5th Avenue, Suite 2000
Seattle, WA 98104-3188
http://www.atg.wa.gov/fileacomplaint.aspx#.U6Cxy8tO8IY
Telephone: (206) 464-6684 • Fax: (206) 389-2801

WEST VIRGINIA
West Virginia Higher Education Policy Commission
1018 Kanawha Blvd East, Ste 700
Charleston, WV 25301-2800
Telephone: (304) 558-2101 • Fax: (304) 558-5719
Community and Technical College System of West Virginia
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301
Telephone: (304) 558-2101 • Fax: (304) 558-5719
West Virginia Office of the Attorney General
Consumer Protection Division
P.O. Box 1789
Charleston, WV 25326-1789
Email: consumer@wvago.gov
http://www.ago.wv.gov/Pages/consumercomplaint.aspx
Telephone: (800) 368-8808

WISCONSIN
Wisconsin Association of Independent Colleges & Universities
122 West Washington Avenue, Suite 700
Madison, WI 53703-2723
Email: mail@waicu.org
www.waicu.org
Telephone: (608) 256-7761
Fax: (608) 256-7065
Wisconsin Department of Agriculture, Trade and Consumer Protection
Bureau of Consumer Protection
Complaint Administration
2811 Agriculture Drive
P.O. Box 8911
Madison, WI 53708-8911
Email: datchpcline@wisconsin.gov
www.wisconsin.gov
http://datcp.wi.gov/Consumer/Consumer_Complaints/Download_a_Complaint_Form/index.aspx
Telephone: (608) 224-5012 • Fax: (608) 224-4677

WYOMING
Wyoming Department of Education
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050
Telephone: (307) 777-7675 • Fax: (307) 777-6234

Attorney General's Office
Consumer Protection Unit
Kendrick Building
2320 Capitol Avenue
Cheyenne, WY 82002
Email: AG.Consumer@wyo.gov
http://ag.wyo.gov/cpu/consumer-complaints
Telephone (307) 777-7841 • Fax: (307) 777-6869

**PUERTO RICO**

Puerto Rico Council on Higher Education
P.O. Box 19900
San Juan, Puerto Rico 00910-1900
Email: cberrios@ce.pr.gov
www.ce.pr.gov/
Telephone: (787) 641-7100 • Fax: (787) 641-2573

Puerto Rico Department of Justice
P.O. Box 9020192
San Juan, Puerto Rico 00902-0192
http://www.justicia.pr.gov/
Telephone: (787) 721-2900

**VIRGIN ISLANDS**

Government of the United States Virgin Islands
Department of Education, Office of the Commissioner
1834 Kongens Gade
St. Thomas, V.I. 00802
Email: ideas@doe.vi
http://www.vide.vi/
Telephone: (340) 774-0100
Fax: (340) 779-7153
ACCREDITATION

Students should be aware that there are multiple types of accreditation and that their intended entry into their chosen profession could be impacted by these differences. For example, institutional accreditation means all students attending Herzing University are attending an accredited institution.

In addition, there are programmatic accreditation bodies which accredit specific programs (as opposed to the institution). Some states require that specific programs, even at regionally accredited institutions like Herzing University, be programmatically accredited as well. The importance of programmatic accreditation can range from a requirement to sit for licensure exams that are mandatory to work in a field to a requirement to sit for a certification exam that is not required for all employment in the field (but may be slightly to strongly preferred by employers, depending on the market) to a symbol of quality with no impact on any certification or licensure (but which may be slightly or strongly preferred by employers, depending on the market). Therefore, Herzing University has not pursued all forms of programmatic accreditation available, as this is a determination on whether the costs and requirements to do so are worth the value to the student in the respective marketplaces in the estimation of the University. The student should validate whether the specialized accreditation of a specific program, or lack thereof, is going to fit their career goals for their respective marketplace.

As a result, there is a potential that some states will not permit a student who has completed certain academic programs to become certified, licensed, or sit for a certifying or licensing examination if they graduated from a program that is not programmatically accredited. Herzing University believes in complete and forthright disclosure for each program we offer, so we clearly identify those programs that are programmatically accredited. If a Herzing University program at a specific campus (or one that is offered online) does not state it has programmatic accreditation in writing, students should assume the program does not have programmatic accreditation. Students should not rely on oral or unofficial confirmation of programmatic accreditation. Students are responsible for understanding the specific requirements for certification, licensing, and for eligibility to sit for a particular licensing examination of the state or locale in which they want to enter or practice their profession. Herzing University makes no representation, unless explicitly written, that students graduating in a particular program qualify for certification, licensing, or eligibility to sit for a licensing examination in a particular state. For further clarification, students should review the specialized program accreditation/approvals stated in the catalog and read and sign the Accreditation Disclosure for their respective campus.

INSTITUTIONAL ACCREDITATION


Herzing University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA. The business programs in the following degrees are accredited by the IACBE:

- Master of Business Administration
- Master of Business Administration in Accounting
- Master of Business Administration in Business Management
- Master of Business Administration in Healthcare Management
- Master of Business Administration in Human Resources
- Master of Business Administration in Project Management
- Master of Business Administration in Technology Management
- Bachelor of Science in Accounting
- Bachelor of Science in Business Management With No Concentration
- Bachelor of Science in Business Management With Concentrations in:
  - Business Administration
  - Human Resource Development
  - International Business
  - Marketing
- Associate of Science/Applied Science in Accounting
- Associate of Science/Applied Science in Business Management

Any business program that is not listed above is not currently accredited through the IACBE. The International Assembly for Collegiate Business Education (IACBE) can be contacted at 11374 Strang Line Road, Lenexa, Kansas, 66215, 1-913-631-3009, www.iacbe.org).
SPECIALIZED PROGRAM ACCREDITATIONS, CERTIFICATIONS, AND LICENSURES BY CAMPUS

Herzing University also holds programmatic accreditations or approvals for selected programs at selected locations. Not all programs require specialized programmatic accreditation, and some new programs must be in operation for a period of time before specialized accreditation can be obtained. Specialized programmatic accreditation may be required for graduates to be eligible to take some licensure or certification examinations. Unless this catalog specifically and unequivocally states that a particular program at a particular campus (including Herzing Online) is programmatically accredited and qualifies a student for licensing, certification, or to be eligible to sit for a licensing examination, students should conclude the program offered on the campus they are enrolled at is not programmatically accredited. Students should independently investigate the specific licensing requirements for their program in the specific state or locale for which they anticipate seeking employment.

AKRON CAMPUS OF HERZING UNIVERSITY

1. Regional Accreditation: Herzing University is accredited by the Higher Learning Commission (230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, 800-621-7440, www.hlcommission.org). This means all students attending Herzing University are attending an accredited institution.

2. State Approval: All programs at the Akron Campus of Herzing University are approved by the Ohio Department of Higher Education (25 South Front Street, Columbus, Ohio, 43215-3414, 614-466-6000, www.ohiohighered.org/contact-us).

3. Associate of Applied Science in Nursing: The Associate of Applied Science in Nursing program at the Akron Campus is approved by the State of Ohio Board of Nursing (17 South High Street, Suite 400, Columbus, Ohio, 43215-7410, 614-466-3947, www.nursing.ohio.gov). Consequently, graduates are eligible to sit for the National Council of State Boards of Nursing (NCLEX-RN) licensing exam upon successful completion of the program. Passing this exam allows graduates to apply to the State Board of Nursing for licensure as a registered nurse. The Associate of Applied Science in Nursing program at the Akron Campus is accredited by the Accreditation Commission for Education in Nursing (ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326, 404-975-5000, www.acenursing.org).

4. Bachelor of Science in Nursing: The Bachelor of Science in Nursing program at the Akron Campus is granted Conditional Approval approved by the State of Ohio Board of Nursing (17 South High Street, Suite 400, Columbus, Ohio, 43215-7410, 614-466-3947, www.nursing.ohio.gov). Consequently, graduates are eligible to sit for the National Council of State Boards of Nursing (NCLEX-RN) licensing exam upon successful completion of the program. Passing this exam allows graduates to apply to the State Board of Nursing for licensure as a registered nurse. The Bachelor of Science in Nursing program at the Akron Campus does not have specialized programmatic accreditation. No representation has been made as to when or if such accreditations will be obtained. New and current students should not plan on the program having said accreditation at the time they graduate. Some employers may prefer applicants from programs that have accreditation. Students are advised to consult with employers of preference as to the importance of this accreditation on their hiring decisions.

5. Medical Assisting Services: The Diploma in Medical Assisting Services program at the Akron Campus is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 1361 Park Street Clearwater, Florida, 33756, 727-210-2350, www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Consequently, students completing the program are eligible to take the certified Medical Assistant exam offered by the American Association of Medical Assistants, www.aama-ntl.org.

6. Dental Assisting: The Associate of Applied Science in Dental Assisting and the Diploma in Dental Assisting programs at the Akron Campus are accredited by the Commission on Dental Accreditation (CODA, 211 East Chicago Avenue, Chicago, Illinois, 60611-2678, 312-440-4653, www.ada.org/100.aspx). Consequently, graduates are eligible to take the examinations leading to certified dental assistant (CDA®) certification through the Dental Assisting National Board (DANB).

7. Medical Laboratory Technician: The Associate of Applied Science in Medical Laboratory Technician program at the Akron Campus is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS, 5600 North River Road, Suite 720, Rosemont, Illinois, 60018, 773-714-8880, www.naacls.org). Consequently, graduates are eligible to take the examination for the medical laboratory technician certification offered by the American Society for Clinical Pathology.

8. Legal Studies: Graduates of the Associate of Applied Science in Legal Studies and the Bachelor of Science in Legal Studies programs available online at the Akron Campus are eligible to take the certified paralegal examination through the Association of Legal Assistants, www.nala.org. These online programs are not programmatically approved by the American Bar Association (ABA, 321 North Clark Street, Chicago, Illinois, 60654-7598, 800-285-2221, www.americanbar.org). There are no plans to seek this approval for these online programs. Some employers may prefer graduates from an ABA-approved program. Students are advised to consult with employers of preference as to the importance of this approval on their hiring decisions.
9. **Health Information Management**: The Bachelor of Science in Health Information Management and the Associate of Applied Science in Health Information Management programs offered online by Herzing University are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM, 233 North Michigan Avenue, 31st Floor, Chicago, Illinois, 60601-5800, 312-233-1100, [www.cahiim.org](http://www.cahiim.org)). Students enrolling through this campus must take their core HIM courses online. Graduates of the Associate of Science in Health Information Management are eligible to take the registered health information technician (RHIT) certification exam, and graduates from the Bachelor of Science in Health Information Management are eligible to take the registered health information administrator (RHIA) certification exam, both offered through the American Health Information Management Association (AHIMA).

10. **Accounting**: The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

11. **Other Programs**: No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

**ATLANTA CAMPUS OF HERZING UNIVERSITY**

1. **Regional Accreditation**: Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, [www.hlcommission.org](http://www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State Approval**: All programs at the Atlanta Campus of Herzing University are approved by the Georgia Nonpublic Postsecondary Education Commission (2082 East Exchange Place, Suite 220, Tucker, Georgia, 30084-5305, 770-414-3300, [www.gnpec.org](http://www.gnpec.org)).

3. **Nursing**: The Bachelor of Science in Nursing program at the Atlanta Campus has conditional approval by the Georgia State Board of Nursing (237 Coliseum Drive, Macon, Georgia, 31217-3858, 478-207-2440, [www.sos.georgia.gov/plb/rn/](http://www.sos.georgia.gov/plb/rn/)). Consequently, graduates are eligible to sit for the National Council of State Boards of Nursing (NCLEX-RN) licensing exam upon successful completion of the program. Passing this exam allows graduates to apply to the State Board of Nursing for licensure as a registered nurse. The Bachelor of Science in Nursing program at the Atlanta Campus is accredited by the Commission on Collegiate Nursing Education (CCNE, One Dupont Circle, NW, Suite 530 Washington, DC, 20036-1120, 202-887-6791, [www.aacn.nche.edu/ccne-accreditation](http://www.aacn.nche.edu/ccne-accreditation)).

4. **Legal Assisting/Paralegal**: Graduates of the Associate of Science in Legal Assisting/Paralegal and the Bachelor of Science in Legal Studies programs at the Atlanta Campus are eligible to take the certified paralegal examination through the National Association of Legal Assistants ([www.nala.org](http://www.nala.org)). The Associate of Science in Legal Assisting/Paralegal and the Bachelor of Science in Legal Studies programs at the Atlanta Campus are approved by the American Bar Association (ABA, 321 North Clark Street, Chicago, Illinois, 60654-7598, 800-285-2221, [www.americanbar.org](http://www.americanbar.org)).

5. **Health Information Management**: The Bachelor of Science in Health Information Management and the Associate of Science in Health Information Management programs offered online by Herzing University are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM, 233 North Michigan Avenue, 21st Floor, Chicago, Illinois, 60601-5800, 312-233-1100, [www.cahiim.org](http://www.cahiim.org)). Students enrolling through this campus must take their core HIM courses online. Graduates of the Associate of Science in Health Information Management are eligible to take the registered health information technician (RHIT) certification exam, and graduates from the Bachelor of Science in Health Information Management are eligible to take the registered health information administrator (RHIA) certification exam. Both are offered through the American Health Information Management Association (AHIMA).

6. **Accounting**: The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as
 several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

7. **Other Programs:** No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

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**BIRMINGHAM CAMPUS OF HERZING UNIVERSITY**

1. **Regional Accreditation:** Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, [www.hlcommission.org](http://www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State Approval:** All programs at the Birmingham Campus of Herzing University are approved by the Alabama Commission on Higher Education (100 North Union Street, P.O. Box 302000, Montgomery, Alabama, 36130-2000, 334-242-1998, [www.ache.alabama.gov](http://www.ache.alabama.gov)).

3. **Diploma in Practical Nursing:** The Diploma in Practical Nursing program at the Birmingham Campus is approved by the Alabama Board of Nursing (RSA Plaza, 770 Washington Avenue, Suite 250, Montgomery, Alabama, 36104, 334-293-5200, [www.abn.alabama.gov](http://www.abn.alabama.gov)). Consequently, graduates of the Practical Nursing program are eligible to sit for the National Council of State Boards of Nursing (NCLEX-PN) licensing exam upon successful completion of the program. Passing this exam allows graduates to apply to the State Board of Nursing for licensure as a practical nurse. The Diploma in Practical Nursing program at the Birmingham Campus does not have specialized programmatic accreditation by the Accreditation Commission for Education in Nursing (ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326, 404-975-5000, [www.acenursing.org](http://www.acenursing.org)). No representation has been made as to when or if such accreditations will be obtained. New and current students should not plan on the program having said accreditation at the time they graduate. Some employers may prefer applicants from programs that have ACEN accreditation. Students are advised to consult with employers of preference as to the importance of this accreditation on their hiring decisions.

4. **Associate of Science in Nursing—LPN to RN Bridge:** The Associate of Science in Nursing—LPN to RN Bridge program at the Birmingham Campus is approved by the Alabama Board of Nursing (RSA Plaza, 770 Washington Avenue, Suite 250, Montgomery, Alabama, 36104, 334-293-5200, [www.abn.alabama.gov](http://www.abn.alabama.gov)). Consequently, graduates of the LPN to RN associate program are eligible to sit for the National Council of State Boards of Nursing (NCLEX-RN) licensing exam upon successful completion of the program. Passing this exam allows graduates to apply to the State Board of Nursing for licensure as a registered nurse. The Associate of Science in Nursing—LPN to RN Bridge program at the Birmingham Campus does not have specialized programmatic accreditation by the Accreditation Commission for Education in Nursing (ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326, 404-975-5000, [www.acenursing.org](http://www.acenursing.org)). No representation has been made as to when or if such accreditations will be obtained. New and current students should not plan on the program having said accreditation at the time they graduate. Some employers may prefer applicants from programs that have ACEN accreditation. Students are advised to consult with employers of preference as to the importance of this accreditation on their hiring decisions.

5. **Paramedic and EMT-Paramedic Programs:** The Associate of Science in Emergency Medical Technician—Paramedic and the Diploma in Emergency Medical Technician—Paramedic programs at the Birmingham Campus are accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 1361 Park Street, Clearwater, Florida, 33756, 727-210-2350, [www.caahep.org](http://www.caahep.org)).

6. **EMT-Basic and EMT-Advanced Program:** The Certificate in Emergency Medical Technician—Basic and the Certificate in Emergency Medical Technician—Advanced do not have specialized programmatic accreditation by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 1361 Park Street, Clearwater, Florida, 33756, 727-210-2350, [www.caahep.org](http://www.caahep.org)) and no representation has been made as to when or if such an accreditation will be obtained. New and current students should not plan on the program having said accreditation at the time they graduate. Some employers may prefer graduates from a program with specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of this accreditation on their hiring decisions.

7. **Legal Studies:** Graduates of the Associate of Science in Legal Studies and the Bachelor of Science in Legal Studies programs available online at the Birmingham Campus are eligible to take the certified paralegal examination through the Association of Legal Assistants ([www.nala.org](http://www.nala.org)). These online programs are not programmatically approved by the American Bar Association (ABA, 321 North
The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

Health Information Management: The Bachelor of Science in Health Information Management and the Associate of Science in Health Information Management programs offered online by Herzing University are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM, 233 North Michigan Avenue, 21st Floor, Chicago, Illinois, 60601-5800, 312-233-1100, www.cahiim.org). Students enrolling through this campus must take their core HIM courses online. Graduates of the Associate of Science in Health Information Management are eligible to take the registered health information technician (RHIT) certification exam, and graduates from the Bachelor of Science in Health Information Management are eligible to take the registered health information administrator (RHIA) certification exam. Both exams are offered through the American Health Information Management Association (AHIMA).

Regional Accreditation: Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

Health Information Management: The Bachelor of Science in Health Information Management and the Associate of Science in Health Information Management programs offered online by Herzing University are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM, 233 North Michigan Avenue, 21st Floor, Chicago, Illinois, 60601-5800, 312-233-1100, www.cahiim.org). Students enrolling through this campus must take their core HIM courses online. Graduates of the Associate of Science in Health Information Management are eligible to take the registered health information technician (RHIT) certification exam, and graduates from the Bachelor of Science in Health Information Management are eligible to take the registered health information administrator (RHIA) certification exam. Both exams are offered through the American Health Information Management Association (AHIMA).
5. **Legal Studies:** Graduates of the Associate of Science in Legal Studies and the Bachelor of Science in Legal Studies programs available online at the Brookfield Campus are eligible to take the certified paralegal examination through the Association of Legal Assistants ([www.nala.org](http://www.nala.org)). The programs are not programmatically approved by the American Bar Association (ABA, 321 North Clark Street Chicago, Illinois, 60654-7598, 800-285-2221, [www.americanbar.org](http://www.americanbar.org)). There are no plans to seek this approval for these online programs. Some employers may prefer graduates from an ABA-approved program. Students are advised to consult with employers of preference as to the importance of this approval on their hiring decisions.

6. **Nursing:** The Bachelor of Science in Nursing at the Brookfield/Kenosha Campuses is approved by the Wisconsin Board of Nursing (1400 East Washington Avenue, Madison, Wisconsin, 53703, 608-266-2112, [www.d dps.wi.gov](http://www.d dps.wi.gov/)). Consequently, graduates are eligible to sit for the National Council of State Boards of Nursing (NCLEX-RN) licensing exam upon successful completion of the program. Passing this exam allows graduates to apply to the State Board of Nursing for licensure as a registered nurse. The Bachelor of Science in Nursing program at the Brookfield/Kenosha Campuses is accredited by the Commission on Collegiate Nursing Education (CCNE, One Dupont Circle, NW, Suite 530, Washington, D.C., 20036-1120, 202-887-6791, [www.aacn.nche.edu/ccne-accreditation](http://www.aacn.nche.edu/ccne-accreditation)).

7. **Physical Therapist Assistant:** Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE, 1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; [accreditation@apta.org](mailto:accreditation@apta.org)) is necessary for eligibility to sit for the licensure examination, which is required in all states. Effective July 21, 2015, the Associate of Science in Physical Therapist Assistant program at the Brookfield Campus of Herzing University has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

8. **Other Programs:** No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

**HERZING ONLINE**

1. **Regional Accreditation:** Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, [www.hlcommission.org](http://www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State of Wisconsin Approval:** Herzing Online operates in the State of Wisconsin pursuant to its status as a private non-profit institution that is tax-exempt under section 501 of the Internal Revenue Code and that has had its administrative headquarters and principal place of business in Wisconsin since prior to 1970, which under Wisconsin Statutes Section 38.50(1)(e) exempts it from additional state authorization requirements.

3. **Approvals in Other States for Distance Learning:** Herzing University has made a good-faith effort to follow each individual state's regulations concerning offering distance educational programs in that respective state. Students should investigate and ensure that the program they desire, if offered in a distance/online format, meets the requirements of the profession in their state. Herzing University is not enrolling new students in the following states: Arkansas, District of Columbia, and Wyoming. Not all programs are available in all states. Contact the Online Admissions Office for program availability at [onl-info@herzing.edu](mailto:onl-info@herzing.edu) or 866-508-0748.

4. **Nursing Programs:** The Bachelor of Science in Nursing—Bridge program offered by Herzing Online is accredited by the Commission on Collegiate Nursing Education (CCNE, One Dupont Circle, NW, Suite 530, Washington, D.C., 20036-1120, 202-887-6791, [www.aacn.nche.edu/ccne-accreditation](http://www.aacn.nche.edu/ccne-accreditation)). Applicants should check with their applicable state board of nursing before enrolling in any online nursing program. For additional information, e-mail your questions to [states@herzing.edu](mailto:states@herzing.edu).

5. **Medical Assisting Services:** The Diploma in Medical Assisting Services and the Associate of Science in Medical Assisting Services programs offered through Herzing Online are currently programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES, 7777 Leesburg Pike, Suite 314, North Falls Church, Virginia, 22043, 703-917-9503, [www.abhes.org](http://www.abhes.org/)). Herzing University periodically re-evaluates its programmatic accreditation to ensure that maintaining such accreditation meets the best interest of our students, current industry and professional trends, and its impact on our curriculum. Therefore, while Herzing University is committed to maintaining institutional accreditation, it periodically reviews individual programmatic accreditation and therefore cannot expressly guarantee for what period it will maintain programmatic accreditation (i.e. ABHES accreditation for this program). Therefore, programmatic accreditation may not be in effect throughout a student’s enrollment. Students enrolled in the Diploma in Medical Assisting Services and the Associate of Science in Medical Assisting Services programs offered through Herzing Online are eligible to take the Registered Medical Assistant (RMA) certification exam offered by American Medical Technologists ([www.americanmedtech.org](http://www.americanmedtech.org)). Students enrolled and who start classes in this program while Herzing is ABHES accredited are also
eligible to take the Certified Medical Assistant (CMA) certification exam offered by the American Association of Medical Assistants (www.aama-ntl.org) even if Herzing ceases to be ABHES accredited thereafter.

6. **Health Information Management**: The Bachelor of Science in Health Information Management and the Associate of Science in Health Information Management programs offered through Herzing Online are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM, 233 North Michigan Avenue, 21st Floor, Chicago, Illinois, 60601-5800, 312-233-1100, www.cahiim.org). Graduates of the Associate of Science in Health Information Management from Herzing Online are eligible to take the registered health information technician (RHIT) certification exam, and graduates from the Bachelor of Science in Health Information Management are eligible to take the registered health information administrator (RHIA) certification exam. Both exams are offered through the American Health Information Management Association (AHIMA).

7. **Legal Studies**: Graduates of the Associate of Science in Legal Studies and the Bachelor of Science in Legal Studies programs available online from Herzing Online are eligible to take the certified paralegal examination through the Association of Legal Assistants (www.nala.org). These online programs are not programmatically approved by the American Bar Association (ABA, 321 North Clark Street, Chicago, Illinois, 60654-7598, 800-285-2221, www.americanbar.org). There are no plans to seek this approval for these online programs. Some employers may prefer graduates from an ABA-approved program. Students are advised to consult with employers of preference as to the importance of this approval on their hiring decisions.

8. **Accounting**: The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

9. **Other Programs**: No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

**KENOSHA CAMPUS OF HERZING UNIVERSITY**

1. **Regional Accreditation**: Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State Approval**: Herzing University Kenosha operates in the State of Wisconsin pursuant to its status as a private non-profit institution that is tax-exempt under section 501 of the Internal Revenue Code and that has had its administrative headquarters and principal place of business in Wisconsin since prior to 1970, which under Wisconsin Statutes Section 38.50(1)(e) exempts it from additional state authorization requirements.

3. **Nursing**: The Bachelor of Science in Nursing at the Brookfield/Kenosha Campuses is approved by the Wisconsin Board of Nursing (1400 East Washington Avenue, Madison, Wisconsin, 53703, (608) 266-2112, www.dspswi.gov/). Consequently, graduates are eligible to sit for the National Council of State Boards of Nursing (NCLEX-RN) licensing exam upon successful completion of the program. Passing this exam allows graduates to apply to the State Board of Nursing for licensure as a registered nurse. The Bachelor of Science in Nursing program at the Brookfield/Kenosha Campuses is accredited by the Commission on Collegiate Nursing Education (CCNE, One Dupont Circle NW, Suite 530, Washington, D.C., 20036-1120, 202-887-6791, www.aacn.nche.edu/ccne-accreditation).

4. **Medical Assisting Services**: The Associate of Science in Medical Assisting Services program offered through Herzing University Kenosha campus is currently programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES, 7777 Leesburg Pike, Suite 314, North Falls Church, Virginia, 22043, 703-917-9503, www.abhes.org/). Herzing University periodically re-evaluates its programmatic accreditation to ensure that maintaining such accreditation meets the best interest of our students, current industry and professional trends, and its impact on our curriculum. Therefore, while Herzing University is committed to maintaining institutional accreditation, it periodically reviews individual programmatic accreditation and therefore cannot expressly guarantee for what period it will maintain programmatic accreditation (i.e. ABHES accreditation for this program). Therefore, programmatic accreditation may not be in effect throughout a student’s enrollment. Students enrolled in the Associate of Science in Medical Assisting Services program offered through Herzing University Kenosha campus are eligible to take the Registered Medical
Assistant (RMA) certification exam offered by American Medical Technologists (www.americanmedtech.org). Students enrolled and who start classes in this program while Herzing is ABHES accredited are also eligible to take the Certified Medical Assistant (CMA) certification exam offered by the American Association of Medical Assistants (www.aama-ntl.org) even if Herzing ceases to be ABHES accredited thereafter.

5. **Health Information Management**: The Bachelor of Science in Health Information Management and the Associate of Science in Health Information Management programs offered online by Herzing University are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM, 233 North Michigan Avenue, 21st Floor, Chicago, Illinois, 60601-5800, 312-233-1100, www.cahiim.org). Students enrolling through this campus must take their core HIM courses online. Graduates of the Associate of Science in Health Information Management are eligible to take the registered health information technician (RHIT) certification exam, and graduates from the Bachelor of Science in Health Information Management are eligible to take the registered health information administrator (RHIA) certification exam. Both exams are offered through the American Health Information Management Association (AHIMA).

6. **Legal Studies**: Graduates of the Associate of Science in Legal Studies and the Bachelor of Science in Legal Studies programs available online at the Kenosha Campus are eligible to take the certified paralegal examination through the Association of Legal Assistants (www.nala.org). These online programs are not programmatically approved by the American Bar Association (ABA, 321 North Clark Street, Chicago, Illinois, 60654-7598, 800-285-2221, www.americanbar.org). There are no plans to seek this approval for these online programs. Some employers may prefer graduates from an ABA-approved program. Students are advised to consult with employers of preference as to the importance of this approval on their hiring decisions.

7. **Accounting**: The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor's degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

8. **Other Programs**: No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

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**MADISON CAMPUS OF HERZING UNIVERSITY**

1. **Regional Accreditation**: Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, www.hlcommission.org, 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State Approval**: Herzing University Madison operates in the State of Wisconsin pursuant to its status as a private non-profit institution that is tax-exempt under section 501 of the Internal Revenue Code and that has had its administrative headquarters and principal place of business in Wisconsin since prior to 1970, which under Wisconsin Statutes Section 38.50(1)(e) exempts it from additional state authorization requirements.

3. **Associate of Science in Nursing**: The Associate Degree in Nursing program at the Madison Campus is approved by the Wisconsin State Nursing Board (1400 East Washington Avenue, Madison, Wisconsin, 53703, 608-266-2112, www.dpsps.wi.gov/). Consequently, graduates are eligible to sit for the National Council of State Boards of Nursing (NCLEX-RN) licensing exam upon successful completion of the program. Passing this exam allows graduates to apply to the State Board of Nursing for licensure as a registered nurse. The Associate Degree in Nursing program at the Madison Campus is accredited with conditions by the Accreditation Commission for Education in Nursing (ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326, 404-975-5000, www.acenursing.org).

4. **Legal Studies**: Graduates of the Associate of Science in Legal Studies and the Bachelor of Science in Legal Studies programs available online at the Madison Campus are eligible to take the certified paralegal examination through the Association of Legal Assistants (www.nala.org). These online programs are not programmatically approved by the American Bar Association (ABA, 321 North Clark Street, Chicago, Illinois, 60654-7598, 800-285-2221, www.americanbar.org). There are no plans to seek this approval for these online programs. Some employers may prefer graduates from an ABA-approved program. Students are advised to consult with employers of preference as to the importance of this approval on their hiring decisions.
5. Health Information Management: The Bachelor of Science in Health Information Management and the Associate of Science in Health Information Management programs offered online by Herzing University are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM, 233 North Michigan Avenue, 21st Floor, Chicago, Illinois, 60601-5800, 312-233-1100, www.cahiim.org). Students enrolling through this campus must take their core HIM courses online. Graduates of the Associate of Science in Health Information Management are eligible to take the registered health information technician (RHIT) certification exam, and graduates from the Bachelor of Science in Health Information Management are eligible to take the registered health information administrator (RHIA) certification exam. Both exams are offered through the American Health Information Management Association (AHIMA).

6. Accounting: The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

7. Other Programs: No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

MINNEAPOLIS CAMPUS OF HERZING UNIVERSITY

1. Regional Accreditation: Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. State Approval: All programs at the Minneapolis Campus of Herzing University are approved by the Minnesota Office of Higher Education (1450 Energy Park Drive, Suite 350, St. Paul, Minnesota, 55108-5265, 651-642-0533, www.ohe.state.mn.us). Herzing University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Registration does not mean that credits earned at the institution can be transferred to all other institutions.

3. Nursing Program: The Bachelor of Science in Nursing program at the Minneapolis campus is approved by the Minnesota State Board of Nursing (2829 University Avenue SE, #200, Minneapolis, Minnesota, 55414-3253, 612-317-3000, www.mn.gov/health-licensing-boards/nursing). Consequently, graduates are eligible to sit for the National Council of State Boards of Nursing (NCLEX-RN) licensing exam upon successful completion of the program. Passing this exam allows graduates to apply to the State Board of Nursing for licensure as a registered nurse. The Bachelor of Science in Nursing program at the Minneapolis campus is accredited by the Commission on Collegiate Nursing Education (CCNE, One Dupont Circle, NW, Suite 530, Washington, D.C., 20036-1120, 202-887-6791, www.aacn.nche.edu/ccne-accreditation).

4. Dental Hygiene Programs:

Bachelor of Science in Dental Hygiene and the Associate of Applied Science in Dental Hygiene: These programs in dental hygiene are accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission’s web address is: http://www.ada.org/100.aspx.

Consequently, graduates of the Bachelor of Science in Dental Hygiene and the Associate of Applied Science in Dental Hygiene are eligible to sit for the national board dental hygiene exam, jurisprudence exam, and the CRDTS examination, which (upon successful completion) would provide the graduate the opportunity to become a licensed dental hygienist (LDH) in Minnesota.

Bachelor of Science in Dental Hygiene—Bridge: The Commission on Dental Accreditation (CODA) does not accredit stand-alone degree-completion (bridge) programs such as the Bachelor of Science in Dental Hygiene—Bridge. The bridge program is available only to students who have already graduated from a CODA-accredited dental hygiene program with an associate’s degree and hold an active license, as well as being in good standing as a dental hygienist. Students must be a Minnesota resident and maintain Minnesota residency throughout the program. (Students are advised to consult with employers of preference as to the importance of accreditation on their hiring decisions.)
5. **Dental Assisting Programs**: The Associate of Applied Science in Dental Assisting program and the Diploma in Dental Assisting programs at the Minneapolis Campus are accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. (CODA, 211 East Chicago Avenue, Chicago, Illinois, 60611-2678, 312-440-4653, [www.ada.org/100.aspx](http://www.ada.org/100.aspx)). Consequently, graduates are eligible to take the examinations leading to certified dental assistant (CDA®) certification through the Dental Assisting National Board (DANB).

6. **Occupational Therapy Program**: The Associate of Applied Science in Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA, 4720 Montgomery Lane, Suite 200, Bethesda, Maryland, 20824-3449, 301-652-AOTA, [www.acoteonline.org](http://www.acoteonline.org)). Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a certified occupational therapy assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT certification examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

7. **Legal Studies**: Graduates of the Associate of Science in Legal Studies and the Bachelor of Science in Legal Studies programs available online at the Minneapolis Campus are eligible to take the certified paralegal examination through the Association of Legal Assistants ([www.nala.org](http://www.nala.org)). These online programs are not programmatically approved by the American Bar Association (ABA, 321 North Clark Street, Chicago, Illinois, 60654-7598, 800-285-2221, [www.americanbar.org](http://www.americanbar.org)). There are no plans to seek this approval for these online programs. Some employers may prefer graduates from an ABA-approved program. Students are advised to consult with employers of preference as to the importance of this approval on their hiring decisions.

8. **Health Information Management**: The Bachelor of Science in Health Information Management and the Associate of Applied Science in Health Information Management programs offered online by Herzing University are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM, 233 North Michigan Avenue, 21st Floor, Chicago, Illinois, 60601-5800, 312-233-1100, [www.cahiim.org](http://www.cahiim.org)). Students enrolling through this campus must take their core HIM courses online. Graduates of the Associate of Science in Health Information Management are eligible to take the registered health information technician (RHIT) certification exam, and graduates from the Bachelor of Science in Health Information Management are eligible to take the registered health information administrator (RHIA) certification exam. Both exams are offered through the American Health Information Management Association (AHIMA).

9. **Accounting**: The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

10. **Other Programs**: No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

**NEW ORLEANS CAMPUS OF HERZING UNIVERSITY**

1. **Regional Accreditation**: Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, [www.hlcommission.org](http://www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State Approval**: The New Orleans Campus of Herzing University is licensed by the State of Louisiana Board of Regents (1201 North Third Street, Suite 6-200, Baton Rouge, Louisiana, 70802, 225-342-4253, [www.regents.louisiana.gov](http://www.regents.louisiana.gov)) and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission.

3. **Surgical Technology**: The Associate of Science in Surgical Technology program at the New Orleans Campus is accredited by the Accrediting Bureau of Health Education Schools (ABHES, 7777 Leesburg Pike, Suite 314, North Falls Church, Virginia, 22043, 703-917-9503, [www.abhes.org](http://www.abhes.org)). Consequently, graduates are eligible to take the certified surgical technologist (CST) examination offered by The National Board of Surgical Technology and Surgical Assisting.
4. **Medical Assisting Services**: The Associate of Science in Medical Assisting Services program offered through Herzing University New Orleans campus is currently programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES, 7777 Leesburg Pike, Suite 314, North Falls Church, Virginia, 22043, 703-917-9503, [www.abhes.org](http://www.abhes.org/)). Herzing University periodically re-evaluates its programmatic accreditation to ensure that maintaining such accreditation meets the best interest of our students, current industry and professional trends, and its impact on our curriculum. Therefore, while Herzing University is committed to maintaining institutional accreditation, it periodically reviews individual programmatic accreditation and therefore cannot expressly guarantee for what period it will maintain programmatic accreditation (i.e. ABHES accreditation for this program). Therefore, programmatic accreditation may not be in effect throughout a student’s enrollment. Students enrolled in the Associate of Science in Medical Assisting Services program offered through Herzing University New Orleans campus are eligible to take the Registered Medical Assistant (RMA) certification exam offered by American Medical Technologists ([www.americanmedtech.org](http://www.americanmedtech.org)). Students enrolled and who start classes in this program while Herzing is ABHES accredited are also eligible to take the Certified Medical Assistant (CMA) certification exam offered by the American Association of Medical Assistants ([www.aama-ntl.org](http://www.aama-ntl.org)) even if Herzing ceases to be ABHES accredited thereafter.

5. **Legal Assisting/Paralegal**: Graduates of the Associate of Science in Legal Assisting/Paralegal and the Bachelor of Science in Legal Studies programs at the New Orleans Campus are eligible to take the certified paralegal examination through the National Association of Legal Assistants ([www.nala.org](http://www.nala.org)). The Associate of Science in Legal Assisting/Paralegal and the Bachelor of Science in Legal Studies programs at the New Orleans Campus are approved by the American Bar Association (ABA, 321 North Clark Street, Chicago, Illinois, 60654-7598, 800-285-2221, [www.americanbar.org](http://www.americanbar.org)).

6. **Health Information Management**: The Bachelor of Science in Health Information Management and the Associate of Science in Health Information Management programs offered online by Herzing University are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM, 233 North Michigan Avenue, 21st Floor, Chicago, Illinois, 60601-5800, 312-233-1100, [www.cahiim.org](http://www.cahiim.org)). Students enrolling through this campus must take their core HIM courses online. Graduates of the Associate of Science in Health Information Management are eligible to take the registered health information technician (RHIT) certification exam, and graduates from the Bachelor of Science in Health Information Management are eligible to take the registered health information administrator (RHIA) certification exam. Both exams are offered through the American Health Information Management Association (AHIMA).

7. **Accounting**: The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

8. **Other Programs**: No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

**OMAHA SCHOOL OF MASSAGE AND HEALTHCARE OF HERZING UNIVERSITY**

1. **Regional Accreditation**: Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, [www.hlcommission.org](http://www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State Approval**: All programs at the Omaha School of Massage and Healthcare of Herzing University are approved by Nebraska’s Coordinating Commission for Postsecondary Education (140 North 8th Street, Suite 300, Lincoln, Nebraska, 68508-1359, 402-471-2847, [www.ccpe.state.ne.gov](http://www.ccpe.state.ne.gov)).

3. **Therapeutic Massage**: The Therapeutic Massage programs at the Omaha School of Massage and Healthcare of Herzing University are approved by the Nebraska Board of Massage Therapy of the Nebraska Department of Health and Human Services, Licensure Unit (Nebraska State Office Building, 301 Centennial Mall South, 3rd Floor, P.O. Box 94986, Lincoln, Nebraska, 68509-4986, 402-471-2115, [www.dhhs.ne.gov/publichealth](http://www.dhhs.ne.gov/publichealth)). Consequently, graduates are eligible to take the certification exams offered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) or the Federation of State Massage Therapy Boards (FSMTB) and meet the educational requirements to apply for licensure as a massage therapist in the State of Nebraska.
4. **Legal Studies**: Graduates of the Associate of Science in Legal Studies and the Bachelor of Science in Legal Studies programs available online at the Omaha School are eligible to take the certified paralegal examination through the Association of Legal Assistants (www.nala.org). These online programs are not programmatically approved by the American Bar Association (ABA, 321 North Clark Street, Chicago, Illinois, 60654-7598, 800-285-2221, www.americanbar.org). There are no plans to seek this approval for these online programs. Some employers may prefer graduates from an ABA-approved program. Students are advised to consult with employers of preference as to the importance of this approval on their hiring decisions.

5. **Health Information Management**: The Bachelor of Science in Health Information Management and the Associate of Science in Health Information Management programs offered online by Herzing University are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM, 233 North Michigan Avenue, 21st Floor, Chicago, Illinois, 60601-5800, 312-233-1100, www.cahiim.org). Students enrolling through this campus must take their core HIM courses online. Graduates of the Associate of Science in Health Information Management are eligible to take the registered health information technician (RHIT) certification exam, and graduates from the Bachelor of Science in Health Information Management are eligible to take the registered health information administrator (RHIA) certification exam. Both exams are offered through the American Health Information Management Association (AHIMA).

6. **Accounting**: The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor's degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

7. **Other Programs**: No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

**ORLANDO CAMPUS OF HERZING UNIVERSITY**

1. **Regional Accreditation**: Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, www.hlcommission.org, 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State Approval**: All programs at the Orlando Campus of Herzing University are approved by the Commission for Independent Education of the Florida Department of Education (325 West Gaines Street, Suite 1414, Tallahassee, Florida, 32399-0400, 850-245-3200, www.fldoe.org/policy/cie).

3. **Diploma in Practical Nursing**: The Diploma in Practical Nursing program at the Orlando Campus is approved by the Florida Board of Nursing (4042 Bald Cypress Way, Tallahassee, Florida, 32399-3252, 850-245-4125, www.floridasnursing.gov). Consequently, graduates are eligible to sit for the National Council of State Boards of Nursing (NCLEX-PN) licensing exam upon successful completion of the program. Passing this exam allows graduates to apply to the State Board of Nursing for licensure as a licensed practical nurse. The Diploma in Practical Nursing program at the Orlando Campus does not have specialized programmatic accreditation by the Accreditation Commission for Education in Nursing (ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326, 404-975-5000, www.acenursing.org). No representation has been made as to when or if such accreditations will be obtained. Some employers may prefer applicants from programs that have ACEN accreditation. Students are advised to consult with employers of preference as to the importance of this accreditation on their hiring decisions.

4. **Associate of Science in Nursing**: The Associate of Science in Nursing program and the Associate of Science in Nursing—Bridge to ASN program (renamed from LPN to ASN Bridge program as of May 2014) at the Orlando Campus are approved by the Florida Board of Nursing (4042 Bald Cypress Way, Tallahassee, Florida, 32399-3252, 850-245-4125, www.floridasnursing.gov). Consequently, graduates are eligible to sit for the National Council of State Boards of Nursing (NCLEX-RN) licensing exam upon successful completion of the program. Passing this exam allows graduates to apply to the State Board of Nursing for licensure as a registered nurse. These programs are accredited by the Accreditation Commission for Education in Nursing (ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326, 404-975-5000, www.acenursing.org).

5. **Bachelor of Science in Nursing**: The Bachelor of Science in Nursing program at the Orlando Campus is approved by the Florida Board of Nursing (4042 Bald Cypress Way, Tallahassee, Florida, 32399-3252, 850-245-4125, www.floridasnursing.gov).
Consequently, graduates are eligible to sit for the National Council of State Boards of Nursing (NCLEX-RN) licensing exam upon successful completion of the program. Passing this exam allows graduates to apply to the State Board of Nursing for licensure as a registered nurse. The Bachelor of Science in Nursing program at the Orlando Campus is accredited by the Commission on Collegiate Nursing Education (CCNE, One Dupont Circle, NW, Suite 530, Washington, D.C., 20036-1120, 202-887-6971, www.aacn.nche.edu/ccne-accreditation).

6. **Bachelor of Science in Nursing—Bridge to BSN**: The Bachelor of Science in Nursing—Bridge to BSN program (renamed from LPN to BSN Bridge program as of May 2014) at the Orlando Campus is approved by the Florida Board of Nursing (4042 Bald Cypress Way, Tallahassee, Florida, 32399-3252, 850-245-4125, www.floridasnursing.gov). Consequently, graduates are eligible to sit for the National Council of State Boards of Nursing (NCLEX-RN) licensing exam upon successful completion of the program. Passing this exam allows graduates to apply to the State Board of Nursing for licensure as a registered nurse. The Bachelor of Science in Nursing program at the Orlando Campus is accredited by the Commission on Collegiate Nursing Education (CCNE, One Dupont Circle, NW, Suite 530, Washington, D.C., 20036-1120, 202-887-6971, www.aacn.nche.edu/ccne-accreditation).

7. **Physical Therapist Assistant**: The Associate of Science in Physical Therapist Assistant program at the Orlando Campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE, 1111 North Fairfax Street, Alexandria, Virginia, 22314-1488, 703-706-3245, accreditation@apta.org or www.capteonline.org).

8. **Health Information Management**: The Bachelor of Science in Health Information Management and the Associate of Science in Health Information Management programs offered online by Herzing University are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM, 233 North Michigan Avenue, 21st Floor, Chicago, Illinois, 60601-5800, 312-233-1100, www.cahiim.org). Students enrolling through this campus must take their core HIM courses online. Graduates of the Associate of Science in Health Information Management are eligible to take the registered health information technician (RHIT) certification exam, and graduates from the Bachelor of Science in Health Information Management are eligible to take the registered health information administrator (RHIA) certification exam. Both exams are offered through the American Health Information Management Association (AHIMA).

9. **Legal Studies**: Graduates of the Associate of Science in Legal Studies and the Bachelor of Science in Legal Studies programs available online at the Orlando Campus are eligible to take the certified paralegal examination through the Association of Legal Assistants (www.nala.org). These online programs are not programmatically approved by the American Bar Association (ABA, 321 North Clark Street, Chicago, Illinois, 60654-7598, 800-285-2221, www.americanbar.org). There are no plans to seek this approval for these online programs. Some employers may prefer graduates from an ABA-approved program. Students are advised to consult with employers of preference as to the importance of this approval on their hiring decisions.

10. **Accounting**: The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

11. **Other Programs**: No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

**TOLEDO CAMPUS OF HERZING UNIVERSITY**

1. **Regional Accreditation**: Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State Approval**: All programs at the Toledo Campus of Herzing University are approved by the Ohio Department of Higher Education (25 South Front Street, Columbus, Ohio, 43215-3414, 614-466-6000, www.ohiohighered.org/contact-us).

3. **Surgical Technology**: The Associate of Applied Science in Surgical Technology program at the Toledo Campus is accredited by the Accrediting Bureau of Health Education Schools (ABHES, 7777 Leesburg Pike, Suite 314, North Falls Church, Virginia, 22043, 703-917-9503, www.abhes.org). Consequently, graduates are eligible to take the certified surgical technologist (CST) examination offered by The National Board of Surgical Technology and Surgical Assisting.
4. **Medical Assisting Services**: The Associate of Applied Science in Medical Assisting Services program offered through Herzing University Toledo campus is currently programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES, 7777 Leesburg Pike, Suite 314, North Falls Church, Virginia, 22043, 703-917-9503, [www.abhes.org](http://www.abhes.org)). Herzing University periodically re-evaluates its programmatic accreditation to ensure that maintaining such accreditation meets the best interest of our students, current industry and professional trends, and its impact on our curriculum. Therefore, while Herzing University is committed to maintaining institutional accreditation, it periodically reviews individual programmatic accreditation and therefore cannot expressly guarantee for what period it will maintain programmatic accreditation (i.e. ABHES accreditation for this program). Therefore, programmatic accreditation may not be in effect throughout a student’s enrollment. Students enrolled in the Associate of Applied Science in Medical Assisting Services program offered through Herzing University Toledo campus are eligible to take the Registered Medical Assistant (RMA) certification exam offered by American Medical Technologists ([www.americanmedtech.org](http://www.americanmedtech.org)). Students enrolled and who start classes in this program while Herzing is ABHES accredited are also eligible to take the Certified Medical Assistant (CMA) certification exam offered by the American Association of Medical Assistants ([www.aama-ntl.org](http://www.aama-ntl.org)) even if Herzing ceases to be ABHES accredited thereafter.

5. **Legal Studies**: Graduates of the Associate of Applied Science in Legal Studies and the Bachelor of Science in Legal Studies programs available online at the Toledo Campus are eligible to take the certified paralegal examination through the Association of Legal Assistants ([www.nala.org](http://www.nala.org)). These online programs are not programmatically approved by the American Bar Association (ABA, 321 North Clark Street, Chicago, Illinois, 60654-7598, 800-285-2221, [www.americanbar.org](http://www.americanbar.org)). There are no plans to seek this approval for these online programs. Some employers may prefer graduates from an ABA-approved program. Students are advised to consult with employers of preference as to the importance of this approval on their hiring decisions.

6. **Health Information Management**: The Bachelor of Science in Health Information Management and the Associate of Applied Science in Health Information Management programs offered online by Herzing University are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM, 233 North Michigan Avenue, 21st Floor, Chicago, Illinois, 60601-5800 312-233-1100, [www.cahiim.org](http://www.cahiim.org)). Students enrolling through this campus must take their core HIM courses online. Graduates of the Associate of Science in Health Information Management are eligible to take the registered health information technician (RHIT) certification exam, and graduates from the Bachelor of Science in Health Information Management are eligible to take the registered health information administrator (RHIA) certification exam. Both exams are offered through the American Health Information Management Association (AHIMA).

7. **Accounting**: The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor's degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

8. **Other Programs**: No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

**ACCURACY OF INFORMATION STATEMENT**

The Herzing University Catalog is the official policy of the University. Students should seek clarification from the catalog if they are told or read any information inconsistent or contradictory with the official policy of the catalog. Only those policies in the official Herzing University Catalog are binding on the institution and student.

**PROGRAM OFFERINGS AND DISCLOSURE**

Not all of Herzing University's programs are offered at all campuses. Further, there are substantial differences in some programs from campus to campus including, but not limited to, programmatic accreditation, a pathway to licensing and other program characteristics. Students should independently investigate and ensure that the program they desire is offered on the campus they intend to enroll in and has the instructional delivery format and potential outcome they desire. Students should rely only on the written official catalog for accurate information.
APPROVALS
The University has the following authorizations or approvals:

- Authorized under federal law to enroll non-immigrant alien students
- Approved for the training of veterans (not all programs are approved at all locations)
- Approved for the training of vocational rehabilitation students

MEMBERSHIPS
The University holds memberships in the following organizations:

- Alpha Beta Kappa Honor Society Alpha Omega Chapter
- Association of Private Sector Colleges and Universities
- Better Business Bureau
- Chamber of Commerce
- National Association of Colleges and Employers
- National Association of Student Financial Aid Administrators
- Service Members Opportunity College
- State Association of Student Financial Aid Administrators
- State College Placement Associations
- State Private School Associations
- University Continuing Education Association

ADVISORY BOARDS
Advisory boards at each Herzing University campus have been established to provide input on curriculum content. Members of the advisory boards are professionals and faculty from a variety of businesses and institutions. Their input and recommendations help ensure Herzing University offers educational programs that correspond with the skills and training required in today’s competitive job market.

RESEARCH SUPPORT – INSTITUTIONAL RESEARCH BOARD (IRB)

PROTECTION OF HUMAN RESEARCH SUBJECTS AND THEIR INFORMATION

U.S. federal laws require all organizations that conduct human research or serve as sites for human research to be responsible for research oversight and the protection of all human subjects and their private information. This oversight is provided by Herzing University’s Institutional Review Board (IRB), which includes membership of both scientific and non-scientific researchers, along with at least one community member.

Herzing University’s IRB is charged with providing oversight and support for all research conducted at the university or under guidance or other support from university students, faculty, and staff; and where human subjects and/or their information is a part of the research protocol. The IRB uses principles established in the Belmont Report, which established ethical guidelines for the protection of human subjects in research studies. The university’s IRB processes have been established in order to protect the rights, privacy, and welfare of all human research subjects and their private information.

By policy, all research, whether or not that research is part of a course or program requirement that involves human subjects or their private information and is conducted at Herzing University, or with University support at any external site, must be submitted to the IRB for approval prior to commencement of any such research. Herzing University’s IRB oversight extends to anyone, regardless of affiliation, who wishes to conduct research at any University location or with any set or subset of Herzing University students, faculty or staff or their private information.

The Herzing University IRB may approve, modify, or discontinue a research protocol because of the risk to human subjects or their information. By providing this support, the IRB also serves to protect the researcher(s) by assuring that the protocol addresses important protections before the research begins as well as continued oversight during the data collection phase of the study. Full information on submitting proposed studies to Herzing University’s IRB may be found on the Herzing University website at www.herzing.edu.
Akron Campus
The Akron Campus occupies 34,000 square feet with newly remodeled instructional rooms consisting of classrooms, large lecture halls, computer labs, medical labs, dental labs, nursing labs, a learning commons, student lounges, administrative offices, and faculty office areas. The average lecture class size is 30, and the average lab class size is from 8 to 30 students per instructor.

Atlanta Campus
Herzing University is located in the heart of Buckhead and the Atlanta financial district, offering opportunities for students to interact with business professionals. Herzing University occupies an 18,000-square-foot facility adjacent to the Lenox Mall with computer laboratories, an electronics laboratory, an allied health laboratory, a learning commons, a student lounge, lecture rooms, and administrative offices. Average class size is 20 to 30.

Birmingham Campus
Herzing University occupies a 40,000-square-foot office building that it acquired in 1994 and completely refurbished to meet its needs for a modern educational center. The university has 14 classrooms, including six computer labs and two electronics labs. It also has a learning commons, several break areas, a reception area, and administration and admissions offices. The average class size is approximately 20 to 30 students.

Brookfield Campus
The Brookfield Campus of Herzing University opened in 2010. The campus boasts modern classrooms, computer labs, student study areas and state-of-the-industry medical, science, massage, and nursing labs to simulate real-world experiences. Located on South Executive Drive near Brookfield Square Mall, the 13,000-square-foot campus, with a comfortable and open learning environment, has floor-to-ceiling windows overlooking a nature conservancy. The campus is easily accessible by car and mass transit and offers free parking.

Kenosha Campus
Herzing University is located in a 14,000-square-foot building at the corner of 39th Avenue and Washington Road in Kenosha, Wisconsin. In addition to modern classrooms, the building provides a learning commons; computer, science and healthcare labs; and student services facilities for admissions, registration, financial aid and career development services.

Madison Campus
Herzing University occupies a 40,000-square-foot facility specifically designed for the technological and allied health programs offered, including design, nursing labs, and a computer commons. This facility is located in a newly-developed technical and business park. The centrally positioned, glassed-in learning commons provides a sense of openness and easy access. Average class size is 20 to 25; lecture size is 15 to 60.
Minneapolis Campus
Herzing University occupies a 25,000-square-foot building containing classrooms, computer, medical, and dental labs, a learning commons, student lounge, and administrative offices. Labs and classrooms are designed to facilitate the learning process with hands-on instruction. The average lecture class size is 25 but can be as high as 50, and the average lab class size is from 6 to 30 students per instructor.

New Orleans Campus
Herzing University is located in the Metairie/Kenner area of the city. Remodeled in 2010, the University presently occupies 17,000 square feet with classrooms, labs, a break room, a learning commons, and faculty and administrative offices. Laboratories and classrooms have been designed to facilitate the learning experience with hands-on instruction on state-of-the-industry equipment. Average class size is 20 students or less.

Omaha School of Massage and Healthcare of Herzing University
The Omaha School of Massage and Healthcare of Herzing University is a 10,000-square-foot facility containing instructional classrooms, private therapy rooms, a spa room, a hydrotherapy room, and administrative offices. The massage clinic classroom is equipped with a variety of massage tables and massage chairs.

Orlando Campus
Herzing University is located at 1865 SR 436 in Winter Park and occupies 33,600 square feet in a campus atmosphere. There are classrooms, computer labs, a fully simulated nursing lab, a student lounge, a learning commons, and related administrative offices included in the facility. The average class size is 25 or fewer students, with a maximum of 40 students.

Toledo Campus
Herzing University occupies a 17,000-square-foot building that was remodeled in 2008. The building is designed to facilitate the learning process. In addition to a large learning commons, a wireless network, and modern classrooms, the facility offers a comfortable student lounge and is easily accessible by car and mass transit.
ACCOMMODATIONS FOR THE DISABLED

It is the policy of Herzing University to comply with the provisions of the Americans with Disabilities Act (ADA). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service, or activity offered by the University. The ADA requires that all programs, services, and activities, when viewed in their entirety, be readily accessible to, and usable by, qualified individuals with disabilities. Students with disabilities who wish to request an accommodation under the ADA should contact their campus ADA Accommodations Coordinator, who serves as the disability coordinator for the campus.

LIBRARY RESOURCES AND SERVICES

Herzing University students have 24/7 access to electronic library resources including professional and academic journals, magazines, images, e-books, newspapers, and multimedia via an Internet connection at home or on-campus.

Herzing students have access to virtual library support services over 68 hours per week. A team of librarians is available to help students identify appropriate library resources to complete research projects. Hours of availability for the virtual reference services are Monday through Friday from 8 am to 8 pm CT; and Sunday from Noon to 8 pm CT. Librarians also check for email and voice messages on Saturday afternoons and respond after 2 pm.

Librarians may be reached by telephone, email and/or chat.

- Toll-free telephone: 1-888-660-2826
- Email address: us-librarians@herzing.edu

Additionally, campuses maintain supplemental physical library collections that may include books, periodicals, and multimedia. The Learning Commons serves as the location for the library collection and computer workstations. Hours of operation vary by campus. Please check your local campus for a posting of the Learning Commons hours.

CHANGES TO THIS CATALOG

Herzing University is committed to offering students a robust, current, and relevant curriculum. Curriculum, policies, and other matters discussed herein are subject to change at the discretion of the University. However, curriculum will not be changed to require existing students to take more credits to graduate than their original degree program, unless required by accreditation, state agencies, or other regulatory bodies. In this case, the University will ensure there is no adverse financial impact on the student. Changes will be reflected in an addendum to this catalog and will then be considered an integral part of this publication.
ADMISSIONS INFORMATION

UNDERGRADUATE ADMISSION CRITERIA

To be admitted to any Herzing University undergraduate program, a prospective student must complete an interview with a Herzing admissions advisor and fill out an application. The following factors are considered prior to acceptance:

1. Prior Education Requirement: An applicant must have a U.S. high school diploma or the equivalent. The University recognizes the following equivalents to a high school diploma:
   - A GED
   - A certificate demonstrating that the student has passed a state-authorized examination (for example, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma. Note that certificates of attendance and/or completion are not included in this qualifying category.
   - An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree (i.e., an associate’s degree) from an accredited postsecondary institution.
   - A foreign diploma or transcript that is equivalent to a U.S. high school diploma. International students must comply with all application requirements in the “International Undergraduate Student Admission” section of this catalog.

2. Entrance Testing: An applicant must demonstrate the capacity to succeed in college-level courses by successfully completing an entrance evaluation with examination scores deemed appropriate by Herzing University. This must be evidenced through one of the following methods:
   - Submission of an ACT score of 17 or better or a combined SAT score of 1,275 or better or a score of 211 on the Gaokao (Chinese National Higher Education Entrance Examination) in place of the college entrance evaluation. (The college placement evaluation is required for math and English placement.)
   - Successful completion of a minimum of 24.00 semester credit hours of college-level work with grades of “C” or higher at nationally or regionally accredited postsecondary institution. The college placement evaluation is required unless the applicant has completed a college-level English composition course and a college algebra course with grades of “C” or higher.
   - For limited admissions programs (including dental hygiene and nursing), applicants may be required to complete a specialized admissions test, and only the most qualified applicants are admitted.

3. Personal Commitment and Professional Attitude: *Of importance for the applicant’s success is willingness to make those sacrifices necessary to successfully complete the program of study and a commitment to adhere to the University’s rules and expectations. An indication of personal commitment includes, but is not limited to, the applicant’s willingness to invest in his or her own education by contributing financially toward their education each semester, separate from any financial aid available.

   * Note: For dental assisting and dental hygiene programs, this criterion is for advisement purposes only and will not be used in the admission decision by the University.

4. Availability of Time: An applicant must have the availability of time to attend classes and labs, to complete projects, and to submit assignments in a timely manner. Each student is expected to spend additional time outside of class hours studying, completing assignments, and doing research.

PROVISIONAL ADMISSION

Applicants who fail to meet the minimum standards on the admissions test, but receive an entrance evaluation score deemed appropriate by Herzing University will be provisionally admitted. Regular admission is granted upon successful completion of provisional requirements, whereby the applicant must complete all of the following:

- Take and pass Student Success Skills (PD 090).
- Take and pass Fundamentals of Mathematics (MA 090) and/or Principles of Communication (EN 090) based on entrance examination scores.
- Receive positive recommendation from the campus academic dean upon completion of the provisional admission period.

PLACEMENT CRITERIA

Applicants are evaluated for proficiency in Basic English and mathematics skills through a placement exam administered by Herzing University. Certain programs also require a science proficiency evaluation. Students will be exempt from developmental courses through one of the following methods:
• Successful completion of mathematics and English placement examinations with scores deemed appropriate by Herzing University.
• Successful completion of a college-level English Composition course and a college algebra course with grades of “C” or better from an accredited postsecondary institution.
• Successful completion of the science placement examination with scores deemed appropriate by Herzing University for programs that require evaluation of science including:
  • A.S. Healthcare Management/A.A.S. Healthcare Management
  • B.S. Healthcare Management
  • A.S. Health Information Management/A.A.S. Health Information Management
  • B.S. Health Information Management
  • Diploma Medical Assisting Services
  • A.S. Medical Assisting Services/A.A.S. Medical Assisting Services
  • Diploma Medical Office Administration
  • A.S. Medical Office Administration /A.A.S. Medical Office Administration
  • A.S. Insurance Billing and Coding Specialist/A.A.S. Insurance Billing and Coding Specialist
  • Diploma Insurance Billing and Coding Specialist
  • A.S. Medical Laboratory Technician

PROGRAM ADMISSION
Some programs or delivery formats (such as technology, dental hygiene, nursing, or the accelerated format) may have special admissions requirements. Refer to program descriptions and the EdFlex section of the catalog for any special admissions requirements.

UNCONDITIONAL ADMISSION TO UNDERGRADUATE PRE-LICENSENCE NURSING PROGRAMS
Nursing students admitted unconditionally to Herzing’s pre-licensure nursing programs must meet the criteria as defined below in addition to the university-wide “Undergraduate Admissions Criteria.” International applicants also must comply with all “International Undergraduate Student Admission” application requirements.

Associate (ADN) or Bachelor’s Degree (BSN) Admission without a College Degree Option
Applicants must meet all of the following criteria:
• A high school or college grade point average (GPA) of *2.5 or higher.
• Achieve at least a composite score of 58 on the most current version of the Test of Essential Academic Skills (TEAS); TEAS score must be from within one year of anticipated date of matriculation.

Second-Degree, Accelerated Bachelor’s Degree (BSN) Option
Applicants must meet all of the following criteria:
• A college grade point average (GPA) of 2.5 of higher.
• Earned bachelor’s degree from a postsecondary institution that is accredited by an agency recognized by the U. S. Department of Education or from a foreign college or university recognized as equivalent to a U.S. bachelor’s degree.
• Achieve at least a composite score of 66 on the most current version of the Test of Essential Academic Skills (TEAS); TEAS score must be from within one year of anticipated date of matriculation.

Practical Nursing (PN) Program Admission Option
Applicants must meet all of the following criteria:
• A high school or college grade point average of at least *2.0 or higher
• Achieve a minimum composite score of 48 on the most current version of the Test of Essential Academic Skills (TEAS); TEAS score must be from within one year of anticipated date of matriculation.

CONDITIONAL ADMISSION TO PRE-LICENSENCE NURSING PROGRAMS
Nursing students admitted conditionally to Herzing pre-licensure nursing programs must meet the criteria as defined below in addition to the university-wide “Undergraduate Admissions Criteria.” International applicants also must comply with all “International Undergraduate Student Admission” application requirements. There are no conditional admissions to the Second-Degree, Accelerated BSN option. Those students scoring less than the 66 on the TEAS test may be offered enrollment in the traditional program options if all other required admissions criteria are met.
Associate (ADN) or Bachelor’s Degree (BSN) Admission without a College Degree Option

Applicants must meet all of the following criteria:

- A high school or college grade point average (GPA) of *2.0 or higher.
- Achieve at least a composite score of 51 on the most current version of the Test of Essential Academic Skills (TEAS); TEAS score must be from within one year of anticipated date of matriculation.

Practical Nursing (PN) Program Admission Option

Applicants must meet all of the following criteria:

- A high school or college grade point average of at least *2.0 or higher
- Achieve a minimum composite score of 45 on the most current version of the Test of Essential Academic Skills (TEAS); TEAS score must be from within one year of anticipated date of matriculation.

*NOTE: If an applicant has completed less than 12 semester credit hours (SCH) or equivalent quarter hours of college courses in the last 5 years, the high school GPA is used in the calculation. If an applicant has completed 12 semester credit hours or more of college courses in the last 5 years, the college GPA is used in the calculation. An applicant that has a GED and less than 12 semester credit hours of college credits is considered to meet the GPA requirement.

Nursing Program Directors will review the individual TEAS report to establish which composite score areas are below “Proficiency Level” to recommend the student’s participation in one of the following options or tutoring as applicable.

Madison, Minneapolis, and Orlando Campuses Criteria

- **PD 090, Student Success Skills (0 SCH)** if the grade point average is below 2.5
- **MA 090, Fundamentals of Mathematics (4 SCH)** if TEAS Math score is below 63.3.
- **EN 090, Principles of Communications (4 SCH)** if the TEAS Reading score is below 69.0 or the TEAS English score is below 60.0
- Other supplemental tutoring as determined appropriate by the Campus Academic Dean and Nursing Program Director.

Brookfield-Kenosha and Atlanta Campuses Criteria

- Completion of **NU 090 Foundations for Nursing (0.00 SCH)**, with tutoring, if the TEAS English (60.0), Math (63.3), or Science (45.8) are below the “Proficiency Level” and/or if the grade point average is below 2.50.

Birmingham Campus Criteria

- Completion of **NA 081 Nursing Tutorial I (0.00 SCH)** and NA 082 Nursing Tutorial II (0.00 SCH) for ASNAL program.
- Completion of **PN 081 Nursing Tutorial I (0.00 SCH)** and PN 082 Nursing Tutorial II (0.00 SCH) for DPNAL program.

A conditionally admitted student may complete the above coursework/tutoring either as:

- A non-degree seeking student; or
- While enrolled in the nursing program on a conditional basis.

Reentry Into Programs (Conditional And Unconditional)

A student who reenters a program within one year of their last day of attendance is allowed to use their original TEAS scores for their reentry application.

Special Consideration of Herzing University Graduates

A graduate of a Herzing University nursing program who matriculates into a different nursing program is not required to repeat the TEAS provided that their original TEAS score is from the most current version and meets the minimum standards for enrollment for the new program.

ADDITIONAL ADMISSION REQUIREMENTS FOR NURSING, DENTAL, AND OTHER HEALTHCARE PROGRAMS

Applicable Programs. These additional admissions requirements apply to all programs with direct patient contact in clinical or internship settings. This includes, but may not be limited to, the following programs:

- Dental Assisting
- Dental Hygiene
- Emergency Medical Technician
- Insurance Billing and Coding Specialist
- Medical Assisting Services
- Medical Laboratory Technician
Drug Testing. Students in the above-listed programs may be required to pass a drug test prior to entering the first clinical or internship course that includes direct patient contact. For specific requirements for students enrolled in nursing programs, please check with the Nursing Program Director.

Immunizations and Health Checks. Verification of immunization history is required for all students admitted to the above-listed programs no later than 45 days after the first day of class or as indicated by the specific program. Students in some programs may be required to have the Hepatitis B immunization series. Students in healthcare programs may be exposed to bloodborne infectious diseases. Also, additional verification of the status of a student’s health may be required during the program if deemed necessary to meet safety requirements. For specific requirements for students enrolled in nursing programs, please check with the Nursing Program Director.

Vaccination Policy. Herzing University does not generally require any specific immunizations beyond those requirements that may be imposed by state or federal law. However, if it is determined that a public health situation arises that warrants implementation of a vaccination requirement, such requirements will be communicated out to students as soon as possible.

Some healthcare programs at Herzing University that include a clinical site or internship/externship component may require proof of vaccination against certain diseases prior to participation in the clinical or internship/externship courses. Individual program requirements are communicated at the time of enrollment and in advance of attendance in the relevant course.

If you have any questions regarding our vaccination policy, please email consumerinfo@herzing.edu.

Healthcare Policy Acknowledgement. These professions and the educational processes that lead to entry into those professions have a number of unique requirements and standards. All nursing, dental, and other healthcare students must accept and acknowledge the following statements of policy to enter or continue in any of these programs. For specific requirements for students enrolled in nursing programs, please check with the Nursing Program Director.

1. A student convicted of a felony or a misdemeanor other than a minor traffic violation for which a pardon has not been granted:
   a. May not be able to work in clinical sites required in the program (and thus would not be able to complete the program).
   b. May not be able to obtain a license from the state, even if the program is completed.
   c. May not be able to secure a job, even if licensed.

2. A student may be required to pass a criminal background check and substance abuse test to the satisfaction of the clinical site prior to each scheduled clinical course.

3. A student may be subject to drug and/or alcohol screening in conjunction with clinical classes, and a positive result from a screening could result in dismissal from the clinical and from the program.

4. Clinical hours may be scheduled at any time-of-day or day-of-the-week—day, night, late night, weekends, or holidays—and the student must be available to attend clinical sites at any time the student is assigned.

5. Clinical sites will require the student to have his/her immunizations up to date prior to the start of the clinical.

6. A student may be required to complete a physical exam showing that the student is free of disease that may be transmitted to patients, families, or employees and includes:
   a. Proof of TB skin testing and follow-up.
   b. Proof of Hepatitis B vaccination series or proof of immunity.
   c. Proof of MMR and Chickenpox vaccinations or proof of immunity.

7. Some clinical sites may require that a student be covered by his or her own personal or family health insurance.

8. Successful completion of clinical classes may require that the student be able to perform common physical tasks related to his/her duties to the satisfaction of each clinical site.

9. Patient privacy and the privacy of patient records must be protected, and failure on the part of the student to protect patient privacy or patient records could result in dismissal from the clinical site and/or from the program.
10. Missing clinical site assignments can be a basis for dismissal from the program unless the student has well-documented mitigating circumstances that are acceptable to the University.

11. Although initial class hours are established for the first semester, class hours after that period of time can change due to availability of facilities, faculty, or other factors, and classes may be scheduled mornings, afternoons, evenings, weekends, or holidays.

12. Students in the following courses must achieve at least a grade of C+ (76%) in each core course to make satisfactory academic progress, in addition to any other satisfactory academic progress criteria of the University: dental hygiene (DH), dietetics and nutrition (DN), dental science (DS), emergency medical technician (EM), medical laboratory (MT), nursing (NA, NB, NF, NM, NO, NU, NW and PN), occupational therapy assistant (OT), physical therapist assistant (PT), radiologic technology (RT), and surgical technology (ST). A grade of less than C+ is equivalent to failing the course, and the course must be repeated at the student’s cost. There is only one repeat allowed, and there may not be an immediate opportunity to repeat a course, depending on when it is next offered.

13. The cost of tuition and fees at Herzing University includes:
   a. The cost of instruction and the use of the University facilities, library, employment assistance, other normal services provided by the University to students, and supplies that are the normal part of lab courses (does not include personal writing instruments or stationery).
   b. Two nursing uniforms (not to include shoes or stockings).
   c. Students will be provided an eBook/electronic material for any course in which the University has adopted an eBook/electronic material; however, if an eBook/electronic material is not available, students will be loaned or provided a physical textbook. Students who participate, when applicable, in a campus textbook loaner program, are accountable for returning the textbook and/or software in a condition as described in the Herzing University Textbook Loan Program Policy (Policy). Fees may be assessed based on the condition of the textbook and/or software upon return to include non-return by the due date described within the Policy. If an eBook/electronic material is available for a course in which the University has adopted the eBook/electronic material, but a student prefers the physical textbook, the student will have the option to purchase (at their cost) the physical textbook for the difference in price between the cost of the eBook and the cost of the physical textbook, including shipping.

14. The student further understands that the cost of tuition and fees at Herzing University does not include the following:
   a. The cost of any required immunizations.
   b. The cost of personal health insurance that may be required to work at a clinical site.
   c. The cost of transportation to and from school or clinical sites, including parking.
   d. The cost of additional uniforms and apparel other than the two issued uniforms.
   e. The cost of criminal background checks or substance abuse tests.
   f. Any other cost that is not specifically identified above as being part of Herzing University tuition and fees.

15. A student in this program is a potential representative of the healthcare profession, and the student’s actions and inactions may reflect on Herzing University and the clinical sites to which the student is assigned. Therefore, the student must conduct himself or herself in a professional manner, with integrity and responsibility. Failure to behave professionally can be a basis for dismissal from the program.
Background Checks: Students planning a program of study leading to employment in some disciplines (including, but not limited to: healthcare, nursing, law enforcement, and public safety) may be required to undergo a background check before working in that discipline. If this process results in an adverse finding, the student may not be able to complete the internship course, complete the program, sit for certification examinations, or be employed in that discipline. A student may be required to pass a criminal background check and substance abuse test to the satisfaction of the clinical site prior to each scheduled clinical course. For specific requirements for students enrolled in nursing programs, please check with the Nursing Program Director.

Orlando Campus Nursing Program: Nursing programs offered by the Orlando campus of Herzing University may utilize clinical sites that exceed a 50 mile radius from the campus location to accommodate student travel from their residence. If student(s) agrees to use a clinical site which is greater than a 50 mile radius from the Orlando campus, but equal to or less than a 50 mile radius from their residence, any expenses associated with such travel, including, but not limited to lodging, food, and gas, are the responsibility of the student.

ADMISSION PROCEDURES

Prospective students are expected to complete an interview with a Herzing University admissions advisor. The advisor will provide information about programs, start dates, student services, and employment opportunities for graduates. Once all admission requirements have been fulfilled, the advisor will generally invite the prospective student to submit an electronic application for admission to the University. The applicant will be notified in writing of the action taken by the University with respect to his/her application. When an application has been accepted, the applicant must establish appropriate financial arrangements and complete the necessary documentation. Once the applicant has completed these arrangements, signed a University Enrollment Agreement, and paid an enrollment fee, the applicant will be considered an enrolled student and will be automatically registered for appropriate classes. Students do not have to register for classes; the University will schedule students in the applicable courses for each semester based upon their program of study. Students will have the right to request adjustments to their schedule, which will be accommodated whenever possible.

Application for admission is on a continuous basis; however, those who apply first are accepted first, and enrollment is limited. No one will be admitted after the second day of the term unless approved by the Academic Dean and the campus President.

ADMISSION APPLICATIONS

Although it is preferable for a prospective student to visit Herzing University to complete a Personal Information Record and an electronic application, the forms may be obtained in the following ways:

1. Contact Herzing University by phone or e-mail to request the necessary forms.
2. Complete a Herzing University application online at https://enroll.herzing.edu.

INTERNATIONAL UNDERGRADUATE STUDENT ADMISSION

Herzing University is authorized by the U.S. Bureau of Citizenship and Immigration Service (BCIS) to accept and enroll non-immigrant students. In order to be issued an I-20 authorization from the University, non-immigrant applicants must meet the University’s general admissions requirements and provide the following documentation:

1. All high school and college transcripts:
   a. Copies of all high school transcripts evaluated by a transcript evaluation service approved by Herzing University or an agency which is a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE); or certified as an official document by the diploma-granting authority with a certified translation in English or verified and accepted as official by a trained Herzing University registrar.
   b. Certified copies of all college transcripts evaluated by a transcript evaluation service approved by Herzing University or an agency which is a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE); or a transcript certified as an official document by an active Herzing University affiliate.

2. ACT/SAT scores or transcripts indicating prior post-secondary coursework deemed appropriate for placement into the intended program. Successful completion of an entrance evaluation administered with examination scores deemed appropriate by Herzing University (the evaluation scores also determine if developmental course(s) are needed)

3. A notarized statement of financial support or a certified government sponsor letter indicating that tuition will be paid in advance of each semester (tuition for the first two semesters must be paid upon enrollment) and that all necessary living expenses for the international applicant will be provided. (Form I-134 may be used and is available online from the BCIS.)

4. Proof of English-language proficiency through any one of the following:
a. A score of 500 or higher on the paper-based TOEFL.
b. A score of 173 or higher on the computer-based TOEFL.
c. A score of 61 or higher on the internet-based TOEFL.
d. A score of 5.00 or higher on the IELTS.
e. A score of 4 or higher on the iTEP.
f. Documentation of successful completion of an intermediate English course from a designated ESL center.
g. Documentation of successful completion of secondary studies (i.e., high-school level) in an English-speaking school (a minimum of four years).
h. Documentation of successful completion of post-secondary studies (i.e., college-level) in English (a minimum of 12 semester hours). Herzing University Undergraduate Catalog January 2016 78 Admissions Information
i. Documentation of successful completion of 4 years of secondary English language studies and one semester (or equivalent) of college-level English from an accredited college or university.
j. Documentation of alternative measures of English language proficiency, as deemed appropriate by Herzing University.
k. Other options may apply for students attending through an affiliate program. Specifics are outlined in the affiliate agreement or corresponding exhibits.

Herzing University is also authorized to accept and enroll international applicants currently attending other U.S. institutions who wish to transfer. In addition to providing the items listed above, transfer applicants must do the following:

1. Contact Herzing University by phone or e-mail to request the necessary forms.
2. Return the newly issued I-20 to Herzing University prior to attending classes.

Note: International students cannot receive U.S. federal financial assistance, nor can they work legally in the United States without permission from the BCIS. The level of career development offered to international students/graduates will vary and will depend on the employment opportunities permitted by applicable law and/or on the students'/graduates’ visas. Herzing will provide career-planning strategies if requested by international students. Applicants applying from abroad should check with their consulate or embassy for other pertinent requirements or restrictions.

NON-DEGREE SEEKING STUDENTS (ADMISSION OF INDIVIDUALS NOT SEEKING DEGREES/DIPLOMAS)

A non-degree seeking student is a student enrolled for courses not leading to a recognized credential degree or diploma. Applicants not seeking a degree/diploma must complete a Personal Information Record and an electronic application and meet the General Entrance Requirements for the University, except for the High School Transitions Program or other special circumstances approved by the Academic Dean. In addition, the applicant must meet specific program criteria (if any) for a technical course related to a program major. The University may waive prerequisites for technical courses when appropriate prior education or experience can be shown. If space is available, the applicant will be accepted as a non-degree seeking student. The applicant must pay for the course(s) desired, complete all applicable forms, sign a college enrollment agreement, and pay the Learner Resource Fee. Non-degree seeking students who apply for and are admitted to a degree/diploma may have credits transferred to the degree or diploma program for courses they have satisfactorily completed as a non-degree seeking student. Non-degree seeking students are not eligible for employment assistance or financial aid.

- Enrollment fees are not required for Non-degree Seeking Students

HIGH SCHOOL TRANSITIONS PROGRAM

The Herzing University Transitions Program is offered to high school juniors or seniors who wish to begin working on college credits while attending high school. This program is not considered to be a dual credit program and the credits earned may not be applicable towards high school graduation. Interested students may attend Herzing University and take up to 12 semester credit hours of study. High school students may take one course tuition-free. Participation is contingent upon space availability in classes. Current Herzing University students will be given priority if space is limited. The cost of all books and materials required will be the student’s responsibility.

Students participating in the Transitions Program will be considered “Non-degree Seeking.” With the exception of a high school diploma or GED, the applicant must meet the University’s general entrance requirements as well as specific program criteria (if any) for a technical course. The University may waive prerequisites for technical courses when appropriate prior education or competency in the course area can be demonstrated. Transition students will receive a transcript with the appropriate grade earned for the course taken.
The Herzing University Transitions Program is available only to high school students who:

1. Have completed their sophomore year of high school.
2. Have a cumulative grade point average of 2.50 or higher.
3. Submit an authorization signed by a high school official approving the student enrolling in the course(s) and verifying the information under parts (1) and (2) above. Authorization forms may be obtained from the Herzing Admissions Department.

RE-ADMISSION/RE-ENTRY

A student who withdraws or is terminated from the University may apply for re-admission or re-entry. However, if a student has been terminated for lack of satisfactory academic progress, the student will be required to appeal to the Satisfactory Academic Progress Committee (refer to “Appeal Procedures”). Any student applying for re-admission/re-entry will be required to sign new enrollment documents, and all financial obligations from previous enrollment periods must be resolved prior to re-admission/re-entry. In order for a student to be readmitted in the same program, the student generally must have been making satisfactory academic progress at the time of withdrawal or termination. Students are advised that because the availability of courses required may be more difficult to schedule if they have interrupted their program.

A student applying for re-admission or re-entry who previously completed coursework involving clinical or related skills (including courses in dental assisting, dental hygiene, medical assisting, nursing, radiology, and surgical technology) may be required to repeat some or all of this coursework depending on when the student was last enrolled. This is to ensure that reentering students can perform at skill levels necessary for student and patient safety. Reentering students are responsible for all applicable tuition and fees for repeated coursework. The University also reserves the right to modify curriculum for all programs, and reentering students are required to meet all program requirements existing at the time of their re-entry. Certain programs may include additional requirements for re-admission/re-entry, and students should reference specific application materials for these programs when considering program withdrawal or reapplication.

CONTINUING STUDENTS SCHEDULING

Continuing students who are making satisfactory academic progress and are current in their financial obligations to the University are automatically scheduled for future classes in their program of study. Adjustments may be made in consultation with the Registrar and Academic Dean based upon the Add/Drop Policy. Adjustments to schedules may affect the expected graduation date and impact a student’s ability to complete a Bachelor of Science degree in three years. For more information, please see the Three-Year Bachelor of Science Degree Completion Policy in the Academic Information section of this Catalog.

NEW STUDENT ORIENTATION

Herzing University’s new student orientation (or online tutorial) helps entering students prepare for college. It also enables students to become acquainted with Herzing University and its services. Students attending face-to-face orientation will have the opportunity to meet the campus staff and faculty members and receive a review of important college policies and procedures. The University will send each enrollee a notification announcing the time and date of the new student orientation or online tutorial. The Herzing University Catalog is the official policy of the University. Students should seek clarification from the catalog if they are told or read any information inconsistent or contradictory with the official policy of the catalog.

NONDISCRIMINATION POLICY OF HERZING UNIVERSITY

Herzing University admits students of any race, sex, religion, age, color, creed, national or ethnic origin, disability, sexual orientation, gender identity or expression, or disabled and/or Vietnam era veteran status to all the rights, privileges, programs, and activities generally accorded or made available to students at Herzing University. Herzing University does not discriminate on the basis of race, sex, religion, age, color, creed, national or ethnic origin, disability, sexual orientation, gender identity or expression, or disabled and/or Vietnam era veteran status in the recruitment, admission or treatment of students, the recruitment, hiring, or treatment of faculty and staff, and the operation of its activities and programs, as specified by state and federal laws including but not limited to the Equal Pay Act of 1963, Titles VI and VII of the Civil Rights Act of 1964 as amended, the Age Discrimination in Employment Act of 1967, Title IX of 1972 Educational Amendments to the Higher Education Act, Executive Order 11246, as amended, Sections 503/504 of the Rehabilitation
Act of 1973, the Americans with Disabilities Act of 1990, and all other laws which pertain to access, equality and nondiscrimination. For further information or inquiries regarding Herzing University’s Nondiscrimination Policy, please contact Human Resources, W140 N8917 Lilly Road, Menomonee Falls, Wisconsin 53051, telephone: (414) 271-8103.

TRANSFER OF CREDITS TO OTHER COLLEGES AND UNIVERSITIES

The decision to accept credit from another institution is entirely at the discretion of the receiving institution. Students should check with the school to which they desire to transfer to regarding the credits they may transfer. In the absence of an articulation agreement between Herzing University and another institution, no one at Herzing University can represent that specific credits will transfer anywhere. A list of the institutions with whom Herzing University has articulation agreements is available from the administrative office of the University and on the Herzing Website at https://www.herzing.edu/get-credit-you-deserve/articulation-agreements.

ADMISSIONS DISCLOSURE

Notification to Students

Herzing University students come from multiple states and have widely different career aspirations and goals. Each student is a unique learner and person. While Herzing University provides career services guidance to each student in finding employment in their chosen field, Herzing University does not guarantee employment. Factors unique to each student that can limit employment opportunities include, but are not limited to, the following.

- Conviction of a felony or serious misdemeanor
- Physical condition or health issues that prevent or hinder employment
- Geographical limitations and inability to relocate
- Poor work history
- Poor language skills or communication barriers
- Unique personality traits
- History of or contemporary substance abuse
- Personal bankruptcy
- Other issues that raise doubts in the mind of an employer as to the suitability of a student to become an employee
- Failure to meet the admissions standards of other institutions (for bachelor’s or graduate programs)
- Failure to fully investigate and understand the specific licensing or certificate requirements for a chosen profession in a specific state or locale

Herzing University has a long and proud tradition of helping students enter and succeed in their careers. The student’s unique situation may aid or hinder their career.

Disclaimer

Herzing University makes no promises or guarantees of licensing, certification, or employment. Due to unique factors and attributes of each student, it is possible that even after successfully completing a Herzing University program, a student may not find employment. Students should consider their own unique “employability” prior to enrolling in any college or career-preparation program.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS—GENERAL

The requirements for graduation are as follows:

1. Maintain a program grade point average of 2.00 or higher in the courses applicable to the student’s program.
2. Complete the required number of credit or clock hours, and achieve a passing grade in all required courses.
3. Meet all other requirements included under individual program descriptions.

AWARD OF CREDIT FOR PRIOR LEARNING

Herzing University is committed to awarding students entering and studying at the University the maximum credit possible for their prior learning. There are four ways to be awarded prior learning credit at Herzing University. These are: transfer of credit from other colleges or universities, award of credit through standardized advanced placement testing, award of credit for military or industry courses and learning
experiences evaluated by the American Council on Education (ACE) or the Council for Adult and Experiential Learning (CAEL), and award of credit through competency-based exemption examinations administered through Herzing University.

Limitations
For a diploma program, the last 12.00 credits awarded for the diploma must be completed through coursework or exemption testing at Herzing University. For an associate’s degree, at least 15.00 of the last 60.00 credits awarded for the degree must be completed through coursework or exemption testing at Herzing University. For a bachelor’s degree, at least 30.00 of the last 120.00 credits awarded for the degree must be completed through coursework or exemption testing at Herzing University. A minimum of twenty-five percent of the program requirements must be taken in residence for all undergraduate students, including active-duty service members. Academic residency can be completed at any time for active duty service members, including Reservist and National Guardsmen on active duty.

Transfer of Credit From Other Colleges or Universities
Applicants desiring to transfer credit to Herzing University for courses taken at other colleges or universities must have official transcripts sent to Herzing University from those colleges/universities. It is best if Herzing University receives official transcripts before class starts so that proper schedules can be prepared. For new students, this is typically done during the admission process prior to the beginning of the first term of enrollment but should be completed by the end of the first eight weeks of enrollment or re-enrollment. Students reentering or reenrolling after a break in attendance with Herzing University who wish to have courses taken during the break evaluated for transfer should submit their official transcripts prior to the end of the first eight weeks of reentry or re-enrollment. While enrolled at Herzing University, students are expected to take all their courses at Herzing University unless otherwise authorized in advance by the Academic Dean or as part of a consortium agreement.

To receive credit for college or university courses taken elsewhere, all of the following apply:

1. The course for which credit is being sought must have been taken at an accredited college or university recognized by the United States Department of Education or a foreign college or university that is equivalent to an accredited U.S. postsecondary institution.
2. The course must be comparable to the course at Herzing University for which transfer credits are being sought.
3. The student must have earned a grade of at least a “C” or better in the course; unless specific programmatic course requirements call for a C+ (76%) passing grade. If a C+ is required to pass the course in which transfer credit is being evaluated the minimum requirement for transferability of this course is a C+ (76%).
4. The proper authorities at Herzing University must receive the official transcript directly from the other institution. A catalog or official description of the course from the previous college/university may also be required. As always, the acceptance of transfer credit is entirely at the discretion of the receiving college/university. In addition to the grade received, the length of time since the course was taken may be considered in certain course areas, to ensure that the content is still applicable.

Award of Credit through Advanced Placement Testing
Herzing University will accept credit for any applicable nationally recognized advanced placement testing. These include the following:

- Advanced Placement (AP) from the College Board. (See [www.apcentral.collegeboard.com](http://www.apcentral.collegeboard.com) for more information.)
- DANTES Subject Standardized Test (DSST) from Defense Activity for Non-traditional Education Support (DANTES). (See [www.getcollegecredit.com](http://www.getcollegecredit.com) for more information.)
- College Level Examination Program (CLEP) from the College Board. (See [https://www.clep.collegeboard.org](https://www.clep.collegeboard.org) for more information.)

Award of Credit for Military or Industry Courses or Certification Tests Evaluated by ACE
Herzing University considers the recommendations made by the American Council on Education (ACE) when awarding credit for military and industry courses and tests that have been previously evaluated by ACE. For example, many military courses in the Army, Navy, and Marine Corps have been evaluated for college credit by ACE, as documented on a Joint Service Transcript (JST). (Air Force training courses are included on a transcript as college courses by the Community College of the Air Force). For more information on credit recommendations for military courses, see [www.acenet.edu/militaryguide](http://www.acenet.edu/militaryguide). Similarly, many private companies have had their training courses or certification tests evaluated for award of college credit by ACE. For instance, StraighterLine offers many general education and other courses that fit in many Herzing programs that have been evaluated for college credit by ACE. (See [www.straighterline.com](http://www.straighterline.com).) Also, Microsoft and other information technology companies have had their certification tests evaluated. For more information on credit recommendations for industry courses and tests, see [www2.acenet.edu/credit](http://www2.acenet.edu/credit).

Award of Credit Through Competency-Based Exemption Examinations
A student who believes they have expert knowledge of the content of a course or courses based on learning through work experience or other methods may request to take a competency-based exemption examination administered by Herzing University. The exemption examination will be developed by a faculty member appointed by the Academic Dean and will be based on the course objectives (competencies) outlined for the course by the University. Students must achieve a grade equivalent to a B or better (85%) to be exempted from the course. Students will receive credit for the course(s) from which they are exempted, and the course(s) will be listed as “EX” on
the student’s transcript. Exemption credit is not included in the grade point average (GPA) calculation. Students who wish to attempt to test out of a course or courses in their education program must do so prior to enrolling in the applicable course or within the first week of attending a course. Students interested in taking a competency-based exam should see the Academic Dean, however not all courses are eligible for exemption credit.

**ACADEMIC LOAD FOR CREDIT-HOUR PROGRAMS OF STUDY**

An undergraduate student’s status is determined by the number of credits they are taking in a semester. The chart below defines the minimum academic load requirement per semester and the associated academic status.

<table>
<thead>
<tr>
<th>Minimum Number of Credits (Academic Load)</th>
<th>Student Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.00 credits</td>
<td>Full-time</td>
</tr>
<tr>
<td>9.00 credits</td>
<td>Three-quarter time</td>
</tr>
<tr>
<td>6.00 credits</td>
<td>Half-time</td>
</tr>
</tbody>
</table>

Students desiring to take more than 18.00 semester credit hours in a semester must obtain the permission of the Academic Dean.

**CREDIT HOUR POLICY**

Herzing University operates on a semester system consisting of three 16-week semesters per year with courses offerings in sixteen, eight, or four-week terms. Programs are offered either in a traditional classroom/lab format or a fully online format.

**Course Level**

- The process of credit ascription remains consistent, regardless of the credential being awarded by the program. However, the University differentiates among courses at various levels within the undergraduate programs (100, 200, 300, 400) through the complexity of the course learning objectives.

- Course learning objectives within a graduate program of study reflect a higher level of complexity, and where appropriate, specialization. Graduate learning objectives emphasize the acquisition, organization, utilization, and dissemination of knowledge.

- Graduate programs facilitate substantial mastery of subject matter, theory, literature, and methodology of a field of study. Professional or practice-oriented graduate programs are designed to prepare students for professional practice involving the application or transmission of existing knowledge or the development of new applications of knowledge within their field. Graduate programs seek to develop student capacity to interpret, organize, and communicate knowledge and to build the analytical and professional skills needed to practice in and advance the profession. In those instances where a hierarchy of degrees within an area of professional study are offered, programs differ by level as reflected in the expected sophistication, knowledge, and capacity for leadership within the profession.

- Regardless of the level of the course, the deliverables produced by students within a course support and demonstrate the achievement of the course learning objectives and serve as the basis for the award of credit. Course learning objectives align with program learning outcomes. Therefore, the rationale for the ultimate award of a credential is the successful production of course deliverables and the achievement of course learning objectives, which equates to the achievement of program learning outcomes.

- Whenever possible, the use of standards established by programmatic accreditation bodies, professional associations, and/or by industry is used as the basis for curriculum development and ultimately serve as the rationale for the definition of program learning outcomes. In order to ensure currency of the curriculum, the University maintains a regular cycle of curriculum review which draws upon insights from programmatic accreditation bodies, professional associations, and industry as well as feedback from students, faculty, employers and local and/or national advisory boards.

**Credit Hour Policy**

The University’s assignment and award of credit hours conforms with the Higher Learning Commissions definition of a credit hour, the federal definition of a credit hour, and to commonly accepted practices in higher education.

- The credit awarded for a course is consistent across all modalities. The learning objectives defined for a course taught online are consistent with learning objectives defined for the same course taught on ground. Course learning objectives are achieved through regular and substantive student interaction with their instructor, with their student peers, and with the content, regardless of whether that interaction occurs online or on ground. While course learning objectives are consistent, the deliverables that serve as evidence that the learning objectives have been achieved may vary between online course sections and ground-based course sections.

- In clock hour programs, academic credit is measured in clock hours. Clock hours earned serve as a means for determining progress towards program completion only. The clock hours are not typically transferable to another school, college, or university. One hour
of instruction is defined as a sixty minute period of time, with no less than fifty minutes of actual class instruction. Students must be given breaks which represent sound educational practice. No more than one clock hour can be assigned to any sixty minute period.

- For non-degree programs taught in a semester system and that are not fully transferable into degree programs, one semester credit hour may be awarded upon completion of a minimum of 37.5 instructional hours of directed instruction in lecture, laboratory, externship/internship or a combination of any of these activities. Coursework must include at least 30 hours of supervised instruction and at least 7.5 hours of activities that an average student would complete outside of the classroom.

- For degree programs and non-degree programs that are fully transferable into degree programs, one credit may be awarded for one hour of classroom instruction and two additional hours of engagement with out-of-class learning activities as completed by an average student that support the achievement of learning objectives. One hour of instruction is defined as 50 minutes.

- In a semester system, a minimum of 15 instructional hours of engagement in learning activities is required to award one semester hour of credit. It is expected that for each hour of “in class” engagement, the average student will spend two additional hours engaged in learning activities outside of the classroom that support achievement of the course learning objectives.

- In a laboratory instructional setting, a minimum of 30 instructional hours of laboratory is required to award one semester credit hour. It is expected that for each hour that a student spends in a laboratory, the average student will spend an additional half-hour outside of the classroom engaged in additional learning activities that contribute to the achievement of the course learning objectives.

- A minimum of 45 hours of externship/internship/clinical or practicum experience is required to award one semester credit hour. No additional engagement in learning activities outside of the externship/internship/clinical/practicum site is required.

- For each semester credit hour awarded for an online course, the average student will spend a minimum of 45 hours of interaction with the instructor, with other students and/or with the course content and learning activities to achieve the course learning objectives. In an online course, there is no differentiation between “inside the classroom” and “outside of the classroom.”

- For each semester credit hour awarded for blended course, where a portion of the instruction occurs in an online environment and a portion of the instruction occurs in a physical classroom, the average student will spend a minimum of 45 hours of interaction with the instructor, with other students and/or with the course content and learning activities to achieve the course learning objectives.

**EDUCATION OPTIONS**

Herzing University has a range of learning format options students may have available to choose from. Courses may be offered in a traditional classroom or an online format. Students may select the format that best fits their educational needs and circumstances when available. Not all formats are available at all campuses for all courses. Check with your local campus for availability.

**Traditional Classroom Course Format**
The traditional classroom format is intended for students wanting to pursue their courses in a traditional classroom setting. Students may combine the classroom format with the online format by taking some courses online and others in the traditional format.

**Online Course Format**
The online format is intended for students who do not reside near one of our campuses or who prefer the flexibility of an online education. Students living near one of our campuses may combine the online format with the classroom format by taking some classroom courses on the campus and others online.

**SOFTWARE AND MINIMUM TECHNOLOGY REQUIREMENTS**

Students may be scheduled to take courses online or in a hybrid format, and many courses use electronic textbooks (eBooks); therefore, the following are minimum computer system requirements for both PC and Mac users. These requirements are reviewed periodically and subject to change. Additional requirements are listed for specific programs.

**PC Users (Online or Hybrid Students)**

- Windows 7, 8, or 10 operating system (presently not Windows 8 RT)
- A minimum of 2048 megabytes (2.0 GB) of internal memory for 64 Bit Operating Systems. A minimum of 1024 for 32 Bit Operating systems. Herzing University strongly recommends at least 2GB
- A minimum of 1.5 gigahertz (1,500 MHz) processor
- A minimum of 5 gigabytes (5.0 GB) free storage/hard drive space
- A DSL connection or faster —most courses are media-intensive
- Internet Explorer 11 or higher or Firefox 24 or higher (Firefox is freeware, downloadable from the web)
- Windows Edge Browser is not supported.
• Google Chrome browser (recommended for healthcare programs)
• Monitor resolution of 1,280 x 800
• CD/DVD reading drive
• Speakers or headphones
• Webcam or phone video cam capable of creating 5-10 minute video files (required for EN 116 Speech)
• Microphone

**Mac Users (Online or Hybrid Students)**

• A 32- or 64-bit Intel-based Apple Macintosh with Windows boot capability
• Boot Camp or Parallels (program required to run Windows on MAC)
• MAC OS X 10.7 or higher
• A minimum of 2.0 gigabytes (2.0 GB) RAM
• A minimum of 20 gigabytes (20.0 GB) free storage/hard drive space
• A DSL connection or faster — most courses are media-intensive
• Safari 6.0 or higher, Firefox 34 or higher

**Microsoft Office Installation (Online and Campus Students)**
It is very important that the following guidelines are used prior to and during the installation of Microsoft Office 2013.

• Please see the instructions located on the Herzing website at [www.herzing.edu/admissions/technology-requirements](http://www.herzing.edu/admissions/technology-requirements) for installing Microsoft Office (you will be directed to a one-page PDF).

• If you have any problems installing this software, please contact tech support at 1-866-508-0748, extension 10000. If you receive a voicemail message, please leave your name, student number, phone number, and a description of the issue that you are having.

• Please note that Herzing University is not responsible for any damage that may occur to a student’s computer, including, but not limited to, hardware, software, file directory, or file contents as a result of student’s installing software or not having the appropriate hardware configurations for such installation.

**Additional Requirements for Graphic Design Students (Online and Campus Students)**

All students will be provided with a student version of Adobe Creative Cloud (replaces Adobe Creative Suite as of July 2014).

• Microsoft Windows 7 (or higher) operating system
• Students will receive current software versions used in courses from bookstore
• Flatbed scanner: 600 dpi x 600 dpi; size 8.5” x 11”
• Digital camera with manual white balance, semi-automatic (minimum) or manual (preferred)
• 5” x 4” (or higher) graphic drawing tablet (computer input device, drawing alternative to mouse)
• 30 gigabytes (30 GB) storage/free hard drive space
• 512 megabytes (512 MB) video card
• CD/DVD burner **highly** recommended
• 200 gigabytes external hard drive **highly** recommended

**Additional Requirements for Allied Health and Health Information Management Students (Online and Hybrid Students)**

• Students in the allied health programs should avoid using Apple Mac computers, as they have proven to be problematic when accessing publisher-required sites and software sites such as VLab or Connect.
• Virtual Lab System requirements and AHIMA recommend the following software programs:
  - Java (Oracle Corporation)
  - Adobe Flash
  - Microsoft Silverlight
  - Citrix Receiver
Additional Requirements for Medical Assisting and Nursing Program Students (Online and Campus Students)

- Students will need access to a scanner to upload timesheets and other course material signed off by a clinical site designee and/or proctor.

Additional Requirements for Software Development and Information Technology Students (Online or Hybrid Students)

- A PC is strongly recommended for technology courses.
- Students using a Mac in their technology courses will need to use a PC for any course using Oracle software.
- Microsoft Internet Explorer 11 or higher (capable of running Microsoft Active X Control) is required for information technology students. Firefox, Safari, and other browsers do not meet this requirement.
- A minimum of 4048 megabytes (4 GB) of internal memory
- A minimum of 1.6 gigahertz (1500 MHz) processor
- A high-speed internet connection
- Microsoft Silverlight 4 or 5 (running Silverlight supported web browsers)

Students taking NT 305 and NT 341 must have a computer with the following hardware requirements:

- A 64-bit processor and at least an i5 Intel processor with VT technology (or equivalent AMD)
- At least 16 GB of RAM
- 300 GB free disk space
- Network interface card (NIC)

Students taking NT 320 must have a computer with the following hardware requirements:

- A 64-bit processor
- A wireless adapter or a wireless network interface card (NIC)
- Internet access

SOCIAL MEDIA POLICY

Students, faculty, staff, administration, and our constituents constitute a community of learners. Collectively, we share responsibility for exchanging knowledge and information, creating a culture that respects and values diversity, maintains an environment of accountability, and exemplifies Herzing University’s core values of professionalism, respect, integrity, caring for others, and engagement.

Herzing University believes that post-secondary education should create a platform for meaningful interaction among its constituents. Optimally, learning is a collaborative process. The richness of the learning experience is dependent upon the creation of a safe environment that encourages members of the learning community to share personal points of view. Social media platforms serve as one medium for the exchange of perspective.

Herzing University acknowledges that each form of social media including, but not limited to, Facebook™, Twitter™, Instagram™, YouTube™, LinkedIn™, blogs, WhatsApp™, SnapChat™, Pinterest™, and consumer websites may be used as a platform for interaction. As members of the Herzing University community, students, faculty, and staff must recognize that opinions that they share may be attributed to the University. The same laws, professional expectations, and guidelines for interaction between and among Herzing University constituents apply regardless of physical or virtual context.

Because the university experience provides opportunities to inflict particular damage by revealing protected, personal educational information, violate patient health information laws, and publish other protected personal and institutional information, there is a high level of personal, professional, and institutional responsibility that students, faculty, and staff must demonstrate when using social media. The Social Media Policy is intended to provide a framework for appropriate use of social media.

Guidelines for Posting on Social Media Sites

Unless specifically instructed, students, faculty, staff, and administration are not authorized, and therefore are prohibited from, speaking on behalf of Herzing University.
Social Media Postings Should

- Maintain a professional image of Herzing University, its staff, faculty, students, and industry partners as respected individuals and organizations; and
- Maintain a positive and productive public image across the various academic and relevant professional industries.

Social Media Postings Must Not

- Be offensive, threatening, bullying, illegal, defamatory, or hostile;
- Contain profanity, false statements, or content that is sexual in nature, suggestive, or discriminatory either directly or suggestively;
- Promote or advertise a commercial product or solicit business or membership to other organizations;
- Contain phone numbers or e-mail addresses;
- Infringe on the rights of the organization or any individual or entity to include privacy, intellectual property, or publication rights; or
- Violate any applicable government or regulatory body policies including HIPAA.

Personal Blogs

Herzing University respects the right of students, faculty, staff, and administration to write blogs and use social networking sites and does not wish to discourage self-publishing or self-expression. Students, faculty, staff, and administration are expected to follow the guidelines and policies set forth. Herzing University respects the right of individuals to use blogs and social networking sites as a medium of self-expression and public conversation and does not discriminate against those who use these media for personal interests and affiliations or other lawful purposes.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Herzing University recommends that individuals make sincere efforts to confirm the truth and accuracy of facts set forth in each social media post prior to posting. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, including but not limited to Herzing University.

Students, faculty, staff, and administration may not use University-owned equipment, including computers, University-licensed software, or other electronic equipment to conduct personal blogging or social networking activities. Students, faculty, staff, and administration may not use blogs or social networking sites to harass, threaten, discriminate, or disparage against anyone associated with or doing business with Herzing University. If an individual chooses to identify himself/herself as being affiliated with Herzing University, it should be understood that some readers may view him/her as a spokesperson for the University. Consequently, individuals should state that views expressed in their blog or on other social media platforms are their own and not those of the University, or of any person or organization affiliated or doing business with Herzing University.

Social Media Monitoring

Students, faculty, staff, and administration are cautioned that they should have no expectation of privacy while using the Internet. Postings can be reviewed by anyone, including Herzing University. The University reserves the right to monitor comments or discussions about the University, its employees, students, and the industry, including products and competitors, posted on the Internet by anyone, including employees and nonemployees. Students, faculty, staff, and administration are cautioned that they should have no expectation of privacy while using University equipment or facilities for any purpose, including authorized blogging.

Herzing University reserves the right to

- Ban future posts from people who repeatedly violate the social media policy and/or the University code of conduct;
- Remove or edit comments from its social media properties at any time;
- Request third-party providers and/or social media platforms to ban or remove posts;
- Amend these policies at its discretion, regardless of timing, circumstance, or without formal notice; and
- Take disciplinary or legal action related to student violation of the social media policy.

Reporting Violations

Herzing University requests and strongly urges students, faculty, staff, and administration to report any violations or possible or perceived violations. Violations may include discussions of Herzing University and its employees, students, and clients and any unlawful activity related to blogging or social networking.

Discipline for Violations

Herzing University investigates and responds to all reports of violations of the social media policy and other related policies. Violation of the University’s social media policy will result in disciplinary action up to and including dismissal from the University.
Discipline will be determined based on the nature and factors of any blog or social media post. Herzing University reserves the right to take legal action where necessary against students, faculty, staff, and administration who engage in prohibited or unlawful conduct.

**Nursing and Allied Health Programs**

In addition to the Herzing University Social Media Policy, most clinically based programs have additional restrictions required by various professions as listed below:

1. Confidentiality must be maintained. The student or faculty member may not transmit via any electronic media any patient-related information or images that may be reasonably construed to violate patient confidentiality. Students must not
   - Identify patients by name or use data that may lead to identification; or
   - Share, post, or in any way disseminate any information about a patient gained through the provider-patient relationship with anyone other than the healthcare team or with a faculty member as it is used in evaluation of educational outcomes.

2. Students may not post disparaging, offensive, threatening, bullying, illegal, defamatory, or hostile comments about a patient, faculty member, employee, student, or clinical facility, even if not identified.

3. Students may not take photos or videos of patients on personal devices, including mobile devices.

4. Students must maintain professional boundaries in the use of electronic media.

5. Students must adhere to the social media policies of the agencies hosting internships, preceptor experiences, or faculty-guided clinical experiences. This includes policies related to agency-owned computers, cameras, and other electronic devices and the use of personal devices while on the property of the agency.

6. Students must immediately report any identified breach of confidentiality, privacy, or policy violation to a faculty member or administrator.

7. Students must recognize and remember the ethical and legal obligations required to maintain privacy and confidentiality at all times.

Failure to adhere to these policies may result in reprimand, failure of a course, dismissal from the University, or other actions as defined within the University's Student Code of Conduct policy.

**ONLINE EDUCATION**

Herzing University offers many of its courses and some full programs of study that lead to credentials in an online format. Not all of Herzing University’s programs are offered online. There can be substantial difference in programmatic accreditation, which may be a requirement to sit for licensure or certification. Students should independently investigate and ensure that the program they desire is offered through Herzing Online and in the appropriate format to meet their desired potential career outcome. Students should rely only on the written information provided in the academic catalog and not on oral representations or other documents. Some licensing and certifying agencies and employers limit the number of online courses a student can take and still be eligible for licensing, certification, employment, or tuition reimbursement. Students should independently investigate any such limit impacting their educational program or career outcomes and make an informed decision concerning online education.

Below is a listing of undergraduate programs offered online. Some programs may require an on-ground learning component such as a clinical, bootcamp, or externship/internship. The programs with an asterisk (*) currently require an on-ground component.

- Bachelor of Science in Accounting
- Bachelor of Science in Business Management With No Concentration
- Bachelor of Science in Business Management With a Concentration in Business Administration
- Bachelor of Science in Business Management With a Concentration in Entrepreneurial Studies
- Bachelor of Science in Business Management With a Concentration in Human Resource Development
- Bachelor of Science in Business Management With a Concentration in International Business
- Bachelor of Science in Business Management With a Concentration in Marketing
- Bachelor of Science in Criminal Justice With No Minor or Concentration
- Bachelor of Science in Criminal Justice With a Concentration in Homeland Security
- Bachelor of Science in Criminal Justice With a Concentration in Supervision and Management
- Bachelor of Science in Graphic Design With No Declared Concentration
- Bachelor of Science in Graphic Design With a Concentration in Print Design
- Bachelor of Science in Graphic Design With a Concentration in Web Design
- Bachelor of Science in Health Information Management *
- Bachelor of Science in Healthcare Management and/or With a Dental Hygiene Emphasis
- Bachelor of Science in Homeland Security and Public Safety With No Minor or Concentration
- Bachelor of Science in Information Technology With No Concentration
- Bachelor of Science in Information Technology With a Concentration in Network Management
Students at the Atlanta and New Orleans campuses must complete all paralegal courses at the campus in a traditional classroom format. The online bachelor’s and associate’s degrees are not approved by the American Bar Association.

See the Herzing University Graduate Catalog for a listing of online graduate program offerings.

Online education results in the following benefits:

1. Students may be able to take a course that is not offered at the campus they attend in the academic period they need it.

2. Students who are unable to take preferred classes due to space or other limitations (e.g., “wait-listed students”) may be able to take courses online and avoid disrupting their matriculation.

3. Students may be able to continue their program of study online when life changes (e.g., changes in employment status or physical condition) make it impossible for them to attend traditional courses.

4. Students may be able to take a program of study at Herzing University even if they do not live near a campus.

5. Students will gain valuable interactive experience with a medium that has become increasingly more crucial and pervasive. Effective use of the Internet will also provide a means of communication and a method for accessing and disseminating information for students and staff.

**Criteria for Participation**

Participation in online course offerings by currently enrolled Herzing University students can be initiated by the student or by the institution. Participation in an online course may be necessary to meet specific graduation timelines such as a three-year bachelor’s degree. In all cases, whether student- or institution-initiated, the campus Academic Dean has the final authority regarding admission to the online courses. The additional criteria that must be met by currently enrolled Herzing University students for admission to an online course are:

1. The student must have all of the appropriate technology (e.g., hardware and software) available to him/her as well as a technology backup plan or other available computer/internet access in the event their primary computer or laptop is unavailable. Current software and technology requirements are listed in the Academic Information section of the catalog.

2. The student must have appropriate computer skills (e.g., keyboarding, word processing, etc.).

3. The student must complete an online orientation session prior to starting their online course.
Optional: Students pursuing a full program online must fulfill the same admissions criteria as on-campus students (see the “Admissions” section). The required personal interview is conducted over the phone.

**Student Services**

Herzing University students who participate in an online course or programs are eligible for any/all student services offered by the University. These services typically include financial aid for those who qualify, employment assistance, academic advising, tutoring programs, and learning resources.

These services will be provided to the student electronically, through use of e-mail or referrals to Internet websites, or telephonically. Students are linked to these services, such as financial aid, on Herzing University’s Website located at [www.herzing.edu/](http://www.herzing.edu/). Herzing University students have 24/7 access to electronic library resources including professional and academic journals, magazines, images, e-books, newspapers, and multimedia via an Internet connection at home or on-campus. Herzing students have access to virtual library support services over 68 hours per week. A team of librarians is available via toll-free telephone, email, and/or chat to help individual students identify appropriate library resources to complete research projects. Career development services for online graduates include completion of the Professional Development II course, assistance with online employment databases, coaching in the résumé development process, and help with devising a strategy to independently locate local job opportunities. Online students may also contact the Academic Support Center for assistance with understanding course materials via a link in each online course.

For issues with your course content, assignments, or tests first contact your Instructor.

For missing courses, first contact your campus Registrar.

For any other technical questions (or if you can’t reach your Instructor or Registrar), Herzing IT support is available:

- 866-508-0748, extension 10000
- Weekdays 8 a.m. to 8:30 p.m.
- Weekends 11 a.m. to 3 p.m.

For Blackboard-specific questions outside of IT hours, you can contact Blackboard’s 24/7 support at (866) 350-5017.

**Method of Instruction**

Instructional methods may include lecture in written, audio, and video forms, presentations, small group discussions, small group presentations, online audio-conferences, electronic blackboard, threaded discussion, online chat, peer critiques, and e-mail. Students are expected to log in and actively participate several days per week and are expected to spend approximately 18 hours per week on class educational activities when taking a three-credit course scheduled over eight weeks. For courses of a greater or lesser number of semester credit hours, the time commitment will be proportional. In addition, there may be extra reading, studying, and assignment completion requirements during offline time.

**GRADING POLICIES**

**Grade Scale**

Herzing University grades are rounded after two decimal places. The earned grade is the grade that is posted and representative of the grading scale(s) below. In most cases, letter grades are awarded as shown below, unless a different scale is outlined in a specific course syllabus.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93.00-100.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td>90.00-92.99</td>
</tr>
<tr>
<td>B+</td>
<td>3.25</td>
<td>87.00-89.99</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83.00-86.99</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td>80.00-82.99</td>
</tr>
<tr>
<td>C+</td>
<td>2.25</td>
<td>76.00-79.99</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>70.00-75.99</td>
</tr>
<tr>
<td>D+</td>
<td>1.25</td>
<td>66.00-69.99</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>60.00-65.99</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>59.99 or below</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>70.00 or better</td>
</tr>
<tr>
<td>NP</td>
<td>0.00</td>
<td>69.99 or below</td>
</tr>
</tbody>
</table>
When the minimum passing grade is not achieved, a grade of F is assigned.

In some instances, transcripts hold academic marks that are not from the above grading scale. Those academic marks are listed below.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>EX</td>
<td>Exempt</td>
</tr>
<tr>
<td>PASS</td>
<td>Pass Developmental</td>
</tr>
<tr>
<td>FAIL</td>
<td>Fail Developmental</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal Prior to the Mid-Point of the Course</td>
</tr>
<tr>
<td>W.</td>
<td>Non-punitive Withdrawal for Developmental Courses and Military Leave</td>
</tr>
<tr>
<td>WN</td>
<td>Withdrawal Never Attempted</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal Passing</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal Failing</td>
</tr>
</tbody>
</table>

**Minimum Passing Grade**

The minimum passing grade in most courses at Herzing University is a D (60.00%). However, some courses may require a minimum passing grade of 76.00% or better to pass. The following healthcare core courses have a minimum passing grade of a C+ (76.00%):

- Dental Hygiene (DH)
- Dental Science (DS)
- Emergency Medical Technician (EM)
- Medical Laboratory (MT)
- Nursing—NA, NB, NF, NM, NO, NU, NW, and PN
- Occupational Therapy Assistant (OT)
- Physical Therapist Assistant (PT)
- Radiologic Technology (RT)
- Surgical Technology (ST)

For courses that require a minimum passing grade of 76.00% or better to pass, the following grading scale applies.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93.00-100.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td>90.00-92.99</td>
</tr>
<tr>
<td>B+</td>
<td>3.25</td>
<td>87.00-89.99</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83.00-86.99</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td>80.00-82.99</td>
</tr>
<tr>
<td>C+</td>
<td>2.25</td>
<td>76.00-79.99</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>75.99 or below</td>
</tr>
</tbody>
</table>

Other courses may have other specific minimum passing grades, in which case they will be outlined in the course syllabus. When the minimum passing grade is not achieved, a grade of F is assigned.

**Courses With Separate Lab or Clinical Components**

For courses with separate classroom (lecture), lab, or clinical components, generally, students will be awarded a single grade for both the classroom (lecture) and lab/clinical components, and students must successfully pass both components to pass the course. Therefore, if a student fails either the classroom (lecture) or the lab/clinical component of the course, the student will be required to repeat both the classroom (lecture) and the lab/clinical components. Exceptions must be approved by the academic dean.

**Incompletes**

A grade of Incomplete (I) will be given to a student only in cases where the student is not able to complete the work for a course due to extenuating circumstances. It is only given with the permission of the Academic Dean. If a grade of incomplete “I” is issued and the “I” is not removed and replaced with the updated grade within two class weeks after the start of the next academic period, the earned grade at that time will be issued. If the course is failed, the student will need to repeat the course if it is required for graduation.
Transfer Grades
A grade of Transfer (TR) will be given to a student denoting credits allowed toward completion of a program based on completion of transferable work at another post-secondary institution. (See “Transfers of Credits from Other Colleges and Universities.”) No more than 75% of a student’s credits or clock hours toward a degree/diploma may be transferred to the University. A grade of (TR) is not calculated into the grade point average.

Exemption Credit
A grade of Exempt (EX) will be awarded to a student denoting credits earned by achieving a score of at least 85% on a comprehensive examination in a course which is a requirement for the student’s program. No more than 25% of the student’s credits toward a degree/diploma may be exempted and in combination with transfer credits may not exceed 75% of the credits toward a degree/diploma. Students who wish to attempt to exempt any course or courses in their education program may attempt the exception examination at any time prior to enrolling in the applicable course. An exemption may result in a change of status from full-time to part-time and may impact a student’s financial aid award. A fee will be charged per course exemption attempted. For additional information on exemptions, see the “Course Exemptions” section of this catalog.

Withdrawals
A grade of Withdrawal (W) will be given to a student withdrawing prior to the midpoint of any course. A “W” will not be calculated into the grade point average but will be counted as a course attempted. As such, it can affect a student’s satisfactory academic progress. Refer to the “Standards of Satisfactory Academic Progress” section of this catalog for more information. Following the midpoint of the course, a letter grade must be assigned. A non-punitive Withdrawal (W) will be given to students withdrawing from a developmental studies course, which will not affect a student’s satisfactory academic progress.

Pass/No Pass
Pass/No, Pass grades are awarded for specific courses as indicated on the course syllabus. A grade of Pass (P) will be awarded to a student who successfully completes the course with a grade of 70% or better. A final grade below 70% will be issued a No Pass (NP) grade. Pass/No Pass grades are included in the pace calculation of academic progress (see section on “Undergraduate Standards of Academic Progress”) however, the Pass (P) grade is excluded from the Grade Point Average (GPA).

Pass/Fail for Developmental Courses
A grade of pass (PASS) will be awarded to a student who successfully completes any developmental education courses with a grade of 70% or better. Institutional credit will be earned for credit-bearing courses; however, is not included in the standards of academic progress calculation (see section on “Undergraduate Standards of Academic Progress”). A grade of fail (FAIL) will be issued for final grades below 70% and is not included in the standards of academic progress calculation. A student is only permitted two attempts for each developmental courses and is subject to dismissal after two attempts.

Grade Appeal Procedure
A student who has a dispute with an instructor’s grading on a test, assignment, or the final grade in a course must follow the steps outlined below. For students enrolled in nursing programs, please check with the Nursing Program Director for program-specific information.

1. The student must first try to resolve the difference with the instructor involved. If the instructor agrees to the student’s request, the instructor will make the appropriate change in the grade book or submit a grade change through the Academic Dean. If the student agrees with the instructor’s decision, the appeal is considered resolved.

2. If a satisfactory solution cannot be reached between the student and the instructor, the student may submit a written grade appeal to the Academic Dean. A grade appeal must be made within two weeks for an exam and within 30 days of grade issuance for a course. The Academic Dean will investigate the facts of the case and make a decision in writing regarding the grade within seven days of receiving the appeal.

3. Normally, the decision of the Academic Dean regarding a grade appeal is final. However, if the student still feels a satisfactory solution has not been reached, the student may submit a further written appeal to the campus President. Appeals to the campus President must be submitted within 30 days of the Academic Dean’s decision. The campus President’s decision will be made in writing within seven days of receiving the appeal and will be final.

Grade Point Average
Each grade is assigned a numerical value on a 4.00 system as shown under quality points in the chart below. In order to determine a student’s program grade point average (PGPA), the credit or clock hours for each course are multiplied by the quality points for the grade earned in the course. The total number of points, as calculated, is then divides the total number of credits or clock hours attempted to
obtain the PGPA. In instance when a student transfers programs, only courses applicable to the current program of study are included in the PGPA. A sample calculation is shown:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Quality Points</th>
<th>Credits</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 107 College Algebra</td>
<td>B</td>
<td>3.00</td>
<td>4.00</td>
<td>12.00</td>
</tr>
<tr>
<td>PS 101 Psychology</td>
<td>C</td>
<td>2.00</td>
<td>3.00</td>
<td>6.00</td>
</tr>
<tr>
<td>IS 170 Visual Basic I</td>
<td>B</td>
<td>3.00</td>
<td>4.00</td>
<td>12.00</td>
</tr>
<tr>
<td>IS 112 Computer Networks</td>
<td>A</td>
<td>4.00</td>
<td>4.00</td>
<td>16.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>15.00</strong></td>
<td><strong>46.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

The sum of 46.00 total points divided by 15.00 credits gives a grade point average of 3.07. In the case of a course being repeated, the highest grade earned is used to determine the program grade point average. Any courses below the 100 level (i.e., EN 090, MA 090) are not included in the grade point average calculation.

**ADDITIONAL COURSEWORK**

Other college courses may be selected outside a student’s program of study within this catalog (with the approval of the Academic Dean) for which the student has the appropriate prerequisite. Any additional coursework taken will count as attempted courses for purposes of satisfactory academic progress unless the course or courses are scheduled as audits.

**GRADUATION CEREMONY**

Students who have completed all of the requirements for a diploma or degree may participate in the graduation ceremony sponsored by either their local campus or another Herzing University campus. Online graduates may participate in any Herzing University graduation.

Students who are in their last semester of study may apply to participate in a graduation ceremony prior to their actual graduation. In these cases, the graduation program will indicate that actual graduation will be pending successful completion of diploma/degree requirements. Students wishing to participate early should check with their academic dean for specific policies and procedures. A diploma, certificate or a degree will not be conferred in these circumstances. All graduation requirements must be met prior to the actual awarding of a diploma, certificate, or degree.

**ACADEMIC AWARDS**

**Semester Awards**

Students who complete six or more semester credit hours within a semester and achieve a semester grade point average of 3.50 will be placed on the Dean’s List, and those who achieve a semester grade point average of 4.00 will be placed on the President’s List. Other semester awards may be available for students to apply for. Please contact your campus for additional information.

**Graduation Awards**

**Honors Graduates From Associate’s and Diploma Programs:** Any graduate who has obtained a program grade point average of 3.50 or higher will be considered an Honors Graduate and will have such status appropriately noted on the graduation exercises program and on the student’s degree/diploma. Other graduation awards may be noted on the graduation exercises program and on the student’s degree/diploma.

**Honors Graduates From Baccalaureate Programs:** An Honors Graduate from a baccalaureate program is eligible for one of the following designations and will have such status appropriately noted on the graduation exercises program and on the student’s degree/diploma.
<table>
<thead>
<tr>
<th>Title</th>
<th>Program GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude</td>
<td>3.50–3.69</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.70–3.89</td>
</tr>
<tr>
<td>Summa Cum Laude</td>
<td>3.90–4.00</td>
</tr>
</tbody>
</table>

**Student of the Year Award**

This award will be given to one student in each graduating program or to one student for the entire graduating class who has accomplished all of the following:

- Is an *Honors Graduate*
- Has maintained a high attendance average
- Has demonstrated leadership and inspiring attributes throughout the program
- Has made outstanding contributions to the University and to fellow students

**Herzing Cup**

The Herzing Cup is awarded for the best presentation by a student or student group (a maximum of four students to a group). The presentation must involve some analysis and study of a product, service, design, or process with the purpose of introducing a new product, service, design, or process or improving an existing one. The presentation is judged upon its overall effectiveness and professionalism, clarity of expression, proper grammatical usage, and organization.

**Herzing Campus Project Award**

This is a campus award, with each campus choosing the specific department and project, e.g., Technology, Business, Graphic Design, Public Safety, or Healthcare. This award is for the best capstone or other project in each department at each campus based upon the following:

- Professional level of the content
- The importance and practicality of the project
- Quality of the work
- Originality

If this is a team effort, the team should be made up of no more than four students. A team or individual may win both the Herzing Cup and the Herzing Campus Project Award.

**SERVICE QUALITY ASSURANCE**

Herzing University is committed to the complete satisfaction of our students and their employers. We pride ourselves in providing a quality, student-centered educational experience that successfully prepares our graduates for employment. We offer the following written service quality assurance to our valued student and employer customers.

**Assurance to Students**

A Herzing University student may retake any course that he or she is dissatisfied with at no additional charge for tuition provided the student completed and passed the course with a “C” or better, demonstrated compliance with the stated attendance policy for the course in question, is not in default on his/her student loan(s), and is current in financial standing with the University.

**Assurance to Employers**

If an employer feels a Herzing University graduate is not functioning satisfactorily in a job reasonably related to his or her program of study that had been completed within the last 12 months, Herzing University will allow the student to retake any course offered in the student’s completed curriculum without tuition cost to the student or the employer.

**Notes on the Service Quality Assurance Policy**

1. For employers, a phone call or letter to the Department of Career Development, the Academic Dean, or campus President/Director will be sufficient to allow students to repeat any course(s) that the employer believes is/are necessary.
2. The student repeating a course will be expected to attend a class (on a space-available basis) offered in the University’s normal class schedule.
3. A student repeating a course will do so on an “audit” basis (i.e., no grade will be received, and the student’s academic performance will not affect his or her transcript).
4. A student repeating a course under the student assurance above must do so within 12 months of completing that course. Please note that the student is responsible for the purchase of books and materials.
THREE-YEAR BACHELOR OF SCIENCE DEGREE COMPLETION POLICY

For programs of 130.00 semester credit hours or less, students will be provided the classes they need to complete their bachelor of science degree in three years, or Herzing University will provide, at no tuition cost to the student, any additional courses required. The student may be required to take some courses online to remain on schedule. This policy does not apply to students transferring to Herzing University from other colleges or universities.

Student Conditions

The student must meet the following conditions in order to qualify for the policy:

1. Attend all of the semesters each year after matriculating. Herzing University offers three semesters of instruction a year (i.e., year round).
2. Carry a normal full course load of at least 16.00 semester credit hours each semester.
3. Follow the course schedule, including online courses, as established by the Academic Dean and not fail or withdraw from any course.
4. Earn a passing grade in each course.
5. Maintain a 2.00 or better program grade point average.

UNDERGRADUATE STUDENTS TAKING MBA PROGRAM COURSES (DUAL CREDIT)

Undergraduate students may take up to four MBA program courses (12.00 semester credit hours). The course(s) may be applied at the undergraduate level as electives or as course substitutions with the approval of the academic dean. If the student is later accepted into the Herzing MBA program, the course and grade will be applied to the program. Course(s) will be graded according to the graduate grading scale. To be eligible, a student must submit a petition to participate in graduate-level courses to their academic dean. Additionally, the student have completed at least 61 semester credit hours and have earned a minimum undergraduate grade point average of 3.0 in the previous 2 semesters at the time of registration.

UNDERGRADUATE STUDENTS TAKING MSN PROGRAM COURSES (DUAL CREDIT)

Undergraduate nursing program students may take up to four approved, graduate courses (12 semester credit hours). Approved graduate courses passed with a grade of “B-” or higher may be applied in the BSN degree as course substitutions with the approval of the Department Chair. If the student applies and is accepted into a graduate nursing program, the course and grade will be accepted into that program with two provisions: (1) the course was completed with a grade of “B-” or higher within five (5) years of the date of matriculation into the graduate program, and (2) the course is part of the graduate nursing program selected.

Important Notes

All graduate nursing courses are graded according to the graduate grading scale and only grades of “B-” or higher are considered passing. To be eligible for this dual credit program, students must have a minimum undergraduate grade point average of 2.70 at the time of registration. Because some graduate nursing programs have additional background check requirements and other restrictions/requirements, completion of one or more graduate courses does not guarantee acceptance into any graduate nursing program.

BACHELOR’S AND MBA DEGREES IN FOUR YEARS WITH DUAL CREDIT

Students who meet the criteria below can complete both their bachelor’s degree and MBA degree in four years (12 semesters total):

- Complete a Herzing University bachelor’s degree in three years (nine semesters) under the Three-Year Bachelor of Science Degree Completion Policy in the Herzing University Undergraduate Catalog.
- Successfully complete 12.00 semester credit hours of graduate study as an undergraduate student under the Undergraduate Students Taking MBA Program Courses (Dual Credit) policy in the Herzing Undergraduate Catalog.
- Meet the admissions requirements of the MBA program in the Herzing University Graduate Catalog.
- Enroll full-time in the MBA program (at least 9.00 semester credit hours) each semester while in the MBA program.
- Meet the graduate satisfactory progress and graduation requirements outlined in the Herzing University Graduate Catalog.

MULTIPLE DEGREES AT THE SAME LEVEL

Students who wish to complete two or more degrees at the same degree level (i.e., a second bachelor’s degree after completing their first bachelor’s degree at Herzing University) must complete all of the degree requirements for each subsequent degree, including at least 15.00 semester credit hours of coursework not applied to their previous Herzing University degree(s).
CURRICULUM CHANGES

As educational programs are modified and updated to meet the needs of the students and the community, the University may need, and has the right upon approval of appropriate entities, to change the course curriculum, schedules, prerequisites, requirements, or courses for which there is insufficient enrollment. However, curriculum will not be changed to require existing students to take more credits to graduate than their original degree/diploma program, unless required by accreditation, state agencies, or other regulatory bodies. In this case, the University will ensure there is no adverse financial impact on the student. Changes will be reflected in an addendum to this catalog and will then be considered an integral part of this publication.

ELECTIVE CREDITS

General elective options are available in many programs of study at Herzing University. It is important to note that not all courses are offered every semester and may not be available at all locations. The Registrar’s Office can provide course offering.

INSTITUTIONAL ASSESSMENT OF STUDENT ACADEMIC PERFORMANCE

Herzing University is committed to the continual improvement of its educational processes and programs. To accomplish this, the University periodically conducts an assessment of student academic outcomes. Consequently, students can expect to participate in academic outcomes assessment activities during their educational experience at the University.

The aggregated results of these assessment activities will be used exclusively to identify relative strengths and opportunities for improvement in the University’s educational processes and programs. The results for individual students will be kept strictly confidential, will not be maintained, and will not affect their academic standing in any way.

DEVELOPMENTAL STUDIES

The Herzing University administration and faculty recognize that the University’s students come from a variety of academic backgrounds. Consequently, the University acknowledges the need for and provides specialized developmental studies to assist students in making the transition to the University’s programs of study. These courses are designed to help students succeed in their college-level studies by improving their study, reading, writing, mathematics and science skills. Fundamental knowledge of these skills is important in establishing a foundation for academic success at Herzing University and in the student’s chosen career field. All students have the opportunity to take standardized admissions and placement examinations to assess their individual need for developmental coursework. If a student scores sufficiently high on the standardized tests, they may elect to be placed out of the appropriate developmental course(s). Otherwise, they will be scheduled for the developmental courses in addition to the coursework within their program of study, which, in turn, will be an institutional requirement and may increase the length of time to graduate and increase corresponding costs.

Students scheduled in developmental studies courses receive the following benefits:

1. They have the opportunity to assess their skills prior to beginning classes in order to identify the specific areas in which developmental coursework may be needed.
2. The developmental coursework is focused on the specific area of need identified by the placement examination.
3. This type of coursework helps to increase the student’s confidence and can encourage students to establish higher academic expectations.
4. Specialized developmental coursework can reduce the anxiety of adult learners who may be returning to complete their education.

The developmental course(s) a student may be scheduled for are:

- **EN 090 Principles of Communications** (4.00 semester credit hours): EN 090 helps students build basic writing skills in advance of English Composition I. Students may be placed out of EN 090 by scoring above an established score on the English Composition placement examination or has sufficient prior college credit.
- **MA 090 Fundamentals of Mathematics** (4.00 semester credit hours): MA 090 helps students build basic math skills in advance of College Algebra. Students may be placed out of MA 090 by scoring above an established score on the mathematics placement examination or has sufficient prior college credit.
- **PD 090 Student Success Skills** (0.00 semester credit hours): PD 090 is a free, non-credit course of about 15.00 contact hours in duration (or the equivalent in an online mode). The course is taken early in the student’s studies at Herzing University (preferably in the first term) and helps students build effective study skills. Students may be placed out of PD 090 if they score above average on the admissions examination (i.e., SAT, ACT, or the Wonderlic).
- **RE 090 Course Remediation** (0 semester credit hours): This course provides remediation to students who have been unsuccessful in a course. It provides an opportunity for the student to identify their strengths and weaknesses, hone in on study and test taking
strategies, and improve critical thinking skills. Organizational skills and specific core content will also be addressed. It is a pass/fail graded course.

- **SC 090 Foundations of Science** (0 semester credit hours): SC 090 is a free, non-credit course of about 15.00 contact hours in duration (or the equivalent in an online mode). The course is taken early in the student’s studies at Herzing University (preferably in the first term) and helps students build a foundation of core scientific principles in advance of their required science courses. Students may be placed out of SC 090 if they score above average on the admissions examination (i.e., SAT, ACT, or the Wonderlic).

Developmental courses require a passing grade of 70% or above and may only be attempted twice. A student who fails to achieve a 70% after the second attempt is subject to dismissal from the University.

**WITHDRAWAL**

**Withdrawals From Individual Courses**

Students may voluntarily withdraw themselves from a course at any time by notifying the Academic Dean or Registrar. If a student has already attended (in-person attendance for a campus-hosted course and active participation in an online course—this is indicated as attending/actively participating throughout the catalog) in the class he/she wishes to drop, then the grade for the course will be based on the date the withdrawal is requested. If the request to withdraw from an individual course is before the midway point of the course, the grade assigned will be a “W.” If the request to withdraw from an individual course is after the midway point, a letter grade will be assigned.

The midpoint of the course varies, depending on the length of the course. For example, in a four-week course, the midpoint of the course starts on the Monday of the third week. In an eight-week course, the midpoint of the course is the Monday of the fifth week. In a 16-week course, the midpoint of the course is the Monday of the ninth week.

The course letter grade will be included in the calculation of the student’s program grade point average (PGPA). A student who withdraws from a course does not get a tuition reduction. If a student completely withdraws from the University, the tuition reduction (if any) will conform to the refund policy of the University.

**Withdrawal From University**

A student may withdraw from Herzing University at any time prior to the last 14 calendar days of the semester by notifying the Academic Dean or Registrar. If the withdrawal occurs during an ongoing semester, the grade assigned to each course will be based on the student’s overall last date of attendance with the University. If the student’s overall last date of attendance is prior to the midway point of the course, then the grade assigned will be a “W.” If the student’s overall last date of attendance is after the midway point of a course, then a letter grade will be assigned. The University will withdraw a student if he/she fails to attend all their courses for a period of 14 days.

**Withdrawal Due to Military Service Needs**

Herzing University encourages active duty military students to continue their education and assures them that the University will provide them with the highest level of commitment and support while they defend this great country and its allies. In keeping with the University’s tradition of being a military-friendly institution, the following policies regarding military deployments and military exigencies have been adopted.

1. Herzing University, through online courses, will make all reasonable efforts to make it possible for military students to continue their studies, even during deployments or other military commitments.

2. When military students on active duty (whether regular active duty, reserve, or National Guard members called to active service) must withdraw from one or more classes due to military deployment or other military exigencies, the University will waive the requirement that withdrawals be made prior to the midpoint of the course. In such cases, the student’s grade will be recorded as a non-punitive withdrawal and will not count against the student’s academic progress including the pace requirement and grade point average. Also, the University will scholarship any tuition or fees paid by the service member not covered by military tuition assistance. A copy of the student’s military orders must be provided when withdrawing from the University due to military duty.

3. Should a military student in good standing with the University need to withdraw from the University entirely due to military commitments, the service member may return to the University in good standing at the beginning of any 4-week, 8-week, or 16-week session convenient to the student. The service member will be allowed to reenter into courses where they left off and are not subject to wait lists.

**Students Receiving VA Educational Benefits at the Orlando Campus**

The following policy applies to students receiving Veterans Administration (VA) Educational Benefits who are enrolled at the Orlando campus. Students receiving Veterans Administration Educational Benefits will have their attendance monitored by the Registrar’s Office as required by the VA. Each course will be monitored on a daily basis. Students attending less than 80% of their scheduled course(s) will be reported to the VA SCO and may have their educational benefits terminated by the VA.

This policy is in addition to the overall attendance policy that is found within the University Catalog under **Withdrawals Due to Attendance.**
ADD/DROP PERIOD
The last two weeks of each semester are the add/drop period for the subsequent semester. A student may make changes to his/her schedule during this two-week period. Any changes made to a student’s schedule after the end of the add/drop period may only be done with permission from the Academic Dean and the Educational Funding Department and may be subject to a schedule change fee, as outlined in each campus’s fee schedule.

ACADEMIC WARNING AND PROBATION
A student will be placed on academic warning if the student does not meet the standards of satisfactory academic progress (see the “Standards of Satisfactory Academic Progress” section of this catalog). If the student does not meet the standards of satisfactory academic progress by the end of one semester of academic warning, the student may be dismissed from the University or may lose eligibility for federal financial aid. When there are mitigating or extenuating circumstances, a student may appeal dismissal from the University and/or termination of eligibility for federal financial aid. A student who successfully appeals will be placed on probation. The conditions of the probation are specified in writing at the time of being placed on probation. Normally, the period of probation is one semester, but it may be longer if specified in an academic plan included in the conditions of probation.

ATTENDANCE POLICY AND PROCEDURES
Attendance Philosophy
The philosophy of Herzing University is that college is not only a place to learn technical and business skills and to develop academically, but also a place to develop important work habits. Important work habits include responsibility and reliability, and attendance is a major factor in both. Also, a student should understand that missing a class affects more than the individual student. It affects the class if the student has to ask questions regarding what was covered when he or she was not there, and it affects the instructor who may have to assign make-up material or give other individual attention to the absentee. For that reason, and to avoid disruption to the educational process caused by irregular attendance, the University emphasizes attendance in all courses.

Withdrawals Due to Attendance
Herzing University may withdraw students from school after 14 consecutive calendar days of non-attendance. Attendance will be checked daily, and students not meeting the attendance policy will be withdrawn. Attendance will be monitored for all ground courses, online courses, and clinical courses.

New Students
New students must attend/actively participate in the first two weeks of courses in order to be considered enrolled at Herzing University. If a new student does not attend/actively participate in a class in week two, his/her enrollment will be canceled. Week one is considered a trial period for new students only. A new student who attends/actively participates in week one but never attends/actively participates in week two will not become an active student, and his/her enrollment will be canceled. See “Online Attendance” for further requirements.

Continuing Students
A continuing student is required to attend/actively participate in courses by the end-of-day on Tuesday of the second week of a course, or will be withdrawn as a non-returning student. If a student attends/actively participates in one class but not the other, the class not attended/actively participated in will be unregistered. See “Online Attendance” for further requirements.

Reentries and Graduate Reenrolls
Reentries and graduate reenrolls must attend/actively participate in week two of courses in order to be enrolled in the semester. If reentries and graduate reenroll students do not attend in week two, their enrollments will be cancelled and courses will be unregistered. Week one is considered a trial period for reentries and graduate reenroll students. See “Online Attendance” for further requirements.

Approved Break Status – Students Returning Within the Same Semester
Students needing to withdraw from all courses may do so without formally withdrawing from the University provided the student intends to return for the second session/module of the same semester or payment period.
The course letter grade will be included in the calculation of the student’s satisfactory academic progress calculation. A student who withdraws from a course does not receive a tuition reduction. If a student completely withdraws from the University, the tuition reduction (if any) will conform to the refund policy of the University.

A Confirmation to Return Form is required prior to the 14th day after the students last date of attendance. Refer to the Academic Department to obtain information on eligibility to make this type of request.

Clock-Hour Diploma Program Attendance Policy
For all students in clock-hour diploma programs, all unexcused absences must be made up to equal the number of hours absent in all classes taken. All unexcused absences must be made up by the end of the payment period in which the unexcused absence occurred before beginning the next term. Excused absences, up to 10% of the total number of hours in each financial aid payment period, are not required to be made up. An excused absence is defined as an absence approved by the instructor of the course in which the absence occurred. The schedule for makeup times will be specified by the campus, and students are responsible for making up the hours during those times. All hours at or above the 10% excused absence limit must be completed prior to the end of the payment period to be eligible for the next financial aid disbursement. If the excused absence hours exceed the 10% limit in a term prior to the last term of the payment period, those hours must be made up in the payment period that the total number of excused absent hours exceed that limit. This policy does not release students from any city, state, or other federal requirements. The state in which your program is offered may have different requirements regarding allowable excused absences, which may not coincide with this policy.

Students Attending Two or More Courses
A student is enrolled in two or more courses during a given time period and attends/actively participates in one or more courses regularly but never attends/actively participates in one of the courses, the student will be unregistered from the course they never attended/actively participated in. If a student is enrolled in two or more courses during a given time period and stops attending/actively participating in one of the courses after attending or actively participating in at least one time, the student is not withdrawn from the course, as the 14-day rule only pertains to a student withdrawing from the University and not from individual courses as long as a student remains active. See “Online Attendance” for further requirements.

Online Attendance and Student Verification
If a student is enrolled in an online course must complete one of the following academically related activities within the Herzing Online Education System in order to be marked as having attended and actively participated in his/her online course(s):

- Post to a discussion board
- Submit an assignment
- Submit a quiz or exam

This means logging into a course and navigating within the virtual classroom will not constitute participation; the student must complete one of the above academically related activities. Please note, that there are a significant number of other academically related activities required when taking online courses, such as reading discussion boards, reading course materials and lectures, and messaging instructors, but these activities will not be considered as student attendance. In addition, Herzing University uses the student’s unique log-in credentials to verifying participation in a class by monitoring interaction between the student, peers and faculty.

Attendance for ground and online courses is tracked by each campus, and a student not attending a ground course(s) or completing an attendance-measured academically related activity in any of their online course(s) for fourteen consecutive calendar days may be withdrawn from Herzing University.

Notification of Absences
As a courtesy, students are expected to inform their instructors (or the Academic Department) if they know they will have to miss a class. Students returning from an absence are expected to address missed material with the instructor outside of scheduled class hours.

Effect of Absences on Grading
Points will not be directly deducted from a student’s academic average because of absences. However, students can expect tests, quizzes, or other graded assignments to be scheduled without notice during any given class session. If a student misses a test, quiz, or assignment because of an unexcused absence, the instructor is not obligated and will not normally allow a make-up quiz, test, or assignment. Extenuating circumstances will be taken into consideration when deciding if make-up work will be permitted.

Explanations of Absences
If there are extenuating circumstances (such as a documented health problem, a family emergency, jury duty, military reserve service obligations, etc.) that caused an absence or is expected to cause absences in the future, the student should contact his or her instructor or the Academic Dean immediately.
INTERNATIONAL STUDENT ATTENDANCE AND HOUSING POLICIES AND PROCEDURES

Herzing University understands the academic, cultural and English-language challenges international students attending Herzing University on an F-1 student visa must overcome to be successful. The university expects that the sole rationale for an international student’s admission and presence in the U.S. is to complete their chosen academic program(s) and receive a Herzing University degree. The University has established International Student Attendance Policies and Procedures to provide all possible support and guidance for this goal, particularly during the first two semesters of study. Unless superseded by these policies and procedures, all international students are required to follow all other university policies and procedures as stated in the catalog and handbook.

International Student Attendance Philosophy and Requirement

The philosophy of Herzing University is that college is not only a place to learn technical and business skills and to develop academically, but also a place to develop important work habits. These include responsibility and reliability. Attendance is a major factor in both and one of the keys to successful academic performance.

Since international students are in the U.S. on an F-1 visa for the sole purpose of pursuing a degree program at Herzing University, international students must fully participate in all Herzing University course meetings and all required activities. International students who miss a course meeting, University activity, or a course assignment without contacting the instructor/coordinator or the dean and/or without providing the necessary documentation (see Extenuating Circumstances below) may be subject to disciplinary action, including, but not limited to, dismissal from Herzing University.

Withdrawals Due to Attendance

See “Withdrawal From University” section.

International New Students

New students must attend/actively participate in week two of courses in order to be considered enrolled. If a new student does not attend/actively participate in a class in week two, his/her enrollment will be canceled. Week one is considered a trial period for new students only. A new student who attends/actively participates in week one but never attends/actively participates in week two will not become an active student, and his/her enrollment will be canceled. If a student is attending more than one class, the student becomes active based on attendance of at least one class in week two. Herzing will not drop or unregister a class as long as the student has attended a course in week one and has attended a different course in week two. A student can still request to be unregistered from a class that has been attended only in week one until the start of week three. Please note, however, that if a student never attends a class in both week one and week two, the individual course will be unregistered. Additionally, if a new student never attends all courses in week two, the enrollment will be cancelled.

International Continuing Students

A continuing international student is considered enrolled once he/she attends his/her first class in the term. If a student attends/actively participates in one class, but does not attend other(s), the class(es) not attended/actively participated in will be unregistered. An international student must maintain full-time status to maintain his/her F-1 visa status in the U.S. See “Online Attendance” for further requirements.

International Graduate Re-enrolls

International graduate re-enrolls must attend/actively participate in week two of courses in order to be considered enrolled. If graduate re-enroll students do not attend in week two, he/she must be pre-school cancelled. Week one is considered a trial period for re-entries and graduate re-enroll students, the same as it is for new students. An international graduate re-enroll student who attends week one but never attends week two is not considered enrolled and will be unregistered for all scheduled courses. An international student must maintain full-time status to maintain his/her F-1 visa status in the U.S. See “Online Attendance” for further requirements.

Extenuating Circumstances and Notification of Absences Requirements for International Students

International students are required to attend every class and activity designated as such. International students are required to inform their instructors or the Academic Department if they know they will have to miss a class. If there are extenuating circumstances (such as a documented health problem, etc.) that caused an absence or is expected to cause absences in the future, international students are required to contact their instructor or the Academic Dean immediately and in advance if possible. Documentation (such as a Health Care Facility Sick/Injury Report) must be provided immediately. International students returning from an absence are expected to immediately address missed material with the instructor outside of scheduled class hours.

Grading and Success Effect of Absences for International Students

Attendance is one of the keys to success. Although points will not be directly deducted from a student’s academic average because of absences, students can expect tests, quizzes, or other graded assignments to be scheduled without notice during any given class session. If a student misses a test, quiz, or assignment because of an absence, the instructor is not obligated and will not normally allow a make-up quiz, test, or assignment. Extenuating circumstances will be taken into consideration when deciding if make-up work will be permitted.
**Approved Break — International Student**

An international student studying at a Herzing University campus on an F1 student visa may take a break of up to one semester after each full academic year of study (i.e., two semesters) without being withdrawn from the University during the break. A Confirmation to Return Form is required to be completed by the student prior to the break. Refer to the Academic Department to obtain information on eligibility to make this type of request. If the student does not return to study by the beginning of the following semester, he/she will be withdrawn from the University.

**International Housing**

To help ensure international students attending Herzing University on F-1 visas reside in safe, adequate, cost-effective, and convenient housing during their studies at the university, international students are required, at their cost, to reside in University-approved housing from their date of arrival until completion of their first twelve months of study. Herzing University will provide international students approved housing information prior to their arrival in the United States. Campus Presidents may provide written waivers to this policy, on a case-by-case basis, for married international students residing with their families, when immediate family housing is available, or for other extenuating circumstances. Herzing University reserves the right to require international students to reside in University approved housing due to insufficient academic achievement or attendance issues. This includes international students previously not subject to the University housing requirement, those who have completed their first twelve months of study in University-approved housing, and those who have previously received written waivers to this policy.

**PROGRAM CHANGES**

A student who wishes to change program must meet with the Academic Dean prior to the end of Add/Drop period (see the “Add/Drop Period” section of this catalog). The student must be meeting satisfactory academic progress requirements in the program, or successfully appeal in order to be approved for a program change. Approved program changes will be processed after the current semester has ended.

**AUDITING COURSES**

A course may be audited with the permission of the Academic Dean. All standard fees and tuition will apply unless the student has already received a bachelor’s degree from Herzing University. An audit grade (AU) will be assigned and no semester credit hours will be included in credits attempted or earned for courses, diploma, or degree requirements. Financial aid or veterans benefits may not be used for an audited course. Previous Bachelor of Science degree graduates may audit one course per calendar year at a reduced fee.

**UNDERGRADUATE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Herzing University has established standards for measuring satisfactory academic progress (SAP) that are used for establishing eligibility for federal financial aid. Because these standards are a valid indicator of successful progress towards graduation, they apply to all undergraduate students at Herzing University (part-time and full-time students), not just to those receiving financial assistance. SAP is a cumulative measurement which includes a qualitative and quantitative component. The qualitative component is determined by calculating the student’s program grade point average (PGPA) and the quantitative component is determined by calculating the student’s rate of progression toward completion of the academic program (pace). All periods of a student’s enrollment at Herzing University are used in determining SAP where an enrollment is defined as the current program of study. A student must meet both the qualitative and quantitative SAP standard to be considered in good standing. For students in credit hour programs, the evaluation of SAP will occur at the end of each semester starting after the student has attempted a total of 12 credits. Students in a clock hour program will have SAP evaluated at the end of each payment period.

**Program Change**

Any courses taken by the student applied from one program to another (whether or not the courses were successfully completed) will be counted toward program completion and the PGPA calculations. If a student chooses to change programs, Herzing University will apply all applicable credits into the new undergraduate program. If a student graduates from one program and chooses to earn another degree, Herzing University will apply all applicable credits from the program in which the student graduated into the new program. Any credits applied from one program to another will be counted toward pace for program completion and in PGPA calculations. A student not meeting satisfactory academic progress will be required to appeal in order to change programs and may be limited on the number of allowable program changes.

**Qualitative Satisfactory Academic Progress Standard**

An undergraduate student who has achieved a 2.0 PGPA is considered to be meeting the quantitative component of SAP, which is a “C” average and is the equivalent academic standing consistent with Herzing University’s graduation requirements. The PGPA is calculated by dividing the total quality points by the credit or clock hours attempted. In the case of repeated courses, only the highest grade is included...
in the PGPA. Prior learning credit such as transfer credit and exemption credit, withdrawals and incompletes are excluded from the PGPA calculation.

**Quantitative Satisfactory Academic Progress Standard**

An undergraduate student who reaches the pace threshold indicated in the table below is considered to be meeting SAP. The pace percentage is calculated by dividing the total credit or clock hours earned by the total credit or clock hours attempted. All credits attempted, including repeats, withdrawals and incompletes are included in credits attempted for the pace calculation with the exception of Developmental or Audited coursework. Transfer credits or clock hours from other institutions that are applied to a student’s program at Herzing University will display on a student’s transcript as a “TR” grade and will be counted as both credit or clock hours attempted and credit or clock hours completed in the pace calculation. Exemption credits or clock hours earned by a student for successfully completing a course test out at Herzing University will display on a student’s transcript as a “EX” grade and will be counted as both hours attempted and hours completed in the pace calculation.

**Maximum Timeframe**

A student must be able to complete the current program without attempting more than 150% of the required credits or clock hours. Only program requirements count in the 150% timeframe calculation, therefore developmental courses are excluded. Once it has been deemed impossible to complete the program of study within 150% of the published length in the educational program, as measured in credit or clock hours, the student will be dismissed from the University and lose federal financial aid eligibility. The pace requirement has been established to ensure a student does not exceed the maximum timeframe threshold.

### Minimum Standards for Bachelor of Science Programs

<table>
<thead>
<tr>
<th>Evaluation based on Credits Attempted at the end of the Semester</th>
<th>Minimum PGPA</th>
<th>Minimum Pace</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-30 credit hours</td>
<td>2.00</td>
<td>25%</td>
</tr>
<tr>
<td>31-60 credit hours</td>
<td>2.00</td>
<td>50%</td>
</tr>
<tr>
<td>61+ credit hours</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

### Minimum Standards for Associate of Science and Applied Science Programs

<table>
<thead>
<tr>
<th>Evaluation based on Credits Attempted at the end of the Semester or Payment Period</th>
<th>Minimum PGPA</th>
<th>Minimum Pace</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-15 credit hours</td>
<td>2.00</td>
<td>25%</td>
</tr>
<tr>
<td>16-30 credit hours</td>
<td>2.00</td>
<td>50%</td>
</tr>
<tr>
<td>31+ credit hours</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

### Minimum Standards for Certificate and Diploma Programs

<table>
<thead>
<tr>
<th>Evaluation Period</th>
<th>Minimum PGPA</th>
<th>Minimum Pace</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Semester or Payment Period</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**Academic Warning**

When SAP is evaluated at the end of a semester or payment period, any student who fails to meet either the minimum PGPA or the Pace standards will be placed on Academic Warning for one semester. A student placed on Academic Warning will be notified of the warning status and should seek academic advisement. While on warning status, a student is eligible to remain in school and receive federal financial aid without an appeal. A student who meets the minimum PGPA and Pace standard at the end of the subsequent semester or payment period after being placed on warning will return to good academic standing.

**Dismissal from the University for Lack of Satisfactory Academic Progress**

A student who fails to meet the minimum PGPA and Pace standard at the end of the subsequent semester or payment period after being placed on warning will be dismissed from the University and is ineligible to receive federal financial aid unless he or she successfully appeals the determination (see Academic Appeal).
**Academic Appeal**

If mitigating or extenuating circumstances exist, a student may appeal a dismissal from the University by submitting an Academic Appeal Form to the appropriate academic administrator prior to the deadline stated in the dismissal notification. Valid circumstances include a serious injury or illness, death of a relative or other special circumstances. The appeal must be submitted in writing and provide an explanation of the circumstance that caused the unsatisfactory academic performance and how the student has overcome the circumstance.

The campus Academic Dean will be the chairperson of the Satisfactory Academic Progress Committee and is responsible for appointing other campus administrators to the committee. The Committee will consider all the facts of the appeal and will provide a decision within two business days. All decisions on academic appeals are final.

If the petition of appeal is approved, the student will be reinstated on probation, and provisions of the University’s probation policy will apply. Normally, a dismissal of a student that has been denied on appeal is final. However, in rare cases, a dismissed student may appeal again at a later date if there has been a significant change in the student’s situation that would strongly indicate the student could be successful if allowed to return to the University. If the appeal is approved, the student will be reinstated on probation, and provisions of the University’s probation policy will apply.

*Note: A student who withdraws while in good standing with the University or is withdrawn for administrative reasons while in good standing with the University (such as for having missed excessive classes) may be readmitted through a reapplication process and is not required to appeal under these provisions.*

**Academic Probation**

If a student who has appealed a dismissal from the University is granted an appeal, the student will be placed on Academic Probation. All students on Academic Probation will be provided with an Academic Success Plan, which provides the student with strategies to return to good standing within a reasonable period of time. The student must return to good standing or meet the conditions stipulated in the Academic Success Plan in the subsequent term or face dismissal from the University. Unless otherwise specified in the Academic Success Plan, a student on Academic Probation may receive Title IV, HEA program funds.

**Special Academic Standards**

In addition to the Standards of Satisfactory Academic Progress, Herzing University has special academic standards for Clinical-Based Healthcare Programs and Developmental Coursework. A student who fails to meet the additional standards as indicated below, may be subject to dismissal without warning.

**Clinical-Based Healthcare Programs**

In clinical-based healthcare programs where the minimum passing grade for core courses is a C+ (76%), a student will be dismissed after two failures in the core courses of the program, irrespective of program grade point average (PGPA) and without previously being placed on Academic Warning. All other SAP standards also apply to students enrolled in clinical based healthcare programs. The student may appeal the dismissal (see Academic Appeal).

**Developmental Courses**

A student may be required to take one or more developmental courses to establish a foundation for academic success. These courses are graded on a Pass/Fail basis where the minimum satisfactory grade is a 70%. A student may only attempt each developmental course twice and will be dismissed after failing to successfully complete one or more developmental course after the second attempt. Dismissal may occur without being placed on Academic Warning. The student may appeal the dismissal (see Academic Appeal).

**STATEMENT OF SHARED RESPONSIBILITY**

Students, faculty, staff, and administration, in partnership with all university constituents, comprise a community of learners. Collectively, we share responsibility for exchanging knowledge and information, creating a culture that respects and values diversity, and for maintaining an environment of accountability. Within the challenging and supporting learning environment at Herzing University, students of all ages, ethnicities, religions, gender, abilities, socio-economic backgrounds, and sexual orientations are welcome to engage in the process of preparation for career readiness, active citizenship and lifelong learning.

In order to fulfill its mission, all members of the Herzing University community have a responsibility to promote and the right to expect the following:

**Respect for Persons:** The opportunity to ask questions and to express opinions is fundamental to the learning process. Diversity in perspective strengthens the learning environment for all participants. All members of the learning community will demonstrate respect for others while communicating a point of view and while allowing others to do the same, ensuring that the University is free from intimidation and harassment. Disagreements among members of the learning community are expected to be resolved through a process that preserves mutual respect.
Respect for the Learning Process: Learning community members should be committed to a journey of continuous improvement through learning for themselves and for others. Each individual brings with him/her a unique set of knowledge, skills, abilities, and experiences that add richness to the learning environment. Individuals will progress at their own rate, within the approved parameters of the curriculum, capitalizing upon their own preferred style of learning in order to make progress on their journey. Each individual's efforts to engage in the learning process should be encouraged and honored. The Student Code of Conduct has been developed to ensure that the learning process is not inhibited or disrupted for any individual or group of individuals.

Respect for the Learning Environment: The physical and virtual classroom, the institutional facilities, and the campus, as well as all equipment and learning materials constitute the learning environment. Expectations for adherence to the Code of Conduct apply to those instances where the learning experience extends beyond the institution, such as situations that involve a field trip or an internship, externship, or clinical experience. Equipment and learning materials vary by program. The safety of all members of the learning community is of the utmost concern and importance to the University. Students must adhere to dress code requirements specific to their program of study. All members of the learning community will utilize the resources provided by the University as instructed and with caution, making University officials aware of issues associated with facilities, equipment, or learning materials.

Respect for Academic Integrity: All members of the learning community are required to adhere to University standards of academic integrity. One of the greatest values of participating in a community of learners is the opportunity to learn from others; however, individuals must acknowledge the sources of the information that are used to advance or support a point of view. Academic misconduct involves dishonesty or deception in the fulfillment of academic requirements. It includes, but is not limited to, cheating, plagiarism, unapproved collaboration, forged attendance, using advantages not approved by the instructor, knowingly allowing another student to plagiarize or cheat from one’s work or submitting the same assignment for multiple courses without the knowledge of the instructor.

Student Code of Conduct Policy

Herzing University affirms its commitment to the provision of an engaging learning environment and the promotion of exchange of ideas among the members of the learning community. All individuals who come to Herzing University to work and study will be accepted as unique individuals worthy of making a valuable contribution to the learning environment. Discrimination, disruption, or harassment on the basis of age, ethnicity, religion, gender, ability, socio-economic background, or sexual orientation will not be tolerated.

Herzing University accepts responsibility for communicating these values to students, faculty, staff, administration, and the community served by the institution. The success of the policy in protection of the learning environment and those engaged in the learning process is dependent upon the willingness of members of the university community to make known behaviors and conduct that violate the policy.

While some programs, due to the nature of the instruction and/or requirements to engage in learning activities at an internship, externship, clinical or practicum site, may establish program-specific policies with regard to student conduct, all policies and procedures stated within the Herzing University Student Code of Conduct Policy apply to all students, regardless of location, instructional modality or program of study.

A student found to have committed any one of the following Code of Conduct violations may be subject to the full range of sanctions, including written reprimand, suspension, and expulsion.

Code of Conduct Violations

Academic Misconduct – Academic misconduct is defined as dishonesty or deception in the fulfillment of academic requirements. Violations include, but are not limited to, cheating, plagiarism, unapproved collaboration, forged attendance, using advantages not approved by the instructor, knowingly allowing another student to plagiarize or cheat from one’s work, or submitting the same assignment for multiple courses without the knowledge of the instructor.

Destruction of Property – Destruction of Property includes but is not limited to intentionally or recklessly, damaging, destroying, defacing, or tampering with University property, property associated with the University (including internship/externship sites), or the property of any person on or associated with a campus.

Dishonesty – Dishonesty is defined as provision of false information to the institution by forgery, alteration, or misuse of documents or records, falsifying a written or oral statement, or submission of false identification to the institution.

Discrimination – Discrimination is defined as civilly, criminally, or administratively prohibited unequal treatment of a person based upon age, ethnicity, religion, gender, ability, socio-economic background, veteran status, or sexual orientation.

Disruption/Obstruction – Disruption/obstruction is defined as obstructing or interfering with any University function or activities, including instruction within a physical or virtual classroom.

Failure to Adhere to Dress Code – Programs of study are provided to develop the knowledge, skills, and competencies required for an identified set of career outcomes. As such, dress code standards that replicate the work environment may be imposed upon students enrolled in particular programs of study. The Dress Code may include requirements to wear a specific uniform. Alternatively, the Dress Code may limit
attire that is worn to school the university to university-related activities to a defined standard, such as business attire or business-casual attire. Finally, the Dress Code may necessitate removal of piercings and/or requirements to cover tattoos.

**False Report of Emergency** – False report of an emergency is defined as, but is not limited to causing, making, or circulating a false report or warning of fire, bomb, crime, or other threat to safety.

**Manufacture, Distribution, Sale, Offer for Sale, Possession, or Misuse of Drugs or Alcohol** – Manufacture, distribution, sale, offer for sale, possession, or use of any illegal drug or narcotic or possession or use of alcohol while on campus or engaged in any University-related activities, including engagement in internship, externship, clinical or practicum activities.

**Mental or Bodily Harm to Self** – Mentally or bodily harm to self is defined as conduct that causes harm or has the potential to cause harm to one's self, including the intentional infliction of mental or bodily harm upon one's self or taking reckless, but not accidental, action which could result in mental or bodily harm.

**Mental or Bodily Harm to Others** – Mental or bodily harm to others is defined as conduct that causes harm or has the potential to cause harm to another individual, including:

- Behavior that intentionally inflicts mental or bodily harm on another person;
- Behavior that attempts to inflict mental or bodily harm on another person;
- Taking reckless, but not accidental, action that could result in infliction of mental or bodily harm on another person;
- Causing another individual to believe that the offender may cause mental or bodily harm to them;
- Sexual misconduct;
- Any act that demean or degrades another individual; and/or
- Coercion of an individual to inflict mental or bodily harm to another person.

**Misuse or Abuse of Computers or Inappropriate Electronic Communication** – The University promotes the ethical, legal and secure use of computers and distribution of electronic information and communication. Students may not use another person’s computer, files or data without permission; students may not give their password to another individual. Students may not use computer programs to decode passwords or to access controlled information; students may not attempt to circumvent network security measures and may not engage in an activity that would deliberately compromise system security, including disruption of service or damage to files. Students may not make or University networks to harass or intimidate. Students may not waste University computer or network resources; University resources may not be used by students for commercial purposes.

**Misuse of Safety Equipment** – Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency safety equipment.

**Possession of Weapons or Dangerous Materials** – Possession of a weapon or other dangerous materials, including but not limited to, firearms, compressed-air guns, pellet guns, BB guns, knives, explosive devices, incendiary devices, fireworks, ammunition, or any other dangerous materials on a campus or at a University-affiliated location or function, including internship, externship, or clinical sites, graduation, and field trips.

**Stalking** – Engaging in conduct that is directed at a specific person that would cause a reasonable person to experience fear. Stalking may include non-consensual communication, including but not limited to, in-person communication or contact, surveillance, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts, or any other undesired communication that elicits fear.

**Sex Discrimination and Harassment** – Sexual harassment, including sexual violence, is a form of discrimination; it refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance. Sexual violence is a physical act perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Any student bringing a discrimination or sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information is also grounds for discipline.

“Retaliation” may include, but is not limited to, such conduct as:

- Inconsistent opportunities to engage in the learning process.
- Inappropriate application of University policy;
• Unwarranted disciplinary action; and/or
• Unfair grading.

Determination of what constitutes discrimination under this policy will be accomplished on a case by case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of discrimination. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with Herzing University’s Student Code of Conduct. Other, lesser sanctions may be imposed, depending on the circumstances.

Please see Sexual Misconduct Policy and Procedure for additional information.

**Theft or Possession of Stolen Property or Service** – Taking an item or utilizing a service without consent of an official of the University or possessing property that can reasonably be determined to have been stolen from the University or from an employee or student of the University.

**Trespassing** – Forcible or unauthorized entry into any University facilities or facilities associated with the University.

**Use of Inappropriate Language** – The use of profanity and/or disrespectful or threatening language.

**Use of Tobacco Products or Electronic Cigarettes in Unapproved Locations** – Smoking or use of tobacco products or electronic cigarettes in locations other than those approved for that purpose.

**Violation of Criminal Law** – An alleged violation of any federal, state or local criminal law where the conduct of a student interferes with the University’s exercise of its educational objectives or responsibilities.

The violations of the Student Code of Conduct described above are not intended to be exclusive and any inconsistency, ambiguity, interpretation, or clarification of any particular act shall be determined at the discretion of the University through the Provost’s office.

**Reporting Violations**

Any member of the learning community (students, faculty, staff) may file a Report of Student Code of Conduct Violation. Employees may access the Conduct Violation Form on the Ethics Point site at: [http://tinyurl.com/ethicsstudent-herzing](http://tinyurl.com/ethicsstudent-herzing).

Students may report violations of the Student Code of Conduct by accessing the form on the EthicsPoint site at: [http://tinyurl.com/ethicsstudent-herzing](http://tinyurl.com/ethicsstudent-herzing) or by contacting the Title IX Coordinator directly; Title IX Coordinator contact information is located on the site.

Students may report incidences of sexual misconduct (Title IX violations) by accessing a form on the EthicsPoint site at: [http://tinyurl.com/ethicsstudent-herzing](http://tinyurl.com/ethicsstudent-herzing) or by contacting the Title IX Coordinator directly; the Title IX Coordinator contact information is provided on the site.

**Disciplinary Sanctions**

Enrollment into the University signifies the student’s agreement to comply with the Student Code of Conduct. Failure to comply with the Student Code of Conduct will result in appropriate disciplinary sanctions.

The Student Code of Conduct has been developed to ensure that the learning process is not inhibited or disrupted for any individual or group of individuals. The Student Code of Conduct additionally serves as a mechanism for educating members of the learning community about appropriate standards of behavior. In the event that a violation of the Code of Conduct occurs, the university will strive to utilize the incident as a teachable moment imposing consistent and progressive discipline. Depending upon the severity of the violation of the Student Code of Conduct, the University may impose the strictest of sanctions upon the student, up to and including suspension or expulsion.

It is desirable for faculty and staff to address inappropriate student behavior directly with the student at the time of the occurrence. However, under those circumstances where a student violates the Herzing University Student Code of Conduct, any member of the learning community (students, faculty, and staff) may file a Report of Student Code of Conduct Violation. The ability to determine disciplinary sanctions in response to a violation of the Student Code of Conduct is limited to the Campus President and/or Academic Dean. Factors, such as the nature and gravity of the situation (including motivating behavior), student history with the University, and overall impact of the behavior on the learning community will be considered in determining the appropriate sanction. In all cases where the Campus President or Academic Dean must facilitate the Student Code of Conduct Procedure, the standard Student Code of Conduct Violation Form will be used to document the violation and the sanction(s).

**Verbal Warning**

A verbal warning is an official conversation held between the Academic Dean and the student, making the student aware of an incident of unacceptable behavior, such as failure to adhere to the dress code or use of inappropriate language that is in violation of the Student Code of Conduct. A notation will be entered into the Student Information System but documentation does not become part of the student’s permanent record. Any further misconduct will result in a written reprimand and may result in more serious disciplinary sanctions up to and including suspension or expulsion.
Written Reprimand

A written reprimand is an officially documented notification of unacceptable behavior that is in violation of the Student Code of Conduct. The occurrence of the written reprimand will be entered into the Student Information System and documentation of the violation, utilizing a standard Student Code of Conduct Violation Form, will become a permanent document in the student’s file. The Student Code of Conduct Violation Form is prepared by the Academic Dean. The student will be asked to sign the Student Code of Conduct Violation Form and will be provided a copy of it. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

Disciplinary Probation

Disciplinary probation is a temporary and unofficial status imposed for a designated period of time within a term prohibiting the student from being present without permission on the campus or any property associated with the University, including internship, externship, and clinical sites. Disciplinary probation may be used in those limited instances where a student is asked to leave a class for the duration of the day. In this case, the faculty member would utilize the Ethics Point site to file a violation of the Student Code of Conduct, even though an initial sanction of Disciplinary Probation has already been imposed. The Academic Dean would subsequently be responsible for scheduling a meeting with the student, working in collaboration with the faculty member, to determine the circumstances under which the student would be allowed to return to campus and to class. The Student Code of Conduct Violation Form is prepared by the Academic Dean. At the meeting, the student will be asked to sign the Student Code of Conduct Violation Form and will be provided a copy of it.

Suspension

Suspension is the loss of privileges of enrollment at the University for a designated period of time and prohibits the student from being present without permission on the campus or any property associated with the University, including internship, externship, or clinical sites.

As a result of being placed on suspension, the student will be awarded a grade of “F” for any course in which they are currently enrolled. Regardless of whether or not the student is subsequently allowed to return to school to complete the program of study, the student is responsible for payment of tuition and fees and/or repayment of financial aid associated with courses in progress as well as those completed.

The notification of suspension becomes a permanent part of the student record and also must be noted in the Student Information System. The Student Code of Conduct Violation Form, indicating that the sanction of suspension has been imposed, is prepared by the Academic Dean and indicates the earliest possible date, in a future term, in which the student may consider submission of a request to return to school. The student will be asked to sign the Student Code of Conduct Violation Form and will be provided a copy of it. The student is entitled to an opportunity to appeal the suspension.

In the event that the student is allowed to return to the University, any further misconduct may result in a more serious disciplinary sanction including expulsion without opportunity to return to school.

Expulsion

Expulsion is the permanent loss of privilege of enrollment at the University and prohibits the student from being present without permission on the campus or on any property associated with the University. The student will be unable to complete his/her program of study with the University.

As a result of being expelled, the student will be awarded a grade of F for any course in which they are currently enrolled. The student is responsible for payment of tuition and fees and/or repayment of financial aid for any courses in progress as well as those completed.

The notification of expulsion becomes a permanent part of the student record and also must be noted in the Student Information System and is reflected on the academic transcript. In the event that the student is a dependent, his/her parents or guardian will be informed of the expulsion.

The Student Code of Conduct Violation Form, indicating that the sanction of expulsion has been imposed, is prepared by the Academic Dean. The student will be asked to sign the Student Code of Conduct Violation Form and will be provided a copy of it. The student is entitled to an opportunity to appeal the expulsion.

In the event that a student appeal results in retraction of the expulsion, any further misconduct may result in serious disciplinary sanctions up to and including suspension or expulsion.

Procedures

Filing of a Conduct Violation Form

All Conduct Violation Forms are first routed to and reviewed by the Academic Dean of the campus. If the Academic Dean determines that sufficient evidence exists to warrant further exploration of the complaint, the next step is for the respondent to be scheduled for a Procedural Interview. The Procedural Interview will be scheduled within one week of receipt of the report of the violation of the Student Code of Conduct.

The Academic Dean may initially alert the respondent to the report of an alleged violation of the Student Code of Conduct in person, however, the respondent is additionally sent a copy of the Student Code of Conduct Violation Form, via email and/or UPS or FedEx, providing
The purpose of the Procedural Interview is to provide the respondent with the opportunity to discuss the allegation that resulted in the filing of the Conduct Violation Form. The Academic Dean or designee will begin the meeting by delineating the student’s rights and explaining the entire process for resolving the alleged violation.

**Procedural Interview**

Any student charged with a violation of the Student Code of Conduct will be scheduled for a Procedural Interview with the Academic Dean or designee. In those instances where the Academic Dean has filed the Conduct Violation Form, the Campus President should preside over the Procedural Interview. The respondent is sent a Student Code of Conduct Violation Form describing the alleged violation, and indicating the date and time of the Procedural Interview.

The respondent must attend the Procedural Interview. In the event that the respondent is unable to attend the Procedural Interview at the scheduled date and time, he or she has one opportunity to reschedule meeting. The respondent must contact the Academic Dean or designee to request the alternative date and/or time for the Procedural Interview a minimum of 24 hours before the scheduled meeting. If the respondent fails to appear for the scheduled Procedural Interview, one attempt will be made to reschedule the meeting. If the student again fails to appear for the Procedural Interview, the Academic Dean or designee may proceed with the determination of the sanction.

The purpose of the Procedural Interview is to provide the respondent with the opportunity to discuss the allegation that resulted in the filing of the Conduct Violation Form. The Academic Dean or designee will begin the meeting by delineating the student’s rights and options, as well as the potential sanctions that may be imposed for the alleged violation. The respondent will have an opportunity to admit or deny the charge made against him/her in the Procedural Interview.

In the event that the respondent admits to the charge filed against him/her, the Academic Dean or designee will determine the sanction during the Procedural Interview. The sanction will be notated on a copy of the original Conduct Violation Form. The Conduct Violation Form will then be signed by the Academic Dean or designee. The student will be required to sign and date the form as well.

The Conduct Violation Form with the original signatures will be placed in the student file; the student will be provided with a copy of the signed form. The Academic Dean will enter a notation in Contact Manager within the Student Information System.

**Appeal of Violation of Student Code of Conduct**

If the respondent is dissatisfied with the outcome of the Procedural Interview and/or the sanction imposed by the Academic Dean or designee, he/she has the right to appeal to the Campus President. Any requests to appeal to the Campus President must be made in writing within 30 days of suspensions, probations or other sanctions and within three months of expulsions. Requests to appeal a violation of the Student Code of Conduct must be made utilizing the Appeal of Violation of Student Code of Conduct Form on the Ethics Point Site at [http://tinyurl.com/ethicsstudent-herzing](http://tinyurl.com/ethicsstudent-herzing).

An appeal of a violation of Student Code of Conduct may be filed for the following reasons:

- Inappropriate sanction;
- New evidence that was not available at the time of the hearing has become available and is found to be substantial enough to change the outcome of the hearing; or
- Denial of fair process.

The Campus President will respond to the request to appeal by scheduling a meeting with the respondent within seven business days of receipt of the electronic request to appeal.

In the event that the respondent is unable to attend the meeting with the Campus President at the scheduled date and time, he or she has one opportunity to reschedule meeting. The respondent must contact the President to request the alternative date and/or time for the appeal meeting a minimum of 24 hours before the scheduled meeting. If the respondent fails to appear for the scheduled appeal meeting, one attempt will be made to reschedule the meeting. If the student again fails to appear for the appeal meeting, the original sanction is upheld.

In the event that the Campus President is not available for the meeting, he/she may appoint a designee; the designee may not be the Academic Dean if the Academic Dean is the individual who originally imposed the sanction. The purpose of the appeal meeting with the President or designee is to provide a forum for the respondent to present his/her case regarding the alleged violation of the Student Code of Conduct. The Campus President or designee begins the meeting by explaining the respondent’s rights and will assure that fairness will be observed. The respondent is entitled to remain silent, to know all evidence against him/her, to present evidence, and to bring witnesses to the meeting. The respondent will have the opportunity to state his/her case. The Campus President or designee may question and respondent and/or witnesses. At the conclusion of the meeting, the Campus President or designee will establish a meeting time for the respondent to return to the President’s office to discuss his/her decision; this meeting time will be scheduled within seven business days. If the student has been suspended or expelled, he/she will not be able to return to the campus until the scheduled meeting with the President.

The Campus President will determine whether any additional investigation is warranted before rendering a decision. The Campus President will consider the nature and gravity of the situation (including motivating behavior), student history with the University, and overall impact of the behavior on the learning community in determining whether or not to uphold or modify sanction.
The Campus President will update the Conduct Violation Form indicating the decision to uphold, modify or overturn the original sanction. The Campus President then meets with the student at the predetermined date and time to discuss the sanction and consequences of any repeat violation of the Student Code of Conduct. The student is required to sign the form and is provided a copy. The Campus President makes a notation in Contact Manager in the Student Information System and returns the hard copy of the Conduct Violation Form to the student file.

In the event that the student does not appear for the scheduled meeting with the Campus President a copy of the Violation of Student Code of Conduct form will be sent to the student via certified mail.

Appeals Committee

If the respondent is dissatisfied with the response of the Campus President to the appeal, the student may appeal to an Appeals Committee. Any requests to convene an Appeals Committee must be made in writing within 30 days that the President’s decision was communicated, either in person or in writing. Requests to be heard before the Appeals Committee must be made utilizing the Appeal of Violation of Student Code of Conduct Form on the Ethics Point Site at http://tinyurl.com/ethicsstudent-herzing.

A hearing with the Appeals Committee will be held within three weeks of the request for an appeal, depending upon the week of the term/semester. The Appeals Committee will be comprised of three faculty or staff members, none of whom have been instructors of the student, and will be appointed by the Campus President. The hearing with the Appeals Committee will be facilitated by an objective individual who has no prior affiliation with the student such as the Vice Provost of the University. The appealing student may call witnesses and provide other evidence to support his/her case. The decision of the Appeals Committee will be made by majority vote and will be communicated to the student in writing within seven days of the hearing.

The notification of the decision of the Appeals Committee will be sent to the student via certified mail. A hard copy will be placed in the student file and the Academic Dean will enter notes in the Contact Manager field within the Student Information System.

Re-enrollment After Suspension

Students who have been suspended from the University must petition to return to school after the specified period of time has elapsed. A Petition to Re-enroll After Suspension Form is accessible from the office of the Academic Dean. Students who have been suspended must contact the Academic Dean for permission to return to the campus for purposes of obtaining the Petition to Re-enroll Form or to request that a copy of the form be emailed or mailed. The Petition to Re-enroll Form must be submitted to the Academic Dean at least 60 days prior to the intended start date.

The Appeals Committee will be comprised of three faculty or staff members, none of whom have been instructors of the student, appointed by the Campus President. The Appeals Committee meeting will be held within approximately 30 days of receipt of the Petition to Re-enroll. The Academic Dean or the Campus President may facilitate the Appeals Committee meeting. Re-enrollment may be granted or denied. The decision of the Appeals Committee is final. The student will be notified of the decision in writing within seven days of the Appeals Committee meeting. In the event that the student is granted permission to return to the University, any subsequent instance of violation of the Student Code of Conduct by the student will be grounds for permanent dismissal from the institution.

STUDENT GRIEVANCE PROCEDURE

Purpose

The Student Grievance Procedure provides a mechanism by which a student may seek to remedy the rare situation where the individual feels that she/he has been treated unfairly, discriminated against, or has had her/his rights abridged (including but not limited to sexual misconduct/sexual harassment). Students may initiate a grievance within 15 days from the event resulting in the grievance. A grievable action is an action that is in violation of a written University policy or procedure, or an established practice.

This Student Grievance Procedure applies to alleged discrimination on the basis of race, color, religion, sex (including sexual orientation and gender identity and expression), age, national origin, or disability as well as problems arising in the relationship between a student and the University that are not governed by other specific policies or procedures.

Informal Resolution

Prior to invoking the procedures described below, the student is strongly encouraged, but is not required, to discuss his or her grievance with the person alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance.

Initial Review

If a student elects not to present his or her grievance to the person alleged to have caused the grievance or if the student is not satisfied with the response, he or she may report a grievance by accessing the form on the EthicsPoint site at: http://tinyurl.com/ethicsstudent-herzing.
Grievances will be routed to the program chair or the leader of the department where the person alleged to have caused the grievance is employed. Grievances must be submitted by the student via the EthicsPoint site not later than **fifteen calendar days** after the student first became aware of the facts which gave rise to the grievance. In the event that the grievance is against the program chair or department director, the grievance will be routed to the academic dean.

The program chair, department director or academic dean should conduct an informal investigation. As a result of the investigation, the decision rendered will be communicated in writing to the student and to the person alleged to have caused the grievance within ten days of the original submission of the grievance. The written determination shall include the reasons for the decision, shall indicate the action to be taken, if any, and shall inform the student of the right to appeal for further review by the Campus President.

**Appeal Procedures**

Within **fifteen calendar days** of receipt of the administrator’s decision, a student who is not satisfied with the response of the administrator after the initial review may seek further review by submitting the written grievance, together with the administrator’s written decision, to the Campus President. The Campus President may delegate another administrator to act on his/her behalf.

The Campus President’s action will be limited to a review of the basis for the administrator’s decision and need not involve an additional investigation. However, the Campus President may, but is not required to, direct that further facts be gathered or that additional action be taken. The Campus President shall submit his or her decision in writing to the student and to the person alleged to have caused the grievance within ten days of the submission of the appeal. The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved student, if any. The student may elect to appeal the Campus President’s decision to the University Vice Provost. Any such appeal must be filed not later than **fifteen calendar days** after the student receives the Campus President’s decision.

The University Vice Provost’s action will be limited to a review of the basis for the previous decisions and need not involve an additional investigation. However, the Vice Provost may, but is not required to, direct that further facts be gathered or that additional action be taken. The University Vice Provost shall submit his or her decision in writing to the student and to the person alleged to have caused the grievance within ten days of the receipt of the appeal. The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved student if any. The student may elect to appeal the Vice Provost’s decision to the University President. Any such appeal must be filed not later than **fifteen calendar days** after the student receives the Vice Provost’s decision.

The University President investigates the facts of the case and renders a final decision in writing within ten days of receipt of the appeal. The decision of the University President is final and binding upon the student and upon the University.

**STUDENT COMPLAINT PROCEDURE**

**Purpose**

The Student Complaint Procedure provides a mechanism by which a student may file a complaint that is unrelated to grades or University policy. Typically a complaint would inform the University about issues related to the condition of the facilities, parking availability, textbooks or tuition-related concerns.

**Informal Resolution**

Prior to invoking the procedures described below, the student is strongly encouraged, but is not required, to discuss his or her complaint with the college campus administrator directly responsible for the area most directly related to the complaint. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the complaint.

**Initial Review**

If a student elects not to present his or her complaint to the college campus administrator directly responsible for the area most directly related to the complaint or if the student is not satisfied with the response, he or she may submit a complaint by accessing the form on the EthicsPoint site at: [http://tinyurl.com/ethicsstudent-herzing](http://tinyurl.com/ethicsstudent-herzing).

The student may identify him/herself as part of the complaint process, or he/she may elect to remain anonymous.

Complaints will be routed to the college campus administrator directly responsible for the area most directly related to the complaint. Complaints should be submitted by the student via the EthicsPoint site not later than **fifteen calendar days** after the student first became aware of the facts which gave rise to the complaint.

The college campus administrator directly responsible for the area most directly related to the complaint should conduct an informal investigation. As a result of the investigation, the findings and resolution, if any, will be communicated in writing to the student within ten days if the student has identified him/herself.

**Escalation Procedures**

Within **fifteen calendar days** of receipt of the administrator’s decision, a student who is not satisfied with the response of the administrator after the initial review may seek further review by submitting a written complaint, together with the administrator’s communication, to the Campus President. The Campus President may delegate another administrator to act on his/her behalf.
The Campus President’s action will be limited to a review of the basis for the administrator’s findings and related actions and need not involve an additional investigation. However, the Campus President may, but is not required to, direct that further facts be gathered or that additional action be taken. The Campus President shall submit his or her findings and recommended action in writing to the student within ten days of receipt of the request from the student.

In the event that the student is not satisfied with the Campus President’s response, he/she may elect to escalate the Campus President’s decision to the University Vice Provost. Any such appeal must be filed not later than fifteen calendar days after the student receives the Campus President’s communication.

The University Vice Provost’s action will be limited to a review of the basis for the previous findings and need not involve an additional investigation. However, the Vice Provost may, but is not required to, direct that further facts be gathered or that additional action be taken. The University Vice Provost will submit his or her findings and recommended actions in writing to the student within ten days of receipt of the request. The student may elect to escalate the Vice Provost’s decision to the University President. Any such escalation must be filed not later than fifteen calendar days after the student receives the Vice Provost’s communication.

The University President investigates the facts of the case and renders a final decision in writing within ten days of the request. The decision of the University President is final and binding upon the student and upon the University.

ARBITRATION PROVISION

At the election of either the student (“you”) or Herzing University, any unresolved claim, dispute, or controversy (“Claim”) by either you or Herzing University (or any of the University’s employees, officers, directors, or staff) against the other, not resolved through the grievance and complaint procedures of Herzing University, arising from or relating in any way to: (i) This Agreement, (ii) Enrollment and/or participation in any educational program offered by Herzing University, including but not limited to, any claims you may pursue related to your academic performance, financial assistance, or physical injury, arising from or relating in any way to your participation or enrollment in any Herzing University program or at any Herzing University facility, or (iii) Claims regarding the applicability of this arbitration clause or the validity of the entire Agreement, shall be resolved exclusively and finally by binding arbitration under the Commercial Dispute Resolution Procedures and the Supplementary Procedures for Consumer-Related Disputes of the American Arbitration Association (“AAA”) in effect on the date a demand for arbitration is made, as modified below. A copy of these rules may be obtained from the AAA Website at www.adr.org. Unless the AAA is unavailable to administer the arbitration for any reason, or unless the parties agree in writing to conduct the arbitration before another arbitration forum, the AAA shall administer the arbitration. Absent written agreement by both parties, the selection of the arbitrator shall be made by the parties consensually and shall not be made by AAA absent the prior written agreement by both the undersigned student and an authorized representative of Herzing University. For any arbitration initiated by the student, the student shall be responsible for one-half of the initial payment for costs of any arbitrator’s fees or compensation, although the arbitrator may award costs and fees at the conclusion of the arbitration. Notwithstanding the above, Herzing University will consider requests to cover the fees and costs of arbitration if the student makes a written request to Herzing University to pay for these charges. The parties to this Agreement agree to act promptly in the selection of the arbitrator. Any dispute regarding the selection of said arbitrator shall be handled in accordance with the Federal Arbitration Act. Neither party shall have the right to conduct written discovery against the other or conduct depositions against the other or third parties except to the extent specifically authorized by statute under the Federal Arbitration Act. The location of the arbitration proceedings and final hearing shall be conducted at a location to be selected by the arbitrator within the county and state where the student is enrolled for Herzing University coursework (for either in-person classes onsite or online classes) or, if both sides agree, at such other location as may be mutually agreed to by the parties.

Claims made and remedies sought as part of a class action, private attorney general, or other representative action (hereafter all included in the term “class action”) are subject to arbitration on an individual basis, not on a class or representative basis. The arbitration will not determine class claims and will not be consolidated with any other arbitration proceedings.

ARBITRATION WITH RESPECT TO A CLAIM IS BINDING, AND NEITHER YOU NOR WE WILL HAVE THE RIGHT TO LITIGATE THAT CLAIM THROUGH A COURT. IN ARBITRATION, YOU AND WE WILL NOT HAVE THE RIGHTS THAT ARE PROVIDED IN COURT INCLUDING THE RIGHT TO A TRIAL BY JUDGE OR JURY AND THE RIGHT TO PARTICIPATE OR BE REPRESENTED IN PROCEEDINGS BROUGHT BY OTHERS SUCH AS CLASS ACTIONS OR SIMILAR PROCEEDINGS. IN ADDITION, THE RIGHT TO DISCOVERY AND THE RIGHT TO APPEAL ARE ALSO LIMITED OR ELIMINATED BY ARBITRATION. ALL OF THESE RIGHTS ARE WAIVED, AND ALL CLAIMS MUST BE RESOLVED THROUGH ARBITRATION.

Alternatively, you and we may pursue a Claim within the jurisdiction of any appropriate Small Claims Court in Wisconsin, or the equivalent court in your home jurisdiction (each a “Small Claims Court”), provided that the action remains in that court, is made on behalf of or against you only, and is not made part of a class action, private attorney general action, or other representative or collective action. You and we also agree not to seek to enforce this arbitration provision, or otherwise commence arbitration based on the same claims in any action brought before the Small Claims Court.

This arbitration agreement is made pursuant to a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act, 9 U.S.C. §§ 1-16. Judgment upon any arbitration award may be entered in any court having jurisdiction. In the event that there is a dispute about whether limiting arbitration of the parties’ dispute to non-class proceedings is enforceable under applicable law,
then that question shall be resolved by litigation in a court rather than by the arbitrator; and to the extent it is determined that resolution of a Claim shall proceed on a class basis, it shall so proceed in a court of competent jurisdiction rather than in arbitration. This arbitration agreement applies to all Claims now in existence or that may arise in the future. This arbitration agreement survives the termination of this Agreement and the completion of your enrollment, including your payment in full, and your filing of bankruptcy. Nothing in this Agreement shall be construed to prevent any party’s use of (or advancement of any claims, defenses, or offsets in) bankruptcy.

COPYRIGHT POLICY
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

CELL PHONE USE
Cell phone use, including talking or texting, is strictly prohibited once a student enters the classroom unless the cell phone use is part of an instructor-led activity. Cell phones must be turned off or set to vibrate-only while in class. If a call needs to be taken in an emergency situation, the student must leave the class to do so.

ACADEMIC FREEDOM
Herzing University recognizes the desirability of an academic environment which promotes an open exchange of ideas free from censorship or prior restraint. The scope of "academic freedom" does not encompass the right to teach inappropriate curriculum or to teach offensive or discriminatory content.

ACCEPTABLE USE OF COMPUTING RESOURCES AND PEER-TO-PEER FILE SHARING
This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Herzing University. It applies to all users of the University's computing resources including students, faculty, staff, alumni, and guests of the University. Computing resources include all computers, related equipment, software, data, and local area networks for which the University is responsible as well as networks throughout the world to which the University provides computer access.

The computing resources of Herzing University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the University. All users must have proper authorization for the use of the University's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable University procedures and applicable state and federal laws. Among the more important laws are the Federal Computer Abuse Amendment Act of 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act.

Policy violations generally fall into four categories and involve the use of computing resources to:

1. Harass, threaten, or otherwise cause harm to specific individuals or classes of individuals.
2. Impede, interfere with, impair, or otherwise cause harm to the activities of others.
3. Download, post, or install to University computers or transport across University networks material that is sexually explicit or offensive or material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of University contracts, or otherwise damaging to the institution.
4. Recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information. Penalties for violating these guidelines can range from a reprimand in the student’s file to expulsion.
Examples (not a comprehensive list) of policy violations related to the above four categories include the following:

1. Sending an individual or group repeated and unwanted (harassing) e-mail or using e-mail to threaten someone.
2. Accessing, or attempting to access, another individual’s data or information without proper authorization (e.g., using another’s computing account and password to look at their personal information).
3. Propagating electronic chain mail or sending forged or falsified e-mail.
4. Obtaining, possessing, using, or attempting to use someone else’s password, regardless of how the password was obtained.
5. Copying a graphical image from a website without permission.
6. Posting a University site-licensed program to a public bulletin board.
7. Using illegally obtained licensed data, software, or licensed data/software in violation of their licenses or purchase agreements.
8. Releasing a virus, worm, or other program that damages or otherwise harms a system or network.
9. Accessing, displaying, storing, or transmitting sexually explicit or offensive language or images.

UNDERGRADUATE COURSE NUMBERING SYSTEM

The course numbering system consists of a two-character alpha prefix followed by a three-digit number. The meaning of the prefixes is shown below:

<table>
<thead>
<tr>
<th>Prefix and Course Area Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC Accounting</td>
</tr>
<tr>
<td>AS Allied Science</td>
</tr>
<tr>
<td>BU Business Management</td>
</tr>
<tr>
<td>CJ Criminal Justice</td>
</tr>
<tr>
<td>CO Co-Operative Education</td>
</tr>
<tr>
<td>CT Chiropractic Technician</td>
</tr>
<tr>
<td>DH Dental Hygiene</td>
</tr>
<tr>
<td>DS Dental Science</td>
</tr>
<tr>
<td>EC Economics</td>
</tr>
<tr>
<td>EL English as a Second Language</td>
</tr>
<tr>
<td>EM Emergency Medical Technician</td>
</tr>
<tr>
<td>EN English</td>
</tr>
<tr>
<td>FL Foreign Language</td>
</tr>
<tr>
<td>FS Fire Science</td>
</tr>
<tr>
<td>FT Fitness Training</td>
</tr>
<tr>
<td>GA Graphic Arts</td>
</tr>
<tr>
<td>GD Game Development</td>
</tr>
<tr>
<td>HC Healthcare Management</td>
</tr>
</tbody>
</table>
The meaning of the three-digit numbers are shown below:

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>First-level undergraduate course which focuses on basic knowledge in the subject and normally does not require a prerequisite course</td>
</tr>
<tr>
<td>200</td>
<td>Second-level undergraduate course which focuses on student comprehension and may require a prerequisite course</td>
</tr>
<tr>
<td>300</td>
<td>Advanced third-level undergraduate course which focuses on application of learning and normally requires a prerequisite course</td>
</tr>
<tr>
<td>400</td>
<td>Advanced fourth-level undergraduate course which focuses on analysis within the discipline and normally requires a prerequisite course</td>
</tr>
</tbody>
</table>

MAJORS, MINORS, AND CONCENTRATIONS

In the bachelor of science programs, students first select a major (such as business administration, homeland security and public safety, or information technology). They may then also select a minor or concentration. A minor is a selection of courses drawn from a separate academic discipline from the major that allows the student to widen the breadth of his or her education (such as the business management minor in the business administration major). A concentration is a selection of courses taken in the same academic discipline as the major, which allows the student to concentrate further in that discipline (such as the criminal justice concentration in the homeland security and public safety major). Not all majors, minors, or concentrations are offered at all campuses. Please see the “Program Offerings by Campus” section of this catalog for a list of options available at each campus.

ELECTIVES

Electives are not continuously offered at all campuses at all times. A student can request a copy of which electives are currently being offered at his or her campus.

POLICY ON WITHHOLDING OFFICIAL TRANSCRIPTS, DEGREES, AND DIPLOMAS

Official transcripts, degrees, and diplomas will be withheld until all obligations related to Herzing University are fulfilled.

ARMY ROTC PROGRAMS

Some Herzing University campuses offer the Army ROTC program in conjunction with another local college or university that hosts an Army ROTC detachment. Where these agreements exist, a student may take the military science courses that constitute the Army ROTC program at the hosting college and apply those courses as open electives toward Herzing University degree requirements and can earn a presidential commission as a reserve officer in the U.S. Army, the Army Reserve, or the National Guard. Check with your local Herzing University campus about the availability of the Army ROTC courses.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Herzing University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which is designed to protect the students’ rights with regard to educational records maintained by the institution. Under FERPA, a student has the following rights:

1. The right to inspect and review the student’s educational record within 45 days of the day the University receives a request for access. A student should submit to the Registrar or other appropriate academic official, a written request that identifies the record(s) he or she wishes to view. The University official will make arrangements for access to the record and notify the student of the time and place where the records may be viewed. After further review, the student has the right to request an amendment of his or her record if he or she believes there are any inaccuracies. The student will need to make a formal written request to the Registrar’s Office and specify the revisions that need to be made.

2. The right to seek amendment to the record if the student believe the information to be inaccurate or misleading. If, upon review, the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing to appeal the decision regarding the request for amendment.

3. The right to limit disclosure of personally identifiable information, known as Directory Information. All student educational records are kept confidential and cannot be released without the student’s consent with the exception of directory information. A student may, however, request that his or her directory information also be kept confidential. To do so the student must submit a written request to the Registrar’s Office.
Herzing University’s Directory Information

- Student’s name
- Address
- Telephone number
- Herzing sponsored email address
- Program of study
- Dates of attendance
- Enrollment Status
- Degrees, Diplomas, Honors, and Awards received
- Previously attended educational institutions
- Participation in officially recognized activities
- Photographs
- Previously attended educational institutions
- Participation in officially recognized activities
- Photographs

FERPA permits disclosure without consent to certain groups, including school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, or research, and support staff position. Other persons or organizations that are allowed access to student records without consent from the student include agencies providing students financial aid, certain federal, state and accrediting agencies carrying out their function, persons in compliance with a judicial order, and persons who, in emergency, seek to protect the health or safety of students or other persons..

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the University may discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Confidential information can be released directly to the student; however, it cannot be released directly to the student’s family members (e.g., parents, spouses, etc.) without the written consent of the student.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Herzing University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Phone: 1-800-USA-LEARN (1-800-872-5327)
FINANCIAL INFORMATION

Herzing University will help students develop financial plans to pay for their education through a combination of financial resources. Prospective students are expected to provide their own financial support, which may include the use of savings, part-time or full-time job earnings, parental or guardian support, spousal support, or financial support from other family members.

For information on Herzing University’s funding options, please visit the following Herzing Website pages.


**Loan Options**: [www.herzing.edu/tuition-financial-aid/types-financial-aid/loans](http://www.herzing.edu/tuition-financial-aid/types-financial-aid/loans)


**Other Funding Sources**: [www.herzing.edu/tuition-financial-aid/types-financial-aid/other](http://www.herzing.edu/tuition-financial-aid/types-financial-aid/other)

**Free Application for Federal Student Aid**: To help a student select the best method or methods for financing their education, the Free Application for Federal Student Aid (FAFSA) should be completed. The FAFSA Website is [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This application serves as the student’s application for federal and state student financial aid and as verification for any institutional grant funding or institutional scholarships. The FAFSA must be completed prior to the applicant’s official enrollment at Herzing University. The FAFSA must also be completed annually by the student (and parent or spouse if applicable). The University determines available resources based upon a federally approved needs analysis formula. The student’s expected expenses are compared to the Expected Family Contribution (EFC) to determine financial aid eligibility. In the event incorrect or incomplete data is provided, financial aid documentation will be requested. Upon receipt of a student’s properly completed documentation, changes will be made to the student’s application if necessary. After all of the appropriate processing of information has been completed, financial assistance packages are developed, and award letters are distributed to eligible students.

COST OF ATTENDING

Tuition is subject to change upon 60 days advance notice by the University but will not be changed more than once per calendar year. Students will be provided an eBook/electronic material for any course in which the University has adopted an eBook/electronic material; however, if an eBook/electronic material is not available, students will be loaned or provided a physical textbook. Students who participate, when applicable, in a campus textbook loaner program, are accountable for returning the textbook and/or software in a condition as described in the Herzing University Textbook Loan Program Policy (Policy). Fees may be assessed based on the condition of the textbook and/or software upon return to include non-return by the due date described within the Policy. If an eBook/electronic material is available for a course in which the University has adopted the eBook/electronic material, but a student prefers the physical textbook, the student will have the option to purchase (at their cost) the physical textbook for the difference in price between the cost of the eBook and the cost of the physical textbook, including shipping.

For information on each of Herzing University’s campus-specific tuition and fees, please visit the following Herzing Website pages.

**Akron Campus**: [www.herzing.edu/akron/tuition-financial-aid/tuition-cost](http://www.herzing.edu/akron/tuition-financial-aid/tuition-cost)

**Atlanta Campus**: [www.herzing.edu/atlanta/tuition-financial-aid/tuition-cost](http://www.herzing.edu/atlanta/tuition-financial-aid/tuition-cost)

**Birmingham Campus**: [www.herzing.edu/birmingham/tuition-financial-aid/tuition-cost](http://www.herzing.edu/birmingham/tuition-financial-aid/tuition-cost)

**Brookfield Campus**: [www.herzing.edu/brookfield/tuition-financial-aid/tuition-cost](http://www.herzing.edu/brookfield/tuition-financial-aid/tuition-cost)

**Herzing Online**: [www.herzing.edu/online/tuition-financial-aid/tuition-cost](http://www.herzing.edu/online/tuition-financial-aid/tuition-cost)

**Kenosha Campus**: [www.herzing.edu/kenosha/tuition-financial-aid/tuition-cost](http://www.herzing.edu/kenosha/tuition-financial-aid/tuition-cost)

**Madison Campus**: [www.herzing.edu/madison/tuition-financial-aid/tuition-cost](http://www.herzing.edu/madison/tuition-financial-aid/tuition-cost)

**Minneapolis Campus**: [www.herzing.edu/minneapolis/tuition-financial-aid/tuition-cost](http://www.herzing.edu/minneapolis/tuition-financial-aid/tuition-cost)

**New Orleans Campus**: [www.herzing.edu/new-orleans/tuition-financial-aid/tuition-cost](http://www.herzing.edu/new-orleans/tuition-financial-aid/tuition-cost)

**Omaha School of Massage and Healthcare of Herzing University**: [http://www.herzing.edu/omaha/tuition-financial-aid](http://www.herzing.edu/omaha/tuition-financial-aid)

**Orlando Campus**: [www.herzing.edu/orlando/tuition-financial-aid/tuition-cost](http://www.herzing.edu/orlando/tuition-financial-aid/tuition-cost)

**Toledo Campus**: [www.herzing.edu/toledo/tuition-financial-aid/tuition-cost](http://www.herzing.edu/toledo/tuition-financial-aid/tuition-cost)

CLOCK-HOUR PROGRAM INFORMATION

The Diploma in Practical Nursing (DPNFL) and the Diploma in Therapeutic Massage (DTM) are clock hour programs.
**Unit of Credit**
A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, laboratories, and similar class activities are conducted.

**Academic Year**
An academic year for clock hour programs is defined as 900 clock hours.

**Make-Up Hours**
Students who miss class for any reason must make up all hours missed.

**Course Retake Fees**
Students required to retake a course will be required to pay a retake fee, as outlined in each campus’s fee schedule.

**Payment Periods**
- **Brookfield Campus:** The DTMWI program at the Brookfield Campus is divided into two payment periods. Students must successfully complete a minimum of 450 hours prior to obtaining eligibility for a second disbursement of funds.
- **Omaha Campus:** The DTMNE program at the Omaha School of Massage and Healthcare of Herzing University is divided into three payment periods. Students must successfully complete a minimum of 450 hours prior to obtaining eligibility for a second disbursement of funds. Students must successfully complete a minimum of 900 hours prior to obtaining eligibility for a third disbursement of funds.
- **Orlando Campus:** The DPN program at the Orlando Campus is divided into three payment periods. Students must successfully complete a minimum of 450 hours prior to obtaining eligibility for a second disbursement of funds. Students must successfully complete a minimum of 900 hours prior to obtaining eligibility for a third disbursement of funds.

**Loan Eligibility**
Students may only receive first-year loan limits for the entire length of their program.

**RETURN OF TITLE IV FUNDS POLICY**
Students earn Title IV assistance in proportion to their attendance in school, up until they attend beyond the 60% point of the semester. If a student withdraws from the University at or before the 60% point, he/she will have earned financial aid in direct proportion to the percentage of days attended in the semester. After 60%, the student has earned 100% of his/her financial aid awards for that enrollment period. The Return of Title IV Funds regulation does not dictate the institutional refund policy, but prescribes the amount of Title IV funds a student has earned at the time of withdrawal. The amount of Title IV funds earned or unearned has no relationship to the student’s institutional charges. The institutional charges are determined by the institutional refund policy. The Return of Title IV regulation, coupled with the institution’s refund policy, can result in a student with a balance owed to the University and/or the Title IV programs if the student withdraws from school.

The formula in brief is as follows:

1. Determine the date of withdrawal and the percentage of the payment period attended by the student.
2. Determine the amount of Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of the payment period attended by the student.
3. Compare the amount earned to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post-withdrawal disbursement may be made. If the amount disbursed exceeds the amount earned, Title IV aid must be returned.
4. Allocate the responsibility for returning unearned aid between the University and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
5. Distribute the unearned Title IV aid back to the Title IV programs in the following order:
   a. unsubsidized Federal Direct Stafford Loans (other than PLUS loans)
   b. subsidized Federal Direct Stafford Loans
   c. Federal Perkins Loans
   d. Federal PLUS Loans
   e. Direct PLUS Loans
   f. Federal Pell Grant for which a return of funds is required
   g. Federal Supplement Educational Opportunity Grants (SEOG) for which a return of funds is required
**HERZING UNIVERSITY REFUND POLICY**

**Federal Return Policy**

A calculation of both the return to Title IV funds and the institutional refund policy will take place upon a student’s official withdrawal. In the case of an unofficial withdrawal, the institution will perform the calculations when Herzing University makes the determination the student has withdrawn. Please contact the student accounts office to receive a copy of these calculations. Any Title IV-eligible student (applies to any student receiving any federal financial aid at this institution except Federal Work-Study) who withdraws is subject to a prorated return of Federal Financial Aid/Title IV funds. Any calculated return of funds must be distributed back to the federal programs and may leave the student owing the university a tuition and fee balance according to the refund policy below. If a student withdraws without attempting a course he/she has enrolled in and does not return textbooks that were provided by Herzing University and other course materials he/she received for the course, the student will be charged for the cost of the books and materials.

**Non-Federal Refund Policy**

Refunds for state aid programs and non-state aid programs are outlined below. Note: any state aid refund will be calculated on a proportional basis using the state-mandated or institutional refund policy.

If a student withdraws from a course(s) after the course(s) have been attempted, but the student is not a complete program withdrawal, there will be no refund of tuition or fees for the dropped course(s).

**Refund Policy for All Herzing University Campuses (Except Minneapolis) and All Credit-Hour Degree/Diploma Programs**

**Cancellation Prior to the Commencement of Classes:** A student will be entitled to a full refund, including the enrollment fee but excluding the cost of any used books and supplies, if the student cancels his or her enrollment within five days of signing the University Enrollment Agreement.

**Cancellation After the Commencement of Classes:** The first day of class through Sunday of week one at 11:59 p.m. Central time is considered the trial period for all new, reentry and graduate reenroll students. If a new, reentry, or graduate reenroll student attends after the first day of courses but withdraws before Monday of week two at 12:00 a.m. Central time, they will be unregistered from their courses and will be entitled to a refund of all tuition and applicable fees. New, reentry, or graduate reenroll students not attending after the trial period end date will have their enrollments cancelled before officially becoming an active student and, therefore, are not eligible for Title IV financial aid funds.

**Definitions:** Herzing University schedules a majority of its courses over four-, eight-, or sixteen-week modules contained within the standard semester dates. For the purpose of refunding, the number of days in a course is calculated by counting every calendar day from the first day of the module through the last day of the module in which the course is scheduled. The enrollment period is the total number of days from the beginning of the first module in which a student was scheduled until the last day in the last module for which the student was scheduled in any semester. The number of days of student attendance is calculated by counting every calendar day from the first day of the student’s first module until the last day in attendance. The student’s last day of attendance is defined as the last day the student attended or participated in any course.

**Withdrawal From the University in the First Eight Weeks of the Semester:** An institutional refund will be calculated on a course-by-course basis for students withdrawing from the University in the first eight weeks of the semester, as defined by the University’s standard semester dates. When a student has completed 60.0% or less of a course, a prorated calculation will occur using the number of days of student attendance divided by the number of days in the course to determine the percentage of tuition earned for that course. The percentage will be calculated to the nearest tenth of a percent. The total tuition (and fees) earned is the sum of the amount earned for each course. Total tuition and fees charged will be reduced, if appropriate, based upon the attempted credits. When a student withdraws in the first eight weeks, it will often mean that a student who was originally full-time and being charged for a full-time credit load will now be billed at the less than full-time tuition rate. If a student’s last day of attendance is past the 60.0% point of any course, all of the tuition and fees for that course are owed, and there will be no refund.

**Withdrawal From the University in the Second Eight Weeks of the Semester:** When a student withdraws and has completed 60.0% or less of the enrollment period, a prorated calculation of tuition will occur using the number of days of student attendance divided by the number of total days in the originally scheduled enrollment period to determine the percentage of tuition and fees earned. The percentage will be calculated to the nearest tenth of a percent. The total tuition amount due is the total charges for all courses attempted in the enrollment period multiplied by the calculated percentage.
If a student’s last day of attendance is past the 60% point of the enrollment period, all of the tuition and fees for that period are owed. Institutional refund calculations and all appropriate refunds will be completed within 45 days of the date of determination of the student’s withdrawal, unless otherwise mandated by a state regulation or agency.*

*Students enrolled through the Orlando Campus of Herzing University; refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn (Florida Rule 6E-1.0032 (6) (i), F.A.C.).

Withdrawal From the University: If the student’s last date of attendance is prior to the 60% point of the payment period, a prorated calculation will be done to determine charges. The prorated calculation to determine the percentage of tuition earned for the payment period will be completed using the number of clock hours the student was scheduled to complete as of the withdrawal date divided by the total number of clock hours in the period. The percentage will be calculated to the nearest tenth of a percent. Total tuition and fees charged will be reduced, if appropriate, based upon the scheduled clock hours. If a student’s last day of attendance is past the 60% point of the payment period, then all tuition and fees for that period are owed. Institutional refund calculations and all appropriate refunds will be completed within 45 days of the date of determination of the student’s withdrawal, unless otherwise mandated by a state regulation or agency.*

*Students enrolled through the Orlando Campus of Herzing University; refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn (Florida Rule 6E-1.0032 (6) (i), F.A.C.).

Refund Policy for the Minneapolis Campus

Cancellation Prior to the Commencement of Classes: A student will be entitled to a full refund, including the enrollment fee but excluding the cost of any used books and supplies, if the student withdraws from school within five days of signing the University Enrollment Agreement.

Cancellation After the Commencement of Classes: The first day of class through Sunday of week one at 11:59 p.m. Central time is considered the trial period for all new, reentry, and graduate reenroll students. If a new, reentry or graduate reenroll student attends after the first day of courses but withdraws before Monday of week two at 12:00 a.m. Central time, they will be unregistered from their courses and will be entitled to a refund of all tuition and applicable fees. New, reentry, or graduate reenroll students not attending after the trial period end date will have their enrollments cancelled before officially becoming an active student and, therefore, are not eligible for Title IV financial aid funds.

Definitions: Herzing University schedules a majority of its courses over four-, eight-, or sixteen-week modules contained within the standard semester dates. For the purpose of refunding, the number of days in a course is calculated by counting every calendar day from the first day of the module through the last day of the module in which the course is scheduled. The enrollment period is the total number of days from the beginning of the first module in which a student was scheduled until the last day in the last module for which the student was scheduled in any semester. The number of days of student attendance is calculated by counting every calendar day from the first day of the student’s first module until the student’s last day of attendance. The student’s last day of attendance is defined as the last day the student attended or participated in any course.

Withdrawal From the University in the First Eight Weeks of the Semester: An institutional refund will be calculated on a course-by-course basis for students withdrawing from the University in the first eight weeks of the semester, as defined by the University’s standard semester dates. When a student has completed 75.0% or less of a course, a prorated calculation will occur using the number of days of student attendance divided by the number of days in the course to determine the percentage of tuition earned for that course. The percentage will be calculated to the nearest tenth of a percent. The total tuition (and fees) earned is the sum of the amount earned for each course. Total tuition and fees charged will be reduced, if appropriate, based upon the attempted credits. When a student withdraws in the first eight weeks, it will often mean that a student who was originally full-time and being charged for a full-time credit load will now be billed at the less than full-time tuition rate. If a student’s last day of attendance is past the 75.0% point of any course, all of the tuition and fees for that course are owed, and there will be no refund.

Withdrawal From the University in the Second Eight Weeks of the Semester: When a student withdraws and has completed 75.0% or less of the enrollment period, a prorated calculation of tuition will occur using the number of days of student attendance divided by the number of total days in the originally scheduled enrollment period to determine the percentage of tuition and fees earned. The percentage will be calculated to the nearest tenth of a percent. The total tuition amount due is the total charges for all courses attempted in the enrollment period multiplied by the calculated percentage.

If a student’s last day of attendance is past the 75% point of the enrollment period, all of the tuition and fees for that period are owed. Institutional refund calculations and all appropriate refunds will be completed within 45 days of the date of determination of the student’s withdrawal, unless otherwise mandated by a state regulation or agency.
Refund Policy for All Clock-Hour Programs

Cancellation Prior to the Commencement of Classes: A student will be entitled to a full refund, including the enrollment fee but excluding the cost of any used books and supplies, if the student cancels within five days of signing the University Enrollment Agreement.

Cancellation After the Commencement of Classes: The first day of class, through Sunday of week one at 11:59 p.m. Central time, is considered the trial period for all new students. If a new student attends after the first day of courses but cancels his or her enrollment before Monday of week two at 12:00 a.m. Central time, he/she will be unregistered from all courses and will be entitled to a refund of all tuition and applicable fees. New students not attending after the trial period end date will be cancelled before officially becoming an active student and, therefore, are not eligible for Title IV funds.

Definitions: Herzing University assigns clock hour totals to courses in the Diploma in Therapeutic Massage program and the Florida-based Licensed Practical Nurse Diploma program. The number of clock hours the student was scheduled to complete in the payment period is calculated as the number of scheduled clock hours from the beginning of the payment period through the student’s last date of attendance prior to any schedule modifications made in conjunction with the withdrawal. The number of clock hours in a standard academic year is 900 clock hours. The number of clock hours in a standard payment period is 450 clock hours.

Withdrawal From the University: If the student’s last date of attendance is prior to the 60% point of the payment period, a prorated calculation will be done to determine charges. The prorated calculation to determine the percentage of tuition earned for the payment period will be completed using the number of clock hours the student was scheduled to complete as of the withdrawal date divided by the total number of clock hours in the period. The percentage will be calculated to the nearest tenth of a percent. Total tuition and fees charged will be reduced, if appropriate, based upon the scheduled clock hours.

If a student’s last day of attendance is past the 60% point of the payment period, then all tuition and fees for that period are owed.

Institutional refund calculations and all appropriate refunds will be completed within 45 days of the date of determination of the student’s withdrawal, unless otherwise mandated by a state regulation or agency.

REFUND PROCEDURES

Refund procedures are uniformly applied to all students. The school will make any necessary refunds within 45 days of official withdrawal (student notification) or within 45 days of the date of determination of withdrawal (at a maximum, within 45 days of the end of the academic period). The 45-day refund deadline is a U.S. Department of Education requirement; if the state in which the campus resides has a different requirement, this deadline may be shorter.*

The date of determination for a student’s withdrawal will be the date the student notifies the campus, either verbally or in writing, of his/her intent to withdraw from the University. If a student does not provide notification of his/her withdrawal, the date of determination will be the date the University determines the withdrawal based on the attendance policy and procedures.

*Students enrolled through the Orlando Campus of Herzing University; refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn (Florida Rule 6E-1.0032 (6) (i), F.A.C.).
STUDENT SERVICES INFORMATION

HOUSING ASSISTANCE

Although the University does not provide dormitory facilities, the University’s Director of Career Development or other staff will assist non-commuting students with housing problems in finding suitable living accommodations.

COMMUNITY AFFAIRS

One of the functions of the University is to promote involvement in community affairs. By being sensitive to community needs, the University is a contributing agency in community improvements. Herzing University emphasizes community service as an institution, encouraging its staff and student body to participate in community activities.

STUDENT ADVISING

Students are encouraged to consult the Director of Career Development about matters related to career plans, professional services, and even leisure activities. Students are encouraged to consult first with faculty if they are having problems with coursework and then, if necessary, with the appropriate department head or Academic Dean. Some Herzing University campuses also have a professional counselor on staff that is available daily to assist students who are experiencing difficulty in most aspects of university or personal life. Prior to acceptance to the University, applicants can seek advice through the admissions office. Student Services provides life management support for students taking courses both on ground and online.

CAREER DEVELOPMENT SERVICES

From the time a student enrolls at Herzing University, one of the University’s primary goals is to see that the student is successfully employed upon graduation. This can best be achieved if the student takes an active role in his/her employment efforts. In addition, the career development office is committed to supporting students in reaching their employment objectives.

Herzing University students come from multiple states and have widely different career aspirations and goals. Each student is a unique learner and person. While Herzing University provides career development guidance to each student in finding employment in their chosen field, Herzing University does not guarantee employment. Factors unique to each student that can limit employment opportunities include, but are not limited to, the following.

- Conviction of a felony or serious misdemeanor
- Physical condition or health issues that prevent or hinder employment
- Geographic limitations and inability to relocate
- Poor work history
- Poor language skills or communication skills
- Unique personality traits
- History of or contemporary substance abuse
- Personal bankruptcy
- Other issues that raise doubts in the mind of an employer as to the suitability of a student to become an employee
- Failure to meet the admissions standards of other institutions (for bachelor’s or graduate programs)
- Failure to fully investigate and understand the specific licensing or certificate requirements for a chosen profession in a specific state or locale

Herzing University has a long and proud tradition of helping students enter and succeed in their careers. The student’s unique situation may aid or hinder their career.

Disclaimer

Herzing University makes no promises or guarantees of licensing, certification, or employment. Due to unique factors and attributes of each student, it is possible that even after successfully completing a Herzing University program, a student may not find employment. Students should consider their own unique “employability” prior to enrolling in any college or career-preparation program.

The services of the career development office are also available to presently enrolled students seeking part-time employment through the University’s Job Location and Development Program.
CRIME AWARENESS

Herzing University is in compliance with Title II of Public Law 101-542, the Crime Awareness and Campus Security Act of 1990. Upon enrollment, students are provided with the University's policies on crime awareness, prevention, and the reporting of crimes that might be observed. Crime statistics are tabulated and distributed annually to all students. Crime awareness seminars are held periodically.

ANTI-HAZING POLICY

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the University is considered hazing, regardless of the willingness of the participant.

Such prohibited actions, situations, and activities include, but are not limited to, the following:

1. Any brutality of a physical nature such as whipping, beating, branding, or forced calisthenics.
2. Excessive exposure to the elements.
3. Forced or required consumption of food, alcohol, drugs, or other substances.
4. Forced physical activity that could adversely affect the physical health or safety of the student.
5. Forced activity that would subject the student to extreme mental stress such as sleep deprivation.
6. Forced exclusion from social contact.
7. Forced conduct that could result in extreme embarrassment.
8. Any other forced activity that could adversely affect the mental health or dignity of the student.

It can be unlawful under some state laws for any student to engage in what is known as hazing or to aid or abet any other student in the commission of this offense. Any violation could result in civil or criminal penalties that may include the imposition of a fine. Herzing University’s actions against violators can include the imposition of probation, suspension, or dismissal.

DRUG AND ALCOHOL POLICY

Drug-Free Campus Statement

It is Herzing University’s policy to provide a positive environment conducive to learning. To that end, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. Reporting to or remaining at work or school under the influence of or impaired by alcohol or illicit drugs is also prohibited. This prohibition applies to all employees and students. Violation of these provisions by a student may lead to the imposition of disciplinary sanction, up to and including suspension or expulsion. Herzing University employees are also subject to disciplinary sanctions for violation of these provisions occurring on University property or any work site during work time, up to and including termination for employment. Referral for criminal prosecution may occur where appropriate.

Legal Sanctions

Students must be aware that significant criminal penalties exist under state and federal laws for the unlawful possession or distribution of alcohol and illegal drugs.

Legal sanctions under local, state, and federal laws vary by location, but may include:

- Monetary fines
- Jail time
- Suspension, revocation, or denial of a driver’s license
- Property seizure
- Loss of eligibility for federal benefits, including federal financial aid


Students who are concerned about specific circumstances should consult applicable local, state, and federal law and/or seek legal counsel.

Federal Student Aid Penalties for Drug Convictions

A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student from using federal student aid. Only convictions occurring during a period of enrollment in which the student was receiving federal student aid are counted against students for aid eligibility purposes, as indicated on the Free Application for Federal Student Aid (FAFSA).
The following chart indicates the suspension period for related offenses.

<table>
<thead>
<tr>
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<th>Possession of Illegal Drugs</th>
<th>Sale of Illegal Drugs</th>
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</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 years from date of conviction</td>
<td>Indefinite Period</td>
</tr>
<tr>
<td>3rd + Offense</td>
<td>Indefinite Period</td>
<td>Indefinite Period</td>
</tr>
</tbody>
</table>

A student may regain eligibility prior to the end of the period of ineligibility if he/she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests if he/she passes two unannounced drug tests administered by such a program, or if the conviction is reversed, set aside, or otherwise rendered invalid. A rehabilitation program is considered qualified if it meets at least one of the following criteria:

- It is qualified to receive funds directly or indirectly from a federal, state, or local government program.
- It is qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- It is administered or recognized by a federal, state, or local government agency or court.
- It is administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.


**Health Risks**

Various health risks are associated with the use of illicit drugs. Some of the more common risks are cited below and may be found at [http://www.dea.gov/druginfo/factsheets.shtml](http://www.dea.gov/druginfo/factsheets.shtml).

<table>
<thead>
<tr>
<th>Drug</th>
<th>Risk of Physical Dependency</th>
<th>Risk of Psychological Dependency</th>
<th>Health Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narcotics (e.g., heroin, oxycodone, morphine)</td>
<td>High</td>
<td>High</td>
<td>Drowsiness, slow and shallow breathing, confusion, muscle weakness, nausea, convulsions, coma, death</td>
</tr>
<tr>
<td>Stimulants (e.g., crack/cocaine, amphetamines, methamphetamine)</td>
<td>Possible</td>
<td>High</td>
<td>High fever, agitation, panic, headache, dizziness, tremors, convulsions, cardiac arrest, stroke, death</td>
</tr>
<tr>
<td>Depressants (e.g., Valium, Xanax, Rohypnol)</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Loss of motor coordination, weakness, headache, blurred vision, dizziness, nausea, low blood pressure, slow breathing, coma, death</td>
</tr>
<tr>
<td>Hallucinogens (e.g., LSD, MDMA, PCP)</td>
<td>None</td>
<td>Unknown</td>
<td>Seizures, muscle cramps, nausea, liver kidney and cardiovascular failure, coma, death</td>
</tr>
<tr>
<td>Inhalants</td>
<td>Unknown</td>
<td>High</td>
<td>Muscle weakness, disorientation, nausea, nervous system and organ damage, asphyxiation, death</td>
</tr>
<tr>
<td>Marijuana</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Dizziness, nausea, dry mouth, loss of motor coordination, panic attacks</td>
</tr>
</tbody>
</table>

**Alcohol**

For those students who choose to use alcohol, Herzing University encourages students to drink responsibly and to never drink and drive. Consuming alcohol has many risk factors and can lead to dependency. With excessive use, liver, brain, heart, and stomach damage can occur without apparent warning signs. Alcohol is one of the leading causes of preventable deaths in the United States.

**Counseling, Treatment, and Rehabilitation**

Drug and alcohol counseling, treatment, and rehabilitation programs for employees and students are available from a variety of community sources. Anyone who recognizes a personal drug or alcohol problem, who is concerned about a student or coworker, or who wishes to know more about drug and alcohol abuse may contact a campus executive officer, the human resources department, or consumerinfo@herzing.edu for more information. Community resources near a student or employee’s respective campus or location may be found by contacting a campus executive officer, the Human Resource Department, or consumerinfo@herzing.edu.
National Resources
Herzing University also encourages anyone dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying counseling, treatment, or rehabilitation programs.

Alcohol/Drug Helpline: (800) 821-4357
Substance Abuse and Mental Health Services Administration (SAMHSA) Hotline: (800) 662-HELP
Al-Anon: (888) 425-2666 (local information can be found in your local telephone directory)

Employee Resources
Herzing University provides an employee assistance program (EAP) as a benefit to all employees regardless of if they opt in to other benefits through the University. This service provides referrals and treatment sessions as needed and can connect employees to additional outpatient or inpatient services that could be eligible for coverage through the employee healthcare plan. Information about contacting the EAP can be obtained through the Human Resource Department.

Biennial Review
Herzing University conducts a biennial review of its program to determine the effectiveness of the program and implement changes as needed. This review also ensures that disciplinary sanctions are uniformly enforced.

TITLE IX POLICY
Title IX of the 1972 Education Amendments requires colleges and universities receiving federal funding to ensure that all students have equal access to education, specifically prohibiting discrimination on the basis of sex. Title IX (20 U.S.C. § 1681(a)) reads “ No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Though Title IX is a very short statute, U.S. Supreme Court decisions and guidance from the U.S. Department of Education have given it wide latitude covering sexual harassment and sexual violence. Under Title IX, colleges and universities are legally obligated to respond to and remedy hostile educational environments. Herzing University maintains a zero-tolerance policy for harassment or discrimination of any kind.

Title IX Coordinator
Any inquiry about Title IX rights or any complaints of harassing or discriminatory behavior should be brought to the Title IX coordinator.

The System Title IX Coordinator for Herzing University is:
Kevin McShane
Associate Vice President of Educational Funding and Compliance
Phone: 866-508-0748 x66638

Title IX coordinators are responsible for receiving and processing, in a timely manner:

- Inquiries or complaints from students, faculty, or staff regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX
- Inquiries or complaints from third parties who report suspicion of harassing behavior or other discriminatory behavior in violation of Title IX

Students may report a Title IX violation on the EthicsPoint site at http://tinyurl.com/ethicsstudent-herzing.

If a Title IX investigation is not appropriate, inquiries or complaints would be referred to Human Resources or the Office of the Provost as applicable.

Title IX Investigation Procedures, Grievance Procedures and Official Complaint
Information about Title IX Investigation Procedures, Grievance Procedures, and making an official complaint to the U.S. Department of Education Office for Civil Rights can be found in each campus’ Annual Security Report.

The report for each campus is found at https://www.herzing.edu/annual-security-reports.

Title IX Grievance Procedure
The grievance procedure for a Title IX investigation follows the Herzing University grievance procedure outlined in the Student Handbook. Students may report a grievance by accessing the form on the EthicsPoint site at http://tinyurl.com/ethicsstudent-herzing.
SEXUAL MISCONDUCT POLICY

Herzing University prohibits all forms of sexual misconduct, including, but not limited to, sexual assault, sexual harassment, domestic violence, dating violence, and stalking.

No employee or student will be subject to any form of retaliation, intimidation, or discipline for pursuing a sexual misconduct complaint. Students may report an incidence of sexual misconduct on the EthicsPoint site at http://tinyurl.com/ethicsstudent-herzing.

Definitions

All University and appropriate state definitions of terminology related to sexual misconduct can be found in each campus’ Annual Security Report.

The report for each campus is found at https://www.herzing.edu/annual-security-reports.

Prevention and Education

Information regarding prevention of and education about sexual misconduct, including risk reduction tips and safe options for bystander intervention is located in each campus’ Annual Security Report.

The report for each campus is found at https://www.herzing.edu/annual-security-reports.

Sexual Misconduct Reporting, Investigation, Discipline and Grievance Procedures

Information about the full procedures for reporting, investigation, discipline and grievance procedures, including information about possible sanctions, complainant confidentiality, and possible accommodations for complainants can be found in each campus’ Annual Security Report.

The report for each campus is found at https://www.herzing.edu/annual-security-reports.
UNDERGRADUATE PROGRAMS OF STUDY

Program Offerings by Campus

Birmingham Nursing Student

Toledo Campus
## Herzing University Undergraduate Program Offerings by Campus

**Effective as of May 2016**

<table>
<thead>
<tr>
<th>Bachelor of Science Degrees</th>
<th>Akron</th>
<th>Atlanta</th>
<th>Birmingham</th>
<th>Brookfield</th>
<th>Kenosha</th>
<th>Madison</th>
<th>Minneapolis</th>
<th>New Orleans</th>
<th>Omaha</th>
<th>Online</th>
<th>Orlando</th>
<th>Toledo</th>
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</tbody>
</table>

C=Program offered at least partially on campus (core courses)  
O=Program offered fully online  

Please call your local campus for the most current course offerings.
<table>
<thead>
<tr>
<th>Program Offered</th>
<th>Akron</th>
<th>Atlanta</th>
<th>Birmingham</th>
<th>Brookfield</th>
<th>Kenosha</th>
<th>Madison</th>
<th>Minneapolis</th>
<th>New Orleans</th>
<th>Omaha</th>
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<tbody>
<tr>
<td>Dental Hygiene—Bridge (BSDHB) *</td>
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<td>Game Development (BSGAD)</td>
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<tr>
<td>Healthcare Management (BSHCM)</td>
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<td>Homeland Security and Public Safety With No Minor or Concentration (BSHSPSN)</td>
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<tr>
<td>Information Technology with No Concentration (BSITNC)</td>
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<tr>
<td>Information Technology with a Concentration in Network Management (BSITNM)</td>
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<td>O</td>
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<tr>
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<tr>
<td>Legal Studies (BSLS) ▲</td>
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</tbody>
</table>

▲ Only the Herzing University paralegal programs at New Orleans and Atlanta are approved by the American Bar Association. The Herzing Legal Studies program offered online is not approved by the ABA.

C=Program offered at least partially on campus (core courses)
O=Program offered fully online

* This program is offered online through the Minneapolis campus and is available only to Minnesota residents at this time.

Please call your local campus for the most current course offerings.
<table>
<thead>
<tr>
<th>Program</th>
<th>Akron</th>
<th>Atlanta</th>
<th>Birming-ham</th>
<th>Brookfield</th>
<th>Kenosha</th>
<th>Madison</th>
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<td>Nursing Bridge (BSNB) RN to BSN</td>
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<tr>
<td>Nursing Bridge (BSNBB) Bridge to BSN</td>
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<tr>
<td>Software Development with No Declared Minor or Concentration (BSSDNM)</td>
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**Associate and Associate of Applied Science Degrees (Akron, Minneapolis, and Toledo are Associate of Applied Science Degrees)**

<table>
<thead>
<tr>
<th>Program</th>
<th>Akron</th>
<th>Atlanta</th>
<th>Birming-ham</th>
<th>Brookfield</th>
<th>Kenosha</th>
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<td>Chiropractic Technician (ASCT)</td>
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<td>Dental Assisting (AASDA)</td>
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<td>Design Studies (ASDS/AASDS)</td>
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<td>Emergency Medical Technician—Paramedic (ASEMTP)</td>
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</table>

C=Program offered at least partially on campus (core courses)
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Please call your local campus for the most current course offerings.
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<tbody>
<tr>
<td>Graphic Design (ASGRD/AASGRD)</td>
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<tr>
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<td>Insurance Billing and Coding Specialist (ASIBCS/AASIBCS)</td>
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<tr>
<td>Legal Assisting/Paralegal (ASLAP)</td>
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<tr>
<td>Legal Studies (ASLS/AASLS)</td>
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</table>

▲ Only the Herzing University paralegal programs at New Orleans and Atlanta are approved by the American Bar Association. The Herzing Legal Studies program offered online is not approved by the ABA.

<table>
<thead>
<tr>
<th>Program</th>
<th>Akron</th>
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<th>Online</th>
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<th>Toledo</th>
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<tbody>
<tr>
<td>Medical Assisting Services (ASMAS/AASMAS)</td>
<td>C</td>
<td></td>
<td>C/O</td>
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<tr>
<td>Medical Laboratory Technician (ASMLT/AASMLT)</td>
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<tr>
<td>Medical Office Administration (ASMOA/AASMOAD)</td>
<td>C/O</td>
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<tr>
<td>Nursing (ASN/AASNOH/ASNWI)</td>
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<tr>
<td>Nursing—Bridge to ASN (ASNBA)</td>
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<td>Nursing—LPN to RN Bridge (ASNAL)</td>
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<tr>
<td>Occupational Therapy Assistant (ASOTA/AASOTA)</td>
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<tr>
<td>Personal Fitness Training (ASPFT/AASPFT)</td>
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<tr>
<td>Physical Therapist Assistant (ASPTA)</td>
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</tbody>
</table>

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Please call your local campus for the most current course offerings.
<table>
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<tr>
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<tbody>
<tr>
<td>Radiologic Technology (ASRT)</td>
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<tr>
<td>Software Development (ASSD/AASSD)</td>
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<td>C/O</td>
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<td>Surgical Technology (ASST/AASST)</td>
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<tr>
<td>Technology Studies (ASTS/AASTS)</td>
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<td>C/O</td>
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<td>Therapeutic Massage (ASTMT)</td>
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**Diploma and Certificate Programs Eligible for Title IV Federal Financial Aid Funding**

<table>
<thead>
<tr>
<th>Program</th>
<th>Akron</th>
<th>Atlanta</th>
<th>Birmingham</th>
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<th>Omaha</th>
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<tr>
<td>Bookkeeping and Payroll Accounting (DBPA)</td>
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<tr>
<td>Dental Assisting (DDA)</td>
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<tr>
<td>Insurance Billing and Coding Specialist (DIBCS)</td>
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<tr>
<td>Medical Assisting Services (DMAS)</td>
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<tr>
<td>Medical Office Administration (DMOA)</td>
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<td>Network Systems (DNS)</td>
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<td>Personal Fitness Training (DPFT)</td>
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<td>Practical Nursing (DPNAL/DPNFL)</td>
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<tr>
<td>Therapeutic Massage (DTM)</td>
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**Diploma and Certificate Programs Not Eligible for Title IV Federal Financial Aid Funding**

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<tr>
<td>Cisco Certified Network Associate (CCCNA)</td>
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<tr>
<td>Emergency Medical Technician — Basic (CEMTB)</td>
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*C=Program offered at least partially on campus (core courses)*

*O=Program offered fully online*
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<th>Program Offered</th>
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<tbody>
<tr>
<td>Emergency Medical Technician — Advanced (CEMTA)</td>
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<tr>
<td>Emergency Medical Technician — Paramedic (DEMTP)</td>
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</table>

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Please call your local campus for the most current course offerings.
UNDERGRADUATE PROGRAMS OF STUDY

General Education
GENERAL EDUCATION REQUIREMENTS

General education is a highly valued and integral part of all the associate's and bachelor's degrees at Herzing University. The value of a sound general education for a well-rounded college graduate, including those in highly technical fields, is articulated in the University's general education philosophy statement below. The requirements suggested on the following pages apply to all associate's and bachelor's degrees, unless specified differently in a specific program outline.

HERZING UNIVERSITY GENERAL EDUCATION PHILOSOPHY STATEMENT

The purpose of the general education requirements is to ensure that every graduate of Herzing University acquires an essential core of an undergraduate education that establishes the foundations for living a productive life, appreciating the liberal arts, and engaging in life-long learning in a continually changing world. For this reason, these core requirements provide for breadth across technical and non-technical courses, which include science, mathematics, computer literacy, communications, critical thinking, and cultural diversity. A graduate of Herzing University is expected to be able to apply analytical skills appropriate for a university-educated person and to be able to investigate issues that arise while living in a culturally diverse society.

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE’S DEGREES

PROGRAM OUTCOMES

Upon completion of the general education requirements, students should be able to:

1. Express themselves in a coherent way both personally and professionally
2. Incorporate research and synthesis skills into their personal and professional practice
3. Manipulate appropriate technology for papers, projects, research, and reports
4. Apply analytical skills to solve problems
5. Analyze the implications of diversity in society

Students enrolled in associate's degree programs must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Some programs may require more semester credit hours of general education, depending on their content and outcomes. *

4.00 Semester Credit Hours in Computer Applications •
3.00 Semester Credit Hours in English Composition
3.00 Semester Credit Hours in General Education Electives •
1.00 Semester Credit Hour in Information Literacy
4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
3.00 Semester Credit Hours in Natural Science or Humanities With a Critical Thinking Focus ** • ▲
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, science, or logic.

• In the state of Minnesota, a minimum of 20.00 semester credit hours in general education is required, not counting computer applications. However, all Herzing University students must complete a minimum of 24.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from all associate’s degree programs. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

▲ Students in the state of Georgia must take a science course to fulfill this requirement.
SUGGESTED HERZING UNIVERSITY COURSES FOR MEETING ASSOCIATE’S DEGREE PROGRAM GENERAL EDUCATION REQUIREMENTS

The Herzing University courses listed below meet the requirements in each of the general education categories. Courses transferred from other accredited colleges may also be used to meet these requirements.

4.00 Semester Credit Hours in Computer Applications

*Course Number* | *Course Name* | *Prerequisites/Corequisites* | *Semester Credit Hours*
--- | --- | --- | ---
IS 102 | Computers and Application Software | None | 4.00

3.00 Semester Credit Hours in English Composition

*Course Number* | *Course Name* | *Prerequisites/Corequisites* | *Semester Credit Hours*
--- | --- | --- | ---
EN 104 | English Composition I | EN 090 or test-out | 3.00

3.00 Semester Credit Hours in General Education Electives

This requirement may be satisfied by choosing any course not already taken from the following course areas:

- EC Economics
- EN English
- FL Foreign Language
- HU Humanities
- MA Mathematics
- PS Psychology
- SC Natural Science
- SS Social Science

1.00 Semester Credit Hour in Information Literacy

*Course Number* | *Course Name* | *Prerequisites/Corequisites* | *Semester Credit Hours*
--- | --- | --- | ---
EN 106 | Information Literacy and Research Writing | EN 090 or test-out | 1.00

4.00 Semester Credit Hours in Mathematics (College Algebra or Above)

*Course Number* | *Course Name* | *Prerequisites/Corequisites* | *Semester Credit Hours*
--- | --- | --- | ---
MA 107 | College Algebra | MA 090 or test-out | 4.00

3.00 Semester Credit Hours in Natural Science or Humanities With a Critical Thinking Focus

*Course Number* | *Course Name* | *Prerequisites/Corequisites* | *Semester Credit Hours*
--- | --- | --- | ---
HU 101 | Critical Thinking | None | 3.00
SC 165 | General Microbiology | None/Corequisite SC 165L | 2.00
SC 165L | General Microbiology Lab | None/Corequisite SC 165 | 1.00
3.00 Semester Credit Hours in Social or Behavioral Science

**Suggested Herzing courses:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 101</td>
<td>Psychology</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>SS 120</td>
<td>Introduction to Sociology</td>
<td>None</td>
<td>3.00</td>
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<tr>
<td>SS 130</td>
<td>Diversity in American Society</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>SS 340</td>
<td>Social Structure and Culture in the United States</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>SS 350</td>
<td>Social Issues and Technology</td>
<td>None</td>
<td>3.00</td>
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</table>

3.00 Semester Credit Hours in Speech

**Suggested Herzing course:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 116</td>
<td>Speech</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION REQUIREMENTS FOR BACHELOR’S DEGREES**

**PROGRAM OUTCOMES**

Upon completion of the general education requirements, students should be able to:

1. Express themselves in a coherent way both personally and professionally
2. Incorporate research and synthesis skills into their personal and professional practice
3. Manipulate appropriate technology for papers, projects, research, and reports
4. Apply analytical skills to solve problems
5. Analyze the implications of diversity in society

Students enrolled in bachelor’s degrees must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Some programs may require more semester credit hours of general education, depending on their content and outcomes. *

4.00 Semester Credit Hours in Computer Applications ♦
3.00 Semester Credit Hours in Cultural Diversity
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours in General Education Electives ♦
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ♦ ♦
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
4.00 Semester Credit Hours in Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ In the state of Minnesota, a minimum of 30.00 semester credit hours in general education is required, not counting computer applications. However, all Herzing University students must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from all bachelor’s degree programs. Minnesota
students must complete at least 4.00 semester credit hours of general education in the humanities.

SUGGESTED HERZING UNIVERSITY COURSES FOR MEETING BACHELOR'S DEGREE GENERAL EDUCATION REQUIREMENTS

The Herzing University courses listed below meet the requirements in each of the general education categories. Courses transferred from other accredited colleges may also be used to meet these requirements.

4.00 Semester Credit Hours in Computer Applications

*Suggested Herzing course:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 102</td>
<td>Computers and Application Software</td>
<td>None</td>
<td>4.00</td>
</tr>
</tbody>
</table>

3.00 Semester Credit Hours in Cultural Diversity

*Suggested Herzing course:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS 310</td>
<td>Cultural Diversity</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

6.00 Semester Credit Hours in English Composition or Literature

*Suggested Herzing courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 104</td>
<td>English Composition I</td>
<td>EN 090 or test-out</td>
<td>3.00</td>
</tr>
<tr>
<td>EN 251</td>
<td>Writing About Literature</td>
<td>EN 104</td>
<td>3.00</td>
</tr>
<tr>
<td>EN 325</td>
<td>Creative Writing</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

3.00 Semester Credit Hours in General Education Electives

This requirement may be satisfied by choosing any course not already taken from the following course areas, provided that 9 hours of general education courses are at the 300- to 400-level.

- EC Economics
- EN English
- FL Foreign Language
- HU Humanities
- MA Mathematics
- PS Psychology
- SC Natural Science
- SS Social Science

3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus

*Suggested Herzing courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU 101</td>
<td>Critical Thinking</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>SC 165</td>
<td>General Microbiology</td>
<td>None/Corequisite SC 165L</td>
<td>2.00</td>
</tr>
<tr>
<td>SC 165L</td>
<td>General Microbiology Lab</td>
<td>None/Corequisite SC 165</td>
<td>1.00</td>
</tr>
</tbody>
</table>
1.00 Semester Credit Hour in Information Literacy

*Suggested Herzing course:*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 106</td>
<td>Information Literacy and Research Writing</td>
<td>EN 090 or test out</td>
<td>1.00</td>
</tr>
</tbody>
</table>

7.00 Semester Credit Hours in Mathematics (College Algebra or Above)

*Suggested Herzing courses:*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 107</td>
<td>College Algebra</td>
<td>MA 090 or test-out</td>
<td>4.00</td>
</tr>
<tr>
<td>MA 204</td>
<td>Trigonometry</td>
<td>MA 107</td>
<td>3.00</td>
</tr>
<tr>
<td>MA 320</td>
<td>Statistics</td>
<td>MA 107</td>
<td>3.00</td>
</tr>
</tbody>
</table>

4.00 Semester Credit Hours of Natural Science With a Lab Component

*Suggested Herzing courses:*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC 358</td>
<td>Physics</td>
<td>MA 204/Corequisite SC 358L</td>
<td>3.00</td>
</tr>
<tr>
<td>SC 358L</td>
<td>Physics Lab</td>
<td>MA 204/Corequisite SC 358</td>
<td>1.00</td>
</tr>
<tr>
<td>SC 370</td>
<td>Environmental Science</td>
<td>EN 104 and MA 107/Corequisite SC 370L</td>
<td>3.00</td>
</tr>
<tr>
<td>SC 370L</td>
<td>Environmental Science Lab</td>
<td>EN 104 and MA 107/Corequisite SC 370</td>
<td>1.00</td>
</tr>
</tbody>
</table>

3.00 Semester Credit Hours in Social or Behavioral Science

*Suggested Herzing courses:*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 101</td>
<td>Psychology</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>SS 120</td>
<td>Introduction to Sociology</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>SS 340</td>
<td>Social Structure and Culture in the United States</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>SS 350</td>
<td>Social Issues and Technology</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

3.00 Semester Credit Hours in Speech

*Suggested Herzing course:*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 116</td>
<td>Speech</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>
UNDERGRADUATE PROGRAMS OF STUDY

Bachelor of Science Programs

Toledo Campus

Atlanta Campus
BACHELOR OF SCIENCE IN ACCOUNTING (BSA)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This Bachelor of Science in Accounting program prepares students for challenging careers and positions of leadership in both private and public sectors. It offers upper-level courses in financial accounting, auditing, taxation and cost accounting and introduces students to multiple functional aspects of business in general. Upon completion of this program, students are able to apply computer, communication, and decision-making skills to management accounting techniques to support accounting activities. These activities include maintenance of accounting records, the preparation of financial statements, inventory tracking, valuation, and the preparation of tax returns.

This Bachelor of Science in Accounting program at Herzing University does not fulfill all of the requirements for a graduate to take the Certified Public Accountant (CPA) exam or apply for licensure as a CPA in most states/jurisdictions. Most states/jurisdictions require a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction) as well as several years of professional experience working in accounting to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which this program does not have at this time, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Apply industry standard accounting principles and accounting based software to financial information
2. Demonstrate mastery of systems, industry standard spreadsheets, databases, and accounting
3. Articulate organizational, operational, ethical, legal and economic issues affecting the accounting industry
4. Apply analytical skills needed to solve financial problems
5. Articulate an understanding of the importance of a global business perspective
6. Demonstrate an understanding of the impact of the conversion from GAAP to IFRS.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, accountant, auditor, budget analyst, credit analyst, financial examiner, tax examiner, collector, and revenue agent.

PROGRAM CONTENT

A minimum of 123.00 semester credit hours is required for graduation.

REQUIRED MANAGEMENT CORE COURSES

All courses, 36.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 220</td>
<td>Finance</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 204</td>
<td>The Digital Firm and Business Communications</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 206</td>
<td>Business Law I</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 220</td>
<td>Principles of Marketing</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------</td>
<td>------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>BU 302 or</td>
<td>Leadership and Organizational Behavior or</td>
<td>BU 106 or BU 550</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 600</td>
<td>Leadership and Organizational Behavior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BU 327</td>
<td>Business Ethics</td>
<td>BU 206</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 345</td>
<td>Project Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BU 407 or</td>
<td>Quantitative Decision Making or</td>
<td>(MA 204 or MA 225 or MA 320) or None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 550</td>
<td>Research and Decision Making</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EC 111</td>
<td>Principles of Microeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 121</td>
<td>Principles of Macroeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### REQUIRED COURSES IN ACCOUNTING

All courses, 42.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 110</td>
<td>Payroll Accounting</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 212</td>
<td>Taxation I</td>
<td>AC 216</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 216</td>
<td>Accounting II</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 221*</td>
<td>Taxation II</td>
<td>AC 212</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 306</td>
<td>Managerial Cost Accounting</td>
<td>AC 216</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 313</td>
<td>Intermediate Accounting I</td>
<td>AC 216</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 330</td>
<td>Intermediate Accounting II</td>
<td>AC 313</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 335</td>
<td>Computerized Accounting</td>
<td>AC 216</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 413</td>
<td>Advanced Financial Accounting I</td>
<td>AC 330</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 416</td>
<td>Governmental and Non-profit Accounting</td>
<td>AC 330</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 418</td>
<td>Auditing</td>
<td>AC 330</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 426</td>
<td>Advanced Financial Accounting II</td>
<td>AC 413</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 310</td>
<td>Business Law II</td>
<td>BU 206</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 421</td>
<td>Operations Management</td>
<td>AC 216</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### OPEN ELECTIVE COURSES

A minimum of 3.00 semester credit hours of open electives is required.

* Students in the state of Alabama must complete 3.00 additional semester credit hours in a special-topics course in advanced auditing and 3.00 semester credit hours in a special-topics course in advanced taxation. AC 221 Taxation II satisfies the advanced taxation requirement. Students in the state of Alabama must take AC 435 Advanced Auditing to satisfy the advanced auditing requirement.
REQUIRED CAPSTONE OR INTERNSHIP

3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 491</td>
<td>Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 495*</td>
<td>Internship</td>
<td>Final semester, PGPA of at least 2.50, and PD 214</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 4.00 Semester Credit Hours in Computer Applications ♦
- 3.00 Semester Credit Hours in Cultural Diversity
- 6.00 Semester Credit Hours in English Composition or Literature
- 3.00 Semester Credit Hours of General Education Electives ♦ ♦
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ♦ ♦
- 1.00 Semester Credit Hour in Information Literacy
- 7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 4.00 Semester Credit Hours of Natural Science With a Lab Component
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, science, or logic.

♦ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSA program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

❖ Students must take HU 210 Ethics, Values, and Professional Responsibility as a general education elective to satisfy a requirement for the CPA exam.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the BU 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT WITH NO CONCENTRATION (BSBMNC)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program focuses on introductory business principles by providing the competencies for entry-level general management training positions. These career opportunities may be in areas such as accounting, accounts payable, accounts receivable, business administration, human resources, and hospitality.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Define operational, ethical, legal, and human resource issues associated with business management
2. Analyze financial information using standard tools to support and evaluate managerial decision-making.
3. Develop a marketing plan
4. Formulate strategic business solutions

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, general and operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT
A minimum of 123.00 semester credit hours is required for graduation.

REQUIRED MANAGEMENT CORE COURSES
All courses, 36.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 220</td>
<td>Finance</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 204</td>
<td>The Digital Firm and Business Communications</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 206</td>
<td>Business Law I</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 220</td>
<td>Principles of Marketing</td>
<td>BU 106 or BU 550</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 302 or BU 600</td>
<td>Leadership and Organizational Behavior or Leadership and Organizational Behavior</td>
<td>BU 106 or BU 550</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 327</td>
<td>Business Ethics</td>
<td>BU 206</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 345</td>
<td>Project Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 407 or BU 550</td>
<td>Quantitative Decision Making or Research and Decision Making</td>
<td>(MA 204 or MA 225 or MA 320) or None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 111</td>
<td>Principles of Microeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 121</td>
<td>Principles of Macroeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

BUSINESS ELECTIVE COURSES *
A minimum of 9.00 semester credit hours is required. Students may take any business, accounting, human resources, or economics course.
OPEN ELECTIVE COURSES *
A minimum of 36.00 semester credit hours of open electives is required.

* A minimum of 12.00 semester credit hours between these two open elective categories must be at the 300- to 400-level.

REQUIRED CAPSTONE OR INTERNSHIP
3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 491</td>
<td>Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 495 *</td>
<td>Internship</td>
<td>Final semester, PGPA of at least 2.50, and PD 214</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

REQUIRED COURSES IN GENERAL EDUCATION
Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

4.00 Semester Credit Hours in Computer Applications ♦
3.00 Semester Credit Hours in Cultural Diversity
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours in General Education Electives ♦
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ♦ ♦
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
4.00 Semester Credit Hours of Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSBMNC program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
2.00 semester credit hours are required. Students taking the BU 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT
WITH A CONCENTRATION IN BUSINESS ADMINISTRATION (BSBMBBA)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program emphasizes a generalist approach to management education by providing the skills and knowledge for entry-level general management training positions. These career opportunities may be in areas such as accounting, accounts payable, accounts receivables, business administration, human resources, and hospitality.

BUSINESS MANAGEMENT CORE PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Define operational, ethical, legal, and human resource issues associated with business management
2. Analyze financial information using standard tools to support and evaluate managerial decision-making.
3. Develop a marketing plan
4. Formulate strategic business solutions

BUSINESS ADMINISTRATION CONCENTRATION PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

5. Apply strategic and operational business plans for a global environment.
7. Demonstrate the application of accounting principles to financial statement preparation and analysis and how technology can be used as a problem-solving tool.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, general and operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT
A minimum of 123.00 semester credit hours is required for graduation.

REQUIRED MANAGEMENT CORE COURSES
All courses, 36.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 220</td>
<td>Finance</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 204</td>
<td>The Digital Firm and Business Communications</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 206</td>
<td>Business Law I</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 220</td>
<td>Principles of Marketing</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 302 or</td>
<td>Leadership and Organizational Behavior or</td>
<td>BU 106 or</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 600</td>
<td>Leadership and Organizational Behavior</td>
<td>BU 550</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 327</td>
<td>Business Ethics</td>
<td>BU 206</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
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<td>---------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>BU 345</td>
<td>Project Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 407 or</td>
<td>Quantitative Decision Making or</td>
<td>(MA 204 or MA 225 or MA 320) or None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 550</td>
<td>Research and Decision Making</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 111</td>
<td>Principles of Microeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 121</td>
<td>Principles of Macroeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### REQUIRED COURSES IN BUSINESS ADMINISTRATION

All courses, 18.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 216</td>
<td>Accounting II</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 307 or</td>
<td>Organizational Change or</td>
<td>BU 106 or</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 550 or</td>
<td>Research and Decision Making or</td>
<td>BU 106 or</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 600</td>
<td>Leadership and Organizational Behavior</td>
<td>BU 550</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 331</td>
<td>Managing Information Systems</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 406</td>
<td>International Business</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 461 or</td>
<td>Human Resource Management or</td>
<td>BU 106 or</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 550 or</td>
<td>Research and Decision Making or</td>
<td>BU 106 or</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 600</td>
<td>Leadership and Organizational Behavior</td>
<td>BU 550</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 482</td>
<td>Strategic Management</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### OPEN ELECTIVE COURSES

A minimum of 27.00 semester credit hours of open electives is required. A minimum of 12.00 semester credit hours must be at the 300- to 400-level.

### REQUIRED CAPSTONE OR INTERNSHIP

3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 491</td>
<td>Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 495 *</td>
<td>Internship</td>
<td>Final semester, PGPA of at least 2.50, and PD 214</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

### REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

- 4.00 Semester Credit Hours in Computer Applications ✦
- 3.00 Semester Credit Hours in Cultural Diversity
- 6.00 Semester Credit Hours in English Composition or Literature
- 3.00 Semester Credit Hours in General Education Electives ✦
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ✦✦
- 1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
4.00 Semester Credit Hours of Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

° The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSBMBA program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
2.00 semester credit hours are required. Students taking the BU 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT
WITH A CONCENTRATION IN ENTREPRENEURIAL STUDIES (BSBMES)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This bachelor’s degree is designed to provide an understanding of the roles and responsibilities, functions, and challenges of today’s entrepreneurs. Students will take classes to increase their knowledge and understanding of the importance of entrepreneurial law, social responsibility, product development, and innovation. The goal of the program is to provide students with the basic knowledge and skills necessary to start a small business or develop an existing business upon graduation. By the end of the program, students should be able to develop a comprehensive business plan, which includes a well-constructed financial and marketing component.

BUSINESS MANAGEMENT CORE PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Define operational, ethical, legal, and human resource issues associated with business management
2. Analyze financial information using standard tools to support and evaluate managerial decision-making.
3. Develop a marketing plan
4. Formulate strategic business solutions

ENTREPRENEURIAL STUDIES CONCENTRATION PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

5. Demonstrate effective sales and negotiation skills.
6. Gain a working knowledge of how to overcome economic constraints.
7. Demonstrate a basic working knowledge of human resource functions and their impact on small businesses.
8. Examine various ways to obtain capital and financing for a business.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, general and operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT
A minimum of 123.00 semester credit hours is required for graduation.

REQUIRED MANAGEMENT CORE COURSES
All courses, 36.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 220</td>
<td>Finance</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 204</td>
<td>The Digital Firm and Business Communications</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 206</td>
<td>Business Law I</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 220</td>
<td>Principles of Marketing</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 302 or BU 600</td>
<td>Leadership and Organizational Behavior or</td>
<td>BU 106 or BU 550</td>
<td>3.00</td>
</tr>
</tbody>
</table>


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<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 327</td>
<td>Business Ethics</td>
<td>BU 206</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 345</td>
<td>Project Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 407 or BU 550</td>
<td>Quantitative Decision Making or Research and Decision Making</td>
<td>(MA 204 or MA 225 or MA 320) or None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 111</td>
<td>Principles of Microeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 121</td>
<td>Principles of Macroeconomics</td>
<td>None</td>
<td>3.00</td>
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</table>

**REQUIRED COURSES IN ENTREPRENEURSHIP**

All courses, 36.00 semester credit hours, are required.

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<tbody>
<tr>
<td>AC 216</td>
<td>Accounting II</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 306</td>
<td>Managerial Cost Accounting</td>
<td>AC 216</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 216</td>
<td>Social Media</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 235</td>
<td>Entrepreneurship</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 247</td>
<td>Advertising and Public Relations</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 310</td>
<td>Business Law II</td>
<td>BU 206</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 328</td>
<td>Product Development and Innovation</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 332</td>
<td>Small Business Development and Planning</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 336</td>
<td>Art of Negotiation</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 406</td>
<td>International Business</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 447</td>
<td>Marketing Research</td>
<td>BU 220 and MA 320</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 450</td>
<td>Marketing Strategy</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**OPEN ELECTIVE COURSES**

A minimum of 9.00 semester credit hours of open electives are required.

**REQUIRED CAPSTONE OR INTERNSHIP**

3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BU 491</td>
<td>Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 495 *</td>
<td>Internship</td>
<td>Final semester, PGPA of at least 2.50, and PD 214</td>
<td>3.00</td>
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</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.
REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.*

4.00 Semester Credit Hours in Computer Applications
3.00 Semester Credit Hours in Cultural Diversity
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours of General Education Electives
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus **
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
4.00 Semester Credit Hours of Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

▲ Students in the BSBMES program must take MA 320 Statistics.

▲ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor's degrees, not counting computer applications. However, all Herzing University students in the BSBMES program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the BU 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT
WITH A CONCENTRATION IN HUMAN RESOURCE DEVELOPMENT (BSBMHRD)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program prepares individuals to apply integrated training, organizational development, career planning, and counseling skills to the design, management, and evaluation of programs to improve individual productivity, employability, job satisfaction, and organizational effectiveness. The program includes instruction in psychology, organizational behavior, principles of adult education, occupational counseling, skill testing and evaluation, program design, consulting practice, organizational development, and applications for issues such as training, management development, customer service, and lean management.

BUSINESS MANAGEMENT CORE PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:
1. Define operational, ethical, legal, and human resource issues associated with business management
2. Analyze financial information using standard tools to support and evaluate managerial decision-making.
3. Develop a marketing plan
4. Formulate strategic business solutions

HUMAN RESOURCE DEVELOPMENT CONCENTRATION PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:
5. Apply knowledge of integrated training and career planning in achieving organizational effectiveness.
6. Describe how psychology and organizational behavior are utilized in the design and management of business programs.
7. Apply mathematical, statistical, and research techniques to analyze contemporary business practices and functions in conducting research.
8. Utilize human resource information technology to make management decisions.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, general and operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT
A minimum of 123.00 semester credit hours is required for graduation.

REQUIRED MANAGEMENT CORE COURSES
All courses, 36.00 semester credit hours, are required.

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 220</td>
<td>Finance</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 204</td>
<td>The Digital Firm and Business Communications</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 206</td>
<td>Business Law I</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 220</td>
<td>Principles of Marketing</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
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<tr>
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</tr>
<tr>
<td>BU 302 or</td>
<td>Leadership and Organizational Behavior or</td>
<td>BU 106 or</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 600</td>
<td>Leadership and Organizational Behavior</td>
<td>BU 550</td>
<td></td>
</tr>
<tr>
<td>BU 327</td>
<td>Business Ethics</td>
<td>BU 206</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 345</td>
<td>Project Management</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>BU 407 or</td>
<td>Quantitative Decision Making or</td>
<td>(MA 204 or MA 225 or MA 320) or</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 550</td>
<td>Research and Decision Making</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>EC 111</td>
<td>Principles of Microeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 121</td>
<td>Principles of Macroeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### REQUIRED COURSES IN HUMAN RESOURCE DEVELOPMENT

All courses, 36.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AC 216</td>
<td>Accounting II</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 307 or</td>
<td>Organizational Change or</td>
<td>BU 106 or</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 550 or</td>
<td>Research and Decision Making or</td>
<td>None or</td>
<td>3.00</td>
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<tr>
<td>BU 600</td>
<td>Leadership and Organizational Behavior</td>
<td>BU 550</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 461 or</td>
<td>Human Resource Management or</td>
<td>BU 106 or</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 550 or</td>
<td>Research and Decision Making or</td>
<td>None or</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 600</td>
<td>Leadership and Organizational Behavior</td>
<td>BU 550</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 470</td>
<td>International Human Resource Management</td>
<td>BU 461, HR 100, and SS 310</td>
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<tr>
<td>HR 100</td>
<td>Introduction to Human Resource Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>HR 220</td>
<td>Human Resource Information Systems</td>
<td>HR 100 and IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>HR 230</td>
<td>Employment Law and Labor Relations</td>
<td>BU 206 and HR 100</td>
<td>3.00</td>
</tr>
<tr>
<td>HR 310</td>
<td>Compensation and Benefits</td>
<td>HR 100 or HR 230</td>
<td>3.00</td>
</tr>
<tr>
<td>HR 320</td>
<td>Training and Development</td>
<td>HR 100</td>
<td>3.00</td>
</tr>
<tr>
<td>HR 330</td>
<td>Risk Management</td>
<td>HR 100</td>
<td>3.00</td>
</tr>
<tr>
<td>HR 340</td>
<td>Alternative Dispute Resolution (ADR) Essentials</td>
<td>HR 100</td>
<td>3.00</td>
</tr>
<tr>
<td>HR 410</td>
<td>Strategic Staffing</td>
<td>HR 230, HR 310 and HR 320</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### OPEN ELECTIVE COURSES

A minimum of 6.00 semester credit hours of open electives is required. A minimum of 3.00 semester credit hours must be at the 300- to 400-level.

### REQUIRED CAPSTONE OR INTERNSHIP

3 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 491</td>
<td>Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 495 [*]</td>
<td>Internship</td>
<td>Final semester, PGPA of at least 2.50, and PD 214</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.
REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 40.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

4.00 Semester Credit Hours in Computer Applications ♦
3.00 Semester Credit Hours in Cultural Diversity
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours in General Education Electives ♦
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ** ♦
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
4.00 Semester Credit Hours of Natural Science With a Lab Component
6.00 Semester Credit Hours in Social or Behavioral Science ♦
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 40.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSBMHRD program must complete a minimum of 40.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

▲ Students in the BSBMHRD program must take PS 101 Psychology and PS 310 Industrial Psychology to satisfy this general education requirement.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the BU 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>

* * *
BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT
WITH A CONCENTRATION IN INTERNATIONAL BUSINESS (BSBMIB)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This bachelor’s program is designed to provide an understanding of businesses in a global environment. Students will be equipped with the necessary skills and academic knowledge for entry-level positions in international companies. Areas of focus in international business include marketing, banking, finance, economics, exporting, importing, cultural protocol, and foreign language. Students will learn the social, cultural, legal, political, and technological barriers to international business and understand international trade and investment opportunities while demonstrating how to manage international business affairs.

BUSINESS MANAGEMENT CORE PROGRAM OUTCOMES
Upon completion of their program, the student should be able to:

1. Define operational, ethical, legal, and human resource issues associated with business management
2. Analyze financial information using standard tools to support and evaluate managerial decision-making.
3. Develop a marketing plan
4. Formulate strategic business solutions

INTERNATIONAL BUSINESS CONCENTRATION PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

5. Demonstrate the ability to manage international business affairs and implement effective business decisions in a global environment.
6. Demonstrate knowledge of research methods for examining cultural, geographical, technological, legal, political, and socioeconomic obstacles to international business.
7. Demonstrate knowledge of marketing decisions and management processes required in export operations development.
8. Demonstrate an understanding of the international banking practices and the impact of international financial markets complexities on competitive international markets.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, general and operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT
A minimum of 123.00 semester credit hours is required for graduation.

REQUIRED MANAGEMENT CORE COURSES
All courses, 36.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 220</td>
<td>Finance</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 204</td>
<td>The Digital Firm and Business Communications</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 206</td>
<td>Business Law I</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>BU 220</td>
<td>Principles of Marketing</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 302 or BU 600</td>
<td>Leadership and Organizational Behavior or</td>
<td>BU 106 or BU 550</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 327</td>
<td>Business Ethics</td>
<td>BU 206</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 345</td>
<td>Project Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 407 or BU 550</td>
<td>Quantitative Decision Making or</td>
<td>(MA 204 or MA 225 or MA 320) or</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 111</td>
<td>Principles of Microeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 121</td>
<td>Principles of Macroeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**REQUIRED COURSES IN INTERNATIONAL BUSINESS**

All courses, 33.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 216</td>
<td>Accounting II</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 226</td>
<td>Export Management and International Business Strategy</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 307 or BU 550</td>
<td>Organizational Change or</td>
<td>BU 106 or BU 550</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 600</td>
<td>Leadership and Organizational Behavior</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 310</td>
<td>Business Law II</td>
<td>BU 206</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 331</td>
<td>Managing Information Systems</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 337</td>
<td>International Banking and Finance</td>
<td>AC 220</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 361</td>
<td>Cross-Cultural Management Dimensions</td>
<td>BU 106 and SS 310</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 406</td>
<td>International Business</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 421</td>
<td>Operations Management</td>
<td>AC 216</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 440</td>
<td>International Marketing</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 482</td>
<td>Strategic Management</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**OPEN ELECTIVE COURSES**

A minimum of 12.00 semester credit hours is required.

**REQUIRED CAPSTONE OR INTERNSHIP**

3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 491</td>
<td>Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 495 *</td>
<td>Internship</td>
<td>Final semester, PGPA of at least 2.50, and PD 214</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.
REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.*

- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in Cultural Diversity
- 6.00 Semester Credit Hours in English Composition or Literature
- 3.00 Semester Credit Hours of General Education Electives
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus **
- 1.00 Semester Credit Hour in Information Literacy
- 7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 4.00 Semester Credit Hours of Natural Science With a Lab Component
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

◆ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSBMIB program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the BU 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT WITH A CONCENTRATION IN MARKETING (BSBMM)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This bachelor’s program is designed to prepare students with an understanding of the complex relationship between markets and customers and the practical and theoretical skills needed to market a product in a competitive business environment. The core components of the marketing program concentration are advertising, marketing on the internet, consumer behavior, marketing research, marketing strategy, new product development, international marketing, professional selling, and sales management.

BUSINESS MANAGEMENT CORE PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Define operational, ethical, legal, and human resource issues associated with business management
2. Analyze financial information using standard tools to support and evaluate managerial decision-making.
3. Develop a marketing plan
4. Formulate strategic business solutions

MARKETING CONCENTRATION PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

5. Demonstrate an application of the marketing mix to marketing practices.
6. Develop an understanding of innovative product development.
7. Demonstrate knowledge of secondary, qualitative, and quantitative marketing research methods, skills, and techniques.
8. Recognize and manage the differences stemming from the application of the principles and the techniques of marketing across national boundaries.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, general and operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT
A minimum of 123.00 semester credit hours is required for graduation.

REQUIRED MANAGEMENT CORE COURSES
All courses, 36.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 220</td>
<td>Finance</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 204</td>
<td>The Digital Firm and Business Communications</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 206</td>
<td>Business Law I</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 220</td>
<td>Principles of Marketing</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 302 or</td>
<td>Leadership and Organizational Behavior or</td>
<td>BU 106 or</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 600</td>
<td>Leadership and Organizational Behavior</td>
<td>BU 550</td>
<td></td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>BU 327</td>
<td>Business Ethics</td>
<td>BU 206</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 345</td>
<td>Project Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 407 or BU 550</td>
<td>Quantitative Decision Making or Research and Decision Making</td>
<td>(MA 204 or MA 225 or MA 320) or None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 111</td>
<td>Principles of Microeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 121</td>
<td>Principles of Macroeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**REQUIRED COURSES IN MARKETING**

All courses, 33.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 216</td>
<td>Accounting II</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 215</td>
<td>Marketing on the Internet</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 216</td>
<td>Social Media</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 230</td>
<td>Customer Relationship Management</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 247</td>
<td>Advertising and Public Relations</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 275</td>
<td>Consumer Behavior</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 328</td>
<td>Product Development and Innovation</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 375</td>
<td>Professional Selling and Sales Management</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 440</td>
<td>International Marketing</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 447</td>
<td>Marketing Research</td>
<td>BU 220 and MA 320</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 450</td>
<td>Marketing Strategy</td>
<td>BU 220</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**OPEN ELECTIVE COURSES**

A minimum of 12.00 semester credit hours of open electives is required. At least 3.00 semester credit hours must be 300- to 400-level courses.

**REQUIRED CAPSTONE OR INTERNSHIP**

3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 491</td>
<td>Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 495 *</td>
<td>Internship</td>
<td>Final semester, PGPA of at least 2.50, and PD 214</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.
REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

4.00 Semester Credit Hours in Computer Applications *
3.00 Semester Credit Hours in Cultural Diversity
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours in General Education Electives *
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ** *
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above) ▲
4.00 Semester Credit Hours in Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, science or logic.

▲ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSBMM program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

A minimum of 2.00 semester credit hours is required. Students taking the BU 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Students in the BSBMM program must take MA 320 Statistics.
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE WITH NO MINOR OR CONCENTRATION (BSCJNM)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This program provides students with comprehensive academic knowledge of criminology, law enforcement, corrections, and the criminal justice system as well as the skills and techniques used in these disciplines. This degree can also provide advancement opportunities for law enforcement personnel requiring a bachelor’s degree when applying for or advancing within the profession. (Some states, including Minnesota, may require state certification or academy completion before being hired in a law enforcement position.)

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Explain the inter relationship between law enforcement, our judicial system, and correctional agencies.
2. Evaluate social and ethical issues affecting public safety personnel.
3. Evaluate civil liability issues faced by public safety personnel and how this applies to their decision making.
4. Differentiate investigative techniques, evidence collection, and criminalistics for various criminal offenses.
5. Describe public safety issues created by acts of terrorism including public preparedness and response.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, first-line supervisor of correctional officer, first-line supervisor, police officer, and detective.

PROGRAM CONTENT

A minimum of 122.00 semester credit hours is required for graduation.

REQUIRED COURSES IN CRIMINAL JUSTICE

All courses, 48.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 105</td>
<td>Introduction to Criminal Justice</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 115</td>
<td>Criminal Law</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 120</td>
<td>Introduction to Criminology</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 130</td>
<td>Introduction to Law and Judicial Process</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 200</td>
<td>Introduction to Corrections</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 210</td>
<td>Law Enforcement Security</td>
<td>CJ 130</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 220</td>
<td>Ethics in Law Enforcement</td>
<td>CJ 105</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 230</td>
<td>Evidence Forensics</td>
<td>CJ 130</td>
<td>4.00</td>
</tr>
<tr>
<td>CJ 250</td>
<td>Juvenile Justice</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 300</td>
<td>Criminalistics</td>
<td>CJ 230</td>
<td>4.00</td>
</tr>
<tr>
<td>CJ 310</td>
<td>Criminal Investigation</td>
<td>CJ 105</td>
<td>4.00</td>
</tr>
<tr>
<td>CJ 320</td>
<td>Civil Liability in Public Safety</td>
<td>CJ 115</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 400</td>
<td>Criminal Psychology</td>
<td>PS 101</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
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<td>----------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>CJ 420</td>
<td>Narcotics and Drug Abuse</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>HS 100</td>
<td>Introduction to Homeland Security</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**OPEN ELECTIVE COURSES**

A minimum of 31.00 semester credit hours of open electives is required. At least 14.00 semester credit hours must be at the 300-400 level.

**REQUIRED CAPSTONE OR INTERNSHIP**

4.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 491</td>
<td>Criminal Justice Capstone Project</td>
<td>Final semester</td>
<td>4.00</td>
</tr>
<tr>
<td>HS 494 *</td>
<td>Internship</td>
<td>Final semester and PD 214</td>
<td>4.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

**REQUIRED COURSES IN GENERAL EDUCATION**

Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

4.00 Semester Credit Hours in Computer Applications ♦
3.00 Semester Credit Hours in Cultural Diversity
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours in General Education Electives ♦
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ** ♦
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
4.00 Semester Credit Hours of Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSCJNM program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required. Students taking the HS 494 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE WITH A CONCENTRATION IN HOMELAND SECURITY (BSCJHS)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program provides students with a comprehensive academic knowledge of public safety; including criminology, law enforcement, courts, fire science, corrections, and industrial security as it relates to the coordination of homeland security activities between public safety agencies at various levels of government as well as the skills and techniques used in these disciplines. This degree can also provide advancement opportunities for law enforcement personnel requiring a bachelor’s degree when applying for or advancing within the profession. (Some states, including Minnesota, may require state certification or academy completion before being hired in a law enforcement position.)

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:
1. Explain the inter relationship between law enforcement, our judicial system, and correctional agencies.
2. Evaluate social and ethical issues affecting public safety personnel.
3. Evaluate civil liability issues faced by public safety personnel and how this applies to their decision making.
4. Differentiate investigative techniques, evidence collection, and criminalistics for various criminal offenses.
5. Describe public safety issues created by acts of terrorism including public preparedness and response.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, first line supervisor of correctional officer, first-line supervisor, police officer, and detective.

PROGRAM CONTENT
A minimum of 122.00 semester credit hours is required for graduation.

REQUIRED COURSES IN CRIMINAL JUSTICE
All courses, 48.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 105</td>
<td>Introduction to Criminal Justice</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 115</td>
<td>Criminal Law</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 120</td>
<td>Introduction to Criminology</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 130</td>
<td>Introduction to Law and Judicial Process</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 200</td>
<td>Introduction to Corrections</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 210</td>
<td>Law Enforcement Security</td>
<td>CJ 130</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 220</td>
<td>Ethics in Law Enforcement</td>
<td>CJ 105</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 230</td>
<td>Evidence Forensics</td>
<td>CJ 130</td>
<td>4.00</td>
</tr>
<tr>
<td>CJ 250</td>
<td>Juvenile Justice</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 300</td>
<td>Criminalistics</td>
<td>CJ 230</td>
<td>4.00</td>
</tr>
</tbody>
</table>
### Required Courses in Homeland Security

All courses, 10.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS 100</td>
<td>Introduction to Fire Service</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>HS 205</td>
<td>Domestic and International Terrorism</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>HS 320</td>
<td>Critical Incident Stress Management</td>
<td>PS 101</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### Open Elective Courses

A minimum of 21.00 semester credit hours of open electives is required.

### Required Capstone or Internship

4.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 491</td>
<td>Criminal Justice Capstone Project</td>
<td>Final semester</td>
<td>4.00</td>
</tr>
<tr>
<td>HS 494 *</td>
<td>Internship</td>
<td>Final semester and PD 214</td>
<td>4.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

### Required Courses in General Education

Students enrolled in this bachelor's degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in Cultural Diversity
- 6.00 Semester Credit Hours in English Composition or Literature
- 3.00 Semester Credit Hours in General Education Electives
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus
- 1.00 Semester Credit Hour in Information Literacy
- 7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 4.00 Semester Credit Hours of Natural Science With a Lab Component
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.
The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSCJHS program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the HS 494 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
**BACHELOR OF SCIENCE IN CRIMINAL JUSTICE WITH A CONCENTRATION IN SUPERVISION AND MANAGEMENT (BSCJSM)**

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

**PROGRAM DESCRIPTION**

This program provides students with a comprehensive academic knowledge of public safety; including criminology, law enforcement, corrections and the criminal justice system, as well as the skills and techniques for supervision and management. This degree can also provide advancement opportunities for law enforcement personnel requiring a bachelor’s degree when applying for or advancing within the profession. (Some states, including Minnesota, may require state certification or academy completion before being hired in a law enforcement position.)

**PROGRAM OUTCOMES**

Upon completion of this program, the student should be able to:

1. Explain the inter relationship between law enforcement, our judicial system, and correctional agencies.
2. Evaluate social and ethical issues affecting public safety personnel.
3. Evaluate civil liability issues faced by public safety personnel and how this applies to their decision making.
4. Differentiate investigative techniques, evidence collection, and criminalistics for various criminal offenses.
5. Describe public safety issues created by acts of terrorism including public preparedness and response.
6. Evaluate management strategies for law enforcement supervisors.

**POTENTIAL OCCUPATIONAL TITLES**

Potential occupational titles for this program include, but are not limited to, first line supervisor of correctional officer, first-line supervisor, police officer, and detective.

**PROGRAM CONTENT**

A minimum of 121.00 semester credit hours is required for graduation.

**REQUIRED COURSES IN CRIMINAL JUSTICE**

All courses, 48.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 105</td>
<td>Introduction to Criminal Justice</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 115</td>
<td>Criminal Law</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 120</td>
<td>Introduction to Criminology</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 130</td>
<td>Introduction to Law and Judicial Process</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 200</td>
<td>Introduction to Corrections</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 210</td>
<td>Law Enforcement Security</td>
<td>CJ 130</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 220</td>
<td>Ethics in Law Enforcement</td>
<td>CJ 105</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 230</td>
<td>Evidence Forensics</td>
<td>CJ 130</td>
<td>4.00</td>
</tr>
<tr>
<td>CJ 250</td>
<td>Juvenile Justice</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 300</td>
<td>Criminalistics</td>
<td>CJ 230</td>
<td>4.00</td>
</tr>
<tr>
<td>CJ 310</td>
<td>Criminal Investigation</td>
<td>CJ 105</td>
<td>4.00</td>
</tr>
</tbody>
</table>
**Course Number** | **Course Name**                      | **Prerequisites/Corequisites** | **Credit Hours** |
---|---|---|---|
CJ 320 | Civil Liability in Public Safety | CJ 115 | 3.00 |
CJ 400 | Criminal Psychology | PS 101 | 3.00 |
CJ 420 | Narcotics and Drug Abuse | None | 3.00 |
HS 100 | Introduction to Homeland Security | None | 3.00 |

**REQUIRED COURSES IN SUPERVISION AND MANAGEMENT**

A minimum of 18.00 semester credit hours is required.

| Course Number | Course Name                                      | Prerequisites/Corequisites | Credit Hours |
---|---|---|---|
BU 106 | Introduction to Management | None | 3.00 |
BU 302 | Leadership and Organizational Behavior | BU 106 | 3.00 |
BU 307 | Organizational Change | BU 106 | 3.00 |
CJ 205 | Multicultural Issues in Criminal Justice Management | CJ 105 | 3.00 |
CJ 305 | Supervising and Managing Criminal Justice Personnel | BU 106 | 3.00 |
CJ 405 | Contemporary Issues in Criminal Justice Management and Supervision | CJ 105 | 3.00 |

**OPEN ELECTIVE COURSES**

A minimum of 12.00 semester credit hours of open electives is required. A minimum of 3.00 semester credit hours must be at the 300- to 400 level.

**REQUIRED CAPSTONE OR INTERNSHIP**

4.00 credit hours are required.

| Course Number | Course Name                                      | Prerequisites/Corequisites | Credit Hours |
---|---|---|---|
CJ 491 | Criminal Justice Capstone Project | Final semester | 4.00 |
HS 494 * | Internship | Final semester and PD 214 | 4.00 |

* Online students in some states may not be allowed to take this internship due to state restrictions.

**REQUIRED COURSES IN GENERAL EDUCATION**

Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 4.00 Semester Credit Hours in Computer Applications ♦
- 3.00 Semester Credit Hours in Cultural Diversity
- 6.00 Semester Credit Hours in English Composition or Literature
- 3.00 Semester Credit Hours in General Education Electives ♦
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ♦
- 1.00 Semester Credit Hour in Information Literacy
- 7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 4.00 Semester Credit Hours of Natural Science With a Lab Component
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech
* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♣ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSCJSM program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the HS 494 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS Internship/Diploma Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN DENTAL HYGIENE (BSDH)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The goal of the dental hygiene program is to prepare students with the knowledge and skills required to provide direct patient care under the supervision of a licensed dentist. This includes training in scaling and root planing, polishing teeth, application of sealants, patient assessment, pain management, and oral health education. The ultimate goal is to prepare students to gain employment as a dental hygienist.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Articulate the code of ethics including adherence to regulatory structure within Dental Hygiene.
2. Demonstrate the ability to communicate effectively and convey aspects of culturally competent, inter-professional health care to individuals and groups from diverse populations.
3. Demonstrate the ability to define and articulate organizational, operational, ethical, legal, and managerial issues impacting the field of dental hygiene.
4. Investigate the on-going evolution of the dental hygiene profession.
5. Demonstrate the ability to perform self-assessment for life-long learning and professional growth.
6. Generate all required documentation for assessment, planning, implementation and evaluating of dental hygiene care.
7. Develop acceptable individualized patient care plans using ADPIE model.
8. Select appropriate patient education strategies using a variety of resources, based on individualized oral health needs in a variety of community settings.
9. Evaluate treatment options using evidence-based decision making to identify risks and develop strategies for positive health and wellness while respecting patient’s values and goals.

SPECIAL ADMISSION REQUIREMENTS

Acceptance into the dental hygiene program is on a selective basis. Students who meet the minimum criteria for admission to the University will be further evaluated on a competitive basis through entrance test scores and prior academic performance as well as other criteria determined by the University. In addition, all students must have all immunizations current.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, dental hygienist.

PROGRAM CONTENT

A minimum of 120.00 semester credit hours is required for graduation.

REQUIRED COURSES IN DENTAL HYGIENE

All courses, 71.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DH 105</td>
<td>Dental and Medical Terminology</td>
<td>MA 107, SC 165, SC 165L, and SC 229</td>
<td>1.00</td>
</tr>
<tr>
<td>DH 111</td>
<td>Medical Emergencies in Dentistry</td>
<td>MA 107, SC 165, SC 165L, and SC 229</td>
<td>2.00</td>
</tr>
<tr>
<td>DH 119</td>
<td>Orofacial Structures</td>
<td>DH 105, DH 111, SC 150, SC 185, and SC 185L</td>
<td>3.00</td>
</tr>
<tr>
<td>DH 122</td>
<td>General and Oral Pathology</td>
<td>DH 219, DH 250, and DH 301</td>
<td>3.00</td>
</tr>
<tr>
<td>DH 141</td>
<td>Oral Histology and Embryology</td>
<td>DH 105, DH 111, SC 150, SC 185, and SC 185L</td>
<td>2.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>DH 199</td>
<td>Dental Hygiene Preclinical</td>
<td>DH 219, DH 250, DH 301/Corequisite DH 199C</td>
<td>1.00</td>
</tr>
<tr>
<td>DH 199C</td>
<td>Dental Hygiene Preclinical Practice</td>
<td>DH 219, DH 250, DH 301/Corequisite DH 199</td>
<td>3.00</td>
</tr>
<tr>
<td>DH 210</td>
<td>Dental Management and Technologies</td>
<td>DH 119 and DH 141</td>
<td>2.00</td>
</tr>
<tr>
<td>DH 219</td>
<td>Introduction to Patient Care</td>
<td>DH 210, DH 290, and DH 305</td>
<td>2.00</td>
</tr>
<tr>
<td>DH 250</td>
<td>Principles of Dental Radiography</td>
<td>DH 210, DH 290, and DH 305</td>
<td>2.00</td>
</tr>
<tr>
<td>DH 285</td>
<td>Community Dental Health</td>
<td>DH 122, DH 199, DH 295, and DH 315/Corequisite DH 285C</td>
<td>2.00</td>
</tr>
<tr>
<td>DH 285C</td>
<td>Community Dental Health Practicum</td>
<td>DH 122, DH 199, DH 295, and DH 315/Corequisite DH 285</td>
<td>1.00</td>
</tr>
<tr>
<td>DH 290</td>
<td>Pharmacology for the Dental Hygienist</td>
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ELECTIVE COURSES IN DENTAL HYGIENE
4.00 semester credit hours are required.

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<td>Teaching and Theories of Learning Practicum</td>
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OR

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<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
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GENERAL EDUCATION PREREQUISITES

The accreditation requirements of the Commission on Dental Accreditation of the American Dental Association stipulate unique general education requirements for dental hygiene programs that are satisfied with the requirements shown here.

The following general education prerequisite courses must be completed with a grade of “C” (70%) for a student to continue in the dental hygiene program.

- Anatomy and Physiology With Lab
- Microbiology
- College Algebra and Statistics
- Chemistry

All other general education courses must be passed with a grade of “D” or better to continue in the dental hygiene program.

A student who is dropped from the dental hygiene program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the dental hygiene program in a future cycle.

REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 43.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.*

6.00 Semester Credit Hours in Anatomy and Physiology
3.00 Semester Credit Hours in Chemistry With Lab
6.00 Semester Credit Hours in English Composition or Literature
6.00 Semester Credit Hours in Humanities (3.00 Hours Must Have a Critical Thinking Focus **)
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
3.00 Semester Credit Hours in Microbiology With Lab
2.00 Semester Credit Hours in Nutrition
6.00 Semester Credit Hours in Social or Behavioral Science ▲
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 43.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

▲ To fulfill this requirement, 3.00 semester credit hours must be at the 300- or 400-level.
### PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

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### Distribution of Contact Hours by Course

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BACHELOR OF SCIENCE IN DENTAL HYGIENE—BRIDGE (BSDHB)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
The goal of the dental hygiene program is to prepare students with the knowledge and skills required to manage and maintain a dental clinic, effectively instruct dental hygiene students, and build upon previous learned education in dental hygiene. This program prepares students with the necessary skills and academic knowledge for entry-level leadership opportunities with an emphasis on dental hygiene. It is structured as a “three-plus-one” degree where students who have already completed a typically lengthy associate’s degree in dental hygiene (in the range of 90 semester credit hours) can top off that degree with an advanced curriculum. Combined, this gives the graduate both the technical grounding in a dental hygiene program (from earlier training in dental hygiene from their associate-level studies) and the higher-level skills to effectively lead, manage, and teach in the dental hygiene profession.

PROGRAM OUTCOMES
Upon completion of their program, the student should be able to:

1. Articulate the code of ethics including adherence to regulatory structure within Dental Hygiene.
2. Demonstrate the ability to communicate effectively and convey aspects of culturally competent, inter-professional health care to individuals and groups from diverse populations.
3. Demonstrate the ability to define and articulate organizational, operational, ethical, legal, and managerial issues impacting the field of dental hygiene.
4. Investigate the on-going evolution of the dental hygiene profession.
5. Demonstrate the ability to perform self-assessment for life-long learning and professional growth.

SPECIAL ADMISSION REQUIREMENTS
Acceptance into the dental hygiene program is on a selective basis. The student must have graduated from a CODA-accredited dental hygiene program with an associate’s degree and hold an active license, as well as be in good standing as a dental hygienist.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, dental hygienist.

PROGRAM CONTENT
A minimum of 120.00 semester credit hours is required for graduation.

TRANSFER AND ELECTIVE CREDITS
A minimum of 66.00 semester credit hours is required, to be fulfilled by transfer or elective credits.

• Up to 90.00 semester credit hours of program core and support courses may be transferred from a completed associate’s degree in dental hygiene from Herzing University or another nationally or regionally accredited college or university. This program must be accredited by the Commission on Dental Accreditation (CODA).

• A minimum of 10.00 of the above transfer or elective semester credit hours must be from upper level (300- to 400-level) courses.
REQUIRED COURSES IN DENTAL HYGIENE

All courses, 15.00 semester credit hours, are required.

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<th>Course Name</th>
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<td>DH 305</td>
<td>Cultural Diversity in Dental Hygiene</td>
<td>DH 119 ▲ and DH 141 ▲</td>
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<td>DH 310</td>
<td>Technology in Dental Hygiene</td>
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▲ The prerequisites for these courses may be waived if the student has transferred in prior equivalent coursework.

ELECTIVE COURSES IN DENTAL HYGIENE

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OR

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<th>Prerequisites/Corequisites</th>
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<td>Clinical Practice Management</td>
<td>DH 326 ▲, DH 399C ▲, DH 402 ▲, and DH 410 ▲/Corequisite DH 425L</td>
<td>3.00</td>
</tr>
<tr>
<td>and</td>
<td>and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DH 426L</td>
<td>Clinical Practice Management Practicum</td>
<td>DH 326 ▲, DH 399C ▲, DH 402 ▲, and DH 410 ▲/Corequisite DH 425</td>
<td>1.00</td>
</tr>
</tbody>
</table>

▲ The prerequisites for these courses may be waived if the student has transferred in prior equivalent coursework.

REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 33.00 semester credit hours in general education—including the general education coursework completed for their associate’s degree in dental hygiene. These credits must be distributed among the following disciplines. A minimum of 9.00 semester credit hours in general education must be from upper level (300- or 400-level) courses. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

<table>
<thead>
<tr>
<th>Semester Credit Hours in Cultural Diversity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Credit Hours in English or Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Credit Hours in Humanities With Critical Thinking</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Credit Hours in Mathematics or Natural Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Credit Hours in Social or Behavioral Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00</td>
</tr>
</tbody>
</table>
## PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
</tbody>
</table>

### Distribution of Contact Hours by Course (Not including transfer or elective semester credit hours)

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
<th>Total Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DH 301</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>DH 305</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>DH 310</td>
<td>45.00</td>
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<td></td>
<td>45.00</td>
<td>3.00</td>
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<tr>
<td>DH 315</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>DH 405</td>
<td>15.00</td>
<td></td>
<td></td>
<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td>DH 425</td>
<td></td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>DH 426</td>
<td></td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>DH 425L</td>
<td></td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td>1.00</td>
</tr>
<tr>
<td>DH 426L</td>
<td></td>
<td></td>
<td></td>
<td>30.00</td>
<td>1.00</td>
</tr>
<tr>
<td>DH 460</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>PD 121</td>
<td>15.00</td>
<td></td>
<td></td>
<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>15.00</td>
<td></td>
<td></td>
<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Cultural Diversity</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>English or Communications</td>
<td></td>
<td></td>
<td></td>
<td>105.00</td>
<td>7.00</td>
</tr>
<tr>
<td>Humanities With Critical Thinking</td>
<td></td>
<td></td>
<td></td>
<td>90.00</td>
<td>6.00</td>
</tr>
<tr>
<td>Mathematics or Natural Science *</td>
<td>120.00</td>
<td></td>
<td></td>
<td>120.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>135.00</td>
<td></td>
<td></td>
<td>135.00</td>
<td>9.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>795.00</td>
<td>30.00</td>
<td>0.00</td>
<td>825.00</td>
<td>54.00</td>
</tr>
</tbody>
</table>

* Contact hour distribution may vary from this total, depending on the actual selection of courses by the student.
BACHELOR OF SCIENCE IN GAME DEVELOPMENT (BSGAD)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The Bachelor of Science in Game Development program employs an integrated and coherent approach that prepares students with the necessary academic knowledge and technical competencies required for a wide range of positions in the game development industry. The curriculum is focused on designing and producing work for the web, television, cinema, multi-media, and digital entertainment industries. The degree enables students to specialize in topics appropriate for an entry-level position in a variety of interactive and game development professions and fields.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Articulate design and production process from research, design challenges, to delivery of final product to client
2. Select appropriate technologies and techniques to design socially appropriate solutions to interactive and graphic game design problems
3. Create a design portfolio website appropriate for an entry-level position in game and graphic development
4. Evaluate appropriate technologies and techniques to design socially appropriate solutions to game design problems

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, video game designer.

PROGRAM CONTENT

A minimum of 123.00 semester credit hours is required for graduation.

REQUIRED COURSES IN GAME DEVELOPMENT

All courses, 70.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GD 115</td>
<td>Illustration for Games</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 185</td>
<td>Pixel Mapping for Game Development</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 215</td>
<td>Level Design I</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 225</td>
<td>Game Modeling I</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 235</td>
<td>Game Team Development</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 247</td>
<td>Game Programming I</td>
<td>GD 215 and IS 103</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 255</td>
<td>Serious Gaming</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 265</td>
<td>Script Writing and Storyboarding</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 275</td>
<td>Game Apps I</td>
<td>GD 247</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 285</td>
<td>Game Development for the Web</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 305</td>
<td>Game Development I</td>
<td>GD 247</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 315</td>
<td>Animation I</td>
<td>GD 355</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 347</td>
<td>Game Programming II</td>
<td>GD 247</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 348</td>
<td>Game Apps II</td>
<td>GD 275 and GD 347</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------</td>
<td>----------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>GD 355</td>
<td>Game Modeling II</td>
<td>GD 225</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 365</td>
<td>Game Development Production</td>
<td>GD 305</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 385</td>
<td>Cinematography</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 405</td>
<td>Game Development II</td>
<td>GD 305</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 425</td>
<td>Advanced Topics in Game Development</td>
<td>GD 405</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 426</td>
<td>Web Portfolio for Game Development</td>
<td>GD 425</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 435</td>
<td>Games Business</td>
<td>GD 305</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 447</td>
<td>Game Programming III</td>
<td>GD 347</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 103</td>
<td>Programming Logic</td>
<td>None</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**OPEN ELECTIVE COURSES**

A minimum of 8.00 semester credit hours of open electives is required.

**REQUIRED CAPSTONE OR INTERNSHIP**

3.00 credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GD 495</td>
<td>Game Development Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
<tr>
<td>GD 497</td>
<td>Game Development Internship</td>
<td>Final semester and PD 214</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**REQUIRED COURSES IN GENERAL EDUCATION**

Students enrolled in this bachelor’s degree must complete a minimum of 40.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 3.00 Semester Credit Hours in Art History
- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in Cultural Diversity
- 6.00 Semester Credit Hours in English Composition or Literature
- 3.00 Semester Credit Hours of General Education Electives
- 3.00 Semester Credit Hours in Humanities with a Critical Thinking Focus **
- 1.00 Semester Credit Hour in Information Literacy
- 7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 4.00 Semester Credit Hours of Natural Science with a Lab Component *
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 40.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, science or logic.
Students in this program must take the following courses to satisfy the natural science with lab requirement:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC 358</td>
<td>Physics</td>
<td>MA 204 or MA 225/ Corequisite SC 358L</td>
<td>3.00</td>
</tr>
<tr>
<td>SC 358L</td>
<td>Physics Lab</td>
<td>MA 204 or MA 225/ Corequisite SC 358</td>
<td>1.00</td>
</tr>
</tbody>
</table>

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the GD 497 Game Development Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS Internship/Diploma Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Game Development Student
BACHELOR OF SCIENCE IN GRAPHIC DESIGN WITH NO DECLARED CONCENTRATION
(BSGRDNDC)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
The Bachelor of Science in Graphic Design With No Declared Concentration program employs an integrated and coherent approach that prepares students with the necessary academic knowledge and technical competencies required for a wide range of positions in graphic arts. The curriculum is focused on designing and producing work for print, the World Wide Web, television, cinema, multimedia, and digital entertainment. This degree enables students to specialize in topics appropriate for an entry-level position in interactive and graphic arts.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Identify career opportunities in graphic design.
2. Identify design production tools for interactive and graphic arts systems
3. Articulate design and production process from research to delivery of final product to client.
4. Select appropriate technologies and techniques to design socially appropriate solutions to interactive and graphic design problems
5. Create a design portfolio appropriate for an entry-level position in interactive and graphic arts.
6. Apply design production tools for interactive and graphic arts systems
7. Apply design and production process from research to delivery of final product to client.
8. Evaluate appropriate technologies and techniques to design socially appropriate solutions to interactive and graphic design problems

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, graphic designer, graphic artist, designer, creative director, artist, design director, creative manager, desktop publisher, and graphic designer/production.

PROGRAM CONTENT
A minimum of 124.00 semester credit hours is required for graduation.

REQUIRED GRAPHIC DESIGN COURSES
All courses, 48.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 102</td>
<td>Introduction to Digital Design Applications</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 103</td>
<td>Graphic Design Fundamentals</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 104</td>
<td>Illustration Fundamentals</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 105</td>
<td>Digital Photography—Introduction</td>
<td>GA 102 and GA 103</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 201</td>
<td>Color Theory in Design</td>
<td>GA 102 and GA 103</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 205</td>
<td>Diagrammatic Design</td>
<td>GA 102</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 212</td>
<td>Introduction to Typography</td>
<td>GA 102</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 215</td>
<td>Web Design Fundamentals</td>
<td>GA 105</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 235</td>
<td>Corporate Identity Design</td>
<td>GA 201</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisite</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------</td>
<td>---------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>GA 245</td>
<td>Web in Motion</td>
<td>GA 215</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 286</td>
<td>Portfolio Assessment</td>
<td>GA 245 or final semester</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 315</td>
<td>Advanced Dynamic Websites</td>
<td>GA 245</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 325</td>
<td>Corporate Campaigns</td>
<td>GA 235</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 410</td>
<td>Portfolio in Print Design</td>
<td>GA 325</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 420</td>
<td>Online Portfolio Design</td>
<td>GA 315</td>
<td>3.00</td>
</tr>
</tbody>
</table>

▲ In the bachelor’s programs, this course is taken after completing GA 245. In the associate’s program, this course is taken in the final semester.

**OPEN ELECTIVE COURSES**
A minimum of 30.00 semester credit hours of open electives is required.

**REQUIRED CAPSTONE OR INTERNSHIP**
4.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA 490</td>
<td>Capstone Project</td>
<td>Final semester</td>
<td>4.00</td>
</tr>
<tr>
<td>GA 494 *</td>
<td>Internship</td>
<td>Final semester and PD 214</td>
<td>4.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

**REQUIRED COURSES IN GENERAL EDUCATION**
Students enrolled in this bachelor’s degree must complete a minimum of 40.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSGRDND program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.
• Students in this BSGRD/ND program must take HU 320 Art History to satisfy 3.00 semester credit hours of this requirement.

### REQUIRED NATURAL SCIENCE WITH LAB COMPONENT COURSES

Students must take the following Herzing University courses to satisfy this requirement

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC 242</td>
<td>Anatomy for Artists</td>
<td>Corequisite SC 242L</td>
<td>3.00</td>
</tr>
<tr>
<td>SC 242L</td>
<td>Anatomy for Artists Lab</td>
<td>Corequisite SC 242</td>
<td>1.00</td>
</tr>
</tbody>
</table>

### PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the GA 494 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN GRAPHIC DESIGN WITH A CONCENTRATION IN PRINT DESIGN (BSGRDPD)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The Bachelor of Science in Graphic Design With a Concentration in Print Design program employs an integrated and coherent approach that prepares students with the necessary academic knowledge and technical competencies required for a wide range of positions in graphic arts. The curriculum is focused on designing and producing work for print, the World Wide Web, television, cinema, multimedia, and digital entertainment. This degree enables students to specialize in topics appropriate for an entry-level position in interactive and graphic arts.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Identify career opportunities in graphic design.
2. Identify design production tools for interactive and graphic arts systems
3. Articulate design and production process from research to delivery of final product to client.
4. Select appropriate technologies and techniques to design socially appropriate solutions to interactive and graphic design problems
5. Create a design portfolio appropriate for an entry-level position in interactive and graphic arts.
6. Apply design production tools for interactive and graphic arts systems
7. Apply design and production process from research to delivery of final product to client.
8. Evaluate appropriate technologies and techniques to design socially appropriate solutions to interactive and graphic design problems

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, graphic designer, graphic artist, designer, creative director, artist, design director, creative manager, desktop publisher, and graphic designer/production.

PROGRAM CONTENT

A minimum of 124.00 semester credit hours is required for graduation.

REQUIRED GRAPHIC DESIGN COURSES

All courses, 39.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 102</td>
<td>Introduction to Digital Design Applications</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 103</td>
<td>Graphic Design Fundamentals</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 104</td>
<td>Illustration Fundamentals</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 105</td>
<td>Digital Photography—Introduction</td>
<td>GA 102 and GA 103</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 201</td>
<td>Color Theory in Design</td>
<td>GA 102 and GA 103</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 205</td>
<td>Diagrammatic Design</td>
<td>GA 102</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 212</td>
<td>Introduction to Typography</td>
<td>GA 102</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 215</td>
<td>Web Design Fundamentals</td>
<td>GA 105</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 235</td>
<td>Corporate Identity Design</td>
<td>GA 201</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisite</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------</td>
<td>----------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>GA 245</td>
<td>Web in Motion</td>
<td>GA 215</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 286</td>
<td>Portfolio Assessment</td>
<td>GA 245 or final semester</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 315</td>
<td>Advanced Dynamic Websites</td>
<td>GA 245</td>
<td>3.00</td>
</tr>
</tbody>
</table>

▲ In the bachelor’s programs, this course is taken after completing GA 245. In the associate’s program, this course is taken in the final semester.

**REQUIRED COURSES IN PRINT DESIGN**

All courses, 24.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA 220</td>
<td>Pixel Based Images</td>
<td>GA 102</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 255</td>
<td>Fundamentals of 3D Design</td>
<td>GA 205</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 265</td>
<td>Exhibition Design</td>
<td>GA 255</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 310</td>
<td>Print Production</td>
<td>GA 201</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 325</td>
<td>Corporate Campaigns</td>
<td>GA 235</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 345</td>
<td>Vector Graphic Design</td>
<td>GA 205</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 410</td>
<td>Portfolio in Print Design</td>
<td>GA 325</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 420</td>
<td>Online Portfolio Design</td>
<td>GA 315</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**OPEN ELECTIVE COURSES**

A minimum of 15.00 semester credit hours of open electives is required.

**REQUIRED CAPSTONE OR INTERNSHIP**

4.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA 490</td>
<td>Capstone Project</td>
<td>Final semester</td>
<td>4.00</td>
</tr>
<tr>
<td>GA 494 *</td>
<td>Internship</td>
<td>Final semester and PD 214</td>
<td>4.00</td>
</tr>
</tbody>
</table>

▲ Online students in some states may not be allowed to take this internship due to state restrictions.

**REQUIRED COURSES IN GENERAL EDUCATION**

Students enrolled in this bachelor’s degree must complete a minimum of 40.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

▲ 4.00 Semester Credit Hours in Computer Applications
▲ 3.00 Semester Credit Hours in Cultural Diversity
▲ 6.00 Semester Credit Hours in English Composition or Literature
▲ 3.00 Semester Credit Hours in General Education Electives

▲ 6.00 Semester Credit Hours in Humanities With a Critical Thinking Focus (3.00 semester credit hours must have a critical thinking focus)

▲ 1.00 Semester Credit Hour in Information Literacy
▲ 7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
▲ 4.00 Semester Credit Hours of Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science

3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

• The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in this BSGRDPD program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

• Students in this BSGRDPD program must take HU 320 Art History to satisfy 3.00 semester credit hours of this requirement.

▲ REQUIRED NATURAL SCIENCE WITH LAB COMPONENT

Students must take the following Herzing University courses to satisfy this requirement.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC 242</td>
<td>Anatomy for Artists</td>
<td>Corequisite SC 242L</td>
<td>3.00</td>
</tr>
<tr>
<td>SC 242L</td>
<td>Anatomy for Artists Lab</td>
<td>Corequisite SC 242</td>
<td>1.00</td>
</tr>
</tbody>
</table>

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the GA 494 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN GRAPHIC DESIGN WITH A CONCENTRATION IN WEB DESIGN (BSGRDWD)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This Bachelor of Science in Graphic Design With a Concentration in Web Design program employs an integrated and coherent approach that prepares students with the necessary academic knowledge and technical competencies required for a wide range of positions in Web design. The curriculum is focused on designing and producing work for the World Wide Web, television, cinema, multimedia, and digital entertainment. This degree enables students to specialize in topics appropriate for an entry-level position in web design.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Identify career opportunities in graphic design.
2. Identify design production tools for interactive and graphic arts systems
3. Articulate design and production process from research to delivery of final product to client.
4. Select appropriate technologies and techniques to design socially appropriate solutions to interactive and graphic design problems
5. Create a design portfolio appropriate for an entry-level position in interactive and graphic arts.
6. Apply design production tools for interactive and graphic arts systems
7. Apply design and production process from research to delivery of final product to client.
8. Evaluate appropriate technologies and techniques to design socially appropriate solutions to interactive and graphic design problems

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, graphic designer, graphic artist, designer, creative director, artist, design director, creative manager, desktop publisher, and graphic designer/production.

PROGRAM CONTENT
A minimum of 124.00 semester credit hours is required for graduation.

REQUIRED CORE GRAPHIC DESIGN COURSES
All courses, 39.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 102</td>
<td>Introduction to Digital Design Applications</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 103</td>
<td>Graphic Design Fundamentals</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 104</td>
<td>Illustration Fundamentals</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 105</td>
<td>Digital Photography—Introduction</td>
<td>GA 102 and GA 103</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 201</td>
<td>Color Theory in Design</td>
<td>GA 102 and GA 103</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 205</td>
<td>Diagrammatic Design</td>
<td>GA 102</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 212</td>
<td>Introduction to Typography</td>
<td>GA 102</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 215</td>
<td>Web Design Fundamentals</td>
<td>GA 105</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 235</td>
<td>Corporate Identity Design</td>
<td>GA 201</td>
<td>3.00</td>
</tr>
</tbody>
</table>
### REQUIRED COURSES IN WEB DESIGN

All courses, 24.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA 220</td>
<td>Pixel Based Images</td>
<td>GA 102</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 307</td>
<td>Advanced Digital Imaging</td>
<td>GA 220</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 322</td>
<td>Managing Web and Interactive Media</td>
<td>GA 215, GA 245 and GA 315</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 335</td>
<td>Web Design II</td>
<td>GA 315</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 342</td>
<td>Rich Media</td>
<td>GA 322</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 405</td>
<td>New Media Design: Across Mediums</td>
<td>GA 322 and GA 342</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 415</td>
<td>Web Design III/Advanced Coding</td>
<td>GA 335</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 420</td>
<td>Online Portfolio Design</td>
<td>GA 315</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### OPEN ELECTIVE COURSES

A minimum of 15.00 semester credit hours of open electives is required.

### REQUIRED CAPSTONE OR INTERNSHIP

4.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA 490</td>
<td>Capstone Project</td>
<td>Final semester</td>
<td>4.00</td>
</tr>
<tr>
<td>GA 494 *</td>
<td>Internship</td>
<td>Final semester and PD 214</td>
<td>4.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

### REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 40.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 4.00 Semester Credit Hours in Computer Applications ♦
- 3.00 Semester Credit Hours in Cultural Diversity
- 6.00 Semester Credit Hours in English Composition or Literature
- 3.00 Semester Credit Hours in General Education Electives ♦
- 6.00 Semester Credit Hours in Humanities With a Critical Thinking Focus (3.00 semester credit hours must have a critical thinking focus) ** ♦
- 1.00 Semester Credit Hour in Information Literacy
- 7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 4.00 Semester Credit Hours of Natural Science With a Lab Component ♦

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* In the bachelor’s programs, this course is taken after completing GA 245. In the associate’s program, this course is taken in the final semester.

** Online students in some states may not be allowed to take this internship due to state restrictions.
3.00 Semester Credit Hours in Social or Behavioral Science

3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

◆ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSGRDWD program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

◆ Students in this BSGRDWD program must take HU 320 Art History to satisfy 3.00 semester credit hours of this requirement.

▲ REQUIRED NATURAL SCIENCE WITH LAB COMPONENT

Students must take the following Herzing University courses to satisfy this requirement

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC 242</td>
<td>Anatomy for Artists</td>
<td>None/Corequisite SC 242L</td>
<td>3.00</td>
</tr>
<tr>
<td>SC 242L</td>
<td>Anatomy for Artists Lab</td>
<td>None/Corequisite SC 242</td>
<td>1.00</td>
</tr>
</tbody>
</table>

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the GA 494 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN HEALTH INFORMATION MANAGEMENT (BSHIM)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This CAHIIM-accredited program prepares students with the necessary skills and knowledge in the health information management field for management positions in a variety of health-related settings including hospitals, clinics, long-term care settings, consulting firms, government agencies, insurance companies, and software vendors. A health information management professional is responsible for the management of health information systems consistent with medical, administrative, ethical, and legal requirements of the healthcare delivery system. They are experts in coding and classification systems, managing patient health information, and administrating computer information systems. Individuals with interests in computer science, business administration, health science, and healthcare administration are well-suited for a career in health information management. Upon completion of this degree, students are eligible to take the Registered Health Information Administrator (RHIA) certification examination.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Manage patient health records including data structure, content, and standards to maintain organizational compliance with regulations, accreditation, licensure, and certification standards.
2. Develop and implement organization-wide confidentiality and privacy policies and procedures.
3. Implement and manage software applications, process engineering, and project management techniques to ensure efficient workflow and appropriate outcomes for all areas relating to health information management based on research and healthcare statistics.
4. Demonstrate management of the revenue cycle including reimbursement systems, chargemaster, and financial reporting.
5. Develop compliance monitoring programs for coding, clinical documentation improvement, quality monitoring, and fraud and abuse detection.
6. Demonstrate leadership abilities by effectively managing change, workflow, human resources, training, and strategic planning.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, health information manager, health information administrator, compliance / risk management officer, revenue cycle (coding & billing) manager, data analyst, health information educator, and health informaticist.

PROGRAM CONTENT

A minimum of 124.00 semester credit hours is required for graduation.

REQUIRED MANAGEMENT CORE COURSES

All courses, 24.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 110</td>
<td>Payroll Accounting</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 302 or BU 600</td>
<td>Leadership and Organizational Behavior or BU 106 or BU 540</td>
<td>None or MA 204 or MA 225 or MA 320 or BU 540</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 345</td>
<td>Project Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 407 or BU 550</td>
<td>Quantitative Decision Making or Research Methods and Decision Making</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------</td>
<td>-----------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>EC 111</td>
<td>Principles of Microeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 470</td>
<td>Health Information Management Strategic Planning</td>
<td>HI 410</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**REQUIRED COURSES IN HEALTH INFORMATION MANAGEMENT**

All courses, 49.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 105</td>
<td>Introduction to Healthcare Information Systems</td>
<td>EN 090, EN 104, MA 090 (or test out), IS 102; HIM Students only</td>
<td>1.00</td>
</tr>
<tr>
<td>HI 210</td>
<td>Principles of Health Information Management</td>
<td>EN 106, HI 105, HU 101</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 215</td>
<td>Fundamentals of Healthcare Law and Ethics for Health Information Professionals</td>
<td>HI 210</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 216</td>
<td>Information Technology and Data Management</td>
<td>HI 210</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 217</td>
<td>Health Information Management and Leadership</td>
<td>HI 210</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 221</td>
<td>Health Sciences for ICD-10</td>
<td>Anatomy and Physiology With Lab</td>
<td>2.00</td>
</tr>
<tr>
<td>HI 222</td>
<td>Diagnostic Coding</td>
<td>HI 210, HI 221</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 223</td>
<td>Procedural Coding</td>
<td>HI 210, HI 221</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 225</td>
<td>Foundations of Classification, Compliance, and Reimbursement Methodologies in Health Information Management</td>
<td>HI 215, HI 222, HI 223</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 230</td>
<td>Foundations of Healthcare Quality, Statistics, and Performance Improvement</td>
<td>HI 216, HI 217, HI 222, HI 223, HI 223, HI 225</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 296</td>
<td>Professional Practice Internship</td>
<td>HI 225, HI 230 / HI 230 / PD 213</td>
<td>2.00</td>
</tr>
<tr>
<td>HI 310</td>
<td>Healthcare Finance &amp; Revenue Cycle Methodology</td>
<td>AC 107, HI 296</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 320</td>
<td>Healthcare Data</td>
<td>HI 296</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 330</td>
<td>Coding Management and Compliance</td>
<td>HI 210</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 410</td>
<td>Epidemiology and Research Methods</td>
<td>HI 210</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 455</td>
<td>Healthcare Information Management Systems</td>
<td>HI 330, HI 410</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 491</td>
<td>Management Affiliation</td>
<td>All Didactic Work, Final Term of Study, PD 491 and PGPA 2.0</td>
<td>2.00</td>
</tr>
<tr>
<td>MO 150</td>
<td>Pathophysiology and Pharmacology</td>
<td>HC 115 or HI 221/Corequisite MO 150L</td>
<td>2.00</td>
</tr>
<tr>
<td>MO 150L</td>
<td>Pathophysiology and Pharmacology Lab</td>
<td>HC 115 or HI 221/Corequisite MO 150L</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**REQUIRED ELECTIVE COURSES**

A minimum of 8.00 semester credit hours is required. Students may take any healthcare or health information management, business management, or human resources course. At least 3.00 semester credit hours must be at the 300- or 400-level.

**REQUIRED COURSES IN GENERAL EDUCATION**

Students enrolled in this bachelor’s degree must complete a minimum of 41.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be 300- or 400-level courses. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

8.00 Semester Credit Hours in Anatomy and Physiology With Lab
4.00 Semester Credit Hours in Computer Applications •
3.00 Semester Credit Hours in Cultural Diversity
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours in General Education Electives •
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ** •
1.00 Semester Credit Hours in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 41.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, science, or logic.

• The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSHIM program must complete a minimum of 41.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
2.00 semester credit hours are required, in addition to PD 213 and PD 491.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 213*</td>
<td>Health Information Management Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
<tr>
<td>PD 491**</td>
<td>Management Affiliation Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>

* This course must be taken a minimum of 3 terms prior to HI 296.
** This course must be taken a minimum of 3 terms prior to HI 491.

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Internship</th>
<th>Total Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
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<tr>
<td>BU 302 or BU 560</td>
<td>45.00</td>
<td></td>
<td></td>
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<td>3.00</td>
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<tr>
<td>BU 345</td>
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<tr>
<td>BU 407 or BU 550</td>
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<td></td>
<td></td>
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<td>3.00</td>
</tr>
<tr>
<td>EC 111</td>
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<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 105</td>
<td>15.00</td>
<td></td>
<td></td>
<td>15.00</td>
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<tr>
<td>HI 210</td>
<td>45.00</td>
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<td>45.00</td>
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</tr>
<tr>
<td>HI 215</td>
<td>45.00</td>
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<td>45.00</td>
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<tr>
<td>HI 216</td>
<td>45.00</td>
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<tr>
<td>HI 221</td>
<td>30.00</td>
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<td></td>
<td>30.00</td>
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<tr>
<td>HI 222</td>
<td>45.00</td>
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</table>
## Distribution of Contact Hours by Course

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Internship</th>
<th>Total Contact Hours</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HI 223</td>
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<tr>
<td>HI 225</td>
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<tr>
<td>HI 310</td>
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<tr>
<td>HI 320</td>
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<td>HI 330</td>
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<td>45.00</td>
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<td></td>
<td>45.00</td>
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</tr>
<tr>
<td>HI 491</td>
<td></td>
<td></td>
<td>90.00</td>
<td>90.00</td>
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<tr>
<td>MO 150</td>
<td>30.00</td>
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<td>30.00</td>
<td>2.00</td>
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<tr>
<td>MO 150L</td>
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<tr>
<td>Anatomy and Physiology With Lab</td>
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<td>30.00</td>
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<td>Computer Applications</td>
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<td>60.00</td>
<td>4.00</td>
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<tr>
<td>Cultural Diversity</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
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<td>English Composition or Literature</td>
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<td></td>
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<td>Elective Courses</td>
<td>120.00</td>
<td></td>
<td></td>
<td>120.00</td>
<td>8.00</td>
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<td>General Education Electives</td>
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<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Humanities With a Critical Thinking Focus</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
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<tr>
<td>Information Literacy</td>
<td>15.00</td>
<td></td>
<td></td>
<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Mathematics (College Algebra or Above)</td>
<td>105.00</td>
<td></td>
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<td>105.00</td>
<td>7.00</td>
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<tr>
<td>Personal/Professional Development</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>45.00</td>
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<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Speech</td>
<td>45.00</td>
<td></td>
<td></td>
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<td>3.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>1,755.00</strong></td>
<td><strong>90.00</strong></td>
<td><strong>180.00</strong></td>
<td><strong>2,025.00</strong></td>
<td><strong>124.00</strong></td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN HEALTHCARE MANAGEMENT (BSHCM)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program prepares students with the foundational skills and knowledge necessary for entry-level management positions in healthcare. The program combines a foundation of technical coursework in a healthcare discipline with a management curriculum to be successful in managing in a healthcare environment. Many students enter into this bachelor's degree program after having completed a certificate, diploma, or associate's program in a healthcare discipline. Students who have not completed all the requirements of a healthcare program may complete coursework by taking individual healthcare courses drawn from Herzing University's healthcare programs. All students complete the same management curriculum to prepare them to manage in the healthcare industry.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Articulate theories and principles of health care management.
2. Articulate management principles to functional areas of health care.
3. Identify determinants and measurements of health and disease in epidemiology, public health, promotion of health, and disease prevention.
4. Identify unique characteristics of law and ethics in health services.
5. Apply management skills to leadership concepts.
6. Compare health services organizations and delivery structures, functions, and professionals.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, office manager, program manager, clinical director, and practice administrator.

PROGRAM CONTENT
A minimum of 121.00 semester credit hours is required for graduation.

REQUIRED MANAGEMENT CORE COURSES
All courses, 27.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 220</td>
<td>Principles of Marketing</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 302 or</td>
<td>Leadership and Organizational Behavior or</td>
<td>BU 106 or</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 600</td>
<td>Leadership and Organizational Behavior</td>
<td>BU 540</td>
<td></td>
</tr>
<tr>
<td>BU 329</td>
<td>Managing Project Teams</td>
<td>BU 302</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 407 or</td>
<td>Quantitative Decision Making or</td>
<td>MA 204 or MA 320 or</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 550</td>
<td>Research Methods and Decision Making</td>
<td>BU 540</td>
<td></td>
</tr>
<tr>
<td>EC 111</td>
<td>Principles of Microeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>HC 306</td>
<td>Healthcare Finance</td>
<td>AC 107, BU 106, and MA 320</td>
<td>3.00</td>
</tr>
<tr>
<td>HC 310</td>
<td>Medical Law and Ethics</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>
REQUERIED COURSES IN HEALTHCARE MANAGEMENT
All courses, 15.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 301</td>
<td>Epidemiology and Applied Healthcare Statistics</td>
<td>MA 320</td>
<td>3.00</td>
</tr>
<tr>
<td>HC 305</td>
<td>Healthcare Human Resource Management</td>
<td>None</td>
<td>2.00</td>
</tr>
<tr>
<td>HC 311</td>
<td>Management of Patient Records</td>
<td>HC 310</td>
<td>1.00</td>
</tr>
<tr>
<td>HC 401</td>
<td>Current Issues in Healthcare</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>HC 405</td>
<td>Healthcare Quality</td>
<td>HI 301</td>
<td>3.00</td>
</tr>
<tr>
<td>HC 450</td>
<td>Healthcare Information Systems</td>
<td>BU 329, HC 306, and HC 311</td>
<td>3.00</td>
</tr>
</tbody>
</table>

TRANSFER CREDITS FROM AN ASSOCIATE'S OR DIPLOMA PROGRAM IN HEALTHCARE
A minimum of 37.00 semester credit hours is required from a combination of healthcare electives and credits transferred from the core (non-general education) courses of a healthcare-related associate’s or diploma program. Students not transferring in 37.00 semester credit hours in healthcare courses may make up the difference with healthcare elective courses.

- Transfer Credits in Healthcare
  All of the core courses may be transferred from a healthcare-related program to satisfy this requirement. Selection or transfer of courses will be in consultation and with the approval of the student’s academic advisor. Note: General education transfer credits are applied under general education.
  Associate or diploma programs from which healthcare courses may be accepted include, but are not limited to, the following.
  - Dental Administrative Services
  - Dental Assisting
  - Emergency Medical Technician
  - Health Care Management
  - Health Information Management
  - Insurance Billing and Coding Specialist
  - Medical Assisting Services
  - Medical Laboratory Technician
  - Medical Office Administration
  - Nursing
  - Occupational Therapy Assistant
  - Patient Care Technician
  - Physical Therapist Assistant
  - Radiologic Technology
  - Surgical Technology

- Special Note for Herzing University Practical Nursing Diploma Programs: Each course in the following Herzing University practical nursing diploma programs is accepted for full credit towards the Bachelor of Science in Healthcare Management program.
  - Diploma in Practical Nursing—Birmingham (DPNAL)
  - Diploma in Practical Nursing—Madison (DPNWI)
  - Diploma in Practical Nursing—Orlando (DPNFL)

REQUIRED CAPSTONE OR INTERNSHIP
A minimum of 3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 490 *</td>
<td>Healthcare Management Internship</td>
<td>All Didactic Work, Final Term of Study, PGPA 2.0 and PD 214</td>
<td>3.00</td>
</tr>
<tr>
<td>HC 492</td>
<td>Capstone Project</td>
<td>All Didactic Work, Final Term of Study and PGPA 2.0</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.
REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

4.00 Semester Credit Hours in Computer Applications •
3.00 Semester Credit Hours in Cultural Diversity
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours in General Education Electives •
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ** •
1.00 Semester Credit Hours in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
4.00 Semester Credit Hours in Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

• The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSHCM program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the HC 490 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
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BACHELOR OF SCIENCE IN HEALTHCARE MANAGEMENT—DENTAL HYGIENE EMPHASIS (BSHCM DH)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program prepares students with the necessary skills and academic knowledge for entry-level management positions in healthcare management with an emphasis on dental hygiene. It is structured as a “three-plus-one” degree where students who have already completed a typically lengthy associate’s degree in dental hygiene (in the range of 90.00 semester credit hours) can top off that degree with an advanced management curriculum. Combined, this gives the graduate both the technical grounding in a dental hygiene program (from earlier training in dental hygiene from their associate’s level studies) and the business and management skills to effectively manage within the dental hygiene profession.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Understand and be able to apply the skills and techniques needed by healthcare professionals in either an administrative or clinical setting (based on prior associate-level healthcare studies).
2. Demonstrate knowledge of the effective business practices and office administration techniques used in the offices of healthcare providers.
3. Communicate professionally with patients, coworkers, and medical providers.
4. Demonstrate the ability to utilize industry standard accounting principles, accounting-based software, and principles to analyze financial information in order to support and evaluate managerial decision making.
5. Demonstrate knowledge of the unique aspects of managing human resources in a healthcare setting.
6. Comprehend the current trends in the healthcare industry.
7. Demonstrate the ability to formulate strategic and operational business solutions typically encountered during normal operation of a small- or mid-sized entity utilizing a range of management tools within an ethical environment.
8. Demonstrate the ability to define and articulate organizational, operational, ethical, legal, and managerial issues impacting the student’s major area of study.
9. Think critically at a conceptual level and by using mathematical analysis as well as the scientific method, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society in a culturally diverse world.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, office manager, program manager, clinical director, and practice administrator.

PROGRAM CONTENT
A minimum of 126.00 semester credit hours is required for graduation.

REQUIRED COURSES IN BUSINESS
All courses, 18.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102 *</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 220</td>
<td>Principles of Marketing</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 302</td>
<td>Leadership and Organizational Behavior</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
</tbody>
</table>
Course Number | Course Name                        | Prerequisites/Corequisites | Semester Credit Hours
BU 345       | Project Management                | None                       | 3.00
BU 361       | Cross-Cultural Management Dimensions | BU 106 and SS 310 | 3.00

* The IS 102 prerequisite is waived for this program.

REQUIRED COURSES IN HEALTHCARE MANAGEMENT
All courses, 9.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
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<tr>
<td>HC 305</td>
<td>Healthcare Human Resource Management</td>
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</tr>
<tr>
<td>HC 310</td>
<td>Medical Law and Ethics</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>HC 311</td>
<td>Management of Patient Records</td>
<td>HC 310</td>
<td>1.00</td>
</tr>
<tr>
<td>HI 305</td>
<td>Healthcare Finance</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
</tbody>
</table>

TRANSFER CREDITS IN DENTAL HYGIENE
A minimum of 64.00 semester credit hours is required. Up to 64.00 semester credit hours of program core and support courses may be transferred from a completed associate's degree in dental hygiene from Herzing University or another nationally or regionally accredited college or university. A minimum of 10.00 semester credit hours must be from upper level (300- or 400-level) courses. If less than 64.00 semester credit hours of core or support courses are included in the completed dental hygiene associate's degree, the balance may be made up with open electives.

GENERAL EDUCATION REQUIRED COURSES
Students enrolled in this bachelor's degree must complete a minimum of 33.00 semester credit hours in general education—including the general education coursework completed for their associate's degree in dental hygiene. These credits must be distributed among the following disciplines, and a minimum of 9.00 semester credit hours must be from upper level (300-400 level) courses. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

3.00 Semester Credit Hours in Cultural Diversity
7.00 Semester Credit Hours in English or Communications
6.00 Semester Credit Hours in Humanities
8.00 Semester Credit Hours in Mathematics or Natural Science
9.00 Semester Credit Hours in Social or Behavioral Science

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN HOMELAND SECURITY AND PUBLIC SAFETY WITH NO MINOR OR CONCENTRATION (BSHSPSN)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program provides students with a comprehensive academic knowledge of public safety, including criminology, law enforcement, courts, fire science, corrections, and industrial security, as it relates to the coordination of homeland security activities between public safety agencies at various levels of government as well as the skills and techniques used in these disciplines. This degree can also provide advancement opportunities for law enforcement personnel requiring a bachelor’s degree when applying for or advancing within the profession. (Some states, including Minnesota, may require state certification or academy completion before being hired in a law enforcement position.)

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Articulate social and ethical issues impacting public safety personnel.
2. Evaluate civil liability issues faced by public safety personnel and how this applies to their decision making.
3. Identify techniques designed to detect and prevent foreign and domestic attacks.
4. Evaluate public safety issues and emergency responses to acts of terrorism, including public response preparedness.
5. Evaluate investigative techniques, evidence collection and criminalistics for various criminal offenses.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, first-line supervisor of protective service worker.

PROGRAM CONTENT
A minimum of 122.00 semester credit hours is required for graduation.

REQUIRED COURSES IN HOMELAND SECURITY AND PUBLIC SAFETY
All courses, 41.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 105</td>
<td>Introduction to Criminal Justice</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 115</td>
<td>Criminal Law</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 120</td>
<td>Introduction to Criminology</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 130</td>
<td>Introduction to Law and Judicial Process</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 200</td>
<td>Introduction to Corrections</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 210</td>
<td>Law Enforcement Security</td>
<td>CJ 130</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 220</td>
<td>Ethics in Law Enforcement</td>
<td>CJ 105</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 230</td>
<td>Evidence Forensics</td>
<td>CJ 130</td>
<td>4.00</td>
</tr>
<tr>
<td>CJ 250</td>
<td>Juvenile Justice</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>FS 100</td>
<td>Introduction to Fire Service</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>HS 100</td>
<td>Introduction to Homeland Security</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>HS 205</td>
<td>Domestic and International Terrorism</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>HS 320</td>
<td>Critical Incident Stress Management</td>
<td>PS 101</td>
<td>3.00</td>
</tr>
</tbody>
</table>
OPEN ELECTIVE COURSES
A minimum of 38.00 semester credit hours of open electives is required. At least 12.00 semester credit hours must be at the upper level (300- or 400-level courses).

REQUIRED CAPSTONE OR INTERNSHIP
4.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 491</td>
<td>Homeland Security Capstone Project</td>
<td>Final semester</td>
<td>4.00</td>
</tr>
<tr>
<td>HS 494 *</td>
<td>Internship</td>
<td>Final semester and PD 214</td>
<td>4.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

REQUIRED COURSES IN GENERAL EDUCATION
Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

4.00 Semester Credit Hours in Computer Applications ♦
3.00 Semester Credit Hours in Cultural Diversity
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours in General Education Electives ♦
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ** ♦
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
4.00 Semester Credit Hours of Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSHPSN program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
2.00 semester credit hours are required. Students taking the HS 494 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY WITH NO CONCENTRATION (BSITNC)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
The Bachelor of Science in Information Technology With No Concentration program employs an integrated and coherent approach that prepares students with the necessary academic knowledge and technical competencies required for a range of positions and for careers in the administration and management of information technology. The curriculum is focused on designing, implementing, and supporting solutions to business problems in the general categories of information technology, information management, and business communications. The program keeps pace with changing technology by offering courses that focus on emerging technologies. Coursework is designed to enhance and build upon the knowledge and skills of students with associate’s degrees, completed coursework, or practical experience in information technology or systems.

This bachelor’s degree includes courses that provide a strong foundation for industry certifications. Depending on the student’s core and elective courses, as well as their commitment to prepare outside of class, the student can take these industry certification exams from one or more of the following companies: Cisco, CompTIA, Microsoft, Oracle, VMware, and Red Hat. For a full listing of courses and their corresponding certifications, please talk to your admissions advisor.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Demonstrate proficiency in networking, standards, and security issues necessary to design, implement, and evaluate information technology solutions.
2. Design, develop, and evaluate systems based on end-user profiles and interactions.
3. Reconcile conflicting project objectives in the design of networking and security systems, finding acceptable compromises within limitations of cost, time, knowledge, existing systems and design choices, and organizational requirements.
4. Articulate organizational, operational, ethical, social, legal, and economic issues impacting the design of information technology systems.
5. Apply current theories, models, and techniques in the analysis, design, implementation, and testing of secure network infrastructures across LANs and WANs.
6. Think critically at a conceptual level and by using mathematical analysis as well as the scientific method, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society in a culturally diverse world.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, computer and information systems managers and computer network architects.

PROGRAM CONTENT
A minimum of 122.00 semester credit hours is required for graduation.

REQUIRED CORE COURSES IN INFORMATION TECHNOLOGY
All courses, 46.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 103</td>
<td>Programming Logic</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 112</td>
<td>Computer Networks</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>or</td>
<td>IT 195*</td>
<td>IS 185, IS 191, IS 282, IS 284, NT 180, IS 239</td>
<td>4.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>IS 182</td>
<td>Database Concepts and Applications I</td>
<td>IS 103</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 185</td>
<td>Computer Architecture and Troubleshooting I</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 191</td>
<td>Linux Administration</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 282</td>
<td>Network Security</td>
<td>IS 191 and NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 284</td>
<td>Routers and Switches I</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 286</td>
<td>Routers and Switches II</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 201</td>
<td>Internet Concepts and Human Computer Interaction</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 345</td>
<td>Information Technology Project Management</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>NT 180</td>
<td>Network and Server Operating Systems</td>
<td>IS 112 or IS 186</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 200</td>
<td>Network Infrastructure Administration</td>
<td>NT 180</td>
<td>4.00</td>
</tr>
</tbody>
</table>

Completion of IT 345 may be waived with the permission of the Academic Dean if the student has already completed BU 345 Project Management.

* IT 195 is required of advanced standing students only.

**TECHNICAL ELECTIVE COURSES**

A minimum of 18.00 semester credit hours is required. A minimum of 8.00 semester credit hours must be at the 300- to 400-level.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 186</td>
<td>Computer Architecture and Troubleshooting II</td>
<td>IS 185</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 214</td>
<td>SQL Server Administration</td>
<td>NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 216</td>
<td>Database Concepts and Applications II</td>
<td>IS 182</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 239</td>
<td>TCP/IP</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 289</td>
<td>Applied Routers and Switches</td>
<td>IS 286</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 292</td>
<td>Linux Application Server</td>
<td>IS 191</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 345</td>
<td>Business Systems Analysis</td>
<td>IS 112</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 420</td>
<td>Advanced Specialization Program</td>
<td>GPA of 3.0 and written approval of both the Faculty advisor and Academic dean</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 421</td>
<td>Firewall Security</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 120</td>
<td>Technical Writing</td>
<td>EN 104</td>
<td>1.00</td>
</tr>
<tr>
<td>IT 231</td>
<td>CompTIA A+ Competency Workshop</td>
<td>IS 102 and IS 186</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 232</td>
<td>MCSA Competency Workshop</td>
<td>NT 180, NT 200, and NT 210</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 233</td>
<td>CCNA Competency Workshop</td>
<td>IS 289</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 330</td>
<td>Routing and Switching Security</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 335</td>
<td>Ethical Hacking</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 365</td>
<td>Network Infrastructure Hardening</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 366</td>
<td>Cloud Computing</td>
<td>NT 305</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 371</td>
<td>Web Security</td>
<td>NT 370</td>
<td>4.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------</td>
<td>-----------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>IT 380</td>
<td>Cloud Computing and Virtualization Competency</td>
<td>IT 366 and NT 315</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 460</td>
<td>Advanced Security Implementation</td>
<td>IS 282 and NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 470</td>
<td>Enterprise Security Solutions</td>
<td>IS 282 and NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 334</td>
<td>Data Storage</td>
<td>IS 191 and NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 333</td>
<td>Information Assurance and Security</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 202</td>
<td>Routing and Switching Security I</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 210</td>
<td>Directory Services Administration</td>
<td>NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 212</td>
<td>Routing and Switching Security II</td>
<td>NT 202</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 302</td>
<td>Advanced Network Infrastructure</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 305</td>
<td>Virtualization</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 315</td>
<td>Designing Network Security</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 320</td>
<td>Wireless Networking Fundamentals</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 325</td>
<td>System Administration Scripting</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 341</td>
<td>Mail Servers</td>
<td>IS 191 and NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 343</td>
<td>Computer and Network Forensics</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 353</td>
<td>Network Defense</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 360</td>
<td>Supporting Enterprise Applications</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 370</td>
<td>Web Server Installation and Administration</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 382</td>
<td>Multilayer Switching</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 400</td>
<td>Internetwork Troubleshooting</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 401</td>
<td>Voice-Over IP</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**OPEN ELECTIVE COURSES**

A minimum of 16.00 semester credit hours of open electives is required. A minimum of 6.00 semester credit hours must be at the 300- to 400-level.

Completion of BU 482 Strategic Management or IS 481 IT Strategic Management eliminates either course as an (additional) elective.

**REQUIRED CAPSTONE OR INTERNSHIP**

3.00 credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 495 *</td>
<td>Internship</td>
<td>Final semester and PD 214</td>
<td>3.00</td>
</tr>
<tr>
<td>IT 491</td>
<td>Information Technology Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

**REQUIRED COURSES IN GENERAL EDUCATION**

Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.*
4.00 Semester Credit Hours in Computer Applications ♦
3.00 Semester Credit Hours in Cultural Diversity
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours in General Education Electives ♦
3.00 Semester Credit Hours in Humanities with a Critical Thinking Focus ** ♦
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
4.00 Semester Credit Hours of Natural Science with a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

◆ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSITNC program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the IS 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY WITH A CONCENTRATION IN NETWORK MANAGEMENT (BSITNM)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The Bachelor of Science in Information Technology with a Concentration in Network Management program employs an integrated and coherent approach that prepares students with the necessary academic knowledge and technical competencies required for a range of positions and will educate students in preparing for careers in the administration and management of information technology. The curriculum is focused on designing, implementing, and supporting solutions to business problems in the general categories of information technology, information management, and business communications. The program keeps pace with changing technology by offering courses that focus on emerging technologies. Coursework is designed to enhance and build upon the knowledge and skills of students with associate’s degrees, completed coursework, or practical experience in information technology or systems.

This bachelor’s degree includes courses that provide a strong foundation for industry certifications. Depending on the student’s core and elective courses, as well as their commitment to prepare outside of class, the student can take these industry certification exams from one or more of the following companies: Cisco, CompTIA, Microsoft, Oracle, VMware, and Red Hat. For a full listing of courses and their corresponding certifications, please talk to your admissions advisor.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Demonstrate proficiency in networking, standards, and security issues necessary to design, implement, and evaluate information technology solutions.
2. Design, develop, and evaluate systems based on end-user profiles and interactions.
3. Reconcile conflicting project objectives in the design of networking and security systems, finding acceptable compromises within limitations of cost, time, knowledge, existing systems and design choices, and organizational requirements.
4. Articulate organizational, operational, ethical, social, legal, and economic issues impacting the design of information technology systems.
5. Apply current theories, models, and techniques in the analysis, design, implementation, and testing of secure network infrastructures across LANs and WANs.
6. Think critically at a conceptual level and by using mathematical analysis as well as the scientific method, write and speak effectively, use basic computer applications; and understand human behavior in the context of the greater society in a culturally diverse world.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, computer and information systems managers and computer network architects.

PROGRAM CONTENT

A minimum of 122.00 semester credit hours is required for graduation.

REQUIRED CORE COURSES IN INFORMATION TECHNOLOGY

All courses, 46.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 103</td>
<td>Programming Logic</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 112</td>
<td>Computer Networks</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 182</td>
<td>Database Concepts and Applications I</td>
<td>IS 103</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 185</td>
<td>Computer Architecture and Troubleshooting I</td>
<td>None</td>
<td>4.00</td>
</tr>
</tbody>
</table>
### Course Number | Course Name                                      | Prerequisites/Corequisites | Semester Credit Hours |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 191</td>
<td>Linux Administration</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 282</td>
<td>Network Security</td>
<td>IS 191 and NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 284</td>
<td>Routers and Switches I</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 286</td>
<td>Routers and Switches II</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 201</td>
<td>Internet Concepts and Human Computer Interaction</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 345</td>
<td>Information Technology Project Management</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>NT 180</td>
<td>Network and Server Operating Systems</td>
<td>IS 112 or IS 186</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 200</td>
<td>Network Infrastructure Administration</td>
<td>NT 180</td>
<td>4.00</td>
</tr>
</tbody>
</table>

Completion of IT 345 may be waived with the permission of the Academic Dean if the student has already completed BU 345 Project Management.

### REQUIRED COURSES IN TECHNICAL SPECIALTY DOMAIN—NETWORK MANAGEMENT

A minimum of 20.00 semester credit hours is required. Students must select five out of the following courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 292</td>
<td>Linux Application Server</td>
<td>IS 191</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 366</td>
<td>Cloud Computing</td>
<td>NT 305</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 334</td>
<td>Data Storage</td>
<td>IS 191 and NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 305</td>
<td>Virtualization</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 320</td>
<td>Wireless Networking Fundamentals</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 325</td>
<td>System Administration Scripting</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 341</td>
<td>Mail Servers</td>
<td>IS 191 and NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 353</td>
<td>Network Defense</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 401</td>
<td>Voice-Over IP</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
</tbody>
</table>

### TECHNICAL ELECTIVE COURSES

A minimum of 8.00 semester credit hours is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 186</td>
<td>Computer Architecture and Troubleshooting II</td>
<td>IS 185</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 214</td>
<td>SQL Server Administration</td>
<td>NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 216</td>
<td>Database Concepts and Applications II</td>
<td>IS 182</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 239</td>
<td>TCP/IP</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 289</td>
<td>Applied Routers and Switches</td>
<td>IS 286</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 292</td>
<td>Linux Application Server</td>
<td>IS 191</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 345</td>
<td>Business Systems Analysis</td>
<td>IS 112</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 420</td>
<td>Advanced Specialization Program</td>
<td>GPA of 3.0 and written approval of both the Faculty Advisor and Academic Dean</td>
<td>3.00</td>
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<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
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<td>-------------------------------------------------</td>
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</tr>
<tr>
<td>IS 421</td>
<td>Firewall Security</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 120</td>
<td>Technical Writing</td>
<td>EN 104</td>
<td>1.00</td>
</tr>
<tr>
<td>IT 231</td>
<td>CompTIA A+ Competency Workshop</td>
<td>IS 102 and IS 186</td>
<td>4.00</td>
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<tr>
<td>IT 232</td>
<td>MCSA Competency Workshop</td>
<td>NT 180, NT 200, and NT 210</td>
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<td>IT 233</td>
<td>CCNA Competency Workshop</td>
<td>IS 289</td>
<td>4.00</td>
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<tr>
<td>IT 330</td>
<td>Routing and Switching Security</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 335</td>
<td>Ethical Hacking</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 365</td>
<td>Network Infrastructure Hardening</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 366</td>
<td>Cloud Computing</td>
<td>NT 305</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 380</td>
<td>Cloud Computing and Virtualization Competency</td>
<td>IT 366</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 334</td>
<td>Data Storage</td>
<td>IS 191 and NT 180</td>
<td>4.00</td>
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<tr>
<td>NT 202</td>
<td>Routing and Switching Security I</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 210</td>
<td>Directory Services Administration</td>
<td>NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 212</td>
<td>Routing and Switching Security II</td>
<td>NT 202</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 302</td>
<td>Advanced Network Infrastructure</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 305</td>
<td>Virtualization</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 320</td>
<td>Wireless Networking Fundamentals</td>
<td>IS 112</td>
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<td>NT 325</td>
<td>System Administration Scripting</td>
<td>IS 103</td>
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<td>NT 341</td>
<td>Mail Servers</td>
<td>IS 191 and NT 180</td>
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</tr>
<tr>
<td>NT 353</td>
<td>Network Defense</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 360</td>
<td>Supporting Enterprise Applications</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 370</td>
<td>Web Server Installation and Administration</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 382</td>
<td>Multilayer Switching</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 400</td>
<td>Internetwork Troubleshooting</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 401</td>
<td>Voice-Over IP</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**OPEN ELECTIVE COURSES**

A minimum of 6.00 semester credit hours of open electives is required.

Completion of BU 482 Strategic Management or IS 481 IT Strategic Management eliminates either course as an (additional) elective.

**REQUIRED CAPSTONE OR INTERNSHIP**

3.00 credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 495 *</td>
<td>Internship</td>
<td>Final semester and PD 214</td>
<td>3.00</td>
</tr>
<tr>
<td>IT 491</td>
<td>Information Technology Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.
REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

◆ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSITNM program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the IS 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY WITH A CONCENTRATION IN SECURITY TECHNOLOGY (BSITST)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
The Bachelor of Science in Information Technology With a Concentration in Security Technology program employs an integrated and coherent approach that prepares students with the necessary academic knowledge and technical competencies required for a range of positions and will educate students in preparing for careers in the administration and management of information technology. The curriculum is focused on designing, implementing, and supporting solutions to business problems in the general categories of information technology, information management, and business communications with emphasis on security technology. The program helps students to develop skills needed to design an organization’s security systems procedures, standards, protocols, and policies, as well as ensure that operational security is in compliance with standards. The program keeps pace with changing technology by offering courses that focus on emerging technologies. Coursework is designed to enhance and build upon the knowledge and skills of students with associate’s degrees, completed coursework, or practical experience in information technology or systems.

This bachelor’s degree includes courses that provide a strong foundation for industry certifications. Depending on the student’s core and elective courses, as well as their commitment to prepare outside of class, the student can take these industry certification exams from one or more of the following companies: Cisco, CompTIA, Microsoft, Oracle, VMware, and Red Hat. For a full listing of courses and their corresponding certifications, please talk to your admissions advisor.

PROGRAM OUTCOMES
Upon completion of the program, the student should be able to:

1. Demonstrate proficiency in networking, standards, and security issues necessary to design, implement, and evaluate information technology solutions.
2. Design, develop, and evaluate systems based on end-user profiles and interactions.
3. Reconcile conflicting project objectives in the design of networking and security systems, finding acceptable compromises within limitations of cost, time, knowledge, existing systems and design choices, and organizational requirements.
4. Articulate organizational, operational, ethical, social, legal, and economic issues impacting the design of information technology systems.
5. Apply current theories, models, and techniques in the analysis, design, implementation, and testing of secure network infrastructures across LANs and WANs.
6. Think critically at a conceptual level and by using mathematical analysis as well as the scientific method, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society in a culturally diverse world.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, computer and information systems managers and computer network architects.

PROGRAM CONTENT
A minimum of 122.00 semester credit hours is required for graduation.

REQUIRED CORE COURSES IN INFORMATION TECHNOLOGY
All courses, 46.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 103</td>
<td>Programming Logic</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 112</td>
<td>Computer Networks</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 182</td>
<td>Database Concepts and Applications I</td>
<td>IS 103</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------------------</td>
<td>-------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>IS 185</td>
<td>Computer Architecture and Troubleshooting I</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 191</td>
<td>Linux Administration</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 282</td>
<td>Network Security</td>
<td>IS 191 and NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 284</td>
<td>Routers and Switches I</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 286</td>
<td>Routers and Switches II</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 201</td>
<td>Internet Concepts and Human Computer Interaction</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 345</td>
<td>Information Technology Project Management</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>NT 180</td>
<td>Network and Server Operating Systems</td>
<td>IS 112 or IS 186</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 200</td>
<td>Network Infrastructure Administration</td>
<td>NT 180</td>
<td>4.00</td>
</tr>
</tbody>
</table>

Completion of IT 345 may be waived with the permission of the Academic Dean if the student has already completed BU 345 Project Management.

REQUIRED COURSES IN TECHNICAL SPECIALTY DOMAIN—SECURITY TECHNOLOGY

All courses, 20.00 semester credit hours, are required. Students must select five out the following courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 333</td>
<td>Information Assurance and Security</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 335</td>
<td>Ethical Hacking</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 334</td>
<td>Data Storage</td>
<td>IS 191 and NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 366</td>
<td>Cloud Computing</td>
<td>NT 305</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 305</td>
<td>Virtualization</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 315</td>
<td>Designing Network Security</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 325</td>
<td>System Administration Scripting</td>
<td>IS 103</td>
<td>4.00</td>
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<tr>
<td>NT 343</td>
<td>Computer and Network Forensics</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 353</td>
<td>Network Defense</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
</tbody>
</table>

TECHNICAL ELECTIVE COURSES

A minimum of 8.00 semester credit hours is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 186</td>
<td>Computer Architecture and Troubleshooting II</td>
<td>IS 185</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 214</td>
<td>SQL Server Administration</td>
<td>NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 216</td>
<td>Database Concepts and Applications II</td>
<td>IS 182</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 239</td>
<td>TCP/IP</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 289</td>
<td>Applied Routers and Switches</td>
<td>IS 286</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 292</td>
<td>Linux Application Server</td>
<td>IS 191</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 345</td>
<td>Business Systems Analysis</td>
<td>IS 112</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
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<td>---------------</td>
<td>--------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
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<tr>
<td>IS 420</td>
<td>Advanced Specialization</td>
<td>GPA of 3.0 and written approval of both the Faculty Advisor and Academic Dean</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 421</td>
<td>Firewall Security</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 120</td>
<td>Technical Writing</td>
<td>EN 104</td>
<td>1.00</td>
</tr>
<tr>
<td>IT 330</td>
<td>Routing and Switching Security</td>
<td>IS 284 or NT 215</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 335</td>
<td>Ethical Hacking</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 365</td>
<td>Network Infrastructure Hardening</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 366</td>
<td>Cloud Computing</td>
<td>NT 305</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 371</td>
<td>Web Security</td>
<td>NT 370</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 333</td>
<td>Information Assurance and Security</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 334</td>
<td>Data Storage</td>
<td>IS 191 and NT 180</td>
<td>4.00</td>
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<tr>
<td>IT 460</td>
<td>Advanced Security Implementation</td>
<td>IS 282 and NT 200</td>
<td>4.00</td>
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<td>IT 470</td>
<td>Enterprise Security Solutions</td>
<td>IS 282 and NT 200</td>
<td>4.00</td>
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<td>NT 202</td>
<td>Routing and Switching Security I</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 210</td>
<td>Directory Services Administration</td>
<td>NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 212</td>
<td>Routing and Switching Security II</td>
<td>NT 202</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 302</td>
<td>Advanced Network Infrastructure</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 305</td>
<td>Virtualization</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 315</td>
<td>Designing Network Security</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 320</td>
<td>Wireless Networking Fundamentals</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 325</td>
<td>System Administration Scripting</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 341</td>
<td>Mail Servers</td>
<td>IS 191 and NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 343</td>
<td>Computer and Network Forensics</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 353</td>
<td>Network Defense</td>
<td>IS 282</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 370</td>
<td>Web Server Installation and Administration</td>
<td>NT 200</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 401</td>
<td>Voice-Over IP</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**OPEN ELECTIVE COURSES**

A minimum of 6.00 semester credit hours of open electives is required.

 nfs Completion of BU 482 Strategic Management or IS 481 IT Strategic Management eliminates either course as an (additional) elective.

**REQUIRED CAPSTONE OR INTERNSHIP**

3.00 credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 495 *</td>
<td>Internship</td>
<td>Final semester and PD 214</td>
<td>3.00</td>
</tr>
<tr>
<td>IT 491</td>
<td>Information Technology Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.
REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

4.00 Semester Credit Hours in Computer Applications ◆
3.00 Semester Credit Hours in Cultural Diversity
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours in General Education Electives ◆
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ** ◆
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
4.00 Semester Credit Hours of Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

◆ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSIT program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the IS 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN LEGAL STUDIES (BSLS)

Only the Herzing University paralegal programs at New Orleans and Atlanta are approved by the American Bar Association. (ABA). The Herzing Legal Studies program offered online is not approved by the ABA.

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program is designed to provide in-depth understanding of the legal system as it relates to the law, the courts, clients, and lawyers. The core curriculum provides a solid foundation of legal, ethical, technical, and communication skills. Students will be prepared for entry-level or management training positions in office administration or other business enterprises requiring a legal studies background.

SPECIAL ADMISSIONS
Students at the Atlanta and New Orleans campuses must complete all paralegal courses at the campus in a traditional classroom format.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:
1. Describe the US legal system.
2. Describe the changing functions of the paralegal as the delivery of legal services evolves.
3. Demonstrate proficiency of standard technology and research tools used in legal environments
4. Evaluate ethical decision making practices in a legal environment.
5. Draft a variety of legal documents
6. Evaluate alternatives to litigation.
7. Formulate appropriate business solutions.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, paralegal and legal assistant.

PROGRAM CONTENT
A minimum of 126.00 semester credit hours is required for graduation.

REQUIRED MANAGEMENT CORE COURSES
All courses, 30.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 220</td>
<td>Finance</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 204</td>
<td>The Digital Firm and Business Communications</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 220</td>
<td>Principles of Marketing</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 302</td>
<td>Leadership and Organizational Behavior</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 305</td>
<td>Administrative Law</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 407</td>
<td>Quantitative Decision Making</td>
<td>MA 204 or MA 225 or MA 320</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 111</td>
<td>Principles of Microeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 121</td>
<td>Principles of Macroeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>
## REQUIRED INTRODUCTORY LEGAL STUDIES COURSES
All courses, 34.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 102 *</td>
<td>Computers and Application Software</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>PL 100</td>
<td>Introduction to Legal Assisting</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 106</td>
<td>Legal Research</td>
<td>PL 100</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 115</td>
<td>Contract Law</td>
<td>PL 100 and PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 131</td>
<td>Torts</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 132</td>
<td>Family Law</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 140</td>
<td>Ethics and Paralegal Professionalism</td>
<td>PL 100</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 180</td>
<td>Law Office Procedures</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 215</td>
<td>Civil Litigation</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 250</td>
<td>Legal Writing</td>
<td>EN 104 and PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 298</td>
<td>NALA Certification Review</td>
<td>Final course</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* IS 102: The American Bar Association does not consider this a general education course.

## REQUIRED ADVANCED LEGAL STUDIES COURSES
All courses, 9.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 300</td>
<td>Legal Office Administration</td>
<td>PL 180</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 425</td>
<td>Business Organizations</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 450</td>
<td>Advanced Legal Research</td>
<td>PL 250</td>
<td>3.00</td>
</tr>
</tbody>
</table>

## ELECTIVE COURSES
A minimum of 12.00 semester credit hours is required. At least 9.00 semester credit hours must be paralegal (PL) courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 206</td>
<td>Business Law I</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 403</td>
<td>Constitutional Law</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>HR 100</td>
<td>Introduction to Human Resource Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>HR 230</td>
<td>Employment Law and Labor Relations</td>
<td>BU 206 and HR 100</td>
<td>3.00</td>
</tr>
<tr>
<td>HR 340</td>
<td>Alternative Dispute Resolution (ADR) Essentials</td>
<td>HR 100</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 120</td>
<td>Word Processing</td>
<td>IS 102</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 160</td>
<td>Spreadsheets</td>
<td>IS 102</td>
<td>4.00</td>
</tr>
<tr>
<td>PL 139</td>
<td>Wills, Trusts and Estates</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 220</td>
<td>Bankruptcy</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 225</td>
<td>Criminal Law</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
</tbody>
</table>
Course Number | Course Name | Prerequisite | Semester Credit Hours
--- | --- | --- | ---
PL 235 | Property Law and Intellectual Property Law | PL 106 | 3.00
PL 246 | Environmental Law and Administrative Agencies | PL 106 | 3.00

REQUIRED PROJECT MANAGEMENT

3.00 semester credit hours are required.

Course Number | Course Name | Prerequisites/Corequisites | Semester Credit Hours
--- | --- | --- | ---
BU 345 | Project Management | None | 3.00

REQUIRED CAPSTONE OR INTERNSHIP

3.00 semester credit hours are required.

Course Number | Course Name | Prerequisites/Corequisites | Semester Credit Hours
--- | --- | --- | ---
PL 491 | Capstone Project | Final semester | 3.00
PL 494 * | Legal Studies Internship | Final semester | 3.00

* Online students in some states may not be allowed to take this internship due to state restrictions.

REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 33.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300-400 level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

3.00 Semester Credit Hours in Cultural Diversity
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours of General Education Electives ♦
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ** ♦
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
4.00 Semester Credit Hours of Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 33.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.
PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
2.00 semester credit hours are required. Students taking the BU 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN NURSING (BSN)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This comprehensive bachelor’s degree in nursing program prepares the generalist nurse with a focus on practice which is holistic, caring, safe, quality, and evidence-based client/patient care. The baccalaureate nurse generalist assumes the role of provider of direct and indirect care, designer, coordinator, and manager of care, and has membership in the profession as an advocate for clients/patients and the professions (AACN, 2008). The liberal arts education core provides a strong foundation for developing the clinical judgment and critical thinking skills required to provide care to diverse populations across the life-span, health-illness continuum, and in a variety of healthcare settings and to practice lifelong learning. Herzing University currently offers two options for completion of the BSN degree.

Option ①: This BSN pre-licensure plan is approved (Brookfield, Kenosha, and Akron campuses) and initially approved (Atlanta campus) by the state boards of nursing in the states where it is currently offered and prepares students to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN) upon completion of the program. Graduates who successfully pass this national examination will be eligible to practice as registered nurses in the state in which they took the examination and will also be qualified to apply for licensure in all 50 states. Option ① is currently only available at the Atlanta, Brookfield, Kenosha, and Akron campuses. Please refer to the Program Offerings by Campus section of this catalog.

Option ②: The registered nurse (RN) to Bachelor of Science in nursing completion option is open to licensed, registered nurses who have completed an associate’s degree in nursing or a diploma in nursing from a nationally or regionally accredited college or university. The program supports nurses desiring to advance their education and increase their career opportunities. The curriculum outcomes are the same as for the pre-licensure Bachelor of Science nursing program. Enrollees may opt to step out of the program with the bachelor’s degree or continue to completion of the MSN. Option ② is currently available through the Atlanta, Brookfield, Kenosha, and Akron campuses of Herzing University.

The general education and core nursing courses build on each other and are integrated throughout the curriculum. Theoretical instruction is integrated with clinical experience in a variety of healthcare settings in order to provide a broad, holistic, and reality-based understanding of the roles and responsibilities of a professional nurse.

PROGRAM OUTCOMES

Upon completion of their program, the student should be able to:

1. Practice using caring, compassionate, culturally competent, and evidence-based practices in the roles of the baccalaureate nurse using the nursing process to provide patient/client-centered care in a variety of healthcare settings.
2. Use a broad base of techniques to communicate effectively with clients, families, healthcare teams, and communities.
3. Use critical thinking and decision making, local, state, national, and global policies, legislative concepts, and healthcare economics to effect quality healthcare and the evolving healthcare system.
4. Integrate knowledge and skills in nursing leadership and management, quality improvement, and patient safety, as required, to provide healthcare.
5. Integrate knowledge and skills to promote health and prevent disease across the lifespan and the continuum of healthcare environments.
6. Practice professionalism, including the inherent values of altruism, autonomy, human dignity, integrity, and social justice.
7. Formulate a professional ethic that includes lifelong learning and continuous professional development in an ever-evolving healthcare environment.
8. Think critically at a conceptual level and by using mathematical analysis as well as the scientific method, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society in a culturally diverse world.

SPECIAL ADMISSION REQUIREMENTS

Please refer to the “Nursing Admission Criteria” policy in the Admissions Information section of this catalog for program admission requirements.

To enroll in the RN to BSN program option ②, a prospective student must possess the following:
1. An unrestricted, active registered nurse (RN) license to practice nursing.
2. An associate’s degree or diploma in nursing from an accredited institution of higher learning

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, registered nurse.

PROGRAM CONTENT
A minimum of 120.00 semester credit hours is required for graduation.

PRE-LICENSURE PROGRAM OPTION ①: REQUIRED COURSES IN NURSING
A minimum of 70.00 semester credit hours is required.

* Undergraduate students may take up to 12 graduate credits for selected courses. NU 500 Theoretical Foundations of Nursing for NU 206 or NU 305; NU 560 Research Methods and Evidence-Based Practice for NU 430/431 NU 525 Technology and Nursing Informatics in Advanced Practice for NU 225 or NU 425; HCA 610 Health Policy and Management for NU 400/401. See Graduate Catalog for full requirements under title Undergraduate Students Taking Graduate courses (Dual Enrollment).

‡ Pre-licensure students may enroll in the following RN-BSN equivalent courses: NU 305 Professional Role Transition for NU 206; NU 425 Nursing Informatics for NU 225; NU 401 National and Global Health and Policy Issues for NU 400; and NU 431 Evidence-Based Nursing Research and Practice for NU 430.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU 100</td>
<td>Growth and Development</td>
<td>PS 101</td>
<td>3.00</td>
</tr>
<tr>
<td>NM 171^</td>
<td>Transition to RN Practice (Access Plan)</td>
<td>NU 100, SC 165, SC 165L, SC 185, SC 185L, SC 245, SC 245L, and SS 120/ Corequisites NU 206, NU 208, and NU 209</td>
<td>6.00</td>
</tr>
<tr>
<td>NU 206*‡¥</td>
<td>Introduction to Professional Nursing</td>
<td>None/Corequisites NU 208 and NU 211</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 208¥</td>
<td>Pathophysiology</td>
<td>NU 100, SC 165, SC 165L, SC 185, SC 185L, SC 245, SC 245L, and SS 120</td>
<td>4.00</td>
</tr>
<tr>
<td>NU 209</td>
<td>Health Assessment</td>
<td>NU 100, SC 185, SC 185L, SC 245, SC 245L, and SS 120</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 211¥</td>
<td>Introduction to Clinical Nursing</td>
<td>NU 100, SC 165, SC 165L, SC 185, SC 185L, SC 245, SC 245L, and SS 120/ Corequisites NU 206, NU 208, and NU 209</td>
<td>4.00</td>
</tr>
<tr>
<td>NU 216</td>
<td>Adult Health I</td>
<td>NU 211/Corequisite NU 220</td>
<td>6.00</td>
</tr>
<tr>
<td>NU 220¥</td>
<td>Pharmacology</td>
<td>NU 210/Corequisite NU 216</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 225*‡</td>
<td>Nursing Informatics</td>
<td>NU 206</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 302</td>
<td>Adult Health II</td>
<td>NU 216, NU 220, NU 225, and SC150</td>
<td>6.00</td>
</tr>
<tr>
<td>NU 309</td>
<td>Mental Health Nursing</td>
<td>NU 220 and NU 302/Corequisite NU 316</td>
<td>5.00</td>
</tr>
<tr>
<td>NU 316</td>
<td>Gerontological Nursing</td>
<td>NU 220 and NU 302/Corequisite NU 309</td>
<td>4.00</td>
</tr>
<tr>
<td>NU 400*‡</td>
<td>National and Global Health and Policy Issues</td>
<td>NU 206 or NU 305</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 402</td>
<td>Family Nursing</td>
<td>NU 309 and NU 316/Corequisite NU 412</td>
<td>6.00</td>
</tr>
<tr>
<td>NU 412</td>
<td>Community Nursing</td>
<td>NU 309 and NU 316/Corequisite NU 402</td>
<td>5.00</td>
</tr>
<tr>
<td>NU 430*‡</td>
<td>Evidence-Based Nursing Research and Practice</td>
<td>NU 305 (or NU 206) and MA 320 (or equivalent)</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 447</td>
<td>Adult Health III/Nursing Practicum</td>
<td>NU 402 and NU 412/Corequisite NU 450</td>
<td>6.00</td>
</tr>
<tr>
<td>NU 450</td>
<td>Nursing Leadership and Management</td>
<td>NU 402 and NU 412 or NU 305 and NU 474</td>
<td>3.00</td>
</tr>
</tbody>
</table>
NM171 may be required for any student entering through the Access Plan for Special Healthcare Groups. Core courses that are identified with an (¥) are fulfilled through transfer of credit from previous courses in the students prior education.

**GENERAL EDUCATION PREREQUISITE COURSES ①**

The following general education prerequisite courses must be completed with a grade of “C” (70%) or better for a student to be continued in the nursing program.

- Anatomy and Physiology With Lab
- Chemistry
- College Algebra and Statistics
- Microbiology
- Principles of Nutrition
- Psychology
- Sociology

All other general education courses must be passed with a grade of “D” or better to be continued in the nursing program.

A student who is dropped from the nursing program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the BSN nursing program in a future cycle.

**GENERAL EDUCATION REQUIRED COURSES ①**

Students enrolled in this bachelor’s degree must complete a minimum of 48.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00</td>
<td>Anatomy and Physiology With Lab</td>
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<tr>
<td>3.00</td>
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<tr>
<td>6.00</td>
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<td>Semester Credit Hours in General Chemistry With Lab</td>
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<td>Semester Credit Hours in General Microbiology With Lab</td>
</tr>
<tr>
<td>6.00</td>
<td>Semester Credit Hours in Humanities With Critical Thinking</td>
</tr>
<tr>
<td>1.00</td>
<td>Semester Credit Hour in Information Literacy</td>
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<td>7.00</td>
<td>Semester Credit Hours in Mathematics (College Algebra and Statistics)</td>
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<td>3.00</td>
<td>Semester Credit Hours in Speech</td>
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* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 48.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

▲ Students must take SC 150 Principles of Nutrition to fulfill this requirement.

◆ Students must take PS 101 Psychology and SS 120 Introduction to Sociology to fulfill this requirement.

■ Students must take HU 101 Critical Thinking and HU 325 Literature and the Art of Healthcare to fulfill this requirement.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES ①**

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
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<td>PD 202</td>
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<tr>
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### Course or Category

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**RN-BSN PROGRAM OPTION: REQUIRED COURSES IN NURSING**

All NU courses, 25.00 semester credit hours are required.

* Undergraduate students may take up to 12 graduate credits for these courses: NU 500 Theoretical Foundations of Nursing for NU 305; NU 560 Research Methods and Evidence-Based Practice for NU 430/431; and NU 525 Technology and Nursing Informatics in Advanced Practice for NU 425; HCA 610 Health Policy and Management for NU 401. See Graduate Catalog for full requirements under title Undergraduate Students Taking Graduate courses (Dual Enrollment).

### Course Number

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
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<td>Professional Role Transition</td>
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<td>NU 345</td>
<td>Health Assessment and Promotion Across the Lifespan</td>
<td>NU 305</td>
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<td>NU 425*</td>
<td>Nursing Informatics</td>
<td>NU 305 and NU 345 or NU 206</td>
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<tr>
<td>NU 431*</td>
<td>Evidence-Based Nursing Research and Practice</td>
<td>NU 305 (or NU 206) and MA 320 (or equivalent)</td>
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</tr>
<tr>
<td>NU 401*</td>
<td>National and Global Health and Policy Issues</td>
<td>NU 305 or NU 206</td>
<td>3.00</td>
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<td>NU 474</td>
<td>Community Health Nursing Bridge</td>
<td>NU 305 and NU 345</td>
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<tr>
<td>NU 451</td>
<td>Nursing Leadership and Management</td>
<td>NU 305 and NU 345 or NU 402 and NU 412</td>
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<tr>
<td>NU 475</td>
<td>Nursing Capstone</td>
<td>Final Semester/Corequisite NU 451</td>
<td>2.00</td>
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</table>

**GENERAL EDUCATION PREREQUISITE COURSES**

The following general education prerequisite courses must be transferred or completed with a grade of “C” (70%) or better for a student to be continued in the nursing program.

- Anatomy and Physiology With Lab
- Chemistry
- College Algebra and Statistics
- Microbiology
- Principles of Nutrition
Psychology
Sociology

All other general education courses must be passed with a grade of “D” or better to be continued in the nursing program.

A student who is dropped from the nursing program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the BSN nursing program in a future cycle.

RN-BSN PROGRAM OPTION: TRANSFER CREDITS IN NURSING, GENERAL EDUCATION, AND OPEN ELECTIVES

Students must complete at least 9.00 semester credit hours at the 300-400 level in general education. A minimum of 30.00 semester credit hours is required to meet Herzing's residency requirement. Students must verify transfer credits via official transcripts.

Transfer Credits in Nursing
Up to 46.00 semester credit hours from nursing core courses (non-general education courses) may be transferred from an associate’s degree or diploma in nursing. General education transfer credits are applied under general education.

Transfer Credits in General Education
Students enrolled in this bachelor’s degree must complete a minimum of 48.00 semester credit hours in general education distributed among the following disciplines:

- 8.00 Semester Credit Hours in Anatomy and Physiology with Lab
- 3.00 Semester Credit Hours in Cultural Diversity
- 6.00 Semester Credit Hours in English Composition or Literature
- 3.00 Semester Credit Hours in Chemistry w/lab or Other Natural Science**
- 3.00 Semester Credit Hours in General Microbiology with Lab
- 6.00 Semester Credit Hours in Humanities With Critical Thinking
- 1.00 Semester Credit Hour in Information Literacy
- 7.00 Semester Credit Hours in Mathematics (College Algebra and Statistics)
- 2.00 Semester Credit Hours in Natural Science
- 6.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements.

** Natural Science courses may include environmental science; biochemistry; physics; astronomy, biology, or genetics.

▲ Students must take SC 150 Principles of Nutrition (or equivalent) to fulfill this requirement.

◆ Students must take PS 101 Psychology or SS 120 Introduction to Sociology (or equivalent) to fulfill this requirement.

■ Students must take HU 101 Critical Thinking and HU 325 Literature and the Art of Healthcare (or equivalent) to fulfill this requirement.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
A minimum of 1.00 semester credit hour is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
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<tr>
<td>PD 202</td>
<td>Professional Development II</td>
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RN-BSN PROGRAM OPTION: DISTRIBUTION OF CONTACT HOURS BY COURSE

<table>
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<th>Lecture</th>
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BACHELOR OF SCIENCE IN NURSING—MINNEAPOLIS (BSNMN)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

This comprehensive four-year bachelor’s degree in nursing curriculum focuses on health promotion, risk reduction, disease prevention, illness, and disease management and includes information about healthcare technologies using evidence-based practice. The liberal arts education core provides a strong foundation for developing clinical judgment and critical thinking skills required in professional nursing. This BSN program is approved by the Minnesota State Board of Nursing and prepares students to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN) upon completion of the program. Graduates who successfully pass this national examination will be qualified to practice as registered nurses in the state in which they took the examination and will also be qualified to apply for licensure in all 50 states.

Students will begin the program by taking general education courses the first semester. The following semesters, the general education and nursing courses will build on each other and will be integrated throughout the program. Theoretical instruction is integrated with clinical experience in a variety of healthcare settings in order to provide a broad, holistic, and reality-based understanding of the roles and responsibilities of a professional nurse.

Utilizing The Essentials of Baccalaureate Education for Professional Nursing Practice as a framework, graduates will be primary providers of direct and indirect care in many different settings, including acute care, chronic care, and public health. In providing care, nurses will also serve as patient advocates and educators. The focus of care may be an individual, a group, or a specific population. Graduates will also be prepared to assume first-line management positions.

PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

1. Utilize theoretical foundations from the liberal arts to support nursing practice.
2. Practice in roles appropriate for the baccalaureate nurse generalist in providing, designing, managing, and coordinating care for individuals, families, populations, and communities.
3. Incorporate levels of prevention in providing care to diverse populations across the lifespan.
4. Critically analyze information to make defensible nursing judgments, and utilize evidence-based practice and health policy in providing patient care.
5. Provide culturally competent care.
6. Utilize the nursing process to provide competent, safe, and holistic care that encompasses the physical, psychological, developmental, sociocultural, and spiritual dimensions of patients across the lifespan.
7. Demonstrate effective verbal, written, and group communication skills.
8. Demonstrate ethical practice individually and within an interdisciplinary healthcare environment.
9. Demonstrate a commitment to the role of the professional nurse.
10. Think critically at a conceptual level and by using mathematical analysis as well as the scientific method, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society in a culturally diverse world.

SPECIAL ADMISSION REQUIREMENTS

Please refer to the “Undergraduate Nursing Admission Requirements” policy in the Admissions Information section of this catalog for nursing program admission requirements.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, registered nurse.

PROGRAM CONTENT

A minimum of 120.00 semester credit hours is required for graduation.
## REQUIRED COURSES IN NURSING

All courses, 73.00 semester credit hours, are required.

<table>
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<td>Introduction to Professional Nursing</td>
<td>MA 107, SC 145, SC 145L, SC 165, SC 165L, SC 245, SC 245L / EN 104, NM 255, PD 121, SC 185, SC 185L</td>
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<td>Clinical Nursing I</td>
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<td>Psychiatric Nursing: Contemporary Practice</td>
<td>NM 208, NM 322 / EN 251, MA 320, NM 335, NM 245</td>
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<td>NM 322</td>
<td>Clinical Nursing II</td>
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<td>NM 335</td>
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<td>NM 422</td>
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<td>NM 424</td>
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<td>NM 465</td>
<td>Nursing Research</td>
<td>Final semester / PD 202, NM 485</td>
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<td>NM 480</td>
<td>Leadership and Issues in Nursing</td>
<td>NM 352, NM 424, SS 150, SS 350 / HU 325, NM 410, NM 422, SS 340</td>
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<td>Final semester / PD 202, NM 465</td>
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</table>

* LPN ADVANCEMENT PLAN

NM 171 is required for any student entering through the LPN Advancement Plan. Core courses that are identified with an (*) are fulfilled through transfer of credit from previous courses in the student’s PN program.

**GENERAL EDUCATION PREREQUISITES**

The following general education prerequisite courses must be completed with a grade of “C” (70%) for a student to be continued in the nursing program.
• Anatomy and Physiology With Lab
• Microbiology
• College Algebra and Statistics
• Chemistry

All other general education courses must be passed with a grade of “D” or better to be continued in the nursing program.

A student who is dropped from the nursing program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the nursing program in a future cycle.

REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 45.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

8.00 Semester Credit Hours in Anatomy and Physiology With Lab
3.00 Semester Credit Hours in Chemistry With Lab
6.00 Semester Credit Hours in English Composition or Literature
6.00 Semester Credit Hours in Humanities
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra and Statistics)
3.00 Semester Credit Hours in Microbiology With Lab
2.00 Semester Credit Hours in Natural Science
6.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 45.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

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<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
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### Distribution of Contact Hours by Course

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<td>SC 245L (Anatomy and Physiology)</td>
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BACHELOR OF SCIENCE IN NURSING—ORLANDO (BSNF)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The Bachelor of Science in Nursing (BSN) professional program builds on a foundation of knowledge in science, humanities, and multidisciplines. The BSN degree program in Orlando has three options: The traditional pre-licensure; the RN-BSN completion (or Bridge) for students who have earned an associate or diploma in nursing and are licensed as a registered nurse; and Accelerated (students who have already earned a bachelor of arts or science degree in another field). Graduates will be prepared for entry-level positions as a baccalaureate-prepared nurse. Students graduating from this program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in order to obtain Florida RN licensure.

The curriculum is concept-based and moves from simple to complex learning and application to analysis utilizing critical thinking, the nursing process, and evidence-based practice. The curriculum is designed to facilitate complex thinking and deeper understanding of nursing concepts. The curriculum actively engages students and faculty, leading to discovery, reflection, and thoughtful application of nursing knowledge across the life-span and in culturally diverse populations. The conceptual framework for the program is based on Ida Jean Orlando’s Nursing Process Theory and incorporates QSEN guidelines.

The BSNF curriculum framework encompasses The Essentials of Baccalaureate Education for Professional Nursing Practice, the American Nurses Association (ANA) Standards of Nursing and the National League of Nursing’s (NLN) Core Values and Educational Competencies and incorporates adult learning theory. Graduates will be primary providers of direct and indirect care in many different settings, including acute care, long-term, and community health. In providing care, nurses will also serve as patient advocates and educators. The focus of care may be an individual, a group, or a specific population. Graduates will also be prepared to assume first-line management positions. Emphasis is placed on the importance of nursing research and evidence-based practice. The program provides an excellent foundation for graduate study in nursing.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Manage quality, safe, evidence-based, skilled, and patient-centered care utilizing the nursing process.
2. Apply research methods to evaluate current knowledge from nursing theory, nursing science, and related disciplines to inform and/or initiate change in educational, clinical, and organizational decision making.
3. Engage in critical thinking necessary for leadership and management, quality improvement, and patient safety, as required, to provide high-quality healthcare.
4. Integrate teaching and learning principles in both formal and incidental teaching situations for health promotion in areas of advanced leadership, community/public health, and global health.
5. Participate in collaborative relationships with individuals, families, groups, communities, populations, and members of the interdisciplinary team to provide and improve care.
6. Review existing or proposed local, state, national, and global policy and legislation, including financial and regulatory, that affect healthcare.
7. Demonstrate leadership roles appropriate for the baccalaureate nurse in designing, managing, and coordination of patient care within the context of competent, ethical, and patient-focused care in a variety of healthcare settings for diverse patient populations.
8. Integrate knowledge, communication skills, and scientific finding from nursing science, computer science, information science, and cognitive science in the professional practice of nursing informatics.
9. Incorporate scholarship, professional behaviors, ethical, and legal principles into baccalaureate nursing performance.
10. Think critically at a conceptual level and by using mathematical analysis as well as the scientific method, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society in a culturally diverse world.

SPECIAL ADMISSION REQUIREMENTS

Please refer to the “Undergraduate Nursing Admission Requirements” policy in the Admissions Information section of this catalog for nursing program admission requirements.
POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, registered nurse.

PROGRAM CONTENT
A minimum of 120.00 semester credit hours is required for graduation.

NURSING SUPPORT COURSE
1.00 semester credit hour is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
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<tr>
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REQUIRED COURSES IN NURSING
All courses, 72.00 semester credit hours, are required.

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<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
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<td>NF 113</td>
<td>Nursing III</td>
<td>NF 112</td>
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<td>NF 214</td>
<td>Nursing IV</td>
<td>NF 113 or NF 171</td>
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<td>NF 215</td>
<td>Nursing V</td>
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<td>NF 216</td>
<td>Nursing VI</td>
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<td>NF 310</td>
<td>Nursing Pathophysiology</td>
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<td>NF 317</td>
<td>Nursing VII</td>
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<td>Nursing VII</td>
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<td>NF 422</td>
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<td>NF 423</td>
<td>Integration of Nursing Concepts</td>
<td>NF 421/Corequisite NF 422</td>
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GENERAL EDUCATION PREREQUISITES
The following general education prerequisite courses must be completed with a grade of “C” (70%) or better for a student to be continued in the nursing program.

- Anatomy and Physiology With Lab
- Microbiology With Lab
- Mathematics (College Algebra and Statistics)

All other general education courses must be passed with a grade of “D” or better to be continued in the nursing program.

A student who is dropped from the nursing program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the BSNF nursing program in a future cycle.
REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor degree must complete a minimum of 45.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

8.00 Semester Credit Hours in Anatomy and Physiology With Lab
4.00 Semester Credit Hours in Computer Applications
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours in General Education Electives ●
3.00 Semester Credit Hours in General Microbiology With Lab
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ** ●
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra and Statistics)
4.00 Semester Credit Hours in Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 45.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

● Students must take a 300-level course to fulfill this requirement. Students in the accelerated BSN option must take Cultural Diversity.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

▲ All students, except those enrolled in the accelerated BSN option, must take SC 370 and SC 370L to fulfill this requirement.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
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<td>8.00</td>
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<tr>
<td>Computer Applications</td>
<td>60.00</td>
<td></td>
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<td>60.00</td>
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</tr>
<tr>
<td>English Composition or Literature</td>
<td>90.00</td>
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<td>General Education Elective</td>
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<tr>
<td>General Microbiology With Lab</td>
<td>30.00</td>
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<tr>
<td>Humanities With a Critical Thinking Focus</td>
<td>45.00</td>
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<td>Information Literacy</td>
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<tr>
<td>Mathematics</td>
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<td>105.00</td>
<td>7.00</td>
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<tr>
<td>Natural Science With Lab</td>
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<tr>
<td>Personal/Professional Development</td>
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</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>45.00</td>
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<td>3.00</td>
</tr>
<tr>
<td>Speech</td>
<td>45.00</td>
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<td>3.00</td>
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<tr>
<td><strong>Totals</strong></td>
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<td><strong>216.00</strong></td>
<td><strong>666.00</strong></td>
<td><strong>2,352.00</strong></td>
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</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN NURSING—BRIDGE TO BSN—ORLANDO (BSNBB)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
The Bachelor of Science in Nursing Bridge to BSN program is a professional program that builds on a foundation of knowledge in science, humanities, multi-disciplines, and prior nursing knowledge. The BSNBB program in Orlando has two options: Accelerated (students who have already earned a bachelor of arts or science degree in another field); and pre-licensure Bridge to RN, which includes applicants who have successfully completed a program in practical nursing, paramedic, respiratory therapy or cardiovascular technology and hold a license in that discipline. Students graduating from this program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in order to obtain Florida RN licensure.

The curriculum is concept-based and moves from simple to complex learning and application to analysis utilizing critical thinking, the nursing process, and evidence-based practice. The curriculum is designed to facilitate complex thinking and deeper understanding of nursing concepts. The curriculum actively engages students and faculty, leading to discovery, reflection, and thoughtful application of nursing knowledge across the life-span and in culturally diverse populations. The conceptual framework for the program is based on Ida Jean Orlando's Nursing Process Theory and incorporates QSEN guidelines.

The BSNF curriculum framework encompasses The Essentials of Baccalaureate Education for Professional Nursing Practice, the American Nurses Association (ANA) Standards of Nursing and the National League of Nursing's (NLN) Core Values and Educational Competencies and incorporates adult learning theory. Graduates will be primary providers of direct and indirect care in many different settings, including acute care, long-term, and community health. In providing care, nurses will also serve as patient advocates and educators. The focus of care may be an individual, a group, or a specific population. Graduates will also be prepared to assume first-line management positions. Emphasis is placed on the importance of nursing research and evidence-based practice. The program provides an excellent foundation for graduate study in nursing.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Manage quality, safe, evidence-based, skilled, and patient-centered care utilizing the nursing process.
2. Apply research methods to evaluate current knowledge from nursing theory, nursing science, and related disciplines to inform and/or initiate change in educational, clinical, and organizational decision making.
3. Engage in critical thinking necessary for leadership and management, quality improvement, and patient safety, as required, to provide high-quality healthcare.
4. Integrate teaching and learning principles in both formal and incidental teaching situations for health promotion in areas of advanced leadership, community/public health, and global health.
5. Participate in collaborative relationships with individuals, families, groups, communities, populations, and members of the interdisciplinary team to provide and improve care.
6. Review existing or proposed local, state, national, and global policy and legislation, including financial and regulatory, that affect healthcare.
7. Demonstrate leadership roles appropriate for the baccalaureate nurse in designing, managing, and coordinating patient care within the context of competent, ethical, and patient-focused care in a variety of healthcare settings for diverse patient populations.
8. Integrate knowledge, communication skills, and scientific finding from nursing science, computer science, information science, and cognitive science in the professional practice of nursing informatics.
9. Incorporate scholarship, professional behaviors, ethical, and legal principles into baccalaureate nursing performance.
10. Think critically at a conceptual level and by using mathematical analysis as well as the scientific method, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society in a culturally diverse world.

SPECIAL ADMISSION REQUIREMENTS
Applicants must have successfully completed a program in practical nursing, paramedic, respiratory therapy, or cardiovascular technology and hold a license in that discipline. Please refer to the "Undergraduate Nursing Admission Requirements" policy in the Admissions Information section of this catalog for nursing program admission requirements.
POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, registered nurse.

PROGRAM CONTENT
A minimum of 120.00 semester credit hours is required for graduation.

TRANSFER CREDITS
Students who have completed a practical nursing, paramedic, respiratory therapy, or cardiovascular technology program and hold a valid license to practice from any state will be awarded 14.00 semester credit hours toward this degree.

REQUIRED COURSES IN NURSING
All courses, 59.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NF 171</td>
<td>Transition to RN Practice</td>
<td>SC 165, SC 165L, SC 245 and SC 245L</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 214</td>
<td>Nursing IV</td>
<td>NF 113 or NF 171</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 215</td>
<td>Nursing V</td>
<td>NF 113 or NF 171</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 216</td>
<td>Nursing VI</td>
<td>NF 215</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 310</td>
<td>Nursing Pathophysiology</td>
<td>SC 245 and SC 245L</td>
<td>3.00</td>
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<tr>
<td>NF 317</td>
<td>Nursing VII</td>
<td>NF 216</td>
<td>6.00</td>
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<tr>
<td>NF 319</td>
<td>Nursing IX</td>
<td>NF 318</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 320</td>
<td>Nursing VIII</td>
<td>NF 317</td>
<td>3.00</td>
</tr>
<tr>
<td>NF 420</td>
<td>Nursing X</td>
<td>NF 319</td>
<td>5.00</td>
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<td>NF 421</td>
<td>Nursing XI</td>
<td>NF 420</td>
<td>6.00</td>
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<tr>
<td>NF 422</td>
<td>Clinical Practicum</td>
<td>NF 421/Corequisite NF 423</td>
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<tr>
<td>NF 423</td>
<td>Integration of Nursing Concepts</td>
<td>NF 421/Corequisite NF 422</td>
<td>2.00</td>
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</table>

GENERAL EDUCATION PREREQUISITES
The following general education prerequisite courses must be completed with a grade of “C” (70%) or better for a student to be continued in the nursing program.

- Anatomy and Physiology With Lab
- Microbiology
- College Mathematics (Algebra and Statistics)

All other general education courses must be passed with a grade of “D” or better to be continued in the nursing program. A student who is dropped from the nursing program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the nursing program in a future cycle.

REQUIRED COURSES IN GENERAL EDUCATION
Students enrolled in this bachelor’s degree must complete a minimum of 45.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

8.00 Semester Credit Hours in Anatomy and Physiology With Lab
4.00 Semester Credit Hours in Computer Applications
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours in General Education Electives
3.00 Semester Credit Hours in General Microbiology With Lab
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra and Statistics)
4.00 Semester Credit Hours of Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 45.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

- Students must take a 300-level course to fulfill this requirement.
- A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.
- Students must take MA 107 and MA 320 to fulfill this requirement.
- Students must take SC 370 and SC 370L to fulfill this requirement.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
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<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
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<table>
<thead>
<tr>
<th>Course Number or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
<th>Total Contact Hours</th>
<th>Credits</th>
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<tbody>
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<td>NF 215</td>
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Anatomy and Physiology With Lab 90.00 60.00 150.00 8.00
Computer Applications 60.00 60.00 4.00
English Composition or Literature 90.00 90.00 6.00
General Education Electives 45.00 45.00 3.00
General Microbiology With Lab 30.00 30.00 3.00
Humanities With a Critical Thinking Focus 45.00 45.00 3.00
Information Literacy 15.00 15.00 1.00
## Distribution of Contact Hours by Course (Not Including 14.00 Semester Credit Hours of Transfer)

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<thead>
<tr>
<th>Course Number or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
<th>Total Contact Hours</th>
<th>Credits</th>
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</thead>
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<td>Mathematics (College Algebra and Statistics)</td>
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<td>7.00</td>
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<td>Natural Science With Lab Component</td>
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<td>30.00</td>
<td></td>
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<td>4.00</td>
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<tr>
<td>Personal/Professional Development</td>
<td>30.00</td>
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<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>45.00</td>
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<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Speech</td>
<td>45.00</td>
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<td>540.00</td>
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</table>
BACHELOR OF SCIENCE IN NURSING—RN-BSN ONLINE

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This comprehensive bachelor’s degree in nursing program prepares the generalist nurse with a focus on practice which is holistic, caring, safe, quality, and evidence-based client/patient care. The baccalaureate nurse generalist assumes the role of provider of direct and indirect care, designer, coordinator, and manager of care, and has membership in the profession as an advocate for clients/patients and the professions (AACN, 2008). The liberal arts education core provides a strong foundation for developing the clinical judgment and critical thinking skills required to provide care to diverse populations across the life-span, health-illness continuum, and in a variety of healthcare settings and to practice lifelong learning. The general education and core nursing courses build on each other and are integrated throughout the curriculum. Theoretical instruction is integrated with clinical experience in a variety of healthcare settings in order to provide a broad, holistic, and reality-based understanding of the roles and responsibilities of a professional nurse.

The registered nurse (RN) to Bachelor of Science in Nursing RN-BSN program is open to licensed, registered nurses who have completed an associate’s degree in nursing or a diploma in nursing from a nationally or regionally accredited college or university. The program supports nurses desiring to advance their education and increase their career opportunities. The curriculum outcomes are the same as for the pre-licensure Bachelor of Science nursing program. Enrollees may opt to step out of the program with the bachelor’s degree or continue to completion of the MSN.

The general education and core nursing courses build on each other and are integrated throughout the curriculum. Theoretical instruction is integrated with clinical experience in a variety of healthcare settings in order to provide a broad, holistic, and reality-based understanding of the roles and responsibilities of a professional nurse.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Practice using caring, compassionate, culturally competent, and evidence-based practices in the roles of the baccalaureate nurse using the nursing process to provide patient/client-centered care in a variety of healthcare settings.
2. Use a broad base of techniques to communicate effectively with clients, families, healthcare teams, and communities.
3. Use critical thinking and decision making, local, state, national, and global policies, legislative concepts, and healthcare economics to effect quality healthcare and the evolving healthcare system.
4. Integrate knowledge and skills in nursing leadership and management, quality improvement, and patient safety, as required, to provide healthcare.
5. Integrate knowledge and skills to promote health and prevent disease across the lifespan and the continuum of healthcare environments.
6. Practice professionalism, including the inherent values of altruism, autonomy, human dignity, integrity, and social justice.
7. Formulate a professional ethic that includes lifelong learning and continuous professional development in an ever-evolving healthcare environment.
8. Think critically at a conceptual level and by using mathematical analysis as well as the scientific method, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society in a culturally diverse world.

SPECIAL ADMISSION REQUIREMENTS

Please refer to the “Nursing Admission Criteria” policy in the Admissions Information section of this catalog for program admission requirements.

To enroll in the RN to BSN program, a prospective student must possess the following:

1. An unrestricted, active registered nurse (RN) license to practice nursing.
2. An associate’s degree or diploma in nursing from an accredited institution of higher learning.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, registered nurse.
PROGRAM CONTENT

A minimum of 120.00 semester credit hours is required for graduation.

REQUIRED COURSES IN NURSING

All NU courses, 25.00 semester credit hours are required.

* Undergraduate students may take up to 12 graduate credits for these courses: NU 500 Theoretical Foundations of Nursing for NU 305; NU 560 Research Methods and Evidence-Based Practice for NU 431; NU 525 Technology and Nursing Informatics in Advanced Practice for NU 425. HCA 610 Health Policy and Management for NU 401. See Graduate Catalog for full requirements under title Undergraduate Students Taking Graduate courses (Dual Enrollment).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU 305*</td>
<td>Professional Role Transition</td>
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<tr>
<td>NU 345</td>
<td>Health Assessment and Promotion Across the Lifespan</td>
<td>NU 305</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 425*</td>
<td>Nursing Informatics</td>
<td>NU 305 and NU 345 or NU 206</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 431*</td>
<td>Evidence-Based Nursing Research and Practice</td>
<td>NU 305 (or NU 206) and MA 320 (or equivalent)</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 401*</td>
<td>National and Global Health and Policy Issues</td>
<td>NU 305 or NU 206</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 474</td>
<td>Community Health Nursing</td>
<td>NU 305, NU 345, NU 425, NU 431</td>
<td>5.00</td>
</tr>
<tr>
<td>NU 451</td>
<td>Nursing Leadership and Management</td>
<td>NU 305 and NU 345 or NU 402 and NU 412</td>
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<tr>
<td>NU 475</td>
<td>Nursing Capstone</td>
<td>Final Semester/Corequisite NU 451</td>
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</tr>
</tbody>
</table>

GENERAL EDUCATION PREREQUISITE COURSES

The following general education prerequisite courses must be transferred or completed with a grade of “C” (70%) or better for a student to be continued in the nursing program.

- Anatomy and Physiology With Lab
- Chemistry
- College Algebra and Statistics
- Microbiology
- Principles of Nutrition
- Psychology
- Sociology

All other general education courses must be passed with a grade of “D” or better to be continued in the nursing program.

A student who is dropped from the nursing program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the BSN nursing program in a future cycle.

RN-BSN PROGRAM OPTION: TRANSFER CREDITS IN NURSING, GENERAL EDUCATION, AND OPEN ELECTIVES

Students must complete at least 9.00 semester credit hours at the 300-400 level in general education. A minimum of 30.00 semester credit hours is required to meet Herzing’s residency requirement. Students must verify transfer credits via official transcripts.

Transfer Credits in Nursing

Up to 46.00 semester credit hours from nursing core courses (non-general education courses) may be transferred from an associate’s degree or diploma in nursing. General education transfer credits are applied under general education.

Transfer Credits in General Education

Students enrolled in this bachelor’s degree must complete a minimum of 48.00 semester credit hours in general education distributed among the following disciplines:
8.00 Semester Credit Hours in Anatomy and Physiology with Lab
3.00 Semester Credit Hours in Cultural Diversity
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours in Chemistry w/lab or Other Natural Science**
3.00 Semester Credit Hours in General Microbiology with Lab
6.00 Semester Credit Hours in Humanities with Critical Thinking ♦
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra and Statistics)
2.00 Semester Credit Hours in Natural Science ▲
6.00 Semester Credit Hours in Social or Behavioral Science ♦
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements.

** Natural Science courses may include environmental science; biochemistry; physics; astronomy, biology, or genetics.

▲ Students must take SC 150 Principles of Nutrition (or equivalent) to fulfill this requirement.

◆ Students must take PS 101 Psychology or SS 120 Introduction to Sociology (or equivalent) to fulfill this requirement.

♦ Students must take HU 101 Critical Thinking and HU 325 Literature and the Art of Healthcare (or equivalent) to fulfill this requirement.

General Education Open Electives ♃
There are 9 semester credit hours of general education open electives which may be transferred in, or taken at the University. Additionally, any resulting deficiency in the total of 48.0 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines, nursing electives, or nursing core courses.

♯ Sciences include: Physical science (physics, chemistry, astronomy, environmental science), life sciences (biology, genetics, biochemistry), mathematical sciences, social sciences (psychology and sociology). Arts include: fine arts (painting and sculpting), performing arts (dance and music), and humanities (literature and theology).

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
A minimum of 1.00 semester credit hour is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
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<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
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<td>1.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
<th>Total Contact Hours</th>
<th>Credits</th>
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</thead>
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<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
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<tr>
<td>NU 474</td>
<td>60.00</td>
<td>45.00</td>
<td></td>
<td>105.00</td>
<td>5.00</td>
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<tr>
<td>NU 475</td>
<td>15.00</td>
<td>45.00</td>
<td>60.00</td>
<td>120.00</td>
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<tr>
<td>Totals</td>
<td>345.00</td>
<td>90.00</td>
<td></td>
<td>435</td>
<td>25.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN SOFTWARE DEVELOPMENT WITH NO DECLARED MINOR OR CONCENTRATION (BSSDNM)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The Bachelor of Science Degree in Software Development Program employs an integrated and coherent approach that prepares students with the necessary academic knowledge and technical competencies required for a range of positions. The curriculum is focused on designing, implementing, or supporting computer application solutions to problems in industries such as business, homeland security, and health information management. Coursework is designed to enhance and build upon the knowledge and skills of students with associate’s degrees, completed course work, or practical experience in programming applications. Career opportunities include, but are not limited to, such areas as systems analysis, application programming, software engineering, and web design.

This bachelor’s degree includes courses that provide a strong foundation for industry certifications. Depending on the student’s core and elective courses, as well as their commitment to prepare outside of class, the student can take these industry certification exams from one or more of the following companies: Cisco, CompTIA, Microsoft, Oracle, VMware, and Red Hat. For a full listing of courses and their corresponding certifications, please talk to your admissions advisor.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Show mastery of software programming and techniques necessary to design, implement, and evaluate quality software solutions.
2. Demonstrate software engineering standards in the design, documentation, test, and implementation of software systems.
3. Reconcile conflicting project objectives in the design of software systems, finding acceptable compromises within limitations of cost, time, knowledge, existing systems and design choices, and organizations.
4. Articulate organizational, operational, ethical, social, legal, and economic issues impacting the design of software and software systems.
5. Analyze a problem in order to define the software requirements appropriate to a solution.
6. Apply mathematical foundations and algorithmic principles in software design and development.
7. Think critically at a conceptual level and by using mathematical analysis as well as the scientific method, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society in a culturally diverse world.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, applications software developer, systems software developer, and software quality assurance engineer and tester.

PROGRAM CONTENT

A minimum of 121.00 semester credit hours is required for graduation.

REQUIRED CORE COURSES IN COMPUTER SCIENCE

All courses, 32.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 103</td>
<td>Programming Logic</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 108</td>
<td>Internet Foundation</td>
<td>IS 102</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 109</td>
<td>Object-Oriented Programming I</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 112</td>
<td>Computer Networks</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 182</td>
<td>Database Concepts and Applications I</td>
<td>IS 103</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------</td>
<td>----------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>IS 207</td>
<td>Object-Oriented Programming 2</td>
<td>IS 109</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 210</td>
<td>Discrete Structures for Computer Science</td>
<td>IS 103 and MA 107</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 272</td>
<td>Introduction to Computer Security</td>
<td>IS 112</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 216</td>
<td>Database Concepts and Applications II</td>
<td>IS 182</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**REQUIRED COURSES IN SECONDARY PROGRAMMING LANGUAGE**
A minimum of 16.00 semester credit hours is required. Students must select Secondary Programming Languages from the list below.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 170</td>
<td>Visual Basic I</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 213</td>
<td>C++ Programming</td>
<td>IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 258</td>
<td>Web Scripting</td>
<td>IS 108</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 312</td>
<td>C# Programming</td>
<td>IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 316</td>
<td>Programming in Linux</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 325</td>
<td>System Administration Scripting</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES IN SOFTWARE DEVELOPMENT**
A minimum of 16.00 semester credit hours is required. A minimum of 6.00 semester hours must be at the 300- or 400-level.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 170</td>
<td>Visual Basic I</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 185</td>
<td>Computer Architecture and Troubleshooting I</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 191</td>
<td>Linux Administration</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 211</td>
<td>Legacy Systems Introduction</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 213</td>
<td>C++ Programming</td>
<td>IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 258</td>
<td>Web Scripting</td>
<td>IS 108</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 312</td>
<td>C# Programming</td>
<td>IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 316</td>
<td>Programming in Linux</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 317</td>
<td>C++ Project</td>
<td>IS 213</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 320</td>
<td>Client-Side Website Development</td>
<td>IS 108</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 328</td>
<td>Software Engineering I</td>
<td>IS 207</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 332</td>
<td>Data Warehousing</td>
<td>IS 216</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 336</td>
<td>Mobile Applications Development</td>
<td>IS 103 and IS 108</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 345</td>
<td>Business Systems Analysis</td>
<td>IS 112</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 331</td>
<td>Software Testing</td>
<td>IS 207</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 358</td>
<td>Software Engineering II</td>
<td>IS 328</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 390</td>
<td>Advanced Web Development</td>
<td>IS 108 and IS 182</td>
<td>4.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------</td>
<td>----------------------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>IS 420</td>
<td>Advanced Specialization</td>
<td>Program GPA of 3.0 and written approval of both the faculty advisor and academic dean</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 482</td>
<td>Database Administration</td>
<td>IS 216</td>
<td>3.00</td>
</tr>
<tr>
<td>IT 120</td>
<td>Technical Writing</td>
<td>EN 104</td>
<td>1.00</td>
</tr>
<tr>
<td>NT 120</td>
<td>Emerging Operating Systems</td>
<td>IS 185</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 180</td>
<td>Network and Server Operating Systems</td>
<td>IS 112 or IS 186</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 325</td>
<td>System Administration Scripting</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**OPEN ELECTIVE COURSES**

A minimum of 15.00 semester credit hours of open electives is required. IS 165 may not be taken to satisfy this requirement.

- Completion of BU 345 Project Management or IT 345 Information Technology Project Management eliminates either course as an additional elective. Completion of BU 482 Strategic Management or IS 481 IT Strategic Management eliminates either course as an additional elective.

**REQUIRED CAPSTONE OR INTERNSHIP**

3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 491</td>
<td>Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 495 *</td>
<td>Internship</td>
<td>Final semester and PD 214</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

**REQUIRED COURSES IN GENERAL EDUCATION**

Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in Cultural Diversity
- 6.00 Semester Credit Hours in English Composition or Literature
- 3.00 Semester Credit Hours in General Education Electives
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus
- 1.00 Semester Credit Hour in Information Literacy
- 7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 4.00 Semester Credit Hours of Natural Science With a Lab Component
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

• The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSSDNM program must complete a minimum of
37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
A minimum of 2.00 semester credit hours is required. Students taking the IS 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
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<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
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<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
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</tbody>
</table>
BACHELOR OF SCIENCE IN SOFTWARE DEVELOPMENT WITH A CONCENTRATION IN COMPUTER PROGRAMMING (BSSDCP)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
The Bachelor of Science in Software Development With a Concentration in Computer Programming employs an integrated and coherent approach that prepares students with the necessary academic knowledge and technical competencies required for a range of positions. The curriculum is focused on designing, implementing, or supporting computer application solutions to problems in industries such as business, homeland security, and health information management. Coursework is designed to enhance and build upon the knowledge and skills of students with associate’s degrees, completed coursework, or practical experience in programming applications.

This bachelor’s degree includes courses that provide a strong foundation for industry certifications. Depending on the student’s core and elective courses, as well as their commitment to prepare outside of class, the student can take these industry certification exams from one or more of the following companies: Cisco, CompTIA, Microsoft, Oracle, VMware, and Red Hat. For a full listing of courses and their corresponding certifications, please talk to your admissions advisor.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Show mastery of software programming and techniques necessary to design, implement, and evaluate quality software solutions.
2. Demonstrate software engineering standards in the design, documentation, test, and implementation of software systems.
3. Reconcile conflicting project objectives in the design of software systems, finding acceptable compromises within limitations of cost, time, knowledge, existing systems and design choices, and organizations.
4. Articulate organizational, operational, ethical, social, legal, and economic issues impacting the design of software and software systems.
5. Analyze a problem in order to define the software requirements appropriate to a solution.
6. Apply mathematical foundations and algorithmic principles in software design and development.
7. Think critically at a conceptual level and by using mathematical analysis as well as the scientific method, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society in a culturally diverse world.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, applications software developer, systems software developer, and software quality assurance engineer and tester.

PROGRAM CONTENT
A minimum of 121.00 semester credit hours is required for graduation.

REQUIRED CORE COURSES IN COMPUTER SCIENCE
All courses, 32.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 103</td>
<td>Programming Logic</td>
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<td>4.00</td>
</tr>
<tr>
<td>IS 108</td>
<td>Internet Foundation</td>
<td>IS 102</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 109</td>
<td>Object-Oriented Programming 1</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 112</td>
<td>Computer Networks</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 182</td>
<td>Database Concepts and Applications I</td>
<td>IS 103</td>
<td>3.00</td>
</tr>
</tbody>
</table>
### REQUIRED COURSES IN SECONDARY PROGRAMMING LANGUAGE

A minimum of 16.00 semester credit hours is required. Students must select Secondary Programming Languages from the list below.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 170</td>
<td>Visual Basic I</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 213</td>
<td>C++ Programming</td>
<td>IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 258</td>
<td>Web Scripting</td>
<td>IS 108</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 312</td>
<td>C# Programming</td>
<td>IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 316</td>
<td>Programming in Linux</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 325</td>
<td>System Administration Scripting</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
</tbody>
</table>

### REQUIRED COURSES IN TECHNICAL SPECIALTY DOMAIN—SOFTWARE ENGINEERING

All courses, 16.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 328</td>
<td>Software Engineering I</td>
<td>IS 207</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 331</td>
<td>Software Testing</td>
<td>IS 207</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 345</td>
<td>Business Systems Analysis</td>
<td>IS 112</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 358</td>
<td>Software Engineering II</td>
<td>IS 328</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 390</td>
<td>Advanced Web Development</td>
<td>IS 108 and IS 182</td>
<td>4.00</td>
</tr>
</tbody>
</table>

### ELECTIVE COURSES IN SOFTWARE DEVELOPMENT

A minimum of 9.00 semester credit hours is required. A minimum of 6.00 semester hours must be at the 300- or 400-level.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 170</td>
<td>Visual Basic I</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 185</td>
<td>Computer Architecture and Troubleshooting I</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 191</td>
<td>Linux Administration</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 211</td>
<td>Legacy Systems Introduction</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 213</td>
<td>C++ Programming</td>
<td>IS 207</td>
<td>4.00</td>
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<tr>
<td>IS 258</td>
<td>Web Scripting</td>
<td>IS 108</td>
<td>4.00</td>
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<tr>
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<td>C# Programming</td>
<td>IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------</td>
<td>----------------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>IS 316</td>
<td>Programming in Linux</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 317</td>
<td>C++ Project</td>
<td>IS 213</td>
<td>3.00</td>
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<tr>
<td>IS 320</td>
<td>Client-Side Website Development</td>
<td>IS 108</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 332</td>
<td>Data Warehousing</td>
<td>IS 216</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 336</td>
<td>Mobile Applications Development</td>
<td>IS 103 and IS 108</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 420</td>
<td>Advanced Specialization</td>
<td>Program GPA of 3.0 and written approval of both the faculty advisor and academic dean</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 482</td>
<td>Database Administration</td>
<td>IS 216</td>
<td>3.00</td>
</tr>
<tr>
<td>IT 120</td>
<td>Technical Writing</td>
<td>EN 104</td>
<td>1.00</td>
</tr>
<tr>
<td>NT 120</td>
<td>Emerging Operating Systems</td>
<td>IS 185</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 180</td>
<td>Network and Server Operating Systems</td>
<td>IS 112 or IS 186</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 325</td>
<td>System Administration Scripting</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**OPEN ELECTIVE COURSES**

A minimum of 6.00 semester credit hours of open electives is required. IS 165 may not be taken to satisfy this requirement.

Completion of BU 345 Project Management or IT 345 Information Technology Project Management eliminates either course as an additional elective. Completion of BU 482 Strategic Management or IS 481 IT Strategic Management eliminates either course as an additional elective.

**REQUIRED CAPSTONE OR INTERNSHIP**

3.00 credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 491</td>
<td>Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 495 *</td>
<td>Internship</td>
<td>Final semester and PD 214</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

**REQUIRED COURSES IN GENERAL EDUCATION**

Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in Cultural Diversity
- 6.00 Semester Credit Hours in English Composition or Literature
- 3.00 Semester Credit Hours in General Education Electives
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus
- 1.00 Semester Credit Hour in Information Literacy
- 7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 4.00 Semester Credit Hours of Natural Science With a Lab Component
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.
** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSSDCP program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the IS 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN SOFTWARE DEVELOPMENT
WITH A CONCENTRATION IN MOBILE APPLICATION DEVELOPMENT (BSSDMAD)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The Bachelor of Science in Software Development With a Concentration in Mobile Application Development employs an integrated and coherent approach that prepares students with the necessary academic knowledge and technical competencies required for a range of positions. The curriculum is focused on designing, implementing, or supporting computer application solutions to problems in industries such as business, homeland security, and health information management. Coursework is designed to enhance and build upon the knowledge and skills of students with associate's degrees, completed coursework, or practical experience in programming applications.

This bachelor’s degree includes courses that provide a strong foundation for industry certifications. Depending on the student’s core and elective courses, as well as their commitment to prepare outside of class, the student can take these industry certification exams from one or more of the following companies: Cisco, CompTIA, Microsoft, Oracle, VMware, and Red Hat. For a full listing of courses and their corresponding certifications, please talk to your admissions advisor.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Show mastery of software programming and techniques necessary to design, implement, and evaluate quality software solutions.
2. Demonstrate software engineering standards in the design, documentation, test, and implementation of software systems.
3. Reconcile conflicting project objectives in the design of software systems, finding acceptable compromises within limitations of cost, time, knowledge, existing systems and design choices, and organizations.
4. Articulate organizational, operational, ethical, social, legal, and economic issues impacting the design of software and software systems.
5. Analyze a problem in order to define the software requirements appropriate to a solution.
6. Apply mathematical foundations and algorithmic principles in software design and development.
7. Think critically at a conceptual level and by using mathematical analysis as well as the scientific method, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society in a culturally diverse world.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, applications software developer, systems software developer, and software quality assurance engineer and tester.

PROGRAM CONTENT

A minimum of 122.00 semester credit hours is required for graduation.

REQUIRED CORE COURSES IN COMPUTER SCIENCE

All courses, 29.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 103</td>
<td>Programming Logic</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 109</td>
<td>Object-Oriented Programming 1</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 112</td>
<td>Computer Networks</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 182</td>
<td>Database Concepts and Applications I</td>
<td>IS 103</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 185</td>
<td>Computer Architecture and Troubleshooting I</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 207</td>
<td>Object-Oriented Programming 2</td>
<td>IS 109</td>
<td>4.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------</td>
<td>----------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>IS 210</td>
<td>Discrete Structures for Computer Science</td>
<td>IS 103 and MA 107</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 272</td>
<td>Introduction to Computer Security</td>
<td>IS 112</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**OPEN ELECTIVE COURSES**

A minimum of 6.00 semester credit hours of open electives is required.

Completion of BU 345 Project Management or IT 345 Information Technology Project Management eliminates either course as an additional elective. Completion of BU 482 Strategic Management or IS 481 IT Strategic Management eliminates either course as an additional elective. See Elective Courses in Application Specialty Domain also.

**REQUIRED COURSES IN TECHNICAL SPECIALTY DOMAIN—MOBILE APPLICATION DEVELOPMENT**

All courses, 13.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 108</td>
<td>Internet Foundation</td>
<td>IS 102</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 328</td>
<td>Software Engineering I</td>
<td>IS 207</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 358</td>
<td>Software Engineering II</td>
<td>IS 328</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 336</td>
<td>Mobile Applications Development</td>
<td>IS 103 and IS 108</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES IN TECHNICAL SPECIALTY DOMAIN—INTRODUCTORY APPLICATION DEVELOPMENT**

A minimum of 4.00 semester credit hours is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 324</td>
<td>Introduction to Android Mobile Development</td>
<td>IS 165 or IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 334</td>
<td>Introduction to Blackberry Mobile Development</td>
<td>IS 165 or IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 344</td>
<td>Introduction to iPhone Mobile Development</td>
<td>IS 213</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 354</td>
<td>Introduction to Symbian Mobile Development</td>
<td>IS 213</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 364</td>
<td>Introduction to Windows Mobile Application Development</td>
<td>IS 312</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES IN TECHNICAL SPECIALTY DOMAIN—ADVANCED APPLICATION DEVELOPMENT**

A minimum of 4.00 semester credit hours is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 424</td>
<td>Advanced Android Mobile Development</td>
<td>IS 324</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 434</td>
<td>Advanced Blackberry Mobile Development</td>
<td>IS 334</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 464</td>
<td>Advanced Windows Mobile Development</td>
<td>IS 364</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES IN TECHNICAL SPECIALTY DOMAIN—SECONDARY PROGRAMMING LANGUAGE**

A minimum of 4.00 semester credit hours is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 213</td>
<td>C++ Programming</td>
<td>IS 207</td>
<td>4.00</td>
</tr>
</tbody>
</table>
### ELECTIVE COURSES IN TECHNICAL SPECIALTY DOMAIN—MOBILE APPLICATION DEVELOPMENT

A minimum of 11.00 semester credit hours is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 213</td>
<td>C++ Programming</td>
<td>IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 312</td>
<td>C# Programming</td>
<td>IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 321</td>
<td>Mobile Application Security</td>
<td>IS 109</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 324</td>
<td>Introduction to Android Mobile Development</td>
<td>IS 165 or IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 334</td>
<td>Introduction to Blackberry Mobile Development</td>
<td>IS 165 or IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 344</td>
<td>Introduction to iPhone Mobile Development</td>
<td>IS 213</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 354</td>
<td>Introduction to Symbian Mobile Development</td>
<td>IS 213</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 364</td>
<td>Introduction to Windows Mobile Application Develop-</td>
<td>IS 312</td>
<td>4.00</td>
</tr>
<tr>
<td></td>
<td>ment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS 422</td>
<td>Mobile Game Development</td>
<td>IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 424</td>
<td>Advanced Android Mobile Development</td>
<td>IS 324</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 434</td>
<td>Advanced Blackberry Mobile Development</td>
<td>IS 334</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 464</td>
<td>Advanced Windows Mobile Development</td>
<td>IS 364</td>
<td>4.00</td>
</tr>
</tbody>
</table>

### ELECTIVE COURSES IN APPLICATION SPECIALTY DOMAIN

A minimum of 9.00 semester credit hours is required in one of the following broad areas. At least 3.00 semester credit hours must be at the 300- or 400-level.

- Accounting (AC), Business Management (BU), and Human Resources (HR)
- Criminal Justice (CJ) and Homeland Security (HS)
- Game Development (GD) and Graphic Arts (GA)
- Health Information Management (HI) and Healthcare Management (HC)

### REQUIRED CAPSTONE OR INTERNSHIP

3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 491</td>
<td>Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 495</td>
<td>Internship</td>
<td>Final semester and PD 214</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300- to 400-level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in Cultural Diversity
- 6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours in General Education Electives •
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ** ◆
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
4.00 Semester Credit Hours of Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

◆ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor's degrees, not counting computer applications. However, all Herzing University students in the BSSDMAD program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor's degree program. Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
2.00 semester credit hours are required. Students taking the IS 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
BACHELOR OF SCIENCE IN TECHNOLOGY MANAGEMENT (BSTM)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This program of study is designed to provide students with foundation skills and knowledge in various technical areas. In addition, this program is further designed to teach the student the necessary business skills and academic knowledge for entry-level management positions in a technical environment.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Demonstrate proficiency in networking and security standards
2. Design appropriate network systems based on end-user needs
3. Articulate organizational, operational, ethical, social, legal, and economic issues impacting the design of information technology systems.
4. Evaluate project constraints and solutions for network and security systems across LANs and WANs

POTENTIAL OCCUPATIONAL TITLES

Potential entry-level job position titles include, but are not limited to, general manager and operations manager.

PROGRAM CONTENT

A minimum of 123.00 semester credit hours is required for graduation.

REQUIRED MANAGEMENT CORE COURSES

All courses, 36.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 220</td>
<td>Finance</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106 or BU 540</td>
<td>Introduction to Management or Leadership Foundations</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 204</td>
<td>The Digital Firm and Business Communications</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 206</td>
<td>Business Law I</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 220 or BU 560</td>
<td>Principles of Marketing or Managerial Foundations</td>
<td>BU 106 or BU 540</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 302 or BU 600</td>
<td>Leadership and Organizational Behavior or Leadership and Organizational Behavior</td>
<td>BU 106 or BU 540</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 327</td>
<td>Business Ethics</td>
<td>BU 206</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 345</td>
<td>Project Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 407 or BU 550</td>
<td>Quantitative Decision Making or Research and Decision Making</td>
<td>MA 204 or MA 225 or MA 320 or BU 540</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 111</td>
<td>Principles of Microeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 121</td>
<td>Principles of Macroeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

REQUIRED TECHNICAL COURSES

Students must complete at least 24.00 semester credit hours of technical courses. Selection or transfer of courses will be in consultation and with the approval of the student’s academic advisor. Any resulting deficiency in the total of 24.00 semester credit hours required may be made up with additional technology courses.
OPEN ELECTIVE COURSES
A minimum of 21.00 semester credit hours of open electives is required. A minimum of 6.00 semester credit hours must be 300- to 400-level.

Completion of BU 345 Project Management or IT 345 Information Technology Project Management eliminates either course as an additional elective (see Required Management Core Courses). Completion of BU 482 Strategic Management or IS 481 IT Strategic Management eliminates either course as an additional elective.

REQUIRED CAPSTONE OR INTERNSHIP
3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 491</td>
<td>Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 495 *</td>
<td>Internship</td>
<td>Final semester, PGPA of at least 2.50, and PD 214</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

REQUIRED COURSES IN GENERAL EDUCATION
Students enrolled in this bachelor’s degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300-400 level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

4.00 Semester Credit Hours in Computer Applications
3.00 Semester Credit Hours in Cultural Diversity
6.00 Semester Credit Hours in English Composition or Literature
3.00 Semester Credit Hours of General Education Electives
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus
1.00 Semester Credit Hour in Information Literacy
7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
4.00 Semester Credit Hours of Natural Science With a Lab Component
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor’s degrees, not counting computer applications. However, all Herzing University students in the BSTM program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor’s degree program. Minnesota students must complete at least 4 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
2.00 semester credit hours are required. Students taking the BU 495 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
UNDERGRADUATE PROGRAMS OF STUDY

Associate of Science and Associate of Applied Science Programs
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN ACCOUNTING (ASA/AASA)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This accounting program provides students with a solid accounting background. The curriculum includes academic core courses, business courses, and education in computer skills related to accounting such as computerized accounting software, spreadsheets, and payroll systems. This program provides career opportunities in accounting areas such as payables, receivables, bookkeeping, payroll, and taxation.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Apply industry standard accounting principles and accounting based software to financial information
2. Demonstrate mastery of systems. industry standard spreadsheets, databases, and accounting
3. Articulate organizational, operational, ethical, legal, and economic issues affecting the accounting industry

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, bookkeeping, accounting, or auditing clerk.

PROGRAM CONTENT

A minimum of 65.00 semester credit hours is required for graduation.

REQUIRED CORE COURSES

All courses, 36.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 110</td>
<td>Payroll Accounting</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 212</td>
<td>Taxation I</td>
<td>AC 216</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 216</td>
<td>Accounting II</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 221</td>
<td>Taxation II</td>
<td>AC 212</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 204</td>
<td>The Digital Firm and Business Communications</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 206</td>
<td>Business Law I</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 220</td>
<td>Principles of Marketing</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 302</td>
<td>Leadership and Organizational Behavior</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 345</td>
<td>Project Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 111</td>
<td>Principles of Microeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

REQUIRED INTERNSHIP OR RESEARCH PROJECT

3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 265 *</td>
<td>Internship</td>
<td>Final semester, PGPA of at least 2.50, and PD 214</td>
<td>3.00</td>
</tr>
</tbody>
</table>
Course Number | Course Name                              | Prerequisites/Corequisites | Semester Credit Hours
---|------------------------------------------|-----------------------------|-------------------
BU 270         | Research Project                         |                             | Final semester 3.00

* Online students in some states may not be allowed to take this internship due to state restrictions.

**GENERAL EDUCATION REQUIREMENTS**

Students enrolled in this associate’s degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in English Composition
- 3.00 Semester Credit Hours in General Education Electives
- 1.00 Semester Credit Hour in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or above)
- 3.00 Semester Credit Hours in Natural Science or Humanities With a Critical Thinking Focus ** ▲  ♦
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

▲ Students in the State of Georgia must take a science course to fulfill this requirement.

♦ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASA program must complete a minimum of 24.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required. Students taking the BU 265 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN BUSINESS MANAGEMENT (ASBM/AASBM)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program prepares students with the necessary skills and academic knowledge for entry-level positions in various business enterprises. These career opportunities may be in areas such as accounting, accounts payable, accounts receivable, business administration, sales, marketing, and human resources.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Define operational, ethical, legal, and human resource issues associated with business management
2. Analyze financial information using standard tools to support and evaluate managerial decision-making.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, first-line supervisor, secretary, and administrative assistant.

PROGRAM CONTENT
A minimum of 62.00 semester credit hours is required for graduation.

REQUered CORE COURSES
All courses, 30.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 220</td>
<td>Finance</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 204</td>
<td>The Digital Firm and Business Communications</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 206</td>
<td>Business Law I</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 220</td>
<td>Principles of Marketing</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 302</td>
<td>Leadership and Organizational Behavior</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 345</td>
<td>Project Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 111</td>
<td>Principles of Microeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>EC 121</td>
<td>Principles of Macroeconomics</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

REQUIRED INTERNSHIP OR RESEARCH PROJECT
3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 265</td>
<td>Internship</td>
<td>Final semester, PGPA of at least 2.50, and PD 214</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 270</td>
<td>Research Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

OPEN ELECTIVE COURSES
A minimum of 3.00 semester credit hours of open electives is required.
GENERAL EDUCATION REQUIREMENTS

Students enrolled in this associate’s degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

4.00 Semester Credit Hours in Computer Applications ●
3.00 Semester Credit Hours in English Composition
3.00 Semester Credit Hours in General Education Electives ●
1.00 Semester Credit Hour in Information Literacy
4.00 Semester Credit Hours in Mathematics (College Algebra or above)
3.00 Semester Credit Hours in Natural Science or Humanities With a Critical Thinking Focus  ** ▲  ●
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

▲ Students in the State of Georgia must take a science course to fulfill this requirement.

● The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASBM program must complete a minimum of 24.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

Students may take the following courses in lieu of these indicated courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 281</td>
<td>Business Computers and Business Communications</td>
<td>None</td>
<td>7.00</td>
</tr>
<tr>
<td>BU 381</td>
<td>Leadership and Project Management</td>
<td>None</td>
<td>6.00</td>
</tr>
<tr>
<td>BU 382</td>
<td>International Economics and Business Management</td>
<td>None</td>
<td>6.00</td>
</tr>
<tr>
<td>EC 231</td>
<td>Economics</td>
<td>None</td>
<td>6.00</td>
</tr>
</tbody>
</table>

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the BU 265 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN BUSINESS STUDIES (ASBS/AASBS)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This transfer program provides students who have a solid grounding in a business discipline, gained from completing a diploma or certificate program in that discipline, with the general education component of an associate degree to become a well-rounded graduate.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:
1. Define operational, ethical, legal, and human resource issues associated with business management
2. Analyze financial information using standard tools to support and evaluate managerial decision-making.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, first-line supervisor, secretary, and administrative assistant.

PROGRAM CONTENT
A minimum of 60.00 semester credit hours, including transfer credits, is required for graduation.

REQUIRED BUSINESS COURSES
Students must complete at least 34.00 semester credit hours of courses in accounting, business, and/or legal studies. As a minimum, courses selected or transferred must cover each of the following topical areas: accounting, marketing, management principles, information systems, and economics. Selection or transfer of courses will be in consultation and with the approval of the student’s academic advisor. Any resulting deficiency in the total of 34.00 semester credit hours required may be made up with additional business-related courses.

GENERAL EDUCATION REQUIREMENTS
Students enrolled in this associate’s degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.*

4.00 Semester Credit Hours in Computer Applications
3.00 Semester Credit Hours in English Composition
3.00 Semester Credit Hours in General Education Electives
1.00 Semester Credit Hour in Information Literacy
4.00 Semester Credit Hours in Mathematics (College Algebra or above)
3.00 Semester Credit Hours in Natural Science or Humanities With a Critical Thinking Focus** ▲ ✷
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

▲ Students in the state of Georgia must take a science course to fulfill this requirement.

◆ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASBS program must complete a minimum of 24.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.
PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE IN CHIROPRACTIC TECHNICIAN (ASCT)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This associate’s program prepares students with the necessary skills and academic knowledge for an entry-level position as a chiropractic technician. The foundation for a career as a chiropractic technician is based in the chiropractic management modalities, business skills, and an understanding of anatomy and physiology. Chiropractic technicians will develop an awareness of the integrated relationship between the doctor of chiropractic, the chiropractic technician, and the patient as part of the therapeutic encounter. The curriculum is made up of instruction in subjects necessary for students to succeed as chiropractic technicians and emphasizes and reinforces the need to provide the highest quality service to patients.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Apply ethical practices to office procedures, patient documentation and financial accounting.
2. Select appropriate educational strategies using resources aligned with health needs and cultural settings.
3. Perform basic examination procedures and administer therapeutic modalities.
4. Demonstrate radiographic imaging and equipment operation.

POTENTIAL JOB POSITION TITLES

Potential entry-level job position titles include, but are not limited to, chiropractic technician and chiropractic assistant.

PROGRAM CONTENT

A minimum of 62.00 semester credit hours is required for graduation.

REQUIRED COURSES IN CHIROPRACTIC TECHNICIAN

31.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 120</td>
<td>Introduction to Chiropractic Foundations and Philosophy</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CT 160</td>
<td>Chiropractic Office Procedures and Insurance Claims</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CT 170</td>
<td>Chiropractic Radiographic Dynamics</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CT 175</td>
<td>Chiropractic Radiographic Positioning</td>
<td>CT 120 and CT 170</td>
<td>3.00</td>
</tr>
<tr>
<td>CT 180</td>
<td>Chiropractic Office Procedures Internship</td>
<td>CT 160 and PD 214</td>
<td>2.00</td>
</tr>
<tr>
<td>CT 190</td>
<td>Chiropractic Physiologic Therapeutics</td>
<td>CT 120</td>
<td>3.00</td>
</tr>
<tr>
<td>CT 270</td>
<td>Chiropractic Examination and Patient Education</td>
<td>CT 120</td>
<td>3.00</td>
</tr>
<tr>
<td>CT 280</td>
<td>Chiropractic Radiographic and Physiologic Therapeutics Internship</td>
<td>CT 175 and CT 190</td>
<td>4.00</td>
</tr>
<tr>
<td>CT 290</td>
<td>Chiropractic Insurance Application Internship</td>
<td>CT 160 and PD 214</td>
<td>3.00</td>
</tr>
<tr>
<td>TN 120</td>
<td>Massage Theory and Practice I</td>
<td>None</td>
<td>4.00</td>
</tr>
</tbody>
</table>

REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this associate's degree must complete a minimum of 29.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *
8.00 Semester Credit Hours in Anatomy and Physiology With Lab

4.00 Semester Credit Hours in Computer Applications

3.00 Semester Credit Hours in English Composition

3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus

1.00 Semester Credit Hours in Information Literacy

4.00 Semester Credit Hours in Mathematics (College Algebra or Above)

3.00 Semester Credit Hours in Social or Behavioral Science

3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 29.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

▲ To meet this requirement, students in the ASCT program must take SC 125/L Anatomy and Physiology for Therapeutic Massage I/Lab and SC 225/L Anatomy and Physiology for Therapeutic Massage II/Lab.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science. To fulfill this requirement in the ASCT program, students must take HU 225 Fundamentals of Healthcare Law and Ethics.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Distribution of Contact Hours by Course**

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Internship</th>
<th>Total Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 120</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>CT 160</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>CT 170</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
<td>CT 175</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
<td>CT 180</td>
<td>15.00</td>
<td></td>
<td>45.00</td>
<td>60.00</td>
<td>2.00</td>
</tr>
<tr>
<td>CT 190</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
<td>CT 270</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
<td>CT 280</td>
<td>30.00</td>
<td></td>
<td>90.00</td>
<td>120.00</td>
<td>4.00</td>
</tr>
<tr>
<td>CT 290</td>
<td>15.00</td>
<td></td>
<td>90.00</td>
<td>105.00</td>
<td>3.00</td>
</tr>
<tr>
<td>TN 120</td>
<td></td>
<td></td>
<td></td>
<td>60.00</td>
<td>4.00</td>
</tr>
</tbody>
</table>

Anatomy and Physiology With Lab                  | 90.00   | 60.00 |            | 150.00              | 8.00    |

Computer Applications                             |         |       |            | 60.00               | 4.00    |

English Composition/Literature                    |         |       |            | 45.00               | 3.00    |

Humanities With a Critical Thinking Focus         |         |       |            | 45.00               | 3.00    |

Information Literacy                              |         |       |            | 15.00               | 1.00    |

Mathematics                                       |         |       |            | 60.00               | 4.00    |
### Distribution of Contact Hours by Course

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Internship</th>
<th>Total Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal/Professional Development</td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Speech</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Totals</td>
<td>765.00</td>
<td>180.00</td>
<td>225.00</td>
<td>1,170.00</td>
<td>62.00</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN CRIMINAL JUSTICE (ASCJ/AASCJ)
(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program provides students with comprehensive academic knowledge of criminology, law enforcement, corrections, and the criminal justice system as well as the skills and techniques used in these disciplines. This degree can also provide advancement opportunities for law enforcement personnel requiring an associate’s degree when applying for or advancing within the profession. (Some states, including Minnesota, may require state certification or academy completion before being hired in a law enforcement position.)

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:
1. Demonstrate a basic knowledge of law enforcement practices.
2. Explain investigative techniques and evidence collection procedures for various criminal offenses.
3. Explain the inter relationship between law enforcement, our judicial system, and correctional agencies.
4. Articulate organizational and ethical issues affecting public safety personnel.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, security guards and first-line supervisors of protective service workers.

PROGRAM CONTENT
A minimum of 60.00 semester credit hours is required for graduation.

REQUIRED COURSES
All courses, 34.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 105</td>
<td>Introduction to Criminal Justice</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 115</td>
<td>Criminal Law</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 130</td>
<td>Introduction to Law and Judicial Process</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 140</td>
<td>Report Writing and Communications</td>
<td>CJ 105</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 200</td>
<td>Introduction to Corrections</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 205</td>
<td>Multicultural Issues in Criminal Justice Management</td>
<td>CJ 105</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 210</td>
<td>Law Enforcement Security</td>
<td>CJ 130</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 220</td>
<td>Ethics in Law Enforcement</td>
<td>CJ 105</td>
<td>3.00</td>
</tr>
<tr>
<td>CJ 230</td>
<td>Evidence Forensics</td>
<td>CJ 130</td>
<td>4.00</td>
</tr>
<tr>
<td>CJ 250</td>
<td>Juvenile Justice</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>HS 100</td>
<td>Introduction to Homeland Security</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>
GENERAL EDUCATION REQUIREMENTS

Students enrolled in this associate’s degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

4.00 Semester Credit Hours in Computer Applications 
3.00 Semester Credit Hours in English Composition
3.00 Semester Credit Hours in General Education Electives
1.00 Semester Credit Hours in Information Literacy
4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
3.00 Semester Credit Hours in Natural Science or Humanities With a Critical Thinking Focus ** ▲ ●
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

▲ Students in the state of Georgia must take a science course to fulfill this requirement.

◆ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASCJ program must complete a minimum of 24.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
</tbody>
</table>
ASSOCIATE OF APPLIED SCIENCE IN DENTAL ASSISTING (AASDA)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The goal of the dental assisting program is to train the student to become a productive member of the dental health team. This includes preparing the student for a variety of duties performed by the dental assistant in the contemporary dental office, including chairside assisting, laboratory procedures, administrative duties, and expanded functions. Our ultimate goal is to prepare students to successfully gain entry-level employment as a dental assistant.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Perform chairside techniques for a variety of dental procedures, utilizing current concepts of dental assisting after preparation of the treatment room with the appropriate instruments and materials.
2. Perform entry-level expanded functions as allowable by State Regulatory Agencies.
3. Perform laboratory procedures including operating dental equipment used in laboratory settings.
4. Apply appropriate dental terminology related to patient care, records maintenance, and business office procedures.
5. Demonstrate first aid and management techniques to medical emergencies in dental practice.
6. Articulate appropriate attitude and ethical conduct for gaining trust of associates and patients.
7. Produce diagnostic radiographs utilizing appropriate safety measures.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, dental assistants.

PROGRAM CONTENT

A minimum of 69.00 semester credit hours is required for graduation.

REQUIRED COURSES

All courses, 43.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DS 101</td>
<td>Chairside Assisting I</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>DS 102</td>
<td>Preclinical Dental Assisting</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>DS 105</td>
<td>Dental Communications</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>DS 107</td>
<td>Dental Materials</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>DS 108</td>
<td>Dental Science</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>DS 110</td>
<td>Expanded Functions I</td>
<td>DS 101</td>
<td>4.00</td>
</tr>
<tr>
<td>DS 116</td>
<td>Radiology</td>
<td>DS 101, DS 102, DS 108, DS 110 and CPR</td>
<td>5.00</td>
</tr>
<tr>
<td>DS 119</td>
<td>Advanced Expanded Functions</td>
<td>DS 101, DS 102, DS 108, DS 110 and CPR/</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Corequisite DS 119L (MN) or DS 120 (OH)</td>
<td></td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>DS 119L</td>
<td>Advanced Expanded Functions Lab</td>
<td>DS 101, DS 102, DS 108 and DS 110/ Corequisite DS 119</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS 120 (Ohio students)</td>
<td>Clinical Applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS 152</td>
<td>Chairside Assisting II</td>
<td>DS 101, DS 102, and DS 108</td>
<td>5.00</td>
</tr>
<tr>
<td>DS 207</td>
<td>Dental Ethics and Jurisprudence</td>
<td>DS 101 and DS 105</td>
<td>2.00</td>
</tr>
<tr>
<td>DS 294</td>
<td>Dental Assisting Internship *</td>
<td>Final semester, PD 214, and CPR</td>
<td>7.00</td>
</tr>
</tbody>
</table>

* The student must have a program grade point average (PGPA) of 2.00 or above to continue in the program.

**REQUIRED COURSES IN GENERAL EDUCATION**

Students enrolled in this associate’s degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 2.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in English Composition
- 5.00 Semester Credit Hours in General Education Electives
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus **
- 1.00 Semester Credit Hours in Information Literacy
- 4.00 Semester Credit Hours in Natural Science or Mathematics (College Algebra or Above)
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

◆ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASDA program must complete a minimum of 24.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

◆ Students in the AASDA program must take DS 204 Dental Management to fulfill this general education requirement.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required in addition to PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
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### Distribution of Contact Hours by Course

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Internship</th>
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<th>Credits</th>
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<tr>
<td>DS 101</td>
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<td>30.00</td>
<td></td>
<td>75.00</td>
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<tr>
<td>DS 102</td>
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<td></td>
<td></td>
<td>60.00</td>
<td>4.00</td>
</tr>
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<td>1.00</td>
</tr>
<tr>
<td>DS 107</td>
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<td></td>
<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
<td>DS 108</td>
<td>60.00</td>
<td></td>
<td></td>
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<td>DS 110</td>
<td>45.00</td>
<td>30.00</td>
<td></td>
<td>75.00</td>
<td>4.00</td>
</tr>
<tr>
<td>DS 116</td>
<td>60.00</td>
<td>30.00</td>
<td></td>
<td>90.00</td>
<td>5.00</td>
</tr>
<tr>
<td>DS 119</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>DS 119L (Minnesota students)</td>
<td></td>
<td></td>
<td>60.00</td>
<td>60.00</td>
<td>2.00</td>
</tr>
<tr>
<td>DS 120 (Ohio students)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS 152</td>
<td>60.00</td>
<td>30.00</td>
<td></td>
<td>90.00</td>
<td>5.00</td>
</tr>
<tr>
<td>DS 207</td>
<td>30.00</td>
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<td></td>
<td>30.00</td>
<td>2.00</td>
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<tr>
<td>DS 294</td>
<td></td>
<td>315.00</td>
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<td>315.00</td>
<td>7.00</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>15.00</td>
<td>30.00</td>
<td></td>
<td>45.00</td>
<td>2.00</td>
</tr>
<tr>
<td>English Composition or Literature</td>
<td>45.00</td>
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<td></td>
<td>45.00</td>
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</tr>
<tr>
<td>General Education Electives</td>
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<td></td>
<td>75.00</td>
<td>5.00</td>
</tr>
<tr>
<td>Humanities With a Critical Thinking Focus</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Information Literacy</td>
<td>15.00</td>
<td></td>
<td></td>
<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Natural Science or Mathematics (College Algebra or Above)</td>
<td>60.00</td>
<td></td>
<td></td>
<td>60.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Personal/Professional Development</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Speech</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>810.00</strong></td>
<td><strong>240.00</strong></td>
<td><strong>315.00</strong></td>
<td><strong>1,365.00</strong></td>
<td><strong>69.00</strong></td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN DESIGN STUDIES (ASDS/AASDS)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This transfer program provides students who have a solid grounding in a design discipline, gained from completing a diploma or certificate program in that discipline, with the general education component of an associate’s degree to become a well-rounded graduate.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Apply design technical skills acquired from prior study to address workplace challenges.
2. Think critically, both conceptually and by using mathematical analysis, in a design setting.
3. Write and speak effectively in a design environment.
4. Use basic computer applications typical in a design facility.
5. Understand human behavior in the context of the greater society.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, artist. Occupational titles will vary depending on the diploma or certificate transferred into the program.

PROGRAM CONTENT
A minimum of 60.00 semester credit hours, including transfer credits, is required for graduation.

REQUIRED DESIGN COURSES
Students must complete at least 34.00 semester credit hours of courses in design. Selection or transfer of courses will be in consultation and with the approval of the student’s academic advisor. Any resulting deficiency in the total of 34.00 semester credit hours required may be made up with additional design courses.

GENERAL EDUCATION REQUIREMENTS
Students enrolled in this associate’s degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.*

- 4.00 Semester Credit Hours in Computer Applications ●
- 3.00 Semester Credit Hours in English Composition
- 3.00 Semester Credit Hours in General Education Electives ●
- 1.00 Semester Credit Hour in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or above)
- 3.00 Semester Credit Hours in Natural Science or Humanities With a Critical Thinking Focus ** ●
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

▲ Students in the State of Georgia must take a science course to fulfill this requirement.
The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASDS program must complete a minimum of 24.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE IN EMERGENCY MEDICAL TECHNICIAN—PARAMEDIC (ASEMTP)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This emergency medical technician—paramedic associate’s program will cover the roles and responsibilities of a paramedic within an EMS system, applying the basic concepts of development, pathophysiology and pharmacology to assess and manage patients with emergency medical needs. Students will learn how to maintain a patient’s airway and oxygenate and ventilate a patient, be able to take a proper history, and perform a comprehensive physical exam. Students will be able to properly administer medications and communicate effectively with other healthcare providers including physicians, nurses, and other allied health personnel. They will also be able to integrate pathophysiology principles, assessment findings, and critical thinking skills to formulate a field impression and implement a treatment plan for trauma and medical patients of all ages. Graduates will be eligible to write the National Registry of Emergency Medical Technicians licensure exam and will be prepared for entrance into many challenging areas of hospital emergency departments, fire departments, and ambulance services.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Articulate the role of the emergency medical technician in the system
2. Generate accurate patient assessments in chronic and acute settings
3. Identify the needs of diverse populations in regard to socioeconomic, cultural, and lifespan issues with regard to paramedic training.
4. Demonstrate basic life support in emergencies including, but not limited to, safety, trauma, cardiac, and other medical emergencies.
5. Identify ethical and legal concepts to the practice of the EMT-paramedic.
6. Describe the problems that a paramedic might encounter in a hostile situation and the techniques used to manage the situation.

SPECIAL ADMISSION REQUIREMENTS
To be admitted to this program, the student must meet the following criteria:

♦ Have a valid CPR certification
♦ Meet the state requirements for a completed criminal background and credit check
♦ Provide verification of required immunizations
♦ Sign an Essential Function Form

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, emergency medical technician and paramedic.

PROGRAM CONTENT
A minimum of 83.00 semester credit hours is required for graduation.

Birmingham Campus EMT-Paramedic Students
REQUIRED COURSES IN EMT

57.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EM 189</td>
<td>Paramedic Anatomy and Physiology</td>
<td>None/Corequisite EM 189L</td>
<td>3.00</td>
</tr>
<tr>
<td>EM 189L</td>
<td>Paramedic Anatomy and Physiology Lab</td>
<td>None/Corequisite EM 189</td>
<td>1.00</td>
</tr>
<tr>
<td>EM 191</td>
<td>Paramedic Preparation</td>
<td>EM 189 and EM 189L</td>
<td>2.00</td>
</tr>
<tr>
<td>EM 192</td>
<td>Paramedic Operations</td>
<td>EM 193</td>
<td>3.00</td>
</tr>
<tr>
<td>EM 193</td>
<td>Patient Assessment and Management</td>
<td>EM 194</td>
<td>3.00</td>
</tr>
<tr>
<td>EM 194</td>
<td>Paramedic General Pharmacology</td>
<td>EM 189 and EM 189L</td>
<td>2.00</td>
</tr>
<tr>
<td>EM 195</td>
<td>Advanced Trauma Management</td>
<td>EM 194</td>
<td>6.00</td>
</tr>
<tr>
<td>EM 196</td>
<td>Cardiovascular Electrophysiology</td>
<td>EM 195</td>
<td>3.00</td>
</tr>
<tr>
<td>EM 197</td>
<td>Medical Patient Management I</td>
<td>EM 195 and EM 196</td>
<td>3.00</td>
</tr>
<tr>
<td>EM 201</td>
<td>Medical Patient Management II</td>
<td>EM 195</td>
<td>6.00</td>
</tr>
<tr>
<td>EM 202</td>
<td>Advanced Emergency Medical Technician</td>
<td>EM 116 and EM 117 (or basic EMT licensure)</td>
<td>8.00</td>
</tr>
<tr>
<td>EM 202C</td>
<td>Advanced Emergency Medical Technician Clinical</td>
<td>EMT licensure</td>
<td>2.00</td>
</tr>
<tr>
<td>EM 203</td>
<td>Cardiovascular Patient Management</td>
<td>EM 196</td>
<td>3.00</td>
</tr>
<tr>
<td>EM 204</td>
<td>Transition to Paramedic Practice</td>
<td>EM 197</td>
<td>3.00</td>
</tr>
<tr>
<td>EM 205</td>
<td>Paramedic Terminal Competencies</td>
<td>EM 197</td>
<td>2.00</td>
</tr>
<tr>
<td>EM 206</td>
<td>Paramedic Field Preceptorship</td>
<td>EM 201/Corequisite EM 207</td>
<td>6.00</td>
</tr>
<tr>
<td>EM 207</td>
<td>Paramedic Team Leadership Preceptorship</td>
<td>EM 201/Corequisite EM 206</td>
<td>1.00</td>
</tr>
</tbody>
</table>

REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this associate's degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in English Composition
- 3.00 Semester Credit Hours in General Education Electives
- 1.00 Semester Credit Hour in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 3.00 Semester Credit Hours in Natural Science or Humanities With a Critical Thinking Focus
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

▲ Students in the state of Georgia must take a science course to fulfill this requirement.
PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
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### Distribution of Contact Hours by Course

<table>
<thead>
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<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
<th>Total Contact Hours</th>
<th>Credits</th>
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<td>EM 189</td>
<td>45.00</td>
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<td>45.00</td>
<td>3.00</td>
</tr>
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<td></td>
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<td>30.00</td>
<td>1.00</td>
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<tr>
<td>EM 191</td>
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<td>EM 202</td>
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<td>EM 202C</td>
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<tr>
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<td>Information Literacy</td>
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<td>Speech</td>
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<td>Personal/Professional Development</td>
<td>30.00</td>
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ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN GRAPHIC DESIGN (ASGRD/AASGRD)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This associate’s degree in graphic design employs an integrated and coherent approach that prepares students with the necessary academic knowledge and technical competencies required for an entry-level position in graphic design. The curriculum is focused on designing and producing work for print, interactive web, and exhibitions.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Identify career opportunities in graphic design.
2. Identify design production tools for interactive and graphic arts systems
3. Articulate design and production process from research to delivery of final product to client.
4. Select appropriate technologies and techniques to design socially appropriate solutions to interactive and graphic design problems
5. Create a design portfolio appropriate for an entry-level position in interactive and graphic arts.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, graphic designer.

PROGRAM CONTENT

A minimum of 67.00 semester credit hours is required for graduation.

REQUIREDS COURSES

All courses, 36.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 102</td>
<td>Introduction to Digital Design Applications</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 103</td>
<td>Graphic Design Fundamentals</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 104</td>
<td>Illustration Fundamentals</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 105</td>
<td>Digital Photography: Introduction</td>
<td>GA 102 and GA 103</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 201</td>
<td>Color Theory in Design</td>
<td>GA 102 and GA 103</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 205</td>
<td>Diagrammatic Design</td>
<td>GA 102</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 212</td>
<td>Introduction to Typography</td>
<td>GA 102</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 215</td>
<td>Web Design Fundamentals</td>
<td>GA 105</td>
<td>3.00</td>
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<tr>
<td>GA 235</td>
<td>Corporate Identity Design</td>
<td>GA 201</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 245</td>
<td>Web in Motion</td>
<td>GA 215</td>
<td>3.00</td>
</tr>
<tr>
<td>GA 286</td>
<td>Portfolio Assessment</td>
<td>GA 245 or final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

▲ In the bachelor’s programs, this course is taken after completing GA 245. In the associate’s programs, this course is taken in the final semester.
OPEN ELECTIVE COURSES
A minimum of 5.00 semester credit hours of open electives is required. Most students choose to take GA 294 * (Career Internship) to fulfill this requirement.

* Online students in some states may not be allowed to take this internship due to state restrictions.

GENERAL EDUCATION REQUIREMENTS
Students enrolled in this associate’s degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of this catalog for Herzing University courses that would satisfy these requirements. *

4.00 Semester Credit Hours in Computer Applications ♦
3.00 Semester Credit Hours in English Composition
1.00 Semester Credit Hour in Information Literacy
4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
6.00 Semester Credit Hours in Natural Science or Humanities With a Critical Thinking Focus
  (3.00 Hours Must Have a Critical Thinking Focus) ** ▲ ◆ ◆
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, science, or logic.

▲ Students in the State of Georgia must take a science course to fulfill this requirement.

◆ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASGRD program must complete a minimum of 24.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

◆ Students in this associate’s program must take HU 320 Art History to satisfy 3.00 semester credit hours of this requirement.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
2.00 semester credit hours are required. Students taking the GA 294 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN HEALTH INFORMATION MANAGEMENT (ASHIM/ AASHIM)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This CAHIIM-accredited program prepares students with the necessary skills and knowledge in the health information management field for entry level technical positions in a variety of health-related settings including hospitals, clinics, long-term care settings, consulting firms, government agencies, insurance companies, and software vendors. HIM professionals plan, collect, aggregate, analyze, and disseminate individual patient and aggregate clinical data. Students in this program will learn entry-level skills related to those areas of the HIM profession.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Abstract, analyze, and manage healthcare data following federal and industry-standard documentation guidelines.
2. Apply medico-legal knowledge to protected health information for authorization, disclosure, and security.
3. Demonstrate knowledge of industry-standard databases and electronic health records by abstracting and analyzing clinical data to identify trends.
4. Apply knowledge of the healthcare reimbursement revenue cycle.
5. Apply current regulations to ensure compliance with accreditation, licensure, and certification standards; established coding guidelines supported by clinical documentation improvement.
6. Define and articulate leadership roles, organizational structure, operational processes, and ethical issues impacting HIM.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, health information technician, health information clerk, patient care coordinator, patient registrar, physician office manager, release of information clerk, medical biller, medical coder, and insurance claims clerk.

PROGRAM CONTENT

A minimum of 63.00 semester credit hours is required for graduation.

REQUIRED HEALTH INFORMATION MANAGEMENT COURSES

All courses, 32.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 105</td>
<td>Introduction to Healthcare Information Systems</td>
<td>EN 090, EN 104, IS 102, MA 090 (or test out), HIM students only.</td>
<td>1.00</td>
</tr>
<tr>
<td>HI 210</td>
<td>Principles of Health Information Management</td>
<td>EN 106, HI 105, HU 101</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 215</td>
<td>Fundamentals of Healthcare Law and Ethics for Health Information Management Professionals</td>
<td>HI 210</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 216</td>
<td>Information Technology and Data Management</td>
<td>HI 210</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 217</td>
<td>Health Information Management and Leadership</td>
<td>HI 210</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 221</td>
<td>Health Sciences for ICD-10</td>
<td>Anatomy and Physiology With Lab</td>
<td>2.00</td>
</tr>
<tr>
<td>HI 222</td>
<td>Diagnostic Coding</td>
<td>HI 210, HI 221</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 223</td>
<td>Procedural Coding</td>
<td>HI 210, HI 221</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------------------------------</td>
<td>---------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>HI 225</td>
<td>Foundations of Classification, Compliance, and Reimbursement Methodologies in Health Information Management</td>
<td>HI 215, HI 222, HI 223</td>
<td>3.00</td>
</tr>
<tr>
<td>HI 230</td>
<td>Foundations of Healthcare Quality, Statistics, and Performance Improvement</td>
<td>HI 216, HI 217, HI 222, HI 223</td>
<td>3.00</td>
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<tr>
<td>HI 296</td>
<td>Professional Practice Internship</td>
<td>HI 225, HI 230 / HI 230, PD 213</td>
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</tr>
<tr>
<td>MO 150</td>
<td>Pathophysiology and Pharmacology</td>
<td>HC 115 or HI 221/ Corequisite MO 150L</td>
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<tr>
<td>MO 150L</td>
<td>Pathophysiology and Pharmacology Lab</td>
<td>HC 115 or HI 221/ Corequisite MO 150</td>
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</tbody>
</table>

**REQUIRED GENERAL EDUCATION COURSES**

Students enrolled in this associate's degree must complete a minimum of 29.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 8.00 Semester Credit Hours in Anatomy and Physiology With Lab
- 4.00 Semester Credit Hours in Computer Applications ♦
- 3.00 Semester Credit Hours in English Composition or Literature
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus **◆
- 1.00 Semester Credit Hours in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 29.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

**◆ A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

◆ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate's degrees, not counting computer applications. However, all Herzing University students in the AASHIM program must complete a minimum of 29.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate's degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required. Students must also take PD 213 in preparation for the HI 296 Professional Practice Internship.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
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<tr>
<td>PD 202</td>
<td>Professional Development II</td>
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<tr>
<td>PD 213*</td>
<td>Health Information Management Internship Preparation</td>
<td>None</td>
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* This course must be taken a minimum of 3 terms prior to HI 296.

### Distribution of Contact Hours by Course

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<th>Lab</th>
<th>Internship</th>
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<td>Course or Category</td>
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<td>Lab</td>
<td>Internship</td>
<td>Total Contact Hours</td>
<td>Credits</td>
</tr>
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<td>---------------------</td>
<td>---------</td>
</tr>
<tr>
<td>HI 215</td>
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<td>90.00</td>
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</tr>
<tr>
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<td>45.00</td>
<td>90.00</td>
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<tr>
<td>HI 217</td>
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<td>45.00</td>
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<td>HI 221</td>
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<td>30.00</td>
<td>60.00</td>
<td>2.00</td>
</tr>
<tr>
<td>HI 222</td>
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<td>45.00</td>
<td>90.00</td>
<td>3.00</td>
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<tr>
<td>HI 223</td>
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<td>45.00</td>
<td>90.00</td>
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<td>HI 225</td>
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<td>HI 230</td>
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<tr>
<td>MO 150L</td>
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<td>Anatomy and Physiology with Lab</td>
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<td>150.00</td>
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<td>English Composition or Literature</td>
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<td>Humanities With a Critical Thinking Focus</td>
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<td>45.00</td>
<td>90.00</td>
<td>3.00</td>
</tr>
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<td>Information Literacy</td>
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<td>15.00</td>
<td>30.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Mathematics (College Algebra or Above)</td>
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<td>60.00</td>
<td>120.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Personal/Professional Development</td>
<td>30.00</td>
<td></td>
<td>30.00</td>
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<td>2.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>45.00</td>
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<td>45.00</td>
<td>90.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Speech</td>
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<td></td>
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<td>3.00</td>
</tr>
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<td>90.00</td>
<td>90.00</td>
<td><strong>1,050.00</strong></td>
<td><strong>63.00</strong></td>
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</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN HEALTHCARE MANAGEMENT (ASHCM/AASHCM)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This transfer program provides students who have a solid grounding in a healthcare discipline, gained from completing a diploma or certificate program in that discipline, with the general education component of an associate's degree to become a well-rounded graduate.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Articulate theories and principles of health care management.
2. Articulate management principles to functional areas of health care.
3. Identify determinants and measurements of health and disease in epidemiology, public health, promotion of health, and disease prevention.
4. Identify unique characteristics of law and ethics in health services.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, health services manager in the discipline of the diploma or certificate transferred into the program.

PROGRAM CONTENT
A minimum of 60.00 semester credit hours, including transfer credits, is required for graduation.

REQUIRED HEALTHCARE COURSES
Students must complete at least 34.00 semester credit hours of courses in healthcare. Selection or transfer of courses will be in consultation and with the approval of the student’s academic advisor. Any resulting deficiency in the total of 34.00 semester credit hours may be made up with additional healthcare courses.

Note: General education transfer credits are applied under general education.

GENERAL EDUCATION REQUIREMENTS
Students enrolled in this associate's degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

4.00 Semester Credit Hours in Computer Applications ♦
3.00 Semester Credit Hours in English Composition
3.00 Semester Credit Hours in General Education Electives ♦
1.00 Semester Credit Hour in Information Literacy
4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
3.00 Semester Credit Hours in Natural Science or Humanities With a Critical Thinking Focus ** ▲ ♦
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

▲ Students in the State of Georgia must take a science course to fulfill this requirement.
The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASHCM program must complete a minimum of 24.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN INFORMATION TECHNOLOGY (ASIT/AASIT)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program prepares students with the necessary academic knowledge and technical competencies for entry-level positions in the computer information technology industry. Coursework is designed to lead into a bachelor’s degree in information technology. This associate’s degree includes courses that provide a strong foundation for industry certifications; depending on the student’s core and elective courses and commitment to prepare outside of class, he/she can take these industry certification exams from one or more of the following companies: Cisco, CompTIA, Microsoft, Oracle, VMware, and Red Hat. For a full list of classes and their corresponding certifications, please talk to your admissions advisor.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Demonstrate the ability to define, evaluate, recommend, and apply appropriate information technology methodologies to provide solutions for a range of business needs.
2. Demonstrate proficiency in designing, implementing, and maintaining computer network systems using knowledge of current and future technologies in operating systems, network appliances, and security.
3. Demonstrate the ability to write clear and concise technical reports and business communications in a variety of environments.
4. Demonstrate the ability to design and implement network infrastructure topologies to meet organizational needs.
5. Think critically, both conceptually and by using mathematical analysis, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, computer network support specialist.

PROGRAM CONTENT
A minimum of 62.00 semester credit hours is required for graduation.

REQUIRED COURSES IN INFORMATION TECHNOLOGY
24.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 112</td>
<td>Computer Networks</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>IT 195</td>
<td>Transition to Technology Concepts</td>
<td>IS 185, IS 191, IS 282, IS 284, NT 180, IS 239</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 191</td>
<td>Linux Administration</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 282</td>
<td>Network Security</td>
<td>IS 191 and NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 284</td>
<td>Routers and Switches I</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 286</td>
<td>Routers and Switches II</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 180</td>
<td>Network and Server Operating Systems</td>
<td>IS 112 or IS 186</td>
<td>4.00</td>
</tr>
</tbody>
</table>

Students who have successfully tested out of IS 112 may substitute any IS, IT, or NT course to meet this requirement.

IT 195 is required of advanced standing students only.
### TECHNICAL ELECTIVE COURSES

12.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 103</td>
<td>Programming Logic</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 182</td>
<td>Database Concepts and Applications I</td>
<td>IS 103</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 185</td>
<td>Computer Architecture and Troubleshooting I</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 239</td>
<td>TCP/IP</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 289</td>
<td>Applied Routers and Switches</td>
<td>IS 286</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 292</td>
<td>Linux Application Server</td>
<td>IS 191</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 120</td>
<td>Technical Writing</td>
<td>EN 104</td>
<td>1.00</td>
</tr>
<tr>
<td>IT 201</td>
<td>Internet Concepts and Human Computer Interaction</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 200</td>
<td>Network Infrastructure Administration</td>
<td>NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 202</td>
<td>Routing and Switching Security I</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 210</td>
<td>Directory Services Administration</td>
<td>NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 212</td>
<td>Routing and Switching Security II</td>
<td>NT 202</td>
<td>4.00</td>
</tr>
</tbody>
</table>

### REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this associate’s degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 4.00 Semester Credit Hours in Computer Applications ♦
- 3.00 Semester Credit Hours in English Composition
- 3.00 Semester Credit Hours in General Education Electives ♦
- 1.00 Semester Credit Hours in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 3.00 Semester Credit Hours in Science or Humanities With a Critical Thinking Focus ** ♦
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ Students in the state of Georgia must take a science course to fulfill this requirement.

◆ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASIT program must complete a minimum of 24.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

### PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN INSURANCE BILLING AND CODING SPECIALIST (ASIBCS/AASIBCS)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
The goal of this program is to provide the student with a thorough understanding of the content of the medical record as well as extensive training in anatomy, physiology, the disease processes, and medical terminology. This program will provide the student with the knowledge and understanding to analyze medical records and assign codes to classify diagnoses and procedures while applying the principles of professional and ethical conduct. The program will prepare the student for an entry-level position as a medical biller and/or medical coder in a hospital, clinic, physician's office, or other healthcare facility.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Analyze medical documentation for appropriate codes using terminology, disease process, anatomy and physiology and pharmacology.
2. Employ appropriate coding format and guidelines to assign diagnosis codes.
3. Employ appropriate coding format and guidelines to assign procedure codes.
4. Apply medical billing and reimbursement methodology.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, medical records, medical billers, medical secretaries, and coding specialists.

PROGRAM CONTENT
A minimum of 61.00 semester credit hours is required for graduation.

REQUIRED COURSES
All courses, 27.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 115</td>
<td>Medical Terminology for Healthcare Professionals</td>
<td>None</td>
<td>2.00</td>
</tr>
<tr>
<td>MC 208</td>
<td>Program Review</td>
<td>Final semester and PGPA of 2.00</td>
<td>1.00</td>
</tr>
<tr>
<td>MC 271</td>
<td>Diagnosis Coding I</td>
<td>(HC 115 or HI 221), MO 150, MO 150L, and Anatomy and Physiology With Lab</td>
<td>3.00</td>
</tr>
<tr>
<td>MC 272</td>
<td>Procedure Coding I</td>
<td>(HC 115 or HI 221), MO 150, MO 150L, and Anatomy and Physiology With Lab</td>
<td>3.00</td>
</tr>
<tr>
<td>MC 273</td>
<td>Diagnosis Coding II</td>
<td>MC 271</td>
<td>3.00</td>
</tr>
<tr>
<td>MC 274</td>
<td>Procedure Coding II</td>
<td>MC 272</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 110</td>
<td>Keyboarding</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>MO 150</td>
<td>Pathophysiology and Pharmacology</td>
<td>HC 115 or HI 221/Corequisite MO 150L</td>
<td>2.00</td>
</tr>
<tr>
<td>MO 150L</td>
<td>Pathophysiology and Pharmacology Lab</td>
<td>HC 115 or HI 221/Corequisite MO 150</td>
<td>1.00</td>
</tr>
<tr>
<td>MO 205</td>
<td>Insurance Claims, Processing and Adjudication</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 211</td>
<td>Healthcare Systems and Operations</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 216</td>
<td>Ethics and Health Information Management</td>
<td>None</td>
<td>2.00</td>
</tr>
</tbody>
</table>
REQUIRED INTERNSHIP OR RESEARCH PROJECT

4.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 291</td>
<td>Insurance Billing and Coding Case Study Research Project</td>
<td>All Didactic Work, Final Term of Study, PGPA 2.00</td>
<td>4.00</td>
</tr>
<tr>
<td>MC 294 *</td>
<td>Insurance Billing and Coding Internship</td>
<td>All Didactic Work, Final Term of Study, PGPA of 2.00, and PD 212</td>
<td>4.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

GENERAL EDUCATION REQUIREMENTS

Students enrolled in this associate's degree must complete a minimum of 28.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.*

- 8.00 Semester Credit Hours in Anatomy and Physiology With Lab
- 3.00 Semester Credit Hours in Computer Applications ♦ ♦
- 3.00 Semester Credit Hours in English Composition
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ♦ ♦
- 1.00 Semester Credit Hours in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

♦ Students in the ASIBCS/AASIBCS program must take MO 111 Computer Software Applications in Healthcare to fulfill this general education requirement.

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 28.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate's degrees, not counting computer applications. However, all Herzing University students in the AASIBCS program must complete a minimum of 28.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate's degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the MC 294 Insurance Billing and Coding Internship must also take PD 212.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 212</td>
<td>Medical Billing and Coding Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Distribution of Contact Hours by Course

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Internship</th>
<th>Total Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 115</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>MC 208</td>
<td>15.00</td>
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<td></td>
<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Course or Category</td>
<td>Lecture</td>
<td>Lab</td>
<td>Internship</td>
<td>Total Contact Hours</td>
<td>Credits</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>---------</td>
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<td>------------</td>
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<tr>
<td>MC 271</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>MC 272</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>MC 273</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>MC 274</td>
<td>45.00</td>
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<td></td>
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<td>3.00</td>
</tr>
<tr>
<td>MC 291</td>
<td>60.00</td>
<td></td>
<td></td>
<td>60.00</td>
<td>4.00</td>
</tr>
<tr>
<td>MC 294</td>
<td></td>
<td></td>
<td></td>
<td>180.00</td>
<td></td>
</tr>
<tr>
<td>MO 110</td>
<td></td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td>1.00</td>
</tr>
<tr>
<td>MO 150</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>MO 150L</td>
<td></td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td>1.00</td>
</tr>
<tr>
<td>MO 205</td>
<td>45.00</td>
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<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 211</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 216</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
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<tr>
<td>Anatomy and Physiology With Lab</td>
<td>90.00</td>
<td>60.00</td>
<td></td>
<td>150.00</td>
<td>8.00</td>
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<tr>
<td>Computer Applications</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
<td>60.00</td>
<td>3.00</td>
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<tr>
<td>English Composition or Literature</td>
<td>45.00</td>
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<td></td>
<td>45.00</td>
<td>3.00</td>
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<tr>
<td>Humanities With a Critical Thinking Focus</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
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<tr>
<td>Information Literacy</td>
<td>15.00</td>
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<td></td>
<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Mathematics (College Algebra or Above)</td>
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<td></td>
<td>60.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Personal/Professional Development</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Speech</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Totals for Students Taking MC 291</td>
<td>840.00</td>
<td>150.00</td>
<td></td>
<td>990.00</td>
<td>61.00</td>
</tr>
<tr>
<td>Totals for Students Taking MC 294</td>
<td>780.00</td>
<td>150.00</td>
<td>180.00</td>
<td>1,110.00</td>
<td>61.00</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE IN LEGAL ASSISTING/PARALEGAL (ASLAP)

Only the Herzing University paralegal programs at New Orleans and Atlanta are approved by the American Bar Association (ABA). The Herzing Legal Studies program offered online is not approved by the ABA.

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The program prepares students with the skills and academic knowledge necessary for a career as a legal assistant/paralegal working under the supervision of a licensed attorney. The American Bar Association defines a paralegal as “a person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, government agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.” These career opportunities may be in small or large firms working as a legal assistant/paralegal. The duties of a legal assistant/paralegal include assisting the lawyer with research, brief preparation, and other legal office administration. Duties do not include practicing law, advising clients, or setting fees since paralegals may not provide legal services directly to the public, except as permitted by law.

SPECIAL ADMISSIONS

Students at the Atlanta and New Orleans campuses must complete all paralegal courses at the campus in a traditional classroom format.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Describe the US legal system.
2. Describe the changing functions of the paralegal as the delivery of legal services evolves.
3. Demonstrate mastery of standard technology tools used in legal environments.
4. Evaluate ethical decision making practices in a legal environment.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, paralegal and legal assistant.

PROGRAM CONTENT

A minimum of 66.00 semester credit hours is required for graduation.

REQUIRED COURSES

All courses, 34.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 102</td>
<td>Computers and Application Software</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>PL 100</td>
<td>Introduction to Legal Assisting</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 106</td>
<td>Legal Research</td>
<td>PL 100</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 115</td>
<td>Contract Law</td>
<td>PL 100 and PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 131</td>
<td>Torts</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 132</td>
<td>Family Law</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 140</td>
<td>Ethics and Paralegal Professionalism</td>
<td>PL 100</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 180</td>
<td>Law Office Procedures</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 215</td>
<td>Civil Litigation</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 250</td>
<td>Legal Writing</td>
<td>EN 104 and PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 298</td>
<td>NALA Certification Review</td>
<td>Final course</td>
<td>3.00</td>
</tr>
</tbody>
</table>

* The American Bar Association does not consider computer applications to be a general education course.
ELECTIVE COURSES
A minimum of 9.00 semester credit hours is required. At least 6.00 semester credit hours must be paralegal (PL) courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 206</td>
<td>Business Law I</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 302</td>
<td>Leadership and Organizational Behavior</td>
<td>BU 106</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 305</td>
<td>Administrative Law</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 403</td>
<td>Constitutional Law</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>HR 100</td>
<td>Introduction to Human Resource Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>HR 230</td>
<td>Employment Law and Labor Relations</td>
<td>BU 206 and HR 100</td>
<td>3.00</td>
</tr>
<tr>
<td>HR 340</td>
<td>Alternative Dispute Resolution (ADR) Essentials</td>
<td>HR 100</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 120</td>
<td>Word Processing</td>
<td>IS 102</td>
<td>4.00</td>
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<tr>
<td>IS 160</td>
<td>Spreadsheets</td>
<td>IS 102</td>
<td>4.00</td>
</tr>
<tr>
<td>PL 139</td>
<td>Wills, Trusts and Estates</td>
<td>PL 106</td>
<td>3.00</td>
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<tr>
<td>PL 220</td>
<td>Bankruptcy</td>
<td>None</td>
<td>3.00</td>
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<tr>
<td>PL 225</td>
<td>Criminal Law</td>
<td>PL 106</td>
<td>3.00</td>
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<tr>
<td>PL 225</td>
<td>Criminal Law</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 235</td>
<td>Property Law and Intellectual Property Law</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 246</td>
<td>Environmental Law and Administrative Agencies</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 294</td>
<td>Career Internship</td>
<td>Final semester, PGPA of 2.5 or better, and PD 214</td>
<td>4.00</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS
Students enrolled in this associate’s degree must complete a minimum of 21.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- In this program, 4.00 semester credit hours in Mathematics or Natural Science replaces Computer Applications in the general education requirements recognizing that computer literacy is a component of the paralegal core curriculum.

3.00 Semester Credit Hours in English Composition
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus **
1.00 Semester Credit Hours in Information Literacy
4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
4.00 Semester Credit Hours in Mathematics or Natural Science ▲
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 21.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

▲ Students in the state of Georgia must take a science course to fulfill this requirement.
PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the PL 294 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN LEGAL STUDIES (ASLS/AASLS)

Only the Herzing University paralegal programs at New Orleans and Atlanta are approved by the American Bar Association (ABA). The Herzing Legal Studies program offered online is not approved by the ABA.

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
The program prepares students with the skills and academic knowledge necessary for a career as a legal assistant/paralegal working under the supervision of a licensed attorney. The American Bar Association defines a paralegal as “a person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, government agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.” These career opportunities may be in small or large firms working as a legal assistant/paralegal. The duties of a legal assistant/paralegal include assisting the lawyer with research, brief preparation, and other legal office administration. Duties do not include practicing law, advising clients, or setting fees since paralegals may not provide legal services directly to the public, except as permitted by law.

ADMISSIONS LIMITATION
Students at the Atlanta and New Orleans campuses may not enroll in this online program. All courses must be taken in an online format.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Describe the US legal system.
2. Describe the changing functions of the paralegal as the delivery of legal services evolves.
3. Demonstrate mastery of standard technology tools used in legal environments
4. Evaluate ethical decision making practices in a legal environment.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, paralegal, legal assistant, title examiner, abstractor, legal researcher, and legal support worker.

PROGRAM CONTENT
A minimum of 63.00 semester credit hours is required for graduation.

REQUIRED COURSES
All courses, 30.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 100</td>
<td>Introduction to Legal Assisting</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 106</td>
<td>Legal Research</td>
<td>PL 100</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 115</td>
<td>Contract Law</td>
<td>PL 100 and PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 131</td>
<td>Torts</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 132</td>
<td>Family Law</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 140</td>
<td>Ethics and Paralegal Professionalism</td>
<td>PL 100</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 180</td>
<td>Law Office Procedures</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 215</td>
<td>Civil Litigation</td>
<td>PL 106</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 250</td>
<td>Legal Writing</td>
<td>PL 106 and EN 104</td>
<td>3.00</td>
</tr>
<tr>
<td>PL 298</td>
<td>NALA Certification Review</td>
<td>Final course</td>
<td>3.00</td>
</tr>
</tbody>
</table>
OPEN ELECTIVE COURSES

A minimum of 6.00 semester credit hours is required. Students may take any accounting (AC), business management (BU), information systems (IS), or paralegal (PL) course. At least 3.00 semester credit hours must be paralegal (PL) courses. Note: Online students in some states may not be allowed to take the PL 294 Career Internship due to state restrictions.

GENERAL EDUCATION REQUIREMENTS

Students enrolled in this associate’s degree must complete a minimum of 25.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in English Composition
- 1.00 Semester Credit Hours in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 4.00 Semester Credit Hours in Mathematics or Natural Science
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus **
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 25.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

◆ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASLS program must complete a minimum of 25.00 semester credit hours in general education to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the PL 294 Internship must also take PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN MEDICAL ASSISTING SERVICES (ASMAS/AASMAS)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The introduction of students to the overall operation of the physician’s office is the basic objective of this program. Students are trained to assist the physician in the examination room, to perform routine laboratory procedures, and to handle financial records, correspondence, insurance forms, and other administrative functions. Our ultimate goal is to prepare students to successfully gain entry-level employment as a medical assistant.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Perform clinical assisting and laboratory procedures.
2. Accurately create and enter data into different healthcare documents.
3. Apply legal concepts to the medical practice.
4. Communicate professionally with patients, coworkers, and providers.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, medical assistant.

PROGRAM CONTENT

A minimum of 60.00 semester credit hours is required for graduation.

ENTRY REQUIREMENT

Students must meet the minimally required score on the entrance assessments to be eligible to enroll in the Associate of Science/Applied Science Degree Program in Medical Assisting Services. Those students who do not meet the eligibility requirements for ASMAS/AASMAS may be eligible for admittance into an alternate allied health program such as Medical Office Administration.

Akron Campus Only: Students who do not meet the minimally required score on the entrance assessments to be eligible to enroll in the ASMAS/AASMAS, may be eligible to enroll for admittance into the DMAS. Upon successful completion of the DMAS, graduates are eligible to apply for admission into the ASMAS.

In the event that the student enrolls in an alternate allied health program and successfully completes the following 25.00 semester credit hours, earning a grade of “C” or better in each of the courses, he or she becomes eligible to request to transfer into the ASMAS/AAMAS program:

- SC105 Anatomy and Physiology I for Allied Health Professionals (3 credits)
- SC105L Anatomy and Physiology I Lab for Allied Health Professionals (1 credit)
- HC115 Medical Terminology for Healthcare Professionals (2 credits)
- MA107 College Algebra (4 credits)
- EN104 English Composition I (3 credits)
- EN106 Information Literacy and Research Writing (1 credit)
- EN116 Speech (3 credits)
- MO110 Keyboarding (1 credit)
- PS101 Psychology (3 credits)
- HU101 Critical Thinking (3 credits)
- PD121 Professional Development I (1 credit)

REQUIRED COURSES

All courses, 17.00 semester credit hours, are required.
Course Number | Course Name                                      | Prerequisites/Corequisites                       | Semester Credit Hours |
----------------|-------------------------------------------------|-------------------------------------------------|-----------------------|
HC 115          | Medical Terminology for Healthcare Professionals | None                                            | 2.00                  |
MO 110          | Keyboarding                                      | None                                            | 1.00                  |
MO 111          | Computer Software Applications in Healthcare     | MO 110                                          | 3.00                  |
MO 150          | Pathophysiology and Pharmacology                 | HC 115 or HI 221/Corequisite MO 150L             | 2.00                  |
MO 150L         | Pathophysiology and Pharmacology Lab             | HC 115 or HI 221/Corequisite MO 150              | 1.00                  |
MO 205          | Insurance Claims, Processing and Adjudication    | None                                            | 3.00                  |
MO 211          | Healthcare Systems and Operations                | None                                            | 3.00                  |
MO 216          | Ethics and Health Information Management         | None                                            | 2.00                  |

REQUIRED CLINICAL COURSES
All courses, 16.00 semester credit hours, are required.

Course Number | Course Name                                      | Prerequisites/Corequisites                       | Semester Credit Hours |
----------------|-------------------------------------------------|-------------------------------------------------|-----------------------|
MS 215          | Medical Clinical Assisting I With Lab            | MO 150, MO 150L, PD 216 (online students only), and Anatomy and Physiology With Lab | 5.00                  |
MS 235          | Medical Clinical Assisting II With Lab           | MS 215                                          | 5.00                  |
MS 280          | Program Certification Review                     | All didactic coursework, Final Term of Study, and PGPA of 2.00 | 2.00                  |
MS 295          | Externship                                       | All didactic coursework, Final Term of Study, PGPA of 2.00, PD 211, and a valid CPR certification | 4.00                  |

GENERAL EDUCATION REQUIREMENTS
Students enrolled in this associate’s degree must complete a minimum of 28.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

3.00 Semester Credit Hours in Computer Applications ■
8.00 Semester Credit Hours in Anatomy and Physiology with Lab
3.00 Semester Credit Hours in English Composition
3.00 Semester Credit Hours in Humanities with a Critical Thinking Focus **
1.00 Semester Credit Hour in Information Literacy
4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

■ Students in the ASMAS/AASMAS program must take MO 111 Computer Software Applications in Healthcare to fulfill the 3.00 semester credit hours of general education in computer applications.

♦ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASMAS program must complete a minimum of 28.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.
PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required in addition to PD 211.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite/Corequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 211</td>
<td>MA Externship Preparation</td>
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<td>0.00</td>
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<tr>
<td>PD 216</td>
<td>Medical Assisting Proctor Preparation</td>
<td>None</td>
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</tbody>
</table>

*Online students must also take PD 216.*

### Distribution of Contact Hours by Course

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Externship</th>
<th>Total Contact Hours</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HC 115 Medical Terminology for Healthcare Professionals</td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td>60.00</td>
<td>2.00</td>
</tr>
<tr>
<td>MO 110 Keyboarding</td>
<td></td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td>1.00</td>
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<tr>
<td>MO 150 Pathophysiology and Pharmacology</td>
<td>30.00</td>
<td></td>
<td>30.00</td>
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<td>2.00</td>
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<tr>
<td>MO 150L Pathophysiology and Pharmacology Lab</td>
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<td>30.00</td>
<td></td>
<td>30.00</td>
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<td>MO 205 Insurance Claims, Processing and Adjudication</td>
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<td></td>
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<td>45.00</td>
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<tr>
<td>MO 211 Healthcare Systems and Operations</td>
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<td>45.00</td>
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</tr>
<tr>
<td>MO 216 Ethics and Health Information Management</td>
<td>30.00</td>
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<td>2.00</td>
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<tr>
<td>MS 215 Medical Clinical Assisting I with Lab</td>
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<tr>
<td>MS 235 Medical Clinical Assisting II with Lab</td>
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<tr>
<td>MS 280 Program Certification Review</td>
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<td>MS 295 Externship</td>
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<td>Computer Applications</td>
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<td>English Composition or Literature</td>
<td>45.00</td>
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<td>45.00</td>
<td>3.00</td>
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<tr>
<td>Anatomy and Physiology with Lab</td>
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<td>150.00</td>
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</tr>
<tr>
<td>Humanities with Critical Thinking Focus</td>
<td>45.00</td>
<td></td>
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<td>3.00</td>
</tr>
<tr>
<td>Information Literacy</td>
<td>15.00</td>
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<td></td>
<td>15.00</td>
<td>1.00</td>
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<tr>
<td>Mathematics (College Algebra or Above)</td>
<td>60.00</td>
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<td></td>
<td>60.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Personal/Professional Development</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Speech</td>
<td>45.00</td>
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<td>45.00</td>
<td>3.00</td>
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<tr>
<td>Totals</td>
<td>705.00</td>
<td>270.00</td>
<td>180.00</td>
<td>1,155.00</td>
<td>60.00</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN MEDICAL LABORATORY TECHNICIAN (ASMLT/AASMLT)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program is designed to provide students with the skills necessary to function in the medical/hospital lab setting. Laboratory tests play an important part in the detection, diagnosis, and treatment of many diseases. Medical laboratory technicians perform a wide variety of tests and laboratory procedures that require a high level of skill. The medical laboratory technician analyzes the blood, tissues, and fluids in the human body by using precision instruments such as microscopes and automated analyzers. Technicians assist in performing complicated chemical, microscopic, and bacteriological tests, which may include blood cholesterol level, microscopic examination of the blood to detect the presence of diseases, and cultures of body fluid or tissue samples to determine the presence of bacteria, parasites, or other microorganisms. Technicians may also type and cross-match blood samples. Each student will be prepared for entry-level medical laboratory positions in the medical lab and hospital setting.

PROGRAM OUTCOMES
Upon completion of the program, the student should be able to:
1. Exhibit safety and government regulations compliance
2. Perform all analytical stages of laboratory testing
3. Demonstrate competency in laboratory testing
4. Articulate role and responsibility of the medical laboratory technician

POTENTIAL JOB POSITION TITLES
Potential entry-level job titles include, but are not limited to, medical laboratory technicians and clinical laboratory technicians.

ESSENTIAL FUNCTIONS FOR MEDICAL LABORATORY TECHNICIANS
The Herzing University Medical Laboratory Technician program has a responsibility for the welfare of patients treated or otherwise affected by students enrolled in this program, as well as for the welfare of students in the program. To fulfill this responsibility, the program has established minimum essential requirements that must be met, with or without reasonable accommodation, in order to participate in the program and graduate. Discrimination is prohibited on the basis of race, color, sex, national origin, age, disability, marital status, sexual orientation, religion, or veteran status.

- Visual skills: Students must be able to effectively read written material, utilize a medical microscope, read instrument displays, and perform procedures that require eye-hand coordination. Students must be able to discriminate color reactions.
- Auditory skills: Students must be able to hear alarms that are used to signal instrument malfunction, fire, or other emergencies.
- Communication skills: Students must be able to effectively communicate with other medical personnel and with patients.
- Motor skills: Students must be able to perform procedures that require eye-hand coordination. Students must be able to effectively manipulate medical laboratory equipment such as microscopes and spectrophotometers as well as the devices used to collect specimens. Students must be able to feel for veins when performing venipuncture and develop the skill to collect such specimens without undue trauma to the patient. Students must be able to tolerate wearing personal protective equipment. Students must be able to write legibly.
- General physical health: A student’s general health must be such that he/she can perform light to moderate physical activity. Heavy lifting is generally not required.
- General mental health: A student’s general mental health must be such that he/she can maintain attention to detail and interact effectively with other personnel and with patients.

PROGRAM CONTENT
A minimum of 70.00 semester credit hours is required for graduation.
REQUIRED COURSES
All courses, 36.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 110</td>
<td>Clinical Laboratory Techniques</td>
<td>SC 145 and SC 145L</td>
<td>3.00</td>
</tr>
<tr>
<td>MT 111</td>
<td>Clinical Laboratory Calculations and Statistics</td>
<td>MA 107</td>
<td>2.00</td>
</tr>
<tr>
<td>MT 112</td>
<td>Urinalysis and Body Fluids</td>
<td>MT 110, MT 111, SC 245 and SC 245L</td>
<td>2.00</td>
</tr>
<tr>
<td>MT 113</td>
<td>Clinical Chemistry</td>
<td>MT 110, MT 111, SC 185, SC 185L, SC 245, and SC 245L</td>
<td>4.00</td>
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<tr>
<td>MT 114</td>
<td>Clinical Hematology</td>
<td>MT 110, MT 111, SC 245, and SC 245L</td>
<td>3.00</td>
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<tr>
<td>MT 115</td>
<td>Coagulation</td>
<td>MT 110, MT 111, SC 245, and SC 245L</td>
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<tr>
<td>MT 116</td>
<td>Immunology/Serology</td>
<td>MT 110, MT 111, SC 245, and SC 245L</td>
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<tr>
<td>MT 210</td>
<td>Clinical Microbiology</td>
<td>MT 116, SC 165, and SC 165L</td>
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<tr>
<td>MT 211</td>
<td>Immunohematology</td>
<td>MT 116</td>
<td>3.00</td>
</tr>
<tr>
<td>MT 212</td>
<td>Clinical Lab Simulation and Microscopy</td>
<td>MT 116, SC 165, and SC 165L</td>
<td>2.00</td>
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<tr>
<td>MT 213</td>
<td>Clinical Lab Seminar</td>
<td>All Didactic Work</td>
<td>2.00</td>
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<tr>
<td>MT 214</td>
<td>Clinical Lab Practicum I</td>
<td>All Didactic Work</td>
<td>4.00</td>
</tr>
<tr>
<td>MT 215</td>
<td>Clinical Lab Practicum II</td>
<td>All Didactic Work</td>
<td>4.00</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION PREREQUISITE COURSES
The following general education prerequisite courses must be completed with a grade of “C” (70%) or better for a student to be continued in the Medical Laboratory Technician program.

- Anatomy and Physiology With Lab
- Chemistry With Lab
- Microbiology With Lab
- College Math

All other general education courses must be passed with a grade of “D” or better to be continued in the Medical Laboratory Technician program.

A student who is dropped from the Medical Laboratory Technician program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the Medical Laboratory Technician program in a future cycle.

REQUIRED COURSES IN GENERAL EDUCATION
Students enrolled in this associate’s degree must complete a minimum of 32.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

- 8.00 Semester Credit Hours in Anatomy and Physiology With Lab
- 3.00 Semester Credit Hours in Chemistry With Lab
- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in English Composition
- 1.00 Semester Credit Hours in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 3.00 Semester Credit Hours in Microbiology With Lab
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech
Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 32.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
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</table>

**Distribution of Contact Hours by Course**

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Practicum</th>
<th>Total Contact Hours</th>
<th>Credits</th>
</tr>
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<tbody>
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<td>MT 110</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
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<td>3.00</td>
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<td>MT 111</td>
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<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>MT 112</td>
<td>15.00</td>
<td>30.00</td>
<td></td>
<td>45.00</td>
<td>2.00</td>
</tr>
<tr>
<td>MT 113</td>
<td>45.00</td>
<td>30.00</td>
<td></td>
<td>75.00</td>
<td>4.00</td>
</tr>
<tr>
<td>MT 114</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
<td>MT 115</td>
<td>15.00</td>
<td></td>
<td></td>
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<td>30.00</td>
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<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>MT 210</td>
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<td>30.00</td>
<td></td>
<td>75.00</td>
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</tr>
<tr>
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<td></td>
<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
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<td></td>
<td>45.00</td>
<td>2.00</td>
</tr>
<tr>
<td>MT 213</td>
<td>30.00</td>
<td></td>
<td></td>
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<tr>
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<td>180.00</td>
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<td></td>
<td>180.00</td>
<td>4.00</td>
</tr>
<tr>
<td>MT 215</td>
<td>180.00</td>
<td></td>
<td></td>
<td>180.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Anatomy and Physiology With Lab</td>
<td>90.00</td>
<td>60.00</td>
<td></td>
<td>150.00</td>
<td>8.00</td>
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<td>Chemistry With Lab</td>
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<td>30.00</td>
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<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Computer Applications</td>
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<td>English Composition or Literature</td>
<td>45.00</td>
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<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Information Literacy</td>
<td>15.00</td>
<td></td>
<td></td>
<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Mathematics (College Algebra or Above)</td>
<td>60.00</td>
<td></td>
<td></td>
<td>60.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Microbiology With Lab</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Speech</td>
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<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Personal/Professional Development</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>765.00</strong></td>
<td><strong>330.00</strong></td>
<td><strong>360.00</strong></td>
<td><strong>1,455.00</strong></td>
<td><strong>70.00</strong></td>
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</tbody>
</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN MEDICAL OFFICE ADMINISTRATION
(ASMOA/AASMOAD)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This medical office administration associate’s program is designed to prepare students with the necessary skills and academic knowledge for entry-level office positions in the healthcare industry. Career opportunities may be in areas such as the medical office or clinic, hospitals, long-term care facilities, and other healthcare office settings. The program also includes a comprehensive general education curriculum, preparing students for future career advancement opportunities.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Create and enter data into different healthcare documents
2. Apply legal concepts to medical practice
3. Employ professionalism
4. Demonstrate billing and reimbursement processes.
5. Explain various disease and treatment processes

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, medical secretary, receptionist, unit support representative, office manager, medical receptionist, front office manager, and medical office specialist.

PROGRAM CONTENT
A minimum of 60.00 semester credit hours is required for graduation.

REQUIRED COURSES
All courses, 14.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 115</td>
<td>Medical Terminology for Healthcare Professionals</td>
<td>None</td>
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</tr>
<tr>
<td>MO 110</td>
<td>Keyboarding</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>MO 150</td>
<td>Pathophysiology and Pharmacology</td>
<td>HC 115 or HI 221/Corequisite MO 150L</td>
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</tr>
<tr>
<td>MO 150L</td>
<td>Pathophysiology and Pharmacology Lab</td>
<td>HC 115 or HI 221/Corequisite MO 150</td>
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</tr>
<tr>
<td>MO 205</td>
<td>Insurance Claims, Processing and Adjudication</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 211</td>
<td>Healthcare Systems and Operations</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 216</td>
<td>Ethics and Health Information Management</td>
<td>None</td>
<td>2.00</td>
</tr>
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</table>

REQUIRED INTERNSHIP OR RESEARCH PROJECT
4.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO 270</td>
<td>Case Study Research Project</td>
<td>All Didactic Work, PGPA of 2.00, and Final Term of Study</td>
<td>4.00</td>
</tr>
</tbody>
</table>
**OPEN ELECTIVE COURSES**

A minimum of 12.00 semester credit hours of open electives is required.

**GENERAL EDUCATION REQUIREMENTS**

Students enrolled in this associate’s degree must complete a minimum of 28.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.*

- 8.00 Semester Credit Hours in Anatomy and Physiology With Lab
- 3.00 Semester Credit Hours in Computer Applications ♦ ◆
- 3.00 Semester Credit Hours in English Composition
- 3.00 Semester Credit Hours in Humanities with a Critical Thinking Focus ** ♦
- 1.00 Semester Credit Hour in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or above)
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Students in the ASMO/AASMOAD program take MO 111 Computer Software Applications in Healthcare to fulfill the 3 semester credit hours of general education in computer applications.

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 28.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASMOAD program must complete a minimum of 28.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required. Students taking the MO 295 Medical Office Administration Internship must also take PD 215.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 215</td>
<td>Medical Office Administration</td>
<td>None</td>
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</table>

**Distribution of Contact Hours by Course**

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Internship</th>
<th>Total Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 115</td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td>2.00</td>
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<tr>
<td>MO 110</td>
<td></td>
<td>30.00</td>
<td>30.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>MO 150</td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td>2.00</td>
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</tr>
<tr>
<td>MO 150L</td>
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<td>1.00</td>
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</tr>
<tr>
<td>Course or Category</td>
<td>Lecture</td>
<td>Lab</td>
<td>Internship</td>
<td>Total Contact Hours</td>
<td>Credits</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>---------</td>
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<td>------------</td>
<td>---------------------</td>
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</tr>
<tr>
<td>MO 205</td>
<td>45.00</td>
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<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 216</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>MO 270 ▲</td>
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<td></td>
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</tr>
<tr>
<td>MO 295 ▲</td>
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<td></td>
<td></td>
<td>180.00</td>
<td></td>
</tr>
<tr>
<td>Anatomy and Physiology with Lab</td>
<td>90.00</td>
<td>60.00</td>
<td></td>
<td>150.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
<td>English Composition or Literature</td>
<td>45.00</td>
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<td>45.00</td>
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</tr>
<tr>
<td>Humanities</td>
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<td>3.00</td>
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<td>Information Literacy</td>
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<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Mathematics (College Algebra or Above)</td>
<td>60.00</td>
<td></td>
<td></td>
<td>60.00</td>
<td>4.00</td>
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<tr>
<td>Open Elective Courses</td>
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<td>Personal/Professional Development</td>
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<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Speech</td>
<td>45.00</td>
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<tr>
<td>Total for Students Taking MO 270</td>
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<tr>
<td>Total for Students Taking MO 295</td>
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<td>150.00</td>
<td>180.00</td>
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<td>60.00</td>
</tr>
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</table>

▲ Note that the student only takes one of these two courses, so the total contact hours will be as stated above.
ASSOCIATE OF APPLIED SCIENCE IN NURSING (AASNOH)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This associate of science in nursing degree program is approved by the Ohio State Board of Nursing to prepare students to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and to begin a professional nursing career. Students are provided a foundation of general education, including courses in the natural sciences, the social sciences, mathematics, and humanities, as well as the knowledge, skills, and abilities necessary to work in a healthcare environment. Theoretical and practical instruction is complemented with clinical experience in a variety of healthcare settings in order to provide a broad, holistic, and reality-based understanding of the roles and responsibilities of a professional nurse. Students will participate in planned clinical and laboratory experiences that will complement classroom learning and will stress health promotion as well as disease processes. Graduates will be eligible to take the National Council Licensure Examination for Registered Nurses.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Demonstrate the ability to function as a beginning-level staff nurse in a variety of healthcare facilities to include hospitals, long-term care agencies, physician’s offices, clinics, outpatient surgical facilities and other community organizations and to work as part of a multidisciplinary healthcare team.
2. Provide accurate patient assessments and appropriate healthcare interventions as a member of a treatment team.
3. Function as a safe practitioner, using critical thinking and communication skills to act as a patient advocate and educator.
4. Understand and utilize nursing-related medical and technological equipment.
5. Exhibit leadership qualities in diverse healthcare settings.
6. Demonstrate a full understanding and practice of accepted ethical and legal standards.
7. Understand the unique needs of diverse populations in regard to socioeconomic, cultural, and lifespan issues while promoting health and wellness in order to facilitate positive growth and development.

SPECIAL ADMISSIONS REQUIREMENTS

Please refer to the “Undergraduate Nursing Admission Requirements” policy in the Admissions Information section of this catalog for nursing program admission requirements.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, registered nurse.

PROGRAM CONTENT

A minimum of 73.00 credit hours is required for graduation.

REQUIRED COURSES

All courses, 39.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO 103</td>
<td>Health and Illness Throughout the Lifespan</td>
<td>PS 101</td>
<td>2.00</td>
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<tr>
<td>NO 106</td>
<td>Fundamentals of Nursing I</td>
<td>None/Corequisite NO 106L</td>
<td>2.00</td>
</tr>
<tr>
<td>NO 106L</td>
<td>Fundamentals of Nursing I Lab</td>
<td>None/Corequisite NO 106</td>
<td>1.00</td>
</tr>
<tr>
<td>NO 107</td>
<td>Fundamentals of Nursing II</td>
<td>NO 106 and NO 106L/Corequisites NO 107L and NO 108</td>
<td>2.00</td>
</tr>
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<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
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</tr>
<tr>
<td>NO 107L</td>
<td>Fundamentals of Nursing II Lab</td>
<td>NO 106 and NO 106L/Corequisites NO 107 and NO 108</td>
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<tr>
<td>NO 108</td>
<td>Fundamentals of Nursing II Clinical</td>
<td>NO 106 and NO 106L/Corequisites NO 107 and NO 107L</td>
<td>1.00</td>
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<tr>
<td>NO 109</td>
<td>Adult Nursing Systems I</td>
<td>NO 107, NO 107L and NO 108/Corequisite NO 110</td>
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</tr>
<tr>
<td>NO 110</td>
<td>Adult Nursing Systems I Clinical</td>
<td>NO 107, NO 107L and NO 108/Corequisite NO 109</td>
<td>1.00</td>
</tr>
<tr>
<td>NO 111</td>
<td>Therapeutic Use of Self</td>
<td>PS 101/Corequisite NO 111L</td>
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<tr>
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<td>Therapeutic Use of Self Lab</td>
<td>PS 101/Corequisite NO 111</td>
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</tr>
<tr>
<td>NO 112</td>
<td>Pharmacology</td>
<td>None/Corequisites SC 245 and SC 245L</td>
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<tr>
<td>NO 113</td>
<td>Nursing Process and Documentation</td>
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<tr>
<td>NO 208</td>
<td>Nursing Management</td>
<td>NO 212 and NO 213</td>
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<td>NO 210</td>
<td>Adult Nursing Systems II</td>
<td>NO 109 and NO 110/Corequisite NO 211</td>
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</tr>
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<td>NO 211</td>
<td>Adult Nursing Systems II Clinical</td>
<td>NO 109 and NO 110/Corequisite NO 210</td>
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<td>NO 212</td>
<td>Adult Nursing Systems III</td>
<td>NO 210 and NO 211/Corequisite NO 213</td>
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<td>NO 213</td>
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<td>NO 210 and NO 211/Corequisite NO 215</td>
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<td>Psychosocial Self-Care Requisites</td>
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<td>Psychosocial Self-Care Requisites Clinical</td>
<td>NO 111 and NO 111L/Corequisite NO 216</td>
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<tr>
<td>NO 218</td>
<td>Health Deviations in Childhood</td>
<td>NO 210 and NO 211/Corequisite NO 219</td>
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<td>NO 219</td>
<td>Health Deviations in Childhood Clinical</td>
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<td>NO 220</td>
<td>Health Deviations in Older Adulthood</td>
<td>NO 212 and NO 213/Corequisite NO 221</td>
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<td>NO 221</td>
<td>Health Deviations in Older Adulthood Clinical</td>
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<td>NO 222</td>
<td>Directed Clinical Practicum</td>
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**GENERAL EDUCATION PREREQUISITES**

The following general education prerequisite courses must be completed with a grade of C (70%) or better for a student to be continued in the nursing program.

- Anatomy and Physiology With Lab (or Body Structure and Function With Lab)
- College Math
- Microbiology

All other general education courses must be passed with a grade of D (60%) or better to be continued in the nursing program.

A student who is dropped from the nursing program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the nursing program in a future cycle.

**GENERAL EDUCATION REQUIREMENTS**

Students enrolled in this associate's degree must complete a minimum of 32.00 semester credit hours in general education distributed...
among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

8.00 Semester Credit Hours in Anatomy and Physiology With Lab
4.00 Semester Credit Hours in Computer Applications
3.00 Semester Credit Hours in English Composition
3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus **
1.00 Semester Credit Hours in Information Literacy
4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
3.00 Semester Credit Hours in Microbiology With Lab
3.00 Semester Credit Hours in Social or Behavioral Science ♦
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 32.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ The following course is required in the Ohio nursing program to satisfy the general education requirement in social or behavioral science.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
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PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

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<thead>
<tr>
<th>Course Number</th>
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<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
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Distribution of Contact Hours by Course

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<td>NO 212/NO 213</td>
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<td>Course Number or Category</td>
<td>Lecture</td>
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<td>Anatomy and Physiology With Lab</td>
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<td>English Composition or Literature</td>
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<td>Information Literacy</td>
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<td>15.00</td>
<td>1.00</td>
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<tr>
<td>Mathematics (College Algebra or Above)</td>
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<td>4.00</td>
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<td>Microbiology With Lab</td>
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<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Personal/Professional Development</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>45.00</td>
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<td>3.00</td>
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<tr>
<td>Speech</td>
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<td><strong>450.00</strong></td>
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ASSOCIATE OF SCIENCE IN NURSING (ASNWI)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This associate of science in nursing degree program is approved by the Wisconsin State Board of Nursing to prepare students to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and to begin a professional nursing career. Graduates will be prepared to integrate nursing knowledge, critical thinking, and advanced nursing skills in the healthcare environment when managing care for multiple clients with complex conditions. Theoretical and practical instruction is complemented with clinical experience in a variety of healthcare settings in order to provide a broad, holistic, and reality-based understanding of the roles and responsibilities of a professional nurse. Students will participate in planned clinical and laboratory experiences that will complement classroom learning and stress health promotion as well as disease processes. Graduates will be eligible to take the National Council Licensure Examination for Registered Nurses and will be prepared for entry-level positions as a registered nurse.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Engage in holistic professional nursing practice using caring, compassionate, culturally sensitive, and evidence-based practices using the nursing process to provide patient-centered care to clients and families in a variety of healthcare settings.
2. Implement therapeutic techniques to communicate effectively with clients, families, healthcare teams, and communities.
3. Use critical thinking and sound decision making to implement and influence local, state, national, and global policies, legislation, and healthcare economics to promote quality healthcare in an evolving healthcare system.
4. Integrate knowledge, skills, and attitudes in nursing leadership and management, quality improvement, and patient safety to provide evidence-based healthcare services.
5. Integrate knowledge and skills to promote health and prevent disease across the lifespan and the continuum of healthcare environments.
6. Practice professionalism, including the inherent values of altruism, autonomy, human dignity, integrity, and social justice.
7. Formulate a professional ethic that includes lifelong learning, and continuous professional development in an ever-evolving healthcare environment.
8. Think critically, both conceptually and by using mathematical analysis, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society.

SPECIAL ADMISSIONS REQUIREMENTS

Please refer to the “Undergraduate Nursing Admission Requirements” policy in the Admissions Information section of this catalog for nursing program admission requirements.

Advanced Standing—Students may enter this program with advanced standing if they have either: 1) successfully completed a program in practical nursing or paramedic and hold a current state license in that discipline; or 2) if they are a United States military medic (Army Health Care Specialist 68W, Army Practical Nurse Specialist 68C, Air Force Medical Technician 4N0X, or Navy Corpsmen HMMO) and meet all other admissions requirements.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, registered nurse.

PROGRAM CONTENT

A minimum of 70.00 semester credit hours is required for graduation.
REQUIRED COURSES
All courses, 37.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NW 101</td>
<td>Fundamentals of Nursing</td>
<td>Prerequisites: SC 145 and SC 145L/Co-requisites: SC 245, SC 245L</td>
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<tr>
<td>OR</td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NW 170</td>
<td>Transition to RN Practice</td>
<td>Prerequisites: MA 090, MA 107, SC 245, SC 245L</td>
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<tr>
<td>NW 103</td>
<td>Health and Illness Throughout the Life Span</td>
<td>Prerequisite: NW 203</td>
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<tr>
<td>NW 106</td>
<td>Pharmacology for Nurses</td>
<td>Prerequisites: MA 107, SC 145, SC 145L/Corequisites: SC 245, SC 245L</td>
<td>3.00</td>
</tr>
<tr>
<td>NW 107</td>
<td>Clinical Practice I</td>
<td>Prerequisites: NW 101, NW 106/Co-requisites: NW 203</td>
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<tr>
<td>NW 202</td>
<td>Clinical Practice II</td>
<td>Prerequisites: NW 107, NW 203/Corequisite: NW 204</td>
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</tr>
<tr>
<td>NW 203</td>
<td>Medical-Surgical Nursing I</td>
<td>Prerequisites: NW 101, NW 106</td>
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<tr>
<td>NW 204</td>
<td>Medical-Surgical Nursing II</td>
<td>Prerequisite: NW 203</td>
<td>3.00</td>
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<tr>
<td>NW 211</td>
<td>Clinical Practice III</td>
<td>Prerequisite: NW 202, NW 204/Corequisite: NW 103</td>
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<tr>
<td>NW 212</td>
<td>Mental Health Nursing</td>
<td>Prerequisites: NW 103, PS 101/Corequisite: NW 234</td>
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<tr>
<td>NW 230</td>
<td>OB/Pediatrics</td>
<td>Prerequisite: NW 204</td>
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<td>NW 234</td>
<td>Clinical IV</td>
<td>Prerequisites: NW 211, NW 103</td>
<td>4.00</td>
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^ NW 170 is required of advanced standing students only.

GENERAL EDUCATION PREREQUISITES
The following general education courses must be completed with a grade of “C” (70%) or better for a student to be continued in this nursing program.

- Anatomy and Physiology I with Lab
- Anatomy and Physiology II with Lab
- Chemistry with Lab
- Microbiology with Lab
- Mathematics (College Algebra or Above)

All other general education courses must be passed with a grade of “D” or better to be continued in the nursing program.

A student who is dropped from the nursing program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the nursing program in a future cycle.

GENERAL EDUCATION REQUIREMENTS
Students enrolled in this associate’s degree must complete a minimum of 31.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

8.00 Semester Credit Hours in Anatomy and Physiology with Lab
3.00 Semester Credit Hours in Cultural Diversity
3.00 Semester Credit Hours in English Composition
3.00 Semester Credit Hours in Humanities with a Critical Thinking Focus **
1.00 Semester Credit Hours in Information Literacy
4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
3.00 Semester Credit Hours in Microbiology with Lab
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 31.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** At the Madison campus, students will complete SC 185 and SC 185L to fulfill this requirement.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
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<td>1.00</td>
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<tr>
<td>PD 202</td>
<td>Professional Development II</td>
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Distribution of Contact Hours by Course

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<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
<th>Total Contact Hours</th>
<th>Credits</th>
</tr>
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<tbody>
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<td></td>
<td>105.00</td>
<td>5.00</td>
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<tr>
<td>OR NW 170</td>
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<td></td>
<td>90.00</td>
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<td>NW 103</td>
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<td>Microbiology With Lab</td>
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<tr>
<td>Speech</td>
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## Distribution of Contact Hours by Course

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<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
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<th>Credits</th>
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<td>Total for Advanced Standing Students</td>
<td>735.00</td>
<td>150.00</td>
<td>720.00</td>
<td>1,605.00</td>
<td>70.00</td>
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</table>
ASSOCIATE OF SCIENCE IN NURSING (ASN)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This associate’s degree nursing program is approved by the state boards of nursing in the states in which it is offered and prepares students to take the National Council Licensing Exam for Registered Nurses (NCLEX-RN®) and to begin a professional nursing career. Graduates will be prepared to integrate nursing knowledge, critical thinking, and nursing skills in the healthcare environment while managing care for multiple clients with complex conditions. Theoretical and practical instruction is complemented with clinical experience in a variety of healthcare settings in order to provide a broad, holistic, and concept-based understanding of the roles and responsibilities of a professional nurse. Students will participate in planned clinical and laboratory experiences that will complement classroom learning and develop application of nursing concepts across the health continuum.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Manage quality, safe, evidence-based, skilled, and patient-centered care utilizing the nursing process.
2. Engage in critical thinking necessary to provide quality nursing care.
3. Integrate individualized teaching plans.
4. Participate in collaborative relationships with patients, families, and members of the interdisciplinary team to provide and improve patient care.
5. Demonstrate leadership in a variety of healthcare settings for diverse patient populations.
6. Use information technology to communicate, manage knowledge, mitigate error, and support decision-making.
7. Incorporate professional, ethical, and legal principles into entry-level nursing performance.
8. Think critically, both conceptually and by using mathematical analysis, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society.

SPECIAL ADMISSION REQUIREMENTS

Please refer to the “Undergraduate Nursing Admission Requirements” policy in the Admissions Information section of this catalog for nursing program admission requirements.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, registered nurse.

PROGRAM CONTENT

A minimum of 72.00 semester credit hours is required for graduation.

REQUICKED SUPPORT COURSE FOR NURSING

1.00 semester credit hour is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS 144</td>
<td>Medical Terminology</td>
<td>None</td>
<td>1.00</td>
</tr>
</tbody>
</table>
REQUIRED COURSES IN NURSING

All courses, 43.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NF 111</td>
<td>Nursing I</td>
<td>AS 144, SC 165, SC 165L, SC 245 and SC 245L or permission from the department</td>
<td>7.00</td>
</tr>
<tr>
<td>NF 112</td>
<td>Nursing II</td>
<td>NF 111</td>
<td>6.00</td>
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<tr>
<td>NF 113</td>
<td>Nursing III</td>
<td>NF 112</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 215</td>
<td>Nursing V</td>
<td>NF 113 or NF 171</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 214</td>
<td>Nursing IV</td>
<td>NF 215</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 216</td>
<td>Nursing VI</td>
<td>NF 214</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 217</td>
<td>Nursing VII</td>
<td>NF 216/Corequisite NF 217</td>
<td>4.00</td>
</tr>
<tr>
<td>NF 218</td>
<td>Nursing VIII</td>
<td>NF 216/Corequisite NF 217</td>
<td>2.00</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION PREREQUISITES

The following general education prerequisite courses must be completed with a grade of “C” (70%) or better for a student to be continued in the nursing program.

- Anatomy and Physiology With Lab
- College Math
- Microbiology

All other general education courses must be passed with a grade of D (60%) or better to be continued in the nursing program.

A student who is dropped from the nursing program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the nursing program in a future cycle.

REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this associate’s degree must complete a minimum of 26.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 8.00 Semester Credit Hours in Anatomy and Physiology with Lab
- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in English Composition
- 1.00 Semester Credit Hour in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 3.00 Semester Credit Hours Microbiology with Lab
- 3.00 Semester Credit Hours in Social or Behavioral Science

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 26.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
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</table>
## Distribution of Contact Hours by Course

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
<th>Total Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS 144</td>
<td>15.00</td>
<td></td>
<td></td>
<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td>NF 111</td>
<td>75.00</td>
<td>60.00</td>
<td></td>
<td>135.00</td>
<td>7.00</td>
</tr>
<tr>
<td>NF 112</td>
<td>60.00</td>
<td>36.00</td>
<td>36.00</td>
<td>132.00</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 113</td>
<td>60.00</td>
<td></td>
<td>90.00</td>
<td>150.00</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 215</td>
<td>75.00</td>
<td></td>
<td>45.00</td>
<td>120.00</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 214</td>
<td>60.00</td>
<td></td>
<td>90.00</td>
<td>150.00</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 216</td>
<td>60.00</td>
<td></td>
<td>90.00</td>
<td>150.00</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 217</td>
<td>60.00</td>
<td>180.00</td>
<td>180.00</td>
<td>531.00</td>
<td>4.00</td>
</tr>
<tr>
<td>NF 218</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Anatomy and Physiology With Lab</td>
<td>90.00</td>
<td>60.00</td>
<td></td>
<td>150.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>60.00</td>
<td></td>
<td></td>
<td>60.00</td>
<td>4.00</td>
</tr>
<tr>
<td>English Composition or Literature</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Information Literacy</td>
<td>15.00</td>
<td></td>
<td></td>
<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Mathematics (College Algebra or Above)</td>
<td>60.00</td>
<td></td>
<td></td>
<td>60.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Microbiology With Lab</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Personal/Professional Development</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
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<td><strong>186.00</strong></td>
<td><strong>531.00</strong></td>
<td><strong>1,527.00</strong></td>
<td><strong>72.00</strong></td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE IN NURSING—BIRMINGHAM—LPN TO RN BRIDGE (ASNAL)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This associate’s degree in nursing bridge program prepares students who are already licensed practical nurses to take the National Council Licensure Examination for Registered Nurses (NCLEX). Students are provided a foundation of general education, including courses in the natural sciences, the social sciences, and mathematics, as well as the knowledge, skills, and abilities necessary to work in a healthcare environment. Theoretical instruction is complemented with clinical experience in a variety of healthcare settings in order to provide a broad, holistic, and reality-based understanding of the roles and responsibilities of a professional nurse. Students will participate in planned clinical and laboratory experiences that will complement classroom learning and stress health prevention and promotion as well as disease processes. Students must have an active/unrestricted LPN license.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Demonstrate the ability to work as part of a multidisciplinary healthcare team.
2. Provide accurate patient assessments.
3. Provide appropriate health care interventions as a member of a treatment team.
4. Function as a beginning-level staff nurse in a variety of healthcare facilities to include hospitals, long-term care agencies, physician’s offices, clinics, outpatient surgical facilities, and other community organizations.
5. Function as a safe practitioner and, through critical thinking and communication skills, act as a patient advocate and educator, including the family and community in the total care.
6. Understand and utilize nursing-related medical and technological equipment.
7. Demonstrate a full understanding and practice of accepted ethical and legal standards.
8. Exhibit leadership qualities in diverse healthcare settings.
9. Understand the unique needs of diverse populations in regard to socioeconomic, cultural, and lifespan issues.
10. Promote health and wellness in order to facilitate positive growth and development.
11. Think critically, both conceptually and by using mathematical analysis, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society.

SPECIAL ADMISSION REQUIREMENTS
Please refer to the “Undergraduate Nursing Admission Requirements” policy in the Admissions Information section of this catalog for nursing program admission requirements.

In addition, prospective students must have completed the following general education courses for college credit at an accredited college or university to be admitted into the program:

- 5.00 Semester Credit Hours in Anatomy and Physiology With Lab
- 3.00 Semester Credit Hours in English Composition
- 2.00 Semester Credit Hours in General Education Electives
- 4.00 Semester Credit Hours in Mathematics (College Algebra or Above)

All applicants will be required to provide official college transcripts verifying completion of the above courses with a passing grade of “C” (70%) or higher. There is no set time limit pertaining to when the prerequisite courses were completed.

All other general education courses must be passed with a grade of D (60%) or better to be continued in the nursing program.

A student who is dropped from the nursing program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the nursing program in a future cycle.
POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, registered nurse.

PROGRAM CONTENT
A minimum of 48.00 credit hours is required for graduation.

REQUIRED COURSES
All courses, 33.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA 212</td>
<td>Advanced Pharmacology</td>
<td>None</td>
<td>2.00</td>
</tr>
<tr>
<td>NA 220</td>
<td>Medical Surgical Nursing I for RNs</td>
<td>NA 212/Corequisite NA 225</td>
<td>4.00</td>
</tr>
<tr>
<td>NA 225</td>
<td>Medical Surgical Nursing I for RNs Clinical</td>
<td>NA 212/Corequisite NA 220</td>
<td>1.00</td>
</tr>
<tr>
<td>NA 230</td>
<td>Nutrition</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>NA 235</td>
<td>Obstetrics/Pediatric Nursing</td>
<td>NA 220 and NA 225/Corequisite NA 240</td>
<td>4.00</td>
</tr>
<tr>
<td>NA 240</td>
<td>Obstetrics/Pediatric Nursing Clinical</td>
<td>NA 220 and NA 225/Corequisite NA 235</td>
<td>1.00</td>
</tr>
<tr>
<td>NA 250</td>
<td>Medical Surgical Nursing II for RNs</td>
<td>NA 220</td>
<td>3.00</td>
</tr>
<tr>
<td>NA 260</td>
<td>Mental Health for the RN</td>
<td>None/Corequisite NA 261</td>
<td>3.00</td>
</tr>
<tr>
<td>NA 261</td>
<td>Mental Health for the RN Clinical</td>
<td>None/Corequisite NA 260</td>
<td>1.00</td>
</tr>
<tr>
<td>NA 281</td>
<td>Role Transition: LPN to RN</td>
<td>Final semester</td>
<td>4.00</td>
</tr>
<tr>
<td>NA 282</td>
<td>NCLEX RN Review</td>
<td>Final course</td>
<td>4.00</td>
</tr>
<tr>
<td>NA 295</td>
<td>RN Clinical Internship</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIRED COURSES
Students enrolled in this nursing bridge associate’s program must complete a minimum of 15.00 semester credit hours in general education distributed among the following disciplines in addition to the 14.00 credit hours required prior to admission. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.*

- 4.00 Semester Credit Hours in Anatomy and Physiology With Lab
- 1.00 Semester Credit Hours in Information Literacy
- 4.00 Semester Credit Hours in Microbiology With Lab
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 15.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

The following general education prerequisite courses must be completed with a grade of “C” (70%) or better for a student to continue in the nursing program.

- Anatomy and Physiology II with Lab
- Microbiology with Lab

All other general education courses must be passed with a grade of D (60%) or better to continue in the nursing program.

A student who is dropped from the nursing program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the nursing program in a future cycle.
<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
<th>Total Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA 212</td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td>60.00</td>
<td>2.00</td>
</tr>
<tr>
<td>NA 220</td>
<td>60.00</td>
<td></td>
<td></td>
<td>60.00</td>
<td>4.00</td>
</tr>
<tr>
<td>NA 225</td>
<td></td>
<td>45.00</td>
<td>45.00</td>
<td>90.00</td>
<td>1.00</td>
</tr>
<tr>
<td>NA 230</td>
<td>45.00</td>
<td></td>
<td>45.00</td>
<td>90.00</td>
<td>3.00</td>
</tr>
<tr>
<td>NA 235</td>
<td>60.00</td>
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<td>60.00</td>
<td>120.00</td>
<td>4.00</td>
</tr>
<tr>
<td>NA 240</td>
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<td>45.00</td>
<td>45.00</td>
<td>90.00</td>
<td>1.00</td>
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<td>NA 250</td>
<td>45.00</td>
<td></td>
<td>45.00</td>
<td>90.00</td>
<td>3.00</td>
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<tr>
<td>NA 260</td>
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<td></td>
<td>45.00</td>
<td>90.00</td>
<td>3.00</td>
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<tr>
<td>NA 261</td>
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<td>45.00</td>
<td>90.00</td>
<td>1.00</td>
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<tr>
<td>NA 281</td>
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<td>60.00</td>
<td>120.00</td>
<td>4.00</td>
</tr>
<tr>
<td>NA 282</td>
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<td>60.00</td>
<td>120.00</td>
<td>4.00</td>
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<tr>
<td>NA 295</td>
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<td>135.00</td>
<td>135.00</td>
<td>270.00</td>
<td>3.00</td>
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<tr>
<td>Anatomy and Physiology With Lab</td>
<td>45.00</td>
<td>30.00</td>
<td></td>
<td>75.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Information Literacy</td>
<td>15.00</td>
<td></td>
<td>15.00</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>Microbiology With Lab</td>
<td>45.00</td>
<td>30.00</td>
<td></td>
<td>75.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>45.00</td>
<td></td>
<td>45.00</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Speech</td>
<td>45.00</td>
<td></td>
<td>45.00</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>600.00</strong></td>
<td><strong>60.00</strong></td>
<td><strong>270.00</strong></td>
<td><strong>930.00</strong></td>
<td><strong>48.00</strong></td>
</tr>
</tbody>
</table>

*Birmingham Campus*
ASSOCIATE OF SCIENCE IN NURSING—BRIDGE TO ASN—ORLANDO (ASNBA)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This bridge to ASN program is open to licensed practical nurses, paramedics, respiratory therapists, and cardiovascular technologists. This associate’s degree nursing program is approved by the Florida Board of Nursing (FBON) and prepares students to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN®) and to begin a professional nursing career. Graduates will be prepared to integrate nursing knowledge, critical thinking, and nursing skills in the healthcare environment in order to provide a broad, holistic, and concept-based understanding of the roles and responsibilities of the registered nurse. Courses are designed for students to attend planned clinical and laboratory experiences that will complement classroom learning and development of the critical thinking skills necessary to apply nursing concepts across the health continuum.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Manage quality, safe, evidence-based, skilled, and patient-centered care utilizing the nursing process.
2. Engage in critical thinking necessary to provide quality nursing care.
3. Integrate individualized teaching plans.
4. Participate in collaborative relationships with patients, families, and members of the interdisciplinary team to provide and improve patient care.
5. Demonstrate leadership in a variety of healthcare settings for diverse patient populations.
6. Use information technology to communicate, manage knowledge, mitigate error, and support decision-making.
7. Incorporate professional, ethical, and legal principles into entry-level nursing performance.
8. Think critically, both conceptually and by using mathematical analysis; write and speak effectively; use basic computer applications; and understand human behavior in the context of the greater society.

SPECIAL ADMISSION REQUIREMENTS
Applicants must have successfully completed a program in practical nursing, paramedic, respiratory therapy, or cardiovascular technology and hold a license in that discipline. Please refer to the “Undergraduate Nursing Admission Requirements” policy in the Admissions Information section of this catalog for nursing program admission requirements.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, registered nurse.

PROGRAM CONTENT
A minimum of 72.00 semester credit hours is required for graduation.

TRANSFER CREDITS
Students who have completed a program in practical nursing, paramedic, respiratory therapy, or cardiovascular technology in the state in which the program was completed and who hold a current license from any state will be awarded 14.00 semester credit hours toward this degree.

REQUIRED COURSES IN NURSING
All courses, 30.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NF 171</td>
<td>Transition to RN Practice</td>
<td>SC 165, SC 165L, SC 245 and SC 245L</td>
<td>6.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>-------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>NF 215</td>
<td>Nursing V</td>
<td>NF 113 or NF 171</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 214</td>
<td>Nursing IV</td>
<td>NF 215</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 216</td>
<td>Nursing VI</td>
<td>NF 214</td>
<td>6.00</td>
</tr>
<tr>
<td>NF 217</td>
<td>Nursing VII</td>
<td>NF 216/Corequisite NF 218</td>
<td>4.00</td>
</tr>
<tr>
<td>NF 218</td>
<td>Nursing VIII</td>
<td>NF 216/Corequisite NF 217</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION PREREQUISITES**

The following general education prerequisite courses must be completed with a grade of “C” (70%) or better for a student to be continued in the nursing program.

- Anatomy and Physiology With Lab (or Body Structure and Function With Lab)
- College Math
- Microbiology

All other general education courses must be passed with a grade of D (60%) or better to be continued in the nursing program.

A student who is dropped from the nursing program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the nursing program in a future cycle.

**REQUIRED COURSES IN GENERAL EDUCATION**

Students enrolled in this associate's degree must complete a minimum of 26.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 8.00 Semester Credit Hours in Anatomy and Physiology with Lab
- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in English Composition
- 1.00 Semester Credit Hour in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 3.00 Semester Credit Hours Microbiology with Lab
- 3.00 Semester Credit Hours in Social or Behavioral Science

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 26.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
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### Distribution of Contact Hours by Course (Not Including 14.00 Semester Credit Hours of Transfer)

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
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<th>Credits</th>
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</thead>
<tbody>
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<tr>
<td>NF 215</td>
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<td></td>
<td>45.00</td>
<td>120.00</td>
<td>6.00</td>
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</table>
### Distribution of Contact Hours by Course (Not Including 14.00 Semester Credit Hours of Transfer)

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
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<th>Credits</th>
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<td>90.00</td>
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<td>6.00</td>
</tr>
<tr>
<td>NF 216</td>
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<td>90.00</td>
<td>150.00</td>
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</tr>
<tr>
<td>NF 217</td>
<td></td>
<td></td>
<td>180.00</td>
<td>180.00</td>
<td>4.00</td>
</tr>
<tr>
<td>NF 218</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Anatomy and Physiology With Lab</td>
<td>90.00</td>
<td>60.00</td>
<td></td>
<td>150.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>60.00</td>
<td></td>
<td></td>
<td>60.00</td>
<td>4.00</td>
</tr>
<tr>
<td>English Composition or Literature</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Information Literacy</td>
<td>15.00</td>
<td></td>
<td></td>
<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Mathematics (College Algebra or Above)</td>
<td>60.00</td>
<td></td>
<td></td>
<td>60.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Microbiology With Lab</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Personal/Professional Development</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
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<td><strong>120.00</strong></td>
<td><strong>405.00</strong></td>
<td><strong>1,200.00</strong></td>
<td><strong>58.00</strong></td>
</tr>
</tbody>
</table>
ASSOCIATE OF APPLIED SCIENCE IN OCCUPATIONAL THERAPY ASSISTANT (AASOTA)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The primary goal of the occupational therapy assistant educational process is to produce competent and ethical occupational therapy assistant practitioners. In conjunction with Herzing University's commitment to provide a learning environment that is caring, convenient, and career-focused, this program prepares the student for entry-level competence as an occupational therapy assistant. Students begin by learning principles of occupational therapy and perform activities that demonstrate knowledge and comprehension of the material presented. Students are then given opportunities to apply this knowledge using human occupation and activity analysis. Students then move to the next level by getting opportunities to develop and present structured groups, write new programs, and develop adaptive, assistive equipment. Herzing University's OTA Program uses developmental theory as the program progresses from birth to old age. Each Level I fieldwork observation is carefully chosen to complement the course-room lecture and the specific developmental level being studied. Following graduation, students must successfully pass a national certification examination and obtain licensure in their chosen state of practice.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Apply PEOP model within diverse occupational therapy settings.
2. Utilize culturally appropriate materials and approaches in program development
3. Facilitate adaptation, and mediate dysfunction for all age groups, disabilities, and occupational roles
4. Demonstrate high quality occupational therapy services across traditional, community, and emerging practices
6. Accurately document and communicate client needs through use of applicable technology.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, occupational therapy assistant.

PROGRAM CONTENT

A minimum of 71.00 semester credit hours are required for graduation.

REQUIRED SUPPORT COURSE

1.00 semester credit hour is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS 144</td>
<td>Medical Terminology</td>
<td>None</td>
<td>1.00</td>
</tr>
</tbody>
</table>

REQUIRED OCCUPATIONAL THERAPY ASSISTANT CORE COURSES

All courses, 44.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT 100</td>
<td>Lifespan Development</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>OT 110</td>
<td>Principles of Occupational Therapy</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>OT 120</td>
<td>Human Occupations</td>
<td>None</td>
<td>2.00</td>
</tr>
<tr>
<td>OT 125</td>
<td>Documentation and Computer Technology in Occupational Therapy</td>
<td>None</td>
<td>2.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>OT 150</td>
<td>Level I Fieldwork: Community and Emerging Practice</td>
<td>OT 100, OT 110, OT 120, OT 210, PS 101, and SS 120/Corequisite OT 240</td>
<td>1.00</td>
</tr>
<tr>
<td>OT 201</td>
<td>Theory of Pediatric Occupations</td>
<td>OT 100, OT 110 and OT 120/Corequisite OT 201L</td>
<td>3.00</td>
</tr>
<tr>
<td>OT 201L</td>
<td>Theory of Pediatric Occupations Lab</td>
<td>OT 100, OT 110 and OT 120/Corequisite OT 201</td>
<td>1.00</td>
</tr>
<tr>
<td>OT 210</td>
<td>Occupational Therapy in Physical Disabilities I</td>
<td>OT 100, OT 110 and OT 120</td>
<td>3.00</td>
</tr>
<tr>
<td>OT 225</td>
<td>Functional Kinesiology</td>
<td>SC 245 and SC 245L</td>
<td>2.00</td>
</tr>
<tr>
<td>OT 235</td>
<td>Occupational Therapy in Physical Disabilities II</td>
<td>OT 210</td>
<td>3.00</td>
</tr>
<tr>
<td>OT 240</td>
<td>Psychosocial Dysfunction and Group Dynamics</td>
<td>OT 100, OT 110, OT 120, OT 210, PS 101, and SS 120/Corequisite OT 150</td>
<td>3.00</td>
</tr>
<tr>
<td>OT 244</td>
<td>Level I Fieldwork: Traditional Settings of Occupational Therapy</td>
<td>OT 150, OT 201, OT 201L, OT 225, OT 235, and OT 240</td>
<td>1.00</td>
</tr>
<tr>
<td>OT 251</td>
<td>Occupational Therapy in Geriatrics and Community Settings</td>
<td>OT 150 and OT 235</td>
<td>2.00</td>
</tr>
<tr>
<td>OT 260</td>
<td>Occupational Therapy in Program Development</td>
<td>OT 235 and OT 240</td>
<td>2.00</td>
</tr>
<tr>
<td>OT 265</td>
<td>Assistive Technology</td>
<td>OT 201 and OT 235</td>
<td>1.00</td>
</tr>
<tr>
<td>OT 266</td>
<td>Team-Based Case Synthesis and Intervention</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>OT 270</td>
<td>Level 2A Fieldwork</td>
<td>OT 244</td>
<td>5.00</td>
</tr>
<tr>
<td>OT 275</td>
<td>Level 2B Fieldwork</td>
<td>OT 244</td>
<td>5.00</td>
</tr>
<tr>
<td>OT 280</td>
<td>NBCOT Review Course</td>
<td>OT 250, OT 260 and OT 265</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**REQUIRED COURSES IN GENERAL EDUCATION**

Students enrolled in this associate's degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of this catalog for Herzing University courses that would satisfy these requirements.*

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

▲ Students enrolled in this program must take PS 101 Psychology and SS 120 Introduction to Sociology to fulfill this general education requirement.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
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<td>1.00</td>
</tr>
</tbody>
</table>

### Distribution of Contact Hours by Course

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Fieldwork</th>
<th>Total Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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<td>15.00</td>
<td></td>
<td></td>
<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td>OT 100</td>
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<td>45.00</td>
<td>90.00</td>
<td>3.00</td>
</tr>
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<td>OT 110</td>
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<td>3.00</td>
</tr>
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<td>OT 120</td>
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<td>OT 125</td>
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<td>37.50</td>
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<td>OT 201</td>
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<td>45.00</td>
<td>90.00</td>
<td>3.00</td>
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<tr>
<td>OT 201L</td>
<td></td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td>1.00</td>
</tr>
<tr>
<td>OT 210</td>
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<td>60.00</td>
<td></td>
<td>75.00</td>
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<tr>
<td>OT 225</td>
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<td>45.00</td>
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<tr>
<td>OT 235</td>
<td>15.00</td>
<td>60.00</td>
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<td>75.00</td>
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<tr>
<td>OT 240</td>
<td>45.00</td>
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<td>3.00</td>
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<td>OT 244</td>
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<td>37.50</td>
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<td>OT 260</td>
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<tr>
<td>OT 265</td>
<td></td>
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<tr>
<td>OT 266</td>
<td></td>
<td>30.00</td>
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<td>30.00</td>
<td>1.00</td>
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<tr>
<td>OT 270</td>
<td></td>
<td></td>
<td>225.00</td>
<td>225.00</td>
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<tr>
<td>OT 275</td>
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<td></td>
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<td>225.00</td>
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<tr>
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<td></td>
<td></td>
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<td>1.00</td>
</tr>
<tr>
<td>Anatomy and Physiology With Lab</td>
<td>90.00</td>
<td>60.00</td>
<td></td>
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</tr>
<tr>
<td>English Composition or Literature</td>
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<td>45.00</td>
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<tr>
<td>Humanities With a Critical Thinking Focus</td>
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<td>45.00</td>
<td>3.00</td>
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<tr>
<td>Information Literacy</td>
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<td></td>
<td></td>
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<td>1.00</td>
</tr>
<tr>
<td>Personal/Professional Development</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>90.00</td>
<td></td>
<td></td>
<td>90.00</td>
<td>6.00</td>
</tr>
<tr>
<td>Speech</td>
<td>45.00</td>
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<td>45.00</td>
<td>3.00</td>
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<tr>
<td><strong>Totals</strong></td>
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<td><strong>300.00</strong></td>
<td><strong>525.00</strong></td>
<td><strong>1,530.00</strong></td>
<td><strong>71.00</strong></td>
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</tbody>
</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN PERSONAL FITNESS TRAINING (ASPFT/AASPFT)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This program prepares students for entry level jobs in the personal training industry. The program provides a solid background in the basic science and theory related to the development and discipline of personal training, nutrition, and client support, with the general education component of an associate’s degree to become a well-rounded graduate. After passing the American College of Sports Medicine (ACSM) certification exam, the graduate will be qualified for entry-level work in health clubs, gyms, and wellness centers, or they may become self-employed by going into private practice.

PROGRAM OUTCOMES

Upon completion of this program students should be able to demonstrate the ability to:

1. Articulate biological and physiological components of the human body
2. Perform all components of an initial client consultation and assessment.
3. Develop and implement safe and appropriate exercise programming for a client informed by client data analysis
4. Design effective educational approaches necessary to teach, engage, instruct, and motivate clients.
5. Apply ethical business and marketing strategies within a personal fitness training context.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, personal fitness trainer and exercise instructor.

PROGRAM CONTENT

A minimum of 67.00 semester credit hours is required for graduation.

REQUIRED COURSES

All courses, 41.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT 100</td>
<td>Essentials of Personal Training</td>
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</tr>
<tr>
<td>FT 102</td>
<td>Essentials of Human Movement</td>
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<td>4.00</td>
</tr>
<tr>
<td>FT 103</td>
<td>Exercise Physiology</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>FT 104</td>
<td>Exercise Testing and Prescription</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>FT 105</td>
<td>Exercise Psychology and Lifestyle Coaching</td>
<td>None</td>
<td>4.00</td>
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<tr>
<td>FT 200</td>
<td>Business Principles and Health Service Management</td>
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<td>4.00</td>
</tr>
<tr>
<td>FT 201</td>
<td>Nutrition</td>
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<td>4.00</td>
</tr>
<tr>
<td>FT 202</td>
<td>Program Design</td>
<td>FT 102, FT 103, FT 104, and FT 105</td>
<td>3.00</td>
</tr>
<tr>
<td>FT 203</td>
<td>Group Exercise Training</td>
<td>FT 202</td>
<td>3.00</td>
</tr>
<tr>
<td>FT 204</td>
<td>Exercise Prescriptions for Special Populations</td>
<td>FT 202</td>
<td>3.00</td>
</tr>
<tr>
<td>FT 205</td>
<td>Performance Conditioning</td>
<td>FT 202</td>
<td>3.00</td>
</tr>
<tr>
<td>FT 210</td>
<td>Personal Fitness Training Externship</td>
<td>All FT Courses (Except FT 211), PD 214/</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Corequisite FT 211</td>
<td></td>
</tr>
<tr>
<td>FT 211</td>
<td>Certification Exam Preparation</td>
<td>FT 205/Corequisite FT 210</td>
<td>1.00</td>
</tr>
</tbody>
</table>
REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this associate’s degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

4.00 Semester Credit Hours in Computer Applications ♦
3.00 Semester Credit Hours in English Composition
3.00 Semester Credit Hours in General Education Electives ♦
1.00 Semester Credit Hours in Information Literacy
4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
3.00 Semester Credit Hours in Science or Humanities With a Critical Thinking Focus **◆ ♦
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

◆ Students in the state of Georgia must take a science course to fulfill this requirement.

◆ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASPFT program must complete a minimum of 24.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students must also take PD 214 in preparation for the FT 210 Personal Fitness Training Externship.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
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Distribution of Contact Hours by Course

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<tr>
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ASSOCIATE OF SCIENCE IN PHYSICAL THERAPIST ASSISTANT (ASPTA)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This associate of science in physical therapist assistant program prepares students to take the National Physical Therapist Assistant Examination (NPTAE) and begin a professional allied health career as licensed physical therapist assistants. Students are provided a foundation of general education, including courses in the natural sciences, social sciences, and humanities, as well as the technical education for the knowledge, skills and abilities necessary to work in a healthcare environment. Theoretical instruction is complemented with clinical experience in a variety of healthcare settings in order to provide a broad, holistic, and reality-based understanding of the roles and responsibilities of a professional physical therapist assistant. Students will participate in planned clinical and laboratory experiences that will complement classroom learning and will stress health promotion as well as rehabilitation of the disease process.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Demonstrate safe and effective technical skills during the provision of physical therapy within the scope of an entry-level physical therapy assistant.
2. Assess a patient’s response to treatment and contribute to the clinical decision making process following a plan of care developed by a physical therapist.
3. Articulate effective and culturally inclusive communication to establish relationships with diverse patients and team members.
4. Apply evidence-based physical therapy practice utilizing appropriate resources.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, physical therapist assistant.

PROGRAM CONTENT

A minimum of 73.00 semester credit hours is required for graduation.

REQUIRED SUPPORT COURSE

1.00 semester credit hour is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS 144</td>
<td>Medical Terminology</td>
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REQUIRED COURSES

All courses, 45.00 semester credit hours, are required.

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<th>Course Name</th>
<th>Prerequisite</th>
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<td>Principles of Physical Therapist Assistant Practice</td>
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<td>PT 110</td>
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<td>PT 105 and PT 116/Corequisite PT 130</td>
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<td>PT 140</td>
<td>Therapeutic Modalities</td>
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<td>PT 220</td>
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<td>Neurological Patient Care</td>
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<td>PT 271</td>
<td>Clinical Practicum I</td>
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<td>PT 281</td>
<td>Clinical Practicum II</td>
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**GENERAL EDUCATION PREREQUISITES**

The following general education prerequisite courses must be completed with a grade of C (70%) or better for a student to be continued in the PTA program:

- Anatomy and Physiology I and Anatomy and Physiology I Lab
- Anatomy and Physiology II and Anatomy and Physiology II Lab

All other general education courses must be passed with a grade of D (60%) or better to be continued in the Physical Therapist Assistant program.

A student who is dropped from the PTA program for failing to achieve the minimum grade specified in the general education courses, but who otherwise meets the academic standards of the University, may transfer to another Herzing degree program and/or may reapply to this program in a future cycle.

**REQUIRED COURSES IN GENERAL EDUCATION**

Students enrolled in this associate's program must complete a minimum of 25.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 8.00 Semester Credit Hours in Anatomy and Physiology With Lab
- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in English Composition
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus **
- 1.00 Semester Credit Hours in Information Literacy
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 25.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required.

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ASSOCIATE OF SCIENCE IN RADIOLOGIC TECHNOLOGY (ASRT)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This is a selective admission, limited-enrollment program that prepares students with the necessary skills and academic knowledge for entry-level positions as a radiologic technologist in a clinic or hospital setting. The courses are progressive, with successive courses building on preceding courses. The successful completion of each course, in sequence with a program GPA of 2.50 and higher, is required. Students will learn the theory and principles of radiation production, radiographic techniques, and the fundamentals of patient care through the combination of lectures, textbooks, slides, videos, hand-outs, practice in the on-campus lab, and actual clinical participation. Students completing the program will be eligible to take the national registry exam offered by the ARRT and the state licensure exam.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Provide patient care and education during radiographic procedures in compliance with ASRT practice standards and within the ASRT scope of practice.
2. Articulate radiographic terminology utilized within radiographic procedures and reports.
3. Describe the fundamental principles of radiation, x-ray production, and radiation interaction with matter.
4. Identify appropriate radiographic procedures to demonstrate anatomical structures and pathology as indicated by patient condition.
5. Apply basic principles of radiation safety for radiographers, patients, and the public.
6. Describe the basic concepts and techniques of pharmacology including diagnostic contrast agents and intravenous medication.
7. Perform basic radiographic procedures safely and effectively including proper patient positioning and correct image production, analysis, and storage.
8. Operate radiographic equipment properly and safely, including radiographic, fluoroscopic, mobile and tomographic equipment.
9. Identify appropriate actions for situations requiring critical thinking, applying legal and ethical concepts as well as clinical standards for decision making.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, radiologic technologist.

PROGRAM CONTENT
A minimum of 76.00 semester credit hours is required for graduation.

REQUIRED SUPPORT COURSE
1.00 semester credit hour is required.

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REQUIRED COURSES
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<td>Introduction to Radiography</td>
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<td>RT 107</td>
<td>Methods of Patient Care</td>
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<td>RT 112</td>
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<td>MA 107, RT 102 and RT 107</td>
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<td>Prerequisites/Corequisites</td>
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<td>RT 115</td>
<td>Radiographic Procedures I</td>
<td>SC 245 and SC 245L/</td>
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<td>RT 115L</td>
<td>Radiographic Procedures I Lab</td>
<td>SC 245 and SC 245L/</td>
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<td>RT 122</td>
<td>Principles of Radiography II</td>
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<td>RT 131</td>
<td>Radiographic Procedures II</td>
<td>RT 102 and RT 115 and RT 115L/</td>
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<td>Corequisite RT 131L</td>
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<td>RT 131L</td>
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<td></td>
<td></td>
<td>Corequisite RT 131</td>
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<td>RT 135</td>
<td>Radiologic Clinical Education I</td>
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<td>RT 156</td>
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<td>RT 230</td>
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<td>RT 255</td>
<td>Radiologic Pathology</td>
<td>RT 122, RT 230, and RT 230L</td>
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<td>RT 260</td>
<td>Cross-Sectional Anatomy</td>
<td>RT 102 and RT 122</td>
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<td>RT 267</td>
<td>Radiologic Clinical Education IV</td>
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<td>RT 277</td>
<td>Radiologic Clinical Education V</td>
<td>RT 267</td>
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<td>RT 295</td>
<td>Radiography Review</td>
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<td>RT 297</td>
<td>Radiologic Clinical Education VI</td>
<td>RT 277</td>
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GENERAL EDUCATION PREREQUISITES
The following general education prerequisite courses must be completed with a grade of C (70%) or better for a student to be continued in the Radiologic Technology program:

- Anatomy and Physiology I and Anatomy and Physiology I Lab
- Anatomy and Physiology II and Anatomy and Physiology II Lab

All other general education courses must be passed with a grade of D (60%) or better to be continued in the Radiologic Technology program.

A student who is dropped from the program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the Radiologic Technology program in a future cycle.

REQUIRED COURSES IN GENERAL EDUCATION
Students enrolled in this associate’s degree must complete a minimum of 26.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

- 8.00 Semester Credit Hours of Anatomy and Physiology With Lab
- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in English Composition or Literature
- 1.00 Semester Credit Hours in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or above)
3.00 Semester Credit Hours in Social or Behavioral Science
3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 26.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
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Distribution of Contact Hours by Course

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<tr>
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ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN SOFTWARE DEVELOPMENT (ASSD/AASSD)
(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at [www.herzing.edu/career-programs/downloads](http://www.herzing.edu/career-programs/downloads) for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program prepares students with the necessary academic knowledge and technical competencies for entry-level positions in the computer information systems and software development industry. These career opportunities may be in areas such as computer programming, desktop and distributed application design and development, database application design and development, and end-user support. Coursework is designed to lead into a bachelor’s degree in software development and is designed to enhance and build upon the knowledge and skills of students with completed diploma coursework or practical experience. This associate’s degree includes courses that provide a strong foundation for industry certifications. Depending on the student’s core and elective courses, as well as their commitment to prepare outside of class, the student can take these industry certification exams from one or more of the following companies: Cisco, CompTIA, Microsoft, Oracle, VMware, and Red Hat. For a full listing of courses and their corresponding certifications, please talk to your admissions advisor.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Demonstrate the ability to define, evaluate, recommend, and apply appropriate information solutions to a range of programming methods and languages to formulate business solutions.
2. Demonstrate proficiency in designing and developing software solutions utilizing knowledge of operating systems, programming languages, and networking systems.
3. Demonstrate the ability to write clear and concise technical reports and business communications in a variety of environments.
4. Demonstrate the ability to design and implement database solutions to meet organizational needs.
5. Think critically, both conceptually and by using mathematical analysis, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, application software developer, systems software developer, and software quality assurance engineer/tester.

PROGRAM CONTENT
A minimum of 60.00 semester credit hours is required for graduation.

REQUIRED COURSES IN SOFTWARE DEVELOPMENT
All courses, 26.00 semester credit hours, are required.

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<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
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<th>Semester Credit Hours</th>
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</thead>
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<td>IS 103</td>
<td>Programming Logic</td>
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<td>Object-Oriented Programming 1</td>
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<td>Computer Networks</td>
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<td>IS 182</td>
<td>Database Concepts and Applications I</td>
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<td>IS 207</td>
<td>Object-Oriented Programming 2</td>
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<tr>
<td>IS 272</td>
<td>Introduction to Computer Security</td>
<td>IS 112</td>
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</table>
REQUIRED COURSE IN SECONDARY PROGRAMMING LANGUAGE
A minimum of 4.00 semester credit hours is required. Students must select one Secondary Programming Language from the list below.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 170</td>
<td>Visual Basic I</td>
<td>IS 103</td>
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</tr>
<tr>
<td>IS 213</td>
<td>C++ Programming</td>
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<td>4.00</td>
</tr>
<tr>
<td>IS 258</td>
<td>Web Scripting</td>
<td>IS 108</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 312</td>
<td>C# Programming</td>
<td>IS 207</td>
<td>4.00</td>
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<tr>
<td>NT 325</td>
<td>System Administration Scripting</td>
<td>IS 103</td>
<td>4.00</td>
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</table>

ELECTIVE COURSES IN SOFTWARE DEVELOPMENT
A minimum of 4.00 semester credit hours is required. This can be from 100, 200 and 300 level courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 170</td>
<td>Visual Basic I</td>
<td>IS 103</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 185</td>
<td>Computer Architecture and Troubleshooting I</td>
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<tr>
<td>IS 191</td>
<td>Linux Administration</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
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<td>IS 210</td>
<td>Discrete Structures for Computer Science</td>
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<td>IS 211</td>
<td>Legacy Systems Introduction</td>
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<td>4.00</td>
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<td>IS 213</td>
<td>C++ Programming</td>
<td>IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 258</td>
<td>Web Scripting</td>
<td>IS 108</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 312</td>
<td>C# Programming</td>
<td>IS 207</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 316</td>
<td>Programming in Linux</td>
<td>IS 103</td>
<td>4.00</td>
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<tr>
<td>IT 120</td>
<td>Technical Writing</td>
<td>EN 104</td>
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<tr>
<td>NT 180</td>
<td>Network and Server Operating Systems</td>
<td>IS 112 or IS 186</td>
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</tr>
<tr>
<td>NT 325</td>
<td>System Administration Scripting</td>
<td>IS 103</td>
<td>4.00</td>
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REQUIRED COURSES IN GENERAL EDUCATION
Students enrolled in this associate’s degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.
Students in the state of Georgia must take a science course to fulfill this requirement.

The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASSD program must complete a minimum of 24.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
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<tr>
<td>PD 202</td>
<td>Professional Development II</td>
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</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN SURGICAL TECHNOLOGY (ASST/AASST)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This surgical technology program is designed to provide students with the skills necessary to function in the operating room or as an important member of the surgical team along with surgeons, nurses, and other medical personnel to ensure proper surgical care before, during, and after a surgical procedure. Each student will be prepared for entry-level surgical technology positions in the operating room or surgical setting.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Perform expanded entry level functions in pre-operative, intra-operative and post-operative case management
2. Articulate the role and responsibility of a patient focused surgical technologist.
3. Communicate and interact effectively within the surgical environment.
4. Describe the use of surgical technology including robotics, lasers, and laparoscopic devices.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, surgical technologist.

PROGRAM CONTENT

A minimum of 65.00 semester credit hours is required for graduation.

GENERAL EDUCATION PREREQUISITES

The following general education prerequisite courses must be completed with a grade of C (70%) or better for a student to be continued in the Surgical Technology program:

- Anatomy and Physiology With Lab
- General Microbiology With Lab

All other general education courses must be passed with a grade of D (60%) or better to be continued in the Surgical Technology program.

A student who is dropped from the program for failing to achieve the minimum grade specified in the general education courses, but who otherwise meets the academic standards of the University, may transfer to another Herzing degree program and/or may reapply to the Surgical Technology program in a future cycle.

REQUIRED SUPPORT COURSE

2.00 semester credit hours are required.

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
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<td>Medical Terminology for Healthcare Professionals</td>
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REQUIRED SURGICAL TECHNOLOGY COURSES

All courses, 33.00 semester credit hours, are required.

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<td>ST 102</td>
<td>Introduction to Surgical Technology</td>
<td>HC 115, SC 165, SC 165L, and Anatomy and Physiology With Lab/Corequisites ST 102L and ST 111</td>
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<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
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<tr>
<td>ST 102L</td>
<td>Introduction to Surgical Technology Lab</td>
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<tr>
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<td>Surgical Pharmacology</td>
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<td>ST 211L</td>
<td>Surgical Principles and Practice I</td>
<td>ST 102, ST 102L and ST 111/</td>
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<td>ST 220</td>
<td>Surgical Procedures I</td>
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<td></td>
<td>Corequisite ST 211L</td>
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<tr>
<td>ST 231L</td>
<td>Surgical Principles and Practice II</td>
<td>ST 211L and ST 220/Corequisite ST 240</td>
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<td>Surgical Procedures II</td>
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<td>ST 251</td>
<td>Clinical Practicum I</td>
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<td>ST 261</td>
<td>Clinical Practicum II</td>
<td>ST 251/Corequisite ST 270</td>
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<tr>
<td>ST 270</td>
<td>Surgical Technology Examination Preparation</td>
<td>ST 251/Corequisite ST 261</td>
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**GENERAL EDUCATION REQUIREMENTS**

Students enrolled in this associate’s program must complete a minimum of 28.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 8.00 Semester Credit Hours in Anatomy and Physiology With Lab
- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in English Composition
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus **
- 1.00 Semester Credit Hours in Information Literacy
- 3.00 Semester Credit Hours in Microbiology With Lab
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 28.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
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<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>Course or Category</td>
<td>Lecture</td>
<td>Lab</td>
<td>Clinical</td>
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<tr>
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<td>HC 115</td>
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<td>ST 102L</td>
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<td></td>
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<tr>
<td>ST 251</td>
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<td></td>
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<tr>
<td>ST 261</td>
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<tr>
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<tr>
<td>Anatomy and Physiology With Lab</td>
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<tr>
<td>Computer Applications</td>
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<tr>
<td>English Composition or Literature</td>
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<tr>
<td>Humanities With a Critical Thinking Focus</td>
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<td>Information Literacy</td>
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<tr>
<td>Microbiology With Lab</td>
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<td>Personal/Professional Development</td>
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<tr>
<td>Speech</td>
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<td><strong>Totals</strong></td>
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<td><strong>270.00</strong></td>
<td><strong>540.00</strong></td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN TECHNOLOGY STUDIES (ASTS/AASTS)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This program provides students who have a solid grounding in a technology discipline, gained from completing the coursework in one or more diploma or certificate programs in that discipline, with the general education component of an associate degree to become a well-rounded graduate.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Apply technology skills acquired from prior study to address workplace challenges.
2. Think critically, both conceptually and by using mathematical analysis, in a technology setting.
3. Write and speak effectively in a technology environment.
4. Use basic computer applications typical in a technology facility.
5. Understand human behavior in the context of the greater society.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, first-line supervisor of production and operating workers. Potential entry-level job titles will vary with the discipline of the prior technology diploma or certificate transferred into the program.

PROGRAM CONTENT

A minimum of 60.00 semester credit hours, including transfer credits, is required for graduation.

REQUIRED TECHNOLOGY COURSES

Students must complete at least 34.00 semester credit hours of courses in technology. Selection or transfer of courses will be in consultation and with the approval of the student’s academic advisor. Any resulting deficiency in the total of 34.00 semester credit hours required may be made up with additional technology courses. Certificate or diploma programs from which technology courses may be accepted include, but are not limited to, the following:

- Cisco Certified Network Associate
- Cloud Infrastructure and Virtualization
- CompTIA A+
- Microsoft Certified Solutions Associate

HERZING UNIVERSITY TECHNOLOGY TRANSFER CORE COURSES

The courses below will transfer into this Associate of Science/Applied Science in Technology Studies program. Selection or transfer of courses not included on this list will be in consultation and with the approval of the student’s academic advisor.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 112</td>
<td>Computer Networks</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 185</td>
<td>Computer Architecture and Trouble Shooting I</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 186</td>
<td>Computer Architecture and Trouble Shooting II</td>
<td>IS 185</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 284</td>
<td>Routers and Switches I</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 286</td>
<td>Routers and Switches II</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 289</td>
<td>Applied Routers and Switches</td>
<td>IS 286</td>
<td>4.00</td>
</tr>
</tbody>
</table>
### Course Listings

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 231</td>
<td>CompTIA A+ Competency Workshop</td>
<td>IS 102 and IS 186</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 232</td>
<td>MSCA Competency Workshop</td>
<td>NT 180, NT 200, and NT 210</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 233</td>
<td>CCNA Competency Workshop</td>
<td>IS 289</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 366</td>
<td>Cloud Computing</td>
<td>NT 305</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 380</td>
<td>Cloud Computing and Virtualization Competency Workshop</td>
<td>IT 366 and NT 315</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 180</td>
<td>Network and Server Operating Systems</td>
<td>IS 112 or IS 186 (or test out)</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 200</td>
<td>Network Infrastructure Administration</td>
<td>NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 202</td>
<td>Routing and Switching Security I</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 212</td>
<td>Routing and Switching Security II</td>
<td>NT 202</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 210</td>
<td>Directory Services Administrator</td>
<td>NT 180</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 305</td>
<td>Virtualization</td>
<td>NT 200 (or test out)</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 315</td>
<td>Designing Network Security</td>
<td>NT 200 (or test out)</td>
<td>4.00</td>
</tr>
</tbody>
</table>

### General Education Requirements

Students enrolled in this associate’s degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in English Composition
- 3.00 Semester Credit Hours in General Education Electives
- 1.00 Semester Credit Hour in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or above)
- 3.00 Semester Credit Hours in Natural Science or Humanities With a Critical Thinking Focus
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

▲ Students in the State of Georgia must take a science course to fulfill this requirement.

◆ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASTS program must complete a minimum of 24.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

### Personal and Professional Development Courses

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE IN THERAPEUTIC MASSAGE (ASTMT)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This transfer program provides students who have a solid grounding in a therapeutic massage discipline, gained from completing a diploma program in that discipline, with the general education component of an associate degree to become a well-rounded graduate. This program will prepare students to pass the National Certification Examination for Therapeutic Massage and Bodywork, as well as any other required state or national certifications, after which graduates will be qualified for entry-level work in spas, health clubs, gyms, cruise ships, and medical offices, or they could become self-employed by going into private practice.

PROGRAM OUTCOMES
Upon completion of this program, the graduate should be able to:

1. Articulate the principles and benefits of therapeutic massage with clients and healthcare professionals.
2. Perform safe and beneficial therapeutic massage recognizing the indications and contraindications associated with specific client conditions.
3. Apply theory and application of massage therapy and bodywork appropriate to the needs and safety of the client and practitioner.
4. Apply ethical and professional business practices within a therapeutic massage environment.
5. Employ kinesiology principles within therapeutic massage to affect the integrity of soft tissue and joint mobility.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, massage therapist.

PROGRAM CONTENT
A minimum of 70.00 semester credit hours is required for graduation.

REQUIRED CORE THERAPEUTIC MASSAGE COURSES
Students who have completed a diploma in therapeutic massage of at least 705.00 clock hours will be awarded 39.00 semester credit hours. Selection or transfer of courses will be in consultation and with the approval of the student’s academic advisor. Any resulting deficiency in the total of 39.00 semester credit hours required may be made up with additional therapeutic massage courses.

GENERAL EDUCATION REQUIREMENTS
Students enrolled in this associate’s degree must complete a minimum of 29.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 8.00 Semester Credit Hours in Anatomy and Physiology With Lab ▲
- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in English Composition
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus **
- 1.00 Semester Credit Hours in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

▲ Students in the Herzing University therapeutic massage diploma program must complete 150.00 clock hours in anatomy and physiology. These clock hours will be applied toward the 8.00 semester credit hours of anatomy and physiology with lab requirement above.

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 29.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.
** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
</tbody>
</table>
UNDERGRADUATE PROGRAMS OF STUDY

Diploma and Certificate Programs

Omaha Campus Therapy Massage Students

New Orleans Campus—Surgical Technology Students
DIPLOMA IN BOOKKEEPING AND PAYROLL ACCOUNTING (DBPA)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The Diploma in Bookkeeping and Payroll Accounting program provides students with an introductory understanding of general and payroll accounting practices and the skills needed to set up and maintain basic accounting and payroll records in typical business settings.

PROGRAM OUTCOMES

Upon completion of this program students should be able to demonstrate the ability to:

1. Define operational, ethical, legal, and human resource issues associated with business management
2. Analyze financial information using standard tools to support and evaluate managerial decision-making.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, bookkeeping, accounting, and auditing clerk and payroll and timekeeping clerk.

PROGRAM CONTENT

A minimum of 25.00 semester credit hours is required for graduation.

REQUIRED COURSES

All courses, 23.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 107</td>
<td>Accounting I</td>
<td>IS 102</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 110</td>
<td>Payroll Accounting</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>AC 216</td>
<td>Accounting II</td>
<td>AC 107</td>
<td>3.00</td>
</tr>
<tr>
<td>BU 106</td>
<td>Introduction to Management</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>IS 102</td>
<td>Computers and Application Software</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 160</td>
<td>Spreadsheets</td>
<td>IS 102</td>
<td>4.00</td>
</tr>
<tr>
<td>MA 175</td>
<td>Business Math</td>
<td>None</td>
<td>3.00</td>
</tr>
</tbody>
</table>

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
</tbody>
</table>
CERTIFICATE IN CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This program provides the student with a comprehensive overview of using routers and switches effectively in a Cisco-based computer network environment. The program also prepares the student to take the examinations necessary to achieve the Cisco Certified Network Associate certification.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Use industry standard switches and routers in multi-protocol internetworks.
2. Demonstrate knowledge of router and switching components, configuration, and operation.
3. Operate a Cisco-based computer network in compliance with industry standards.
4. Pass the examinations leading to the Certified Network Associate (CCNA) certification.

SPECIAL ADMISSION REQUIREMENTS

Applicants must pass a computer skills test administered by the campus Admissions Department before enrolling in this certificate program.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, computer network support specialist.

PROGRAM CONTENT

A minimum of 16.00 semester credit hours is required for graduation.

REQUIRED COURSES

All courses, 16.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 284</td>
<td>Routers and Switches I *</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 286</td>
<td>Routers and Switches II *</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 289</td>
<td>Applied Routers and Switches *</td>
<td>IS 286</td>
<td>4.00</td>
</tr>
<tr>
<td>IT 233</td>
<td>CCNA Competency Workshop *</td>
<td>IS 289</td>
<td>4.00</td>
</tr>
</tbody>
</table>

* For ease of scheduling, 4-credit courses may be divided into two 2-credit courses with part of the course being covered in an online web “W” section and the other part of the course being covered in a lab “L” section (i.e., IS 284W and IS 284L).
DIPLOMA IN DENTAL ASSISTING (DDA)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The goal of the dental assisting program is to train the student to become a productive member of the dental health team. This includes preparing the student for a variety of duties performed by the dental assistant in the contemporary dental office, including chairside assisting, laboratory procedures, administrative duties, and expanded functions. Our ultimate goal is to prepare students to successfully gain entry-level employment as a dental assistant.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Perform chairside techniques for a variety of dental procedures, utilizing current concepts of dental assisting after preparation of the treatment room with the appropriate instruments and materials.
2. Perform entry level expanded functions as allowable by State Regulatory Agencies.
3. Perform laboratory procedures including operating dental equipment used in laboratory settings.
4. Apply appropriate dental terminology related to patient care, records maintenance, and business office procedures.
5. Demonstrate first aid and management techniques to medical emergencies in dental practice.
6. Articulate appropriate attitude and ethical conduct for gaining trust of associates and patients.
7. Produce diagnostic radiographs utilizing appropriate safety measures.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, dental assistant.

PROGRAM CONTENT

A minimum of 47.00 semester credit hours is required for graduation.

REQUIRED COURSES

All courses, 45.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DS 101</td>
<td>Chairside Assisting I</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>DS 102</td>
<td>Preclinical Dental Assisting</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>DS 105</td>
<td>Dental Communications</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>DS 107</td>
<td>Dental Materials</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>DS 108</td>
<td>Dental Science</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>DS 110</td>
<td>Expanded Functions I</td>
<td>DS 101</td>
<td>4.00</td>
</tr>
<tr>
<td>DS 116</td>
<td>Radiology</td>
<td>DS 101, DS 102, DS 108, DS 110 and CPR</td>
<td>5.00</td>
</tr>
<tr>
<td>DS 119</td>
<td>Advanced Expanded Functions</td>
<td>DS 101, DS 102, DS 108, DS 110 and CPR; Corequisite DS 119L (MN) or DS 120 (OH)</td>
<td>2.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>DS 119L</td>
<td>Advanced Expanded Functions Lab</td>
<td>DS 101, DS 102, DS 108 and DS 110; Corequisite DS 119</td>
<td>2.00</td>
</tr>
<tr>
<td>or DS 120</td>
<td>(Minnesota students only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clinical Applications (Ohio students only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS 152</td>
<td>Chairside Assisting II</td>
<td>DS 101, DS 102, and DS 108</td>
<td>5.00</td>
</tr>
<tr>
<td>DS 204</td>
<td>Dental Management</td>
<td>DS 101 and DS 105</td>
<td>2.00</td>
</tr>
<tr>
<td>DS 207</td>
<td>Dental Ethics and Jurisprudence</td>
<td>DS 101 and DS 105</td>
<td>2.00</td>
</tr>
<tr>
<td>DS 294</td>
<td>Dental Assisting Internship *</td>
<td>Final semester, PD 214, and CPR</td>
<td>7.00</td>
</tr>
</tbody>
</table>

* The student must have a program grade point average (PGPA) of 2.00 or above to continue in the program.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
2.00 semester credit hours are required in addition to PD 214.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>PD 214</td>
<td>AS/AAS/BS/Diploma Internship Preparation</td>
<td>None</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Distribution of Contact Hours by Course

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Internship</th>
<th>Total Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DS 101</td>
<td>45.00</td>
<td>30.00</td>
<td>75.00</td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>DS 102</td>
<td>60.00</td>
<td></td>
<td>60.00</td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>DS 105</td>
<td>15.00</td>
<td></td>
<td>15.00</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>DS 107</td>
<td>30.00</td>
<td>30.00</td>
<td>60.00</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>DS 108</td>
<td>60.00</td>
<td></td>
<td>60.00</td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>DS 110</td>
<td>45.00</td>
<td>30.00</td>
<td>75.00</td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>DS 116</td>
<td>60.00</td>
<td>30.00</td>
<td>90.00</td>
<td></td>
<td>5.00</td>
</tr>
<tr>
<td>DS 119</td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>DS 119L (Minnesota)</td>
<td></td>
<td>60.00</td>
<td>60.00</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>DS 120 (Ohio)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS 152</td>
<td>60.00</td>
<td>30.00</td>
<td>90.00</td>
<td></td>
<td>5.00</td>
</tr>
<tr>
<td>DS 204</td>
<td>15.00</td>
<td>30.00</td>
<td>45.00</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>DS 207</td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>DS 294</td>
<td></td>
<td></td>
<td>315.00</td>
<td></td>
<td>7.00</td>
</tr>
<tr>
<td>Personal/Professional Development</td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Totals</td>
<td>480.00</td>
<td>240.00</td>
<td>315.00</td>
<td>1,035.00</td>
<td>47.00</td>
</tr>
</tbody>
</table>
CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN—BASIC (CEMTB)
(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
The EMT-B is trained in basic life-support procedures and performs limited invasive (advanced) skills. This program emphasizes the development of student skills in patient assessment and examination, the recognition of signs and symptoms of illness or injury, and the use of proper procedures when rendering basic emergency care. General topics covered include human anatomy and physiology, bleeding and shock, emergency childbirth, airway management, splinting of fractures and dislocations, medical emergencies, and movement of patients. The intent of the program is to provide the student with the knowledge and skills to assess and manage life-threatening injury and illness and provide transport to medical facilities. Clinical experience is an integral part of the program. Graduates will be eligible to write the EMT-Basic licensure exam administered by the National Registry of Emergency Medical Technicians.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Demonstrate knowledge of the healthcare delivery system, and incorporate the role of the emergency medical technician into the system.
2. Provide accurate patient assessments in chronic and acute settings.
3. Identify the needs of diverse populations in regard to socioeconomic, cultural, and life-span issues.
4. Provide basic life support for emergencies including, but not limited to, trauma, cardiac, and other medical emergencies.
5. Meet the academic requirements to be eligible to apply and sit for the EMT-Basic licensure exam administered by the National Registry of Emergency Medical Technicians.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, emergency medical technician.

PROGRAM CONTENT
A minimum of 11.00 semester credit hours is required for graduation.

REQUIRED COURSES IN EMT
All courses, 10.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EM 116</td>
<td>EMT Basic Theory and Lab</td>
<td>None/Corequisite EM 117</td>
<td>9.00</td>
</tr>
<tr>
<td>EM 117</td>
<td>EMT Basic Clinical</td>
<td>Corequisite EM 116</td>
<td>1.00</td>
</tr>
</tbody>
</table>

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
1.00 semester credit hour is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
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</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
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### Distribution of Contact Hours by Course

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
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<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>EM 116</td>
<td>120.00</td>
<td>30.00</td>
<td></td>
<td>150.00</td>
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</tr>
<tr>
<td>EM 117</td>
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<td></td>
<td>45.00</td>
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<td>1.00</td>
</tr>
<tr>
<td>Personal/Professional Development</td>
<td>15.00</td>
<td></td>
<td></td>
<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>135.00</strong></td>
<td><strong>30.00</strong></td>
<td><strong>45.00</strong></td>
<td><strong>210.00</strong></td>
<td><strong>11.00</strong></td>
</tr>
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</table>
CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN—ADVANCED (CEMTA)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This advanced emergency medical technician program will cover the roles and responsibilities of an advanced EMT within an EMS system, applying the basic concepts of development, pathophysiology, and limited pharmacology to assess and manage patients with emergency medical needs. The student will learn how to maintain a patient’s airway, oxygenate and ventilate a patient, be able to take a proper history, and perform a comprehensive physical exam. Students will be able to properly administer limited medications and communicate effectively with other healthcare providers, including physicians, nurses, and other allied health personnel. Students will also be able to integrate pathophysiology principles, assessment findings, and critical thinking skills to formulate a field impression and implement a treatment plan for trauma and medical patients of all ages. Graduates will be eligible to write the National Registry of Emergency Medical Technicians Examination.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Demonstrate knowledge of the healthcare delivery system, and incorporate the role of the advanced emergency medical technician (AEMT) into the system.
2. Provide accurate patient assessments in chronic and acute settings.
3. Recognize the needs of diverse populations in regard to socioeconomic, cultural, and lifespan issues.
4. Provide basic life support and specific advanced procedures for emergencies including, but not limited to, trauma, cardiac, and other medical emergencies.
5. Meet the academic requirements to be eligible to apply and sit for the Advanced EMT Licensure Examination administered by the National Registry of Emergency Medical Technicians.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, emergency medical technician.

PROGRAM CONTENT

A minimum of 10.00 semester credit hours is required for graduation.

REQUIRED COURSES IN EMT

All courses, 10.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EM 202</td>
<td>Advanced Emergency Technician</td>
<td>EM 116 and EM 117 (or EMT Basic Licensure)</td>
<td>8.00</td>
</tr>
<tr>
<td>EM 202C</td>
<td>Advanced Emergency Medical Technician Clinical</td>
<td>EMT Licensure</td>
<td>2.00</td>
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Distribution of Contact Hours by Course

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Lecture</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EM 202</td>
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<td></td>
<td>120.00</td>
<td>8.00</td>
</tr>
<tr>
<td>EM 202C</td>
<td></td>
<td>90.00</td>
<td>90.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Totals</td>
<td>120.00</td>
<td>90.00</td>
<td>210.00</td>
<td>10.00</td>
</tr>
</tbody>
</table>
DIPLOMA IN EMERGENCY MEDICAL TECHNICIAN—PARAMEDIC (DEMTP)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
The Emergency Medical Technician—Paramedic program will cover the roles and responsibilities of a paramedic within an EMS system, applying the basic concepts of development, pathophysiology, and pharmacology to assess and manage patients with emergency medical needs. The student will learn how to maintain a patient’s airway, oxygenate and ventilate a patient, be able to take a proper history, and perform a comprehensive physical exam. Students will be able to properly administer medications and communicate effectively with other healthcare providers including physicians, nurses, and other allied health personnel. Students will also be able to integrate pathophysiology principles, assessment findings, and critical thinking skills to formulate a field impression and implement a treatment plan for trauma and medical patients of all ages. Graduates will be eligible to write the EMT-Paramedic licensure exam administered by the National Registry of Emergency Medical Technicians.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:
1. Articulate the role of the emergency medical technician in the system
2. Generate accurate patient assessments in chronic and acute settings
3. Identify the needs of diverse populations in regard to socioeconomic, cultural, and lifespan issues with regard to paramedic training.
4. Demonstrate basic life support in emergencies including, but not limited to, safety, trauma, cardiac, and other medical emergencies.
5. Identify ethical and legal concepts to the practice of the EMT-paramedic.
6. Describe the problems that a paramedic might encounter in a hostile situation and the techniques used to manage the situation.

SPECIAL ADMISSION REQUIREMENTS
To be admitted to this program, the student must meet the following criteria:
- Have a valid CPR certification
- Meet the state requirements for a completed criminal background and credit check
- Provide verification of required immunizations
- Sign an Essential Function Form

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, emergency medical technician and paramedic.

PROGRAM CONTENT
A minimum of 58.00 semester credit hours is required for graduation.

REQUIRED COURSES IN EMT
All courses, 57.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
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</thead>
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<tr>
<td>EM 189</td>
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<td>EM 189L</td>
<td>Paramedic Anatomy and Physiology Lab</td>
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<td>1.00</td>
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<tr>
<td>EM 191</td>
<td>Paramedic Preparation</td>
<td>EM 189 and EM 189L</td>
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</tr>
<tr>
<td>EM 192</td>
<td>Paramedic Operations</td>
<td>EM 193</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>EM 193</td>
<td>Patient Assessment and Management</td>
<td>EM 194</td>
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<tr>
<td>EM 194</td>
<td>Paramedic General Pharmacology</td>
<td>EM 189 and EM 189L</td>
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</tr>
<tr>
<td>EM 195</td>
<td>Advanced Trauma Management</td>
<td>EM 194</td>
<td>6.00</td>
</tr>
<tr>
<td>EM 196</td>
<td>Cardiovascular Electrophysiology</td>
<td>EM 195</td>
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</tr>
<tr>
<td>EM 197</td>
<td>Medical Patient Management I</td>
<td>EM 195 and EM 196</td>
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<tr>
<td>EM 201</td>
<td>Medical Patient Management II</td>
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<td>6.00</td>
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<tr>
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<td>EM 116 and EM 117 (or EMT Basic Licensure)</td>
<td>8.00</td>
</tr>
<tr>
<td>EM 202C</td>
<td>Advanced Emergency Medical Technician Clinical</td>
<td>EMT Licensure</td>
<td>2.00</td>
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<tr>
<td>EM 203</td>
<td>Cardiovascular Patient Management</td>
<td>EM 196</td>
<td>3.00</td>
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<tr>
<td>EM 204</td>
<td>Transition to Paramedic Practice</td>
<td>EM 197</td>
<td>3.00</td>
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<tr>
<td>EM 205</td>
<td>Paramedic Terminal Competencies</td>
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<tr>
<td>EM 206</td>
<td>Paramedic Field Preceptorship</td>
<td>EM 201/Corequisite EM 207</td>
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<tr>
<td>EM 207</td>
<td>Paramedic Team Leadership Preceptorship</td>
<td>EM 201/Corequisite EM 206</td>
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**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

1.00 semester credit hour is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
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<tr>
<td>PD 202</td>
<td>Professional Development II</td>
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**Distribution of Contact Hours by Course**

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
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<th>Credits</th>
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<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
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<tr>
<td>EM 189L</td>
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<td></td>
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<tr>
<td>EM 191</td>
<td>30.00</td>
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<td></td>
<td>30.00</td>
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<tr>
<td>EM 192</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
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<td>EM 194</td>
<td>30.00</td>
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<td></td>
<td>30.00</td>
<td>2.00</td>
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<td>EM 195</td>
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<td>45.00</td>
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<td></td>
<td>45.00</td>
<td>3.00</td>
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<tr>
<td>EM 197</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
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<tr>
<td>EM 201</td>
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<td>225.00</td>
<td></td>
<td>240.00</td>
<td>6.00</td>
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<tr>
<td>EM 202</td>
<td>120.00</td>
<td>90.00</td>
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<td>210.00</td>
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<tr>
<td>EM 202C</td>
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<td>90.00</td>
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<td>90.00</td>
<td>2.00</td>
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<tr>
<td>EM 203</td>
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<tr>
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<td>Lecture</td>
<td>Lab</td>
<td>Clinical</td>
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<td>Credits</td>
</tr>
<tr>
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<td>----------</td>
<td>--------------------</td>
<td>---------</td>
</tr>
<tr>
<td>EM 205</td>
<td>15.00</td>
<td>30.00</td>
<td></td>
<td>45.00</td>
<td>2.00</td>
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<td>270.00</td>
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<td></td>
<td></td>
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<tr>
<td>Personal/Professional Development</td>
<td>15.00</td>
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<td></td>
<td>15.00</td>
<td>1.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
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<td>1,470.00</td>
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</tr>
</tbody>
</table>
**DIPLOMA IN INSURANCE BILLING AND CODING SPECIALIST (DIBCS)**

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

**PROGRAM DESCRIPTION**

The goal of this diploma program is to provide the student with a thorough understanding of the content of the medical record as well as extensive training in anatomy, physiology, disease processes, and medical terminology. This program will provide the student with the knowledge and understanding to analyze medical records and assign codes to classify diagnoses and procedures while applying the principles of professional and ethical conduct. The program will prepare the student for an entry-level position as a medical biller and/or medical coder in a hospital, clinic, physician’s office, or other healthcare facility.

**PROGRAM OUTCOMES**

Upon completion of this program, the student should be able to:

1. Analyze medical documentation for appropriate codes using terminology, disease process, anatomy and physiology and pharmacology.
2. Employ appropriate coding format and guidelines to assign diagnosis codes.
3. Employ appropriate coding format and guidelines to assign procedure codes.
4. Apply medical billing and reimbursement methodology.

**POTENTIAL OCCUPATIONAL TITLES**

Potential occupational titles for this program include, but are not limited to, medical records, medical billers, medical secretaries, and coding specialists.

**PROGRAM CONTENT**

A minimum of 44.00 semester credit hours is required for graduation.

**REQUIRED COURSES**

All courses, 30.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 115</td>
<td>Medical Terminology for Healthcare Professionals</td>
<td>None</td>
<td>2.00</td>
</tr>
<tr>
<td>MC 208</td>
<td>Program Review</td>
<td>Final semester and PGPA of 2.00</td>
<td>1.00</td>
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<tr>
<td>MC 271</td>
<td>Diagnosis Coding I</td>
<td>(HC 115 or HI 221), MO 150, MO 150L, and Anatomy and Physiology With Lab</td>
<td>3.00</td>
</tr>
<tr>
<td>MC 272</td>
<td>Procedure Coding I</td>
<td>(HC 115 or HI 221), MO 150, MO 150L, and Anatomy and Physiology With Lab</td>
<td>3.00</td>
</tr>
<tr>
<td>MC 273</td>
<td>Diagnosis Coding II</td>
<td>MC 271</td>
<td>3.00</td>
</tr>
<tr>
<td>MC 274</td>
<td>Procedure Coding II</td>
<td>MC 272</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 110</td>
<td>Keyboarding</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>MO 111</td>
<td>Computer Software Applications in Healthcare</td>
<td>MO 110</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 150</td>
<td>Pathophysiology and Pharmacology</td>
<td>HC 115 or HI 221/Corequisite MO 150L</td>
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</tr>
<tr>
<td>MO 150L</td>
<td>Pathophysiology and Pharmacology Lab</td>
<td>HC 115 or HI 221/Corequisite MO 150</td>
<td>1.00</td>
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<tr>
<td>MO 205</td>
<td>Insurance Claims, Processing and Adjudication</td>
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</table>
**Course Number** | **Course Name** | **Prerequisites/Corequisites** | **Semester Credit Hours**
---|---|---|---
MO 211 | Healthcare Systems and Operations | None | 3.00
MO 216 | Ethics and Health Information Management | None | 2.00

**REQUIRED ANATOMY AND PHYSIOLOGY WITH LAB**
8.00 semester credit hours are required.

**REQUIRED INTERNSHIP OR RESEARCH PROJECT**
4.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 291</td>
<td>Insurance Billing and Coding Case Study Research Project</td>
<td>All Didactic Work, Final Term of Study, PGPA 2.00</td>
<td>4.00</td>
</tr>
<tr>
<td>MC 294 *</td>
<td>Insurance Billing and Coding Internship</td>
<td>All Didactic Work, Final Term of Study, PGPA of 2.00, and PD 212</td>
<td>4.00</td>
</tr>
</tbody>
</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**
2.00 semester credit hours are required in addition to PD 212.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
<td>1.00</td>
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<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
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<tr>
<td>PD 212</td>
<td>Medical Billing and Coding Internship Preparation</td>
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<td>0.00</td>
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**Distribution of Contact Hours by Course**

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Internship</th>
<th>Total Contact Hours</th>
<th>Credits</th>
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<td>HC 115</td>
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<td>MC 272</td>
<td>45.00</td>
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<td>45.00</td>
<td>3.00</td>
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<td>MC 273</td>
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<td>3.00</td>
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<td>MC 274</td>
<td>45.00</td>
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<td>MO 110</td>
<td></td>
<td>30.00</td>
<td>30.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>MO 111</td>
<td>30.00</td>
<td>30.00</td>
<td>60.00</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>MO 150</td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>MO 150L</td>
<td></td>
<td>30.00</td>
<td>30.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>MO 205</td>
<td>45.00</td>
<td></td>
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<td>3.00</td>
<td></td>
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<tr>
<td>MO 211</td>
<td>45.00</td>
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</tr>
<tr>
<td>MO 216</td>
<td>30.00</td>
<td></td>
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<td>2.00</td>
<td></td>
</tr>
<tr>
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<td>Lecture</td>
<td>Lab</td>
<td>Internship</td>
<td>Total Contact Hours</td>
<td>Credits</td>
</tr>
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<td>------------</td>
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<td>---------</td>
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<tr>
<td>Anatomy and Physiology With Lab</td>
<td>90.00</td>
<td>60.00</td>
<td>150.00</td>
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<tr>
<td>Personal/Professional Development</td>
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<td>Totals for Students Taking MC 294</td>
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<td>150.00</td>
<td>180.00</td>
<td>855.00</td>
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</tr>
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</table>
DIPLOMA IN MEDICAL ASSISTING SERVICES (DMAS)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The introduction of students to the overall operation of the physician’s office is the basic objective of this diploma program. Students are trained to assist the physician in the examination room, perform routine laboratory procedures, and handle financial records, correspondence, insurance forms, and other administrative functions. Our ultimate goal is to prepare students to successfully gain entry-level employment as a medical assistant.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Perform clinical assisting and laboratory procedures.
2. Accurately create and enter data into different healthcare documents.
3. Apply legal concepts to the medical practice.
4. Communicate professionally with patients, coworkers, and providers.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, medical assistant.

PROGRAM CONTENT

A minimum of 43.00 semester credit hours is required for graduation.

ENTRY REQUIREMENT

Students must meet the minimally required score on the entrance assessment to be eligible to enroll in the Diploma Program in Medical Assisting Services. Those students who do not meet the eligibility requirements for DMAS may be eligible for admittance into an alternate allied health program such as the Diploma Program in Medical Office Administration. In the event that the student enrolls in an alternate allied health program and successfully completes the following 25.00 semester credit hours, earning a grade of “C” or better in each of the courses, he or she becomes eligible to request to transfer into the DSMAS program:

- This entry requirement does not apply to students at the Akron Campus who are enrolled in the Diploma in Medical Assisting Services program

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 115</td>
<td>Medical Terminology for Healthcare Professionals</td>
<td>None</td>
<td>2.00</td>
</tr>
<tr>
<td>MO 110</td>
<td>Keyboarding</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>MO 111</td>
<td>Computer Software Applications in Healthcare</td>
<td>MO 110</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 150</td>
<td>Pathophysiology and Pharmacology</td>
<td>HC 115 or HI 221/</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Corequisite MO 150L</td>
<td></td>
</tr>
<tr>
<td>MO 150L</td>
<td>Pathophysiology and Pharmacology Lab</td>
<td>HC 115 or HI 221/Corequisite MO 150</td>
<td>1.00</td>
</tr>
<tr>
<td>MO 205</td>
<td>Insurance Claims, Processing and Adjudication</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 211</td>
<td>Healthcare Systems and Operations</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 216</td>
<td>Ethics and Health Information Management</td>
<td>None</td>
<td>2.00</td>
</tr>
<tr>
<td>SC 105</td>
<td>Anatomy and Physiology I for Allied Health Professionals</td>
<td>None/Corequisite SC 105L</td>
<td>3.00</td>
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<tr>
<td>SC 105L</td>
<td>Anatomy and Physiology I Lab for Allied Health Professionals</td>
<td>None/Corequisite SC 105</td>
<td>1.00</td>
</tr>
</tbody>
</table>
### Course Number | Course Name | Prerequisites/Corequisites | Semester Credit Hours
--- | --- | --- | ---
SC 205 | Anatomy and Physiology II for Allied Health Professionals | SC 105 and SC 105L/ Corequisite SC 205L | 3.00
SC 205L | Anatomy and Physiology II Lab for Allied Health Professionals | SC 105 and SC 105L/ Corequisite SC 205 | 1.00

### REQUIRED CLINICAL COURSES
All courses, 16.00 semester credit hours, are required.

| Course Number | Course Name | Prerequisites/Corequisites | Semester Credit Hours |
--- | --- | --- | ---
MS 215 | Medical Clinical Assisting I With Lab | MO 150, MO 150L, PD 216, and Anatomy and Physiology With Lab | 5.00
MS 235 | Medical Clinical Assisting II With Lab | MS 215 | 5.00
MS 280 | Program Certification Review | All didactic coursework, Final Term of Study, and PGPA of 2.00 | 2.00
MS 295 | Externship | All didactic coursework, Final Term of Study, PGPA of 2.00, PD 211, and a valid CPR certification | 4.00

### PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
2.00 semester credit hours are required in addition to PD 211.

| Course Number | Course Name | Prerequisites/Corequisites | Semester Credit Hours |
--- | --- | --- | ---
PD 121 | Professional Development I | None | 1.00
PD 202 | Professional Development II | None | 1.00
PD 211 | MA Externship Preparation | None | 0.00
PD 216 | MA Assisting Proctor Preparation | None | 0.00

*PD 216 is only for students taking the program online.*

### Distribution of Contact Hours by Course

| Course or Category | Lecture | Lab | Externship | Total Contact Hours | Credits |
--- | --- | --- | --- | --- | ---
HC 115 Medical Terminology for Healthcare Professionals | 30.00 | | 30.00 | 30.00 | 2.00
MO 110 Keyboarding | | 30.00 | | 30.00 | 1.00
MO 111 Computer Software Applications in Healthcare | 30.00 | 30.00 | | 60.00 | 3.00
MO 150 Pathophysiology and Pharmacology | 30.00 | | 30.00 | | 2.00
MO 150L Pathophysiology and Pharmacology Lab | | 30.00 | 30.00 | 30.00 | 1.00
MO 205 Insurance Claims, Processing and Adjudication | | | 45.00 | | 3.00
MO 211 Healthcare Systems and Operations | | | 45.00 | | 3.00
MO 216 Ethics and Health Information Management | | 30.00 | | 30.00 | 2.00
<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Externship</th>
<th>Total Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 215 Medical Clinical Assisting I</td>
<td>45.00</td>
<td>60.00</td>
<td></td>
<td>105.00</td>
<td>5.00</td>
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<tr>
<td>with Lab</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS 235 Medical Clinical Assisting II</td>
<td>45.00</td>
<td>60.00</td>
<td></td>
<td>105.00</td>
<td>5.00</td>
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<tr>
<td>with Lab</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>MS 280 Program Certification Review</td>
<td>30.00</td>
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<tr>
<td>MS 295 Externship</td>
<td></td>
<td></td>
<td>180.00</td>
<td>180.00</td>
<td>4.00</td>
</tr>
<tr>
<td>SC 105 Anatomy and Physiology I for</td>
<td>45.00</td>
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<td></td>
<td>45.00</td>
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<tr>
<td>Allied Health Professionals</td>
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<td></td>
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<tr>
<td>SC 105L Anatomy and Physiology I L for</td>
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<td></td>
<td></td>
<td>30.00</td>
<td>1.00</td>
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<tr>
<td>Allied Health Professionals</td>
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<td></td>
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</tr>
<tr>
<td>SC 205 Anatomy and Physiology II for</td>
<td>45.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Allied Health Professionals</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SC 205L Anatomy and Physiology II L for</td>
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<td></td>
<td></td>
<td>30.00</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PD 121 Professional Development I</td>
<td>30.00</td>
<td></td>
<td></td>
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<tr>
<td>PD 202 Professional Development II</td>
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<td></td>
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<tr>
<td><strong>Totals</strong></td>
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<td><strong>270.00</strong></td>
<td><strong>180.00</strong></td>
<td><strong>900.00</strong></td>
<td><strong>43.00</strong></td>
</tr>
</tbody>
</table>
DIPLOMA IN MEDICAL OFFICE ADMINISTRATION (DMOA)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program is designed to prepare students with the necessary skills and academic knowledge for entry-level office positions in the healthcare industry. Career opportunities may be in areas such as the medical office, clinical, hospital, long-term care facilities, and other healthcare office settings.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:
1. Create and enter data into different healthcare documents
2. Apply legal concepts to medical practice
3. Employ professionalism
4. Demonstrate billing and reimbursement processes.
5. Explain various disease and treatment processes

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, medical secretary, receptionist, unit support representative, office manager, medical receptionist, front office manager, and medical office specialist.

PROGRAM CONTENT
A minimum of 31.00 semester credit hours is required for graduation.

REQUIRED COURSES
All courses, 17.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 115</td>
<td>Medical Terminology for Healthcare Professionals</td>
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<td>2.00</td>
</tr>
<tr>
<td>MO 110</td>
<td>Keyboarding</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>MO 111</td>
<td>Computer Software Applications in Healthcare</td>
<td>MO 110</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 150</td>
<td>Pathophysiology and Pharmacology</td>
<td>HC 115 or HI 221/Corequisite MO 150L</td>
<td>2.00</td>
</tr>
<tr>
<td>MO 150L</td>
<td>Pathophysiology and Pharmacology Lab</td>
<td>HC 115 or HI 221/Corequisite MO 150</td>
<td>1.00</td>
</tr>
<tr>
<td>MO 205</td>
<td>Insurance Claims, Processing and Adjudication</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 211</td>
<td>Healthcare Systems and Operations</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 216</td>
<td>Ethics and Health Information Management</td>
<td>None</td>
<td>2.00</td>
</tr>
</tbody>
</table>

REQUIRED ANATOMY AND PHYSIOLOGY WITH LAB
8.00 semester credit hours are required.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES
A minimum of 2.00 semester credit hours is required.
### Course Information

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
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</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
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<tr>
<td>PD 215</td>
<td>Medical Office Administration Internship Preparation</td>
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</table>

**CAPSTONE OR INTERNSHIP COURSE**

A minimum of 4.00 semester credit hours is required.

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Case Study Research Project</td>
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</tr>
<tr>
<td>MO 295</td>
<td>Medical Office Administration Internship *</td>
<td>All Didactic Work, Final Term of Study, PGPA of 2.00, and PD 215</td>
<td>4.00</td>
</tr>
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</table>

* Online students in some states may not be allowed to take this internship due to state restrictions.

### Distribution of Contact Hours by Course

<table>
<thead>
<tr>
<th>Course or Category</th>
<th>Lecture</th>
<th>Lab</th>
<th>Internship</th>
<th>Total Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology With Lab</td>
<td>90.00</td>
<td>60.00</td>
<td></td>
<td>150.00</td>
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</tr>
<tr>
<td>HC 115</td>
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<td>30.00</td>
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</tr>
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<td>MO 110</td>
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<td>60.00</td>
<td>3.00</td>
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<tr>
<td>MO 111</td>
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<td></td>
<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 150</td>
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<td>60.00</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 150L</td>
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<td></td>
<td>30.00</td>
<td>1.00</td>
</tr>
<tr>
<td>MO 205</td>
<td>45.00</td>
<td>45.00</td>
<td></td>
<td>90.00</td>
<td>3.00</td>
</tr>
<tr>
<td>MO 211</td>
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<td>45.00</td>
<td></td>
<td>90.00</td>
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<tr>
<td>MO 216</td>
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<td></td>
<td>60.00</td>
<td>2.00</td>
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<tr>
<td>MO 270 ▲</td>
<td>60.00</td>
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<td></td>
<td>120.00</td>
<td>4.00</td>
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<tr>
<td>MO 295 ▲</td>
<td></td>
<td>180.00</td>
<td>180.00</td>
<td>360.00</td>
<td>4.00</td>
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<tr>
<td>PD 121</td>
<td>15.00</td>
<td></td>
<td>15.00</td>
<td>30.00</td>
<td>1.00</td>
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<td>PD 202</td>
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<td></td>
<td>15.00</td>
<td>30.00</td>
<td>1.00</td>
</tr>
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<td>PD 215 ▲</td>
<td></td>
<td></td>
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<td></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Totals for Students Taking MO 270</strong></td>
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<td>540.00</td>
<td>31.00</td>
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<tr>
<td><strong>Totals for Students Taking MO 295</strong></td>
<td>330.00</td>
<td>150.00</td>
<td>180.00</td>
<td>660.00</td>
<td>31.00</td>
</tr>
</tbody>
</table>

▲ Students either take MO 270 Capstone or MO 295 Internship

▲ Students only take PD 215 if they take MO 295 Internship
DIPLOMA IN NETWORK SYSTEMS (DNS)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This program provides students with the necessary skills and academic knowledge to install, configure, manage, and maintain computer systems. It also provides students with the skills to configure, manage, maintain, and secure Cisco routers and switches. Students will be prepared to take the Cisco Certified Entry Networking Technician (CCENT), Cisco Certified Network Associate (CCNA) Routing and Switching, and Cisco Certified Network Associate Security (CCNA Security) examinations.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Demonstrate the ability to install, configure, administer, and troubleshoot network hardware.
2. Demonstrate the ability to configure, manage, and secure Cisco routers and switches.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, computer network support specialist.

PROGRAM CONTENT

A minimum of 25.00 semester credit hours is required for graduation.

REQUIRED COURSES

All courses, 24.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 112</td>
<td>Computer Networks *</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 284</td>
<td>Routers and Switches I *</td>
<td>IS 112</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 286</td>
<td>Routers and Switches II *</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>IS 289</td>
<td>Applied Routers and Switches *</td>
<td>IS 286</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 202</td>
<td>Routing and Switching Security I *</td>
<td>IS 284</td>
<td>4.00</td>
</tr>
<tr>
<td>NT 212</td>
<td>Routing and Switching Security II *</td>
<td>NT 202</td>
<td>4.00</td>
</tr>
</tbody>
</table>

* For ease of scheduling, 4-credit courses may be divided into two 2-credit courses with part of the course being covered in an online web “W” section and the other part of the course being covered in a lab “L” section (i.e., IS 112W and IS 112L).

▲ Students who have successfully tested out of IS 112 may substitute any IS, IT, or NT course to meet this requirement.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSE

1.00 semester credit hour is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
</tbody>
</table>
DIPLOMA IN PERSONAL FITNESS TRAINING (DPFT)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program prepares students for entry level jobs in the personal training industry. The program provides a solid background in the basic science and theory related to the development and discipline of personal training, nutrition, and client support. After passing the American College of Sports Medicine (ACSM) certification exam, the graduate will be qualified for entry-level work in health clubs, gyms, and wellness centers, or they may become self-employed by going into private practice.

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Articulate biological and physiological components of the human body
2. Perform all components of an initial client consultation and assessment.
3. Develop and implement safe and appropriate exercise programming for a client informed by client data analysis
4. Design effective educational approaches necessary to teach, engage, instruct, and motivate clients.
5. Apply ethical business and marketing strategies within a personal fitness training context.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, personal fitness trainer and exercise instructor.

PROGRAM CONTENT
A minimum of 43.00 semester credit hours is required for graduation.

REQUIRED COURSES
All courses, 41.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT 100</td>
<td>Essentials of Personal Training</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>FT 102</td>
<td>Essentials of Human Movement</td>
<td>None</td>
<td>4.00</td>
</tr>
<tr>
<td>FT 103</td>
<td>Exercise Physiology</td>
<td>None</td>
<td>4.00</td>
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<td>FT 104</td>
<td>Exercise Testing and Prescription</td>
<td>None</td>
<td>3.00</td>
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<td>FT 105</td>
<td>Exercise Psychology and Lifestyle Coaching</td>
<td>None</td>
<td>4.00</td>
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<tr>
<td>FT 200</td>
<td>Business Principles and Health Service Management</td>
<td>None</td>
<td>4.00</td>
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<tr>
<td>FT 201</td>
<td>Nutrition</td>
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<td>FT 202</td>
<td>Program Design</td>
<td>FT 102, FT 103, FT 104, and FT 105</td>
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<tr>
<td>FT 203</td>
<td>Group Exercise Training</td>
<td>FT 202</td>
<td>3.00</td>
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<tr>
<td>FT 204</td>
<td>Exercise Prescriptions for Special Populations</td>
<td>FT 202</td>
<td>3.00</td>
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<tr>
<td>FT 205</td>
<td>Performance Conditioning</td>
<td>FT 202</td>
<td>3.00</td>
</tr>
<tr>
<td>FT 210</td>
<td>Personal Fitness Training Externship</td>
<td>All FT Courses (Except FT 211), PD 214/Corequisite FT 211</td>
<td>2.00</td>
</tr>
<tr>
<td>FT 211</td>
<td>Certification Exam Preparation</td>
<td>FT 205/Corequisite FT 210</td>
<td>1.00</td>
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</tbody>
</table>
PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students must also take PD 214 in preparation for the FT 210 Personal Fitness Training Externship.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
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<td>PD 202</td>
<td>Professional Development II</td>
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<td>AS/AAS/BS/Diploma Internship Preparation</td>
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Distribution of Contact Hours by Course

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<thead>
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<th>Lecture</th>
<th>Lab</th>
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<td>4.00</td>
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<tr>
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<td></td>
<td>60.00</td>
<td>4.00</td>
</tr>
<tr>
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<td>60.00</td>
<td>4.00</td>
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<tr>
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</tr>
<tr>
<td>FT 204</td>
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DIPLOMA IN PRACTICAL NURSING—BIRMINGHAM (DPNAL)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This practical nursing program provides academic, theoretical, and clinical instruction in medical, surgical, obstetric, pediatric, geriatric, and mental health nursing. The program will introduce the basic elements of the healthcare delivery system and the multidisciplines that are incorporated into the system. Concepts of disease and wellness will be presented throughout the program and will bridge across the human lifespan. Legal and ethical issues, with an emphasis on confidentiality and effective communication skills, will be included. The student will acquire skills in asepsis, measurement of vital signs, CPR, and basic first aid and will understand the concepts of medical asepsis, infection control, and universal precautions applicable to all areas of healthcare. The importance of safe practice and the use of proper body mechanics are stressed. Mental health concepts, administration of medications, body structure and function, nutrition, and personal, family, and community concepts are studied. Clinical experience is an integral part of the program. Graduates will be eligible to write the National Council Licensing Examination for Practical Nurses (NCLEX-PN).

PROGRAM OUTCOMES
Upon completion of this program, the student should be able to:

1. Demonstrate knowledge of the healthcare delivery system, and incorporate the role of the practical nurse into the system.
2. Provide accurate patient assessments in chronic and acute settings.
3. Provide appropriate healthcare interventions as a member of a treatment team.
4. Function as a practical nurse in a variety of healthcare facilities to include hospitals, long-term care agencies, physician's offices, clinics, and other community organizations.
5. Employ critical thinking and communication skills necessary to act as a patient, family, and community healthcare provider, and educator.
6. Understand and utilize practical nursing as it relates to medical and technological equipment.
7. Apply ethical and legal concepts to the practice of practical nursing.
8. Recognize the needs of diverse populations in regard to socioeconomic, cultural, and life-span issues.
9. Promote health and wellness that facilitate positive growth and development.
10. Meet the requirements for admission to the state board examinations for licensure in the United States.

SPECIAL ADMISSIONS REQUIREMENTS
Please refer to the “Undergraduate Nursing Admission Requirements” policy in the Admissions Information section of this catalog for nursing program admission requirements.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, licensed practical/vocational nurse and nursing assistant.

PROGRAM CONTENT
A minimum of 52.00 semester credit hours is required for graduation.

REQUIRED COURSES
All courses, 41.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 105</td>
<td>Anatomy and Physiology I for Nursing</td>
<td>None/Corequisites PN 105L and PN 111</td>
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</tr>
<tr>
<td>PN 105L</td>
<td>Anatomy and Physiology I for Nursing Lab</td>
<td>None/Corequisites PN 105 and PN 111</td>
<td>1.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------</td>
<td>------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>PN 108</td>
<td>Foundations of Nursing</td>
<td>PN 105, PN 105L, PN 111, PN 112/</td>
<td>6.00</td>
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<tr>
<td></td>
<td></td>
<td>Corequisite PN 109</td>
<td></td>
</tr>
<tr>
<td>PN 109</td>
<td>Foundations of Nursing Clinical</td>
<td>PN 105, PN 105L, PN 111, PN 112/</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Corequisite PN 108</td>
<td></td>
</tr>
<tr>
<td>PN 111</td>
<td>Patient Assessment</td>
<td>None/Corequisites PN 105 and PN 105L</td>
<td>1.50</td>
</tr>
<tr>
<td>PN 112</td>
<td>Pharmacology</td>
<td>MA 107 with a grade of C+ or better</td>
<td>1.50</td>
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<tr>
<td>PN 212</td>
<td>Medical Surgical Nursing</td>
<td>PN 108 and PN 109/Corequisite PN 213</td>
<td>6.00</td>
</tr>
<tr>
<td>PN 213</td>
<td>Medical Surgical Nursing Clinical</td>
<td>PN 108 and PN 109/Corequisite PN 212</td>
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</tr>
<tr>
<td>PN 222</td>
<td>Maternal and Child Nursing</td>
<td>PN 212 and PN 213/Corequisite PN 223</td>
<td>3.00</td>
</tr>
<tr>
<td>PN 223</td>
<td>Maternal and Child Nursing Clinical</td>
<td>PN 212 and PN 213/Corequisite PN 222</td>
<td>1.00</td>
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<tr>
<td>PN 228</td>
<td>Adult/Child Nursing</td>
<td>PN 212 and PN 213/Corequisite PN 229</td>
<td>4.00</td>
</tr>
<tr>
<td>PN 229</td>
<td>Adult/Child Nursing Clinical</td>
<td>PN 212 and PN 213/Corequisite PN 228</td>
<td>3.00</td>
</tr>
<tr>
<td>PN 246</td>
<td>Mental Health/Geriatric Nursing</td>
<td>PN 212 and PN 213/Corequisite PN 247</td>
<td>2.00</td>
</tr>
<tr>
<td>PN 247</td>
<td>Mental Health/Geriatric Nursing Clinical</td>
<td>PN 212 and PN 213/Corequisite PN 246</td>
<td>1.00</td>
</tr>
<tr>
<td>PN 255</td>
<td>NCLEX-PN Review</td>
<td>Final course</td>
<td>4.00</td>
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</tbody>
</table>

**GENERAL EDUCATION PREREQUISITES**

The following general education prerequisite courses must be completed with a grade of C (70%) or better for a student to be continued in the nursing program.

- Anatomy and Physiology I for Nursing With Lab
- College Algebra

All other general education courses must be passed with a grade of D (60%) or better to be continued in the nursing program.

A student who is dropped from the nursing program for failing to achieve the minimum grade specified in the general education courses but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the nursing program in a future cycle.

**REQUIRED GENERAL EDUCATION COURSES**

Both courses, 9.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 104</td>
<td>English Composition I</td>
<td>EN 090 (or test-out)</td>
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<tr>
<td>IS 106</td>
<td>Computer Applications—Word Processing, Spreadsheets, and E-mail</td>
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<td>2.00</td>
</tr>
<tr>
<td>MA 107</td>
<td>College Algebra</td>
<td>MA 090 (or test-out)</td>
<td>4.00</td>
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</table>

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 121</td>
<td>Professional Development I</td>
<td>None</td>
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</tr>
<tr>
<td>PD 202</td>
<td>Professional Development II</td>
<td>None</td>
<td>1.00</td>
</tr>
<tr>
<td>Course #</td>
<td>Lecture</td>
<td>Lab</td>
<td>Clinical</td>
</tr>
<tr>
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<td>---------</td>
<td>-----</td>
<td>----------</td>
</tr>
<tr>
<td>EN 104</td>
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</tr>
<tr>
<td>IS 106</td>
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</tr>
<tr>
<td>MA 107</td>
<td>60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PN 105</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>PN 105L</td>
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<tr>
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<tr>
<td>PN 109</td>
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<td>45.00</td>
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<td>PN 111</td>
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</tr>
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<td>PN 213</td>
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<td>90.00</td>
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<td>PN 222</td>
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<td>Personal/Professional Development</td>
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<td>Totals</td>
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</table>
DIPLOMA IN PRACTICAL NURSING—ORLANDO (DPNFL)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This practical nursing program is approved by the Florida Board of Nursing and prepares students to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN®). Graduates will be prepared to integrate nursing knowledge, critical thinking, and basic nursing skills into the healthcare environment while coordinating care for clients. Theoretical and laboratory instruction are further enhanced by simulation and clinical experience in a variety of healthcare facilities. The curriculum is concept-based, with emphasis placed on patient safety, legal and ethical issues, and an understanding of the roles and responsibilities of the practical nurse.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Coordinate quality, safe, skilled, and patient-centered care utilizing the nursing process.
2. Demonstrate nursing behaviors as defined by the practical nurse scope of practice.
3. Develop proficiencies in basic nursing skills.
4. Participate in collaborative relationships with patients, families, and members of the interdisciplinary team to provide and improve patient care.
5. Use information technology to communicate, manage knowledge, mitigate error, and support decision making along with critical thinking.
6. Incorporate ethical and legal principles into entry-level practical nursing performance.

SPECIAL ADMISSIONS REQUIREMENTS

Please refer to the “Undergraduate Nursing Admission Requirements” policy in the Admissions Information section of this catalog for nursing program admission requirements.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, licensed practical/vocational nurse.

PROGRAM CONTENT

A minimum of 1,350.00 clock hours is required for graduation.

GENERAL EDUCATION PREREQUISITES

The following general education prerequisite courses must be completed with a grade of C (70%) or better for a student to be continued in the nursing program.

- Body Structure and Function With Lab

A student who is dropped from the practical nursing program for failing to achieve the minimum grade specified but who otherwise meets the academic standards of the University may transfer to another Herzing degree program and/or may reapply to the nursing program in a future cycle.

REQUIRED COURSES

All courses, 1,320.00 clock hours, are required.

<table>
<thead>
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<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Clock Hours</th>
</tr>
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<tr>
<td>HC 114</td>
<td>Medical Terminology for Healthcare Professionals</td>
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<td>PN 121</td>
<td>Practical Nursing I</td>
<td>None/Corequisites HC 114, SC 143, and SC 143L</td>
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# Practical Nursing Courses

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 122</td>
<td>Practical Nursing II</td>
<td>HC 114, PN 121, SC 143, and SC 143L</td>
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</tr>
<tr>
<td>PN 123</td>
<td>Practical Nursing III</td>
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<td>PN 124</td>
<td>Practical Nursing IV</td>
<td>PN 123</td>
<td>167.00</td>
</tr>
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<td>PN 125</td>
<td>Practical Nursing V</td>
<td>PN 124</td>
<td>240.00</td>
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<td>PN 126</td>
<td>Practical Nursing VI</td>
<td>PN 125/Corequisite PN 127</td>
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<td>PN 127</td>
<td>Practical Nursing VII</td>
<td>PN 125/Corequisite PN 126</td>
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<td>SC 143</td>
<td>Body Structure and Function</td>
<td>None/Corequisite SC 143L</td>
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<td>SC 143L</td>
<td>Body Structure and Function Lab</td>
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## Personal and Professional Development Courses

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<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>PD 122</td>
<td>Professional Development I</td>
<td>None</td>
<td>15.00</td>
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<tr>
<td>PD 203</td>
<td>Professional Development II</td>
<td>None</td>
<td>15.00</td>
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## Distribution of Clock Hours by Course

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
<th>Total Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 114</td>
<td>30.00</td>
<td></td>
<td></td>
<td>30.00</td>
</tr>
<tr>
<td>PD 122</td>
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<td>PD 203</td>
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<td>158.00</td>
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<td>PN 124</td>
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<tr>
<td>SC 143L</td>
<td></td>
<td>30.00</td>
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<td>30.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>517.00</strong></td>
<td><strong>158.00</strong></td>
<td><strong>675.00</strong></td>
<td><strong>1,350.00</strong></td>
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</table>
DIPLOMA IN THERAPEUTIC MASSAGE (DTM)

(Please see the Undergraduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program provides instruction in courses that include general science, therapeutic massage theory and practice, and the appropriate health, safety and ethical issues that are required of a massage therapist. The program prepares students to enter the Massage Therapy profession. After passing a certification examination and obtaining a license to practice, the graduate will be qualified for multiple employment opportunities.

PROGRAM OUTCOMES
Upon completion of this program, the graduate should be able to:

1. Articulate the principles and benefits of therapeutic massage with clients and healthcare professionals.
2. Perform safe and beneficial therapeutic massage recognizing the indications and contraindications associated with specific client conditions.
3. Apply theory and application of massage therapy and bodywork appropriate to the needs and safety of the client and practitioner.
4. Apply ethical and professional business practices within a therapeutic massage environment.
5. Employ kinesiology principles within therapeutic massage to affect the integrity of soft tissue and joint mobility.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, massage therapist.

PROGRAM CONTENT
A minimum of 1,012.5 clock hours are required for graduation in Omaha and 900 clock hours in Brookfield.

REQUIRED COURSES
All courses, 900 clock hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC 106</td>
<td>Anatomy and Physiology I for Allied Health Professionals</td>
<td>None/Corequisite SC 106L</td>
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<td>SC 106L</td>
<td>Anatomy and Physiology I Lab for Allied Health Professionals</td>
<td>None/Corequisite SC 106</td>
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<tr>
<td>SC 206</td>
<td>Anatomy and Physiology II for Allied Health Professionals</td>
<td>SC 106 and SC 106L/Corequisite SC 206L</td>
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<td>SC 206L</td>
<td>Anatomy and Physiology II Lab for Allied Health Professionals</td>
<td>SC 106 and SC 106L/Corequisite SC 206</td>
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<tr>
<td>TN 115*</td>
<td>Cardiopulmonary Resuscitation (CPR) and First Aid</td>
<td>None</td>
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<tr>
<td>TN 125</td>
<td>Massage Theory and Practice I</td>
<td>None</td>
<td>60.00</td>
</tr>
<tr>
<td>TN 200</td>
<td>Business Principles and Health Service Management</td>
<td>None</td>
<td>60.00</td>
</tr>
<tr>
<td>TN 215</td>
<td>Pathology for the Massage Therapist</td>
<td>SC 206 and SC 206L</td>
<td>60.00</td>
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<tr>
<td>TN 225</td>
<td>Massage Theory and Practice II</td>
<td>TN 125</td>
<td>60.00</td>
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<tr>
<td>TN 235</td>
<td>Kinesiology: Upper Body</td>
<td>None</td>
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<tr>
<td>TN 236</td>
<td>Kinesiology: Lower Body</td>
<td>None</td>
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<tr>
<td>TN 249</td>
<td>Therapeutic Strategies and Decision Making</td>
<td>TN 215, TN 235, TN 236 and TN 251</td>
<td>60.00</td>
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### PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

30.00 clock hours are required.

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<thead>
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<th>Prerequisites/Corequisites</th>
<th>Clock Hours</th>
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<tr>
<td>PD 203</td>
<td>Professional Development II</td>
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### Distribution of Clock Hours by Course

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<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
<th>Total Clock Hours</th>
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<td>SC 106</td>
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<td>SC 106L</td>
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<td>TN 225</td>
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<td>TN 265*</td>
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<td>Course or Category</td>
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<td>Lab</td>
<td>Clinical</td>
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* TN 115, TN 265, and TN 270 are required for Nebraska licensure.
(AC) ACCOUNTING

AC 107 Accounting I
This introductory course in accounting provides the practical application of the principles of financial accounting for service and merchandising businesses. Topics include an introduction to the conceptual framework of accounting using GAAP rules established by FASB, analysis and recording of transactions in the general journal and posting to the general ledger, completion of the accounting cycle by preparing end-of-period adjusting and closing journal entries, financial statements and the post-closing trial balance, an introduction to internal controls, and the calculation of inventory and cost of goods sold using the FIFO, LIFO, and weighted average methods. 3.00 semester credit hours. Prerequisite: AC 107 Accounting I. Corequisite: None.

AC 110 Payroll Accounting
This is a comprehensive payroll accounting course providing a practical application of the concepts and principles of payroll accounting. Payroll law topics include the Fair Labor Standards Act, FUTA and SUTA tax, and FICA, SECA, and the Civil Rights Act of 1964. Payroll accounting transaction topics include payroll recordkeeping, computing payroll, computing payroll taxes, social security taxes, self-employment, FUTA, and SUTA taxes, completing government forms (941), income tax withholding (employer and employee), and analyzing and journalizing payroll transactions. This course includes a comprehensive hands-on project to reinforce practical application of these concepts. It also provides a tutorial in industry software. 3.00 semester credit hours. Prerequisite: AC 107 Accounting I. Corequisite: None.

AC 212 Taxation I
This course introduces income taxation as it applies to small business and individual taxpayers. Topics include an overview of the political, economic, and social forces influencing federal income taxation and the role of taxation in personal decisions. The course also examines individual income tax topics, including business and investment income, business and personal deductions, property transactions, and tax issues of employees. 3.00 semester credit hours. Prerequisite: AC 216 Accounting II. Corequisite: None.

AC 216 Accounting II
This course in financial accounting provides the practical application of the principles of financial accounting for service and merchandising businesses with an emphasis on partnerships and corporations. Topics include accounting for corporate equity structure, partnership creation, dissolution and compensation, accounting for notes payable and receivable, accounting for uncollectible accounts receivable, accounting for investments in long-term assets, preparation and analysis of the statement of cash flows, and analysis and interpretation of financial statements. 3.00 semester credit hours. Prerequisite: AC 107 Accounting I. Corequisite: None.

AC 220 Finance
This course introduces corporate financial management and analysis. Topics include evaluating financial performance, measuring cash flow, capital budgeting, and the cost of capital. 3.00 semester credit hours. Prerequisite: AC 107 Accounting I. Corequisite: None.

AC 221 Taxation II
This course analyzes the federal tax system as applied to entities other than individuals. It examines the tax aspects of formation, reorganization, and liquidation of non-individual tax entities. It also covers advanced business taxation topics such as corporate taxation (including accounting for income taxes), partnership taxation, and multi-jurisdictional taxation. Additional topics include S-corporations, corporations focusing on income inclusions and exclusions, reporting expenses (including depreciation), accounting for inventory, and basic tax planning and research. 3.00 semester credit hours. Prerequisite: AC 212 Taxation I. Corequisite: None.

AC 306 Managerial Cost Accounting
This course is designed to introduce the principles and concepts of a cost-based management accounting system. Topics include cost accounting principles, identifying drivers and cost behavior, accounting for materials, labor, and factory overhead, job order cost-accounting practices, process cost-accounting procedures, standard cost-accounting methods, and cost analysis for management decision making. 3.00 semester credit hours. Prerequisite: AC 216 Accounting II. Corequisite: None.

AC 313 Intermediate Accounting I
This accounting course provides instruction in practical application within the conceptual framework of financial accounting. Instruction in this course provides the theoretical supports as well as technical skills needed for decision making and problem solving within the financial reporting environment, including discussion and application of accounting systems. It also covers changes of stockholders’ equity, cost measurement and flow assumptions, revenue recognition, special valuation issues, acquisition and disposition of fixed assets, measuring and reporting intangible assets, and valuation of depreciation and depletion methods. 3.00 semester credit hours. Prerequisite: AC 216 Accounting II. Corequisite: None.

AC 330 Intermediate Accounting II
Intermediate Accounting II continues the analysis from Intermediate Accounting I and extends it to the discussion and application of financial reporting issues for liabilities and contingencies, long-term liabilities and receivables, investments, income taxes, accounting for...
capital and operating leases, issuance of capital stock and bonds, the statement of cash flow, changes in equity, and reporting accounting changes in estimates. 3.00 semester credit hours. Prerequisite: AC 313 Intermediate Accounting I. Corequisite: None.

**AC 335 Computerized Accounting**
This course provides step-by-step instruction in advanced computerized accounting using industry standard software in both a service-based sole proprietorship and a merchandising corporation. The accounting cycle is completed from the creation of the chart of accounts through the closing process. Company reports created serve as the tool for financial analysis of company performance. Topics include creating a company, establishing security roles, banking activities, customers, sales and invoicing, vendors, purchases and payments, inventory maintenance, payroll, and financial analysis. 3.00 semester credit hours. Prerequisite: AC 313 Intermediate Accounting I. Corequisite: None.

**AC 335 Computerized Accounting**
This course provides step-by-step instruction in advanced computerized accounting using industry standard software in both a service-based sole proprietorship and a merchandising corporation. The accounting cycle is completed from the creation of the chart of accounts through the closing process. Company reports created serve as the tool for financial analysis of company performance. Topics include creating a company, establishing security roles, banking activities, customers, sales and invoicing, vendors, purchases and payments, inventory maintenance, payroll, and financial analysis. 3.00 semester credit hours. Prerequisite: AC 313 Intermediate Accounting I. Corequisite: None.

**AC 413 Advanced Financial Accounting I**
This course provides instruction in accounting for business combinations and consolidations including topics related to pooling of interests, recording investments, treatment of goodwill, and the proper recording of intercompany transactions. This course will focus on applying various techniques for solving some of the more complex problems found in the business environment and interpretation of FASB, SEC, and AICPA pronouncements related to the above topics. 3.00 semester credit hours. Prerequisite: AC 330 Intermediate Accounting II. Corequisite: None.

**AC 416 Governmental and Non-Profit Accounting**
This course examines accounting for public health, nonprofit, and governmental entities. Topics include fund accounting, budget and control issues, and revenue and expense recognition for governmental agencies. It identifies the fundamental principles of financial management for non-profit and governmental organizations. This course outlines the framework for students to access and apply financial and managerial decision making effectively. 3.00 semester credit hours. Prerequisite: AC 330 Intermediate Accounting II. Corequisite: None.

**AC 418 Auditing**
This course develops an understanding of auditing concepts and provides instruction in how to perform an audit of company financial statements. Topics related to responsibilities, independency, reporting, audit process, and internal controls are covered. This course will focus on providing an introduction to auditing and other assurance services, standards, materiality and risk, how to write an audit report, professional ethics and code of conduct, legal liability, audit evidence, audit process, detection of fraud, and internal controls. 3.00 semester credit hours. Prerequisite: AC 330 Intermediate Accounting II. Corequisite: None.

**AC 426 Advanced Financial Accounting II**
This course is a continuance of Advanced Financial Accounting I and provides instruction on accounting for branches, business combinations, and consolidations. It also covers various techniques for solving some of the more complex problems found in the business environment. Topics include FASB, SEC, and AICPA pronouncements, multinational accounting, estates, trusts, governmental and not-for-profit organizations, and bankruptcy. 3.00 semester credit hours. Prerequisite: AC 413 Advanced Financial Accounting I. Corequisite: None.

**AC 435 Advanced Auditing**
This course provides instruction on how to perform an audit of company financial statements. Audit sampling, reviewing of balances and transactions, completion of the audit, and other assurance and attestation services are covered. This course will focus on providing the basis on audit sampling, how to perform an audit of sales, cash receipts, accounts receivables, accounts payables, prepaid assets, accrued liabilities, payroll, inventory, and fixed assets. 3.00 semester credit hours. Prerequisite: AC 418 Auditing. Corequisite: None.

**(AS) ALLIED SCIENCE**

**AS 144 Medical Terminology**
This course introduces students to common medical terms through the analysis of components. Emphasis will be placed on the structure of terms-Greek and Latin roots, prefixes, and suffixes. Students will practice the use of terminology through common abbreviations, spelling, pronunciation and definitions. 1.00 semester credit hour. Prerequisites/Corequisites: None.

**(BU) BUSINESS MANAGEMENT**

**BU 106 Introduction to Management**
This course introduces the environment of American business with an overview of various topics that serve as a foundation for further study of business. Topics include the environments in which businesses operate, the organizational structures of businesses, management functions in an enterprise, and the challenges of managing marketing, operations, information technology, finance, and human resources. 3.00 semester credit hours. Prerequisites/Corequisites: None.
BU 195 E-Business Concepts
This course introduces the concepts and principles of electronic commerce in business. Topics include the foundations of electronic commerce, retailing in e-commerce, Internet consumers and market research, advertising in e-commerce, e-commerce for service industries, business-to-business e-commerce, intranet and extranet structures and applications, electronic payment systems, e-commerce strategy and implementation, public policy regarding legal, privacy, and consumer protection issues, infrastructure requirements for e-commerce, and economic and global issues in e-commerce. 3.00 semester credit hours. Prerequisites/Corequisites: None.

BU 204 The Digital Firm and Business Communications
This course presents an overview of technology-based issues within a business environment. Topics include the concept of digital firms and ERP systems in the areas of marketing, operations, human resources, manufacturing, finance, social networking, and supply-chain management. Additional areas to be discussed are privacy issues, government regulations, and technology on a global scale. 3.00 semester credit hours. Prerequisite: BU 106 Introduction to Management. Corequisite: None.

BU 206 Business Law I
This course provides a study of the American legal system and its effect on business and business organizations. Topics include an overview of the ethical issues that businesses encounter, the foundation of the American legal system, business ethics, torts, intellectual property, criminal law, cyber crimes, contracts, and sales and leases. 3.00 semester credit hours. Prerequisites/Corequisites: None.

BU 215 Marketing on the Internet
This course is an overview of Internet marketing strategies. Topics include Internet user characteristics and behavior, online research methods, Internet marketing strategies such as pricing, distribution channels, communications on the Internet, relationship marketing, the components of the Internet marketing plan, and Internet ethical and legal issues. 3.00 semester credit hours. Prerequisite: BU 220 Principles of Marketing. Corequisite: None.

BU 216 Social Media
This course presents an overview of technology-based communication tools currently used in the marketplace as well as emerging trends based on technological advancement. Topics include the history of social networking, a definition of the social media, and the number of tools being used by business as part of the enterprise. The course will offer students the basic body of information about social media as well as application in regards to strategy within the organization. 3.00 semester credit hours. Prerequisites/Corequisites: None.

BU 220 Principles of Marketing
This course provides an overview of the principles and applications of marketing in organizations. Topics include the marketing process and strategic planning, the global marketing environment, developing marketing opportunities and strategies, developing the marketing mix through product development, pricing strategies, distribution channels, promotion techniques, managing marketing through customer relationships, social responsibility, and marketing ethics. 3.00 semester credit hours. Prerequisite: BU 106 Introduction to Management. Corequisite: None.

BU 226 Export Management and International Business Strategy
This course focuses on the marketing decisions and management processes involved in developing export operations. Students will evaluate the key procedural activities required in exporting, define financial components of exporting, and analyze political/legal constraints needed for successful market entry. 3.00 semester credit hours. Prerequisite: BU 106 Introduction to Management. Corequisite: None.

BU 230 Customer Relationship Management
The focus of this course is to explore the role of customer relationship management (CRM) in today’s business environment. Topics will include CRM theory, data management, and the impact of CRM on the firm, ethics, and global relationships. The course will also explore how CRM affects different functional units of a firm. 3.00 semester credit hours. Prerequisite: BU 220 Principles of Marketing. Corequisite: None.

BU 235 Entrepreneurship
This course provides instruction in the theory, tools, and techniques for launching and managing entrepreneurial businesses. Topics include exploring entrepreneurial opportunities and the related ethical, legal, and regulatory environments, determining competitive advantage strategies, and developing business plans. Additional topics include analyzing sources of funding, developing marketing strategies, managing human resources, managing risk, insurance, and other operations processes, and evaluating financial performance. 3.00 semester credit hours. Prerequisite: BU 106 Introduction to Management. Corequisite: None.

BU 247 Advertising and Public Relations
This course encompasses advertising and public relations techniques and concepts. Students will explore the role of advertising, with a focus on the structure, environment, and strategy of advertising, and the role of public relations, with a focus on profit and nonprofit public relations programs. Topics include the advertising environment, ethical issues and social responsibility, advertising background, planning,
and strategy, advertising media, copywriting, design and production, and public relations and promotions. 3.00 semester credit hours. Prerequisite: BU 220 Principles of Marketing. Corequisite: None.

BU 265 Internship (Associate Degrees)
This course will cover the real-work experience, along with classroom instruction, for entering the workplace. Topics will cover interviewing, networking, résumé preparation, workplace etiquette, and learning on the job. Additional topics are employment communications and management issues. **Note: Online students in some states may not be allowed to take this internship due to state restrictions.** 3.00 semester credit hours. Prerequisites: Final semester, PGPA of at least 2.50, and PD 214 AS/AAS/BS/Diploma Internship Preparation. Corequisite: None.

BU 270 Research Project
Students select a topic or project, with instructor approval. This course prepares students to understand the research project in the business environment. Students will be required to complete a professional white paper and give an oral presentation. 3.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

BU 275 Consumer Behavior
The focus of this course is on the internal and external factors influencing consumer behavior. Topics will cover consumer motivations, personality and consumer behavior, consumer perception, consumer learning, consumer attitude formation and changes, group influences on individual consumer behavior, family influences on consumer behavior, cultural and sub-cultural influences on consumer behavior, and the consumer decision-making process. 3.00 semester credit hours. Prerequisite: BU 220 Principles of Marketing. Corequisite: None.

BU 281 Business Computers and Business Communications
The first part of this course provides an introduction to operating systems and browsers as well as word processing, presentation, spreadsheets, and e-mail applications used in office productivity software. The second part of this course presents an overview of technology-based issues within a business environment. Topics include the concept of digital firms and ERP systems in the areas of marketing, operations, human resources, manufacturing, finance, social networking, and supply-chain management. Additional areas to be discussed are privacy issues, government regulations, and technology on a global scale. 7.00 semester credit hours. Prerequisites/Corequisites: None.

BU 302 Leadership and Organizational Behavior
The focus of this course is to introduce students to the basic principles of human behavior that effective managers use when managing individuals and groups in organizations. The overall goal of this course is to develop an understanding of the key issues managers need to master in order to manage the interface between people and organizations. Topics include theories relating to individual differences in abilities and attitudes, attribution, motivation, group dynamics, power and politics, leadership, conflict resolution, organizational culture, and organizational structure and design. 3.00 semester credit hours. Prerequisite: BU 106 Introduction to Management. Corequisite: None.

BU 305 Administrative Law
This course examines the form, organization, and function of administrative agencies in the context of a democratic constitutional system. The course looks at agency rule-making, enforcement, and adjudication and also examines the legislative, executive, and judicial control of those functions. 3.00 semester credit hours. Prerequisites/Corequisites: None.

BU 307 Organizational Change
This course analyzes how change affects an organization and how that change can be managed. The principle objective is to provide a discussion of change in relation to the complexities of organizational life. The course is comprehensive in its coverage of the significant ideas and issues associated with change at all levels of organizational activity. Topics include organization structure, design and change, organizational politics, management and leadership, and organizational culture and change. 3.00 semester credit hours. Prerequisite: BU 106 Introduction to Management. Corequisite: None.

BU 310 Business Law II
This course provides a study of the American legal system and its effect on both national and international business and business organizations as well as an overview of the ethical issues that businesses encounter. Topics include banking in the digital age, creditor rights, agency and employment issues, the regulation of business organizations, investor protection and insider trading, analyzing risk-bearing devices, real property issues, commercial contracts in an international setting, and payment methods for international transactions. 3.00 semester credit hours. Prerequisite: BU 206 Business Law I. Corequisite: None.

BU 327 Business Ethics
The focus of this course is to explore the role and importance of business ethics in the workplace. The student will develop an understanding of the concepts and principles of business ethics as they relate to employees and employers, business to business, and on a corporate level. Students will examine business ethics, employee relations, and managerial decision-making processes through discussion and analysis of cases involving ethical issues. Topics will include ethical and moral issues in the workplace, distinguishing between the law, morals, and
ethics, the relationship between ethics and social responsibility, and consequences of unethical/ethical decisions. 3.00 semester credit hours. Prerequisite: BU 206 Business Law I. Corequisite: None.

BU 328 Product Development and Innovation
This course explores the importance of new product development. Innovation is examined from the following perspectives: product development, internal process improvements, and strategic shifts. At the end of this course, students will demonstrate knowledge of how to successfully develop and promote a new product. 3.00 semester credit hours. Prerequisite: BU 206 Business Law I. Corequisite: None.

BU 329 Managing Project Teams
This course provides an in-depth coverage of the project manager’s role and responsibility in managing a project team. The course focuses on coordinating the human factors and resources necessary for a project’s success. Topics include effective team building and management, the human resource role and responsibility of the project manager, interfacing with stakeholders, organizational structure, communication planning, leadership, performance reporting, and resolving conflict. 3.00 semester credit hours. Prerequisite: BU 220 Principles of Marketing. Corequisite: None.

BU 331 Managing Information Systems
This course will present a multidisciplinary approach to integrating the behavioral, organizational, operational, and technical aspects of information system concepts and structures. Emphasis is on the internal management of information resources and the management of information technology. Coverage of the subject matter will be through case studies, lectures, class discussion, projects, independent readings, and research. 3.00 semester credit hours. Prerequisite: IS 102 Computers and Application Software. Corequisite: None.

BU 332 Small Business Development and Planning
This course focuses on developing and crafting a business plan. Students will be asked to evaluate the advantages and disadvantages of various small business ownership forms. Students will also be required to review the business environment for market entry. 3.00 semester credit hours. Prerequisite: BU 220 Principles of Marketing. Corequisite: None.

BU 336 The Art of Negotiation
This course develops the techniques and skills necessary for successful negotiations with various business entities. This course will cover the strategies and tactics used to create win-win contracts and agreements. Students will engage in negotiation simulations that will provide a greater understanding and appreciation for negotiating. 3.00 semester credit hours. Prerequisite: BU 220 Principles of Marketing. Corequisite: None.

BU 337 International Banking and Finance
This course focuses on the theory of domestic and international banking and the evaluation of monetary values. Students will examine growth of international trade and capital flows, evaluate the foreign exchange market, and predict the risks involved in the foreign exchange market. Topics covered include investment capital, balance of payments, exchange rates, and mergers and acquisitions. 3.00 semester credit hours. Prerequisite: AC 220 Finance. Corequisite: None.

BU 345 Project Management
This course provides instruction in the principles and concepts of project management. Topics include project management concepts, needs identification techniques, proposed solutions preparation, the project life cycle, the project manager’s responsibilities and skills, the composition of an effective project team, types of project organizations, project communication and documentation, project planning, scheduling, and control, resource planning, and cost planning and performance evaluation. 3.00 semester credit hours. Prerequisite: None. Corequisite: None.

BU 361 Cross-Cultural Management Dimensions
This course focuses on the development of communication skills needed by managers who engage in business across cultures. Students will examine cultural aspects of verbal and nonverbal communication, learn how to minimize cultural bias, demonstrate effective problem solving, and discuss how to staff, train, and compensate employees in an international setting. 3.00 semester credit hours. Prerequisites: BU 106 Introduction to Management and SS 310 Cultural Diversity. Corequisite: None.

BU 375 Professional Selling and Sales Management
This course combines the topics of personal selling and sales force management. Topics include the planning and implementation of personal selling activities, the sales process from initial contact to post-closing follow up, and the management of the sales force. 3.00 semester credit hours. Prerequisite: BU 220 Principles of Marketing. Corequisite: None.

BU 381 Leadership and Project Management
The first part of this course introduces students to the basic principles of human behavior that effective managers use when managing individuals and groups in organizations. The overall goal is to develop an understanding of the key issues managers need to master in order to
manage the interface between people and organizations. Topics include theories relating to individual differences in abilities and attitudes, attribution, motivation, group dynamics, power and politics, leadership, conflict resolution, organizational culture, and organizational structure and design. The second part of this course provides instruction in the principles and concepts of project management. Topics include project management concepts, needs identification techniques, proposed solutions preparation, the project life cycle, the project manager’s responsibilities and skills, the composition of an effective project team, types of project organizations, project communication and documentation, project planning, scheduling, and control, resource planning, and cost planning and performance evaluation. 6.00 semester credit hours. Prerequisites/Corequisites: None.

**BU 382 International Economics and Business Management**
The first part of this course focuses on the theory of domestic and international banking and the evaluation of monetary values. Students will examine growth of international trade and capital flows, evaluate the foreign exchange market, and predict the risks involved in the foreign exchange market. Topics covered include investment capital, balance of payments, exchange rates, and mergers and acquisitions. The second part of this course offers a comparative analysis of business practices in the global economy with emphasis on international economic factors and institutions. Topics include the national environments of international business, the role of culture, trade and exchange rates, financial issues, marketing strategies and business development, international management, and the impact of government policies. 6.00 semester credit hours. Prerequisites/Corequisites: None.

**BU 403 Constitutional Law**
This course is designed to give the student a basic knowledge of constitutional law, as well as the structure of the federal government (executive, legislative, and judicial), with emphasis on the judicial branch and the workings of the Supreme Court of the United States. 3.00 semester credit hours. Prerequisites/Corequisites: None.

**BU 406 International Business**
This course offers a comparative analysis of business practices in the global economy with emphasis on international economic factors and institutions. Topics include the national environments of international business, the role of culture, trade and exchange rates, financial issues, marketing strategies and business development, international management, and the impact of government policies. 3.00 semester credit hours. Prerequisite: BU 106 Introduction to Management. Corequisite: None.

**BU 407 Quantitative Decision Making**
This course presents an overview of problem modeling and decision making. The class will introduce students to several quantitative models applicable to problems in a variety of functional areas of business. Students will be able to apply quantitative analysis to real-world management problems. 3.00 semester credit hours. Prerequisite: MA 204 Trigonometry or MA 320 Statistics. Corequisite: None.

**BU 421 Operations Management**
This course provides students with the tools they need to analyze processes in order to create value across a network of customers, enterprises, and supply chain partners. This course will explore the role of management and how communication tools are used to efficiently manage operations across a global supply chain. 3.00 semester credit hours. Prerequisite: AC 216 Accounting II. Corequisite: None.

**BU 440 International Marketing**
The focus of this course is on marketing theory and methods as they apply to world markets. Among the topics included are the importance of linking international marketing with the overall strategy of the business, examining the influence of culture, discussing political and legal issues, and examining economic issues in global strategies. 3.00 semester credit hours. Prerequisite: BU 220 Principles of Marketing. Corequisite: None.

**BU 447 Marketing Research**
This course is designed to provide students with an overview of marketing research methods and analysis of the marketing data using SPSS. Topics include the different methods of marketing research, the issues that arise at each stage of the marketing research process, problem definition, research objectives, questionnaire design, sampling and data collection, data analysis, and communicating research findings and their implications to various constituencies. 3.00 semester credit hours. Prerequisites: BU 220 Principles of Marketing and MA 320 Statistics. Corequisite: None.

**BU 450 Marketing Strategy**
This course builds on previous marketing and sales courses and provides a strategy perspective that extends beyond the traditional management focus of the marketing mix. Topics include an overview of a market-driven strategy, target market strategies, marketing program development, a marketing organization, and the implementation and control of a marketing strategy. 3.00 semester credit hours. Prerequisite: BU 220 Principles of Marketing. Corequisite: None.
**BU 461 Human Resource Management**
This course focuses on the role of management in the staffing of a business and development of human resources. Topics include planning, organizing, and staffing issues, how to develop and direct staff, and controlling human resources in businesses. 3.00 semester credit hours. Prerequisite: BU 106 Introduction to Management. Corequisite: None.

**BU 470 International Human Resource Management**
This course explores international human resource activities, polices, issues, and trends relating to managing people in a multinational context. Topics include recruitment, staffing, training, compensation, performance management, international industrial relations, and international human resource trends. 3.00 semester credit hours. Prerequisites: BU 461 Human Resource Management, HR 100 Introduction to Human Resource Management, and SS 310 Cultural Diversity. Corequisite: None.

**BU 482 Strategic Management**
This course provides an opportunity to develop strategic management knowledge and skills used in a business environment. Topics include strategic management principles, assessing the external and internal environments of businesses, and developing and implementing strategies. Students will discuss how to adapt to changing environments using the principles of strategy, execution, and evaluation. 3.00 semester credit hours. Prerequisite: BU 220 Principles of Marketing. Corequisite: None.

**BU 491 Capstone Project**
This is an integrative course that allows students to identify a real-world problem and provide a recommended solution. Each student selects a topic or project with instructor approval and completes a paper which documents the process including the use of industry standard research methods. Students are required to make a professional oral presentation of their project analysis and recommendations. 3.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

**BU 495 Internship (Bachelor's Degrees)**
The course is the final class in the undergraduate experience. The students will participate in an eight-week “on-the-job” experience, where they will participate as a full-time employee within an organization. Classroom topics will cover communication within the organization, organizational missions and cultures, employee etiquette, and current issues that occur in the workplace. The students will be evaluated by both faculty and the supervisor from the sponsor organization. **Note: Online students in some states may not be allowed to take this internship due to state restrictions.** 3.00 semester credit hours. Prerequisites: Final semester, PGPA of 2.50 or better, and PD 214 AA/AAS/BS/Diploma Internship Preparation. Corequisite: None.

**(CJ) CRIMINAL JUSTICE**

**CJ 105 Introduction to Criminal Justice**
This course provides instruction on the components of the American criminal justice system: courts, police, and corrections. Students will utilize critical thinking skills to discern the balance between individual rights and public order as they pertain to the criminal justice process. Students must demonstrate knowledge of the criminal justice system and processes through examinations, assigned papers, and reports. Additionally, students will participate in field and classroom experiences created to explore the various career opportunities within the criminal justice system. 3.00 semester credit hours. Prerequisites/Corequisites: None.

**CJ 115 Criminal Law**
This course covers the key components of criminal law and its enforcement. While the primary focus is substantive criminal law, other topics include an overview of the criminal law process, defenses, and jurisdiction of the courts. The primary emphasis is on substantive criminal law, including its statutory codification. The course will examine crimes against persons, property, and peace and order in detail and analyze the essential elements and burdens of proof required for a conviction. 3.00 semester credit hours. Prerequisites/Corequisites: None.

**CJ 120 Introduction to Criminology**
The course is a theoretical study of crime, its causes, and crime prevention and control. The student will examine the field of criminology and obtain an appreciation for how research models are used to better understand and explain criminal behavior and society’s response to it. 3.00 semester credit hours. Prerequisites/Corequisites: None.

**CJ 130 Introduction to Law and Judicial Process**
This course covers the major structures, basic legal concepts, and legal procedures that regulate the criminal court system. The course also examines the roles of key participants and the effect of Appellant and Supreme Court decisions on the criminal law process. 3.00 semester credit hours. Prerequisites/Corequisites: None.

**CJ 140 Report Writing and Communication**
This course is designed to introduce the student to verbal and written law enforcement communication. The course provides knowledge, skills, and practice in the areas of interviewing, interrogation, and report writing. 3.00 semester credit hours. Prerequisite: CJ 105 Introduction to Criminal Justice. Corequisite: None.
CJ 200 Introduction to Corrections
This course covers the basics of corrections, including historical events and social issues which have shaped our current systems. This course also covers functions of corrections today including contemporary prison populations, custodial structure, prisoner rights and legal issues, capital punishment, community corrections programs, and developing issues. 3.00 semester credit hours. Prerequisites/Corequisites: None.

CJ 205 Multicultural Issues in Criminal Justice Management
This course teaches students about law enforcement’s challenge of respecting and acknowledging cultural differences while fulfilling the responsibility of channeling the strengths of this diversity. 3.00 semester credit hours. Prerequisite: CJ 105 Introduction to Criminal Justice. Corequisite: None.

CJ 210 Law Enforcement Security
This course provides a comprehensive overview of private security including its increasing role in the criminal justice system and homeland security. 3.00 semester credit hours. Prerequisite: CJ 130 Introduction to Law and Judicial Process. Corequisite: None.

CJ 220 Ethics in Law Enforcement
This course covers the basics of public administration and the ethical issues of public service. 3.00 semester credit hours. Prerequisite: CJ 105 Introduction to Criminal Justice. Corequisite: None.

CJ 230 Evidence Forensics
This course covers the law model and types and current rules of evidence acquisition. 4.00 semester credit hours. Prerequisite: CJ 130 Introduction to Law and Judicial Process. Corequisite: None.

CJ 240 Patrol Procedures
In this course, the student will study the mindset of a prepared officer. The student will learn how officers are trained to be objective in observation techniques and advanced patrol procedures that are conducive to officer survival. 3.00 semester credit hours. Prerequisite: CJ 105 Introduction to Criminal Justice. Corequisite: None.

CJ 250 Juvenile Justice
This course will bring the student with an interest in public safety and criminal justice into the American juvenile justice system. The student will learn about the laws and procedures that govern the way juveniles are handled by the police and the court, the reasons for them, and how to apply them in the everyday discharge of the law enforcement officer’s duty. This course covers the basics of juvenile justice, from entry into the system by way of law enforcement to prosecution, rehabilitation, and corrections. 3.00 semester credit hours. Prerequisites/Corequisites: None.

CJ 294 Career Internship
This is an open elective course in associate’s-degree programs that students take in their final semester. The career internship course is designed for students interested in pursuing a career in criminal justice. The outcome of the internship is an informed student fully apprised of the opportunities his/her degree program offers for professional growth. During the internship phase of training, the student will experience various aspects of working in the actual field in which the student has been educated. The internship is designed to provide the student with the opportunity to experience and participate in duties typical of a contemporary workplace setting. Student learning will center on observing experienced personnel as well as participating in actual hands-on procedures under close supervision of trained professionals. 4.00 semester credit hours. Prerequisites: Final Semester, PGPA of 2.50, and PD 214 AS/AAS/BS/Diploma Internship Preparation. Corequisite: None.

CJ 300 Criminalistics
This course covers the nature of physical evidence with a study of the current technologies available to crime laboratory personnel. 4.00 semester credit hours. Prerequisite: CJ 230 Evidence Forensics. Corequisite: None.

CJ 305 Supervising and Managing Criminal Justice Personnel
This course is a survey of timely, emerging, and important personnel supervision and management issues inherent to criminal justice organizations. Problem solving, team building, procedures, and policies for common personnel issues will be explored. 3.00 semester credit hours. Prerequisite: BU 106 Introduction to Management. Corequisite: None.

CJ 310 Criminal Investigation
This course is an introduction to criminal investigation and the investigative process. Current issues in criminal investigations will be studied along with true case studies. 4.00 semester credit hours. Prerequisite: CJ 105 Introduction to Criminal Justice. Corequisite: None.

CJ 320 Civil Liability in Public Safety
This course provides a study of all aspects of civil liability in the performance of public safety functions. It examines sources of civil liability exposure for public safety officers and their agencies. The course examines tort theory, vicarious liabilities, immunities, and damages as
they apply to public safety entities and their personnel. The course will also examine similarities and differences between state and federal forums. 3.00 semester credit hours. Prerequisite: CJ 115 Criminal Law. Corequisite: None.

**CJ 400 Criminal Psychology**

The psychology of crime is a subdivision of the general field of forensic psychology. This course introduces and explores the concept of criminal behavior using an interdisciplinary approach with a primary focus on the psychological perspective. This study will include human nature theories as well as psychological criminology and criminal profiling. 3.00 semester credit hours. Prerequisite: CJ 115 Criminal Law. Corequisite: None.

**CJ 405 Contemporary Issues in Criminal Justice Management and Supervision**

This course is an assessment of problems confronting administrators of criminal justice and law enforcement agencies and recent efforts to enhance the capability of agencies to control criminal activity while guarding individual liberties. 3.00 semester credit hours. Prerequisite: CJ 105 Introduction to Criminal Justice.

**CJ 410 Fiscal Budgeting in Criminal Justice Agencies**

This course covers the logic and process of budgeting for the public official and administration, including methods and practices, capital budgeting, public infrastructure investment, and project evaluation, through revenue sources and administration. 4.00 semester credit hours. Prerequisite: MA 107 College Algebra. Corequisite: None.

**CJ 420 Narcotics and Drug Abuse**

This course evaluates drug policies, the war on drugs, drug abuse, and the legalization of drugs. This course analyzes and discusses complex ideas relating to drug enforcement within the criminal justice system. 3.00 semester credit hours. Prerequisites/Corequisites: None.

**CJ 430 Financial Crimes**

This course explores financial crimes and their impact on society. The course will include topics such as types of fraud, identity theft, counterfeit documents, and internet crimes. The course will explore how these crimes have evolved and the use of financial crimes to fund terrorism and the drug trade. The course will give the student an overview of each type of financial crime and the methodology for investigation and prosecution. 3.00 semester credit hours. Prerequisite: CJ 105 Introduction to Criminal Justice. Corequisite: None.

**CJ 491 Criminal Justice Capstone Project**

This course allows students to analyze and apply knowledge to a real-life domestic criminal justice event. Students will complete a research paper relating to the event and apply knowledge gained throughout the criminal justice program. Students are required to make a professional presentation of their project highlighting their analysis and findings. 4.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

**(CO) CO-OPERATIVE EDUCATION**

**CO 301 Co-Op I**

This course is one of two co-operative education (co-op) courses that are available for students as an elective in the sophomore or junior years of their bachelor's degree. The co-op experience is similar to an externship taken at the end of a program but is experienced earlier in the degree program. The intent is to give the student a taste of the professional world earlier in their degree work. Like an externship, the students will participate in an eight-week “on-the-job” experience, where they will participate as a temporary employee within an organization. Classroom topics will cover communication within the organization, organizational missions and cultures, employee etiquette, and current issues that occur in the workplace. Students will be evaluated by both faculty and the supervisor from the sponsor organization. The co-operative education courses may be taken singularly, in series, or concurrently in the same academic period, depending on whether a student wishes a part-time or full-time experience. 3.00 semester credit hours. Prerequisite: PD 214 AS/AAS/BS/Diploma Internship Preparation. Corequisite: None.

**CO 302 Co-Op II**

This course is second of two co-operative education (co-op) courses that are available for students as an elective in the sophomore or junior years of their bachelor's degree. The co-op experience is similar to an externship taken at the end of a program but is experienced earlier in the degree program. The intent is to give a student a taste of the professional world earlier in their degree work. Like an externship, students will participate in an eight-week “on-the-job” experience, where they will participate as a temporary employee within an organization. Classroom topics will cover communication within the organization, organizational missions and cultures, employee etiquette, and current issues that occur in the workplace. Students will be evaluated by both faculty and the supervisor from the sponsor organization. The co-operative education courses may be taken singularly, in series, or concurrently in the same academic period, depending on whether a student wishes a part-time or full-time experience. 3.00 semester credit hours. Prerequisite: PD 214 AS/AAS/BS/Diploma Internship Preparation. Corequisite: None.
(CT) CHIROPRACTIC TECHNICIAN

CT 120 Introduction to Chiropractic Foundations and Philosophy
This course focuses on principles that are the basis of the practice of chiropractic. This course investigates the terminology and rationalization of chiropractic practice and care. It examines the body systems associated with chiropractic healthcare and describes the basis of subluxation and secondary conditions associated with subluxation. Attention is placed on the body’s innate ability to heal itself. 3.00 semester credit hours. Prerequisites/Corequisites: None.

CT 160 Chiropractic Office Procedures and Insurance Claims
This course focuses on introducing the student chiropractic technician to office procedures in chiropractic healthcare. Students investigate patient record management, operation of basic office equipment, and office visit communication. Exploring patient accounting practices and billing accounts in different insurance coverage situations such as HMO, PPO, Medicare, Medicaid, general, supplemental, and secondary insurance, are covered. 3.00 semester credit hours. Prerequisites/Corequisites: None.

CT 170 Chiropractic Office Radiographic Dynamics
This course focuses on preparing students in the techniques of X-ray physics for X-ray positioning, processing, production, and radiation protection. Students will study x-ray science and equipment as well as the basics of physics used in the production of radiation. 3.00 semester credit hours. Prerequisites/Corequisites: None.

CT 175 Chiropractic Radiographic Positioning
Students will develop skills in patient positioning for various X-ray views and focus on views of the axial skeleton, with additional extremity positioning. This course includes instruction in patient habitus, positioning, equipment manipulation, and radiographic quality. Students will be oriented in the basic operation of equipment used in the field. 3.00 semester credit hours. Prerequisites: CT 120 Introduction to Chiropractic Foundations and Philosophy and CT 170 Chiropractic Office Radiographic Dynamics. Corequisite: None.

CT 180 Chiropractic Office Procedures Internship
This course provides students with actual office procedure experience in a chiropractic office. It introduces the student to federal and state employment laws, HIPAA, universal precautions, and OSHA. The experience gives the student the opportunity to function as a chiropractic technician in the office role. 2.00 semester credit hours. Prerequisites: CT 160 Chiropractic Office Procedures and Insurance Claims and PD 214 AS/AAS/BS/Diploma Internship Preparation. Corequisite: None.

CT 190 Chiropractic Physiologic Therapeutics
This course establishes therapeutic procedures and theories that are used in chiropractic practice. Emphasis will be placed on the application and safe, appropriate use of treatment modalities. Students will learn indications and contraindications for pathologies and the use of physiologic therapeutics. Topics covered include procedures and equipment used in administering physiologic therapeutics, including cryotherapy, thermotherapy, ultrasound, electrical muscle stimulation, cold laser, traction, and therapeutic exercises related to stretching and strengthening. 3.00 semester credit hours. Prerequisite: CT 120 Introduction to Chiropractic Foundations and Philosophy. Corequisite: None.

CT 270 Chiropractic Examination and Patient Education
This course investigates the aspects of a chiropractic examination, including vital signs and patient health history. Students will record orthopedic and neurological tests. Other topics include patient education, establishing communication skills, and teaching patients to follow the chiropractic physician’s educational goals for health and recovery. 3.00 semester credit hours. Prerequisite: CT 120 Introduction to Chiropractic Foundations and Philosophy. Corequisite: None.

CT 280 Chiropractic Radiographic and Physiologic Therapeutics Internship
Students continue to establish the knowledge in previous coursework of radiography and physiologic therapeutics in the chiropractic healthcare environment. This course provides the student with hands-on experience in the chiropractic office to further develop skills. 4.00 semester credit hours. Prerequisites: CT 175 Chiropractic Radiographic Positioning and CT 190 Chiropractic Physiologic Therapeutics. Corequisite: None.

CT 290 Chiropractic Insurance Application Internship
This internship provides the chiropractic technician student with everyday office experience. Students take part in clinical internship sites and perform entry-level tasks with patients, staff, and doctors. Students will experience various aspects of working in the coding field including CPT-4 and ICD-10 coding. 3.00 semester credit hours. Prerequisites: CT 160 Chiropractic Office Procedures and Insurance Claims and PD 214 AS/AAS/BS/Diploma Internship Preparation. Corequisite: None.
(DH) DENTAL HYGIENE

DH 105 Dental and Medical Terminology
This course introduces the foundations of the language of medicine and dentistry. Students will develop medical and dental vocabulary through the study of the structures, functions, diagnostic procedures, pathology, and treatment procedures of the body systems. The course explains the composition of medical and dental terms by exploring prefix, root combination, and suffix divisions along with word composition. Common medical and dental procedures and practices are discussed along with disease processes. 1.00 semester credit hour. Prerequisites: MA 107 College Algebra, SC 165/SC 165L Microbiology/Lab, and SC 229 Fundamentals of Anatomy and Physiology II. Corequisite: None.

DH 111 Medical Emergencies in Dentistry
This course provides a study of the most common medical emergencies in the dental setting and appropriate treatment measures. It includes identifying and managing medically compromised dental patients in the dental clinic. 2.00 semester credit hours. Prerequisites: MA 107 College Algebra, SC 165/SC 165L Microbiology/Lab, and SC 229 Fundamentals of Anatomy and Physiology II. Corequisite: None.

DH 119 Orofacial Structures
This course provides information on the nomenclature, morphology, anatomy, physiology, and histology of the oral cavity. Special emphasis is placed on characteristics of the primary and permanent dentition, including crown and root formation. Components of the tooth structure, characteristics of the supporting tissues, eruption and exfoliation patterns, and related dental terminology will also be discussed. Students will be introduced to the anatomical structures involved with the head and neck. Bones of the face and skull, muscles of the oral cavity and surrounding tissues, and nerve and blood supply avenues will be covered. Students will become familiar with anatomical landmarks related to dentistry. Human development of the skeletal, muscular, circulatory, and nervous systems will be stressed, with an emphasis on their relation to the oral cavity. 3.00 semester credit hours. Prerequisites: DH 105 Dental and Medical Terminology, DH 111 Medical Emergencies in Dentistry, SC 150 Principles of Nutrition, and SC 185/SC 185L General Chemistry/Lab. Corequisite: None.

DH 122 General and Oral Pathology
This course is designed to provide information on developmental disturbances, disease and their microbiological origin and/or manifestations associated with various diseases and disorders. Topics include cause of disease, process of inflammation and repair, autoimmune diseases, characteristics of neoplasms, nature of diseases and anomalies of the teeth, oral cavity, and supporting tissues. Common pathology, such as dental caries, neoplasias, oral lesions, benign and malignant conditions, oral cancer, temporomandibular disorders and various cysts and tumors, will be identified and discussed. Emphasis will be placed on clinical recognition of pathological conditions as well as contributing factors. 3.00 semester credit hours. Prerequisites: DH 105 Dental and Medical Terminology, DH 111 Medical Emergencies in Dentistry, SC 150 Principles of Nutrition, and SC 185/SC 185L General Chemistry/Lab. Corequisite: None.

DH 141 Oral Histology and Embryology
This course is an introduction to general histology, embryological development of the face and oral cavity, development of teeth, eruption, and exfoliation. Tooth structures, including enamel, dentin, cementum, and pulp, will also be covered. Additional topics include periodontal ligaments, oral mucosa and salivary glands, and developmental tooth anomalies. 2.00 semester credit hours. Prerequisites: DH 105 Dental and Medical Terminology, DH 111 Medical Emergencies in Dentistry, SC 150 Principles of Nutrition, and SC 185/SC 185L General Chemistry/Lab. Corequisite: None.

DH 199 Dental Hygiene Preclinical
This course prepares the student with the introductory knowledge and skills to properly and safely handle material and equipment in the dental clinic. It will prepare the students to provide clinical dental hygiene services. Students will also be learning the techniques for sterilization, infection control protocols, managing medical emergencies, and taking and recording medical histories, including vital signs. Students will be introduced to the instruments utilized by the dental hygienist and will also perform basic dental hygiene procedures. Topics include oral prophylaxis, including scaling and root planing, instrumentation techniques, and oral health instruction and education. 1.00 semester credit hour. Prerequisites: DH 219 Introduction to Patient Care, DH 250 Principles of Dental Radiography, and DH 301 Dental Hygiene Research. Corequisite: None.

DH 199C Dental Hygiene Preclinical Practice
This course prepares the student with the introductory knowledge and skills to properly and safely handle material and equipment in the dental clinic. This laboratory course will prepare the students to provide clinical dental hygiene services. Students will learn the techniques for sterilization, infection-control protocols, managing medical emergencies, and taking and recording medical histories, including vital signs. Students will be introduced to the instruments utilized by the dental hygienist and will also perform basic dental hygiene procedures. Topics include oral prophylaxis, including scaling and root planing, instrumentation techniques, and oral health instruction and education. In addition to laboratory skills performed on manikins, students will participate in dental hygiene observation sessions and begin treatment on classmates. 3.00 semester credit hours. Prerequisites: DH 219 Introduction to Patient Care, DH 250 Principles of Dental Radiography, and DH 301 Dental Hygiene Research. Corequisite: None.

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DH 210 Dental Management and Technologies
In this course, the student will be introduced to the responsibilities of office management and administration. Specific topics include scheduling and appointment control, records management, recall systems, financial transactions, communication techniques, inventory control and cost analysis, HIPAA, and application of dental practice management software and systems. Students will also explore technology used in the dental clinic and its impact on dental management. 2.00 semester credit hours. Prerequisites: DH 119 Orofacial Structures and DH 141 Oral Histology and Embryology. Corequisite: None.

DH 219 Introduction to Patient Care
This course contains didactic instruction that correlates to subjects and procedures in the pre-clinical lab course. Students will receive in-depth information pertaining to introductory dental hygiene techniques and clinical practice. Emphasis is on current theories and scientific principles, prevention of disease transmission, professional and ethical treatment of patients, clinical preparation, and comprehensive patient care. Topics include infection control protocols and recording patient medical/dental histories. Students will gain the knowledge necessary to provide dental hygiene assessments, perform a dental hygiene diagnosis, and prepare a care plan. Students will understand the implementation and evaluation phases of assessment. Topics covered will be studied in detail. Students will study and practice effective communication techniques. 2.00 semester credit hours. Prerequisites: DH 210 Dental Management and Technologies, DH 290 Pharmacology for the Dental Hygienist, and DH 305 Cultural Diversity in Dental Hygiene. Corequisite: None.

DH 226L Dental Hygiene Materials Lab
This course consists of laboratory experiences studied in DH 226 Dental Hygiene Materials and provides the skills necessary for commonly used dental materials and equipment utilized by the dental hygienist to ensure quality patient care. Laboratory exercises include, but are not limited to, application of pit and fissure sealants, polishing amalgams, impressions, pouring and trimming study models, and custom tray fabrication. 1.00 semester credit hour. Prerequisites: DH 122 General and Oral Pathology, DH 130 Pharmacology for the Dental Hygienist, DH 135 Periodontology, DH 140 Dental Hygiene Seminar II, DH 140L Dental Hygiene Seminar II Lab, and DH 143C Dental Hygiene Clinical Practice I. Corequisite: DH 226 Dental Hygiene Materials.

DH 250 Principles of Dental Radiography
This course includes the history of dental radiography, image and x-ray production, radiation safety, patient protection, and quality assurance. Proper processing techniques and the importance of high-quality dental radiographs will be stressed. Students will be familiar with both the paralleling and bisecting techniques used to expose dental radiographs. Intraoral and extra-oral techniques will be discussed. 2.00 semester credit hours. Prerequisites: DH 210 Dental Management and Technologies, DH 290 Pharmacology for the Dental Hygienist, and DH 305 Cultural Diversity in Dental Hygiene. Corequisite: None.

DH 285 Community Dental Health
This course introduces the student to current issues related to community dental health. Community dental health practices will be compared to clinical private dental facilities. Epidemiological methods, analysis of research findings, problem and study selection and evaluation, as well as research, planning, and design for community based dental programs, will be discussed. Students will gain an understanding of the role of community dental health opportunities as they relate to the entire community. The effectiveness and accessibility of community dental healthcare will be evaluated. 2.00 semester credit hours. Prerequisites: DH 122 General and Oral Pathology, DH 199 Dental Hygiene Preclinical, DH 295 Radiography Interpretation, and DH 315 Leadership in Dental Hygiene. Corequisite: DH 285C Community Dental Health Practicum.

DH 285C Community Dental Health Practicum
This course is the practicum portion of DH 285 Community Dental Health. The course will provide opportunities for students to observe in the community dental setting and/or provide community dental health education through public entities. This experience will provide the student exposure to current issues related to community dental health. 1.00 semester credit hour. Prerequisites: DH 122 General and Oral Pathology, DH 199 Dental Hygiene Preclinical, DH 295 Radiography Interpretation, and DH 315 Leadership in Dental Hygiene. Corequisite: DH 285 Community Dental Health.

DH 290 Pharmacology for the Dental Hygienist
This course introduces the student to a variety of drug categories, with emphasis placed on commonly prescribed medications and drugs utilized in the dental office. The physical and chemical characteristics of drugs, routes of administration, therapeutic and side effects, precautions, drug interactions, and contraindications to dental treatment will be covered. 2.00 semester credit hours. Prerequisites: DH 119 Orofacial Structures and DH 141 Oral Histology and Embryology. Corequisite: None.

DH 295 Radiography Interpretation
This course covers the concepts of radiographic interpretation, as required for the dental hygienist. The importance of high-quality dental radiographs will be stressed. Students will be able to identify normal and abnormal anatomy and conditions. Radiographic appearance of caries, periodontal disease, periapical lesions, restorative materials, and the interpretation of the classification of periodontal disease...
will be covered as well as the differences of radiopaque and radiolucent structures. 2.00 semester credit hours. Prerequisites: DH 219 Introduction to Patient Care, DH 250 Principles of Dental Radiography, and DH 301 Dental Hygiene Research. Corequisite: DH 295C Radiography Interpretation Clinical.

**DH 295C Dental Hygiene Clinical Practice I**

Students will provide direct patient care in a supervised clinical setting in this course. The clinical experiences will include patient assessment, dental hygiene diagnosis, oral prophylaxis, periodontal therapy, oral health education, and radiographs. Students will provide dental hygiene care to level I and II patients including individuals of all ages and medically compromised patients. Emphasis will be placed on the students’ ability to demonstrate comprehensive treatment planning. Students will be required to use the SOAP method of documentation. 3.00 semester credit hours. Prerequisites: DH 212 General and Oral Pathology, DH 199 Dental Hygiene Preclinical, DH 295 Radiography Interpretation, and DH 315 Leadership in Dental Hygiene. Corequisite: None.

**DH 301 Dental Hygiene Research**

This course is designed as an introduction to the role of evidence-based dentistry (EBD) and research. The two goals of this course are: 1) to develop skills in the scientific methods of research in an effort to develop evidence based decision making for optimal patient care; and 2) to develop skills needed to critically assess current and relevant scientific literature in relation to research design and principles for individual patient care needs. To make this learning more meaningful, students will apply the knowledge gained to patient care. 3.00 semester credit hours. Prerequisites: DH 210 Dental Management and Technologies and DH 290 Pharmacology for the Dental Hygienist. Corequisite: None.

**DH 302 Periodontology I**

The etiology of periodontal disease, as well as the assessment, diagnosis, and treatment options, will be discussed, including clinical procedures and associated surgical interventions. The clinical, histopathological, and pathogenesis of gingivitis and periodontitis is included, and emphasis will be placed on the progression of periodontal disease and the role of the dental hygienist in the management and treatment of disease. Evaluation of periodontal treatment, the maintenance phase of periodontal treatment, and the relationship between periodontics and other disciplines in dentistry will be discussed. Roles of clinical research in the treatment of periodontal disease will also be discussed. 2.00 semester credit hours. Prerequisites: DH 122 General and Oral Pathology, DH 199 Dental Hygiene Preclinical, DH 295 Radiography Interpretation, and DH 315 Leadership in Dental Hygiene. Corequisite: None.

**DH 305 Cultural Diversity in Dental Hygiene**

This course focuses on cultural diversity and how to begin the journey of becoming culturally competent in our society. It examines our own cultural beliefs, values, and practices and other cultures in the dental healthcare system. This course will teach the student how to develop cultural competence by acquiring the ability to provide care to patients with diverse backgrounds, values, beliefs, and behaviors, including tailoring delivery of care to meet patients' social, cultural, and linguistic needs. The course is also designed to understand the concept of culture and the hygienist’s cultural awareness of the relationships between Westernized medicine and traditional health practices and recognition of selected cultures within the United States. Providing quality patient care through understanding cultural differences will be explored. 3.00 semester credit hours. Prerequisites: DH 119 Orofacial Structures and DH 141 Oral Histology and Embryology. Corequisite: None.

**DH 310 Technology in Dental Hygiene**

This course focuses on exploring the various diagnostic, therapeutic, and educational uses of technology in dental hygiene. These technologies include digital radiographs, intra-oral images, automatic probes, and lasers used in dentistry. This course will show dental hygienists how to enhance their oral hygiene instructions with the use of technology. 3.00 semester credit hours. Prerequisites/ Corequisites: None.

**DH 315 Leadership in Dental Hygiene**

Leadership is an essential part of the oral health profession, and developing leadership skills is a multifaceted undertaking. This course provides the students with the opportunity to explore the leadership theories, styles, behaviors, and attitudes that enhance the delivery of patient care and professional success. Specific content includes comparing and contrasting leadership and management, personal philosophy development, dental hygiene mentorship, strategic planning, shared governance, interdisciplinary collaboration, political
action, professional and team development, and healthcare trends. This course will empower the student to take charge of their career and leadership potential. 3.00 semester credit hours. Prerequisites: DH 219 Introduction to Patient Care and DH 250 Principles of Dental Radiography. Corequisite: None.

**DH 320 Clinical Theory and Scientific Basis**
This course is designed to provide students with the scientific basis for dental hygiene care. Emphasis will be placed on the areas of oral health education, preventive care, and nutritional and tobacco cessation counseling to the management of oral health. Topics include the formulation of a dental hygiene diagnostic statement, SOAP note method of documentation, diet and the caries process, advanced non-surgical periodontal therapies including chemotherapeutic agents, advanced periodontal instrumentation techniques with hand and ultrasonic instruments. Other topics include care of hand instruments with instrument sharpening, care of dental implants, and protocol and procedural methods for the use and care of ultrasonic instruments. Students will apply the knowledge gained in this course to practical situations in the lab component as well as in the clinic. 2.00 semester credit hours. Prerequisites: DH 122 General and Oral Pathology, DH 199 Dental Hygiene Preclinical, DH 295 Radiography Interpretation, and DH 315 Leadership in Dental Hygiene. Corequisite: DH 320L Clinical Theory and Scientific Basis Lab.

**DH 320L Clinical Theory and Scientific Basis Lab**
This course is a continuation of the pre-clinical lab and aligns with DH320. Emphasis will be placed on instrument sharpening, cleaning dental prostheses, the use and care of ultrasonic instruments, advanced fulcrum and instrumentation techniques with hand and ultrasonic instruments for scaling and root planning to access furcations and navigate root morphology, advanced probing techniques to include clinical attachment levels, application of chemotherapeutic agents, and the care of dental implants. Students will apply the knowledge gained in the corequisite course to practical situations in the lab as well as in the clinic. 1.00 semester credit hour. Prerequisites: DH 122 General and Oral Pathology, DH 199 Dental Hygiene Preclinical, DH 295 Radiography Interpretation, and DH 315 Leadership in Dental Hygiene. Corequisite: DH 320L Clinical Theory and Scientific Basis.

**DH 326 Dental Materials**
The course content provides an educational background as well as the knowledge necessary to work with commonly used dental materials and equipment utilized by the dental hygienist to ensure quality patient care. Topics covered include properties and science of dental materials, infection control and safety, direct and indirect restorative materials, fixed and removable appliances, application of pit and fissure sealants, polishing amalgams, amalgam margination, application and removal of the rubber dam, gingival retraction and hemostasis, suture removal, placing temporary restorations, removal of orthodontic cement, impressions/bite registrations, pouring and trimming study models, and custom tray fabrication. 2.00 semester credit hours. Prerequisites: DH 285 Community Dental Health, DH 299 Dental Hygiene Clinical Practice I, DH 302 Periodontology I, DH 320 Clinical Theory and Scientific Basis, and DH 329 Pain Management. Corequisite: DH 326L Dental Materials Lab.

**DH 326L Dental Materials Lab**
This course consists of laboratory experiences studied in DH 326 Dental Materials and provides the skills necessary for commonly used dental materials and equipment utilized by the dental hygienist to ensure quality patient care. Laboratory exercises include, but are not limited to, infection control and safety, direct and indirect restorative materials, fixed and removable appliances, application of pit and fissure sealants, polishing amalgams, amalgam margination, application and removal of the rubber dam, gingival retraction and hemostasis, suture removal, placing temporary restorations, removal of orthodontic cement, impressions/bite registrations, pouring and trimming study models, and custom tray fabrication. 1.00 semester credit hour. Prerequisites: DH 285 Community Dental Health, DH 299 Dental Hygiene Clinical Practice I, DH 302 Periodontology I, DH 320 Clinical Theory and Scientific Basis, and DH 329 Pain Management. Corequisite: DH 326 Dental Materials.

**DH 329 Pain Management**
This course covers the current concepts of pain management as well as dental anxiety techniques used in the dental office. Students will be prepared to safely administer local anesthesia and nitrous oxide/oxygen inhalation therapy for use in the practice of dental hygiene. Students will study client assessment, anatomy, physiology, emergency management procedures, pharmacology, and indications/contraindications associated with the use of local anesthesia or nitrous oxide/oxygen sedation. Emphasis will be placed on selection and administration of appropriate anesthetic agents and evaluation of proper administration techniques. Legal and ethical issues associated with pain management will also be discussed. Laboratory/clinical sessions in the corequisite course include actual experiences in the administration of local anesthesia and nitrous oxide/oxygen analgesia. 2.00 semester credit hours. Prerequisites: DH 122 General and Oral Pathology, DH 199 Dental Hygiene Preclinical, DH 295 Radiography Interpretation, and DH 315 Leadership in Dental Hygiene. Corequisite: DH 329L Pain Management Lab.

**DH 329L Pain Management Lab**
This course covers the current concepts of pain management and dental anxiety techniques used in the dental office. Students will be prepared to safely administer local anesthesia and nitrous oxide/oxygen inhalation therapy for use in the practice of dental hygiene.
Emphasis will be placed on selection and administration of appropriate anesthetic agents and evaluation of proper administration techniques. Laboratory/clinical sessions include actual experiences in the administration of local anesthesia and nitrous oxide/oxygen analgesia, as discussed in theory in the corequisite course. 1.00 semester credit hour. Prerequisites: DH 122 General and Oral Pathology, DH 199 Dental Hygiene Preclinical, DH 295 Radiography Interpretation, and DH 315 Leadership in Dental Hygiene. Corequisite: DH 329 Pain Management.

**DH 399C Dental Hygiene Clinical Practice II**
Students will provide direct patient care in a supervised clinical setting in this course. The clinical experiences will include patient assessment, dental hygiene diagnosis, oral prophylaxis, non-surgical periodontal therapies, periodontal maintenance, oral health education, and radiographs. Students will provide dental hygiene care to level I, II, and III patients including individuals of all ages and medically compromised patients. Emphasis will be placed on the students’ ability to demonstrate comprehensive periodontal treatment planning. Students will be required to use the SOAP method of documentation. Additional clinical experiences will include the use of ultrasonic instrumentation, amalgam polishing, and application of pit and fissure sealants. 4.00 semester credit hours. Prerequisites: DH 285 Community Dental Health, DH 299C Dental Hygiene Clinical Practice I, DH 302 Periodontology I, DH 320 Clinical Theory and Scientific Basis, and DH 329 Pain Management. Corequisite: None.

**DH 402 Periodontology II**
The course presents the etiology of periodontal disease as well as the histopathological and pathogenesis of gingivitis and periodontitis. Emphasis will be placed on the progression of periodontal disease and the role of the dental hygienist in the management and treatment of disease. Roles of clinical research in the treatment of periodontal disease will also be discussed. The course will focus on periodontal case studies for assessment and diagnosis and treatment options. 2.00 semester credit hours. Prerequisites: DH 285 Community Dental Health, DH 299C Dental Hygiene Clinical Practice I, DH 302 Periodontology I, DH 320 Clinical Theory and Scientific Basis, and DH 329 Pain Management. Corequisite: None.

**DH 405 Contemporary Issues in Dental Hygiene**
This course examines current societal and professional issues and their impact on dental hygiene practice. Topics include, but are not limited to, advanced practice models to expand oral health services, counseling regarding smoking cessation, recent medical advances in the field of dentistry, and legal policy issues currently impacting dental hygiene. 1.00 semester credit hour. Prerequisites: DH 285 Community Dental Health, DH 399C Dental Hygiene Clinical Practice II, DH 402 Periodontology II, and DH 410 Diverse Needs in Patient Population. Corequisite: None.

**DH 410 Diverse Needs in Patient Populations**
This course focuses on dental hygiene care for individuals who are medically compromised with disease(s) and/or mental or physical disabilities. Students will learn diseases and how to manage the appointment and dental treatment involving the cardiovascular, pulmonary, gastrointestinal, genitourinary, endocrine, and neurologic systems. Students will also be introduced to autoimmune, hematologic, and oncologic diseases as well as behavioral and psychiatric disorders. Students will learn the various life stages, from infant to elderly, and the dental considerations for treatment in each stage. 2.00 semester credit hours. Prerequisites: DH 285 Community Dental Health, DH 299C Dental Hygiene Clinical Practice I, DH 302 Periodontology I, DH 320 Clinical Theory and Scientific Basis, and DH 329 Pain Management. Corequisite: None.

**DH 415 Dental Hygiene Ethics and Jurisprudence**
This course provides the student with ethical, legal, and professional obligations required of a dental hygienist. Content includes legal terminology and laws involving patients as well as the entire dental health team, practice management, leadership skills, research, and development theories. Professional conduct, including state rules and statutes, as published by the Minnesota Board of Dentistry, will be covered. Students are required to successfully complete the Minnesota Jurisprudence Exam to become licensed as a dental hygienist. 2.00 semester credit hours. Prerequisites: DH 326 Dental Materials, DH 399C Dental Hygiene Clinical Practice II, DH 402 Periodontology II, DH 405 Contemporary Issues in Dental Hygiene, and DH 410 Diverse Needs in Patient Population. Corequisite: None.

**DH 420 Dental Hygiene Board Review**
This course will provide the dental hygiene student an opportunity to review the concepts, methods, procedures, and materials studied throughout their dental hygiene education in preparation for national, regional, and state examinations. Topics include, but are not limited to, histology and embryology, anatomy and physiology, head and neck anatomy and physiology, clinical oral structures, including dental anatomy and root morphology, oral and maxillofacial radiology, general and oral pathology, microbiology and immunology, prevention of disease transmission in oral health care, pharmacology, biochemistry, nutrition and nutritional counseling, biomaterials, periodontics, the dental hygiene process of care, strategies for oral health promotion and disease prevention and control, instrumentation for patient assessment and care, management of pain and anxiety, dental hygiene care for patients with special needs including the medically compromised patient, community oral health planning and practice, medical emergencies, and ethical and legal issues. State process of licensure application will also be reviewed. 2.00 semester credit hours. Prerequisites: DH 326 Dental Materials, DH 399C Dental Hygiene

**DH 425 Teaching and Theories of Learning**
This course examines educational theories, methodology, assessment, and competency-based education in dental hygiene. Specific topics include didactic instructional methodologies, clinical instructional methodologies, lesson planning, and formative and summative evaluation. 3.00 semester credit hours. Prerequisites: DH 326 Dental Materials, DH 399C Dental Hygiene Clinical Practice II, DH 402 Periodontology II, and DH 410 Diverse Needs in Patient Population. Corequisite: DH 425L Teaching and Theories of Learning Practicum.

**DH 425L Teaching and Theories of Learning Practicum**
This course is the practicum portion of DH 425 Teaching and Theories of Learning. Students will be given practical experience to observe and apply the theories of learning and teaching covered in the corequisite course. 1.00 semester credit hour. Prerequisites: DH 326 Dental Materials, DH 399C Dental Hygiene Clinical Practice II, DH 402 Periodontology II, and DH 410 Diverse Needs in Patient Population. Corequisite: DH 425 Teaching and Theories of Learning.

**DH 426 Clinical Practice Management**
This course examines elements needed to manage a successful clinical practice. Specific topics include finance for the dental clinic, marketing, human resource management and development, technology and the dental clinic, and theories of organizational management. 3.00 semester credit hours. Prerequisites: DH 326 Dental Materials, DH 399C Dental Hygiene Clinical Practice II, DH 402 Periodontology II, and DH 410 Diverse Needs in Patient Population. Corequisite: DH 426L Clinical Practice Management Practicum.

**DH 426L Clinical Practice Management Practicum**
This course is the practicum portion of DH 426 Clinical Practice Management. Students will be given practical experience to observe and apply the theories of clinical management covered in the corequisite course. 1.00 semester credit hour. Prerequisites: DH 326 Dental Materials, DH 399C Dental Hygiene Clinical Practice II, DH 402 Periodontology II, and DH 410 Diverse Needs in Patient Population. Corequisite: DH 426 Clinical Practice Management.

**DH 499C Dental Hygiene Clinical Practice III**
In this course, students will provide direct patient care in supervised clinical settings. The clinical experiences will include patient assessment, dental hygiene diagnosis, oral prophylaxis, complete periodontal therapy, oral health education, and radiographs. Students will provide dental hygiene care to patient level I, II, III, and IV. Emphasis will be placed on the students’ ability to demonstrate comprehensive periodontal treatment and improved time management by completing multiple patients in one clinic session. Students will be required to use the SOAP note method of documentation. 4.00 semester credit hours. Prerequisites: DH 326 Dental Materials, DH 399C Dental Hygiene Clinical Practice II, DH 402 Periodontology II, DH 405 Contemporary Issues in Dental Hygiene, and DH 410 Diverse Needs in Patient Population. Corequisite: None.

**(DS) DENTAL SCIENCE**

**DS 101 Chairside Assisting I**
This course introduces the student to the fundamentals of working in a dental office as a chairside assistant. The student will be introduced to dental terminology, oral anatomy, and oral tissue examination that will be utilized in patient charting. It introduces concepts and techniques of basic equipment use and maintenance, four-handed dentistry, oral evacuation, isolation techniques, beneficial ergonomics, and basic instrument identification and transfer. Students will utilize oral communication skills to instruct patients in proper oral hygiene and preventive dentistry. It also will provide the students with basic nutritional concepts and their practical applications. 4.00 semester credit hours. Prerequisites/Corequisites: None.

**DS 102 Pre-Clinical Dental Assisting**
This course will introduce the student to the health and safety considerations for basic infection control, dental emergencies and the disease process, including infectious diseases and disease transmission. Topics include occupational safety, personal protection, exposure control, infection control, sterilization and disinfection techniques, hazard and bloodborne pathogens standards, and waste disposal as
defined by governmental agencies such as OSHA, CDC, and EPA. This course will also discuss the prevention and treatment of common medical emergencies experienced in the dental office. The student will have a basic understanding of the classification, administration, and use and effects of drugs commonly used in a dental office. 4.00 semester credit hours. Prerequisites/Corequisites: None.

**DS 105 Dental Communications**

This course is designed to develop the student’s oral and written communications skills for use in the dental office. Students will prepare and present a speech on subjects related to dentistry. Various topics include understanding patient behavior, psychology in the dental office, professional boundaries, and stress management. Through lecture, discussion, and individual and small group presentations, the student will become more confident in communicating with others. 1.00 semester credit hour. Prerequisites/Corequisites: None.

**DS 107 Dental Materials**

This course is designed to provide the student with the knowledge of dental materials commonly utilized in the general dentistry office. Topics include the chemical and physical properties of and uses, types and applications for a wide variety of common materials used in the dental office. These include gypsum, impression materials, acrylics and/or thermoplastics, waxes, dental cements, and restorative materials. Students will become familiar with laboratory procedures that are commonly performed in the dental office including but not limited to assisting with and/or applying bases, liners and bonding agents, placing, fabricating, and removing provisional restorations, assisting with a direct permanent restoration, preliminary restorations and cleaning and polishing removable dental appliances. Students gain practical experience by manipulating materials and working with dental lab equipment. 3.00 semester credit hours. Prerequisites/Corequisites: None.

**DS 108 Dental Science**

This course provides an overview of general anatomy and functions including a basic understanding of the common disease process and pathological conditions. Emphasis is given to a comprehensive overview of oral, head, and neck anatomy and function. Oral pathology, oral histology and oral embryology are covered as well. The effects of anesthesia on the nervous and circulatory systems as related to dental procedures is covered. 4.00 semester credit hours. Prerequisites/Corequisites: None.

**DS 110 Expanded Functions I**

This course introduces and expands on a variety of functions that may be required of a dental assistant. It covers both didactic and laboratory training in the following areas: placement and/or removal of a rubber dam, taking impressions for casts, custom tray fabrication, taking bite registrations, utilizing matrix retainers, bands and wedges and removing excess cement or bonding agents. Where graduates of a CODA-accredited program are authorized to perform additional functions defined by the program's state-specific dental board or regulatory agency, this course will include content related to placement of gingival retraction agents, performing orthodontic functions, placing and removing periodontal dressing, removal of sutures and removal of cement. Didactic and lab/preclinical experience will be gained in the process of fabricating casts, temporary crown and/or bridges, and the functions used in orthodontics such as placement of ligature ties, preselecting orthodontic bands, separators, cutting arch wires and removal of loose bands or brackets. 4.00 semester credit hours. Prerequisite: DS 101 Chairside Assisting I. Corequisite: None.

**DS 116 Radiology**

This course will provide the student with the necessary background knowledge of ionizing radiation including the following: history of dental radiography; image and x-ray production; radiation safety; patient and operator protection and quality assurance. Students will use paralleling and bisecting techniques to produce images. The advantage and disadvantage of each of those techniques will be discussed. Errors in exposure, developing and mounting will be addressed. Students will be given the opportunity to expose, process, mount and evaluate for diagnostic value films/images on a variety of patients. The procedural techniques for exposing extraoral accessory films utilized in dental offices will be introduced. 5.00 semester credit hours. Prerequisites: DS 101 Chairside Assisting I, DS 102 Pre-Clinical Dental Assisting, DS 108 Dental Science, DS 110 Expanded Functions I, and CPR. Corequisite: None.

**DS 119 Advanced Expanded Functions**

Where graduates of a CODA-accredited program are authorized to perform additional functions defined by the program's state-specific dental board or regulatory agency, this course will provide content for either didactic and/or laboratory competence in monitoring and/or administering Nitrous Oxide-Oxygen analgesia, performing restoration polishing, placing pit and fissure sealants, polishing the coronal surfaces of the teeth, applying fluoride agents, placing and/or removing the rubber dam, applying topical anesthetic and desensitizing agents. The cause, manifestations and removal of stains will be addressed. 2.00 semester credit hours. Prerequisites: DS 101 Chairside Assisting I, DS 102 Pre-Clinical Dental Assisting, DS 108 Dental Science, DS 110 Expanded Functions I, and current CPR certification. Corequisite: DS 119L Advanced Expanded Functions Lab (MN students only) or DS 120 Clinical Applications (OH students only).

**DS 119L Advanced Expanded Functions Lab (MN Students Only)**

This course serves as a clinical/laboratory experience in which students will demonstrate application of the following: mechanical polishing techniques, application of topical fluoride and medications, administration of nitrous oxide analgesia, use of a rubber dam,
taking impressions for casts and appropriate bite registrations, removing excess cement, placing and removing separators, etching appropriate enamel surfaces, and applying and adjusting pit and fissure sealants. 2.00 semester credit hours. Prerequisites: DS 101 Chairside Assisting I, DS 102 Pre-Clinical Dental Assisting, DS 108 Dental Science, and DS 110 Expanded Functions I. Corequisite: DS 119 Advanced Expanded Functions.

**DS 120 Clinical Applications (OH Students Only)**
This course requires the student to work in the dental clinic performing four- and six-handed dentistry on patients with a dentist, hygienist, and/or an EFDA. The student will be required to participate in chairside assisting, performing tasks needed for examinations, prophylaxis, and restorative procedures as well as endodontic, prosthodontic, orthodontic, periodontic, and oral surgery procedures. Laboratory techniques will involve utilizing dental materials and laboratory equipment needed for these procedures. This course requires students to expose and process radiographs, perform administrative duties, and demonstrate infection-control techniques required by regulatory and non-regulatory agencies. 2.00 semester credit hours. Prerequisites: DS 101 Chairside Assisting I, DS 102 Pre-Clinical Dental Assisting, DS 108 Dental Science, and DS 110 Expanded Functions I. Corequisite: DS 119 Advanced Expanded Functions.

**DS 152 Chairside Assisting II**
In this course, the student will be taught the role of the dental assistant in different specialty areas in dentistry, specifically: endodontics, oral surgery, prosthodontics, periodontics, and pediatric dentistry. Through lecture and instrument identification, the student will become familiar with the procedures and instruments used in each specialty. Current concepts of chairside assisting in general dentistry, as well as dental specialties, are presented with emphasis on the utilization of the dental assistant. Chairside Assisting II includes a clinical rotation where each student is introduced to a general office for observation and practical experience in chairside assisting. The rotation will provide the student with the opportunity to experience and participate in the duties of a dental assistant in a clinical setting. 5.00 semester credit hours. Prerequisites: DS 101 Chairside Assisting, DS 102 Pre-Clinical Dental Assisting, and DS 108 Dental Science. Corequisite: None.

**DS 204 Dental Management**
In this course, the student will be introduced to the responsibilities of office management and the administrative assistant, including scheduling and appointment control, patient and business records management, filing, recall systems, financial transactions, telephone technique and etiquette, dental insurance, inventory control, and application of dental practice management software. Information regarding patient rights and privacy under the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) will also be discussed. 2.00 semester credit hours. Prerequisites: DS 101 Chairside Assisting I and DS 105 Dental Communications. Corequisite: None.

**DS 207 Dental Ethics and Jurisprudence**
This ethics and jurisprudence course is designed to prepare the student for their internship experience as well as the appropriate state and/or national certifications. This course provides information on the ethical, legal, and professional experiences and obligations of the dental assistant as a member of the dental healthcare team. Students will receive information on a variety of topics representative of the dental assisting profession. Topics will include, but are not limited to, the following: ethical behaviors, professional associations, legal terminology, patient rights and responsibilities, and assistant-related responsibilities. Rules and statutes published and enforced by the state dental board will be covered. Ethics and Jurisprudence is a course that aids the student in combining their didactic training and professional development skills in preparation for a comprehensive examination and entry-level employment. 2.00 semester credit hours. Prerequisites: DS 101 Chairside Assisting I and DS 105 Dental Communications. Corequisite: None.

**DS 294 Dental Assisting Internship**
During the internship clinical phase of training, the student will experience various aspects of working in a private dental office, group dental practice, or specialty dental office. The internship will provide the student with the opportunity to experience and participate in the duties of a dental assistant in a clinical setting at an entry level. Areas such as treatment room preparation, infection control procedures, four-handed dentistry, front office procedures, laboratory procedures, and expanded functions will be emphasized. Students will learn by observing experienced dental office personnel and participating in a clinical setting under close supervision of trained healthcare professionals. Students will use self-evaluation techniques to enhance their understanding and learning. 7.00 semester credit hours. Prerequisites: All didactic coursework, PD 214 AS/AAS/BS/Diploma Internship Preparation, program GPA of 2.00, and CPR. Corequisite: None.

**(EC) ECONOMICS**

**EC 111 Principles of Microeconomics**
This course provides an overview of economics and the economy from a microeconomics perspective. Topics include economic analysis, factors in the market system, market structure and pricing strategies, the availability of resource markets, supply and demand, and the impact of public policy on markets. 3.00 semester credit hours. Prerequisites/Corequisites: None.
EC 121 Principles of Macroeconomics
This course provides an overview of economics and the economy from a macroeconomics perspective. Topics include an introduction to economic concepts, the fundamentals of macroeconomics, macroeconomic theory and policy, the role of money, banking, and monetary policy, and the relationship of macroeconomics to the global economy. 3.00 semester credit hours. Prerequisites/Corequisites: None.

EC 231 Economics
The first part of this course provides an overview of economics and the economy from a microeconomics perspective. Topics include economic analysis, factors in the market system, market structure and pricing strategies, the availability of resource markets, supply and demand, and the impact of public policy on markets. The second part of this course provides an overview of economics and the economy from a macroeconomics perspective. Topics include an introduction to economic concepts, the fundamentals of macroeconomics, macroeconomic theory and policy, the role of money, banking, and monetary policy, and the relationship of macroeconomics to the global economy. 6.00 semester credit hours. Prerequisites/Corequisites: None.

(EM) EMERGENCY MEDICAL TECHNICIAN

EM 116 EMT Basic Theory and Lab
This course introduces theory and techniques of basic emergency medical care in the pre-hospital setting and pathophysiological principles related to the recognition and management of a variety of patient conditions. 9.00 semester credit hours. Prerequisite: None. Corequisite: EM 117 EMT Basic Clinical.

EM 117 EMT Basic Clinical
The student will be placed in a field experience for 45 hours to gain experience in emergency service. 1.00 semester credit hour. Prerequisite: None. Corequisite: EM 116 EMT Basic Theory and Lab.

EM 189 Paramedic Anatomy and Physiology
This course will provide the paramedic with information about anatomy and physiology relating to each of the following body systems: integumentary, skeletal, muscular, joints, nervous and special senses. Biochemistry, cellular biology, and histology will be integrated into each body system. 3.00 semester credit hours. Prerequisite: None. Corequisite: EM 189L Paramedic Anatomy and Physiology Lab.

EM 189L Paramedic Anatomy and Physiology Lab
This is the lab portion of EM 189. 1.00 semester credit hour. Prerequisite: None. Corequisite: EM 189 Paramedic Anatomy and Physiology.

EM 191 Paramedic Preparation
This course introduces issues related to the practice of pre-hospital advanced life support as a career with a focus on issues common to all healthcare professions. Content areas include paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, and medical terminology. Upon completion, the student will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT Paramedic. 2.00 semester credit hours. Prerequisites: EM 189/EM 189L Paramedic Anatomy and Physiology/Lab. Corequisites: None.

EM 192 Paramedic Operations
This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include pathophysiology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and state EMS laws and rules. Upon completion, the student will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT Paramedic. 3.00 semester credit hours. Prerequisites: EM 193 Patient Assessment and Management. Corequisites: None.

EM 193 Patient Assessment and Management
This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and communicate assessment findings and patient care verbally and in writing. Content areas include airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation, and assessment-based management. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic. 3.00 semester credit hours. Prerequisite: EM 194 Paramedic General Pharmacology. Corequisite: None.

EM 194 Paramedic General Pharmacology
This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Content areas include general principles of pharmacology and pharmacologic
pathophysiology, venous and intravenous access techniques, the metric and apothecary system, computation of dosage and solution problems, administration of pharmacologic agents, and nasogastric tube placement. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic. 2.00 semester credit hours. Prerequisites: EM 189/EM 189L Paramedic Anatomy and Physiology/Lab. Corequisite: None.

**EM 195 Advanced Trauma Management**
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to trauma systems, mechanisms of injury, hemorrhage and shock, soft-tissue injuries, burns, and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma. Theory and skills are applied to a variety of patient situations in the clinical setting with a focus on patient assessment, trauma management, advanced airway management, IV/IO initiation, and medication administration. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic. 6.00 semester credit hours. Prerequisite: EM 194 Paramedic General Pharmacology. Corequisite: None.

**EM 196 Cardiovascular Electrophysiology**
This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiograph monitoring. Content areas include cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiograph monitoring, rhythm analysis, and pre-hospital 12-lead electrocardiogram monitoring and interpretation. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic. 3.00 semester credit hours. Prerequisite: EM 195 Advanced Trauma Management. Corequisite: None.

**EM 197 Medical Patient Management I**
This course relates pathophysiology and assessment findings to the formulation of field impression and implementation of treatment plans for specific medical conditions. Content areas include pulmonology, neurology, gastroenterology, renal, urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic-care patient. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic. 3.00 semester credit hours. Prerequisites: EM 195 Advanced Trauma Management and EM 196 Cardiovascular Electrophysiology. Corequisite: None.

**EM 201 Medical Patient Management II**
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include endocrinology, allergies and anaphylaxis, behavioral and psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, focusing on communication with and management of cardiac, acute care, psychiatric, behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic-care patients and patients with special challenges. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic. 6.00 semester credit hours. Prerequisite: EM 195 Advanced Trauma Management. Corequisite: None.

**EM 202 Advanced Emergency Medical Technician**
This course introduces theory and techniques of basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. 8.00 semester credit hours. Prerequisites: EM 116 EMT Basic Theory and Lab and EM 117 EMT Basic Clinical (or EMT basic licensure). Corequisite: None.

**EM 202C Advanced Emergency Medical Technician Clinical**
The student will be placed in a clinical and field experience for 90.00 hours to gain experience in emergency medical service. 2.00 semester credit hours. Prerequisite: EMT licensure. Corequisite: None.

**EM 203 Cardiovascular Patient Management**
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include assessment of the cardiovascular patient, pathophysiology of cardiovascular disease, and techniques of management including appropriate pharmacologic agents and electrical therapy. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic. 3.00 semester credit hours. Prerequisite: EM 196 Cardiovascular Electrophysiology. Corequisite: None.

**EM 204 Transition to Paramedic Practice**
This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include pre-hospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic. 3.00 semester credit hours. Prerequisite: EM 197 Medical Patient Management I. Corequisite: None.
EM 205 Paramedic Terminal Competencies
This course is designed to review the National Standard Curriculum for the EMT-Paramedic and to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, computer simulation, and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination. 2.00 semester credit hours. Prerequisite: EM 197 Medical Patient Management I. Corequisite: None.

EM 206 Paramedic Field Preceptorship
This course provides field experiences in the pre-hospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the pre-hospital environment. Upon course completion, students should have refined and validated their patient-care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints. 6.00 semester credit hours. Prerequisites: EM 195 Advanced Trauma Management and EM 207 Paramedic Team Leadership Preceptorship. Corequisite: EM 207 Paramedic Team Leadership Preceptorship.

EM 207 Paramedic Team Leadership Preceptorship
This course is designed to evaluate students’ ability to integrate didactic and psychomotor skills and clinical and field internship instruction to serve as a competent entry-level paramedic. This final evaluation (rather than instructional) course focuses on students’ professional attributes and integrative competence in clinical decision making and team leadership in the pre-hospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision making, and team leadership abilities to effectively function as a competent entry-level paramedic. 1.00 semester credit hour. Prerequisite: EM 194 Paramedic General Pharmacology. Corequisite: EM 197 Medical Patient Management I. Corequisite: EM 206 Paramedic Field Preceptorship.

(EN) ENGLISH

EN 090 Principles of Communication
This course will enable students to develop reading and basic written communication skills. Students will write using standard American English grammar. Topics will include reading comprehension strategies, grammar, essay writing, and the writing process. Essay writing instruction will include thesis statements, topic sentences, expository development, and transitions. Instruction of the writing process will include planning, drafting, revising, and editing. 4.00 semester credit hours. Prerequisites/Corequisites: None.

EN 104 English Composition I
This course introduces the principles and practices of effective written communication. Topics include writing for various audiences and purposes, using the writing process to develop and maintain unity and coherence, and incorporating research into written work. Critical thinking in the writing and reading processes will also be covered and may include addressing assumptions underlying an argument, using sound logic in support of claims, including evidence relevant to the purpose and position of the document, refuting counterarguments, analyzing information, and synthesizing information from multiple sources. 3.00 semester credit hours. Prerequisite: EN 090 (or test out). Corequisite: None.

EN 106 Information Literacy and Research Writing
This course introduces students to available library reference sources and the use of APA formatting for the completion of academic work. Students will learn how to avoid plagiarism, use Herzing University library databases, evaluate sources for credibility, and create documents in APA format that include title page, running head, headings, body paragraphs, in-text citations, and references page. Additional topics may include writing in an academic tone, choosing and focusing a research topic, reading and taking notes on academic research, writing summaries and paraphrases, and conducting effective searches by using techniques such as Boolean operators, exact phrase searching, and subject searching. 1.00 semester credit hour. Prerequisite: EN 090 or test out. Corequisites: None.

EN 116 Speech
This course is designed to provide the student with the opportunity to develop speaking and presentation skills in a variety of situations. Topics include the elements and structure of speeches, researching topics, developing presentation materials, analyzing and responding to audience characteristics, learning effective speech techniques, and delivering different types of speeches. Microsoft PowerPoint is used as a presentation tool. 3.00 semester credit hours. Prerequisites/Corequisites: None.

EN 251 Writing About Literature
This course continues and expands upon materials covered in English Composition I, with an emphasis on literary research and analysis. Students will read, analyze, and write about literature, which will include fiction and poetry, and may also include creative non-fiction and drama. The course will also include an introduction to literary criticism and theoretical methodology. Prerequisite: EN 104 English Composition I. Corequisite: None.
EN 325 Creative Writing
This course examines the underlying skills and techniques of creative writing and will provide students with an understanding of the basic tools of the craft. The course will provide a forum for sharing and developing creative work. Topics include analyzing works of fiction, nonfiction, drama, and poetry, exploring genres and forms within these fields, and submitting multiple drafts of creative work for peer review. 3.00 semester credit hours. Prerequisites/Corequisites: None.

(FL) FOREIGN LANGUAGE

FFL 112 Beginning Spanish
This course offers the study and practice of Spanish as a second language. The focus is on the development of conversational language skills speakers commonly use when discussing food, shopping, travel, and leisure activities and literature and news events. Students will practice the correct use of Spanish grammar in present, past, and future tenses. 3.00 semester credit hours. Prerequisites/Corequisites: None.

FL 200 Intermediate Spanish
This is the second course in Spanish. It builds upon conversational and grammar skills and enables students to engage in conversation in a broader range of settings and with greater confidence. 3.00 semester credit hours. Prerequisite: FL 112 Beginning Spanish. Corequisite: None.

(FS) FIRE SCIENCE

FS 100 Introduction to Fire Service
This course details the job of today’s firefighter, beginning with the basic requirements of Firefighter I and II and including extensive information on subjects such as hazardous materials and terrorism. 3.00 semester credit hours. Prerequisites/Corequisites: None.

FS 200 Fire Prevention
This course covers model building and fire prevention codes, including detailed information on the legal, economic, and political aspects of the fire inspection process. It addresses right-of-entry, enforcement authority, the permit system, building limits, and types of construction, as well as fire protection systems and their maintenance. 3.00 semester credit hours. Prerequisite: FS 100 Introduction to Fire Service. Corequisite: None.

(FT) FITNESS TRAINING

FT 100 Essentials of Personal Training
This course introduces students to the scope of work, the career track, and the essentials of the personal trainer career. Students learn the importance of customer service and communication in the personal trainer field. They are also introduced to foundational medical terminology. 3.00 semester credit hours. Prerequisites/Corequisites: None.

FT 102 Essentials of Human Movement
This course introduces students to the basic human muscle and skeletal systems, medical terminology, and movement of those systems. Students will be introduced to primary actions and range of motion movements as well as the planes in which each muscle action occurs. 4.00 semester credit hours. Prerequisites/Corequisites: None.

FT 103 Exercise Physiology
This course introduces students to the study of biological functions and the effects of exercise on the human body. Respiratory, cardiovascular, and neurological systems will also be covered. 4.00 semester credit hours. Prerequisites/Corequisites: None.

FT 104 Exercise Testing and Prescription
This course introduces students to the complete process of client assessment, client data analysis, development of exercise programs, consideration of special needs, business contracts, and ethics, as well as follow up and support. 3.00 semester credit hours. Prerequisites/Corequisites: None.

FT 105 Exercise Psychology and Lifestyle Coaching
This course introduces students to the role that psychology and mindset play in a successful personal training program. Students look at how mindset, psychology, and mental status impact the success or failure of behavior modification and lifestyle coaching opportunities for others. 4.00 semester credit hours. Prerequisites/Corequisites: None.

FT 200 Business Principles and Health Service Management
Basic business principles that will be covered in this course include how to find a job, how to start your own business, promoting and marketing personal fitness training, public expectations of personal fitness trainers, business ethics, and financial management. The course
information is tailored to the personal fitness training profession and will provide characteristics of professionalism and discuss benefits of involvement in a professional association, the need for continuing education, and growing opportunities in personal fitness training. 4.00 semester credit hours. Prerequisites/Corequisites: None.

**FT 201 Nutrition**
Students are introduced to the basics of metabolism and the functionality of the human digestive system. Students will learn how this supports eating for promotion of healthy weight management as well as increasing performance. 4.00 semester credit hours. Prerequisites/Corequisites: None.

**FT 202 Program Design**
This course introduces students to the practice of evaluating client needs and designing an appropriate fitness assessment and program for that client. 3.00 semester credit hours. Prerequisites: FT 102 Essentials of Human Movement, FT 103 Exercise Physiology, FT 104 Exercise Testing and Prescription, and FT 105 Exercise Psychology and Lifestyle Coaching. Corequisite: None.

**FT 203 Group Exercise Training**
This course teaches students to utilize the knowledge of human kinetics and exercise physiology and apply them to a group fitness setting. Students learn the power of group exercise training and how to develop, organize, and lead routines while keeping clients engaged and motivated. 3.00 semester credit hours. Prerequisite: FT 202 Program Design. Corequisite: None.

**FT 204 Exercise Prescriptions for Special Populations**
Students are introduced to a wide variety of considerations necessary for determining services for clients with special needs. Special needs may range from obesity, heart disease, children, seniors, pregnancy, and a variety of health problems. 3.00 semester credit hours. Prerequisite: FT 202 Program Design. Corequisite: None.

**FT 205 Performance Conditioning**
This course introduces students to the unique requirements of working with adult and adolescent athletes, athletic trainers, and coaches and supporting athletic sport conditioning. 3.00 semester credit hours. Prerequisite: FT 202 Program Design. Corequisite: None.

**FT 210 Personal Fitness Training Externship**
This course provides a review of the skills and knowledge sets required for students to be prepared for the certified personal trainer exam. Students work in both small groups and individually to practice and review required skills. 2.00 semester credit hours. Prerequisites: FT 205 Performance Conditioning and PD 214 AS/AAS/BS/Diploma Internship Preparation. Corequisite: FT 211 Certification Exam Preparation.

**FT 211 Certification Exam Preparation**
This course provides students an overview of the key components of the certified personal trainer exam in preparation for the test. Students review all of the content within the four key domains as well as the sub-domains covered on the exam. Much of the review is presented in a holistic applied-case study format. 1.00 semester credit hour. Prerequisite: FT 205 Performance Conditioning. Corequisite: FT 210 Personal Fitness Training Externship.

**((GA) GRAPHIC ARTS)**

**GA 102 Introduction to Digital Design Applications**
This survey course provides an introduction to the current software used in digital design and layout, web design, and photo archiving. The course will emphasize vector- and raster-based programs. There will be hands-on experience with the Adobe Creative Suite including Photoshop, Illustrator, Acrobat, and Bridge. 3.00 semester credit hours. Prerequisites/Corequisites: None.

**GA 103 Graphic Design Fundamentals**
This course is a basic introduction to the design software programs and will be an overview of layout, typography, raster and vector graphics, and simple print production techniques. 3.00 semester credit hours. Prerequisites/Corequisites: None.

**GA 104 Illustration Fundamentals**
Students will develop their basic hand-drawing skills. Topics include the use of pencil, marker, charcoal, ink, and other mixed media to render original works of still life and commercial product sketches. 3.00 semester credit hours. Prerequisites/Corequisites: None.

**GA 105 Digital Photography—Introduction**
This hands-on course teaches participants to make the most of digital photographs by utilizing the latest software. Participants will learn techniques for brightening a picture, bringing out colors, cropping, and simple photographic manipulations. 3.00 semester credit hours. Prerequisites: GA 102 Introduction to Digital Design Applications and GA 103 Graphic Design Fundamentals. Corequisite: None.

**GA 201 Color Theory in Design**
In this course, students will examine the nature of color as it relates to various media while implementing the full range of software tools
available. Students will be exposed to the principles of color space: additive and subtractive color and color model theory including RGB, CMYK, and the Pantone Color System. 3.00 semester credit hours. Prerequisites: GA 102 Introduction to Digital Design Applications and GA 103 Graphic Design Fundamentals. Corequisite: None.

GA 205 Diagrammatic Design
This vector-based graphics course teaches students to create dynamic visual communications. They will learn skills required to take advantage of powerful software tools to create illustrations, type effects, charts, graphs, and diagrams. Students work with colors, gradients, layers, fonts, and photos to create eye-catching illustrations and text effects. 3.00 semester credit hours. Prerequisite: GA 102 Introduction to Digital Design Applications. Corequisite: None.

GA 212 Introduction to Typography
In this course, the student will be introduced to and examine the principles of typography. History of type, classifications of fonts, physical components of letters, and legibility will be studied. Typographic vocabulary and terminology will be studied and used to explain design projects. Students will study applications of digital typography in print, web, and multi-media. Knowing that typefaces can portray emotion, emphasis will be placed on quality of information and communication through the selection of the proper typeface. 3.00 semester credit hours. Prerequisite: GA 102 Introduction to Digital Design Applications. Corequisite: None.

GA 215 Web Design Fundamentals
This course is an introduction to basic coding and design fundamentals for web development. Topics covered include an introduction of web design fundamentals in layout, typography, and usability. Studying existing websites shows real-life scenarios and how concepts are put to work. Application navigation and multiple platform use will be covered. 3.00 semester credit hours. Prerequisite: GA 105 Digital Photography—Introduction. Corequisite: None.

GA 220 Pixel-Based Images
In this course, there is an emphasis on correcting and enhancing digital and raster images using state-of-the-art software. Students will create, manipulate, and edit digital graphics and photographs. This hands-on course shows techniques of image formatting, filter effects, retouching digital photos, working with layers, and using various painting tools. It examines the use of raster graphics in industry. Topics include resolution, color correction, color usage, hue, saturation and luminosity, and preparation of raster graphics, including retouching, color correction, image composition, silhouetting, and special effects. 3.00 semester credit hours. Prerequisite: GA 102 Introduction to Digital Design Applications. Corequisite: None.

GA 225 Advanced Illustration Techniques
This course builds on techniques learned in Illustration Fundamentals. Topics include the use of various media to develop advanced illustration skills. Perspective drawing and figurative illustration skills are developed through use of color, line, and texture to present conceptual designs and ideas. 3.00 semester credit hours. Prerequisite: GA 104 Illustration Fundamentals. Corequisite: None.

GA 235 Corporate Identity Design
In this course, students will begin to develop a full-scale campaign including corporate identity, corporate branding materials, direct mail advertising, and web design. Students will prepare for business success through strategic marketing and design. 3.00 semester credit hours. Prerequisite: GA 201 Color Theory in Design. Corequisite: None.

GA 245 Web in Motion
Students will learn to create graphics for websites with vector and pixel images. They will develop sophisticated user-face interactive elements including rollovers, navigations bars, and dropdown menus. This course will teach professional techniques including layering, text formatting, dynamic graphics, hyperlinks, templates, tables, frames, style sheets, and forms in order to develop a well-organized, state-of-the-art website. 3.00 semester credit hours. Prerequisite: GA 215 Web Design Fundamentals. Corequisite: None.

GA 255 Fundamentals of 3D Design
This course is an introduction to packaging design, die cut forms, wrap-around graphics, and hierarchy of messaging for packaging display. 3.00 semester credit hours. Prerequisite: GA 205 Diagrammatic Design.

GA 265 Exhibition Design
Exhibition design is more than just putting up a booth. Students will learn the strategy of developing an overall trade show program by designing an effective exhibit, preparing budgets, and planning pre-show promotions that will generate successful sales. 3.00 semester credit hours. Prerequisite: GA 255 Fundamentals of 3D Design. Corequisite: None.

GA 286 Portfolio Assessment
This course provides an introduction to the concepts and practices associated with the preparation of portfolio creation and its importance in gaining employment in the design field. During this course, students have the opportunity to enhance their design skills by developing a
visual identity and brand. They will also review and rework projects from previous classes and create a student portfolio. Emphasis in this course is placed not only on the content of the portfolio, but also on the preparation and presentation of the portfolio so that it meets professional standards. Student portfolios and presentations will undergo single-faculty review. Students will use this course to enhance their presentation and interview skills. Students who choose to continue their studies in the bachelor's-degree programs will build upon these topics in their upper-level courses. 3.00 semester credit hours. Prerequisite: GA 245 or final semester (in the bachelor’s programs, this course is taken after completing GA 245. In the associate's degree programs, this course is taken in the final semester). Corequisite: None.

**GA 294 Career Internship**
This is an elective course in the associate's program that students may take in their final semester. The career internship course is designed for students interested in pursuing a career in graphic design. The outcome of the internship is an informed student fully apprised of the opportunities his/her degree program offers for professional growth. During the internship phase of training, the student will experience various aspects of working in the actual field in which the student has been educated. The internship is designed to provide the student with the opportunity to experience and participate in duties typical of a contemporary workplace setting. Student learning will center on observing experienced personnel as well as participating in actual hands-on procedures under close supervision of trained professionals. **Note: Online students in some states may not be allowed to take this internship due to state restrictions.** 4.00 semester credit hours. Prerequisite: Final semester, PGPA of 2.50, and PD 214 AS/AAS/BS/Diploma Internship Preparation. Corequisite: None.

**GA 307 Advanced Digital Imaging**
This course offers the opportunity for advanced studies of pixel-based images and digital photo manipulation. Students will study the different usage requirements needed when an image is created for web, animations, repeating backgrounds, and print. They will use previously defined design methodology to create detailed computer-generated graphics for print, web design, and animations. 3.00 semester credit hours. Prerequisite: GA 220 Pixel-Based Images. Corequisite: None.

**GA 310 Print Production**
This course focuses on the print industry language and methods to ensure that the printing process with vendors is smooth and cost-efficient. It gives the students a real-life experience in print specification and markup as well as the graphic steps in preparing a file and releasing it for print. 3.00 semester credit hours. Prerequisite: GA 201 Color Theory in Design. Corequisite: None.

**GA 315 Advanced Dynamic Websites**
Students will learn to develop powerful websites that are easy to build and even easier to update. This course will teach advanced techniques in layering, text formatting, dynamic graphics, hyperlinks, templates, tables, frames, style sheets, and forms. Metadata tags and creating URLs, movies, videos, and slide shows are also included. Templates are created to reduce editing when managing a growing website. 3.00 semester credit hours. Prerequisite: GA 245 Web in Motion. Corequisite: None.

**GA 322 Managing Web and Interactive Media**
This course covers the process of conceptualizing, researching, implementing, and managing Web and interactive media. Emphasis is not based on production details. Rather, students will focus on managing a project by breaking the process into individual tasks, documenting and working through the planning and development stages, and proceeding and completing the project relative to the initial proposal and brief. 3.00 semester credit hours. Prerequisites: GA 215 Web Design Fundamentals, GA 245 Web in Motion, and GA 315 Advanced Dynamic Websites. Corequisite: None.

**GA 325 Corporate Campaigns**
This course is a continuation of Corporate Identity Design. Students will focus on advance design of the corporate identity including annual reports, corporate brochures, and product brochures. 3.00 semester credit hours. Prerequisite: GA 235 Corporate Identity Design. Corequisite: None.

**GA 335 Web Design II**
This course covers intermediate studies in Web design and development. Emphasis will be placed on the further study of XHTML, CSS, HTML5 and CSS3, JQuery (JavaScript), site management, and organization. Students will develop sensitivity to usability issues through the study of technical computer considerations and the needs of the user via user-centered interface design. Using their own design methodology, the student will create a fully functional, integrated, and cohesive multi-paged website. 3.00 semester credit hours. Prerequisite: GA 315 Advanced Web Dynamics. Corequisite: None.

**GA 342 Rich Media**
This course covers intermediate studies in animation, video, and interactivity in web pages, production, and ActionScripting. Using rich media (audio, video, and animated graphics), students will create an interactive final project. Emphasis is based on the student's own design methodology. 3.00 semester credit hours. Prerequisite: GA 322 Managing Web and Interactive Media. Corequisite: None.

**GA 345 Vector Graphic Design**
Designers will work with practical software applications to organize information and solve the design challenges in the hierarchy levels of
visual communication. This advanced vector-based graphics program gives the students the opportunity to continue to create professional information system graphics while expanding on skills learned in Diagrammatic Design. 3.00 semester credit hours. Prerequisite: GA 205 Diagrammatic Design. Corequisite: None.

GA 405 New Media Design Studio: Across Mediums
Student will use previous skills and multiple applications to create static, interactive animation and motion graphics. Using Flash and Dreamweaver, as well as non-linear and other bitmap- and vector-based software, students will learn the importance of media convergence. This course simulates a real-world digital design and production studio. Through their own design methodology, students will conceptualize, research, design, and produce multimedia-based projects. This gives students the opportunity to explore the concept of designing an interface for print, new media, and the Internet. Projects can take on the form of individual or group projects. 3.00 semester credit hours. Prerequisites: GA 322 Managing Web and Interactive Media and GA 342 Rich Media. Corequisite: None.

GA 410 Portfolio in Print Design
Taking all projects developed up to this point, students will have projects reviewed, edited, and selected by the instructor. These selected projects will be reworked to develop a consistent and well-rounded portfolio. 3.00 semester credit hours. Prerequisite: GA 325 Corporate Campaigns. Corequisite: None.

GA 415 Web Design III/Advanced Coding
Using server-side scripting and MySQL database techniques, students will develop a complex, functional website. This course will focus on the usability of the site, eye tracking, the user experience, and managing the content of the site. 3.00 semester credit hours. Prerequisite: GA 335 Web Design II.

GA 420 Online Portfolio Design
This course will use advanced web techniques to build the student’s own website URL, which consists of the portfolio developed in the Portfolio in Print Design course. 3.00 semester credit hours. Prerequisite: GA 315 Advanced Dynamic Websites. Corequisite: None.

GA 490 Capstone Project
Students will work in a variety of disciplines on an instructor-approved project. It will include designing and building a marketing base for client needs, including production costs resulting in a final project presentation. 4.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

GA 494 Internship
This is an elective course in the bachelor’s program that students take in their final semester. The career internship course is designed for students interested in pursuing a career in graphic design. The outcome of the internship is an informed student fully apprised of the opportunities his/her degree program offers for professional growth. During the internship phase of training, the student will experience various aspects of working in the actual field for which the student has been educated. The internship is designed to provide the student with the opportunity to experience and participate in duties typical of a contemporary workplace setting. Student learning will center on observing experienced personnel as well as participating in actual hands-on procedures under close supervision of trained professionals. Note: Online students in some states may not be allowed to take this internship due to state restrictions. 4.00 semester credit hours. Prerequisite: Final semester and PD 214 AS/AAS/BS/Diploma Internship Preparation. Corequisite: None.

(GD) GAME DEVELOPMENT

GD 105 Introduction to Game Development
This course introduces students to appropriate and professional topics in game development. The course is hands-on, with a main focus of creating and fostering ideas and concepts related and used in mainstream game development industries. Students will be expected to develop basic, single-player games and create game content and story. The course is designed to be interactive, fun, and immersive. Students will be exposed to many industry-related topics in a fast-paced learning environment. 3.00 semester credit hours. Prerequisites/Corequisites: None.

GD 115 Illustration for Games
In this course students will look at illustrating concepting and prototyping ideas using traditional drawing techniques. They will learn the draftsman technique of using blue lead and inking and take this style to concept ideas for games. They will also learn and compose a character using the iterations to strengthen their design. 3.00 semester credit hours. Prerequisites/Corequisites: None.

GD 185 Pixel Mapping for Game Development
This course covers practical and broad applications for creating art and textures for games. Students will be required to learn various techniques of pixel manipulation to apply art to 2D and 3D game engines. Students will learn about transferring 2D information from a 3D package to start creating textures for 3D animatable meshes. 3.00 semester credit hours. Prerequisites/Corequisites: None.
GD 215 Level Design I
This course provides an overview of current industry standard game development level design production techniques and processes. Students will use industry standard design software to create working game levels using design processes. 3.00 semester credit hours. Prerequisites/Corequisites: None.

GD 225 Game Modeling I
In this course, students will start to understand and expound upon the artistry and flow of polygonal mesh modeling. Mesh modeling is now the norm of modeling done for games (and modeling in general). All levels of game designers, programmers, and artists must have a fundamental understanding of how a 3D modeling program works in their daily workload. This class is hands-on—students will be expected to be diligent in spatial problem solving to create elegant yet dynamic models. 3.00 semester credit hours. Prerequisites/Corequisites: None.

GD 235 Game Team Development
This course introduces and reinforces methodologies used and the interactive necessity of the game development team. Students will learn the fundamental roles and applications that are used in both the indie and AAA game team-based development cycles. Concepts used include critical path methodologies, milestone deliverables, team formation, team functionality, hiring and termination, proper use of critiquing for game development, and application of proper game development team etiquette for industry. 3.00 semester credit hours. Prerequisites/Corequisites: None.

GD 247 Game Programming I
This course serves as an introduction to game programming using C++ and OpenGL or DirectX as its platform. Concepts introduced here will include learning the fundamentals of C++ (such as data types, classes, inheritance, polymorphism, and basic algorithm implementation and design) and practice using a graphics library, with a major focus on applications in 2D space. 3.00 semester credit hours. Prerequisites: GD 215 Level Design I and IS 103 Programming Logic. Corequisite: None.

GD 255 Serious Gaming
This course examines topics associated with the game development industry in relation to serious games. Topics covered include new opportunities for game developers, serious games defined, serious games design and development issues, serious games markets, serious games design documentation, and pros and cons of serious games development. 3.00 semester credit hours. Prerequisites/Corequisites: None.

GD 265 Script Writing and Storyboarding
This course examines the nature of script writing and storyboarding. Topics include organizational skills necessary to take a project efficiently from idea to presentable script or storyboard. Students will be expected to develop their creative writing skills as well as their story-telling ability, including working in groups. 3.00 semester credit hours. Prerequisites/Corequisites: None.

GD 275 Game Apps I
This course explores introductory topics for the design and development of interactive games for mobile devices. Topics include the mobile game development life cycle, best practices when developing games for mobile platforms, and designing games for mobile platforms. 3.00 semester credit hours. Prerequisite: GD 247 Game Programming I. Corequisite: None.

GD 285 Game Development for the Web
This course is an introduction to game development applied directly to web-based design. Students will be required to learn various techniques and methods of creating websites for the game development industry. 3.00 semester credit hours. Prerequisites/Corequisites: None.

GD 305 Game Development I
This course examines appropriate topics in game development. Topics include the use of industry standard software and APIs. Students will be expected to develop basic, single-player games on the PC platform using skills and concepts from previous coursework. 3.00 semester credit hours. Prerequisite: GD 247 Game Programming I. Corequisite: None.

GD 315 Animation I
This course provides an overview of current industry standard animation. Topics include 2D and 3D animation, emphasizing both black and white and color. Students will be exposed to the basic processes of creating simple animations. 3.00 semester credit hours. Prerequisite: GD 355 Game Modeling II. Corequisite: None.

GD 347 Game Programming II
This course serves as a continuation of Game Programming I. Using C++ and OpenGL or DirectX, this course will cover some of the more advanced concepts of game programming, including 3D object creation, advanced collision detection, model loading, and path finding via artificial intelligence, in addition to strengthening the fundamentals acquired in Game Programming I. 3.00 semester credit hours. Prerequisite: GD 247 Game Programming I. Corequisite: None.
GD 348 Game Apps II
This course is a continuation of Game Apps I. Students will explore more advanced topics for the design and development of interactive games for mobile devices. Topics include publishing a game to a well-known distribution network (i.e., Google's Play or the Apple App Store) and updating and maintaining a published app. Additional advanced topics include strengthening the fundamentals acquired in Game Apps I. 3.00 semester credit hours. Prerequisites: GD 275 Game Apps I and GD 347 Game Programming II. Corequisite: None.

GD 355 Game Modeling II
This course applies the current industry standard of 3D modeling by extending the modeling techniques from Game Modeling I. This course explores advanced 3D modeling including environment modeling, character modeling, character skinning, character UV unwrapping, character rigging, and the basics of animation in a 3D package. 3.00 semester credit hours. Prerequisite: GD 225 Game Modeling I. Corequisite: None.

GD 365 Game Development Production
This course provides an overview of current industry standard game development production techniques. The main emphasis is on Agile Development, commonly applied and accepted in the game development industry. Students will be exposed to, and learn, basic processes of Agile and Scrum software development. 3.00 semester credit hours. Prerequisite: GD 305 Game Development I. Corequisite: None.

GD 385 Cinematography
This course provides the foundation for understanding and critiquing production and design techniques used in television or film production. We will look at a range of visual media, analyze storytelling techniques, and look at how stories are structured. We explore the entire production process, looking at photography, lighting, editing, sound, and set design. While this is not a hands-on production class, students are expected to carry out or think through pre-production work for many of the assignments, films, and labs. 3.00 semester credit hours. Prerequisites/Corequisites: None.

GD 405 Game Development II
This course examines advanced topics in game development. Topics include the use of industry standard software and APIs. Students will be expected to develop complex, multi-player games on multiple platforms using skills and concepts from previous coursework. 3.00 semester credit hours. Prerequisite: GD 305 Game Development I. Corequisite: None.

GD 425 Advanced Topics in Game Development
This course explores relevant advanced topics in game development. These topics include coordinate systems, using polynomial roots, vector spaces, matrices, eigenvectors, 3D file formats, scaling, translations, rotations, collisions, 3D simulation, and rendering techniques. Additional topics will include cell shading, shadows, textures, and other advanced programming topics. At the completion of this course, students will be able to apply the skills gained in this class to advanced game development. 3.00 semester credit hours. Prerequisite: GD 405 Game Development II. Corequisite: None.

GD 426 Web Portfolio for Game Development
This course is an introduction to portfolio website creation. Students will be required to learn various techniques and methods of creating and publishing a portfolio website. Students will refine and polish their work from previous courses to develop a web presence before graduation. 3.00 semester credit hours. Prerequisite: GD 425 Advanced Topics in Game Development. Corequisite: None.

GD 435 Games Business
This course examines topics associated with the game development industry as a business entity. Topics covered include business operations, contracts, marketing, PR plans and programs, intellectual property, international sales, taxation, project deliverables, and project workflow. 3.00 semester credit hours. Prerequisite: GD 305 Game Development I. Corequisite: None.

GD 447 Game Programming III
This course is an advanced project-based course geared towards code creation for an electronic portfolio. This course will build off previous courses and push students to create fully functional, completely playable simple games. 3.00 semester credit hours. Prerequisite: GD 347 Game Programming II. Corequisite: None.

GD 495 Game Development Capstone Project
Students work in project teams on an industry-sponsored or instructor-approved project. The project teams perform all facets of product and process design from inception to marketing the product. Students will be required to perform the following: problem identification, formulation of design specifications, and integration of criteria based on customer needs, production costs, and marketing issues. Project teams are expected to provide interim reports to the sponsor or to the class, a final project report, and a final presentation. 3.00 semester credit hours. Prerequisite: Final semester and approval of the program chair. Corequisite: None.

GD 497 Game Development Internship
This internship course is designed for students interested in pursuing a career in game development. The outcome of the internship is an informed student fully apprised of the opportunities his/her degree program offers for professional growth. During the internship phase of
training, the student will experience various aspects of working in the actual field that the student has been educated for. The internship is designed to provide the student with the opportunity to experience and participate in duties typical of a contemporary workplace setting. Student learning will center on observing experienced personnel as well as participating in actual hands-on procedures under close supervision of trained professionals. 3.00 semester credit hours. Prerequisite: Final semester and PD 214 AS/AAS/BS/Diploma Internship Preparation. Corequisite: None.

(HC) HEALTHCARE MANAGEMENT

HC 114 Medical Terminology for Healthcare Professionals (Clock Hour Course)
This course introduces the foundations of the language of medicine and develops medical vocabulary through the study of the structures, functions, diagnostic procedures, pathology, and treatment procedures of the body systems. 30.00 clock hours. Prerequisites/Corequisites: None.

HC 115 Medical Terminology for Healthcare Professionals (Semester Credit Hour Course)
This course introduces the foundations of the language of medicine and develops medical vocabulary through the study of the structures, functions, diagnostic procedures, pathology, and treatment procedures of the body systems. 2.00 semester credit hours. Prerequisites/Corequisites: None.

HC 210 Medical Billing Procedures for Managers
This course is designed to provide students with an understanding of the management of billing and insurance reimbursement operations in a medical office setting. The most frequently employed billing procedures and insurance forms are reviewed. It also acquaints students with accounts receivable processes most often used in traditional business offices including medical offices. The various reimbursement methodologies will be emphasized with medical compliance strategies being stressed. 3.00 semester credit hours. Prerequisites/ Corequisites: None.

HC 301 Epidemiology and Applied Healthcare Statistics
This course introduces concepts of epidemiology, basic biostatistics, vital statistics, data collection, and data presentation. 3.00 semester credit hours. Prerequisite: MA 320 Statistics. Corequisite: None.

HC 305 Healthcare Human Resource Management
This course focuses on the links that exist among strategy, organizational design, behavior, and human resource management in the healthcare environment. Students will learn about diversity, recruiting and retaining staff, job analysis, training and development, leadership development, physician practice management, medical staff relations, and labor relations. 2.00 semester credit hours. Prerequisites/Corequisites: None.

HC 306 Healthcare Finance
This course introduces the unique aspects of healthcare finance, including payment sources and reimbursement methodologies, emerging industry trends, resource management, cost, benefit analysis, case mix management, compliance and reimbursement audit processes, and charge-master management. 3.00 semester credit hours. Prerequisites: AC 107 Accounting I, BU 106 Introduction to Management, and MA 320 Statistics. Corequisite: None.

HC 310 Medical Law and Ethics
The course will emphasize both legal questions and ethical considerations in the modern medical organization. Contracts and physician-patient relationships will be addressed. Legal proceedings, such as interrogatories and depositions, will be described. In the area of medical ethics, the issues of patient confidentiality and standards will be addressed. 3.00 semester credit hours. Prerequisites/Corequisites: None.

HC 311 Management of Patient Records
This course covers the structure and content, technical evaluation and completion, and retention and storage of patient health records in acute care and non-acute care settings. Best practices in health record documentation will be reviewed. 1.00 semester credit hour. Prerequisite: HC 310 Medical Law and Ethics. Corequisite: None.

HC 401 Current Issues in Healthcare
This course is designed to provide a forum for the contemporary issues related to healthcare. Improving access, ensuring quality, and controlling costs are addressed. 3.00 semester credit hours. Prerequisites/Corequisites: None.

HC 405 Healthcare Quality
This course covers the latest trends in healthcare quality control and performance improvement and serves as a solid base of performance-improvement foundations, fundamentals, and core principles. 3.00 semester credit hours. Prerequisite: HC 301 Epidemiology and Applied Healthcare Statistics. Corequisite: None.
HC 450 Healthcare Information Systems
This is a course in the design and implementation of information systems specifically designed to store and process healthcare data information, file structures, systems development, human factors, user/interface design, data warehousing, data storage and retrieval, and systems life cycle. Basic security principles of effective security policies, including HIPAA’s security rule, risk assessment, user tracking, permissions, audit and control systems, and data recovery, are also addressed. 3.00 semester credit hours. Prerequisites: BU 329 Managing Project Teams, HC 306 Healthcare Finance, and HC 311 Management of Patient Records. Corequisite: None.

HC 490 Healthcare Management Internship
This course is designed for students interested in pursuing a career in healthcare management. The outcome of the internship is an informed student fully apprised of the opportunities his/her degree program offers for professional growth. During the internship phase of training, the student will experience various aspects of working in the actual field in which the student has been educated. The internship is designed to provide the student with the opportunity to experience and participate in duties typical of a contemporary workplace setting. Student learning will center on observing experienced personnel as well as participating in actual hands-on procedures under close supervision of trained professionals. Note: Online students in some states may not be allowed to take this internship due to state restrictions. 3.00 semester credit hours. Prerequisites: Final semester and PD 214 AS/AAS/BS/Diploma Internship Preparation. Corequisite: None.

HC 492 Capstone Project
Students work in project teams on an industry-sponsored or instructor-approved project. The project teams perform all facets of product and process design from inception to marketing the product. Students will be required to perform problem identification, formulation of design specifications, and integration of criteria based on customer needs, production costs, and marketing issues. Project teams are expected to provide interim reports to the sponsor or to the class, a final project report, and a final presentation. 3.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

(HI) HEALTH INFORMATION MANAGEMENT

HI 105 Introduction to Healthcare Information Systems
This course provides an overview of the health information practice, healthcare delivery systems, organization and structure of healthcare systems, professional associations, healthcare providers, and healthcare disciplines. The student is introduced to HIPAA (the Health Information Portability and Accountability Act) and ethical issues pertaining to the contents of the health record. 1.00 semester credit hour. Prerequisites: EN 090 Principles of Communication, EN 104 English Composition I, IS 102 Computers and Application Software, and MA 090 Fundamentals of Mathematics (or test out). Corequisites: None.

HI 210 Principles of Health Information Management
This course introduces the student to the contents and structure of the health record in paper and electronic formats. Students will analyze and evaluate the contents of the health record to gain an understanding of documentation requirements and the use of healthcare data sets. Students will comprehend the difference between data and information and primary and secondary data sources and will also create policies pertaining to the contents of the health record, privacy, confidentiality, and security as well as gain comprehension of healthcare data integrity, data security, data collection, and data management. Through hands-on experiences, the student will gain a detailed understanding of health information specialty systems for release of information (ROI) and chart management. 3.00 semester credit hours. Prerequisites: EN 106 Information Literacy and Research Writing, HI 105 Introduction to Healthcare Information Systems, and HU 101 Critical Thinking. Corequisite: None.

HI 215 Fundamentals of Healthcare Law and Ethics for Health Information Management Professionals
This course is designed to introduce the student to important legal and ethical guidelines within the healthcare profession. The student will be introduced to patient confidentiality and information security as identified and enforced through various federal healthcare laws. Additionally, the student will learn legal and ethical guidelines as they relate to documentation, content, and structure of healthcare data, risk management, and various health laws and regulations. 3.00 semester credit hours. Prerequisite: HI 210 Principles of Health Information Management. Corequisites: None.

HI 216 Information Technology and Data Management
This course is designed to introduce the student to the principle of Data Governance and Data Management. In this course, students will expand their knowledge of data sources, data models, data stewardship, data storage, data security, and data exchange. The concepts of data exchange standards will be covered, as well as, data disaster and recovery planning. 3.00 semester credit hours. Prerequisite: HI 210 Principles of Health Information Management. Corequisites: None.

HI 217 Health Information Management and Leadership
This course provides a foundation in management and leadership principles in the health care industry with a focus in health information. The course will emphasize organizational resource management including human resource management, financial management, physical
resource management, and strategic planning. Additionally, this course will cover communication skills and team development. 3.00
semester credit hours. Prerequisite: HI 210 Principles of Health Information Management. Corequisites: None.

HI 221 Health Sciences for ICD-10
This course will examine the International Classification of Diseases as it relates to medical terminology, pharmacology, and anatomy
and physiology. The student will recognize body systems and understand specific components relating to how ICD-10-CM and PCS is used to
identify the appropriate diagnosis/condition. Concepts such as surgical approach and terminology specific to ICD-10 will be covered.
2.00 semester credit hours. Prerequisites: Anatomy and Physiology With Lab. Corequisite: None.

HI 222 Diagnostic Coding
This course introduces the student to various classification systems used to collect, maintain, and retrieve diagnostic clinical data
including ICD-10-CM, DSM-IV, Snomed, and ICD-O. In this course the students gain an understanding of the relationship between
coding process and the reimbursement process. Emphasis is placed on compliance and adherence to guidelines. 3.00 semester credit
hours. Prerequisites: HI 210 Principles of Health Information Management and HI 221 Health Sciences for ICD-10. Corequisite: None.

HI 223 Procedural Coding
This course introduces the student to various classification systems used to collect, maintain, and retrieve procedural clinical data
including ICD-10-PCS, CPT, and HCPCS. In this course the students gain an understanding of the relationship between coding process
and the reimbursement process. Emphasis is placed on compliance and adherence to guidelines. 3.00 semester credit hours. Prerequisites: HI 210 Principles of Health Information Management and HI 221 Health Sciences for ICD-10. Corequisite: None.

HI 225 Foundations of Classification, Compliance, and Reimbursement Methodologies in Health Information Management
This course is designed to provide students with an understanding of the basic types of healthcare code sets, clinical terminologies, and
classification systems used in healthcare organizations today. Students will also be exposed to relevant emerging industry trends, auditing
and reporting, case mix management, compliance, and reimbursement audit processes, as well as charge-master management. 3.00
semester credit hours. Prerequisites: HI 215 Fundamentals of Healthcare Law and Ethics for Health Information Professionals, HI 222
Diagnostic Coding, and HI 223 Procedural Coding. Corequisites: None.

HI 230 Foundations of Healthcare Quality, Statistics, and Performance Improvement
This course examines the latest trends in healthcare quality control, performance improvement, and basic statistical data analysis (including
vital statistics) and serves as a solid base of performance-improvement foundations, fundamentals, and core principles. 3.00 semester
credit hours. Prerequisite: HI216 Information Management and Data Technology, HI217 Health Information Management and Leadership,
and HI 222 Diagnostic Coding, and HI 223 Procedural Coding. Corequisite: None.

HI 296 Professional Practice Internship
This course provides a 90-hour supervised professional practice internship in the field of health information management, focusing on
technical and operational activities. The student will gain practical work experience in the field of health information management.
Students will be supervised by someone with the credentials of registered health information administrator (RHIA), registered health
information technician (RHIT), or other qualified personnel to whom they are assigned. Students will also receive university faculty
consultation and are expected to complete other course requirements such as completing all assignments and participating in discussion
threads. 2.00 semester credit hours. Prerequisites: PD 213 Health Information Management Internship Preparation, HI 225 Foundation
of Classification, Compliance, and Reimbursement Methodologies in Health Information Management, and HI 230 Foundation of
Healthcare Quality, Statistics and Performance Improvement. HI 230 Foundation of Healthcare Quality, Statistics and Performance
Improvement may be taken concurrently.

HI 301 Epidemiology
This course introduces concepts of epidemiology, basic biostatistics, vital statistics, data collection, and data presentation. 3.00 semester
credit hours. Prerequisites: HI 296 Professional Practice Internship and MA 320 Statistics. Corequisite: None.

HI 310 Healthcare Finance and Revenue Cycle Methodology
This course introduces the unique aspects of healthcare finance, including payment sources and reimbursement methodologies, emerging
industry trends, resource management, cost, benefit analysis, case mix management, compliance and reimbursement audit processes, and
charge-master management. 3.00 semester credit hours. Prerequisites: AC 107 Accounting I and HI 296 Professional Practice Internship.
Corequisite: None.

HI 320 Healthcare Data
This course provides students with an advanced understanding of the management of data in healthcare organizations including uniform
data sets and healthcare informatics standards for health data collection, evaluation of coded and statistical data and quality assurance of
data, case mix systems, data collection for enterprise, reportable and specialized databases, data mining of healthcare data, and the design
of data collection tools. In addition, this course will include all aspects of data content and collection including structure and use of health information, clinical and healthcare data sets, data quality assessment and integrity, National Healthcare Information Infrastructure (NHII), and primary and secondary data sources. 3.00 semester credit hours. Prerequisite: HI 296 Professional Practice Internship. Corequisite: None.

HI 330 Coding Management and Compliance
In this course, the student will add to their knowledge of coding and reimbursement processes to prepare for management of the coding, auditing, and revenue cycle. Concepts such as benchmarking and documentation requirements will be covered with a focus on strategies for compliance in coding/auditing services in multiple healthcare settings. Prerequisite: HI 310 Healthcare Finance and Revenue Cycle Methodology. Corequisite: None.

HI 410 Epidemiology and Research Methods
This course introduces concepts of epidemiology, research design, and research methodologies. This course will cover knowledge-based research techniques, evaluating resource credibility and research protocol management. National guidelines regarding human subject research and other healthcare-related regulations pertaining to the development of health information systems will also be covered. Prerequisite: HI320 Healthcare Data. Corequisite: None.

HI 455 Healthcare Information Management Systems
This is a course in the design and implementation of information systems specifically designed to store and process healthcare data information and file structures, systems development, human factors and user/interface design, data warehousing, data storage and retrieval, and systems life cycle. Basic security principles of effective security policies, including HIPAA’s security rule, risk assessment, user tracking, permissions, audit and control systems, and data recovery, are also addressed. 3.00 semester credit hours.

HI 470 Health Information Management Strategic Planning
This course will discuss current issues of strategic planning and development of strategic alliances for business decision-making in health care organizations. Current and future trends in data governance, structure of health IT, and consumer trends in health care will be discussed. Prerequisites: BU 407 Quantitative Decision Making and HI 320 Healthcare Data. Corequisite: None.

HI 480 Research Methodologies
This course will teach research design and methodologies and knowledge-based research techniques, evaluating resource credibility and research protocol management. National guidelines regarding human subject research and other healthcare-related regulations and leading development of health information resources and systems will also be covered. 3.00 semester credit hours. Prerequisites: BU 407 Quantitative Decision Making and HI 320 Healthcare Data. Corequisite: None.

HI 491 Management Affiliation
This course provides a 90-hour supervised internship in the field of health information management, focusing on managerial responsibilities. Students will be supervised by someone with the credentials of registered health information administrator (RHIA), registered health information technician (RHIT), or other qualified personnel to whom they are assigned. The PPE is designed to enable students to obtain actual work experience in theoretical and application-based procedures previously studied. Students will also receive university faculty consultation and are expected to complete other course requirements such as completing all assignments, participating in discussion threads, and completing a capstone project. 2.00 semester credit hours. Prerequisite: Final course and PD 491. Corequisite: None.

(HR) HUMAN RESOURCES

HR 100 Introduction to Human Resource Management
Students in this course explore contemporary concepts and techniques essential to managing corporate human resources. Topics include resource planning, staffing, and rewards as well as developing and maintaining positions and people. 3.00 semester credit hours. Prerequisites/Corequisites: None.

HR 220 Human Resource Information Systems
This course provides a foundation for the data entry, data tracking, and data information needs of human resources, payroll, management, and accounting functions within a business. Topics covered include managing employee records, technology portals, employee orientation, and compensation management. 3.00 semester credit hours. Prerequisites: HR 100 Introduction to Human Resource Management and IS 102 Computer Applications and Software. Corequisite: None.

HR 230 Employment Law and Labor Relations
Students in this course explore collective bargaining and labor relations, with an emphasis on real-world situations. There is also a strong emphasis on the historical and legal basis for labor relations and collective bargaining in the United States. Topics include labor relations, the collective bargaining process, and labor contracts. 3.00 semester credit hours. Prerequisites: BU 206 Business Law I and HR 100 Introduction to Human Resource Management. Corequisite: None.
HR 310 Compensation and Benefits
This course will examine compensation models and discuss how to design and administer a compensation system that permits the organization to operate profitably. Topics include employee benefits, benefits administration, pay and compensation, and legislation. 3.00 semester credit hours. Prerequisite: HR 100 Introduction to Human Resource Management or HR 230 Employment Law and Labor Relations. Corequisite: None.

HR 320 Training and Development
This course will provide an overview of training and development within the business enterprise. Topics include measurement, design, identifying employee and management development goals, developing employee advancement plans, employee retention, mentoring, and coaching. 3.00 semester credit hours. Prerequisite: HR 100 Introduction to Human Resource Management. Corequisite: None.

HR 330 Risk Management
This course focuses on how risks are managed by organizations. Topics include identification and quantification of risks, key legislations, legal principles of insurance and risks, methods of handling risks, common contracts for managing risks, and safety and security as they relate to organizational risk. 3.00 semester credit hours. Prerequisite: HR 100 Introduction to Human Resource Management. Corequisite: None.

HR 340 Alternative Dispute Resolution (ADR) Essentials
This course provides an overview of ADR principles. Topics include how to use principled negotiation to mediate disputes as well as how to develop practical skills and techniques needed to resolve disputes effectively and with confidence. Students will be given tools for managing conflict constructively in the workplace and at home. 3.00 semester credit hours. Prerequisite: HR 100 Introduction to Human Resource Management. Corequisite: None.

HR 410 Strategic Staffing
This course provides strategies for managing human resources. Students will discuss techniques for human resource planning, recruiting and selecting, training, and retaining employees. Topics include human resource measurement, sustainability, job analysis techniques, and personality assessments. 3.00 semester credit hours. Prerequisites: HR 230 Employment Law and Labor Relations, HR 310 Compensation and Benefits, and HR 320 Training and Development. Corequisite: None.

(HS) HOMELAND SECURITY

HS 100 Introduction to Homeland Security
This course provides a basic overview of homeland security, including the creation of the Department of Homeland Security, the homeland security transformation, homeland security strategies and initiatives, and legal issues related to homeland security. 3.00 semester credit hours. Prerequisites/Corequisites: None

HS 205 Domestic and International Terrorism
This course provides an introduction to the methods utilized by a terrorist or a terrorist group, including the hierarchical structure, an introduction to the methods utilized for training, funding, and gathering intelligence, the operational phases of a terrorist attack, and the process of target selection. Students will examine foreign and domestic terrorist organizations and the organization's primary spheres of influence and ideologies, methods of funding, past terrorist attacks, and the potential for attack against U.S. interests, both domestically and globally. 4.00 semester credit hours. Prerequisites/Corequisites: None

HS 320 Critical Incident Stress Management
This course covers both basic and advanced knowledge and the suggested skills required to provide effective group crisis intervention services. Students are introduced to the methods and techniques of crisis intervention employed by law enforcement officers. 3.00 semester credit hours. Prerequisite: PS 101 Psychology. Corequisite: None.

HS 491 Homeland Security Capstone Project
This course allows students to analyze and apply knowledge to a real-life domestic homeland security event. Students will complete a research paper relating to the event and apply knowledge gained throughout the criminal justice and homeland security program. Students are required to make a professional presentation of their project highlighting their analysis and findings. 4.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

HS 494 Internship
This is an elective course in programs that students take in their final semester. The career internship course is designed for students interested in pursuing a career in homeland security and its related fields. The outcome of the internship is an informed student fully apprised of the opportunities his/her degree program offers for professional growth. During the internship phase of training, the student
will experience various aspects of working in the actual field in which the student has been educated. The internship is designed to provide the student with the opportunity to experience and participate in duties typical of a contemporary workplace setting. Student learning will center on observing experienced personnel as well as participating in actual hands-on procedures under close supervision of trained professionals. **Note: Online students in some states may not be allowed to take this internship due to state restrictions.** 4.00 semester credit hours. Prerequisites: Final semester and PD 214 AS/AAS/BS/Diploma Internship Preparation. Corequisite: None.

**HUMANITIES**

**HU 101 Critical Thinking**
This course is designed to introduce students to the theory and practice of thinking critically about the world through discussion, analysis, and the evaluation of information across all disciplines. Topics may include decision making, argumentation and debate, ethics, value analysis, fairness, an effective use of language, and cultural awareness. Activities may relate to defining critical thinking, exploring the use of inductive and deductive reasoning in creating arguments, and examining a variety of decision-making models. 3.00 semester credit hours. Prerequisites/Corequisites: None.

**HU 210 Ethics, Values and Professional Responsibility**
This course provides an overview of the role of ethics and values in professional activities. Topics include: an introduction to ethics, values, and professional responsibility; an introduction to ethical decision-making; ethical issues within organizations; ethical issues for organizations; and ethics codes and policies. 3.00 semester credit hours. Prerequisite: HU 101 Critical Thinking. Corequisite: None.

**HU 320 Art History**
This course is a survey of Western art history from the Renaissance through the Modern Era. Topics include defining and identifying artistic eras and movements and identifying major artists and their periods, techniques, and works of art. Emphasis will be placed on discussing how major artists are affected by the social and cultural climates in which they have created their work. 3.00 semester credit hours. Prerequisites/Corequisites: None.

**HU 325 Literature and the Art of Healthcare**
This course introduces students to the intersection of literature, illness, and healthcare. Students will study and research literature about healthcare issues using a socio-cultural theoretical approach. 3.00 semester credit hours. Prerequisite: EN 251 Writing About Literature. Corequisites: None.

**INFORMATION SYSTEMS**

**IS 102 Computers and Application Software**
This course provides an introduction to basic computer functions and applications software. The topics covered include loading and saving files, as well as using common software packages, including word processing software, spreadsheets, presentation software, and personal information management software. 4.00 semester credit hours. Prerequisites/Corequisites: None.

**IS 103 Programming Logic**
This course provides instruction in fundamental object-oriented programming concepts. Topics include problem solving and algorithm development, programming standards, variables, data types, operators, decisions, repetitive statements, modularity, methods, attributes, objects, classes, arrays, file I/O, and software testing and debugging, all within an object-oriented programming framework. Concepts may be introduced with a visual tool. Topics are demonstrated and implemented in a higher-level contemporary language such as Java or C#. 4.00 semester credit hours. Prerequisites/Corequisites: None.

**IS 106 Computer Applications—Word Processing, Spreadsheets, and E-Mail**
This course provides an introduction to computer operating systems, word processing, spreadsheets, and e-mail programs. 2.00 semester credit hours. Prerequisites/Corequisites: None.

**IS 108 Internet Foundation**
This course describes the history, architecture, and development of the World-Wide Web. Tagging languages such as XHTML and XML are introduced along with scripting languages such as JavaScript. Topics also include popular web page authoring tools, design, graphic and multimedia formats, and commerce, implementation, and security issues. Project: Static website. 4.00 semester credit hours. Prerequisite: IS 102 Computers and Application Software. Corequisite: None.

**IS 109 Object-Oriented Programming 1**
The goal of this course is to introduce the student to the design, implementation, and maintenance of event-driven software systems using an object-oriented approach. Common ways of organizing data are discussed such as basic data structures, class design and modeling,
exception handling, file I/O, and database processing techniques. In addition, object-oriented concepts, such as inheritance, encapsulation, and polymorphism, are discussed and utilized in this course. A higher-level language such as Visual Basic, C#, and Java are used for implementation and illustration. 4.00 semester credit hours. Prerequisite: IS 103 Programming Logic. Corequisite: None.

**IS 112 Computer Networks**
This course provides instruction in network design and technologies using the Open Systems Interconnection (OSI) model. Topics include network fundamentals, the OSI model, network operating systems, TCP/IP fundamentals and utilities, network installation and upgrades, network remote access configuration and protocols, network administration and security, fault tolerance and disaster recovery considerations and procedures, and network troubleshooting procedures. 4.00 semester credit hours. Prerequisites/Corequisites: None.

**IS 119 Current and Emerging Trends in Technology**
This course introduces students to current and emerging technologies that have significance in business and industry and the related areas of employment. Students will conduct research to identify strategies and techniques for finding critical information regarding the current and emerging technologies and their impacts on related jobs. Students will use this research to devise plans for preparing and adjusting to those changes, as if they were employed in such jobs, through updating their skills or transitioning to other related fields. 3.00 semester credit hours. Prerequisite: IS 103 Programming Logic. Corequisite: None.

**IS 120 Word Processing**
This course presents the practical application of the concepts and features of a leading word processor. Topics include formatting text and documents, creating and formatting tables, working with graphics, integrating information with other programs, managing styles and templates, working with columns, merging documents, file management techniques, creating forms, and creating web documents. 4.00 semester credit hours. Prerequisite: IS 102 Computers and Application Software. Corequisite: None.

**IS 124 Database Applications**
This course provides the study of the principles and features of a leading desktop database management system. Topics include creating and managing databases, data management and integrity, working with queries and forms, managing reports, using tools and macros, database and file management, analyzing and filtering data, relational databases, and linking databases to the web. 4.00 semester credit hours. Prerequisite: MO 111 Computer Software Applications in Healthcare or IS 102 Computers and Application Software. Corequisite: None.

**IS 160 Spreadsheets**
This course presents the practical application of the concepts and features of a leading spreadsheet package. Topics include using and managing worksheets and workbooks, applying formatting and style features, working with data, formulas, and functions, managing charts and graphics, working with outlines, views, and reports, automating tasks with the macro feature, using auditing tools, collaborative tools, and hyperlinks, and integrating with other programs. 4.00 semester credit hours. Prerequisite: IS 102 Computers and Application Software. Corequisite: None.

**IS 165 Programming in Java I**
The focus of this course is the study of the Java Programming language, with an emphasis on introducing the basic concepts of object orientation and the basic structure and framework of a Java program. Topics include object-oriented program development, defining, creating, and using objects, communicating through methods, working with applets, the Java development environment and coding conventions, variables, data types, and operators, conditionals and loops, strings and string processing, and an introduction to one-dimensional arrays and array processing. 4.00 semester credit hours. Prerequisite: IS 103 Programming Logic. Corequisite: None.

**IS 170 Visual Basic I**
This course provides instruction on how to create desktop applications using Visual Basic. Topics include designing applications, using variables, selection and repetition structures, sequential access files, menus and reports, dialog boxes and error trapping, random access files, database access and variable arrays, COM and ActiveX, and optimization, deployment, maintenance, and support. 4.00 semester credit hours. Prerequisite: IS 103 Programming Logic. Corequisite: None.

**IS 182 Database Concepts and Applications I**
This course provides an introduction to fundamental principles and guidelines for designing, developing, and implementing secure relational databases. Topics include: Database as a Service (DBaaS); entity relationships as foundations of relational database design; ensuring data integrity; the use of standard SQL as a means of developing complex queries; and the use of comparison operators to customize data presentation for reporting. 3.00 semester credit hours. Prerequisite: IS 103 Programming Logic. Corequisite: None.

**IS 185 Computer Architecture and Troubleshooting I**
This course provides instruction in microcomputer software and hardware concepts using the latest technology and troubleshooting techniques. Topics include the function and purpose of hardware and software, system board components and memory management, working with floppy and hard drives, supporting input and output devices, multimedia technology, supporting operating systems, printers,
and notebook computers, troubleshooting fundamentals, applying disaster-recovery techniques and developing maintenance plans, and working with networks and the Internet. 4.00 semester credit hours. Prerequisites/Corequisites: None.

**IS 186 Computer Architecture and Troubleshooting II**
This course provides instruction in IT infrastructure-related topics that include personal computer elements, portable devices, network operating systems, printers and imaging devices, networks and network security, safety and environmental issues, and professionalism. It covers the material required to pass the CompTIA IT technician A+ certification exam. 4.00 semester credit hours. Prerequisite: IS 185 Computer Architecture and Troubleshooting I. Corequisite: None.

**IS 191 Linux Administration**
This course introduces the capabilities and features of Linux as a multi-user operating system. Topics include planning and installing a Linux system, using and managing desktop interfaces, working with Linux shells and text files, performing system administration and management tasks such as file system management, application, process, and module management, network services installation and configuration, system security evaluation and enhancement, performance tuning, and troubleshooting techniques. 4.00 semester credit hours. Prerequisite: IS 112 Computer Networks. Corequisite: None.

**IS 207 Object-Oriented Programming 2**
This course focuses on using object-oriented programming languages such as Java, C#, C++, or Visual Basic in the development of modern business applications. Topics include object-oriented design using UML, encapsulation, object interfaces, inheritance, aggregation, abstract classes, polymorphism, user interfaces and database access along with advanced file I/O. Using object-oriented techniques to help manage complexity, improve communication among project stakeholders, and adapt to change are explored. Current software modeling and integrated development environments are demonstrated. Project: Development of a business application. 4.00 semester credit hours. Prerequisite: IS 109 Object-Oriented Programming 1. Corequisite: None.

**IS 210 Discrete Structures for Computer Science**
This course covers the fundamental mathematical concepts used in computer science. Topics include numbering systems, sets, relations, functions, counting, induction and recursion, trees, and logic. There is an emphasis on applications in computer science. 3.00 semester credit hours. Prerequisites: IS 103 Programming Logic and MA 107 College Algebra. Corequisite: None.

**IS 211 Legacy Systems Introduction**
This course introduces legacy technologies and programming languages, which are still widely used. Maintenance strategies for these technologies are explored. Integration with newer technologies are discussed and compared. Replacement technologies are analyzed for feasibility and effectiveness. Some basic features of older technologies are introduced and contrasted. 4.00 semester credit hours. Prerequisite: IS 103 Programming Logic. Corequisite: None.

**IS 213 C++ Programming**
This course provides an introduction to the C++ programming language for those students that have already been successful with fundamental object-oriented programming language concepts. After demonstrating the syntax for implementing the fundamental concepts in C++, advanced topics, such as pointers, operator overloading, preprocessing, and templates, are covered. 4.00 semester credit hours. Prerequisite: IS 103 Programming Logic. Corequisite: None.

**IS 214 SQL Server Administration**
This course provides instruction in the planning, installation, and administration of a leading SQL Server database management system. Topics include planning SQL Server capacity and security, installing and configuring the SQL Server, security configuration and management, data maintenance and management, monitoring performance, and troubleshooting various problems. 4.00 semester credit hours. Prerequisite: NT 180 Network and Server Operating Systems. Corequisite: None.

**IS 216 Database Concepts and Applications II**
This course continues instruction in designing, developing, and implementing secure relational databases. Topics include: advanced techniques for queries, forms, and reports in an event-driven environment; in-depth coverage of structuring databases using object-oriented concepts of properties and methods of classes and objects; techniques for debugging, error handling, and optimizing database applications, client and server strategies, transaction processing, multi-user applications, replication; Internet integration, and security. Prerequisite: IS 182 Database Concepts and Applications I. Corequisite: None.

**IS 217 Introduction to SQL**
This course provides the student with an introductory look at SQL fundamentals and features. Topics include an introduction to SQL, single and multiple table queries, updating data, database administration, and reports. 4.00 semester credit hours. Prerequisite: IS 102 Computers and Application Software. Corequisite: None.
IS 239 TCP/IP
The focus of this course is to provide comprehensive working knowledge of the concepts essential to the practice of TCP/IP networking and TCP/IP administration. Topics include network addresses, names, implementation issues, internetwork architectures, models, conceptual tools, TCP/IP Internet and routing protocols, FTP, TFTP, Telnet, r-utilities, resource sharing, distributed computing, TCP/IP internetwork management with DNS and DHCP, troubleshooting and security, intranets, extranets, and Internet commerce. 4.00 semester credit hours. Prerequisite: IS 112 Computer Networks. Corequisite: None.

IS 258 Web Scripting
This course presents the concepts and syntax of JavaScript programming for adding dynamic content and interactive elements to web pages. Topics include JavaScript programming fundamentals, integrating JavaScript and HTML, creating pop-up windows, adding scrolling messages, validating forms, enhancing the use of image and form objects, and using cookies, arrays, and frames. 4.00 semester credit hours. Prerequisite: IS 108 Internet Foundation. Corequisite: None.

IS 272 Introduction to Computer Security
This course is a survey of information and computer security. Topics include security standards and policies, common threats and risk management, disaster recovery planning, security architectures and design principles, access control, and network security. 3.00 semester credit hours. Prerequisite: IS 112 Computer Networks. Corequisite: None.

IS 282 Network Security
This course introduces basic security principles, such as establishing an effective security policy, and the different types of hacker activities that are most likely to be encountered. It will instruct the student in the latest security industry recommendations and how to properly protect leading OS servers in a variety of settings as well as how to conduct security audits. 4.00 semester credit hours. Prerequisites: IS 191 Linux Administration and NT 180 Network and Server Operating Systems. Corequisite: None.

IS 284 Routers and Switches I
This course introduces part one of concepts and procedures required to utilize industry standard switches and routers in multi-protocol internetworks. Topics include exploring router components and their function, configuring routers according to the industry standard operating system (OS), routing fundamentals in a subnetted network infrastructure, and LAN design technologies. The class focuses on the TCP/IP protocol suite and IP addressing in regards to function and importance in a routed environment. Routing protocol basics, such as static and dynamic routing techniques, are covered, with extensive labs and hands-on exercises. 4.00 semester credit hours. Prerequisite: IS 112 Computer Networks. Corequisite: None.

IS 286 Routers and Switches II
This course is a continuation of the Routers and Switches I course and is based on current industry standards. The focus of the course will cover topics such as switching basics, intermediate routing, introduction to VLSM (variable length subnet masking), scaling IP addresses, route flapping, RIP version 2, Enhanced Interior Gateway Routing Protocol implementation, switching concepts in regards to LAN design, VLAN configuration, and VLAN trunking techniques. The class also explores the leading industry standards associated with WAN communication technologies and design such as ISDN, PPP, and Frame Relay operations. 4.00 semester credit hours. Prerequisite: IS 284 Routers and Switches I. Corequisite: None.

IS 289 Applied Routers and Switches
This course reinforces academic knowledge and advanced routing and switching concepts and emphasizes the importance of the critical nature of self-assessment, giving students hands-on experience. The course introduces students to advanced concepts in router and switch design and configurations. Topics include supernetting, VLSM, subnetting, VLANs, interVLAN routing, access lists, technical drawing, troubleshooting networks with routers and switches, and integrating Cisco routers and switches into a Windows networking environment. 4.00 semester credit hours. Prerequisite: IS 286 Routers and Switches II. Corequisite: None.

IS 292 Linux Application Server
This course is a study of intermediate to advanced topics regarding Linux server-based applications. Topics include advanced Linux system administration, using Linux as an e-mail server, FTP server, database server, web server, and news server. Topics will also discuss implementing Linux services including DHCP, DNS, NIS, firewall, and network security. 4.00 semester credit hours. Prerequisite: IS 191 Linux Administration. Corequisite: None.

IS 312 C# Programming
This course provides an introduction to programming in C#. Topics include .NET framework, C# language fundamentals, creating objects in C#, implementing object oriented programming techniques, windows forms and controls, using ADO.NET to access data, using XML Web services, and creating applications. 4.00 semester credit hours. Prerequisite: IS 207 Object-Oriented Programming 2. Corequisite: None.
IS 316 Programming in Linux
This course presents shell programming in a Linux environment using the Bourne and Bash shells. Topics include Linux tools and utilities, interactive command line programs, programming using constructs, variables, commands, and functions, and debugging processes. 4.00 semester credit hours. Prerequisite: IS 103 Programming Logic. Corequisite: None.

IS 317 C++ Project
This course focuses on the development of an application using C++. Topics include user interfaces, database access, current object libraries, good programming practices, development environment, testing, deploying, and supporting C++ applications. 3.00 semester credit hours. Prerequisite: IS 213 C++ Programming. Corequisite: None.

IS 320 Client-Side Website Development
This course provides instruction in advanced client-side web authoring, including the design and implementation of web pages and websites for popular browsers on desktop and mobile devices using hand-coded HTML and web page authoring tools. Topics include creating websites and web pages, working with HTML, links, and URLs, managing images and text, working with tables, forms, and colors, and using cascading style sheets (CSS) and JavaScript. Graphics topics include using image mapping, animation features, and imported files. 4.00 semester credit hours. Prerequisite: IS 108 Internet Foundation. Corequisite: None.

IS 321 Mobile Application Security
This course will cover a wide breadth of security issues that apply to mobile application environments. The current top issues of mobile security will be analyzed and strategies discussed for each major mobile operating system including Android, Apple iPhone, Windows Mobile, Blackberry and Symbian OS. The course will also cover security issues pertaining to mobile services such as WAP, Bluetooth, SMS, mobile geolocation, and enterprise security. 3.00 semester credit hours. Prerequisite: IS 109 Object-Oriented Programming 1. Corequisite: None.

IS 324 Introduction to Android Mobile Development
The goal of this course is to introduce the student to the design and development of mobile software utilizing the Android Operating System and an appropriate Android Java SDK. The setup and configuration of such an environment will be demonstrated and employed. The development tools will be mastered through building an Android application, managing application resources, configuring the manifest file, designing an application framework, implementing a main menu, building forms to collect user input, creating dialogs, and adding application logic that stores state information. 4.00 semester credit hours. Prerequisite: IS 165 Programming in Java I or IS 207 Object-Oriented Programming 2. Corequisite: None.

IS 328 Software Engineering I
This course provides coverage of the major topics in software engineering. Students will learn how to apply software engineering concepts to real-world systems design and development. Topics include software processes, requirements engineering, software design, development, verification, validation, and emerging technologies in software engineering. Project: fully developed system design. 3.00 semester credit hours. Prerequisite: IS 207 Object-Oriented Programming 2. Corequisite: None.

IS 331 Software Testing
This course develops knowledge and skills in the theory and the practice of evaluating, debugging as well as validating software with reference to a model. Basic understanding of the principles and tools used in testing and validating a variety of software systems will be introduced with the ability to work in a team setting in both “open box” and “closed box” scenarios. The testing process will be related to the overall software development lifecycle. 3.00 semester credit hours. Prerequisite: IS 207 Object-Oriented Programming 2 and IS 345 Business Systems Analysis. Corequisite: None.

IS 332 Data Warehousing
This course provides an introduction to the fundamentals of data warehousing and the concepts involved in building a successful data warehouse. Topics include how data warehouses differ from traditional transaction processing systems, the history of data warehousing, and an overview of fundamental data warehousing design principles within the context of relational database systems and their implementation. Oracle Database software is used for illustration and implementation. 3.00 semester credit hours. Prerequisite: IS 216 Database Concepts and Applications II. Corequisite: None.

IS 334 Introduction to Blackberry Mobile Development
The goal of this course is to introduce the student to the design and development of mobile software utilizing the BlackBerry Operating System and an appropriate RIM Java SDK. The setup and configuration of such an environment will be demonstrated and employed. The development tools will be mastered through building a BlackBerry application, managing application resources, configuring the manifest file, designing an application framework, implementing a main menu, building forms to collect user input, creating dialogs, and adding application logic that stores state information. 4.00 semester credit hours. Prerequisite: IS 165 Programming in Java I or IS 207 Object-Oriented Programming 2. Corequisite: None.
IS 336 Mobile Applications Development
This course will provide an introduction to mobile application development. Native development environments and languages will be presented along with cross-platform environments. Using a cross-platform environment, mobile applications which access native features will be developed. Design, development, testing, and debugging will be covered in addition to building effective user interfaces and dealing with cross-platform issues. 3.00 semester credit hours. Prerequisites: IS 103 Programming Logic and IS 108 Internet Foundation. Corequisite: None.

IS 344 Introduction to iPhone Mobile Development
The goal of this course is to introduce the student to the design and development of mobile software utilizing the iPhone operating system. After an introduction to objective-C, the setup and configuration of the development environment will be demonstrated and employed. The development tools will be mastered through building an iPhone application, managing application resources, designing an application framework, implementing a main menu, building forms to collect user input, creating dialogs, and adding application logic that stores state information. Access to a Mac is required for this course. 4.00 semester credit hours. Prerequisite: IS 213 C++ Programming. Corequisite: None.

IS 345 Business Systems Analysis
This course provides the study of the analysis and design of information systems for business applications. The course concentrates on the systems development process—the analysis. The analysis process provides a strong basis for understanding and modeling the user needs in an information system solution with a business-driven conception. Topics include requirements elicitation, initial proposal, project management, data flow diagramming, agile modeling, data dictionaries, structured decision tables/trees, effective input/output designs, database designs, quality data-entry procedures, and object-oriented concepts. The course does not include any programming of the system or actual layout of the network. Emphasis is placed on the tools and analytical skills required of the systems analyst. The final project of the class aims at producing a professional systems document using most of the analyst's tools. 3.00 semester credit hours. Prerequisite: IS 112 Computer Networks. Corequisite: None.

IS 354 Introduction to Symbian Mobile Development
The goal of this course is to introduce the student to the design and development of mobile software utilizing the Symbian operating system. The setup and configuration of such an environment will be demonstrated and employed. The development tools will be mastered through building a Symbian application, managing application resources, designing an application framework, implementing a main menu, building forms to collect user input, creating dialogs, and adding application logic that stores state information. 4.00 semester credit hours. Prerequisite: IS 213 C++ Programming. Corequisite: None.

IS 358 Software Engineering II
This course provides coverage of the post-development stages of software engineering and software testing, quality, and maintenance. Students learn how to apply testing throughout the development process to improve the quality of systems and how to use state-of-the-art tools for test planning, test design, and defect tracking. Topics include software testing, quality assurance, and software maintenance. Industry leading and state-of-the-art tools are used. Project: fully developed test plan. 3.00 semester credit hours. Prerequisite: IS 328 Software Engineering I. Corequisite: None.

IS 364 Introduction to Windows Mobile Application Development
The goal of this course is to introduce the student to the design and development of mobile software utilizing the Windows Mobile 7 Operating System and the .NET Compact Framework. The setup and configuration of such an environment will be demonstrated and employed. The development tools will be mastered through building a Windows Mobile application, managing application resources, configuring the manifest file, designing an application framework, implementing a main menu, building forms to collect user input, creating dialogs, and adding application logic that stores state information. 4.00 semester credit hours. Prerequisite: IS 312 C# Programming. Corequisite: None.

IS 390 Advanced Web Development
This course explores web development tools and techniques. Students learn server-side and client-side programming technologies and build dynamic web applications. Topics include data validation, state management, integration with files, and relational databases and security. Industry leading and state-of-the-art tools are used. Team project: Fully-functional database-driven website. 4.00 semester credit hours. Prerequisites: IS 108 Internet Foundation and IS 182 Database Concepts and Applications I. Corequisite: None.

IS 420 Advanced Specialization
This course is an advanced-level independent study course that allows a student to work on an agreed-upon project from conception through implementation. The student is expected to prepare a proposal and time line prior to beginning the course. The student will explore technology issues related to the project. A written report and oral presentation is expected to complete the course. The student is expected to meet regularly with the instructor to track technical and project-management issues. An ability to work independently is required. 3.00 semester credit hours. Prerequisite: PGPA of 3.00 and written approval of both the faculty advisor and academic dean. Corequisite: None.
IS 421 Firewall Security
This course provides instruction in the fundamental theories and practices of firewall operation and management. Topics include deployment planning and installation, and configuration, management, and troubleshooting of both hardware- and software-based firewalls. Mastery of advanced TCP/IP operating principles and associated business practices is required. The lab component covers a wide variety of firewall products and implementation strategies. 4.00 semester credit hours. Prerequisite: IS 282 Network Security. Corequisite: None.

IS 422 Mobile Game Development
This course explores the development of interactive games for a variety of mobile devices. Topics include the game development process, graphics, mobile networking for multiplayer games, interface design, and programming. 4.00 semester credit hours. Prerequisite: IS 207 Object-Oriented Programming 2. Corequisite: None.

IS 424 Advanced Android Mobile Development
The goal of this course is to further the student’s knowledge base of Android development and to create robust applications using powerful device features. This will include accessing images and the camera, adding support for location-based services (GPS), implementing network communications, internationalizing the application, developing methodologies for different devices, implementing testing practices for Android applications, and publishing an app in the Android Market for distribution. 4.00 semester credit hours. Prerequisite: IS 324 Introduction to Android Mobile Development. Corequisite: None.

IS 434 Advanced Blackberry Mobile Development
The goal of this course is to further the student’s knowledge base of BlackBerry development and to create robust applications using powerful device features. This will include utilizing the PIM interface to access the device’s contacts, telephone numbers, e-mail addresses, and events in the calendar. Network communications will also be covered as well as interfacing to the GPS hardware, internationalizing the application, developing for different devices, implementing testing strategies for different devices, code signing an application, and distributing an application through BlackBerry App World. 4.00 semester credit hours. Prerequisite: IS 334 Introduction to Blackberry Mobile Development. Corequisite: None.

IS 464 Advanced Windows Mobile Development
The goal of this course is to further the student’s knowledge base of Windows Mobile development and to create robust applications using powerful device features. This will include accessing images and the camera, adding support for location-based services (GPS), implementing network communications, internationalizing the application, developing methodologies for different devices, implementing testing practices for WinMo applications, and publishing to the Windows Mobile Market Place. 4.00 semester credit hours. Prerequisite: IS 364 Introduction to Windows Mobile Application Development. Corequisite: None.

IS 481 IT Strategic Management
This course provides a comprehensive guide to information technology strategic management with a focus on the essential components found in an information technology (IT) strategic plan. Topics include the role of an IT manager, IT as a strategic issue, the IT/business strategy relationship, determining a high-level direction for IT, IT strategy gap analysis, option analysis and action plans, IT problem, change, and recovery management strategies, emerging technology evaluation strategies, managing IT functions and resources, and trends affecting IT strategic management. 4.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

IS 482 Database Administration
The focus of this course is on the foundations of database administration. Topics include managing users, profiles, privileges, and resources, creating operational databases, managing database files, start up and shut down of an instance and database, and managing tablespaces, segments, indexes, extents, and blocks. 3.00 semester credit hours. Prerequisite: IS 216 Data Concepts and Applications II. Corequisite: None.

IS 491 Capstone Project
Students work individually or in project teams on an industry-sponsored or instructor-approved project. They will identify a problem, develop design specifications based on stakeholder needs, consider alternative designs, develop a schedule and/or budget, and design, develop, and test the proposed process or product. Interim reports to the sponsor or to the class, a final project report, and a final presentation will be required. 3.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

IS 495 Internship
This is an elective course in bachelor’s programs that students may take in their final semester. The career internship course is designed for students interested in pursuing a career in the computer science and information technology fields. The outcome of the internship is an informed student fully apprised of the opportunities their program offers for professional growth. During the internship, the student will experience various aspects of working in the actual field in which the student has been educated. The internship is designed to provide the
student with the opportunity to experience and participate in duties typical of a contemporary workplace setting. Student learning centers on observing experienced personnel as well as participating in actual hands-on procedures under close supervision of trained professionals. **Note:** Online students in some states may not be allowed to take this internship due to state restrictions. 3.00 semester credit hours. Prerequisites: Final semester and PD 214 AS/AAS/BS/Diploma Internship Preparation. Corequisite: None.

**IT) INFORMATION TECHNOLOGY**

**IT 100 Introductory Topics in Information Technology and Software Development**
This course provides an introductory overview to information technology (IT) and software development (SD). Topics include PC hardware, computer networking, OSI model, client and server operating systems, basic virtualization, programming and logic, databases, and basic web authoring. 3.00 semester credit hours. Prerequisites/Corequisites: None.

**IT 120 Technical Writing**
This course is designed to help students develop skills that will enable them to produce clear and effective scientific and technical documents. Focus will be on basic principles of good writing—which scientific and technical writing shares with other forms of writing—and on types of documents common in scientific and technical fields and organizations. While the emphasis will be on writing, oral communication of scientific and technical information will form an important component of the course, as well. The processes and techniques used to produce manuals and other supporting documents to communicate complex and technical information more easily will be explored. 1.00 semester credit hour. Prerequisite: EN 104 English Composition I. Corequisites: None.

**IT 195 Transition to Technology Concepts**
This course is designed to introduce the transition or bridge student to the basic concepts related to information technology. Emphasis will be placed on the scope of computer architecture and troubleshooting, basic network concepts, TCP/IP, Windows and Linux operating systems, network security fundamentals, routing and switching concepts, and virtualization. 4.00 semester credit hours. Prerequisites: IS 185 Computer Architecture and Troubleshooting I, IS 112 Computer Networks, IS 191 Linux Administration, IS 282 Network Security, IS 284 Routers and Switches I, NT 180 Network and Server Operating Systems, and IS 239 TCP/IP. Corequisites: None.

**IT 201 Internet Concepts and Human Computer Interaction**
This course provides an in-depth introduction to the Internet and the World Wide Web as a basis for more advanced studies in Internet technologies and tools, web document publishing, Internet design, and communication protocols including TCP/IP, FTP, HTTP, SMTP, telnet, and the tools that use them. This course will also discuss introductory concepts related to Internet servers and their applications, types of Internet clients, client configuration, security fundamentals, Internet development, databases, HTML, and multimedia. Human computer interaction (HCI), as a discipline concerned with the design, evaluation, and implementation of interactive computing systems for human use and the study of major problems surrounding them, will be discussed. 4.00 semester credit hours. Prerequisite: IS 112 Computer Networks. Corequisite: None.

**IT 231 CompTIA A+ Competency Workshop**
This course provides a CompTIA A+ competency review of CompTIA A+ certification textbook exercises and lab exercises, and it prepares the student for completion of CompTIA A+ exams 220-801 and 220-802. 4.00 semester credit hours. Prerequisites: IS 102 Computers and Applications Software and IS 186 Computer Architecture and Troubleshooting II. Corequisite: None.

**IT 232 MCSA Competency Workshop**
This course provides a Microsoft MCSA competency review of the Microsoft MCSA certification textbook exercises, lab exercises, and exam objectives. This course also includes the preparation and completion of the Microsoft exams 70-646, 70-642, and 70-640. 4.00 semester credit hours. Prerequisites: NT 180 Network and Server Operating Systems, NT 200 Network Infrastructure Administration, and NT 210 Directory Services Administration. Corequisite: None.

**IT 233 CCNA Competency Workshop**
This course provides a CCNA competency review of CCNA certification textbook exercises, lab exercises, and exam objectives. This course also includes the preparation and completion of the CCNA exam 640-802. 4.00 semester credit hours. Prerequisite: IS 289 Applied Routers and Switches. Corequisite: None.

**IT 330 Routing and Switching Security**
This course equips students with the knowledge and skills needed to design and support network security in a typical routing and switching topology. The course aims to develop an in-depth understanding of network security principles as well as tools and configurations such as protocol sniffers/analyzers, TCP/IP and common desktop utilities, IOS software, and VPN client software. Topics include access control lists, intrusion prevention systems, IPSec, and virtual private networks. 4.00 semester credit hours. Prerequisite: IS 284 Routers and Switches I or NT 215 Routers and Switches. Corequisite: None.
IT 333 Information Assurance and Security
This course develops knowledge and skills in Information Assurance and Security. Students will learn Information Assurance and Security principles; legal and ethical considerations; incident handling and reporting; risk identification and mitigation; security and operations management; security policies; security audits; and information security standards. 4.00 semester credit hours. Prerequisite: IS 282 Network Security. Corequisite: None.

IT 334 Data Storage
This course develops knowledge and skills in data storage. Students will learn data storage principles, architectures, and implementations. Topics include: storage system principles, architectures, and implementations; storage networking technologies; datacenter environment, storage backup, archive, and replication; cloud computing; and data storage security and infrastructure management. 4.00 semester credit hours. Prerequisite: NT 180 Network and Server Operating Systems and IS 191 Linux Administration. Corequisite: None.

IT 335 Ethical Hacking
The threat to systems is one that is continuously changing and evolving. The goal of the ethical hacker is to help organizations take pre-emptive measures against malicious attacks by attacking the system themselves while staying within legal limits. This course will explore the various means that an intruder has available to gain access to the security of a network and various resources. Students will be introduced to penetration testing with the ethics and responsibilities of testing in mind as well as various security attacks to the advanced level. The course will have an intense laboratory component which will be limited to student networks. Foundations in security policy, perimeter defenses, intrusion detection, security monitoring, liability issues, and ethics will be covered. Topics to be covered include, but are not limited to, penetration testing, enumerating, footprinting, scanning, hacking techniques, firewall, IDS, procedural documentation, host reconnaissance Trojans, backdoors, and system attacks such as WLAN, database servers, web servers, and e-mail servers. It must be noted that hacking is a felony in the United States and most other countries. When it is done by request and under a contract between an Ethical Hacker and an organization, it is legal. 4.00 semester credit hours. Prerequisite: IS 282 Network Security. Corequisite: None.

IT 345 Information Technology Project Management
This course covers techniques and managerial concepts of information technology project management. It prepares students to manage complex information technology projects. Students are introduced to all five major process groups in project management, namely initiating, planning, executing, monitoring, controlling, and closing. Topics include project life cycles, cost benefit analysis, work breakdown structure, staffing, roles, responsibilities, accountability, finance, estimation, budgeting, planning, risk management, scheduling, and tracking. The course also introduces students to computer software for project management. Students will work in teams to design a project plan for a real-world IT project that demonstrates an ability to follow standard project management methodology. 3.00 semester credit hours. Prerequisite: IS 102 Computers and Application Software. Corequisite: None.

IT 365 Network Infrastructure Hardening
This course offers an in-depth look at TCP/IP, performing volumes of packet captures and analysis, and auditing and generating documentation for hardening procedures. Topics include implementation of IPSec in several different scenarios including a detailed and extensive lesson on securing Linux and Windows network infrastructures. The course will focus on best practices for network design to avoid security breaches and hardening network services such as DNS, DHCP, Directory Services, Operating System Routing, and NAT. Students will also be introduced to securing routers and switches in an infrastructure design as well as professional documentation of network infrastructures. Students will work in teams on a project to demonstrate concepts of hardening a network infrastructure. 4.00 semester credit hours. Prerequisite: NT 200 Network Infrastructure Administration. Corequisite: None.

IT 366 Cloud Computing
This course develops knowledge and skills in cloud computing. Students will learn cloud computing principles, architectures, and implementations. Topics include cloud computing history, principles, architectures, and implementations, cloud services and solutions, virtualization, network infrastructure and access, data storage, security, end-user access, and standards and compliance. 4.00 semester credit hours. Prerequisite: NT 305 Virtualization. Corequisite: None.

IT 371 Web Security
This course offers an in-depth look at web application security for students who have some prior understanding of web technologies. There is an in-depth treatment of several significant topics such as user authentication, browser security, business logic, data handling, and distributed threats. The course also covers motivating attacks, defense mechanisms, and security tools and techniques. Emphasis is placed on the skills and abilities for analyzing and documenting web security as a security specialist in order to protect web-related services. Topics include client security, cookies and web beacons, phishing, transaction security—certificates and secure connections, spyware and viruses, man-in-the-middle attacks, server security, denial-of-service attacks, attacks via clients (e.g., zombies and DOS), and DNS poisoning. 4.00 semester credit hours. Prerequisite: NT 370 Web Server Installation and Administration. Corequisite: None.
IT 380 Cloud Computing and Virtualization Competency Workshop
This course provides a cloud computing virtualization competency review of the EMC Cloud Infrastructure Associate-VMWare Certified Professional Certification textbook exercises, lab exercises, and exam objectives. This course also includes the preparation and completion of the EMC E20-002 and VMWare VCP5DT exams. 4.00 semester credit hours. Prerequisites: IT 366 Cloud Computing. Corequisite: None.

IT 460 Advanced Security Implementation
This course examines and explains the technologies required to design, build, and audit a trusted network. Topics include detailed discussions of corporate security culture, the reasons for building and components of a trusted network, and an in-depth look into cryptography, computer forensics law, and legislation, looking at the legalities surrounding networks and network security. Additional topics include a detailed look at biometrics and its applications, strong authentication, and a discussion of two of the cornerstones of trusted networks: digital certificates and digital signatures. 4.00 semester credit hours. Prerequisites: IS 282 Network Security and NT 200 Network Infrastructure Administration. Corequisite: None.

IT 470 Enterprise Security Solution
This course begins with a discussion of the following: the needs and requirements for building a trusted network, an examination of Certificate Policies and Certificate Practice Statements key to the planning and design of a trusted network, procedures for configuring certificate authorities (CA), both stand-alone and as the root, and the creation and configuration of Certification Authority. Additional topics include management of digital certificates, including their use and configuration on Smart Cards, the procedures available for securing local resources, including documentation of problems and solutions, encryption and biometrics, securing a wireless network in the enterprise, securing e-mail, including the use of S/MIME and PGP, and building a trusted network. 4.00 semester credit hours. Prerequisites: IS 282 Network Security and NT 200 Network Infrastructure Administration. Corequisite: None.

IT 491 Information Technology Capstone Project
Students work individually or in project teams on an industry-sponsored or instructor-approved project. They will identify a problem, develop design specifications based on stakeholder needs, consider alternative designs, develop a schedule and/or budget, and design, develop, and test the proposed process or product. Interim reports to the sponsor or to the class, a final project report, and a final presentation will be required. 3.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

(MA) MATHEMATICS

MA 090 Fundamentals of Mathematics
This course introduces students to practical mathematics. An emphasis is placed on mastering foundational math concepts while developing conceptual and problem-solving skills. Topics include basic math statements, solving equations, interpreting graphs, solving word problems, basic algebraic concepts, and addition of polynomials. Students who successfully complete this course will have the foundation necessary to succeed in college algebra. 4.00 semester credit hours. Prerequisites/Corequisites: None.

MA 107 College Algebra
This course covers topics of algebra including linear functions, equations, inequalities, systems of equations in two variables, polynomial functions, quadratic equations, and rational and radical equations. 4.00 semester credit hours. Prerequisite: MA 090 or test-out. Corequisite: None.

MA 175 Business Mathematics
This course provides instruction in the mathematical operations associated with the retail, banking, and accounting industries. Topics include decimals, fractions, and percentages, bank services, interest payment, purchase orders and invoices, and selling prices and mark-ups. This course does not satisfy the general education math requirement for degree programs. 3.00 semester credit hours. Prerequisites/Corequisites: None.

MA 204 Trigonometry
This course focuses on the concepts of trigonometry. It includes the geometry of triangles, the Pythagorean Theorem, and trigonometric functions and identities. 3.00 semester credit hours. Prerequisite: MA 107 College Algebra. Corequisite: None.

MA 320 Statistics
This course presents the study of basic statistical theory and concepts. Topics include statistical probabilities, measures of central tendency, measures of variation, hypothesis testing, regression, and correlation. 3.00 semester credit hours. Prerequisite: MA 107 College Algebra. Corequisite: None.
**MC 208 Program Review**  
Program Review is a course in which the student will prepare for certification examinations. The Certified Coding Associate (CCA) is a nationally recognized credential that enables employers to have confidence in a potential employee’s ability. This course aids the student in combining their didactic training with a variety of review methodologies. 1.00 semester credit hour. Prerequisite: Final semester and PGPA of 2.00.

**MC 271 Diagnosis Coding I**  
Diagnosis Coding I is an introduction to the ICD-10-CM data set used for reporting diagnoses. This course will also include instruction on how to classify and index diagnoses in the healthcare setting. The various uses for diagnosis codes will be discussed as well. 3.00 semester credit hours. Prerequisites: (HC 115 Medical Terminology for Healthcare Professionals or HI 221 Health Sciences for ICD-10), MO 150/L Pathophysiology and Pharmacology/Lab, and Anatomy and Physiology With Lab. Corequisite: None.

**MC 272 Procedure Coding I**  
Procedure Coding I helps students determine all types of healthcare services, treatments, and procedures provided to patients in both inpatient and outpatient facilities. HCPCS Level II codes will also be covered. 3.00 semester credit hours. Prerequisites: (HC 115 Medical Terminology for Healthcare Professionals or HI 221 Health Sciences for ICD-10), MO 150/L Pathophysiology and Pharmacology/Lab, and Anatomy and Physiology With Lab. Corequisite: None.

**MC 273 Diagnosis Coding II**  
Diagnosis Coding II will build upon Diagnosis Coding I. The application of coding guidelines will continue to be reinforced. 3.00 semester credit hours. Prerequisite: MC 271 Diagnosis Coding I. Corequisite: None.

**MC 274 Procedure Coding II**  
Procedure Coding II introduces the student to a coding system used by hospitals for coding inpatient procedures. The course will include instruction on how to analyze, assign, and sequence coding procedures in the ICD-10-PCS coding system. 3.00 semester credit hours. Prerequisite: MC 272 Procedure I. Corequisite: None.

**MC 291 Insurance Billing and Coding Case Study Research Project**  
This course prepares students for challenges in the workplace by improving their critical thinking and problem-solving skills using research as a problem-solving tool. Students will examine real-world business problems while analyzing, developing, and implementing workplace solutions to build relationships that support the organization’s strategic goals. In addition to building a foundation and developing competencies, students will develop important skills in ethical and values considerations, technology, and business communication. 4.00 semester credit hours. Prerequisite: All didactic work, final term of study, and PGPA of 2.0. Corequisite: None.

**MC 294 Insurance Billing and Coding Internship**  
During the internship phase of training, the student will experience various aspects of working in the insurance billing and coding field. The internship will provide the student with the opportunity to experience and participate in the duties of a medical biller and/or coder in a working environment. Experienced insurance billing and/or coding personnel provide the instruction. **Note: Online students in some states may not be allowed to take this internship due to state restrictions.** 4.00 semester credit hours. Prerequisites: All didactic work, final term of study, PGPA 2.0, and PD 212.

**ML 110 Basic Military Science I**  
This is the first freshman-level course in military science and is part of the Army ROTC leadership program offered in conjunction with the Army ROTC detachment at a local partner college or university. The course may include a leadership lab or other Army ROTC elective activities in addition to classroom instruction on military and leadership-related topics. 2.00 semester credit hours. Prerequisites/ Corequisites: None.

**ML 120 Basic Military Science II**  
This is the second freshman-level course in military science and is part of the Army ROTC leadership program offered in conjunction with the Army ROTC detachment at a local partner college or university. The course may include a leadership lab or other Army ROTC elective activities in addition to classroom instruction on military and leadership-related topics. 2.00 semester credit hours. Prerequisite: ML 110 Basic Military Science I or permission of the host college/university Professor of Military Science. Corequisite: None.
ML 210 Basic Military Science III
This is the first sophomore-level course in military science and is part of the Army ROTC leadership program offered in conjunction with the Army ROTC detachment at a local partner college or university. The course may include a leadership lab or other Army ROTC elective activities in addition to classroom instruction on military and leadership-related topics. 2.00 semester credit hours. Prerequisite: ML 120 Basic Military Science II or permission of the host college/university Professor of Military Science. Corequisite: None.

ML 220 Basic Military Science IV
This is the second sophomore-level course in military science and is part of the Army ROTC leadership program offered in conjunction with the Army ROTC detachment at a local partner college or university. The course may include a leadership lab or other Army ROTC elective activities in addition to classroom instruction on military and leadership-related topics. 2.00 semester credit hours. Prerequisite: ML 210 Basic Military Science III or permission of the host college/university Professor of Military Science. Corequisite: None.

ML 310 Advanced Military Science I
This is the first junior-level course in military science and is part of the Army ROTC leadership program offered in conjunction with the Army ROTC detachment at a local partner college or university. The course may include a leadership lab or other Army ROTC elective activities in addition to classroom instruction on military and leadership-related topics. 4.00 semester credit hours. Prerequisite: ML 220 Basic Military Science IV or permission of the host college/university Professor of Military Science. Corequisite: None.

ML 320 Advanced Military Science II
This is the second junior-level course in military science and is part of the Army ROTC leadership program offered in conjunction with the Army ROTC detachment at a local partner college or university. The course may include a leadership lab or other Army ROTC elective activities in addition to classroom instruction on military and leadership-related topics. 4.00 semester credit hours. Prerequisite: ML 310 Advanced Military Science I or permission of the host college/university Professor of Military Science. Corequisite: None.

ML 330 American Military History
This course surveys American military history through the end of the twentieth century. The course examines the strategies and tactics of warfare throughout this period and explores how social, economic, and technological advances contributed to the distinct patterns of war that characterized the struggles over the past 300 years. Additionally, this course gives an appreciation of the U.S. military establishment in society and the evolution of the military profession. 3.00 credits. Prerequisites/Corequisites: None.

ML 410 Advanced Military Science III
This is the first senior-level course in military science and is part of the Army ROTC leadership program offered in conjunction with the Army ROTC detachment at a local partner college or university. The course may include a leadership lab or other Army ROTC elective activities in addition to classroom instruction on military and leadership-related topics. 4.00 semester credit hours. Prerequisite: ML 320 Advanced Military Science II or permission of the host college/university Professor of Military Science. Corequisite: None.

ML 420 Advanced Military Science IV
This is the second senior-level course in military science and is part of the Army ROTC leadership program offered in conjunction with the Army ROTC detachment at a local partner college or university. The course may include a leadership lab or other Army ROTC elective activities in addition to classroom instruction on military and leadership-related topics. 4.00 semester credit hours. Prerequisite: ML 410 Advanced Military Science III or permission of the host college/university Professor of Military Science. Corequisite: None.

(MO) MEDICAL OFFICE ADMINISTRATION

MO 110 Keyboarding
This course includes the development of keyboarding skills through touch, mastery of the keyboard, speed building, and preparation of office documents. 1.00 semester credit hour. Prerequisites/Corequisites: None.

MO 111 Computer Software Applications in Healthcare
This course introduces the student to the administrative portion of the healthcare environment, including medical office management software (patient registration, appointments, office financial management, and electronic health records) and appropriate Microsoft Office applications. 3.00 semester credit hours. Prerequisite: MO 110 Keyboarding. Corequisite: None.

MO 150 Pathophysiology and Pharmacology
This course provides instruction in the study of human diseases with focus on the symptoms, signs, causes, and diagnosis of disease. Additionally, students will learn about pharmacology, drug categories, and pharmacological treatment related to human diseases. 2.00 semester credit hours. Prerequisite: HC 115 Medical Terminology for Healthcare Professionals or HI 221 Health Sciences for ICD-10. Corequisite: MO 150L Pathophysiology and Pharmacology Lab.
MO 150L Pathophysiology and Pharmacology Lab
This is the lab portion of MO 150 Pathophysiology and Pharmacology. 1.00 semester credit hour. Prerequisite: HC 115 Medical Terminology for Healthcare Professionals or HI 221 Health Sciences for ICD-10. Corequisite: MO 150 Pathophysiology and Pharmacology.

MO 205 Insurance Claims, Processing and Adjudication
In this course, the student will understand the basic types of medical insurance programs available in today's healthcare environment. It acquaints students with billing formats, using universal claim forms, and it provides the skills necessary to master basic aspects of medical insurance billing and adjudication. Current reimbursement methodologies and compliance will also be covered. 3.00 semester credit hours. Prerequisites/Corequisites: None.

MO 211 Healthcare Systems and Operations
This course introduces the student to various medical office procedures, including content of records, documentation requirements, and filing systems. The student will also learn about types of healthcare delivery systems such as governing bodies that regulate health information management (HIM) processes and various professions and settings that employ healthcare workers. 3.00 semester credit hours. Prerequisites/Corequisites: None.

MO 216 Ethics and Health Information Management
This course is designed to introduce the student to important legal and ethical guidelines within the healthcare profession. The student will be introduced to patient confidentiality and information security as identified and enforced through HIPAA regulations. Additionally, the student will learn legal and ethical guidelines as they relate to documentation, content, and structure of healthcare data, risk management, and various health laws and regulations. 2.00 semester credit hours. Prerequisites/Corequisites: None.

MO 270 Case Study Research Project
This course prepares students for challenges in the workplace by improving their critical thinking and problem-solving skills using research as a problem-solving tool. Students will examine real-world business problems while analyzing, developing, and implementing workplace solutions to build relationships that support the organization’s strategic goals. In addition to building a foundation and developing competencies, students will develop important skills in ethical and values considerations, technology, and business communication. 4.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

MO 295 Medical Office Administration Internship
During the internship phase of training, the student will experience various aspects of working in the medical office. The internship will provide the student with the opportunity to experience and participate in the duties of a medical office administrator in a working environment. Areas such as scheduling, billing, insurance coding, medical records, transcription, and customer service will be experienced. Instruction will be provided by experienced medical office personnel. The internship consists of 180 hours of practical experience in the medical office. Note: Online students in some states may not be allowed to take this internship due to state restrictions. 4.00 semester credit hours. Prerequisites: Final semester, PGPA of 2.00, and PD 215 Medical Office Administration Internship Preparation. Corequisite: None.

(MS) MEDICAL SCIENCE

MS 215 Medical Clinical Assisting I With Lab
This course is designed to provide the basic theoretical knowledge and hands-on experience in assisting physicians or medical office staff with medical exam room preparation and routine patient examination preparation with an emphasis on various communication techniques. Students will be introduced to basic clinical procedures including vital signs, first aid, injections, and emergency preparedness. 5.00 semester credit hours. Prerequisites: MO 150/MO 150L Pathophysiology and Pharmacology/Lab, PD 216 Proctor Preparation (online students only), and Anatomy and Physiology With Lab. Corequisite: None.

MS 235 Medical Clinical Assisting II With Lab
This course is a continuation of MS 215 Medical Clinical Assisting I. It is an introduction to diagnostic procedures routinely performed in the physician's office laboratory setting. Students will be introduced to electrocardiography, respiratory testing, hematology, microbiology, proper specimen collection techniques, quality control, and equipment inventory and maintenance. 5.00 semester credit hours. Prerequisite: MS 215 Medical Clinical Assisting I With Lab. Corequisite: None.

MS 280 Program Certification Review
This directed practice seminar is a course in which the student will participate in seminars to prepare for their transition into the workplace as well as successful completion of one of two national certification examinations for medical assisting. Students will complete cover letters, résumés, and reference lists to use in job placement. Professional credentialing opportunities are addressed as well as practice examinations focused on the graduate sitting for either of two national certification examinations. At locations where the Medical Assisting
Services program holds specialized accreditation by ABHES or CAAHEP, the Certified Medical Assistant (CMA) certification offered by the American Association of Medical Assistants will be covered. At other locations, the Registered Medical Assistant (RMA) certification offered by the American Medical Technologists will be covered. (See the “Accreditation” section of the Undergraduate Catalog for accredited locations.) 2.00 semester credit hours. Prerequisites: All didactic coursework and PGPA of 2.00.

**MS 295 Externship**

During the externship phase of training, the student will experience various aspects of working in the actual field they have trained for. The externship will provide the student with the opportunity to experience and participate in the duties typical to a real workplace setting. Instruction centers on observing experienced personnel as well as participating in actual procedures under close supervision of trained professionals. This portion of training must be completed within one year of completion of didactic training. 4.00 semester credit hours. Prerequisites: Final semester, PGPA of 2.00, PD 211 MA Internship Preparation, and a valid CPR certification.

**(MT) MEDICAL LABORATORY**

**MT 110 Clinical Laboratory Techniques**

This course covers the basic principles and techniques used in the medical laboratory. Emphasis is placed on medical terminology, basic microscopy, and phlebotomy. Other topics include an overview of all the disciplines in clinical laboratory science, laboratory safety, infection control, accreditation, certification, and licensure. Upon completion, students will be able to perform basic laboratory procedures and utilize basic theories of laboratory principles. 3.00 semester credit hours. Prerequisites: SC 145/SC 145L Anatomy and Physiology I/Lab. Corequisite: None.

**MT 111 Clinical Laboratory Calculations and Statistics**

This course incorporates the practical application of mathematical concepts in the medical laboratory. Instructions include the metric systems, solution preparation, dilutions, and other laboratory calculations. Upon completion, students will be able to make determinations of precision and accuracy using statistical data for various laboratory departments. 2.00 semester credit hours. Prerequisite: MA 107 College Algebra. Corequisite: None.

**MT 112 Urinalysis and Body Fluids**

This course focuses on the theory and techniques in the examination of urine and other body fluids. Proper techniques in the collection and handling are discussed. Students will be introduced to the physical and chemical properties of these fluids as well as microscopic examination of sediment and the identification of cells and crystals. Upon completion, students will be able to perform basic urinalysis and body fluid analysis and correlate laboratory results in renal disorders and other disease states. 2.00 semester credit hours. Prerequisites: MT 110 Clinical Laboratory Techniques, MT 111 Clinical Laboratory Calculations and Statistics, and SC 245/SC 245L Anatomy and Physiology II/Lab. Corequisite: None.

**MT 113 Clinical Chemistry**

The course introduces students to the principles and procedures of various tests performed in clinical chemistry. It presents the physiological basis, principle and procedure, and clinical significance of the test results, including quality control and normal values. Topics also include quality assurance, basic chemical laboratory techniques, safety, specimen collection and handling, carbohydrates, proteins, methodologies and pathophysiology for renal and hepatic functions, endocrine function, toxicology, electrolytes, acid-base balance, enzymes, and lipids. Upon completion, the student will evaluate laboratory test outcomes and correlate test results with patient condition(s). 4.00 semester credit hours. Prerequisites: MT 110 Clinical Laboratory Techniques, MT 111 Clinical Laboratory Calculations and Statistics, SC 185/SC 185L General Chemistry/Lab, and SC 245/SC 245L Anatomy and Physiology II/Lab. Corequisite: None.

**MT 114 Clinical Hematology**

In this course, the theory and techniques of hematology are covered. The student is presented with blood components, normal and abnormal cell morphology, blood-related disease conditions, and selected automated methods. Upon completion, students will be able to perform various procedures, including preparation and examination of hematologic slides, and relate results to specific disorders. 3.00 semester credit hours. Prerequisites: MT 110 Clinical Laboratory Techniques, MT 111 Clinical Laboratory Calculations and Statistics, and SC 245/SC 245L Anatomy and Physiology II/Lab. Corequisite: None.

**MT 115 Coagulation**

This course covers the theory and principles of blood clotting and explores mechanisms involved in clotting disorders. Emphasis is placed on laboratory techniques used in the diagnosis of disease and monitoring of treatment. Quality control and safety are also discussed. 1.00 semester credit hour. Prerequisites: MT 110 Clinical Laboratory Techniques, MT 111 Clinical Laboratory Calculations and Statistics, and SC 245/SC 245L Anatomy and Physiology II/Lab. Corequisite: None.
MT 116 Immunology/Serology
This course focuses on the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, the principles of serological procedures, safety, quality control, and specimen collection and handling. 2.00 semester credit hours. Prerequisites: MT 110 Clinical Laboratory Techniques, MT 111 Clinical Laboratory Calculations and Statistics, and SC 245/SC 245 Anatomy and Physiology II/Lab. Corequisite: None.

MT 210 Clinical Microbiology
This course prepares students to perform microbiological procedures on all body fluids and secretions for the purpose of identification of relevant microorganisms. There will be an emphasis on cultural, morphological, and chemical methods to identification. Topics include microbiology fundamentals, basic techniques, clinical microbiology, anti-microbial sensitivity, safety and quality control, parasitology, mycology, mycobacteriology and virology, correlation of disease states, and process improvement. 4.00 semester credit hours. Prerequisites: MT 116 Immunology/Serology and SC 165/SC 165L General Microbiology/Lab. Corequisite: None.

MT 211 Immunohematology
This course presents the theory and techniques of immunohematology. Students study the principles of immunohematology along with the practices of blood-banking. Also studied are antigen and antibody formation, behavior, and reaction properties. The blood group antigens and antibodies are discussed at length. Upon completion, students will be able to relate principles of immunohematology to procedures for transfusion and donor services, correlate blood-banking practices to certain disease states and disorders, and describe techniques for analytical methods utilizing immunological concepts. 3.00 semester credit hours. Prerequisite: MT 116 Immunology/Serology. Corequisite: None.

MT 212 Clinical Lab Simulation and Microscopy
This course provides an opportunity for the student to perform clinical laboratory procedures from all phases of laboratory testing as a review of previous laboratory courses. Emphasis is placed on microscopy, case studies, organization of tasks, and simulation of routine operations in a clinical laboratory. 2.00 semester credit hours. Prerequisites: MT 116 Immunology/Serology and SC 165/SC 165L General Microbiology/Lab. Corequisite: None.

MT 213 Clinical Lab Seminar
This course is a cumulative review of clinical laboratory science theory. The seminar consists of an on-campus summation of previous classes emphasizing recall, application of theory, correlation, and evaluation of all areas of clinical laboratory science. The course is also a review session of the topics necessary to prepare the students for the certification examination. Upon completion, students will be able to apply theory of analytical methods, recognize normal, abnormal, and erroneous results, and relate laboratory results to pathological conditions. 2.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

MT 214 Clinical Lab Practicum I
This is the first of two supervised practicums. The practicum is within the clinical setting and provides laboratory practice in hematology, urinalysis, microbiology, serology, immunohematology, and clinical chemistry. Emphasis is placed on clinical skills and performance in areas such as specimen preparation and examination, instrumentation, reporting results, management of data and quality control, recovery, isolation, culturing, identification of microorganisms, detection and identification of antibodies, typing of blood, compatibility testing of blood and blood components, computerized instrumentation, and the ability to recognize technical problems. Upon completion, the student will be able to process specimens, perform analyses utilizing various methods, including instrumentation, report results, perform screening for and identification of antibodies, compatibility testing, perform biochemical analysis, and manage data and quality control using information systems. 4.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

MT 215 Clinical Lab Practicum II
This is the second of two supervised practicums. The practicum is within the clinical setting and provides laboratory practice in hematology, urinalysis, microbiology, serology, immunohematology, and clinical chemistry. Emphasis is placed on clinical skills and performance in areas such as specimen preparation and examination, instrumentation, reporting results, management of data and quality control, recovery, isolation, culturing, identification of microorganisms, detection and identification of antibodies, typing of blood, compatibility testing of blood and blood components, computerized instrumentation, and the ability to recognize technical problems. Upon completion, the student will be able to process specimens, perform analyses utilizing various methods including instrumentation, report results, perform screening for and identification of antibodies, compatibility testing, perform biochemical analysis, and manage data and quality control using information systems. 4.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

(NA) NURSING

NA 081 Nursing Tutorial I
This is the first of a two-part series of nursing tutorials for students who did not meet TEAS scores required for unconditional entrance into the RN-Mobility Nursing Program. It involves professional concepts, reading, mathematics, and analyzing and comprehension of nursing
concepts. Study skills, critical thinking, and test-taking strategies are discussed. The goal of this course is to provide the student with the tools necessary to participate in the nursing program. 0.00 semester credit hours. Prerequisite: None. Corequisite: None.

**NA 082 Nursing Tutorial II**
This is the second of a two-part series of nursing tutorials for students who did not meet TEAS scores required for unconditional entrance into the RN-Mobility Nursing Program. It involves professional concepts, reading, mathematics, and analyzing and comprehension of nursing concepts. Study skills, critical thinking, and test-taking strategies are discussed. The goal of this course is to provide the student with the tools necessary to participate in the nursing program. 0.00 semester credit hours. Prerequisite: None. Corequisite: None.

**NA 165 General Microbiology for Nursing**
This course presents the scientific study of microscopic organisms and their effects as related to the medical profession. It also presents daily topics that are in the news and in current research journals and provides a thorough, comprehensive, and accurate overview of microbiology. Positive effects of microorganisms in our lives, along with the medically important microorganisms that cause disease, will be emphasized. 3.00 semester credit hours. Prerequisite: None. Corequisite: NA 165L General Microbiology for Nursing Lab.

**NA 165L General Microbiology for Nursing Lab**
This laboratory course encompasses the learning experience with hands-on practice with organisms, including protozoa, bacteria, and fungi. The students also gain experience with culturing and staining and various biochemical procedures used to identify microorganisms. These procedures will also be used to identify unknown bacteria. Students will learn how microbial growth is physically and chemically controlled. 1.00 semester credit hour. Prerequisite: None. Corequisite: NA 165 General Microbiology for Nursing.

**NA 205 Anatomy and Physiology II for Nursing**
This course builds on previous anatomy and physiology to include biochemistry, cellular biology, and histology integrated with each body system. Laboratory interpretation will provide students with experience relevant to laboratory values of each body system and how the body systems work together to provide homeostasis as well as body functions in the healthy and diseased states. 3.00 semester credit hours. Prerequisite: None. Corequisite: NA 205 Anatomy and Physiology II for Nursing Lab.

**NA 205L Anatomy and Physiology II for Nursing Lab**
The concepts of anatomy and physiology are applied to the study and assessment of the cardiovascular, immune, respiratory, urinary, digestive, and reproductive systems. Partial applications are integrated as well as laboratory work with partial applications involving the dissection of a cat and a comparison of the cat to the human organism. 1.00 semester credit hour. Prerequisite: None. Corequisite: NA 205 Anatomy and Physiology II for Nursing.

**NA 212 Advanced Pharmacology**
This course focuses on the effects of drug therapy on human body systems. The body systems include the central nervous system, autonomic nervous system, and the cardiovascular, renal, endocrine, respiratory, and gastrointestinal systems. Also included are anti-infective, anti-inflammatory, immune and biological modifiers and chemotherapeutic, hematological, dermatologic, ophthalmic, and optic agents. This course will cover laboratory practice of medication administration. It integrates the knowledge of physiology, chemistry, nursing fundamentals, calculations, and interpretation of medication orders as well as the knowledge and ability to administer medications and their pharmacokinetics safely. 2.00 semester credit hours. Prerequisites/Corequisites: None.

**NA 220 Medical Surgical Nursing I for RNs**
This course expands on the scope of adult medical-surgical nursing by focusing on adult clients with increasingly complex self-care deficits and subsequent increase in nursing agency. The student will use critical thinking processes to guide care-planning decisions for the adult client. This course includes the nurse’s role in assisting the client with self-management of acute and chronic illness. Emphasis will be placed on working as an effective member of the healthcare team, and beginning leadership skills will be presented. 4.00 semester credit hours. Prerequisite: NA 212 Advanced Pharmacology. Corequisite NA 225 Medical/Surgical Nursing I for RNs Clinical. Corequisite: None.

**NA 225 Medical Surgical Nursing I for RNs Clinical**
The student will use critical thinking processes to guide care-planning decisions for the adult client. The student will plan, implement, and evaluate medical-surgical nursing interventions for appropriateness in preparation for the client’s discharge. This clinical course includes the nurse’s role in assisting the client with self-management of acute and chronic illness. Students assist with planning and managing care for groups of clients. 1.00 semester credit hours. Prerequisite: NA 212 Advanced Pharmacology. Corequisite NA 220 Medical Surgical Nursing I for RNs.

**NA 230 Nutrition**
This course offers a nursing perspective on the role of nutrition in health promotion, primary prevention, and clinical disease states. Emphasis will be on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic, and community healthcare settings. Concepts and issues examined include nutrition throughout the life span, nutrition as related to specific disease processes, community nutrition, and USDA dietary guidelines. 3.00 semester credit hours. Prerequisites/Corequisites: None.
NA 235 Obstetrics/Pediatric Nursing
This course focuses on the role of the nurse on meeting the physiological, psychosocial, cultural, and developmental needs of the child and childbearing family. Course content includes human growth and development, pediatric care, and prenatal, perinatal, postnatal, and newborn care. Nutrition, pharmacology, culture, ethics, patient education, communication, critical thinking, and application of the nursing process are integrated throughout the course. 4.00 semester credit hours. Prerequisites: NA 220 Medical Surgical Nursing I for RNs and NA 225 Medical Surgical Nursing I for RNs Clinical. Corequisite NA 240 Obstetrics/Pediatric Nursing Clinical.

NA 240 Obstetrics/Pediatric Nursing Clinical
The student will observe, assess, and participate in the care of the maternal, newborn, and child client. This course focuses on the role of the nurse on meeting the physiological, psychosocial, cultural, and developmental needs of the childbearing family and pediatric client in a variety of settings. Upon completion of this course, students will be able to provide and manage care for maternal, newborn, and pediatric clients. 1.00 semester credit hour. Prerequisites: NA 220 Medical Surgical Nursing I for RNs and NA 225 Medical Surgical Nursing I for RNs Clinical. Corequisite NA 235 Obstetrics/Pediatric Nursing.

NA 250 Medical Surgical Nursing II for RNs
This course is a continuation of Medical Surgical Nursing I for RNs. The scope of adult medical-surgical nursing is broadened to include care of adult clients in complex and critical care areas. Upon completion of the course, the student will be able to identify adult client’s complex self-care deficits and plan and provide appropriate nursing agency to adult clients in complex and critical care areas. Emphasis will be placed on clinical decision making for patient-centered collaborative care along with emergency and disaster preparedness. 3.00 semester credit hours. Prerequisite: NA 220 Medical Surgical Nursing I for RNs Clinical. Corequisite: None.

NA 260 Mental Health for the RN
This course focuses on the continued application of the nursing process, critical thinking, and caring therapeutic interventions in acute, chronic, and community-based psychiatric-mental health settings. Basic mental health concepts and issues examined include cultural beliefs and ethnic diversity of the client and nurse as well as legal and ethical issues; therapeutic nurse-client relationship; self-awareness; neurobiopsychosocial theories; therapies and factors affecting health and wellness of clients with common psychiatric-mental health needs; and disorders across the life span, i.e., anxiety, mood, thought, cognitive, personality, and eating disorders. Emphasis is placed on client advocacy and collaboration with members of the mental healthcare team. 3.00 semester credit hours. Prerequisite: None. Corequisite: NA 261 Mental Health for the RN Clinical.

NA 261 Mental Health for the RN Clinical
This practicum will focus on continuing nursing knowledge and skills as related to mental health nursing. Students will continue to develop these areas in hospital and community settings, guided by instructors knowledgeable in the field of mental health. 1.00 semester credit hour. Prerequisite: None. Corequisite: NA 260 Mental Health for the RN.

NA 281 Role Transition: LPN to RN
This course provides an overview of theoretical and clinical concepts needed for the transitional role of the graduating associate's-degree nurse as a provider and manager of care and a member of the profession. Concepts of effective leadership styles, advanced therapeutic communication, delegation, conflict resolution, time management, nursing ethics, and professional issues, including the recognition of the impact of cultural beliefs and ethnic diversity of the client, are analyzed and compared in this final nursing course. Emphasis is placed on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic, and community-based healthcare settings using advanced technological and psychomotor skills. Utilizing the nursing process and advanced critical thinking, the student implements the role of the beginning associate's-degree nurse as coordinator of care, including theory and clinical accountability to provide quality care in various environments. 4.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

NA 282 NCLEX RN Review
This course is designed to thoroughly prepare the student for the registered nursing licensure exam. It covers essential nursing content from all core clinical areas, the nursing process, and client needs categories. Students will have the opportunity to develop and improve their test-taking skills through computer simulations and practice tests. Extensive student performance evaluation is provided throughout the course to aid in identifying and strengthening necessary content areas. 4.00 semester credit hours. Prerequisite: Final course. Corequisite: None.

NA 295 RN Clinical Internship
During the Internship phase of training, the student will function in a registered nurse capacity with a preceptor. Their internship will provide the student with the opportunity to experience and participate in their profession as a registered nurse. The preceptorship will center on observing experienced personnel as well as participating in actual nursing activities under close supervision of other registered nurse professionals. 3.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.
**NF 111 Nursing I**
This course introduces basic concepts necessary for the provision of safe, patient-centered nursing care to diverse populations. The nursing process, communication techniques, and legal and ethical responsibilities of the nurse are introduced. Basic nursing skills and health assessment are integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide quality nursing care, incorporating the concepts identified in this course. 7.00 semester credit hours. Prerequisites: AS 144 Medical Terminology, SC 165/SC 165L General Microbiology/Lab, SC 245/SC 245L Anatomy and Physiology II/Lab. Corequisite: None.

**NF 112 Nursing II**
This course introduces additional basic concepts necessary for the provision of safe, patient-centered nursing care to diverse populations across the life span. A nursing process approach is used to emphasize evidence-based practice, quality improvement, critical thinking, communication, collaboration, technology, and skills. Nursing skills and medication administration are integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide quality nursing care in the clinical setting. 6.00 semester credit hours. Prerequisite: NF 111 Nursing I. Corequisite: None.

**NF 113 Nursing III**
This course is designed to further develop and enhance concepts related to the nursing management of ill clients. A nursing process approach is utilized to emphasize critical thinking, teaching & learning, and managing care. Upon successful completion, the student will be able to provide safe, patient-centered nursing care to developmentally and culturally diverse populations in the acute care or community settings. 6.00 semester credit hours. Prerequisite: NF 112 Nursing II. Corequisite: None.

**NF 171 Transition to RN Practice**
This course is designed to introduce the bridge student to the concepts related to professional nursing care. Emphasis will be placed on the scope of practice of the registered nurse. A nursing process approach is utilized to emphasize evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, managing care, technology, and skills. Nursing skills, medication administration, and health assessment are integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide quality nursing care, incorporating the concepts identified in this course. 6.00 semester credit hours. Prerequisites: SC 165/SC 165L General Microbiology/Lab and SC 245/SC 245L Anatomy and Physiology II/Lab. Corequisite: None.

**NF 214 Nursing IV**
This course is designed to broaden concepts related to nursing management of ill clients. The nursing process is used to expand upon previously learned concepts for the provision of safe, patient-centered nursing care to developmentally and culturally diverse populations. This course emphasizes evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, and managing care. Upon successful completion, the student will be able to provide safe, holistic nursing care for one or more ill clients in the acute care of community settings. 6.00 semester credit hours. Prerequisite: NF 113 Nursing III or NF 171 Transition to RN Practice. Corequisite: None.

**NF 215 Nursing V**
This course is designed to augment previously learned concepts, introduce care of the family unit, and incorporate concepts related to leadership and professionalism. The nursing process is utilized to emphasize the concepts of family, health promotion, critical thinking, teaching/learning, communication, and advocacy. Upon successful completion, the student will be able to provide safe community and acute nursing care to the family unit. 6.00 semester credit hours. Prerequisite: NF 113 Nursing III or NF 171 Transition to RN Practice. Corequisite: None.

**NF 216 Nursing VI**
This course is designed to integrate previously learned concepts, life span development, and the promotion of critical thinking skills while applying the nursing process. Nursing management focuses on complex nursing care of the child and adult. Upon successful completion, the student will be able to provide safe nursing care to complex clients in the community and acute care setting. 6.00 semester credit hours. Prerequisite: NF 215 Nursing V. Corequisite: None.

**NF 217 Nursing VII**
This course provides a clinical practicum for the application of concepts learned throughout the program. Evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, managing care, management/leadership, skills/technology, and professional development are embodied and exhibited. The student engages in the application of the nursing process in collaboration with the RN preceptor who guides the clinical experience. Upon successful completion, the student will be able to demonstrate the knowledge, skills, and behaviors necessary to provide safe, individualized entry-level nursing care. 4.00 semester credit hours. Prerequisite: NF 216 Nursing VI. Corequisite NF 218 Nursing VIII.
NF 218 Nursing VIII
This course provides the student with the opportunity to assess his/her strengths and areas for improvement in preparation for the NCLEX-RN®. Utilizing critical thinking and the nursing process, integration of all previous concepts will be emphasized through the use of case studies, integrated testing, and directed study. 2.00 semester credit hours. Prerequisite: NF 216 Nursing VI. Corequisite: NF 217 Nursing VII.

NF 310 Nursing Pathophysiology
This course focuses on alterations of selected physiological functions that occur in response to a disease process or compensate for common stressors like inflammation or pain. The content builds upon previous understanding of anatomy, physiology, microbiology, basic chemistry, and the usual manifestations of common diseases. Alterations in pathophysiological functions of cells and the interrelationships of body systems are explored. Physiological theory and treatment are discussed using case situations and discussion questions that exemplify the content. 3.00 semester credit hours. Prerequisites: SC 245/SC 245L Anatomy and Physiology II/Lab. Corequisite: None.

NF 319 Nursing IX
This course analyzes public health concepts, trends, theories, and issues for advanced community health nursing practice. Aggregates, stakeholders, high-risk populations, public health functions, domestic and international healthcare delivery systems, and conceptual and scientific frameworks for community/public health nursing practice are incorporated. Guided practice in the development and refinement of specific assessment knowledge, techniques, and skills are explored to assist in recognizing normal and deviated health patterns and at-risk behaviors in multicultural clients and populations across the life span. 6.00 semester credit hours. Prerequisite: NF 318 Nursing VIII. Corequisite: None.

NF 320 Nursing VIII
This course analyzes the impact of educational, legal, ethical, political, and social issues on health policy and healthcare as well as rising liability insurance costs and perspectives on American healthcare delivery—past, present, and future. The emphasis is on nursing at the microsystem level. Healthcare policies at the local, regional, state, national, and global levels will be discussed, including similarities and differences. Global differences and their relationship to American healthcare practice are explored. Issues of funding methods, resource allocation, access to care, and disparities impacting the healthcare system are addressed from a policy perspective. Emphasis will be placed on evaluation of the effects of practice and healthcare laws and policies related to practice, consumer health, and the profession of nursing associated with the cultural differences, current legislation, political and religious controversy, economic constraints, and technology. Factors will be defined that may influence a proactive response to achieve safety, prevention of errors, and quality patient outcomes. 3.00 semester credit hours. Prerequisite: NF 317 Nursing VII. Corequisite: None.

NF 420 Nursing X
This course teaches concepts underlying professional career development in nursing. The role as a nurse manager, an integral part of a healthcare institution hierarch, is explored. Emphasis will be placed on the role of the nurse as a frontline manager, utilizing interprofessional communication skills and collaboration. The goal of these conceptual applications is to achieve excellence in the administration of healthcare organizations and in the provision of healthcare. Concentration on the acquisition of leadership behaviors, values, and the roles of planner, coordinator, provider, and evaluator of care are emphasized. The course focuses on concepts and tools required to provide safe care with evidence-based leadership. Focus of the nurse as educator, including principles and theories of teaching and learning, will be identified. Strategies for nurses to teach in staff development, as well as their role as a preceptor and in academic programs, will be explored. Students are introduced to quality improvement, case management, utilization review, staff development, peer review, and competency evaluation in healthcare. 6.00 semester credit hours. Prerequisite: NF 216 Nursing VI. Corequisite: None.

NF 421 Nursing XI
This course introduces the methods of clinical and scientific inquiry, with a focus on research methodologies, nursing theory, and the application of an evidence-based practice approach to patient care. Emphasis is placed on the development of the decision-making skills
required to critically appraise published investigations and to utilize research findings to effect positive change in healthcare through evidence-based practice. Students will utilize various databases and enhance their ability to analyze and synthesize research findings appropriate to clinical practice. 6.00 semester credit hours. Prerequisite: NF 420 Nursing X. Corequisite: None.

**NF 422 Clinical Practicum**
This is a clinical course that provides a practicum for the application of concepts learned throughout the program as the student engages in the full scope of professional nursing practice. The RN preceptor will provide the student with a guided clinical experience. Upon completion, the student should be able to demonstrate the knowledge, skills, and behaviors necessary to provide safe, individualized entry-level nursing care. 4.00 semester credit hours. Prerequisite: NF 421 Nursing XI. Corequisite: NF 423 Integration of Nursing Concepts.

**NF 423 Integration of Nursing Concepts**
This course provides the student with the opportunity to evaluate his/her strengths and weaknesses in preparation for the NCLEX-RN® exam. Utilization of the nursing process, critical thinking, and integration of all previous concepts will be emphasized through the use of case studies, integrated testing, and directed study. 2.00 semester credit hours. Prerequisite: NF 421 Nursing XI. Corequisite: NF 422 Clinical Practicum.

**Undergraduate Course Descriptions**

**NM 122 Introduction to Professional Nursing**
This course provides the foundation for professional nursing practice. Emphasis is placed on wellness and physiological, psychological, sociocultural, and spiritual factors, which contribute to the well-being of individual patients across the life span. The application of the nursing process and clinical decision making are explored. Recognition and development of therapeutic communication within the patient-nurse relationship is introduced. This course also prepares the student to perform a comprehensive health assessment of physiological, psychological, sociocultural, and spiritual variables of individual patients across the life span. Interviewing and documentation skills related to the comprehensive health assessment are developed. In addition to assessment, a focus on the theoretical basis for selected nursing skills and the development of the student’s psychomotor ability to perform these skills is emphasized. 6.00 semester credit hours. Prerequisites: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 245/SC 245L Anatomy and Physiology/Lab, and MA 107 College Algebra. Corequisites: NM 255 Applied Pathophysiology.

**NM 136 Pharmacology**
This course introduces the student to the role of pharmacotherapeutic agents in the treatment of illness as well as the promotion, maintenance, and restoration of wellness in clients throughout the life span. Basic pharmacokinetic and pharmacodynamic principles are introduced. These concepts provide the basis for the study of drug actions, indications, side effects, nursing implications, and client education. All major drug groups are addressed. This course will provide a foundation for critical thinking and the utilization of the nursing process in the use of pharmacotherapeutic agents. 4.00 semester credit hours. Prerequisites: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, and NM 255 Applied Pathophysiology. Corequisite: NM 222 Clinical Nursing I.

**NM 171 Transition to RN Practice with Lab**
This course is designed to introduce the practical nurse to the concepts related to professional nursing care. Emphasis will be placed on the scope of practice of the registered nurse. A nursing process approach is utilized to emphasize evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, managing care, technology, and skills. Nursing skills, medication administration, and health assessment are integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide quality nursing care, incorporating the concepts identified in this course. 6.00 semester credit hours. Prerequisites: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 245/SC 245L Anatomy and Physiology/Lab, MA 107 College Algebra, NM 136 Pharmacology, NM 255 Applied Pathophysiology, and EN 104 English Composition I. Corequisites: SC 185/SC 185L General Chemistry/Lab, EN 106 Information Literacy and Research Writing, and PD 121.

**NM 208 Nursing Informatics**
This course is designed to examine computers, electronic technologies, and selected computer applications of data management through information systems and telecommunications. The impact of these technologies on nursing practice, administration, and teaching will be examined. This course will incorporate ethical, legislative, and political issues within informatics. It will also explore ongoing research and future informatics issues. 4.00 semester credit hours. Prerequisites: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, NM 222 Clinical Nursing I, and NM 255 Applied Pathophysiology. Corequisite: NM 322 Clinical Nursing II.
NM 222 Clinical Nursing I
This course prepares students to enter their first clinical experience by providing an understanding of the complexity of the human being and the underlying nursing knowledge and critical-thinking skills required to respond to healthcare needs. The clinical component of this course includes simulated and clinical practice sessions plus beginning interactions with individual adult clients. To develop beginning assessment skills, emphasis is placed on history-taking skills and determining normal versus abnormal clinical signs. Students complete a holistic health assessment at the completion of this course. The course integrates use of the nursing process along with principles of communication and basic nursing skills in order to meet the health and illness needs of patients from diverse backgrounds. The role of the nurse as educator is introduced in this course. 7.00 semester credit hours. Prerequisites: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, and NM 255 Applied Pathophysiology. Corequisite: NM 136 Pharmacology.

NM 230 Psychiatric Nursing: Contemporary Practice
This course will address mental health issues within a holistic nursing context. Specific content will include historical and stereotypical views of psychiatric nursing care, biological versus behavioral approaches, therapeutic versus non-therapeutic communication, and the role of self-esteem. Evaluation of specific psychiatric disorders and nursing interventions appropriate to these disorders will be reviewed. 4.00 semester credit hours. Prerequisite: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, NM 222 Clinical Nursing I, NM 322 Clinical Nursing II, and NM 255 Applied Pathophysiology. Corequisite: NM 245 Cultural Diversity in Nursing and NM 335 Designing and Managing Nursing Care.

NM 245 Cultural Diversity in Nursing
This course focuses on the diversity in nursing practice in our society. It examines our own cultural beliefs, values, and practices and other cultures in the healthcare system. The course also is designed to understand the concept of culture and the nurse’s cultural awareness of the relationships between Westernized medicine and traditional health practices and recognition of selected cultures within the United States. Understanding of the ethical aspects associated with the professional nursing practice will be presented. The nursing process will be the guide for assessment, interventions, and evaluation of transcultural nursing care. 3.00 semester credit hours. Prerequisite: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, NM 222 Clinical Nursing I, NM 322 Clinical Nursing II, and NM 255 Applied Pathophysiology. Corequisite: NM 245 Cultural Diversity in Nursing. Corequisite: None.

NM 255 Applied Pathophysiology
This course focuses on alterations of selected physiological functions that occur in response to a disease process or compensate for common stressors like inflammation or pain. The content builds upon previous understanding of anatomy, physiology, microbiology, basic chemistry, and the usual manifestations of common diseases. Alterations in pathophysiological functions of cells and in the interrelationships of body systems are explored. Physiological theory and treatment are discussed using case situations and discussion questions that exemplify the content. 4.00 semester credit hours. Prerequisite: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing. Corequisite: NM 245 Cultural Diversity in Nursing. Corequisite: None.

NM 322 Clinical Nursing II
Building on Clinical Nursing I, this course expands the knowledge base of caring for adult patients. It addresses the complexity of the human being and specifies the underlying nursing knowledge and critical thinking skills required to respond to healthcare needs. The focus is on specific healthcare problems and the interventions to deal with these problems. The clinical component focuses on complex clinical experiences related to the content in Clinical Nursing II. Students use critical thinking processes to guide care-planning decisions for hospitalized patients. All components of this course integrate the nursing process, principles of communication, and nursing skills necessary for applying health assessment data, pathophysiology content and pharmacology to the experience of health and illness of clients from diverse backgrounds. 8.00 semester credit hours. Prerequisites: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, NM 136 Pharmacology, NM 222 Clinical Nursing I, and NM 255 Applied Pathophysiology. Corequisite: None.

NM 335 Designing and Managing Nursing Care
This is the first course in the management/leadership sequence of two courses (followed by Leadership and Issues in Nursing). This course focuses on the professional nurse’s role in planning and managing care for groups of clients as a staff nurse or unit manager. The second course will focus on nursing leadership at a higher level with discussion of influences beyond the healthcare facility. As healthcare providers who function autonomously and interdependently, nurses are responsible for professional identity and practice and must develop expertise in supervising, managing, and delegating nursing care within the policies and procedures of a health system. Fiscal management is an important part of this course. Additionally, the management of information and ability to assist patients in utilizing
information is emphasized. 2.00 semester credit hours. Prerequisites: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, NM 136 Pharmacology, NM 222 Clinical Nursing I, NM 322 Clinical Nursing I, and NM 255 Applied Pathophysiology. Corequisite: NM 245 Cultural Diversity in Nursing.

**NM 341 Family Nursing I**

This course focuses on nursing care as it relates to the function and structure of the childbearing family, including the specific experiences of pregnancy, childbirth, postpartum, and the care of newborns. It explores the nurse’s role in promoting and maintaining family health. Specific content includes reproductive and sexual health, psychological and physiologic changes of pregnancy, prenatal care, labor and delivery, postpartum, and the care of the newborn. Cultural considerations within a family context will be included. 4.00 semester credit hours. Prerequisites: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, NM 136 Pharmacology, NM 222 Clinical Nursing I, NM 255 Applied Pathophysiology, and NM 322 Clinical Nursing II. Corequisite: NM 346 Family Nursing II.

**NM 346 Family Nursing II**

The focus of this course is the nursing care of a child within a family context. This course addresses care of the pediatric patient from infancy through adolescence. The class examines the common stressors for the child and family throughout the growing years and evidence-based nursing interventions to help deal with these stressors. The critical nursing roles of health promotion and disease prevention within the stages of infancy through adolescence are major threads throughout this course. Developmental stages of children, including common health concerns at these stages, are examined within a family and cultural context. 4.00 semester credit hours. Prerequisites: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, NM 136 Pharmacology, NM 222 Clinical Nursing I, NM 255 Applied Pathophysiology, and NM 322 Clinical Nursing II. Corequisite: NM 341 Family Nursing I.

**NM 352 Public Health Nursing**

This course provides the foundation for community-based application to examine a variety of issues in healthcare practice. Students are able to complete a community assessment and develop a community program for a population at risk. Students are able to explore dimensions of multicultural issues and the impact of health policy on the health of a community. The clinical experience in this course focuses on comprehensive management of family, groups, and community clients within the context of the nursing process and public health science. Emphasis is placed on the assessment and development of nursing care systems for families, groups, and populations within communities. Interrelated classroom and clinical experiences include care of clients across the life span and at all levels of prevention with an emphasis on preventative health services and health promotion. 4.00 semester credit hours. Prerequisite: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, NM 136 Pharmacology, NM 222 Clinical Nursing I, NM 230 Psychiatric Care: Contemporary Practice, NM 245 Cultural Diversity in Nursing, NM 255 Applied Pathophysiology, and NM 322 Clinical Nursing II. Corequisite: NM 410 Cultural Diversity in Nursing.

**NM 410 Ethics in Nursing**

This course is designed to introduce nursing students to ethical theory and practice with a view to enhancing both their understanding of value issues in healthcare and their future practice as healthcare professionals. Given their unique role in healthcare, nurses have special ethical responsibilities. Emphasis is placed on the development of a personal values system that includes the capacity to make and act upon ethical judgments and the ability to apply decision making in nursing practice. 2.00 semester credit hours. Prerequisites: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, NM 136 Pharmacology, NM 222 Clinical Nursing I, NM 230 Psychiatric Nursing: Contemporary Practice, NM 245 Cultural Diversity in Nursing, NM 255 Applied Pathophysiology, NM 322 Clinical Nursing II. Corequisites: NM 422 Clinical Nursing III and NM 480 Leadership and Issues in Nursing.

**NM 422 Clinical Nursing III**

This course expands on previous nursing knowledge and skills to provide care to patients with complex health stressors with unpredictable outcomes. There is a focus on caring for patients in specialty settings such as critical care, cardiovascular care, respiratory care, operating room, recovery room, and/or emergency care. Complex clinical problems, such as cardiac and respiratory system problems, neurotrauma, cancer, pain management, and multi-system stressors, are reviewed in regards to the nursing process. 4.00 semester credit hours. Prerequisite: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, NM 136 Pharmacology, NM 222 Clinical Nursing I, NM 255 Applied Pathophysiology, NM 322 Clinical Nursing II, NM 352 Public Health Nursing, NM 424 Gerontological Nursing, NM 341 Family Nursing I, NM 346 Family Nursing II. Corequisites: NM 410 Ethics in Nursing, NM 480 Leadership and Issues in Nursing.
**NM 424 Gerontological Nursing**

This course provides an opportunity to explore healthcare needs and issues in gerontological nursing. Healthy aging processes and the risk factors that affect the health and functioning of older adults will be explored as well as nursing approaches to managing those needs and risks. Ethical, legal, and economic issues will be addressed. 3.00 semester credit hours. Prerequisite: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, NM 136 Pharmacology, NM 222 Clinical Nursing I, NM 255 Applied Pathophysiology, NM 322 Clinical Nursing II, NM 352 Public Health Nursing, NM 424 Gerontological Nursing, NM 341 Family Nursing I, and NM 346 Family Nursing II. Corequisite: NM 352 Public Health Nursing.

**NM 465 Nursing Research**

This course is designed as an introduction to the role of evidence-based nursing practice (EBP) within the profession. The two goals of this course are: a) to increase nurses’ awareness, understanding and appreciation of the principals involved in nursing research and b) to prepare nurses to better understand and utilize research findings in the continued effort to improve nursing practice. Students will be prepared to read reports of nursing research and to critically assess their value in practice. To make this learning more meaningful, students will be encouraged to apply the knowledge gained to their own practices. 3.00 semester credit hours. Prerequisites: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, NM 136 Pharmacology, NM 222 Clinical Nursing I, NM 255 Applied Pathophysiology, NM 322 Clinical Nursing II, NM 352 Public Health Nursing, NM 424 Gerontological Nursing, and NM 341 Family Nursing I. Corequisites: None.

**NM 480 Leadership and Issues in Nursing**

This is the second course in the management/leadership sequence of two courses. This course provides the students with the opportunity to explore the leadership behaviors and organizational structures that enhance the delivery of client care. Specific content includes planning and evaluating care delivery systems, strategic planning, shared governance, budgeting and cost-benefit analysis, reimbursement, interdisciplinary collaboration, political action, and healthcare trends. Professional issues that are critical to the delivery of nursing care in the U.S. will be addressed. A major emphasis will be placed on the role of the interdisciplinary approach to delivering high-quality accessible healthcare and the integral role of the professional nurse on this team. 2.00 semester credit hours. Prerequisite: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, NM 136 Pharmacology, NM 222 Clinical Nursing I, NM 255 Applied Pathophysiology, NM 322 Clinical Nursing II, NM 352 Public Health Nursing, NM 424 Gerontological Nursing, NM 341 Family Nursing I, and NM 346 Family Nursing II. Corequisites: NM 422 Clinical Nursing III, NM 410 Ethics in Nursing.

**NM 485 Nursing Preceptorship With NCLEX Review**

This clinical course is the capstone course for the nursing major. The focus of this course will be on integration of the professional role in various healthcare settings. Students will work with a preceptor to synthesize theory, assessment, and competence expected of BSN graduates. In a collaborative relationship with a preceptor and a faculty advisor, the student implements a learning contract that is specific to the student’s learning interests and needs. An NCLEX review will take place during this course. 6.00 semester credit hours. Prerequisite: SC 145/SC 145L Anatomy and Physiology/Lab, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, MA 107 College Algebra, SC 245/SC 245L Anatomy and Physiology/Lab, NM 122 Introduction to Professional Nursing, NM 136 Pharmacology, NM 222 Clinical Nursing I, NM 255 Applied Pathophysiology, NM 322 Clinical Nursing II, NM 352 Public Health Nursing, NM 424 Gerontological Nursing, NM 341 Family Nursing I, NM 346 Family Nursing II. Corequisites: NM 422 Clinical Nursing III, NM 410 Ethics in Nursing.

**NO 103 Health and Illness Throughout the Life Span**

This course will focus on health promotion for clients across the life span. Normal changes related to growth and development will be covered. Changes related to the normal aging process will be explored. The student will gather client data, identify nutritional needs, and assist with nursing care plans and reinforcement of teaching plans for the healthy family, pregnant woman, newborn, and developing child. Exposure to healthy behavior patterns will allow the student to recognize maladaptive and adaptive patterns of behavior. 2.00 semester credit hours. Prerequisite: PS 101 Psychology. Corequisite: None.

**NO 106 Fundamentals of Nursing I**

This course introduces the student to the art and science of nursing care, and subsequent courses are built upon the concepts and skills learned in fundamentals and medical-surgical nursing. The science of basic nursing emphasizes health promotion, nursing process, ethical/legal aspects, health across the life span, critical thinking, nursing skills, up-to-date clinical information, nursing care plans, risk factors, individual education, family involvement, and other related areas. 2.00 semester credit hours. Prerequisite: None. Corequisite: NO 106L Fundamentals of Nursing I Lab.
NO 106L Fundamentals of Nursing I Lab
This is the lab portion of Fundamentals of Nursing I. 1.00 clock hour. Prerequisite: None. Corequisite: NO 106 Fundamentals of Nursing I.

NO 107 Fundamentals of Nursing II
Fundamental nursing care is directed toward the adult in acute and chronic settings, to include the home, hospital, assisted-living facilities, nursing centers, and veterans facilities. The role of the associate's-degree nurse is stressed in physiology, pathophysiology, and psychosocial context by identifying and utilizing cognitive and technical skills as they relate to the care of the adult. 2.00 semester credit hours. Prerequisites: NO 106/NO 106L Fundamentals of Nursing I/Lab. Corequisites: NO 107L/NO 108 Fundamentals of Nursing II Lab/Clinical.

NO 107L Fundamentals of Nursing II Lab
This is the lab portion of Fundamentals of Nursing II. 1.00 semester credit hour. Prerequisites: NO 106/NO 106L Fundamentals of Nursing I/Lab. Corequisites: NO 107/NO 108 Fundamentals of Nursing II/Clinical.

NO 108 Fundamentals of Nursing II Clinical
This is the clinical portion of Fundamentals of Nursing II. 1.00 semester credit hour. Prerequisites: NO 106/NO 106L Fundamentals of Nursing I/Lab. Corequisites: NO 107/NO 107L Fundamentals of Nursing II/Lab.

NO 109 Adult Nursing Systems I
This course introduces the student to the concepts of medical-surgical nursing, and subsequent courses are built upon the concepts and skills learned in medical-surgical nursing. Students are prepared for the vast opportunities in modern healthcare delivery and nursing practice. The science of adult medical-surgical nursing emphasizes health promotion, assessment, care plans, risk factors, genetics, pharmacology, ethics, patient education, and other related areas. Basic medical-surgical nursing care is directed toward the adult in acute and chronic settings. The role of the associate's-degree nurse is stressed in physiology, pathophysiology, and psychosocial context as it relates to patient care. 3.00 semester credit hours. Prerequisites: NO 107/NO 107L/NO 108 Fundamentals of Nursing II/Lab/Clinical. Corequisite: NO 110 Adult Nursing Systems I Clinical.

NO 110 Adult Nursing Systems I Clinical
This is the clinical portion of Adult Nursing Systems I. 1.00 semester credit hour. Prerequisites: NO 107/NO 107L and NO 108 Fundamentals of Nursing II/Lab/Clinical. Corequisite: NO 109 Adult Nursing Systems I.

NO 111 Therapeutic Use of Self
This course focuses on the communication process within the healthcare setting. Students are encouraged to utilize self-awareness skills as they explore complex topics of diversity, culture, end-of-life issues, boundaries, and professionalism. 1.00 semester credit hour. Prerequisite: PS 101 Psychology. Corequisite: NO 111L Therapeutic Use of Self Lab.

NO 111L Therapeutic Use of Self Lab
This is the lab portion of Therapeutic Use of Self. 1.00 semester credit hour. Prerequisite: PS 101 Psychology. Corequisite: NO 111 Therapeutic Use of Self.

NO 112 Pharmacology
This course provides instruction in the study of human diseases with focus on the symptoms, signs, causes, and diagnosis of disease. Additionally, students will learn about pharmacology, drug categories, and pharmacological treatment related to human diseases. 2.00 semester credit hours. Prerequisite: None. Corequisites: SC 245/SC 245L Anatomy and Physiology II/Lab.

NO 113 Nursing Process and Documentation
This course introduces the student to the steps in the nursing process. The formalized NANDA nursing language is presented, along with basic medical terminology. Nursing care planning is presented, and examples of care plans are given. Types of nursing documentation in various healthcare settings are presented, with examples of both narrative and computer-based charting. Government incentives to adopt electronic medical records are discussed, and the student is introduced to a model electronic medical record (EMR) and given simulation practice opportunities. 2.00 semester credit hours. Prerequisites/Corequisites: None.

NO 208 Nursing Management
This course covers nursing management and professional issues, such as healthcare economics, quality control, and legal and ethical dilemmas, that the student will encounter in the professional registered nurse role. Course activities will prepare the student for the transition into the nursing practice. 2.00 semester credit hours. Prerequisites: NO 212/NO 213 Adult Nursing Systems III/Clinical. Corequisite: None.

NO 210 Adult Nursing Systems II
This course continues the concepts of medical-surgical nursing, as begun in Adult Nursing Systems I, and subsequent courses are built upon the concepts and skills learned in medical-surgical nursing. Students are prepared for the vast opportunities in modern healthcare delivery and nursing practice. The science of adult medical-surgical nursing emphasizes health promotion, assessment, care plans, risk factors, genetics, pharmacology, ethics, patient education control and mobility, digestion and elimination, reproductive and sexual
disorders, physical and mental integrity, the integration of body systems, and other related areas. Basic medical-surgical nursing care is directed toward the adult in acute and chronic settings. The role of the associate’s-degree nurse is stressed in physiology, pathophysiology, and psychosocial context as it relates to patient care. 2.00 semester credit hours. Prerequisites: NO 109/NO 110 Adult Nursing Systems I/Clinical. Corequisite: NO 211 Adult Nursing Systems II Clinical.

NO 211 Adult Nursing Systems II Clinical
This is the clinical portion of Adult Nursing Systems II. 1.00 semester credit hour. Prerequisites: NO 109/NO 110 Adult Nursing Systems I/Clinical. Corequisite: NO 210 Adult Nursing Systems II.

NO 212 Adult Nursing Systems III
This course continues with medical surgical nursing in a critical care setting. Complex patient needs are addressed. The nursing process is used to prioritize care within the scope of nursing practice. Critical thinking and managing the total care of clients that are in critical care settings are performed. 2.00 semester credit hours. Prerequisites: NO 210/NO 211 Adult Nursing Systems II/Clinical. Corequisite: NO 213 Adult Nursing Systems III Clinical.

NO 213 Adult Nursing Systems III Clinical
This is the clinical portion of Adult Nursing Systems III. 1.00 semester credit hour. Prerequisites: NO 210/NO 211 Adult Nursing Systems II/Clinical. Corequisite: NO 212 Adult Nursing Systems III.

NO 214 Maternal/Newborn Self-Care Requisites
This course introduces the scientific basis for maternal, newborn, and women’s health. It demonstrates and features the application of the nursing process. Physiological and pathophysiological processes are presented, and the reasons behind professional nursing care and the identification of problems are examined. Legal topics, including standards of care, informed consent, and refusal of treatment, are discussed early in the course along with ethical issues to facilitate quality of care. Maternal, newborn, and women’s health are practiced in a variety of settings, and the methods to ease transition into these facilities and improve continuity of care are explored. There is an emphasis upon family, culture, and community as well as the support and involvement of the nurse during childbirth and child rearing and in the maintenance of female health. 1.00 semester credit hour. Prerequisites: NO 210/NO 211 Adult Nursing Systems II/Clinical. Corequisite: NO 215 Maternal/Newborn Self-Care Requisites Clinical.

NO 215 Maternal/Newborn Self-Care Requisites Clinical
This is the clinical portion of Maternal/Newborn Self-Care Requisites. 1.00 semester credit hour. Prerequisites: NO 210/NO 211 Adult Nursing Systems II/Clinical. Corequisite: NO 214 Maternal/Newborn Self-Care Requisites.

NO 216 Psychosocial Self-Care Requisites
This course assists students in defining the principles and concepts of mental health and in refining communication skills applicable to this area of nursing. Psychopathology and treatment modalities related to the nursing care of clients and their families are studied. This area of nursing is built upon previous nursing courses and on social and behavioral sciences. Therapeutic problem-solving and clinical decision making for clients, with alterations in psychosocial integrity, are experienced by students in mental health acute-care facilities, community mental health centers, and selected community mental health agencies. 2.00 semester credit hours. Prerequisites: NO 111/NO 111L Therapeutic Use of Self/Lab. Corequisite: NO 217 Psychosocial Self-Care Requisites Clinical.

NO 217 Psychosocial Self-Care Requisites Clinical
This is the clinical portion of Psychosocial Self-Care Requisites. 1.00 semester credit hour. Prerequisites: NO 111/NO 111L Therapeutic Use of Self/Lab. Corequisite: NO 216 Psychosocial Self-Care Requisites.

NO 218 Health Deviations in Childhood
This course introduces the student to the concepts of pediatric nursing, and subsequent courses are built upon the concepts and skills learned in previous nursing courses. Students prepare for the vast opportunities in modern healthcare delivery and nursing practice. The science of pediatric nursing emphasizes health promotion, assessment, care plans, risk factors, genetics, pharmacology, ethics, patient education, family involvement, and other related areas. Basic pediatric nursing care is directed toward the child and adolescent in acute and chronic settings. The role of the associate’s-degree nurse is stressed in physiology, pathophysiology, and psychosocial context as it relates to care of the child. 1.00 semester credit hour. Prerequisites: NO 210/NO 211 Adult Nursing Systems II/Clinical. Corequisite: NO 219 Health Deviations in Childhood Clinical.

NO 219 Health Deviations in Childhood Clinical
This is the clinical portion of Health Deviations in Childhood. 1.00 semester credit hour. Prerequisites: NO 210/NO 211 Adult Nursing Systems II/Clinical. Corequisite: NO 218 Health Deviations in Childhood.

NO 220 Health Deviations in Older Adulthood
This course introduces the older adult on a continuum from normal aging to health deviations, defines and identifies the diversity of the older client, and studies the characteristics of this population as seen in the United States. The student learns to develop critical thinking
skills, utilize educational resources, and investigate biological, sociological, and psychological theories applicable to the aging client. The family unit is emphasized, and alternatives are explored. Legal and ethical concerns, to include elder law and abuse, are considered. Nursing assessment, diagnosis, interventions, evaluations, and documentation are applied through this course. 2.00 semester credit hours. Prerequisites: NO 212/NO 213 Adult Nursing Systems III/Clinical. Corequisite: NO 221 Health Deviations in Older Adulthood Clinical.

NO 221 Health Deviations in Older Adulthood Clinical
This is the clinical portion of Health Deviations in Older Adulthood. 1.00 semester credit hour. Prerequisites: NO 212/NO 213 Adult Nursing Systems III/Clinical. Corequisite: NO 220 Health Deviations in Older Adulthood.

NO 222 Directed Clinical Practicum
This course is a clinical preceptorship in an acute and chronic setting, where the student will synthesize nursing skills and critical thinking to perform safe patient care. The role of the associate’s-degree nurse is stressed in physiology, pathophysiology, and psychosocial context as it relates to the care of patients. 2.00 semester credit hours. Prerequisite: NO 212/NO 213 Adult Nursing Systems III/Clinical. Corequisite: None.

(NT) NETWORKING AND SECURITY TECHNOLOGY

NT 120 Emerging Operating Systems
This course is designed to give the student a foundational skill set for new and emerging operating systems being introduced to the computer industry. The course will cover the features, capabilities, and functional details involved with the understanding and implementation of the latest operating systems available today. The student will receive classroom and hands-on experience with the most recent OSs. The course includes topics such as installation, networking, system utilities, disk management, user management, security features, performance tuning, disaster recovery, and troubleshooting. 4.00 semester credit hours. Prerequisite: IS 185 Computer Architecture and Troubleshooting I. Corequisite: None.

NT 180 Network and Server Operating Systems
This course develops knowledge and skills in Microsoft Windows client and server operating systems. Topics include installing the client and server operating systems, planning, installing, managing, and troubleshooting server roles, features, and network services, implementing and conducting administration of resources, implementing, managing, and troubleshooting hardware devices and drivers, monitoring and optimizing performance, reliability and availability, managing, configuring, and troubleshooting storage use, configuring and troubleshooting the desktop environment and network connections, implementing, managing, and troubleshooting network protocols, and implementing, monitoring, and troubleshooting security. 4.00 semester credit hours. Prerequisite: IS 112 Computer Networks or IS 186 Computer Architecture and Troubleshooting II. Corequisite: None.

NT 200 Network Infrastructure Administration
This course is designed to provide instruction in implementing and administering a modern network infrastructure. Topics include installing, configuring, managing, monitoring, and troubleshooting domain name services, network protocols, Windows Internet Name Services (WINS), Internet Protocol Routing, network address translation (NAT), and Certificate Services. 4.00 semester credit hours. Prerequisite: NT 180 Network and Server Operating Systems. Corequisite: None.

NT 202 Routing and Switching Security I
This course develops introductory knowledge and skills needed to configure, manage, and support network security in routing and switching technologies. Topics include network security principles, security threats, routers and switches security configuration, monitoring, management, authentication, authorization, and accounting implementation, access control list configuration, and intrusion prevention operation. 4.00 semester credit hours. Prerequisite: IS 284 Routers and Switches I. Corequisite: None.

NT 210 Directory Services Administration
This course provides instruction in implementing and administering a directory services infrastructure. Topics include installing, configuring, and troubleshooting industry-standard directory services, installing, configuring, managing, monitoring, and troubleshooting naming services (such as DNS) to support directory services, changing control and configuration management and its relation to the reliable operation of directory services, managing, monitoring, and optimizing the components of directory services, and configuring, managing, monitoring, and troubleshooting directory service security solutions. 4.00 semester credit hours. Prerequisite: NT 180 Network and Server Operating Systems. Corequisite: None.

NT 212 Routing and Switching Security II
This course is a continuation of Routing and Switching Security I and will develop the knowledge and skills needed to configure, manage, and support network security in routing and switching technologies. Topics include securing the local area network (LAN), including endpoint, Layer 2, wireless, VoIP, and network storage devices, defining and using cryptographic systems, implementing and configuring virtual private networks (VPNs), managing a secure network, listing network security policy elements, and describing a Cisco Adaptive Security Appliance (ASA). 4.00 semester credit hours. Prerequisite: NT 202 Routing and Switching Security I. Corequisite: None.
NT 215 Routers and Switches
This course introduces the concepts and procedures required to configure switches and routers in multi-protocol internetworks. Topics include the operating system of the router and switch, the Open Systems Interconnection (OSI) reference model and layered communication, LAN design technologies, virtual LANs, bridging, switching, and Spanning Tree Protocol (STP), TCP and IP protocol suite and IP addressing, subnetting configuration, routing basics, protocols configuration, access list security and configuration, and Wide Area Network (WAN) design, protocols, and technologies. 4.00 semester credit hours. Prerequisite: IS 112 Computer Networks. Corequisite: None.

NT 230 Building Scalable Internetworks
This course is a continuation of Routers and Switches. It is designed to introduce the advanced routing architecture and protocols with a focus on the management of large multiprotocol networks. Topics include advanced IP addressing management, CIDR, NAT, the key characteristics of scalable internetworks, route summarization, route optimization, and advanced routing protocols such as EIGRP, multi-area OSPF, integrated IS-IS, and Border Gateway Protocol (BGP). 4.00 semester credit hours. Prerequisite: IS 286 Routers and Switches II or NT 215 Routers and Switches. Corequisite: None.

NT 302 Advanced Network Infrastructure
This course develops knowledge and skills in advanced network infrastructure in an enterprise environment. Students will learn advanced network infrastructure principles and architectures to deploy, manage, and maintain a network server operating system infrastructure. Topics include advanced network infrastructure architectures, solutions, and implementations, high availability, file and storage solutions, business continuity and disaster recovery, advanced active directory infrastructure, and identity and access solutions. 4.00 semester credit hours. Prerequisite: NT 200 Network Infrastructure Administration. Corequisite: None.

NT 305 Virtualization
This course provides instruction in computer operating system virtualization concepts and practices. Topics include business and performance benefits of virtualization, local and network storage management, creating and managing stand-alone virtual machines, cloning virtual machines, virtualization in the network operations center, software and network testing using virtualization, virtualization as a disaster recovery tool, and managing and tuning virtual machine and virtual infrastructure performance. Emphasis is placed on learning several virtualization environments and approaches, both proprietary and open-source. Concepts will be illustrated and enforced with a variety of actual installations and practical projects. 4.00 semester credit hours. Prerequisite: NT 200 Network Infrastructure Administration. Corequisite: None.

NT 315 Designing Network Security
This course provides instruction in the analysis of business requirements for resource security and the designing of security solutions that meet business requirements in a network system. Topics include analyzing security requirements and designing network security solutions for access between networks and communication channels. 4.00 semester credit hours. Prerequisite: NT 200 Network Infrastructure Administration. Corequisite: None.

NT 320 Wireless Networking Fundamentals
This course provides instruction on both general and specific wireless technologies. Topics include wireless theory, including radio frequency and infrared transmissions. It also covers wireless topologies, access points, wireless bridges, antenna theory, wireless security, site surveys, and troubleshooting techniques. 4.00 semester credit hours. Prerequisite: IS 112 Computer Networks. Corequisite: None.

NT 325 System Administration Scripting
This course provides an introduction to automating administrative tasks using scripts. Students will design and implement scripts of moderate complexity that automate administrative tasks such as the creation of user accounts, the administration of disk drive and printer, and the management of system services and event logs. Scripts may be written using languages such as Bourne and C, and Korn shells and JScript, VBScript, and Perl. Topics include tools and utilities, interactive command line programs, shell programming using constructs, variables, commands, functions, and debugging processes. 4.00 semester credit hours. Prerequisite: IS 103 Programming Logic. Corequisite: None.

NT 341 Mail Servers
This course provides instruction in the implementation, administration, and troubleshooting of e-mail messaging systems. Topics include the architecture and communication abilities of mail servers, installation of mail servers, backward integration and compatibility, client support and configuration, real-time collaboration, foreign mail system connecters, SMTP and Internet-based client access, security techniques, performance monitoring, maintenance procedures, and troubleshooting issues. 4.00 semester credit hours. Prerequisites: IS 191 Linux Administration and NT 180 Network and Server Operating Systems. Corequisite: None.

NT 343 Computer and Network Forensics
This course will provide the student with instruction in computer and network forensics. Computer and network forensics is simply the application of computer and network device investigation and analysis techniques in the interests of determining potential legal evidence.
Evidence might be sought in a wide range of computer crimes or misuse including, but not limited to, theft of trade secrets, theft of or destruction of intellectual property, and fraud. This may range from tracing the tracks of a hacker through a client’s system to tracing the originator of defamatory e-mails and recovering signs of fraud. Topics covered in this course will include an overview of the field including components of PCs, information storage and retrieval, varieties of computer-related crimes, and securing and analyzing electronic evidence. 4.00 semester credit hours. Prerequisite: IS 282 Network Security. Corequisite: None.

NT 353 Network Defense
This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack, and secure their own systems. The lab-intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin understanding how perimeter defenses work and then be led into scanning and attacking their own networks; no real network is harmed. Students then learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about intrusion detection, policy creation, social engineering, open-source intelligence, incident handling, and log interpretation. 4.00 semester credit hours. Prerequisite: IS 282 Network Security. Corequisite: None.

NT 360 Supporting Enterprise Applications
This course is designed to provide Internet-worked application management and support skills that typically are demanded by large enterprise networks and Internet/Intranet application environments. It extends the client/server model and analyzes the requirements and implementation of applications in n-tier enterprise environments running business-critical applications and Intranet/Internet solutions. Topics include messaging and e-mail applications, calendaring, groupware, database and web server applications, application hosting and installation, server and client configuration, middleware integration, server clustering, client-side interface management, server-side security and access, communication and delivery protocols, and client/server platforms. 4.00 semester credit hours. Prerequisite: NT 200 Network Infrastructure Administration. Corequisite: None.

NT 370 Web Server Installation and Administration
This course provides an in-depth study of the knowledge and skills required to install and administer web servers that support Internet-based application, data, and information services. Topics include web server technology, selecting a web server platform, establishing server services such as HTTP, FTP, SMTP, and NNTP, supporting server-side technologies (CGI, servlets, server-side includes, ASP, and JSP), supporting web client technologies (Java applets, ActiveX, and plug-ins), client configuration and browser support, indexing and index servers, virtual directories and content, web server security and host access, SSL and certificate authorities, supporting intranets with web servers, web server performance and troubleshooting, integrating proxy and web servers, handling of different protocols by proxies, proxy caching, filtering, monitoring, access control, and proxy security, performance, capacity planning, and load balancing. 4.00 semester credit hours. Prerequisite: NT 200 Network Infrastructure Administration. Corequisite: None.

NT 382 Multilayer Switching
This course is a study of intermediate to advanced topics regarding switching concepts. Topics include switching roles, configuration and troubleshooting of switches, VLAN technology, spanning tree protocol, multilayer switching, multicasting, IP telephony, layer 2 and 3 configuration, and SANs. 4.00 semester credit hours. Prerequisite: IS 112 Computer Networks. Corequisite: None.

NT 400 Internetwork Troubleshooting
This course is a study of intermediate to advanced topics regarding network troubleshooting. It is focused on providing real-world application, skill enhancement, and troubleshooting methodologies. Topics include the OSI model, IOS troubleshooting commands, trouble tickets, and troubleshooting IP and IPX, switches, VLANs, frame relay, and WAN interfaces. 4.00 semester credit hours. Prerequisite: IS 112 Computer Networks. Corequisite: None.

NT 401 Voice-Over IP
Voice-over IP is an emerging technology which allows the transmission of voice signals over a data network. This course teaches the student how to install and configure the voice-over IP telephony technology. Topics include installing and configuring voice and data network routers, configuring voice-over frame relay, ATM and IP, configuring voice ports and dial peers, voice traffic analysis, and QoS. 4.00 semester credit hours. Prerequisite: IS 112 Computer Networks. Corequisite: None.

(NU) NURSING

NU 010 Pre-NCLEX Licensure Prep I
This is the first of two faculty-directed review courses that focus on skills and content review from previous courses and standardized testing. Course content to be reviewed will be based on analysis of previous student performance. Instructional strategies used will include case study, practice testing, skills review and practice, and lecture/discussion. 0.00 semester credit hours. Prerequisite: Enrollment in sixth-semester nursing courses. Corequisite: None.
**NU 011 Pre-NCLEX Licensure Prep II**
This is the second of two faculty-directed review courses that focus on skills and content review from previous courses and standardized testing. Course content to be reviewed will be based on analysis of previous student performance. Instructional strategies used will include case study, practice testing, skills review and practice, and lecture/discussion. 0.00 semester credit hours. Prerequisite: Enrollment in seventh-semester nursing courses. Corequisite: None.

**NU 090 Foundations for Nursing**
This course will review basic written and oral communication in professional writing, problem solving, and critical thinking skills. Topics will include paragraphing, basic essay writing, basic math statements, an overview of scientific principles, the metric system, body system structure and function, and testing in professional nursing. Students who successfully complete this course will have the foundation necessary to succeed in the nursing program. 0.00 semester credit hours. Prerequisites/Corequisites: None.

**NU 100 Growth and Development**
This course focuses on the review of human growth and development across the life span with an emphasis on cognitive, psychological, social, physical, and moral/spiritual development. Major theories will be discussed, and significant milestones, developmental tasks, adjustments, and common health problems will be explored. Students will use case studies and debate to enhance learning. A final project will be required. 3.00 semester credit hours. Prerequisite: PS 101 Psychology. Corequisite: None.

**NU 170 Transition to RN Practice**
This course is designed to introduce the bridge student to the concepts related to professional nursing care. Emphasis will be placed on the scope of practice of the registered nurse. A nursing process approach is utilized to emphasize evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, managing care, technology, and skills. Nursing skills, medication administration, and health assessment are integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide quality nursing care, incorporating the concepts identified in this course. 5.00 semester credit hours. Prerequisites: MA 090 Fundamentals of Mathematics, MA 107 College Algebra, SC 245/L Anatomy and Physiology II/Lab. Corequisite: None.

**NU 206 Introduction to Professional Nursing**
This course will present an overview of the profession of nursing including historical, theoretical, political, social, and economic impact. The student will be introduced to nursing roles, ethics, health promotion, evidence-based practice, standards of practice, and professional accountability and responsibility. The nurse as a leader in the healthcare system will also be explored. 3.00 semester credit hours. Prerequisite: None. Corequisites: NU 208 Pathophysiology and NU 211 Introduction to Clinical Nursing.

**NU 208 Pathophysiology**
This course examines the pathophysiological bases for disease process throughout the life span, with an emphasis on nursing clinical applications. The content builds upon previous understanding of anatomy, physiology, microbiology, basic chemistry, and the manifestations of disease. Alterations in pathophysiological functions of body systems are discussed. Physiological theory and treatment implications are explored. 4.00 semester credit hours. Prerequisites: NU 100 Growth and Development, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, SC 245/SC 245L Anatomy and Physiology II/Lab, and SS 120 Introduction to Sociology. Corequisite: None.

**NU 209 Health Assessment | NU 209L Health Assessment Lab**
This course presents an overview of assessment of the adult. Emphasis will be placed on communication and interviewing skills to promote collection of the health history, critical thinking, clinical reasoning, and clinical decision-making. Systems review of normal variations and the most common abnormalities will occur. Students will make beginning nursing diagnoses. The student will practice interviewing, systems assessment, and documentation of findings from the health history and physical examination as well as have virtual simulation practice opportunities. To successfully complete the course, the student will demonstrate a comprehensive health examination and history. The course builds on information from anatomy and physiology and growth and development. 3.00 semester credit hours. Prerequisites: NU 100 Growth and Development, SC 185/SC 185L General Chemistry/Lab, SC 245/SC 245L Anatomy and Physiology II/Lab, and SS 120 Introduction to Sociology. Corequisite: None.

**NU 211 Introduction to Clinical Nursing**
This course focuses on concepts basic to nursing and foundational psychomotor skills of the professional nurse. The nursing process is introduced along with the communication process, client safety, and evidence-based practice. Emphasis is placed on the nurse’s role in providing safe, caring, compassionate, holistic, and culturally competent care across the life span. Pharmacodynamics, economics of healthcare, and beginning leadership skills will be addressed. Students will use the simulated and actual clinical environment in this course. 4.00 semester credit hours. Prerequisites: NU 100 Growth and Development, SC 165/SC 165L General Microbiology/Lab, SC 185/SC 185L General Chemistry/Lab, SC 245/SC 245L Anatomy and Physiology II/Lab, and SS 120 Introduction to Sociology. Corequisites: NU 206 Introduction to Professional Nursing, NU 208 Pathophysiology, and NU 209 Health Assessment.
NU 216 Adult Health I
This course is the first in a series of three adult health courses. Learners will explore the application of the nursing process to meet the holistic health needs of the adult client in tertiary care settings. Emphasis is placed on nursing interventions in the safe and effective care of diverse clients with chronic conditions, including those related to nutrition, fluid and electrolyte balance, respiratory function, select cardiovascular conditions, the nervous system, the sensory system, the musculoskeletal system, the gastrointestinal system, select endocrine problems, select hematological problems, and the renal/urinary system. The student will demonstrate foundational concepts and principles and techniques of beginning and intermediate psychomotor skills related to the topics covered in theory in both the laboratory and clinical settings. Documentation and the use of the EMR are incorporated as students collect and interpret data, perform interventions, and plan and evaluate care. Chronic illness and developmental theory, healthcare economics, and related concepts that impact client and family outcomes will be explored. 6.00 semester credit hours. Prerequisites: NU 211 Introduction to Clinical Nursing. Corequisites: NU 220 Pharmacology, SC 150 Principles of Nutrition.

NU 220 Pharmacology
This course introduces the student to the role of pharmacotherapeutic agents in the treatment of illness and also in the promotion, maintenance, and restoration of wellness in patients throughout the life span. These concepts provide the basis for the study of drug actions, indications, side effects, nursing implications, and patient education. 3.00 semester credit hours. Prerequisite: NU 211 Introduction to Clinical Nursing. Corequisites: NU 220 Pharmacology, SC 150 Principles of Nutrition.

NU 225 Nursing Informatics
This course is designed to examine computers, electronic technologies and their use, and selected computer applications for data management through information systems and telecommunications. The impact of these technologies on nursing practice, administration, teaching, and research will be examined. 3.00 semester credit hours. Prerequisite: None. Corequisite: None.

NU 302 Adult Health II
This course is the second in a series of three adult health classes. The course expands the knowledge base of learners with continued application of the nursing process to holistic care in the role of health promotion, risk reduction, and disease prevention. Emphasis is on the complexity of the healthcare needs of acutely ill patients, clients, and families. Use of critical thinking skills, evidence-based nursing interventions, and cost-wise planning will be stressed as care is provided to clients across the life span. The student will participate in delegation of tasks, supervision of non-licensed staff, and management of patient groups in specialty settings. 6.00 semester credit hours. Prerequisites: NU 216 Adult Health I, NU 220 Pharmacology, and NU 225 Nursing Informatics. Corequisite: None.

NU 303 Complementary and Alternative Healthcare
Currently, US citizens spend more out of pocket money on complementary and alternative healthcare and treatment than on traditional Western Medicine. Nurses and other providers need to be familiar with a variety of forms of treatment and the evidence that supports their use in practice. This course provides the student with knowledge of an array of alternative and complementary treatments including bodywork, massage, aromatherapy, acupuncture, herbal treatments, meditation, and mindfulness based stress reduction and other modalities. Students will review the use and efficacy of each practice and recognize the potential for incorporating alternative and complementary treatments into care planning for individuals and groups. Students will complete a major project related to a select modality. 3.00 semester credit hours. Prerequisites: None. Corequisite: None.

NU 305 Professional Role Transition
This course is designed to assist adult learners with return-to-school issues. The course provides a link between previously learned basic nursing theory and skills with baccalaureate-level courses. The course begins to build a new knowledge base in professional nursing. 3.00 semester credit hours. Prerequisites: None. Corequisite: None.

NU 309 Mental Health Nursing
This course addresses mental health issues within a holistic nursing context, emphasizing adaptive and maladaptive behaviors. The clinical experiences are focused on the application of theoretical principles and the development of responsibility and accountability for providing safe, effective mental health nursing care to individuals, families, and groups. The student will learn how to therapeutically use self to develop nurse-patient relationships to stabilize and promote recovery. Concepts relevant to mental health and psychiatric nursing practice will be emphasized. 5.00 semester credit hours. Prerequisites: NU 220 Pharmacology and NU 302 Adult Health II. Corequisite: NU 316 Gerontological Nursing.

NU 316 Gerontological Nursing
This course provides an opportunity to explore healthcare needs and issues in gerontological nursing. Healthy aging processes and the risk factors that affect the health and functioning of older adults will be explored as well as nursing approaches to managing those needs and risks. Students will have the opportunity to provide care to older adults in community and home settings. The student will design care and implement a project during this experience. Ethical, legal, and economic issues will be addressed. 4.00 semester credit hours. Prerequisites: NU 220 Pharmacology and NU 302 Adult Health II. Corequisite: NU 309 Mental Health Nursing.
NU 325 End of Life and Palliative Nursing

It has been reported that there are 2.4 million deaths annually in the United States. Nurses are the most likely of all providers to be in attendance and supportive to dying patients in hospitals, long-term care facilities and in the home. Given their critical role in meeting the end of life needs of patients and families, it is important that nursing students are educated regarding the needs, including physical, social, psychological and spiritual aspects. This course is designed to provide students with information about palliative care, hospice care and grief support to clients and families facing the end of life at various locations and across the lifespan. 3.00 semester credit hours. Prerequisite: NU 211 Introduction to Clinical Nursing. Corequisite: None.

NU 345 Health Assessment and Promotion Across the Life Span

This course examines the patterns of health and illness in individuals and populations as they relate to the nurse’s role in health assessment, health maintenance, and health education. Students will develop interview techniques, therapeutic communication skills, and physical and mental health assessment skills relating to objectives outlined in Healthy People Goals. A systematic review of health screening, as well as physical and psychosocial assessment approaches across the lifespan, will be explored. 3.00 semester credit hours. Prerequisites: NU 305 Professional Role Transition. Corequisite: None.

NU 346 The US Health Care Delivery System and Future of Nursing

Nurses make up the largest group in today’s healthcare workforce with over 2.5 million in practice. Nurses have the potential to impact healthcare practice, legislation and generation of new knowledge. This course will explore the basis of the US health care delivery system and the impact of economic changes, consumer demand and technological advance affect nursing now and in the future. Students will identify how the nursing profession and individual nurses can effectively influence change and respond to changing demographics, political issues, healthcare regulation and the needs of the population. Emphasis will be placed on examining effective and influential nurse leaders and developing strategies for life long career advancement. Students will complete a major project to develop a nurse managed care program proposal. 3.00 semester credit hours. Prerequisites/Corequisites: None.

NU 400 National and Global Health and Policy Issues

This course is an intensive overview of national and global health issues as well as the origin and effect of disease. Students will examine the natural history of disease and identify the frequency, distribution, and causation of disease. Policy development, healthcare systems, and the role of national and global healthcare agencies are examined. A course project is required for completion of this course. 3.00 semester credit hours. Prerequisites: NU 305 Professional Role Transition or NU 206 Introduction to Professional Nursing. Corequisite: None.

NU 401 National and Global Health and Policy Issues

This course is an intensive overview of national and global health issues as well as the origin and effect of disease. Students will examine the natural history of disease and identify the frequency, distribution, and causation of disease. Policy development, healthcare systems, and the role of national and global healthcare agencies are examined. A course project is required for completion of this course. 3.00 semester credit hours. Prerequisites: NU 305 Professional Role Transition or NU 206 Introduction to Professional Nursing. Corequisite: None.

NU 402 Family Nursing

This course focuses on nursing care as it relates to the function and structure of the childbearing and childrearing family, including the specific experiences of pregnancy, childbirth, postpartum experiences, and the care of newborns and children. It explores the nurse’s role in promoting and maintaining family health. Cultural and life span developmental considerations within a family context will be included. Students will provide care to childbearing and childrearing families in home, community, and acute care settings with emphasis on specialty area skills, communication, client and family education, pharmacotherapeutics, and care design from preconception through twenty-one years of age. 6.00 semester credit hours. Prerequisites: NU 309 Mental Health Nursing and NU 316 Gerontological Nursing. Corequisite: NU 412 Community Nursing.

NU 412 Community Nursing

This course focuses on the roles of the nurse in the community and public health setting. The student will critically assess the role and core competencies of the nurse in the community in promoting health, preventing disease, restoring health, and planning. Emphasis is placed on examination of concepts, theories, evidence-based practice and research, economics, and epidemiology related to the role. The student will explore and plan for population-based needs including disaster response and training. Skills related to community and population assessment, planning, and evaluation will be refined. 5.00 semester credit hours. Prerequisites: NU 309 Mental Health Nursing and NU 316 Gerontological Nursing. Corequisite: NU 402 Family Nursing.

NU 425 Nursing Informatics

This course is designed to examine computers, electronic technologies, and selected computer applications of data management through information systems and telecommunications. The impact of these technologies on nursing practice, administration, teaching, and research
will be examined. Prerequisites: (NU 305 Professional Role Transition and NU 345 Health Assessment and Promotion Across the Life Span) or NU 206 Introduction to Professional Nursing. Corequisite: None.

**NU 430 Evidence-Based Nursing Research and Practice**
This course examines theory and technique related to development of evidence-based nursing practice. The student will overview the research process, ethics in research, research design, and dissemination. The student will learn to critique nursing research and implement evidence-based change in the practice setting. The course will culminate with the development of a research proposal and presentation. 3.00 semester credit hours. Prerequisite: NU 305 Professional Role Transition (or NU 206 Introduction to Professional Nursing) and MA 320 Statistics (or equivalent). Corequisites: None.

**NU 431 Evidence-Based Nursing Research and Practice**
This course examines theory and technique related to development of evidence-based nursing practice. The student will overview the research process, ethics in research, research design, and dissemination. The student will learn to critique nursing research and implement evidence-based change in the practice setting. The course will culminate with the development of a research proposal and presentation. 3.00 semester credit hours. Prerequisite: NU 305 Professional Role Transition (or NU 206 Introduction to Professional Nursing, NU 402 Family Nursing and NU 412 Community Nursing) and MA 320 Statistics (or equivalent). Corequisites: None.

**NU 447 Adult Health III/Nursing Practicum**
This course expands on previous nursing knowledge and skills to provide care to patients/clients that have complex health stressors with unpredictable outcomes. The focus is on caring for patients in specialty settings such as critical care, cardiovascular care, surgery, and emergency care. The student will demonstrate synthesis of the program objectives in both the classroom and clinical setting, readiness for beginning work as a nurse generalist, and potential for success on the NCLEX-RN licensure examination. An opportunity for review of essential clinical skills and synthesis of prior learning with guided review by faculty in the laboratory component assists in the synthesis of theory, assessment, and competence as well as NCLEX-RN preparation. The student will complete the clinical component in either a precepted or advanced practicum setting. 6.00 semester credit hours. Prerequisites: NU 402 Family Nursing and NU 412 Community Nursing. Corequisite: NU 450 Nursing Leadership and Management.

**NU 450 Nursing Leadership and Management**
This course will explore leadership, management, and organizational theories necessary to provide effective delivery of nursing care to a diverse population in varied clinical settings. Techniques used by successful managers will be reviewed as will information on outcomes evaluation, quality improvement activities, and cost-wise decision-making. The student will complete a self-evaluation of their leadership skills and finalize their employment portfolio. 3.00 semester credit hours. Prerequisites: (NU 402 Family Nursing and NU 412 Community Nursing) or (NU 305 Professional Role Transition and NU 345 Health Assessment and Promotion Across the Life Span). Corequisite: None.

**NU 451 Nursing Leadership and Management**
This course will explore leadership, management, and organizational theories necessary to provide effective delivery of nursing care to a diverse population in varied clinical settings. Techniques used by successful managers will be reviewed as will information on outcomes evaluation, quality improvement activities, and cost-wise decision making. The student will complete a self-evaluation of their leadership skills and finalize their employment portfolio. 3.00 semester credit hours. Prerequisites: (NU 402 Family Nursing and NU 412 Community Nursing) or (NU 305 Professional Role Transition and NU 474 Community Health Nursing). Corequisite: None.

**NU 474 Community Health Nursing**
This course focuses on the roles of community and public health nursing as they pertain to promotion of a healthy community. Students will be guided to think critically about the role and core competencies of community health nursing in promoting health, preventing disease, and restoring health. Emphasis is placed on the examination of concepts, theories, and practice from nursing and public health to assess and respond to the health status and needs of diverse communities. 5.00 semester credit hours. Prerequisites: NU 305 Professional Role Transition and NU 345 Health Assessment and Promotion Across the Life Span. Corequisite: None.

**NU 475 Nursing Capstone**
The capstone/practicum is the culminating experience of the RN-BSN nursing program and provides the student with the opportunity to synthesize and apply knowledge and competencies acquired from the core and track courses. All students enrolled in the RN-BSN program are required to complete a final capstone practicum. The student will engage in experiential learning in an approved clinical site and participate in didactic online lecture and discussion for fulfillment of the BSN degree. 2.00 semester credit hours. Prerequisites: Final Semester. Corequisite: NU 450 Nursing Leadership and Management.
(NW) NURSING

NW 101 Fundamentals of Nursing With Lab
This course introduces the student to basic nursing concepts and skills as defined by Orem. Students will learn the basic tenets of the self-care deficit nursing theory that include the theory of self-care, the theory of self-care deficit, and the theory of nursing system. Subsequent courses are built upon the content of this course. Emphasis is placed on understanding the standards and scope of nursing practice. The nursing process is introduced and will be combined with an understanding of basic human needs (self-care requisites) to explore select clients with special and psychosocial needs (self-care deficits). In the lab, students will learn various basic nursing skills, vital signs, gathering of client health data, and medication administration and safety. 5.00 semester credit hours. Prerequisite: SC 145/SC 145L Anatomy and Physiology I/Lab. Corequisites: SC 245/SC 245L Anatomy and Physiology II/Lab.

NW 102 Clinical Practice I
In this beginning clinical, the student will utilize the nursing process and nursing standards to meet the basic self-care requisites of a variety of clients. While in the clinical environment, students will perform basic nursing skills, collect health histories, gather physical data, and administer medications that will help them determine self-care deficits and the role of a nurse as nursing agency. They will assist with formulating teaching and learning plans. Toward the completion of the clinical, the student will be expected to care for clients with multi-system self-care deficits by reinforcing and adapting nursing care plans, gathering data, and performing basic nursing skills. 3.00 semester credit hours. Prerequisites: NW 101 Fundamentals of Nursing With Lab and NW 106 Pharmacology for Nurses. Corequisites: NW 103 Health and Illness Throughout the Life Span and NW 201 Alterations in Adult Health.

NW 103 Health and Illness Throughout the Life Span
This course will focus on health and illness for clients across the life span. The student will gather client data, identify nutritional and nursing care needs, and review teaching plans for the pregnant woman, newborn, developing child, adult, and older adult. Exposure to healthy self-care agency patterns will allow the student to recognize self-care deficits and self-care capabilities of behavior. 3.00 semester credit hours. Prerequisites: NW 204 Medical-Surgical Nursing I. Corequisite: None.

NW 106 Pharmacology for Nurses
This course introduces the core concepts of pharmacology into the nursing curriculum, and subsequent courses are built upon the concepts and skills learned in fundamentals. Students are introduced to medications, affects of drugs on the body, toxic effects, dosage calculations, modern drug therapy, and nursing management as they relate to pharmacology. While basic drug concepts are essential, annual updates are necessary due to the rapid changes that occur in the area of drug therapy. This course reviews and integrates the knowledge of physiology, chemistry, nursing fundamentals, calculations, and interpretation of medication orders as well as the knowledge and ability to administer medications safely. Awareness of drug therapy side effects, nursing intervention interactions, and pharmacokinetics are stressed. 3.00 semester credit hours. Prerequisites: MA 107 College Algebra and SC 145/SC 145L Anatomy and Physiology I/Lab. Corequisite: SC 245/SC 245L Anatomy and Physiology II/Lab.

NW 107 Clinical Practice I
In this beginning clinical, the student will utilize the nursing process and nursing standards to meet the basic self-care requisites of a variety of clients. While in the clinical environment, students will perform basic nursing skills, collect health histories, gather physical data, and administer medications that will help them determine self-care deficits and the role of a nurse as nursing agency. They will assist with formulating teaching and learning plans. Toward the completion of the clinical, the student will be expected to care for clients with multi-system self-care deficits by reinforcing and adapting nursing care plans, gathering data, and performing basic nursing skills. 4.00 semester credit hours. Prerequisites: NW 101 Fundamentals of Nursing with Lab and NW 106 Pharmacology for Nurses. Corequisite: NW 203 Medical-Surgical Nursing I.

NW 201 Alterations in Adult Health
In this course, the student will begin exploring medical conditions in adult clients with a variety of self-care deficits. By relating health examination, client data, and physical examination findings, the student will use the nursing process to assist with the development of nursing care plans for clients. The role of the nurse as self-care agent will be explored with special attention to recognizing the nurse’s scope of practice as a practical nurse working collaboratively as a member of the healthcare team. 3.00 semester credit hours. Prerequisites: NW 101 Fundamentals of Nursing and NW 106 Pharmacology for Nurses. Corequisite: NW 103 Health and Illness Throughout the Life Span.

NW 202 Clinical Practice II
This clinical will require that the student apply the theory taught in the Alterations in Adult Health course regarding simple, self-care deficits with a variety of clients. With supervision, the student will use the nursing process to help develop nursing care plans for a diverse group of clients and apply nursing skills learned in prior courses. The student will collaborate with members of the healthcare team in order to coordinate client care. 4.00 semester credit hours. Prerequisite: NW 107 Clinical Practice 1, NW 203 Medical-Surgical Nursing I. Corequisite: NW 204 Medical-Surgical Nursing II.
NW 203 Medical-Surgical Nursing I
In this course, the student will begin exploring medical conditions in adult clients with a variety of self-care deficits. By relating health examination, client data, and physical examination findings, the student will use the nursing process to assist with the development of nursing care plans for clients. The role of the nurse as self-care agent will be explored with special attention to recognizing the nurse’s scope of practice as a practical nurse working collaboratively as a member of the healthcare team. 3.00 semester credit hours. Prerequisites: NW 101 Fundamentals of Nursing and NW 106 Pharmacology for Nurses. Corequisite: None.

NW 204 Medical-Surgical Nursing II
In this course, the student will incorporate knowledge gained from previous classes to continue exploring medical conditions and surgical procedures in adult clients with a variety of self-care deficits. By comparing health examination data and physical examination findings, the student will develop nursing care plans for more complex clients. The student will also use the nursing process to plan and provide caring therapeutic interventions and gain a deeper understanding of the nurse agent. In the laboratory setting, students will learn to manage advanced nursing skills. 4.00 semester credit hours. Prerequisite: NW 203 Medical-Surgical Nursing I. Corequisite: None.

NW 210 Medical/Surgical Nursing
In this course, the student will incorporate knowledge gained from previous classes to continue exploring medical conditions and surgical procedures in adult clients with a variety of self-care deficits. By comparing health examination data and physical examination findings, the student will develop nursing care plans for more complex clients. The student will also use the nursing process to plan and provide caring therapeutic interventions and gain a deeper understanding of the nurse agent. In the laboratory setting, students will learn to manage advanced nursing skills. 4.00 semester credit hours. Prerequisites: NW 102 Clinical Practice I and NW 214 Mental Health and Community Nursing. Corequisites: SC 243/SC 243L Anatomy and Physiology for Nursing/Lab.

NW 211 Clinical Practice III
With assistance, the student will incorporate knowledge gained from previous classes to carry out nursing care plans for multiple complex adult clients with various self-care deficits. While in the clinical environment, the student will manage advanced nursing skills, develop nursing care plans using the nursing process, provide for therapeutic interventions, and evaluate outcomes of the interventions. The student will also begin to develop client teaching plans. Emphasis is placed on development of professional nursing behaviors and recognition of the nurse’s scope of practice. 4.00 semester credit hours. Prerequisite: NW 202 Clinical Practice II and NW 204 Medical-Surgical Nursing II. Corequisite: NW 103 Health and Illness Throughout the Life Span.

NW 212 Mental Health Nursing
This course will expose the student to the role of the nurse in both the community and mental health settings. Using the nursing process, the student will assess various community settings, health practices, health risks, and potential crises. Exploration of different mental health disorders and self-care deficits will allow the student to plan and manage nursing care plans based on specific client self-care requisites. 2.00 semester credit hours. Prerequisites: NW 103 Health and Illness Throughout the Life Span and PS 101 Psychology. Corequisite: NW 234 Clinical Internship.

NW 230 OB/Pediatrics
This course builds on concepts covered in previous courses to prepare the student for management of nursing care for the pregnant woman, newborn, perinatal, pediatric, and older adult client. Using the nursing process, the student will develop and modify nursing care plans based on changes in client assessments and nutritional, physical, emotional, or learning self-care requisites. 2.00 semester credit hours. Prerequisites: NW 204 Medical-Surgical Nursing II. Corequisite: None.

NW 234 Clinical Internship
In this clinical, the student will incorporate knowledge gained from all previous classes in developing and managing nursing care plans for groups of clients with a variety of self-care deficits. The student is encouraged to manage complex situations by enacting independent clinical decisions with supervision in the provision of client care. A preceptor model will be used to support the teaching and mentoring of the student. The student will be expected to demonstrate professional nursing behaviors, provide therapeutic interventions, and plan client teaching plans using the nursing process and acting as nurse agent. This capstone course culminates in the student transition to graduate nurse. 4.00 semester credit hours. Prerequisites: NW 103 Health and Illness Throughout the Life Span and NW 211 Clinical Practice III. Corequisite: None.

(OT) OCCUPATIONAL THERAPY ASSISTANT

OT 100 Life Span Development
This course presents the sequence and stages of normal growth and development throughout the life cycle from infancy through adulthood by using lecture, small group discussions, projects, and classroom activities. The course is designed to provide a frame of reference for normal development which is necessary to assess a client’s developmental level and determine appropriate life tasks for treatment programs. The student will gain experience in observing and interviewing individuals in various developmental stages and exploring
age-appropriate life tasks. Elements of the person, including physical, perceptual, cognitive, social and emotional components will be explored with particular focus on normal motor development and the role of the environment on occupational performance. Multi-cultural considerations and ethical concerns will be embedded throughout the course. 3.00 semester credit hours. Prerequisite/Corequisite: None.

**OT 110 Principles of Occupational Therapy**

This course provides comprehensive information addressing the major practice and professional issues in occupational therapy. Occupational science and theoretical frames of reference are also introduced. The treatment process, from evaluation to discharge, is explored with emphasis on COTA role delineation, the use of purposeful activity and occupation to enhance role function, and environmental, community, and cultural influences. Treatment approaches for occupational performance areas and major occupational performance are explored. 3.00 semester credit hours. Prerequisite/Corequisite: OT 120.

**OT 120 Human Occupations**

This course will introduce students to the basic process of activity analysis using various forms of media with specific diagnosis and age groups. The course will focus on the observations, analysis, and performance of human occupations in work, self-care, and play/leisure throughout the life span. Special attention to cultural diversity and ethical concerns are embedded throughout the course. Discussion, presentations, and lab, are used to demonstrate how occupations provide individuals with a sense of purpose and daily structure, thus creating meaningful and healthier lives. Clinical reasoning in occupational therapy is embedded throughout this course. 2.00 semester credit hours. Prerequisites/Corequisites: OT 110.

**OT 125 Documentation and Computer Technologies in Occupational Therapy**

This writing-intensive course covers various types of documentation used in the rehabilitation field and documentation specific to the field of OT. Examples include SOAP notes, narrative note writing, evaluation and re-evaluation reports, and treatment, progress, and discharge notes. The SOAP note will be focused on, capturing all of the essential elements of the occupational therapy session such as the person factors of the client, the environments impact on performance, and the occupations that the client is engaged in. The student will also become familiar with the APA format for use in manuscript writings and common computer operations used in healthcare including, but not limited to, Microsoft Office operations. 2.00 semester credit hours. Prerequisites/Corequisites: None.

**OT 150 Level I Fieldwork: Community and Emerging Practice**

An integral part of the training to become a certified occupational therapy assistant (COTA) is fieldwork experience designed to develop skills that underlie practice. Level I Fieldwork: Community and Emerging Practice has the OTA student actively involved within an organization that has a need for occupational therapy services but does not currently provide these services. These organizations are embedded within the community and provide services to people with a variety of health, psychosocial, and occupational needs. The Level I Fieldwork: Community and Emerging Practice experience will have OTA students practice skills needed to be a successful occupational therapy assistant including observational skills, interpersonal communication skills, and interview skills. The fieldwork experience will also provide the student with hands-on practice with the administration of standardized evaluation and treatment implementation that are relevant to a community setting. The didactic portion of this class will provide opportunities to reflect on the fieldwork experience, give small group feedback on the skills used at the fieldwork site, and review selected learning relevant to the fieldwork experience. 1.00 semester credit hour. Prerequisites: OT 100 Life Span Development, OT 110 Principles of Occupational Therapy, OT 120 Human Occupations, OT 210 Occupational Therapy in Physical Disabilities I, PS 101 Psychology and SS 120 Introduction to Sociology. Corequisite: OT 240 Psychosocial Dysfunction and Group Dynamics.

**OT 201 Theory of Pediatric Occupations**

This course offers instruction and practice in conditions commonly seen in children and adolescents, with emphasis on the occupational performance of typical and atypical individuals. Examples include mental retardation, learning disabilities, cerebral palsy, spina bifida, and other disabilities commonly found in children. Topics will include theory and application, the occupational therapy process, frames of reference, evidence-based practice, and the roles of the COTA and OTR in various practice settings. Clinical reasoning for the OT and multi-cultural concerns are embedded throughout this course. 3.00 semester credit hours. Prerequisites: OT 100 Life Span Development, OT 110 Principles of Occupational Therapy, and OT 120 Human Occupations. Corequisite: OT 201 Theory of Pediatric Occupations.

**OT 201L Theory of Pediatric Occupations Lab**

This course offers “hands-on” opportunities for practice areas in conditions commonly seen in children and adolescents, with emphasis on the occupational performance of typical and atypical individuals. Examples include mental retardation, learning disabilities, cerebral palsy, spina bifida, and other disabilities commonly found in children. Topics will include clinical reasoning for the OT, and multi-cultural concerns are embedded throughout this course. 1.00 semester credit hour. Prerequisites: OT 100 Life Span Development, OT 110 Principles of Occupational Therapy, and OT 120 Human Occupations. Corequisite: OT 201 Theory of Pediatric Occupations.

**OT 210 Occupational Therapy in Physical Disabilities I**

This course is designed to provide the occupational therapy assistant student with basic knowledge of theories used to treat individuals with various clinical conditions that are commonly referred to in OT. The impairment of body functions on participation in occupation in context will be addressed. Topics will include the effects of disease, trauma, and congenital conditions on occupational
performance. Emphasis will be placed on occupational therapy interventions appropriate to specific populations. Ethical, critical, and clinical reasoning, along with cultural and environmental contexts, will be embedded throughout the course. Procedures for client and caregiver safety will also be addressed. 3.00 semester credit hours. Prerequisites: OT 100 Life Span Development, OT 110 Principles of Occupational Therapy, and OT 120 Human Occupations. Corequisite: None.

OT 225 Functional Kinesiology
Functional Kinesiology provides an in-depth look at the physiological aspects of the person in the context of the environment and the pursuit of occupational performance. This course reviews neuromusculoskeletal and movement-related functions in the context of occupation. Basic principles of biomechanics and kinesiology, muscle function, muscle strength, muscle endurance, functions of bones and joints, innervations, and movement during occupation will be discussed. Students will examine the types of muscle contractions that occur during activities through muscle activity analysis. Analysis of functional movement required for work, self-care, and play will allow students to demonstrate understanding of these concepts. 2.00 semester credit hours. Prerequisites: SC 245 Anatomy and Physiology II and SC 245L Anatomy and Physiology II Lab. Corequisite: None.

OT 235 Occupational Therapy in Physical Disabilities II
This second course in a series of two will continue to address physical disabilities in a variety of settings. This course specifically addresses occupational therapy treatment interventions aimed at improving occupational performance. The course also addresses multiple client diagnoses that are commonly seen within an occupational therapy physical disability setting and how these diagnoses impact the client's occupational participation and performance. Students will explore community and functional mobility, work-hardening techniques, hand and finger splinting, therapeutic modalities, and disabilities related to traumatic brain injury, cerebrovascular accidents, and other diseases. 3.00 semester credit hours. Prerequisite: OT 210 Occupational Therapy in Physical Disabilities I. Corequisite: None.

OT 240 Psychosocial Dysfunction and Group Dynamics
This course is a lecture and experiential course that deals with therapeutic techniques and principles as applied to psychosocial and cognitive dysfunction and its impact on a person's occupational performance and environment. Special emphasis will be placed on the evaluation process, the role of the environment and culture, group process, and therapeutic use of self. These principles will be applied to a variety of treatment settings. The use of ethical and clinical reasoning skills will be emphasized. 3.00 semester credit hours. Prerequisites: OT 100 Life Span Development, OT 110 Principles of Occupational Therapy, OT 120 Human Occupations, OT 210 Occupational Therapy in Physical Disabilities I, PS 101 Psychology, and SS 120 Introduction to Sociology. Corequisite: OT 150 Level I Fieldwork: Community and Emerging Practice.

OT 244 Level I Fieldwork: Traditional Settings of Occupational Therapy
An integral part of the training to become a certified occupational therapy assistant (COTA) is fieldwork experience designed to develop skills that underlie practice. Level I Fieldwork: Traditional Settings of Occupational Therapy will place the student within an occupational therapy department to learn the domain and process of occupational therapy in a hands-on, experiential format. The student will be able to observe occupational therapists and occupational therapy assistants, as well as practice a variety of skills needed to be a successful occupational therapy assistant, including site-appropriate assessments, interventions, and documentation under the supervision of an occupational therapist or occupational therapy assistant. The didactic portion of the class will include a student presentation on the fieldwork site and experience to be presented to the rest of the class. 1.00 semester credit hour. Prerequisites: OT 150 Level I Fieldwork: Community and Emerging Practice, OT 201/L Theory of Pediatric Occupations/Lab, OT 225 Functional Kinesiology, OT 235 Occupational Therapy in Physical Disabilities I, and OT 240 Psychosocial Dysfunction and Group Dynamics. Corequisite: None.

OT 251 Occupational Therapy in Geriatrics and Community Settings
This course is designed to provide the student with the skills necessary for entry-level competence in the treatment of the geriatric population. Conditions found in the geriatric population and the role of occupational therapy are discussed. This course focuses on the practical application of theories of rehabilitation in the older population. 2.00 semester credit hours. Prerequisites: OT 150 Level I Fieldwork: Community and Emerging Practice and OT 235 Occupational Therapy in Geriatrics and Community Settings. Corequisite: None.

OT 260 Occupational Therapy in Program Development
This course explores two areas of occupational therapy: occupational therapy within program development and the OTA's role in the management of occupational therapy services. The primary project within this class has the student create a community-based program that targets a specific population and focuses on enhancing occupational performance within the context of the community. The management portion of the class focuses on basic management tasks relevant to the OTA along with funding reimbursements, regulatory agencies, and ethical principles in the workplace. Clinical reasoning is embedded throughout this course. 2.00 semester credit hours. Prerequisites: OT 235 Occupational Therapy in Physical Disabilities II and OT 240 Psychosocial Dysfunction and Group Dynamics. Corequisite: None.

OT 265 Assistive Technology
The Assistive Technology course focuses on the use of assistive technology (both high- and low-tech) to enhance environmental accessibility and occupational performance across a wide spectrum of disabilities. Topics include computer programs, switches, low-vision adaptations,
and other assistive devices. Ethical, critical, and clinical reasoning, along with cultural and environmental considerations, will be embedded throughout the course. 1.00 semester credit hour. Prerequisites: OT 201 Theory of Pediatric Occupations and OT 235 Occupational Therapy in Physical Disabilities II. Corequisite: None.

**OT 266 Team-Based Case Synthesis and Intervention**
This course utilizes the principles of team-based learning to provide an experiential environment to evaluate and synthesize the material presented throughout the OTA program via case-study analysis and clinical simulation. The course is designed to simulate clinical problem solving, occupation-based intervention planning, intervention implementation, and teamwork. Student teams will be given case studies focusing on occupational analysis and treatment planning. Case study sessions will be followed up by experiential clinical simulation where students carry out treatment plans during a clinical day. Reflection will be threaded through the course. 1.00 semester credit hour. Prerequisites/Corequisites: None.

**OT 270 Level 2A Fieldwork**
This course is an advanced level II fieldwork experience that offers intensive training and experience leading to entry-level occupational therapy assistant skills. The emphasis is on practical work experience under the supervision of an experienced OTR or experienced COTA, allowing the student to apply classroom didactic learning experiences while delivering services to clients with the focus on purposeful and meaningful occupation. The student will be exposed to a variety of clients across the life span in a variety of settings. This eight-week full-time fieldwork experience is designed to promote clinical reasoning appropriate to the occupational therapy assistant role and provides an opportunity to transmit the values and beliefs of ethical practice as well as develop professionalism and competency as an occupational therapy assistant. A minimum of 225 hours are required over an eight-week period. 5.00 semester credit hours. Prerequisite: OT 244 Psychosocial Dysfunction and Group Dynamics. Corequisite: None.

**OT 275 Level 2B Fieldwork**
This course is an advanced level II fieldwork experience that offers intensive training and experience leading to entry-level occupational therapy assistant skills. Fieldwork level II B is completed in a setting that is different from the fieldwork level II A setting to allow the student maximal growth and learning opportunities. The emphasis is on practical work experience under the supervision of an experienced OTR or COTA, allowing the student to apply classroom didactic learning experiences while delivering services to clients with the focus on purposeful and meaningful occupation. The student will be exposed to a variety of clients across the life span in a variety of settings. This eight-week full-time fieldwork experience is designed to promote clinical reasoning appropriate to the occupational therapy assistant role and will provide an opportunity to transmit the values and beliefs of ethical practice as well as develop professionalism and competency as an occupational therapy assistant. A minimum of 225 hours are required over an eight-week period. 5.00 semester credit hours. Prerequisite: OT 244 Level I Fieldwork: Traditional Settings of Occupational Therapy. Corequisite: None.

**OT 280 NBCOT Review Course**
The NBCOT Review Course is designed to prepare the student for successfully passing the NBCOT Certification Examination to become a COTA. The course will focus on such areas as certification exam study skills and strategies, certification exam readiness self-assessment, content knowledge self-assessment and review, and practice testing. The course will also have the student create a NBCOT Certification Exam self-study plan based on content strengths and area for improvement. 1.00 semester credit hour. Prerequisites: OT 250 Occupational Therapy in Geriatrics and Community Settings, OT 260 Occupational Therapy in Program Development, and OT 265 Assistive Technology. Corequisite: None.

(PC) **PATIENT CARE**

**PC 101 Nursing Assistant**
This course is designed to prepare students for employment as nursing assistants in long term, acute, and other healthcare facilities. The content focuses on interpersonal skills, overview of the human body, medical terminology, legal and ethical responsibilities, safe and efficient work, restorative care principles, geriatrics, nutrition, pet-facilitated therapy, and health and safety, including CPR and employability skills. Instruction is provided through classroom, laboratory, and clinical experiences. Upon completion of the course, the student is eligible to sit for the Certified Nursing Assistant exam. 8.00 semester credit hours. Prerequisites/Corequisites: None.

**PC 102 Advanced Home Health Aide**
This course includes building relationships, setting goals and documentation, safety and ethics, observation, and personal skill assessment for the home health aide. It also enhances skills and techniques for effective home care in various settings and age groups within the laboratory and clinical settings. 2.50 semester credit hours. Prerequisite: PC 101 Nursing Assistant. Corequisite: None.

**PC 103 Patient Care Assistant**
Students enrolled in this course have previously completed a nursing assistant and home health aide course and are adding these skills to work in a healthcare facility other than a nursing home. This course consists of additional skills performed in the laboratory and hospital setting. 2.00 semester credit hours. Prerequisite: PC 102 Advanced Home Health Aide. Corequisite: None.
PC 104 Electrocardiograph Aide
Students enrolled in this course have completed the patient care assistant competencies and are adding these skills to become a multi-skilled worker. This course prepares students to be employed as electrocardiograph aides. Content includes a foundation in the cardiovascular system, safety measures for the individual, coworkers, and patients, as well as training in the appropriate theories and instruments used by an electrocardiograph aide. 3.00 semester credit hours. Prerequisite: PC 103 Patient Care Assistant. Corequisite: None.

PC 105 Radiologic Aide
This course prepares the nursing assistant in advanced skill level to aid the ARRT or physician during radiologic procedures. These advanced skills will be performed in the laboratory setting during this course. 2.00 semester credit hours. Prerequisite: PC 103 Patient Care Assistant. Corequisite: None.

PC 106 Restorative Care Aide
This course covers the expanded role of the nursing assistant in promoting and maintaining functional independence for individual residents in long-term care, rehab care, or acute care settings. It includes using adaptive equipment and methods to restore the client to the highest functioning level. 2.00 semester credit hours. Prerequisite: PC 103 Patient Care Assistant. Corequisite: None.

PC 107 Advanced Allied Health Clinical
This course provides clinical experience for the restorative, radiologic, and electrocardiograph allied health aide specialties. Clinical experience is performed in the long-term, community, and acute care environments. 2.00 semester credit hours. Prerequisites: PC 104 Electrocardiograph Aide, PC 105 Radiologic Aide, and PC 106 Restorative Care Aide. Corequisite: None.

PC 108 Patient Care Technician
This course focuses on organizational and management skills for the patient care technician role. The clinical portion will emphasize these skills. 3.00 semester credit hours. Prerequisite: PC 107 Advanced Allied Health Clinical. Corequisite: None.

(PD) PERSONAL AND PROFESSIONAL DEVELOPMENT

PD 090 Student Success Skills
This course provides instruction in both theory and practice of personal and academic growth that can lead to success. Topics include, but are not limited to: time management; note-taking; test-taking; and study skills. 0.00 semester credit hour. Prerequisites/Corequisites: None.

PD 121 Professional Development I (Semester Credit Hour Course)
The purpose of this course is to facilitate student reflection on habits, attitudes, beliefs, and expectations that influence academic and career success. Self-exploration topics will include professionalism, respect, integrity, caring, and engagement (P.R.I.C.E.) in the context of both the educational and the workplace environment. Students will learn to critically self-reflect as a process in achieving desired future outcomes academically and professionally. 1.00 semester credit hour. Prerequisites/Corequisites: None.

PD 122 Professional Development I (Clock Hour Course)
The purpose of this course is to facilitate student reflection on habits, attitudes, beliefs, and expectations that influence academic and career success. Self-exploration topics will include professionalism, respect, integrity, caring, and engagement (P.R.I.C.E.) in the context of both the educational and the workplace environment. Students will learn to critically self-reflect as a process in achieving desired future outcomes academically and professionally. 15.00 clock hours. Prerequisites/Corequisites: None.

PD 155 Customer Services (Semester Credit Hour Course)
This course provides a critical examination of issues embedded in the practice of providing customer service. Topics include research about best practice in customer service and communication techniques, psychologically based methods for dealing with the management of customer complaints, and the roles of a customer service employee and supervisor within ethical boundaries and common business practice. 1.00 semester credit hour. Prerequisites/Corequisites: None.

PD 202 Professional Development II (Semester Credit Hour Course)
This course provides an opportunity for students to critically examine their skills and develop a plan to further their career and own financial literacy. Topics include research, job searching, developing career documents, refining interview and communication skills, and creating a personal budget. 1.00 semester credit hour. Prerequisites/Corequisites: None.

PD 203 Professional Development II (Clock Hour Course)
This course provides an opportunity for students to critically examine their skills and develop a plan to further their career and own financial literacy. Topics include research, job searching, developing career documents, refining interview and communication skills, and creating a personal budget. 15.00 clock hours. Prerequisites/Corequisites: None.
PD 211 Medical Assisting Externship Preparation
The purpose of this non-credit course is to ensure that all the administrative arrangements for an externship have been completed prior to the term in which a student will go out on an externship experience. Completion of these arrangements is a prerequisite for enrolling a student in an externship experience in the medical assisting field. 0.00 semester credit hours. Prerequisites/Corequisites: None.

PD 212 Medical Billing and Insurance Coding Internship Preparation
The purpose of this non-credit course is to ensure that all the administrative arrangements for an internship have been completed prior to the term in which a student will go out on an internship experience. Completion of these arrangements is a prerequisite for enrolling a student in an internship experience in the medical insurance billing and coding field. 0.00 semester credit hours. Prerequisites/Corequisites: None.

PD 213 Health Information Management Internship Preparation
The purpose of this non-credit course is to ensure that all the administrative arrangements for an internship have been completed prior to the term in which a student will go out on an internship experience. Completion of these arrangements is a prerequisite for enrolling a student in an internship experience in the health information management field. 0.00 semester credit hours. Prerequisites/Corequisites: None.

PD 214 AS/AAS/BS/Diploma Internship Preparation
The purpose of this non-credit course is to ensure that all the administrative arrangements for an internship have been completed prior to the term in which a student will go out on an internship experience. Completion of these arrangements is a prerequisite for enrolling a student in an internship experience that correlates to their field of study. 0.00 semester credit hours. Prerequisites/Corequisites: None.

PD 215 Medical Office Administration Internship Preparation
The purpose of this non-credit course is to ensure that all the administrative arrangements for an internship have been completed prior to the term in which a student will go out on an internship experience. Completion of these arrangements is a prerequisite for enrolling a student in an internship experience in the medical office environment. 0.00 semester credit hours. Prerequisites/Corequisites: None.

PD 216 Proctor Preparation
This non-credit course will assist students in finding and securing the proctor site for the medical assisting program. Students must pass this course in order to be approved to start working with their proctor. Students will discover ways to approach a facility about sponsoring them and will learn how to access the tools they will need to successfully get a proctor site approved. Note: PD 216 is only for students taking the program online. 0.00 semester credit hours. Prerequisites/Corequisites: None.

PD 491 Management Affiliation Internship Preparation
The purpose of this non-credit course is to ensure that all the administrative arrangements for the HI 491 Management Affiliation internship have been completed in the term prior to the student’s internship experience. Completion of these arrangements is a prerequisite for enrolling a student in the HI 491 Management Affiliation internship experience that correlates to the management functions of the health information management professional. 0.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

(PH) PUBLIC HEALTH AND SAFETY

PH 100 Public Event Planning and Emergency Management
This course covers the basics on public event planning and the security involved before, during, and after the event. Scheduling and coordination is explained in depth. 3.00 semester credit hours. Prerequisites/Corequisites: None.

PH 200 Community Health
This course is designed to assist practitioners in effectively communicating messages as well as impacting the norms and behaviors of both individuals and communities. 3.00 semester credit hours. Prerequisites/Corequisites: None.

(PL) PARALEGAL

PL 100 Introduction to Legal Assisting
This course provides an overview of the paralegal profession and an introduction to the law and legal procedures. Topics include paralegal duties and responsibilities, ethical issues in legal assisting, sources of American law and legal concepts, the court system and government regulations, corporate law, civil litigation and trial procedures, criminal and administrative law and procedures, conducting interviews and investigations, and legal research and analysis. 3.00 semester credit hours. Prerequisites/Corequisites: None.
PL 106 Legal Research
This course is a practical introduction to the law library and its resources and the fundamentals of traditional and electronic legal research. Emphasis is placed on the paralegal's practical role and skill in assisting the attorney in legal research. Topics include the various research tools, including codes, reporters, digests, Shepard's, legal encyclopedias, treaties, law reviews, practice manuals, Westlaw, and CD ROM and Internet research. 3.00 semester credit hours. Prerequisite: PL 100 Introduction to Legal Assisting. Corequisite: None.

PL 115 Contract Law
This course is designed to examine contract basics by explaining what a contract is and the various contract types. Key elements to most contracts are covered along with an explanation of how U.S. law governs contractual activity, including enforcement and dispute resolution options and the three requirements of a contract (offer, consideration, and acceptance). The course also examines who can enter into a contract, how to approach negotiation, designing of a written contract, unfair and improper contracts, contract termination, breach, voiding and rescission claims, and details on special contract situations, including real estate, financing, and social contracts, and Internet use. 3.00 semester credit hours. Prerequisites: PL 100 Introduction to Legal Assisting and PL 106 Legal Research. Corequisite: None.

PL 131 Torts
The purpose of this course is to provide the student with the basic legal terms of torts and personal injury law, help the student identify the various types of torts and the defenses a defendant may raise to each, and to provide a practical, hands-on learning experience in related terminology and in drafting the documents necessary to practice in this area of the law. 3.00 semester credit hours. Prerequisite: PL 106 Legal Research. Corequisite: None.

PL 132 Family Law
This course is intended to provide the student with a thorough working knowledge of family law. Along with in-depth topical knowledge, the course addresses the important skills required of a paralegal in family law including interviewing and legal drafting. 3.00 semester credit hours. Prerequisite: PL 106 Legal Research. Corequisite: None.

PL 139 Wills, Trusts and Estates
This course covers the study and practice of wills, trusts, and estates, stressing the need for understanding the concepts, uses, and forms involved in this ever-changing area of the law. 3.00 semester credit hours. Prerequisite: PL 106 Legal Research. Corequisite: None.

PL 140 Ethics and Paralegal Professionalism
This course presents an in-depth study of the Codes of Professional Responsibility from the American Bar Association as well as the Code of Judicial Conduct and existing guidelines and case law involving paralegals. 3.00 semester credit hours. Prerequisite: PL 100 Introduction to Legal Assisting. Corequisite: None.

PL 180 Law Office Procedures
This course presents a study of the operation of a private law firm from the perspective of a legal assistant/paralegal. Topics include personnel and their responsibilities, managerial concepts, the various systems and procedures in the law office including timekeeping and billing systems, word processing, file organization and management, accounting/bookkeeping systems, trust accounts, docket control, tickler systems, conflicts checks, client development and case management, and current legal office software. 3.00 semester credit hours. Prerequisite: PL 106 Legal Research. Corequisite: None.

PL 215 Civil Litigation
This course provides an intensive examination of the role of the paralegal in civil litigation. Topics include litigation and the paralegal's role, the courts and their jurisdiction, ethical considerations, investigation and evidence procedures, the initial pleadings and response to the initial pleading, motion practice, discovery procedures and requests, settlements and alternative dispute resolution, trial techniques, and post-trial practices. 3.00 semester credit hours. Prerequisite: PL 106 Legal Research. Corequisite: None.

PL 220 Bankruptcy
This course provides instruction in bankruptcy law and the documents required to meet that law. Topics include bankruptcy law and the Bankruptcy Code, filing the case, liquidation bankruptcy, reorganization procedures and adjustment of debts of various individuals, the role of trustees and creditors, and notices and proofs of claim. The student will be introduced to the basic steps and documents involved in conducting the processes and the computer software commonly used by bankruptcy attorneys. Emphasis is placed on the role of the paralegal under the supervision of a licensed attorney. 3.00 semester credit hours. Prerequisite: None. Corequisite: None.

PL 225 Criminal Law
Criminal Law is an introduction to the fundamental elements of crime investigation and prosecution. In this course, students will examine, in detail, crimes against people, property, and public order and morality. This course also examines affirmative defenses such as the insanity defense and the alibi defense. Finally, this course will look at the constitutional guidelines for searching and seizing evidence of a crime. Each element studied will be looked at from a legal perspective as compared to a law enforcement perspective. 3.00 semester credit hours. Prerequisite: PL 106 Legal Research. Corequisite: None.
PL 235 Property Law and Intellectual Property Law
This course provides the basics of property law, real and personal, as well as tangible and intangible. The topic of real estate is presented and includes sales, financing, zoning, and the legal acts that govern. Mortgages, liens, surveying, and servitudes are included in this study. The second half of the course covers intellectual property including trademarks, copyrights, patents, and trade secrets. Topics also include the application, possession, protection, violation, and transfer of rights in intellectual property. 3.00 semester credit hours. Prerequisite: PL 106 Legal Research. Corequisite: None.

PL 246 Environmental Law and Administrative Agencies
This course begins with exposure of the student to the topic of administrative law. The need for, function of, and importance of the administrative agency in the government are outlined and explained. As paralegals are today allowed limited practice before these agencies, this course is most important. Environmental law and the role of this vital administrative agency are then presented. Topics include state and federal government regulation of the environment, including Superfund sites, pollution, and all matters that affect air, ground, and water resources. 3.00 semester credit hours. Prerequisite: PL 106 Legal Research. Corequisite: None.

PL 250 Legal Writing
This course allows the student to apply practical legal research skills to the drafting and preparation of typical documents that the paralegal will be expected to prepare by their supervising attorney. Topics include research memoranda, client correspondence, demand letters, appellate briefs, incorporation documents, partnership agreements, wills, leaves, promissory notes, and medical record summaries. 3.00 semester credit hours. Prerequisites: EN 104 English Composition I and PL 106 Legal Research. Corequisite: None.

PL 294 Career Internship
This is an elective course in the associate’s degree program that students take in their final semester. The career internship course is designed for students interested in pursuing a career in legal studies. The outcome of the internship is an informed student fully apprised of the opportunities his/her degree program offers for professional growth. During the internship phase of training, the student will experience various aspects of working in the actual field in which they have been educated. The internship is designed to provide the student with the opportunity to experience and participate in duties typical of a contemporary workplace setting. Student learning will center on observing experienced personnel as well as participating in actual hands-on procedures under close supervision of trained professionals. Note: Online students in some states may not be allowed to take this internship due to state restrictions. 4.00 semester credit hours. Prerequisites: Final semester, PGPA of 2.50 or better, and PD 214 AS/AAS/BS/Diploma Internship Preparation. Corequisite: None.

PL 298 NALA Certification Review
This course is designed to review the legal studies courses taken in the various programs and prepare the student to take the National Association of Legal Assistants’ (NALA) Certified Paralegal Examination. This examination is a two-day comprehensive examination administered at various locations across the United States. 3.00 semester credit hours. Prerequisite: Final course. Corequisite: None.

PL 300 Legal Office Administration
This is a course in the study of a private law firm from the perspective of a paralegal office manager. Topics include supervision of paralegal personnel, management of timekeeping and billing systems, document control, client development, and case management. 3.00 semester credit hours. Prerequisite: PL 180 Law Office Procedures. Corequisite: None.

PL 425 Business Organizations
This course provides an overview of the nine most common ways of doing business in this country. Emphasis is placed on the corporate form, beginning with the formation of a corporation as well as the financial structure, corporate management, dividends, and termination of corporate existence. 3.00 semester credit hours. Prerequisite: PL 106 Legal Research. Corequisite: None.

PL 450 Advanced Legal Research
This course is designed to build on the basic skills of the student in legal research and other information by using the computer. By searching Internet resources and legal databases, the student performs exercises in researching topics in business, bankruptcy, taxes, trademarks, employment law, environmental law, and other topics. 3.00 semester credit hours. Prerequisite: PL 250 Legal Writing. Corequisite: None.

PL 491 Capstone Project
This is an integrative course that allows students to identify a real-world legal problem and provide a recommended solution based upon legal research, case law and legislative history. Each student selects a topic or project, with instructor approval, and completes a paper which documents the process, including the use of industry-standard research methods. The final written work product may be in the form of a scholarly article of publishable quality, a seminar-type paper, a model bill and the supporting memorandum, a draft complaint or petition and supporting memorandum, the formal documents and supporting memorandum for a transactional project, or a brief (on the merits or as an amicus), to name just a few examples. 3.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.
(PN) PRACTICAL NURSING

PN 081 Nursing Tutorial I
This is the first of a two-part series of nursing tutorials for students who did not meet TEAS scores required for unconditional entrance into the Licensed Practical Nursing Program. It involves professional concepts, reading, mathematics, and analyzing and comprehension of nursing concepts. Study skills, critical thinking, and test-taking strategies are discussed. The goal of this course is to provide the student with the tools necessary to participate in the nursing program. 0.00 semester credit hours. Prerequisite: None. Corequisite: None.

PN 082 Nursing Tutorial II
This is the second of a two-part series of nursing tutorials for students who did not meet TEAS scores required for unconditional entrance into the Licensed Practical Nursing Program. It involves professional concepts, reading, mathematics, and analyzing and comprehension of nursing concepts. Study skills, critical thinking, and test-taking strategies are discussed. The goal of this course is to provide the student with the tools necessary to participate in the nursing program. 0.00 semester credit hours. Prerequisite: None. Corequisite: None.

PN 105 Anatomy and Physiology I for Nursing
This course provides a thorough knowledge of the basic principles of structure and functioning of the body. Focus is placed on the human body as a living, functioning organism constantly adjusting to internal and external environmental changes in its efforts to maintain homeostasis. Additional instruction in medical terminology will also be provided as an integral part of the course. Upon course completion, students will have acquired basic knowledge of medical terminology, body structure, and the functioning of body systems. Students will explain and have an understanding of structure and function of different body systems with associated medical terminology, as outlined in the course objectives. 4.00 semester credit hours. Prerequisite: None. Corequisites: PN 105L Anatomy and Physiology for Nursing I Lab and PN 111 Patient Assessment.

PN 105L Anatomy and Physiology I for Nursing Lab
This is the lab portion of Anatomy and Physiology I for Nursing. Laboratory exercises are conducted that support and enhance lecture topics. 1.00 semester credit hour. Prerequisite: None. Corequisites: PN 105 Anatomy and Physiology I for Nursing and PN 111 Patient Assessment.

PN 108 Foundations of Nursing
This course provides the basis upon which all other nursing courses are built. The history of nursing introduces the student to the origin and development of nursing practice and the theories and scientific principles upon which the profession is built. Concepts integrated throughout the course include cultural diversity, nutrition, critical thinking, physiological, and psychosocial needs of the individual as well as legal and ethical issues and communication techniques. Focus is placed on the nursing process, nursing principles in the disease process, and wellness and safety, with an emphasis placed on patient goals and outcomes. Integration of practical nursing skills will be implemented throughout the course, including history and physicals, vital sign attainment, reviewing charts, wound dressing changes, sterile technique, isolation precautions, medication administration, and dosage calculations. After completion of this course, with theory and psychomotor nursing competencies in lab, the student will possess essential nursing skills. Emphasis is placed on nursing foundations in the healthcare environment, communication techniques, developmental and psychosocial concerns, health promotion, infection control, fundamental nursing care, and psychomotor nursing skills. The student will demonstrate competency in performing basic nursing skills for client populations with common health alterations, to include vital signs, different medication administration, and drug dosage calculations. 6.00 semester credit hours. Prerequisites: PN 105/PN 105L Anatomy and Physiology I for Nursing/Lab, PN 111 Patient Assessment, and PN 112 Pharmacology. Corequisite: PN 109 Foundations of Nursing Clinical.

PN 109 Foundations of Nursing Clinical
Students will begin their orientation in caring for adult (elderly) clients. They will actively participate in the daily care for the client, including bed-making and assisting with hygiene, providing nutrition, ambulation, and companionship. The student will become familiar with wound care in this client and will use communication techniques in this lonely patient population. 1.00 semester credit hours. Prerequisites: PN 105/PN 105L Anatomy and Physiology I for Nursing/Lab, PN 111 Patient Assessment, and PN 112 Pharmacology. Corequisite: PN 108 Foundations of Nursing.
PN 111 Patient Assessment
This course provides students with the opportunity to learn content and skills related to taking histories and providing physical examinations. Students have the opportunity to practice communication techniques related to taking histories and skills required to perform accurate physical examinations. Learning opportunities are directed toward all age groups with a focus on the adult population. Emphasis is placed on the identification, clustering, and analysis of symptoms. Assessment will focus on physical and psychosocial aspects of functioning as well as the process of growth and development. Emphasis is placed on critical thinking skills in relation to the identification and analysis of health alterations. Formulation of pertinent nursing diagnoses and related documentation will be stressed. 1.50 semester credit hours. Prerequisite: None. Corequisites: PN 105/PN 105L Anatomy and Physiology I for Nursing/Lab.

PN 112 Pharmacology
This course introduces students to the science of pharmacology. Emphasis is placed on the basic pharmacologic concepts related to the delivery of medications, dosage calculations, forms and techniques of administration, and safe practice. Learning activities are designed to ensure competence in both oral and written communication regarding drugs and their administration. 1.50 semester credit hours. Prerequisite: MA 107 College Algebra with a grade of C or better. Corequisite: None.

PN 121 Practical Nursing I
This course introduces basic concepts which provide an overview of the health profession and healthcare delivery systems. Nursing behaviors, such as the nursing process, communication techniques, and legal and ethical responsibilities, are introduced. Concepts, such as nutrition, grief, health promotion, safety, self, sensory perception, sleep, and stress are discussed. Cultural diversity and growth and development across the lifespan of populations will be emphasized. 85.00 clock hours. Prerequisite: None. Corequisites: HC 114 Medical Terminology for Healthcare Professionals and SC 143/SC 143L Body Structure and Function/Lab.

PN 122 Practical Nursing II
This course introduces additional basic concepts necessary for the provision of safe, patient-centered nursing care to diverse populations across the lifespan. A nursing process approach is used to emphasize nursing skills, and medication administration is integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide quality nursing care in the clinical setting. 205.00 clock hours. Prerequisites: HC 114 Medical Terminology for Healthcare Professionals, PN 121 Practical Nursing I, and SC 143/SC 143L Body Structure and Function/Lab. Corequisite: None.

PN 123 Practical Nursing III
This course is designed to further develop and enhance concepts related to the nursing care of ill patients. A nursing process approach is utilized to emphasize evidence-based practice, critical thinking, teaching/learning, nursing behaviors, communication, and collaboration of care. Upon successful completion, the student will be able to provide safe, patient-centered nursing care to developmentally and culturally diverse populations in the acute care, long-term, or community settings. 235.00 clock hours. Prerequisite: PN 122 Practical Nursing II. Corequisite: None.

PN 124 Practical Nursing IV
This course is designed to augment previously learned concepts and introduce care of the family unit. The nursing process is utilized to emphasize critical thinking, learning, professional behaviors, communication, collaboration, lifespan development, family, and health as a continuum. Upon successful completion, the student will be able to provide safe community and acute nursing care to the family unit throughout the wellness/illness cycle. 167.00 clock hours. Prerequisite: PN 123 Practical Nursing III. Corequisite: None.

PN 125 Practical Nursing V
This course is designed to broaden concepts related to nursing care of ill clients. The nursing process is used to expand upon previously learned concepts for the provision of safe, patient-centered nursing care to developmentally and culturally diverse populations. This course emphasizes critical thinking, teaching/learning, nursing behaviors, communication, and collaboration of care. Upon successful completion, the student will be able to provide safe, holistic nursing care for one or more ill clients in the acute care, long-term, or community settings 240.00 clock hours. Prerequisite: PN 124 Practical Nursing IV. Corequisite: None.

PN 126 Practical Nursing VI
This course provides a clinical practicum for the application of concepts learned throughout the program. Critical thinking, teaching/learning, nursing behaviors, communication, collaboration, coordination of care, skills/technology, and professional development are embodied and exhibited. The student engages in the application of the nursing process in collaboration with the preceptor who guides the clinical experience. Upon successful completion, the student will be able to demonstrate the knowledge, skills, and behaviors necessary to provide safe, individualized entry-level nursing care for a practical nurse. 265.00 clock hours. Prerequisite: PN 125 Practical Nursing V. Corequisite: PN 127 Practical Nursing VII.
PN 127 Practical Nursing VII
This course provides the student with the opportunity to assess his/her strengths and areas for improvement in preparation for the NCLEX-PN®. Utilizing critical thinking and the nursing process, integration of all previous concepts will be emphasized through the use of case studies, integrated testing, and directed study. 18.00 clock hours. Prerequisite: PN 125 Practical Nursing V. Corequisite: PN 126 Practical Nursing VI.

PN 212 Medical Surgical Nursing
This course provides content instruction on the care of adults experiencing alterations in health, using a body systems approach. Focus is placed on recognizing and performing appropriate nursing interventions and developing critical thinking skills required to provide effective nursing care in a safe manner. Concepts of nutrition, communication, cultural diversity, legal/ethical issues, and psychosocial concerns are suitably integrated throughout the course. Content also includes health promotion and patient teaching, with emphasis on the nursing process, nursing evaluation and interventions, and pharmacology and therapeutic communication. 6.00 semester credit hours. Prerequisites: PN 108 Foundations of Nursing and PN 109 Foundations of Nursing Clinical. Corequisite: PN 213 Medical Surgical Nursing Clinical.

PN 213 Medical Surgical Nursing Clinical
This medical surgical nursing clinical allows the student a hands-on experience in caring for patients with different disease processes and undergoing different surgical procedures. Students will recognize and apply appropriate nursing interventions to care for specific clients in these populations, both pre-operatively and post-operatively. The student will demonstrate knowledge in regards to normal versus abnormal findings and intervene appropriately according to hospital policy and procedure protocols. 2.00 semester credit hours. Prerequisites: PN 108 Foundations of Nursing and PN 109 Foundations of Nursing Clinical. Corequisite: PN 212 Medical Surgical Nursing.

PN 222 Maternal and Child Nursing
This course focuses on content related to the practical nurse to meet physiological, psychosocial, cultural, and developmental needs of maternal and child clients. Antepartum, intrapartum, and postpartum care are emphasized. Content related to complications of pregnancy, newborn care, growth and development, pediatric care, and health alterations of the pediatric client are presented. Nutritional and pharmacological needs, as well as content related to cultural diversity, are presented. Healthcare technology, communication, anatomy and physiology, medical terminology, critical thinking, and the nursing process are integrated throughout course content. Students will utilize the nursing process and develop and implement nursing care plans to provide nursing care for maternal and newborn clients. 3.00 semester credit hours. Prerequisites: PN 212 Medical Surgical Nursing and PN 213 Medical Surgical Nursing Clinical. Corequisite: PN 223 Maternal and Child Nursing Clinical.

PN 223 Maternal and Child Nursing Clinical
The student will observe and participate in the care of the maternal/child client. The student will demonstrate knowledge in regards to normal versus abnormal findings and intervene appropriately according to hospital policy and procedures. 1.00 semester credit hour. Prerequisites: PN 212 Medical Surgical Nursing and PN 213 Medical Surgical Nursing Clinical. Corequisite: PN 222 Maternal/Child Nursing.

PN 228 Adult/Child Nursing
This course emphasizes care of the client throughout the life span. The course is designed to assist the student in addressing complex alterations in health. Additional content is provided on care of the client experiencing burns, cancer, and emergent conditions. Care of the adult and child are integrated throughout the course. 4.00 semester credit hours. Prerequisites: PN 212 Medical Surgical Nursing and PN 213 Medical Surgical Nursing Clinical. Corequisite: PN 229 Adult/Child Nursing Clinical.

PN 229 Adult/Child Nursing Clinical
The student will observe, assess, and participate in the care of the adult client who has experienced traumatic life situations. Clients who have fallen victim to emergent life crises, as well as those diagnosed with cancer, will be the main focus of this part of clinical. The pediatric client will receive most attention during the clinical course. Students will assess the pediatric client in both tertiary and primary care settings. Through observation and participation, the student will become familiar with common childhood illnesses and their treatment. 3.00 semester credit hours. Prerequisites: PN 212 Medical Surgical Nursing and PN 213 Medical Surgical Nursing Clinical. Corequisite: PN 228 Adult/Child Nursing.

PN 246 Mental Health/Geriatric Nursing
The mental health component of this course discusses the care of adults and the elderly with disorders requiring psychiatric management. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs across the life span. The geriatric component presents the theories and concepts of aging, the physiologic and psychosocial changes and problems associated with the process, and appropriate nursing interventions. Additional content includes appropriate communication techniques, nutritional needs, legal and ethical issues, and end-of-life care. 2.00 semester credit hours. Prerequisites: PN 212 Medical Surgical Nursing and PN 213 Medical Surgical Nursing Clinical. Corequisite: PN 247 Mental Health/Geriatric Nursing Clinical.
PN 247 Mental Health/Geriatric Nursing Clinical
The clinical portion of this course exposes students to adults suffering from psychiatric disorders. The student will observe and participate in various therapeutic modalities used in the treatment of such illnesses. The student will concentrate on using appropriate interpersonal relationship skills as well as identifying and actively participating in care of patients with various mental disorders. 1.00 semester credit hour. Prerequisites: PN 212 Medical Surgical Nursing and PN 213 Medical Surgical Nursing Clinical. Corequisite: PN 246 Mental Health/Geriatric Nursing.

PN 255 NCLEX-PN Review
This course provides the student with knowledge to make the transition from student to practical nurse. The course covers essential nursing content from all core clinical areas, the nursing process, and client needs categories. Students will have the opportunity to develop and improve their test-taking skills through computer simulations and practice tests. Extensive student performance evaluation is provided throughout the course to aid in identifying and strengthening necessary content areas. 4.00 semester credit hours. Prerequisite: Final course. Corequisite: None.

(PS) PSYCHOLOGY

PS 101 Psychology
This course introduces psychology with a focus on understanding human behavior. Topics include the scope of psychology, biological foundations and the brain, the concepts of sensation, perception, conditioning, and learning, the nature of memory, motivation and emotion, states of consciousness, personality theories, social psychology, dealing with health and stress, and developing coping strategies. 3.00 semester credit hours. Prerequisites/Corequisites: None.

PS 310 Industrial Psychology
This course will survey issues related to accelerating change and increasing complexity of organizational management. Principles of industrial psychology will be used to explore concepts in job analysis, personnel selection, workplace training, candidate placement, and employee appraisal. Topics may include: the role of research in addressing organizational issues, application of performance metrics, the effects of workplace conditions, compliance with employment law, leadership development, and the roles of well-being and motivation in performance. 3.00 semester credit hours. Prerequisite: PS 101 Psychology. Corequisite: None.

(PT) PHYSICAL THERAPIST ASSISTANT

PT 105 Principles of Physical Therapist Assistant Practice
This course is a synopsis of the historical, philosophical, and organizational context of the physical therapy profession within the healthcare delivery system. Students will be instructed on how to establish therapeutic communication, business practices, and personal and professional development. The course will introduce professional ethics and healthcare literature as well as investigate the scope and practice of the physical therapist assistant and their role within the physical therapy profession. Students will discuss the personal and professional qualities of the healthcare provider, communication needs, professional ethics, cultural diversity, and the psychological aspects of treatment. The course will overview observation, interviewing, and medical note-writing techniques including medical terminology, review of various assessments and formats for treatment plans, progress notes, and discharge summaries. Emphasis will be given on writing style, reimbursement guidelines, and legal aspects of note writing. 4.00 semester credit hours. Prerequisites: SC 245/SC 245L Anatomy and Physiology II/Lab. Corequisite: PT 116 Pathophysiology for Physical Therapist Assistants.

PT 110 Functional Kinesiology
Through integrated laboratory and lecture, this course will instruct students on the science of movement. Functional anatomy and physiology will be reviewed. Students will be instructed on descriptive terminology as it relates to kinesiology. Biomechanical principles will be discussed and applied. The relationship of these principles to the hip, knee, ankle, elbow, forearm, wrist, hand, lower extremity, head, neck, and trunk will be explored in detail. Students will be introduced to range of motion and palpation of bony prominences, joints, and muscles. An in-depth analysis of human movement, with emphasis on typical gait and posture, will be incorporated into the course. 4.00 semester credit hours. Prerequisites: PT 105 Principles of Physical Therapist Assistant Practice and PT 116 Pathophysiology for Physical Therapist Assistants. Corequisite: PT 130 Basic Patient Care.

PT 116 Pathophysiology for Physical Therapist Assistants
Pathophysiology includes the study of diseases and disorders commonly seen in physical therapy practice. This course is an overview of the etiology, manifestations, and treatment of significant diseases; emphasis will be on the musculoskeletal, nervous, and cardiopulmonary systems. The pharmacological interventions for common system dysfunctions treated in the physical therapy profession will be discussed and presented. 3.00 semester credit hours. Prerequisites: SC 245/SC 245L Anatomy and Physiology II/Lab. Corequisite: PT 105 Principles of Physical Therapist Assistant Practice.
PT 130 Basic Patient Care
Through integrated lecture and laboratory experiences, students will be instructed on basic healthcare skills used in physical therapy including practice in wheelchair management, body mechanics, transfers, gait training, infection control, and first-aid skills. Students will be introduced to issues involving the physical environment and architectural barriers. They will also be introduced to the measurement of anthropometrical characteristics, vital signs, range of motion, and pain. This course includes identification of anatomical structures as well as therapeutic intervention using adaptive/assistive devices, soft tissue manipulation, massage, stretches, and joint range of motion techniques. 3.00 semester credit hours. Prerequisites: PT 105 Principles of Physical Therapist Assistant Practice and PT 116 Pathophysiology for Physical Therapist Assistants. Corequisite: PT 110 Functional Kinesiology.

PT 140 Therapeutic Modalities
Students will participate in lectures and integrated laboratory experiences to explore therapeutic intervention utilizing physical agents including heat, cold, light, sound, water, electricity, and electromagnetic waves in the treatment of acute and chronic diseases and injuries. Students will be introduced to wound care, burn care, and infection control. Emphasis will be on the application and safe, appropriate use of treatment modalities. 3.00 semester credit hours. Prerequisites: PT 110 Functional Kinesiology and PT 130 Basic Patient Care. Corequisite: PT 151 Therapeutic Exercise.

PT 151 Therapeutic Exercise
Through integrated lab and lecture, this course will instruct students on therapeutic exercise, including basic principles of exercise and basic assessment skills pertaining to joint and muscle function. Emphasis will be on the implementation and progression of exercise programs for correction of specific conditions, muscle weakness, and joint limitations as well as goniometric and manual muscle-testing assessment. The laboratory experience will give students hands-on experience with the techniques being taught, (e.g., strengthening, range of motion, stretching, or conditioning exercises) as well as balance, coordination, posture, or training. Students will also have hands-on experience with measuring vital signs, pain, muscle strength, muscle length, and range of motion. They will have an opportunity to practice and master the skills necessary prior to a clinical education setting. 3.00 semester credit hours. Prerequisites: PT 110 Functional Kinesiology and PT 130 Basic Patient Care. Corequisite: PT 140 Therapeutic Modalities.

PT 210 Clinical Practicum Preparation
This practicum preparation course provides preparation for clinical experiences with topics such as the roles and responsibilities of the physical therapist assistant (PTA), review of patient charts, and confidentiality. Students will be accompanied by faculty to clinical sites for observation and tours. 1.00 semester credit hour. Prerequisites: PT 220 Orthopedic Patient Care and PT 251 Neurological Patient Care. Corequisites: PT 240 Patient Care for Special Populations and PT 260 Professional Issues.

PT 220 Orthopedic Patient Care
Through integrated lecture and laboratory experiences, students will be instructed on physical therapy techniques used in the assessment and intervention of patients with orthopedic disorders, including post-operative care and appropriate therapeutic intervention. Students will continue to study therapeutic exercise as intervention for specific orthopedics cases. Focus will be on principles and application of progressive-resistive exercise, taping techniques, orthotics, prosthetics, and exercise progression. 3.00 semester credit hours. Prerequisites: PT 140 Therapeutic Modalities and PT 151 Therapeutic Exercise. Corequisite: PT 251 Neurological Patient Care.

PT 240 Patient Care for Special Populations
Through integrated lecture and laboratory experiences, students will be instructed on physical therapy techniques used in the assessment and intervention for special patient populations, including cardiovascular, pulmonary, geriatrics, amputees, bariatrics, lymphedema, women’s health, and incontinence. Students will discuss pathology, impairments, functional limitations, and the corresponding disability related to the patient populations. The role of physical therapist assistants within special populations will also be discussed. 3.00 semester credit hours. Prerequisites: PT 220 Orthopedic Patient Care and PT 251 Neurological Patient Care. Corequisites: PT 210 Clinical Practicum Preparation and PT 260 Professional Issues.

PT 251 Neurological Patient Care
Through integrated lecture and laboratory experiences, students will be instructed on physical therapy techniques used in the assessment and intervention of adult and pediatric patients with congenital and acquired neurological disorders. Students will discuss pathology, impairments, functional limitations, and the corresponding disability-related patient populations such as cerebrovascular accident (CVA), spinal cord injury (SCI), traumatic brain injury (TBI), muscular dystrophy (MD), cerebral palsy (CP), spina bifida, and other neurological disorders, including neurodegenerative disorders. 4.00 semester credit hours. Prerequisites: PT 140 Therapeutic Modalities and PT 151 Therapeutic Exercise. Corequisite: PT 220 Orthopedic Patient Care.

PT 260 Professional Issues
This is a discussion of topics related to the physical therapy profession, including current healthcare and physical therapy trends, the Medicare Prospective Payment System (PPS), research, evidence-based practice, licensure, and other legal and ethical aspects that
influence current physical therapist assistant practice. 2.00 semester credit hours. Prerequisites: PT 220 Orthopedic Patient Care and PT 251 Neurological Patient Care. Corequisites: PT 210 Clinical Practicum Preparation and PT 240 Patient Care for Special Populations.

PT 271 Clinical Practicum I
This initial clinical experience provides students with opportunities to improve their data collection skills and reinforce intervention techniques and concepts of proper body mechanics, therapist safety, and client safety. Students will also improve communication skills, including documentation of goals, intervention plans, and patient progress. 6.00 semester credit hours. Prerequisites: PT 210 Clinical Practicum Preparation and PT 240 Patient Care for Special Populations, PT 251 Neurological Patient Care, and PT 260 Professional Issues. Corequisite: None.

PT 281 Clinical Practicum II
This final clinical experience provides students with further opportunities to improve their data collection skills and reinforce intervention techniques and concepts of proper body mechanics, therapist safety, and client safety. Students will also further improve communication skills, including documentation of goals, intervention plans, and patient progress. 6.00 semester credit hours. Prerequisite: PT 271 Clinical Practicum I. Corequisite: None.

(RE) REMEDIAL
RE 092 TEAS Readiness
This course will review basic written and oral communication in professional writing, problem solving, and critical thinking skills. Topics will include paragraphing, basic essay writing, basic math statements, an overview of scientific principles, the metric system, body system structure and function, and testing in professional nursing. Students who successfully complete this course will have the foundation necessary to succeed in the nursing program. Students will take the most current version of the TEAS test upon completion of the course. Those who make the TEAS minimum cut score for “Proficiency” level will be admitted into the Nursing Program. 0.00 credit hours-2 contact hours per week. Prerequisites/Co-requisites: None.

(RT) RADIOLOGIC TECHNOLOGY
RT 102 Introduction to Radiography
This course is an overview of radiography and its place in the delivery of healthcare. It presents an orientation to the academic and administrative structure of the overall profession, including ethical and legal responsibilities, patient care and consent, facility policies, and basic principles of radiation protection. Students will be oriented in the basic operation of equipment used in the field. Prerequisites: SC 145/SC 145L Anatomy and Physiology II/Lab. Corequisite: None.

RT 107 Methods of Patient Care
This course is an introduction to basic skills and techniques of quality patient care. Communication, assessment, aseptic technique, venipuncture, and drug administration, as related to radiography, are emphasized. 3.00 semester credit hours. Prerequisites: SC 145/SC 145L Anatomy and Physiology II/Lab. Corequisite: None.

RT 112 Principles of Radiography I
This course is the study of the physics behind the production of radiation. Also covered is the study of physical forces involved in the production of quality images, which includes prime and geometric factors, quality factors, and the practical manipulation of exposure techniques, filtration, attenuation, as well as the use of grids, receptors systems, and automatic exposure control. 3.00 semester credit hours. Prerequisites: MA 107 College Algebra, RT 102 Introduction to Radiography, and RT 107 Methods of Patient Care. Corequisite: None.

RT 115 Radiographic Procedures I
This course is the study of patient habitus, positioning, equipment manipulation, evaluation of radiographic quality for the thoracic cavity, abdominal cavity, and contrast examinations of the gastrointestinal and urinary tracts. Critical thinking and communication skills, as related to procedure performance, patient care, and radiation protection, are emphasized. 2.00 semester credit hours. Prerequisites: SC 245/SC 245L Anatomy and Physiology II/Lab. Corequisite: RT 115L Radiographic Procedures I Lab.

RT 115L Radiographic Procedures I Lab
This lab course is a demonstration of procedures utilizing the energized, static lab on campus in conjunction with Radiographic Procedures I. Procedures practiced will comprise those of the thoracic and abdominal cavities, including contrast examinations of the gastrointestinal and urinary tracts. 1.00 semester credit hour. Prerequisite: SC 245/SC 245L Anatomy and Physiology II/Lab. Corequisite: RT 115 Radiographic Procedures I.
RT 122 Principles of Radiography II
This course is a continuation of the concepts of physics and provides an overview of electromagnetism, the x-ray circuit, film processing, digital imaging, quality assurance, and radiation biology. 4.00 semester credit hours. Prerequisite: RT 112 Principles of Radiography I. Corequisite: None.

RT 131 Radiographic Procedures II
This course is a continuation of Radiographic Procedures I, with evaluation of radiographs of the body’s extremities, cervical, thoracic and lumbar spine, sacrum, and coccyx and bony thorax (sternum and ribs) emphasized. 2.00 semester credit hours. Prerequisites: RT 102 Introduction to Radiography and RT 115/L Radiographic Procedures I/Lab. Corequisite: RT 131L Radiographic Procedures II Lab.

RT 131L Radiographic Procedures II Lab
This lab course is a demonstration and application of subjects covered in Radiographic Procedures II. 1.00 semester credit hour. Prerequisites: RT 102 Introduction to Radiography and RT 115/L Radiographic Procedures I/Lab. Corequisite: RT 131 Radiographic Procedures II.

RT 135 Radiologic Clinical Education I
This course is a supervised clinical experience and competency evaluation. Emphasis is placed on radiation protection, patient care, equipment manipulation, radiographic technique, image processing, and image quality evaluation. 3.00 semester credit hours. Prerequisites: RT 115/L Radiographic Procedures I/Lab. Corequisite: None.

RT 146 Radiological Clinical Education II
This course is a continuation of supervised clinical experience and competency evaluation. Emphasis is placed on radiation protection, patient care, equipment manipulation, radiographic technique, image processing, and image quality evaluation. 3.00 semester credit hours. Prerequisite: RT 135 Radiologic Clinical Education I. Corequisite: None.

RT 156 Radiological Clinical Education III
This course is a continuation of supervised clinical experience. The concentration is on fluoroscopy and special procedures. 3.00 semester credit hours. Prerequisite: RT 146 Radiological Clinical Education II. Corequisite: None.

RT 230 Radiographic Procedures III
This course is a continuation of Radiographic Procedures II and covers evaluation of radiographs of the skull and facial bones, angiography, interventional procedures, trauma, mobile and surgical radiography, pediatric radiography, and additional diagnostic and therapeutic modalities. 2.00 semester credit hours. Prerequisites: RT 131/RT 131L Radiographic Procedures II/Lab. Corequisite RT 230L Radiographic Procedures III Lab.

RT 230L Radiographic Procedures III Lab
This lab course is a demonstration and application of radiographic procedures covered in Radiographic Procedures III. It utilizes the on-campus energized, static lab, including evaluation of radiographs of the skull and facial bones, angiography, interventional procedures, trauma, mobile and surgical radiography, pediatric radiography, and additional diagnostic and therapeutic modalities. 1.00 semester credit hour. Prerequisites: RT 131/RT 131L Radiographic Procedures II/Lab. Corequisite: RT 230 Radiographic Procedures III.

RT 255 Radiologic Pathology
This course is an introduction to the concept of disease and injury processes through the systems of the body and their appearance radiographically. 2.00 semester credit hours. Prerequisites: RT 122 Principles of Radiography II and RT 230/RT 230L Radiographic Procedures III/Lab. Corequisite: None.

RT 260 Cross-Sectional Anatomy
This course is a presentation of anatomy in cross-sectional slices, as used in advanced imaging modalities rather than flat, as in standard radiography. It provides the student views of the entire body based on slices prepared from cadavers in transverse, sagittal, and coronal planes. 2.00 semester credit hours. Prerequisites: RT 102 Introduction to Radiography and RT 122 Principles of Radiography II. Corequisite: None.

RT 267 Radiologic Clinical Education IV
This is a continuation of supervised clinical experience. Students are provided opportunities to observe advanced imaging modalities which could include CT, MRI, mammography, ultrasound, nuclear medicine, and PET imaging. 3.00 semester credit hours. Prerequisite: RT 156 Radiologic Clinical Education III. Corequisite: None.

RT 277 Radiologic Clinical Education V
This is a continuation of supervised clinical experience. As senior students, learners should be completing the majority of basic competencies and concentrating on obtaining independence with non-trauma patients. 3.00 semester credit hours. Prerequisite: RT 267 Radiologic Clinical Education IV. Corequisite: None.
RT 295 Radiography Review
This course is a study tool in preparation for the ARRT registry exam. A review of the entire radiography program, to include mock registry exams and post-test reviews, is completed. 3.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

RT 297 Radiologic Clinical Education VI
This course is a continuation of supervised clinical experience and is the final clinical rotation for completion of the program. Students must perform any unfinished competencies and complete any areas in which additional practice is required. 3.00 semester credit hours. Prerequisite: RT 276 Radiologic Clinical Education V. Corequisite: None.

(SC) NATURAL SCIENCE

SC 090 Foundations of Science
This course will provide students with a foundation of core scientific principles related to the following areas: the metric system in scientific measurement, scientific approach to problem solving, fundamentals of chemistry, cellular structure, and tissues of the body systems. 0.00 semester credit hours. Prerequisites/Corequisites: None.

SC 105 Anatomy and Physiology I for Allied Health Professionals (Semester Credit Hour Course)
The first anatomy and physiology course in a two-term sequence provides students with an introduction to the structure and function of the human body using a systems approach. Topics include biochemistry, cellular biology, histology, integumentary system, skeletal system, muscular system, nervous system, and special senses. 3.00 semester credit hours. Prerequisite: None. Corequisite: SC 105L Anatomy and Physiology I Lab for Allied Health Professionals.

SC 105L Anatomy and Physiology I Lab for Allied Health Professionals (Semester Credit Hour Course)
The first anatomy and physiology course in a two-term sequence provides students with an introduction to the structure and function of the human body using a systems approach. Topics include biochemistry, cellular biology, histology, integumentary system, skeletal system, muscular system, nervous system, and special senses. 1.00 semester credit hour. Prerequisite: None. Corequisite: SC 105 Anatomy and Physiology I for Allied Health Professionals.

SC 106 Anatomy and Physiology I for Allied Health Professionals (Clock Hour Course)
The first anatomy and physiology course in a two-term sequence provides students with an introduction to the structure and function of the human body using a systems approach. Topics include biochemistry, cellular biology, histology, integumentary system, skeletal system, muscular system, nervous system, and special senses. 45.00 clock hours. Prerequisite: None. Corequisite: SC 106L Anatomy and Physiology I Lab for Allied Health Professionals.

SC 106L Anatomy and Physiology I Lab for Allied Health Professionals (Clock Hour Course)
The first anatomy and physiology course in a two-term sequence provides students with an introduction to the structure and function of the human body using a systems approach. Topics include biochemistry, cellular biology, histology, integumentary system, skeletal system, muscular system, nervous system, and special senses. 30.00 clock hours. Prerequisite: None. Corequisite: SC 106 Anatomy and Physiology I for Allied Health Professionals.

SC 125 Anatomy and Physiology for Therapeutic Massage I (Semester Credit Hour Course)
This course will provide students with information about the structure and function of the human body related to each of the following body systems: integumentary, skeletal, muscular, nervous, and special senses with relations to therapeutic massage. Biochemistry, cellular biology, and histology will be integrated into each body system. 3.00 semester credit hours. Prerequisite: None. Corequisite: SC 125L Anatomy and Physiology for Therapeutic Massage I Lab.

SC 125L Anatomy and Physiology for Therapeutic Massage I Lab (Semester Credit Hour Course)
This is the lab portion of SC 125 Anatomy and Physiology for Therapeutic Massage I. 1.00 semester credit hour. Prerequisite: None. Corequisite: SC 125 Anatomy and Physiology for Therapeutic Massage I.

SC 126 Anatomy and Physiology for Therapeutic Massage I (Clock Hour Course)
This course will provide students with information about the structure and function of the human body related to each of the following body systems: integumentary, skeletal, muscular, nervous, and special senses with relations to therapeutic massage. Biochemistry, cellular biology, and histology will be integrated into each body system. 45.00 clock hours. Prerequisite: None. Corequisite: SC 126L Anatomy and Physiology for Therapeutic Massage I Lab.

SC 126L Anatomy and Physiology for Therapeutic Massage I Lab (Clock Hour Course)
This is the lab portion of SC 126 Anatomy and Physiology for Therapeutic Massage I. 30.00 clock hours. Prerequisite: None. Corequisite: SC 126 Anatomy and Physiology for Therapeutic Massage I.
SC 129 Fundamentals of Anatomy and Physiology I
The first anatomy and physiology course in a two-term sequence will provide students with information regarding anatomical and physiological concepts as related to the following body systems: integumentary, skeletal, muscular, nervous, and special senses. Biochemistry, cellular biology, and histology will be integrated into each system. 3.00 semester credit hours. Prerequisites/Corequisites: None.

SC 142 Body Structure and Function (Semester Credit Hour Course)
This course will provide students with information regarding body structure and function relating to each of the 11 body systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, lymphatic, endocrine, digestive, urinary, and reproductive. Classroom experiences provide learning in the following topics: the major body systems, how the body systems work together to provide homeostasis, and body functions in the healthy and diseased states. 3.00 semester credit hours. Prerequisite: None. Corequisite: SC 142L Body Structure and Function Lab.

SC 142L Body Structure and Function Lab (Semester Credit Hour Course)
This is the lab portion of SC 142 Body Structure and Function. 1.00 semester credit hour. Prerequisite: None. Corequisite: SC 142 Body Structure and Function.

SC 143 Body Structure and Function (Clock Hour Course)
This course will provide students with information regarding anatomical and physiological concepts as related to the following body systems: integumentary, skeletal, muscular, nervous, and special senses. Biochemistry, cellular biology, and histology will be integrated into each system. 45.00 clock hours. Prerequisite: None. Corequisite: SC 143L Body Structure and Function Lab.

SC 143L Body Structure and Function Lab (Clock Hour Course)
This course will provide students with the opportunity to gain hands-on experience in the study of anatomy and physiology relating to each of the following body systems: integumentary, skeletal, muscular, nervous, and special senses. Biochemistry, cellular biology, and histology will be integrated into each body system. 30.00 clock hours. Prerequisite: None. Corequisite: SC 143 Body Structure and Function.

SC 145 Anatomy and Physiology I
The first anatomy and physiology course in a two-term sequence will provide students with information regarding anatomical and physiological concepts as related to the following body systems: integumentary, skeletal, muscular, nervous, and special senses. Biochemistry, cellular biology, and histology will be integrated into each system. 3.00 semester credit hours. Prerequisite: None. Corequisite: SC 145L Anatomy and Physiology I Lab.

SC 145L Anatomy and Physiology I Lab
The first anatomy and physiology course in a two-term sequence will provide students with the opportunity to gain hands-on experience in the study of anatomy and physiology relating to each of the following body systems: integumentary, skeletal, muscular, nervous, and special senses. Biochemistry, cellular biology, and histology will be integrated into each body system. 1.00 semester credit hour. Prerequisite: None. Corequisite: SC 145 Anatomy and Physiology I.

SC 150 Principles of Nutrition
This course provides students with basic knowledge of human nutrition and related disorders. The course will focus on structure, role, function, and digestion of nutrients. 2.00 semester credit hours. Prerequisites/Corequisites: None.

SC 165 General Microbiology
This course provides an introduction to the study of microorganisms. It covers normal flora and pathogenic microbes. Select topics include function, metabolism, genetics, growth, and relationships to humans and the environment. Topics related to human infectious diseases may include transmission, host defense mechanisms, growth processes, and the spread of infectious agents. 2.00 semester credit hours. Prerequisite: None. Corequisite: SC 165L General Microbiology Lab.

SC 165L General Microbiology Lab
This course provides an introduction to the methods used to study microorganisms. Students will practice standard techniques and procedures used in the microbiology laboratory. 1.00 semester credit hour. Prerequisite: None. Corequisite: SC 165 General Microbiology.

SC 185 General Chemistry
This course presents the basic concepts of chemistry. Topics may include atomic structure, bonding, basic reactions, and acid-base chemistry. 2.00 semester credit hours. Prerequisite: None. Corequisite: SC 185L General Chemistry Lab.

SC 185L General Chemistry Lab
This course provides students the opportunity to practice basic concepts of chemistry. Topics may include atomic structure, bonding, basic reactions, and acid-base chemistry. 1.00 semester credit hour. Prerequisite: None. Corequisite: SC 185 General Chemistry.
SC 205 Anatomy and Physiology II for Allied Health Professionals (Semester Credit Hour Course)
The second anatomy and physiology course in a two-term sequence provides students with an introduction to the structure and function of the human body using a systems approach. Topics include biochemistry, cellular biology, histology, cardiovascular system, lymphatic system, respiratory system, digestive system, endocrine system, urinary system, as well as male and female reproductive systems. 3.00 semester credit hours. Prerequisites: SC 105/SC 105L Anatomy and Physiology I for Allied Health Professionals. Corequisite: SC 205L Anatomy and Physiology II Lab for Allied Health Professionals.

SC 205L Anatomy and Physiology II Lab for Allied Health Professionals (Semester Credit Hour Course)
The second anatomy and physiology course in a two-term sequence provides students with an introduction to the structure and function of the human body using a systems approach. Topics include biochemistry, cellular biology, histology, cardiovascular system, lymphatic system, respiratory system, digestive system, endocrine system, urinary system, as well as male and female reproductive systems. 1.00 semester credit hour. Prerequisites: SC 105/SC 105L Anatomy and Physiology I for Allied Health Professionals. Corequisite: SC 205 Anatomy and Physiology II Lab for Allied Health Professionals.

SC 206 Anatomy and Physiology II for Allied Health Professionals (Semester Credit Hour Course)
The second anatomy and physiology course in a two-term sequence provides students with an introduction to the structure and function of the human body using a systems approach. Topics include biochemistry, cellular biology, histology, cardiovascular system, lymphatic system, respiratory system, digestive system, endocrine system, urinary system, as well as male and female reproductive systems. Biochemistry, cell biology, and histology will be integrated into each body system. 3.00 semester credit hours. Prerequisites: SC 105/SC 105L Anatomy and Physiology I for Allied Health Professionals. Corequisite: SC 205L Anatomy and Physiology II Lab for Allied Health Professionals.

SC 206L Anatomy and Physiology II Lab for Allied Health Professionals (Semester Credit Hour Course)
The second anatomy and physiology course in a two-term sequence provides students with an introduction to the structure and function of the human body using a systems approach. Topics include biochemistry, cellular biology, histology, cardiovascular system, lymphatic system, respiratory system, digestive system, endocrine system, urinary system, as well as male and female reproductive systems. 30.00 clock hours. Prerequisites: SC 106/SC 106L Anatomy and Physiology I for Allied Health Professionals. Corequisite: SC 206L Anatomy and Physiology II Lab for Allied Health Professionals.

SC 205 Anatomy and Physiology II for Allied Health Professionals (Clock Hour Course)
The second anatomy and physiology course in a two-term sequence provides students with an introduction to the structure and function of the human body using a systems approach. Topics include biochemistry, cellular biology, histology, cardiovascular system, lymphatic system, respiratory system, digestive system, endocrine system, urinary system, as well as male and female reproductive systems. Biochemistry, cell biology, and histology will be integrated into each body system. 45.00 clock hours. Prerequisites: SC 106/SC 106L Anatomy and Physiology I for Allied Health Professionals. Corequisite: SC 205L Anatomy and Physiology II Lab for Allied Health Professionals.

SC 206L Anatomy and Physiology II Lab for Allied Health Professionals (Clock Hour Course)
The second anatomy and physiology course in a two-term sequence provides students with an introduction to the structure and function of the human body using a systems approach. Topics include biochemistry, cellular biology, histology, cardiovascular system, lymphatic system, respiratory system, digestive system, endocrine system, urinary system, as well as male and female reproductive systems. 45.00 clock hours. Prerequisites: SC 106/SC 106L Anatomy and Physiology I for Allied Health Professionals. Corequisite: SC 206L Anatomy and Physiology II Lab for Allied Health Professionals.

SC 225 Anatomy and Physiology for Therapeutic Massage II (Semester Credit Hour Course)
This course will provide students with information about human anatomy and physiology relating to each of the following body systems: endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and the male and female reproductive systems. Biochemistry, cell biology, and histology will be integrated into each body system. 3.00 semester credit hours. Prerequisites: SC 125/SC 125L Anatomy and Physiology for Therapeutic Massage I Lab. Corequisite: SC 225L Anatomy and Physiology for Therapeutic Massage II Lab.

SC 225L Anatomy and Physiology for Therapeutic Massage II Lab (Semester Credit Hour Course)
This is the lab portion of SC 225 Anatomy and Physiology for Therapeutic Massage II. 1.00 semester credit hour. Prerequisites: SC 125/SC 125L Anatomy and Physiology for Therapeutic Massage I Lab. Corequisite: SC 225 Anatomy and Physiology for Therapeutic Massage II Lab.

SC 226 Anatomy and Physiology for Therapeutic Massage II (Clock Hour Course)
This course will provide students with information about human anatomy and physiology relating to each of the following body systems: endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and the male and female reproductive systems. Biochemistry, cell biology, and histology will be integrated into each body system. 45.00 clock hours. Prerequisites: SC 126/SC 126L Anatomy and Physiology for Therapeutic Massage I Lab. Corequisite: SC 226L Anatomy and Physiology for Therapeutic Massage II Lab.

SC 226L Anatomy and Physiology for Therapeutic Massage II Lab (Clock Hour Course)
This is the lab portion of SC 226 Anatomy and Physiology for Therapeutic Massage II. 30.00 clock hours. Prerequisites: SC 126/SC 126L Anatomy and Physiology for Therapeutic Massage I Lab. Corequisite: SC 226L Anatomy and Physiology for Therapeutic Massage II Lab.

SC 229 Fundamentals of Anatomy and Physiology II
The second anatomy and physiology course in a two-term sequence will provide students with information regarding anatomical and physiological concepts as related to the following body systems: endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and the male and female reproductive systems. Biochemistry, cell biology, and histology will be integrated into each body system. 3.00 semester credit hours. Prerequisite: SC 129 Fundamentals of Anatomy and Physiology I. Corequisite: None.

SC 242 Anatomy for Artists
This course addresses the anatomy of the human body as a foundation for the student artist. Students will examine the 11 body systems with emphasis on the muscular and skeletal systems. This course will focus on anatomic detail in rendering the human figure. 3.00 semester credit hours. Prerequisite: None. Corequisite: SC 242L Anatomy for Artists Lab.
SC 242L Anatomy for Artists Lab
This course addresses the anatomy of the human body as a foundation for the student artist. Students will examine the 11 body systems with emphasis on the muscular and skeletal systems. This course will focus on anatomic detail in rendering the human figure. 1.00 semester credit hour. Prerequisite: None. Corequisite: SC 242 Anatomy for Artists.

SC 243 Anatomy and Physiology for Nursing
This course will build upon the Body Structure and Function course and will provide students with information about anatomy and physiology relating to each of the 11 body systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, lymphatic, endocrine, digestive, urinary and reproductive. Biochemistry, cell biology, and histology will be integrated into each body system. 3.00 semester credit hours. Prerequisites: SC 142/SC 142L Body Structure and Function/Lab. Corequisite: SC 243L Anatomy and Physiology for Nursing Lab.

SC 243L Anatomy and Physiology for Nursing Lab
This is the lab portion of SC 243 Anatomy and Physiology for Nursing. 1.00 semester credit hour. Prerequisites: SC 142/SC 142L Body Structure and Function/Lab. Corequisite: SC 243 Anatomy and Physiology for Nursing.

SC 245 Anatomy and Physiology II
The second anatomy and physiology course in a two-term sequence will provide students with information regarding anatomical and physiological concepts as related to the following body systems: endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and the male and female reproductive systems. Biochemistry, cell biology, and histology will be integrated into each body system. 3.00 semester credit hours. Prerequisites: SC 145/SC 145L Anatomy and Physiology I/Lab. Corequisite: SC 245L Anatomy and Physiology II Lab.

SC 245L Anatomy and Physiology II Lab
The second anatomy and physiology course in a two-term sequence will provide students the opportunity to gain hands-on experience in the study of anatomy and physiology relating to each of the following body systems: endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and the male and female reproductive systems. Biochemistry, cell biology, and histology will be integrated into each body system. 1.00 semester credit hour. Prerequisites: SC 145/SC 145L Anatomy and Physiology I/Lab. Corequisite: SC 245 Anatomy and Physiology II.

SC 358 Physics
This course presents concepts of physics as they apply to mechanics, temperature, heat, light, and wave motion. 3.00 semester credit hours. Prerequisite: MA 204 Trigonometry. Corequisite: SC 358L Physics Lab.

SC 358L Physics Lab
This is the lab portion of SC 358 Physics. 1.00 semester credit hour. Prerequisites: MA 204 Trigonometry. Corequisite: SC 358 Physics.

SC 370 Environmental Science
This course explores environmental science through its impact upon society. Topics include ecosystem dynamics, the impact of population growth, resource management, energy systems, effects of population, and public policy. 3.00 semester credit hours. Prerequisites: EN 104 English Composition I and MA 107 College Algebra. Corequisite: SC 370L Environmental Science Lab.

SC 370L Environmental Science Lab
In this course students will apply principles of environmental science through its impact upon society. Topics include ecosystem dynamics, the impact of population growth, resource management, energy systems, effects of pollution, and public policy. 1.00 semester credit hour. Prerequisites: EN 104 English Composition I and MA 107 College Algebra. Corequisite: SC 370 Environmental Science.

(SS) SOCIAL SCIENCES

SS 120 Introduction to Sociology
This course will provide a critical survey of contemporary social, political, and economic problems facing American society. Emphasis will include the urban crises, military-industrial complex, racism, and distribution of income. Topics will include society, social life, social groups, social control, social inequality, social institutions, social dynamics, and social change. 3.00 semester credit hours. Prerequisites/Corequisites: None.

SS 130 Diversity in American Society
Course provides an overview of human diversity in the United States through the application of sociological principles. Students will explore representations of diversity in contemporary American culture. Students will discuss how groups are constructed through popular culture, political discourse, and religion. Students will contrast issues of inequality with attempts for inclusion. 3.00 semester credit hours. Prerequisites/Corequisites: None.
SS 310 Cultural Diversity
This course provides students with an overview of diversity by exploring issues of race and ethnicity, sources of conflict, and patterns of dominance in the United States. Students will be provided tools to explore attitudes and create an awareness that is important to developing and maintaining effective personal and professional relationships. Students will complete several activities that allow them to examine their own values in relation to the values of various other racial and ethnic communities. 3.00 semester credit hours. Prerequisites/Corequisites: None.

SS 340 Social Structure and Culture in the United States
This course will examine multiple social institutions in contemporary and historical U.S. society. Students will gain an understanding of how America's social institutions, systems of stratification, and culture influence life chances for Americans. Topics may include: law, politics, economics, medicine, family, religion, and education. 3.00 semester credit hours. Prerequisites/Corequisites: None.

SS 350 Social Issues and Technology
This course examines the influence of technology on American society through analyses of economic, societal evolution or structure, cognitive, and environmental change. Topics may include energy technologies, the influence of technologies on (a) the ecosystem, (b) the rate of human population growth, (c) warfare, law enforcement, and corrections, and (d) personal privacy standards, the roles technology plays in social responsibility, social networking and business, and the ethical issues raised by changes in medical technology and the challenge using our cognitive surplus. 3.00 semester credit hours. Prerequisites/Corequisites: None.

(ST) SURGICAL TECHNOLOGY

ST 102 Introduction to Surgical Technology
This course teaches students to recognize the role and responsibility of a surgical technologist. Key concepts include the fundamentals of aseptic and sterile techniques. 2.00 semester credit hours. Prerequisites: HC 115 Medical Terminology for Healthcare Professionals, SC 165/SC 165L General Microbiology/Lab, and Anatomy and Physiology With Lab. Corequisites: ST 102L Introduction to Surgical Technology Lab and ST 111 Surgical Pharmacology.

ST 102L Introduction to Surgical Technology Lab
This course teaches students to apply the principles presented in ST 102 Introduction to Surgical Technology. Students are introduced to basic equipment and supplies and the purpose of a sterile environment. Key concepts include the preparation of instruments and supplies. 2.00 semester credit hours. Prerequisites: HC 115 Medical Terminology for Healthcare Professionals, SC 165/SC 165L General Microbiology/Lab, and Anatomy and Physiology With Lab. Corequisites: ST 102 Introduction to Surgical Technology and ST 111 Surgical Pharmacology.

ST 111 Surgical Pharmacology
This course covers basic principles of pharmacology as they relate to operating room practice. Key concepts include fundamentals of pharmacology as well as the fundamental concepts of regional and general anesthesia, blood and fluid replacement, and emergency situations. 2.00 semester credit hours. Prerequisites: HC 115 Medical Terminology for Healthcare Professionals, SC 165/SC 165L General Microbiology/Lab, and Anatomy and Physiology With Lab. Corequisites: ST 102/ST 102L Introduction to Surgical Technology/Lab.

ST 211L Surgical Principles and Practice I
This course teaches students a broad base of knowledge and application for the entry-level surgical technologist in the areas of asepsis, computers, electricity, instrumentation, equipment and robotics. Students will also demonstrate knowledge and application of suture and proper handling of sharps. 2.00 semester credit hours. Prerequisites: ST 102/ST 102L Introduction to Surgical Technology/Lab and ST 111 Surgical Pharmacology. Corequisite: ST 220 Surgical Procedures I.

ST 220 Surgical Procedures I
This course provides a comprehensive study of basic, intermediate, and advanced anatomy and physiology of surgical procedures in diagnostic, general, gynecology, obstetrics, ENT, genitourinary, and orthopedic procedures as it relates to perioperative care of the surgical patient. 4.00 semester credit hours. Prerequisites: ST 102/ST 102L Introduction to Surgical Technology/Lab and ST 111 Surgical Pharmacology. Corequisite: ST 211L Surgical Principles and Practice I.

ST 231L Surgical Principles and Practice II
This course is designed to teach students the knowledge and skills to provide patient care in the surgical setting and focuses on surgical case management, as it relates to special populations, ethics, HIPAA, and hospital policies. Students will be competent in the required level of transferring patients, prepping, positioning, monitoring, and performing vital signs. Students will also be placed in various hospital settings to observe/participate in the process of the surgical services department. 2.00 semester credit hours. Prerequisites: ST 211L Surgical Principles and Practice I and ST 220 Surgical Procedures I. Corequisite: ST 240 Surgical Procedures II.

ST 240 Surgical Procedures II
This course provides a comprehensive study of surgical procedures in ophthalmic, oral maxillofacial, plastic and reconstructive,
cardiothoracic, peripheral vascular, and neurosurgery as it relates to perioperative care of the surgical patient. 4.00 semester credit hours. Prerequisites: ST 211L Surgical Principles and Practice I and ST 220 Surgical Procedures I. Corequisite: ST 231L Surgical Principles and Practice II.

**ST 251 Clinical Practicum I**
In this course, students will begin a clinical externship. While under the supervision of the surgical team, the student will observe cases and begin to scrub and assist team members when directed. Students become familiar with the operating room, procedures, and practices of the working surgical environment. 6.00 semester credit hours. Prerequisites: ST 231L Surgical Principles and Practice II. Corequisite: None.

**ST 261 Clinical Practicum II**
This course is a continuation of ST 251 Clinical Practicum I. In this final phase of externship, the student will exhibit a more independent role while under the continued supervision of the surgical team. Students are expected to actively participate in the perioperative process. 6.00 semester credit hours. Prerequisite: ST 251 Clinical Practicum I. Corequisite: ST 270 Surgical Technology Examination Preparation.

**ST 270 Surgical Technology Examination Preparation**
This course will provide the surgical technology student with the needed preparation to complete the certification exam process. It reinforces academic knowledge, professional accountability, independent decision making, and the critical nature of self-assessment. The national certification examination for surgical technologists (CST), provided by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), will be administered in this course. 3.00 semester credit hours. Prerequisite: ST 251 Clinical Practicum I. Corequisite: ST 261 Clinical Practicum II.

**(TN) THERAPEUTIC MASSAGE**

**TN 115 Cardiopulmonary Resuscitation (CPR) and First Aid**
This course will prepare the student with the knowledge and skills necessary to prevent, recognize, and provide basic care for injuries and sudden illnesses until advanced medical personnel arrive and take over. This course covers first aid and adult CPR training. This is a required course before the student can enter Massage Therapy Clinic. 7.50 clock hours. Prerequisites/Corequisites: None.

**TN 120 Massage Theory and Practice I (Semester Credit Hour Course)**
This course primarily consists of learning a Swedish massage full-body routine. Additional components include the history of massage, indications and contraindications of massage, the use of oil and creams, client draping, grounding and centering, proper body mechanic techniques, and self care for the massage therapist. Massage terms, directional terms, and medical terminology will also be covered to facilitate professional communication. The course introduces students to safety and sanitation procedures required for client interactions. 4.00 semester credit hours. Prerequisites/Corequisites: None.

**TN 125 Massage Theory and Practice I (Clock Hour Course)**
This course primarily consists of learning a Swedish massage full-body routine. Additional components include the history of massage, indications and contraindications of massage, the use of oil and creams, client draping, grounding and centering, proper body mechanic techniques, and self care for the massage therapist. Massage terms, directional terms, and medical terminology will also be covered to facilitate professional communication. The course introduces students to safety and sanitation procedures required for client interactions. 60.00 clock hours. Prerequisites/Corequisites: None.

**TN 200 Business Principles and Health Service Management**
Basic business principles that will be covered in this course include how to find a job; how to start your own business; promoting and marketing; public expectations of massage therapists and allied health professionals; business ethics; and financial management. The course information will provide characteristics of professionalism and discuss benefits of involvement in a professional association, the need for continuing education, and growing opportunities in massage therapy and allied health professions. 60.00 clock hours. Prerequisites/Corequisites: None.

**TN 215 Pathology for the Massage Therapist**
Pathology is devoted to the definition, etiology, signs, and symptoms of conditions commonly encountered by a licensed massage therapist. The purpose of this course is to help the massage student build a knowledge base upon which he or she can begin to practice. This knowledge base will enable a therapist to deal with clients in whom such conditions may exist and provide a basis for communication with other health professionals. 60.00 clock hours. Prerequisites: SC 206/L Anatomy and Physiology II/Lab for Allied Health Professionals. Corequisite: None.

**TN 225 Massage Theory and Practice II**
This course consists of practicing massage therapy skills and will prepare students for the massage therapy clinic courses. The student
will also learn an effective seated chair massage routine and side-lying massage routine as well as other approaches to enhance the experience of Swedish Massage. The course will introduce students to approaches with other health-related concerns. Clinic preparation involves learning clinic expectations, procedures and ethics. Students will learn the process of documentation of client information using SOAP notes. 60.00 clock hours. Prerequisite: TN 125 Massage Theory and Practice I. Corequisite: None.

TN 235 Kinesiology: Upper Body
Kinesiology is the scientific study of muscular activity, anatomy, and the mechanics of the movement of the body and its parts. This course offers an in-depth study of the muscular/skeletal system of the upper body and other associated structures. This information is devoted to enhancing the skills and knowledge base for the massage therapist. Exploring the various actions of a muscle or muscle groups will further develop the skills for bodywork and better meet the needs of the client. The course will provide the opportunity for exploring various injuries or impairments, including the application of therapeutic massage, resulting in improving overall function. 60.00 clock hours. Prerequisites/Corequisites: None.

TN 236 Kinesiology: Lower Body
Kinesiology is the scientific study of muscular activity, anatomy, and the mechanics of the movement of the body and its parts. This course offers an in-depth study of the muscular/skeletal system of the upper body and other associated structures. This information is devoted to enhancing the skills and knowledge base for the massage therapist. Exploring the various actions of a muscle or muscle groups will further develop the skills for bodywork and better meet the needs of the client. The course will provide the opportunity for exploring various injuries or impairments, including the application of therapeutic massage, resulting in improving overall function. 60.00 clock hours. Prerequisites/Corequisites: None.

TN 249 Therapeutic Strategies and Decision Making
The course will cover problems related to specific client injuries, diseases, conditions, and limitations considering therapeutic strategies in providing massage, with resulting case management documentation, assessment, treatment planning, and client education. The class will also stress the timely review of client documentation, concise client history-taking, and prompt determination of session strategy, as well as development of a treatment plan with the client. This course will include practice certification exams. 60.00 clock hours. Prerequisites: TN 215 Pathology for the Massage Therapist, TN 235 Kinesiology: Upper Body, TN 236 Kinesiology: Lower Body, and TN 251 Massage Therapy Clinic I. Corequisites: None.

TN 251 Massage Therapy Clinic I
This is the first course in a series of massage therapy clinicals. It is the hands-on application of massage therapy to clients. Clinic hours will be set up in a flexible schedule to accommodate the student and clinic needs. Each student will be required to maintain a certain number of clinic hours each week and follow the SOAP documentation procedures in order to track the progress of clients. Each student will need to complete 45 hours of massage therapy clinic and fieldwork hours in this course. 45.00 clock hours. Prerequisites: SC 206/L Anatomy and Physiology II/Lab for Allied Health Professionals, TN 115 Cardiopulmonary Resuscitation (CPR) and First Aid (or valid CPR certification), and TN 225 Massage Theory and Practice I. Corequisite: None.

TN 252 Massage Therapy Clinic II
This is the second course in a series of massage therapy clinicals. It is the hands-on application of massage therapy to clients. Clinic hours will be set up in a flexible schedule to accommodate the student and clinic needs. Each student will be required to maintain a certain number of clinic hours each week and follow the SOAP documentation procedures in order to track the progress of clients. Each student will need to complete 45 hours of massage therapy clinic and fieldwork hours in this course. 45.00 clock hours. Prerequisite: TN 251 Massage Therapy Clinic I. Corequisite: None.

TN 253 Massage Therapy Clinic III
This is the third course in a series of massage therapy clinicals. It is the hands-on application of massage therapy to clients. Clinic hours will be set up in a flexible schedule to accommodate the student and clinic needs. Each student will be required to maintain a certain number of clinic hours each week and follow the SOAP documentation procedures in order to track the progress of clients. Each student will need to complete 45 hours of massage therapy clinic and fieldwork hours in this course. 45.00 clock hours. Prerequisite: TN 252 Massage Therapy Clinic II. Corequisite: None.

TN 254 Massage Therapy Clinic IV
This is the fourth course in a series of massage therapy clinicals. It is the hands-on application of massage therapy to clients. Clinic hours will be set up in a flexible schedule to accommodate the student and clinic needs. Each student will be required to maintain a certain number of clinic hours each week and follow the SOAP documentation procedures in order to track the progress of clients. Each student will need to complete 45 hours of massage therapy clinic and fieldwork in this course. 45.00 clock hours. Prerequisite: TN 253 Massage Therapy Clinic III. Corequisite: None.

TN 255 Wellness and Eastern Philosophy
This course focuses on the concept of wellness and an integrative approach to health. The course is devoted to examining what it means
to live by following a healthy lifestyle based off of philosophies from various traditions. The student will also learn the basic theories and practices of Eastern medicine as they apply to both massage practice and client evaluation. The course is intended as a survey of general topics associated with Eastern medicine; certain underlying concepts will be covered in more depth. Prerequisites/Corequisites: None.

**TN 256 Specialty Areas in Massage Practice**
This hands-on course consists of learning and performing numerous massage therapy skills to enhance the student’s current application of therapeutic massage in a clinical setting. The student will learn the application and techniques unique to various modalities that include, but are not limited to, postural assessment, connective tissue massage, trigger point therapy, remedial exercise/stretching, applications of hot and cold hydrotherapy, and positioning. The course will incorporate a comprehensive analytical and practical application of therapeutic massage. 60.00 clock hours. Prerequisite: TN 225 Massage Theory and Practice II, SC 206/L Anatomy and Physiology II/Lab, TN 115 Cardiopulmonary Resuscitation (CPR) and First Aid or valid CPR license. Corequisite: None.

**TN 265 Hydrotherapy**
Hydrotherapy is the study of water as a therapeutic agent, used both internally and externally. Thermotherapy (heat) and cryotherapy (cold) will be incorporated into this class to include steam, sauna, whirlpool, hot packs, sinus packs, aromatherapy, body wraps, polishes, etc. This course will cover the indications and contraindications of each spa treatment. This spa treatment class is intended to extend the choice of treatment modalities available to the massage therapist besides basic full-body massage. This class will extend their scope of practice and knowledge base of the spa industry while allowing them to offer these treatments to their clients. 60.00 clock hours. Prerequisites: SC 206/L Anatomy and Physiology II/Lab for Allied Health Professionals, TN 115 CPR and First Aid (or valid CPR certification), and TN 225 Massage Theory and Practice II. Corequisite: None.

**TN 270 Advanced Hydrotherapy**
The Advanced Hydrotherapy course will include advanced use of thermotherapy (heat) and cryotherapy (cold) and includes steam, hot packs, sinus packs, aromatherapy, body wraps, polishes, and complementary therapies. This course will cover the indications and contraindications of each advanced spa treatment and is intended to extend the choice of treatment modalities available to the massage therapist. This course will also extend the massage therapist’s scope of practice and knowledge base of both the spa and medical spa industries while allowing the massage therapist to offer these treatments to clients, providing a better opportunity for employment. 45.00 clock hours. Prerequisite: TN 265 Hydrotherapy. Corequisite: None.
ACCURACY OF INFORMATION STATEMENT

The Herzing University Catalog is the official policy of the University. Students should seek clarification from the Catalog if they are told or read any information inconsistent or contradictory with the official policy of the Catalog. Students should not rely on oral or unofficial information in determining the official policy of the institution, the availability of a program on a particular campus, or the accreditation status (programmatic or regional) of a particular program or campus. Only the official catalog of Herzing University states official policy. Herzing University is committed to offering a robust, current, and relevant curriculum. All content in the Catalog including, but not limited to, curriculum, policies, and other matters discussed herein are subject to change at the discretion of the University. However, curriculum changes will not require existing students to take more credits to graduate than their original degree or diploma program. Changes will be reflected in an addendum to this catalog and will then be considered an integral part of this publication.
Changes from Previous Catalog (January 2016)

Catalog originally published
January 11, 2016

Changes to Academic Calendar

- None

Changes to Undergraduate Policies

- University Information: Changes to Board of Directors, Executive Committee, System Administrators, Campus Administrators, and Faculty listings
- University Information: Changes to State Contact Information
- Code of Conduct Policy added
- Credit Hour Policy added
- Student Grievance Procedure Policy added
- Student Complaint Procedure Policy added
- Science Assessment added
- Library Resources added
- Title IX Policy added
- Sexual Misconduct Policy added

Program Offerings by Campus:

Changes have been made to programs and campus offerings. Please see the Program Offering Chart in this catalog or on the Herzing website at www.herzing.edu/career-progmmms/downloads.

New Programs

- None

Programs No Longer Offered

- ASWET, DWET, BSHW, DCT, Certificate in English as a Second Language (CESL), Certificate in Cloud Infrastructure and Virtualization (CCIV), Certificate in CompTIA A+ (CCA+), Certificate in Microsoft Solutions Associate (CMCSA), Certificate in Cisco Certified Network Associate (CCCNNA) removed from Atlanta and Birmingham only, but not removed from Toledo

Revised Programs

- Bachelor of Science in Business Management With No Concentration (BSBMNC)
- Bachelor of Science in Business Management With a Concentration in Business Administration (BSB MBA)
- Bachelor of Science in Business Management With a Concentration in Entrepreneurial Studies (BSBMES)
- Bachelor of Science in Business Management With a Concentration in Human Resource Development (BSBMHRD)
- Bachelor of Science in Business Management With a Concentration in International Business (BSBMIB)
- Bachelor of Science in Business Management With a Concentration in Marketing (BSBMM)
- Bachelor of Science in Nursing (BSN)
- Bachelor of Science in Nursing—Minneapolis (BSNMN)
- Bachelor of Science in Software Development With No Declared Minor or Concentration (BSSDNM)
- Bachelor of Science in Software Development With A Concentration in Computer Programming (BSSDCP)
- Associate of Science in Legal Assisting/Paralegal (ASLAP)
- Associate of Science/Applied Science in Legal Studies (ASLS/AASLS)
- Associate of Science/Applied Science in Medical Assisting Services (ASMAS/AASMAS)

Programs With Name Changes

- None

New Courses

- HI 216, HI 223, HI 217, HI 222, RE 092

Revised Courses

- Updated Course Description and Learning Objectives: CT 170, CT 180, CT 290, NF 423
- Update Prerequisites and Contact Hours
  - NA 260, DS 294, MC 291, MC 294
- Address New Accreditation Requirements for CAHIM Program
  - HI 105, HI 210, HI 215
- Name Change
  - TN 270, NU 170 (Change from NW designation to NU, Learning Objectives updated)

Discontinued Courses

- AE 100, AE 120, AE 200, AE 220, AE 395, DS 96, DS 270, EE 111, EE 121, EE 131, HW 300, HW 310, HW 320, HW 330, HW 340, HW 350, HW 400, HW 410, HW 415, HW 420, HW 440, HW 450, HW 460, HW 495, IN 130, IN 200, IN 211, IS 294, MA 115, BU 251, BU 276, BU 442, BU 276, BU 396, BU 413, BU 342, RE 091, TN 156, TN 155, TN 205