



EAGLE GATE COLLEGE

PROVO COLLEGE

Catalog Addendum

September 8, 2017

Catalog date: April 24, 2017

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Accreditation

Eagle Gate College and Provo College are accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award bachelor and associate degrees, and diplomas. The address of ACICS is 750 First Street, N.E. Suite 980, Washington D.C. 20002-4241, (202) 336-6780. The Accrediting Council for Independent Colleges and Schools is recognized as a national accrediting agency by the Council for Higher Education Accreditation.

The Bachelor of Science in Nursing program at Eagle Gate College is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Washington, DC 20001, (202) 887-6791.

The Bachelor of Science in Nursing and RN-BSN programs at Provo College are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Washington, DC 20001, (202) 887-6791.

The Physical Therapist Assistant Associate of Science Program at Provo College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>.

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Scholarship Programs

Professional Scholarship

Eagle Gate College and Provo College offer a scholarship to reward students for their commitment to serve their communities through certification as a Certified Nursing Assistant (CNA) or licensure as a Licensed Practical Nurse (LPN). The Professional Scholarship award has a value of \$900.00 and is paid beginning in the first semester and scheduled in equal amounts each subsequent semester. The scholarship applies to tuition only and is available to students enrolled in the Bachelor of Science in Nursing program. The scholarship is effective for students who begin school on the 09/05/2017 semester start date or after; it is not retroactive.

Eligibility Guidelines

1. Utah Certified Nurse Aides are those individuals who successfully complete the Nursing Assistant Training and Competency Evaluation Program (NATCEP), pass the state examination and secure placement on the Utah Nursing Assistant Registry (UNAR). Verification and professional certification number must be provided by the student before the first day of the semester.
2. Utah Licensed Practical Nurses must pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and secure placement on the Utah Division of Occupational

- and Professional Licensing (DOPL) registry. Verification and professional license number must be provided by the student before the first day of the semester.
3. Students must maintain satisfactory academic progress or they will lose eligibility for the scholarship.
 4. Students must be enrolled in at least six credits to be eligible for the Professional Scholarship.

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Transfer Credit

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

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

- No remedial courses (usually 001 – 099 level) will be considered.
- The earned grade must be “C” or better.
 - For nursing program core courses, the grade earned must be a “C+” or higher.
 - Advanced Placement exam scores are not eligible for course credit at Eagle Gate College/Provo College. Courses with a non-grade such as P (Pass), S (Satisfactory), CR (Credit), etc. will not transfer. Audit classes, proficiency, exams etc. are not eligible for transfer credit.
 - Eagle Gate/Provo College does not award credit for experiential learning.
- Academic credit must have been received from an institution accredited by an agency recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA).
- The course must be equivalent to a course currently offered at Eagle Gate College/Provo College. The Academic Dean and/or appropriate Program Director(s) are solely responsible for determining the equivalency of transfer credits. (Students may be required to provide course descriptions, academic catalogs, course syllabus, and/or textbooks and other class material to determine equivalency.)
- Science and mathematics courses must have been completed within ten years prior to the student’s start date at Eagle Gate College/Provo College to be accepted as transfer credit.
 - Any anatomy and/or physiology course taken more than five years prior to the student’s start date at Eagle Gate College/Provo College will not be eligible for transfer into the Nursing or Physical Therapist Assistant program.
- Program core courses must have been completed within five years prior to the student’s start date at Eagle Gate College/Provo College to be accepted as transfer credit.
 - Program core courses with a clinical or lab component must have been completed within one year prior to the student’s start date at Eagle Gate College/Provo College to be accepted as transfer credit.
 - Nursing specific core courses with a clinical component are not eligible for transfer into the Nursing program.

- Courses taken outside of the United States may be eligible for transfer credit. Foreign transcripts require an equivalency evaluation prior to submission at Eagle Gate College/Provo College. The evaluation must be completed by an evaluation agency that is approved by the National Association of Credential Evaluation Services. (www.naces.org/members).
- No more than 50% of a student's program may consist of transfer credits
- Transfer credits will be posted as "TC" on the student's academic transcript.
- All transfer credits must be approved prior to the start of the term in which the course to be transferred is scheduled.
- Once the transcript has been reviewed by the Academic Dean, the student will be notified of any and all credits that were accepted as transfer credits.
- The College reserves the right to accept or reject any and all credits earned at other post-secondary institutions. Any questions regarding transfer credit should be directed to the Academic Dean. Academic credits must be equivalent. Equivalency equals quarter for quarter, not quarter for semester or CEU/clock hour units.

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Challenge Examination for Graded Credit

Students enrolled in the Nursing and Physical Therapist Assistant programs may request a challenge examination as a substitute for completing the usual requirements of a course. Students enrolled in all other programs may only challenge the Computer Applications OA110 course. Permission to take the Challenge Examination must be secured from the Program Director and the Academic Dean or Campus President. Reasonable assurance of the student's ability to pass the examination must be provided when the request is made.

1. Challenge examinations are prepared, administered, and graded by the Program Director or the instructor who teaches the course. Challenge examinations are comprehensive tests of the material that is normally presented throughout the course. While the majority of course challenges consist of a final exam, the challenge can also include other course requirements. These can include research papers, documentation of clinical or laboratory hours or other documents that exhibit competency for the course.
2. Challenge examinations must be completed prior to the end of the add/drop period for the term in which the course is scheduled. The course being challenged must not be a course for which the student has previously received credit or a course the student has previously attempted and failed. A student may not attempt to challenge out of a course for which a prerequisite course has not been completed.
3. Students must score 74% or higher to receive challenge examination credit.
 - a. For nursing program core courses, students must score 77% or higher to receive challenge examination credit.
4. Students will receive a letter grade for the course based on the percentage earned. Students not passing their examination receive no grade or credit.
5. A course may be challenged only once.
6. Challenge examinations are limited to not exceed 15% of the student's program. Credit received through challenge examination is not counted as in-residence credit.

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Degree Programs

Eagle Gate College and Provo College offer the following Bachelor of Science Degrees:

Program Name	EGC-Murray	EGC-Layton	Provo College
Business Administration	D		
Criminal Justice			C
Nursing	C	C	C
RN-BSN			C

Eagle Gate College and Provo College offer the following Associate of Science Degrees:

Program Name	EGC-Murray	EGC-Layton	Provo College
Medical Assisting	C		C
Physical Therapist Assistant			C

Eagle Gate College and Provo College offer the following diplomas:

Program Name	EGC-Murray	EGC-Layton	Provo College
Medical Assisting	C		C

Delivery method is denoted above: Residential (R), Distance Learning (D) or a Combination of Both (C).

For students enrolled at Eagle Gate College or Provo College: Fifty percent of the total credit hours must be earned in residence at Eagle Gate College or Provo College.

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**BACHELOR OF SCIENCE IN
BUSINESS ADMINISTRATION
PROGRAM**

**Program available at Eagle Gate College,
Murray Main Campus.**

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

181 QUARTER HOURS, 1920 CONTACT
HOURS, 130 WEEKS

GENERAL EDUCATION		QTR HR
ECO201	INTRODUCTION TO ECONOMICS	4
ENG126	ORAL COMMUNICATIONS	4
ENG131	WRITTEN COMMUNICATIONS	4
HIS125	AMERICAN HISTORY	4
HUM125	INTRODUCTION TO HUMANITIES	4
MAT110	ALGEBRA I	4
MAT201	BASIC STATISTICS*	4
PHI200	LOGIC & CRITICAL ANALYSIS	4
PHI201	INTRODUCTION TO PHILOSOPHY	4
PHI210	ETHICS	4
POL201	GLOBAL POLITICS	4
PSY101	GENERAL PSYCHOLOGY	4
PSY300	HUMAN GROWTH & DEVELOPMENT	4
SOC201	SOCIOLOGY	4
SUBTOTAL		56

COLLEGE CORE		QTR HR
HRM100	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT	4
MGT140	ORGANIZATIONAL BEHAVIOR	4
MGT401	LEADERSHIP & CHANGE	4
OA110	COMPUTER APPLICATIONS	2
OA170	INTERMEDIATE COMPUTER APPLICATIONS*	3
SKL242	CAREER DEVELOPMENT	2
SS100	STRATEGIES FOR STUDENT SUCCESS	3
SUBTOTAL		22

BUSINESS ADMINISTRATION CORE		QTR HR
BA110	BUSINESS LAW & ETHICS	6
BA121	BUSINESS COMMUNICATIONS	6
BA130	INTRODUCTION TO BUSINESS	6
BA140	PRINCIPLES OF MANAGEMENT	6
BA150	MARKETING	6
BA161	SALES	6
BA210	SMALL BUSINESS MANAGEMENT*	6
BA221	PERSONAL FINANCIAL MANAGEMENT*	4
BA231	ACCOUNTING*	5
BA240	BUSINESS CAPSTONE*	4
BA310	PROMOTIONAL MARKETING*	6
BA320	FINANCIAL MANAGEMENT*	6
BA330	OPERATIONS MANAGEMENT*	6
BA340	BUSINESS NEGOTIATIONS*	6
BA351	FINANCIAL STATEMENT ANALYSIS*	6
BA361	CUSTOMER SERVICE*	6
BA370	BUSINESS ANALYSIS TECHNIQUES*	6
BA380	STRATEGIC MANAGEMENT*	6
SUBTOTAL		103
TOTAL		181

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

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**BACHELOR OF SCIENCE IN
CRIMINAL JUSTICE PROGRAM**

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

Program available at Provo College Main Campus.

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

180 QUARTER HOURS, 1980 CONTACT HOURS, 130 WEEKS

GENERAL EDUCATION		QTR HR
ECO201	INTRODUCTION TO ECONOMICS	4
ENG126	ORAL COMMUNICATIONS	4
ENG131	WRITTEN COMMUNICATIONS	4
HIS125	AMERICAN HISTORY	4
HUM125	INTRODUCTION TO HUMANITIES	4
MAT110	ALGEBRA I	4
MAT201	BASIC STATISTICS*	4
PHI200	LOGIC & CRITICAL ANALYSIS	4
PHI201	INTRODUCTION TO PHILOSOPHY	4
PHI210	ETHICS	4
POL201	GLOBAL POLITICS	4
PSY101	GENERAL PSYCHOLOGY	4
PSY300	HUMAN GROWTH & DEVELOPMENT	4
SOC201	SOCIOLOGY	4
SUBTOTAL		56

COLLEGE CORE		QTR HR
HRM100	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT	4
MGT106	PRINCIPLES OF MANAGEMENT	4
MGT140	ORGANIZATIONAL BEHAVIOR	4
MGT401	LEADERSHIP & CHANGE	4
OA110	COMPUTER APPLICATIONS	2

OA170	INTERMEDIATE COMPUTER APPLICATIONS*	3
SKL242	CAREER DEVELOPMENT	2
SS100	STRATEGIES FOR STUDENT SUCCESS	3
SUBTOTAL		26
CRIMINAL JUSTICE CORE		QTR HR
CJ110	COMMUNICATIONS IN CRIMINAL JUSTICE	6
CJ120	INVESTIGATIONS IN CRIMINAL JUSTICE	5
CJ130	LAW ENFORCEMENT OPERATIONS	6
CJ140	CRIME THEORIES & CORRECTIONS	6
CJ150	INTRODUCTION TO SECURITY	5
CJ160	JUVENILE DELINQUENCY	6
CJ170	EXTERNSHIP*	6
CJ210	TERRORISM & HOMELAND SECURITY*	4
CJ220	GANGS IN SOCIETY*	4
CJ230	CRIMINAL LAW*	4
CJ310	COMPUTER FORENSICS*	5
CJ320	SECURITY OPERATIONS & MANAGEMENT*	6
CJ330	CURRENT & ETHICAL ISSUES IN CRIMINAL JUSTICE*	6
CJ340	FORENSIC SCIENCE*	5
CJ350	MANAGEMENT OF CRIMINAL JUSTICE AGENCIES*	6
CJ360	VICTIMOLOGY & PROFILING*	6
CJ370	CONSTITUTIONAL LAW*	6
CJ380	CRIMINAL PROCEDURES*	6
SUBTOTAL		98
TOTAL		180

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

All courses are offered via distance education with the exception of CJ170 Externship. CJ170 is a residential course.

Catalog Page 44:

BACHELOR OF SCIENCE IN NURSING PROGRAM

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

Program available at Eagle Gate College, Murray Main Campus and Layton Non-Main Campus and Provo College Main Campus.

The Bachelor of Science in Nursing program prepares the baccalaureate graduate to synthesize information from various disciplines, think logically, analyze critically, and communicate and collaborate effectively with patients and the interprofessional team. Students are provided the opportunity to develop knowledge, skills, and attitudes of baccalaureate generalist nursing practice through on-line and residential classroom instruction, virtual practice, and clinical nursing experiences. The graduate is prepared to sit for the NCLEX-RN licensure examination and practice as a registered nurse in a variety of settings including positions practicing in; long-term care, acute care, complex and critical care, school nursing, home health and community health nursing. Graduates are prepared for leadership and quality improvement positions.

120 SEMESTER HOURS, 2207.5 CONTACT HOURS, 135 WEEKS

GENERAL EDUCATION		SMSTR HR
BIO210	ANATOMY & PHYSIOLOGY I	4
BIO220	ANATOMY & PHYSIOLOGY II*	4
BIO251	MICROBIOLOGY*	3
CHM110	INTRODUCTION TO CHEMISTRY	3
ENG152	WRITTEN COMMUNICATION	3
ENG320	WRITTEN COMMUNICATIONS II	3
MAT120	ALGEBRA I	3
MAT250	STATISTICS*	3
PHI250	ETHICS	3
PSY151	GENERAL PSYCHOLOGY	3
PSY310	HUMAN GROWTH & DEVELOPMENT	3
SOC250	INTRODUCTION TO SOCIOLOGY	3
SUBTOTAL		38
NURSING CORE		SMSTR HR
BIO260	PATHOPHYSIOLOGY*	3
NUR125	FOUNDATIONS & PERSPECTIVES FOR BSN	3

NUR131	FUNDAMENTALS OF NURSING*	5
NUR145	MEDICAL-SURGICAL NURSING I*	6
NUR165	PHARMACOLOGY I*	3
NUR245	MEDICAL-SURGICAL NURSING II*	6
NUR265	PHARMACOLOGY II*	3
NUR276	MATERNAL/NEWBORN/PEDIATRIC NURSING*	6
NUR286	MENTAL HEALTH NURSING*	4
NUR310	NUTRITION*	3
NUR312	HEALTH ASSESSMENT OF INDIVIDUALS & POPULATIONS*	3
NUR320	HEALTH CARE SYSTEMS & QUALITY OUTCOMES*	3
NUR322	COMPLEX NURSING CARE*	3
NUR324	HEALTH CARE ETHICS, POLICY & REGULATION*	3
NUR330	AGING POPULATIONS*	3
NUR332	COMMUNITY HEALTH*	3
NUR334	GLOBAL HEALTH*	3
NUR340	NURSING INFORMATICS*	3
NUR342	NURSING RESEARCH & EVIDENCE-BASED PRACTICE*	3
NUR344	NURSING LEADERSHIP*	3
NUR345	MEDICAL-SURGICAL NURSING III*	6
NUR351	BSN CAPSTONE*	4
SUBTOTAL		82
TOTAL		120

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

Failure to provide the following required documentation may result in withdrawal from courses and/or program.

- Submission of completed physical examination form
- Evidence of personal health insurance
- Evidence of the following vaccinations. Vaccination fees are the responsibility of the student. All immunization records are due prior to clinical assignments.
 - o Tdap within the past 10 years;
 - o MMR (two vaccines at least one month apart) or titers showing immunity;
 - o Twinrix or Hepatitis B completed series or titer within the last 10 years;
 - o Negative Two Step TB (PPD) within the last year. If previously tested positive, negative chest x-ray within past 2 years, or Quantiferon Gold Test. TB test, chest x-rays and Quantiferon tests must be renewed annually.
 - o Varicella Titer showing immunity or vaccination (2 doses if given after age 13).
- Evidence of current Basic Life Support (BLS) CPR certification (must be American Heart Health Care Provider)
- Acceptable criminal background check
- Negative chemical/drug screening

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

"C+" or higher is required to successfully pass each nursing core course. If a student does not pass a nursing core course with a "C+" or higher, their progression in the program will be halted and they will need to apply for reentry into the Nursing Program where they must retake the class and receive a "C+" or higher. A student may repeat any course in the nursing program one time. Placement in repeat courses is dependent on seats available. Failing the same course twice will lead to the student being dismissed from the program. A minimum GPA of 2.0 is required to continue in the program and for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program. If a student is dismissed from the nursing program for any reason, academic or non-academic, the student is not eligible to re-enroll in the nursing program.

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

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

Catalog Page 46:

RN-BSN PROGRAM

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

Program available at Provo College Main Campus.

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

120 SEMESTER HOURS, 1050 CONTACT HOURS, 75 WEEKS

GENERAL EDUCATION	SMSTR HR
Prerequisite General Education†	
ANATOMY & PHYSIOLOGY	8
CHEMISTRY	3
ALGEBRA OR COLLEGE MATH	3
ENGLISH	3
General Education	
BIO251 MICROBIOLOGY‡	3
BIO252 MICROBIOLOGY LAB ‡	1
ENG320 WRITTEN COMMUNICATIONS II	3
MAT250 STATISTICS‡	3
PHI250 ETHICS	3
PSY151 GENERAL PSYCHOLOGY	3
SOC250 INTRODUCTION TO SOCIOLOGY	3
SUBTOTAL	36

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

NURSING CORE	SMSTR HR
BIO260 PATHOPHYSIOLOGY‡	3
NUR300 FOUNDATIONS & PERSPECTIVES FOR BSN‡	3
NUR310 NUTRITION‡	3
NUR312 HEALTH ASSESSMENT OF INDIVIDUALS & POPULATIONS‡	3
NUR320 HEALTH CARE SYSTEMS & QUALITY OUTCOMES‡	3
NUR322 COMPLEX NURSING CARE‡	3
NUR324 HEALTH CARE ETHICS, POLICY & REGULATION‡	3
NUR330 AGING POPULATIONS‡	3
NUR332 COMMUNITY HEALTH‡	3
NUR334 GLOBAL HEALTH‡	3
NUR340 NURSING INFORMATICS‡	3
NUR342 NURSING RESEARCH & EVIDENCE-BASED PRACTICE‡	3
NUR344 NURSING LEADERSHIP‡	3
NUR346 BSN PRACTICUM‡	5
SUBTOTAL	44

RN LICENSURE	SMSTR HR
CREDIT AWARDED FOR PROOF OF GRADUATION IN REGISTERED NURSING FROM AN ACCREDITED INSTITUTION AND FOR UNENCUMBERED REGISTERED NURSING LICENSE.	40
SUBTOTAL	40
TOTAL	120

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

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

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

and requirements are detailed in the Nursing Program Handbook.

A grade of "C+" or higher is required to successfully pass each general education and nursing course and continue program progression. If a student does not pass a nursing course with a "C+" or higher, their progression in the program will be halted and they will need to apply for reentry into the Nursing Program where they must retake the class and receive a "C+" or higher. A student may repeat any course in the nursing program one time. Placement in repeat courses is dependent on seats available in the course that needs to be repeated. Failing the same course twice will lead to the student being dismissed from the program. A minimum GPA of 2.0 is required to continue in the program and for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program. If a student is dismissed from the nursing program for any reason, academic or non-academic, the student is not eligible to re-enroll in the nursing program.

All courses are offered via distance education with the exception of NUR346 BSN Practicum. NUR346 BSN Practicum is a residential course.

**Catalog Page 47:
MEDICAL ASSISTING
ASSOCIATE OF SCIENCE
PROGRAM**

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

Program available at Eagle Gate College, Murray Main Campus and Provo College Main Campus.

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

93 QUARTER HOURS, 1160 CONTACT HOURS, 70 WEEKS

GENERAL EDUCATION		QTR HR
ENG131	WRITTEN COMMUNICATIONS	4
HIS125	AMERICAN HISTORY	4
HUM125	INTRODUCTION TO HUMANITIES	4
MAT110	ALGEBRA I	4
PSY101	GENERAL PSYCHOLOGY	4
SOC201	SOCIOLOGY	4
SUBTOTAL		24

COLLEGE CORE		QTR HR
MGT106	PRINCIPLES OF MANAGEMENT	4
MGT140	ORGANIZATIONAL BEHAVIOR	4
OA110	COMPUTER APPLICATIONS	2
OA170	INTERMEDIATE COMPUTER APPLICATIONS*	3
SKL242	CAREER DEVELOPMENT	2
SS100	STRATEGIES FOR STUDENT SUCCESS	3
SUBTOTAL		18

MEDICAL ASSISTING CORE		QTR HR
MA110	SKELETAL, MUSCULAR & BODY SYSTEMS AND PHARMACOLOGY	5

MA120	LYMPHATIC & IMMUNE SYSTEMS, MICROBIOLOGY AND MINOR SURGICAL ASSISTING	5
MA130	URINARY, DIGESTIVE, ENDOCRINE & REPRODUCTIVE SYSTEMS	5
MA140	RESPIRATORY, BLOOD, CARDIOVASCULAR & PULMONARY SYSTEMS	5
MA150	LAW & ETHICS, RECORD KEEPING AND BASIC PATIENT CARE	5
MA160	MEDICAL OFFICE MANAGEMENT	5
MA170	EXTERNSHIP*	6
HC210	HEALTHCARE MANAGEMENT*	6
HC220	ADVANCED MEDICAL OFFICE MANAGEMENT*	4
HC230	FINANCIAL MANAGEMENT IN HEALTHCARE*	5
SUBTOTAL		51
TOTAL		93

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

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

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

Students may be eligible to sit for the following certifications through NCCT upon program completion:

1. Medical Assistant (NCMA)
2. Medical Office Assistant (NCMOA)
3. Insurance Coding Specialist (NCICS)

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

Catalog Page 48:

**MEDICAL BILLING & CODING
ASSOCIATE OF SCIENCE
PROGRAM**

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

No longer enrolling in this program.

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

94 QUARTER HOURS, 1160 CONTACT HOURS, 70 WEEKS

GENERAL EDUCATION		QTR HR
ENG131	WRITTEN COMMUNICATIONS	4
HIS125	AMERICAN HISTORY	4
HUM125	INTRODUCTION TO HUMANITIES	4
MAT110	ALGEBRA I	4
PSY101	GENERAL PSYCHOLOGY	4
SOC201	SOCIOLOGY	4
	SUBTOTAL	24

COLLEGE CORE		QTR HR
MGT106	PRINCIPLES OF MANAGEMENT	4
MGT140	ORGANIZATIONAL BEHAVIOR	4
OA110	COMPUTER APPLICATIONS	2
OA170	INTERMEDIATE COMPUTER APPLICATIONS*	3
SKL242	CAREER DEVELOPMENT	2
SS100	STRATEGIES FOR STUDENT SUCCESS	3
	SUBTOTAL	18

MEDICAL BILLING & CODING CORE		QTR HR
MB111	ICD CODING & GUIDELINES I	5
MB121	ICD CODING & GUIDELINES II	5
MB130	HCPCS & CPT	5
MB140	MEDICAL TERMINOLOGY & ANATOMY	6
MB150	MEDICAL BILLING & INSURANCE	5
MB161	HCPCS & CPT II	5
MB171	EXTERNSHIP*	6

HC210	HEALTHCARE MANAGEMENT*	6
HC220	ADVANCED MEDICAL OFFICE MANAGEMENT*	4
HC230	FINANCIAL MANAGEMENT IN HEALTHCARE*	5
	SUBTOTAL	52
	TOTAL	94

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

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

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

Catalog Page 49:

PHYSICAL THERAPIST ASSISTANT ASSOCIATE OF SCIENCE PROGRAM

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

Program available at Provo College Main Campus.

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

76 SEMESTER HOURS, 1770 CONTACT HOURS, 94 WEEKS

GENERAL EDUCATION COURSES SEMESTER HR		
ENG150	WRITTEN COMMUNICATION	3
ENG155	ORAL COMMUNICATIONS	3
MAT120	ALGEBRA I	3
PSY150	GENERAL PSYCHOLOGY	3
PTA150	HUMAN ANATOMY W/LAB	4
PTA155	HUMAN PHYSIOLOGY*	4
SUBTOTAL		20

PROGRAM CORE COURSES SEMESTER HR		
PTA106	INTRODUCTION TO PHYSICAL THERAPY	3
PTA108	MEDICAL TERMINOLOGY	2
PTA116	THERAPEUTIC PROCEDURES I*	4
PTA122	APPLIED KINESIOLOGY*	4.5
PTA126	MODALITIES*	4.5
PTA132	THERAPEUTIC EXERCISE*	4
PTA136	HEALTH, DISEASE & DISABILITY*	2
PTA146	MUSCULOSKELETAL/ORTHOPEDICS*	4.5

PTA180	PTA SEMINAR I*	1
PTA192	CLINICAL AFFILIATION I*	2
PTA212	PHARMACOLOGY*	1
PTA217	THERAPEUTIC PROCEDURES II*	4
PTA221	APPLIED NEUROLOGY*	4.5
PTA286	PTA SEMINAR II*	1
PTA289	CAPSTONE*	1
PTA296	CLINICAL AFFILIATION II*	6
PTA298	CLINICAL AFFILIATION III*	7
SUBTOTAL		56
TOTAL		76

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

The Physical Therapist Assistant Associate of Science Program at Provo College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>.

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

The PTA Program uses an abilities-based assessment model in addition to the traditional academic framework. Students are expected to demonstrate satisfactory progress in all core abilities assessments in order to graduate. Students are required to maintain a 74% average and earn a final grade of "C" or higher in order to successfully pass each PTA core and general education course. If the student fails to receive a grade of "C" or better in any PTA or general education course in a semester, he/she will not be allowed to progress in the program. A student may repeat a PTA course one time. Placement in repeat courses is dependent on seats available in the course that needs to be repeated. Should a student's progression be interrupted for any reason, it will be the student's responsibility to contact the Admissions office and apply for readmission. Alteration in the usual progression may lengthen the student's time in the program.

Failure to provide the following required documentation may result in withdrawal from courses and/or program:

- Evidence of personal health insurance.
- Evidence of the following vaccinations: TDaP within the past 10 years; MMR (two vaccines at least one month apart) or titers showing immunity; Twinrix or Hepatitis B completed series or titer within the last 10 years; Negative Two Step TB (PPD) within the last year; if previously tested positive, negative chest x-ray within past 2 years, or Interferon Gold Test; Varicella Titer showing immunity or vaccination (2 doses if given after age 13). Vaccination fees are the responsibility of the student. All immunization records are due prior to clinical assignments.
- Evidence of current Basic Life Support (BLS) CPR (must be American Heart Health Care Provider).
- Acceptable criminal background check.
- Negative chemical/drug

The PTA Program requires that students pass the comprehensive program examination to meet graduation

requirements. This examination is administered in the final academic term.

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

There are explicit guidelines for satisfactory progress and completion of coursework in the PTA Program. Detailed information is provided in the Physical Therapist Assistant Program Academic Handbook, distributed to students in the first term of the PTA courses.

PTA192, PTA296 and PTA298 require the students to be assigned to clinical sites representing a variety of practice settings. Any required travel expenses including airfare, hotel, meals, etc. are the responsibility of the student. In order to provide quality clinical education experiences in a variety of settings, a clinical may be located out of Utah County and sometimes out of state.

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

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

Catalog Page 50:

MEDICAL ASSISTING DIPLOMA PROGRAM

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

Program available at Eagle Gate College, Murray Main Campus and Provo College Main Campus.

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

43 QUARTER HOURS, 620 CONTACT HOURS, 40 WEEKS

COLLEGE CORE		QTR HR
OA110	COMPUTER APPLICATIONS	2
SKL242	CAREER DEVELOPMENT	2
SS100	STRATEGIES FOR STUDENT SUCCESS	3
	SUBTOTAL	7

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

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

^Online course

The Medical Assisting program requires a TB test, Hepatitis B vaccinations, and proof of second MMR or Rubella titer (if applicable). Documentation that the Hepatitis B vaccination series has been started and that the other tests and vaccinations have been completed must be furnished prior to

the end of the first term. Vaccination fees are the responsibility of the student. Students in the allied health programs must meet the health and safety requirements of participating clinical education facilities.

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

Students may be eligible to sit for the following certifications through NCCT upon program completion:

1. Medical Assistant (NCMA)
2. Medical Office Assistant (NCMOA)
3. Insurance Coding Specialist (NCICS)

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

Catalog Page 51:

MEDICAL BILLING & CODING DIPLOMA PROGRAM

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

No longer enrolling in this program.

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

44 QUARTER HOURS, 620 CONTACT
HOURS, 40 WEEKS

COLLEGE CORE		QTR HR
OA110	COMPUTER APPLICATIONS	2
SKL242	CAREER DEVELOPMENT	2
SS100	STRATEGIES FOR STUDENT SUCCESS	3
	SUBTOTAL	7

MEDICAL BILLING & CODING CORE		QTR HR
MB111	ICD CODING & GUIDELINES I	5
MB121	ICD CODING & GUIDELINES II	5
MB130	HCPCS & CPT	5
MB140	MEDICAL TERMINOLOGY & ANATOMY	6
MB150	MEDICAL BILLING & INSURANCE	5
MB161	HCPCS & CPT II	5
MB171	EXTERNSHIP*	6
	SUBTOTAL	37
	TOTAL	44

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

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

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

Catalog Page 52-68:

BA110 60 hrs, 6 credits **BUSINESS LAW & ETHICS**

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

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA121 60 hrs, 6 credits **BUSINESS COMMUNICATIONS**

This course is designed to introduce students to communications in a business environment. Students will understand the concepts of written, oral and formal business communications utilizing presentation and persuasive formats. Students will also be exposed to grammar, punctuation, spelling and word usage.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA130 60 hrs, 6 credits **INTRODUCTION TO BUSINESS**

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

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA140 60 hrs, 6 credits **PRINCIPLES OF MANAGEMENT**

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

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA150 60 hrs, 6 credits **MARKETING**

Students will be exposed to the role of marketing which includes price, product, place and promotion. Emphasis is also placed on the role of technology and multi-channel marketing.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA161 60 hrs, 6 credits **SALES**

Students will gain a foundational knowledge of sales principles and strategies, and will explore the basic functions of sales management including planning, staffing, direction, forecasting, motivation, organization, and measuring sales performance. Students will learn basic sales techniques and sales processes including recruiting, closing, and follow-up techniques. They will practice sales presentations and pitches, as well as learning about self-selling in interview situations.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA210 60 hrs, 6 credits **SMALL BUSINESS MANAGEMENT**

Prerequisites: BA110, BA121, BA130, BA140, BA150, BA161

Students in this course will learn how to create a business plan to optimize business opportunity and minimize risk, how to develop an organizational structure that meets legal requirements, secure financing, and manage the day-to-day operations of a small business. Entrepreneurship versus management is thoroughly investigated.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA221 40 hrs, 4 credits **PERSONAL FINANCIAL MANAGEMENT**

Prerequisites: BA110, BA121, BA130, BA140, BA150, BA161

In this course students will learn about personal financial planning and money management including taxes, credit cards and consumer purchasing. The course will cover various forms of insurance and investing basics. Students will create a plan for making personal financial and career decisions.

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA231 60 hrs, 5 credits **ACCOUNTING**

Prerequisites: BA110, BA121, BA130, BA140, BA150, BA161

This course covers the basic accounting cycle for service and merchandising businesses, including journal entries, posting, worksheets, adjustments, closing entries, and preparation of financial statements. In addition, income determination topics

relative to receivables and payables will be addressed. Merchandise inventory, plant assets, depreciation, partnerships and corporations will be discussed.

Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Distance Education

BA240 120 hrs, 4 credits

BUSINESS CAPSTONE

Prerequisites: BA110, BA121, BA130, BA140, BA150, BA161, BA210, BA221, BA231

Students evaluate an organization of their choice to demonstrate, apply, evaluate, and synthesize previous course work. The capstone course emphasizes a systems approach to management. Managers perform their jobs within complex social systems, and this course emphasizes the interdependence of key organizational subsystems (financial/information/ production systems, structure, staff, culture, strategy, goals, and operational competencies) in a project-oriented environment. Topics covered include systems theory, a diagnostic model for organizations, and an analytic framework for conducting an integrated analysis.

Lecture hrs: 0, Lab hrs: 0, Other: 120; Delivery Method: Distance Education

BA310 60 hrs, 6 credits

PROMOTIONAL MARKETING

Prerequisites: BA110, BA121, BA130, BA140, BA150, BA161, BA210, BA221, BA231, BA240

In this course students will learn about the dynamic nature of promotional marketing as it relates to a career in advertising and promotions. The course emphasizes the role of integrated marketing communications in enhancing the equity of brands, and covers the managerial aspects of marketing communications.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA320 60 hrs, 6 credits

FINANCIAL MANAGEMENT

Prerequisites: BA110, BA121, BA130, BA140, BA150, BA161, BA210, BA221, BA231, BA240

In this course students will learn how financial markets finance much of the expenditures by corporations, governments and individuals. Each type of financial market is described with a focus on the securities that are traded in that market and the participation by financial institutions. Attention is given to the impact of the credit crisis and financial reform on each type of financial market and financial institution.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA330 60 hrs, 6 credits

OPERATIONS MANAGEMENT

Prerequisites: BA110, BA121, BA130, BA140, BA150, BA161, BA210, BA221, BA231, BA240

This course is an overview of the management, control and delivery of quality processes, products and services. Topics include: inventory control; problem identification; profit planning; Total Quality Management (TQM) techniques; Just In Time (JIT); accounting cycles; and job costing.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA340 60 hrs, 6 credits

BUSINESS NEGOTIATIONS

Prerequisites: BA110, BA121, BA130, BA140, BA150, BA161, BA210, BA221, BA231, BA240

This course will cover the phases, strategies and tactics of bargaining and negotiation including the finer points of perception, influence and cognition. Students will learn to decipher the differences in individual personalities and how that plays in negotiation and bargaining as well as how to preserve the relationship following a negotiation conversation.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA351 60 hrs, 6 credits

FINANCIAL STATEMENT ANALYSIS

Prerequisites: BA110, BA121, BA130, BA140, BA150, BA161, BA210, BA221, BA231, BA240

This course analyzes how firms communicate through financial statements. Students will use financial statement analysis as an integral part of the strategic analysis of firms. Course topics include strategic analysis, risk and profitability analysis using ratios, accounting analysis and prospective analysis. At the end of the course, students will be able to interpret and analyze financial statements, analyze cash flows, make judgments about earnings quality, and use financial statement analysis prospectively to forecast and value firms.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA361 60 hrs, 6 credits

CUSTOMER SERVICE

Prerequisites: BA110, BA121, BA130, BA140, BA150, BA161, BA210, BA221, BA231, BA240

Students in this course will learn the principles of customer service, including strategies and philosophies, and will explore different examples of companies with varied customer service policies. Students will learn how to plan a customer service strategy for a company, and how to deal with problems that arise with customer service complaints. They will learn to evaluate company strategy based on their customer service practices.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA370 60 hrs, 6 credits

BUSINESS ANALYSIS TECHNIQUES

Prerequisites: BA110, BA121, BA130, BA140, BA150, BA161, BA210, BA221, BA231, BA240

In this class students will learn to compare and analyze business information, facts and figures using computer software. Students will create reports that display data in concise, easy-to-discuss tables and graphs that help business professionals make informed decisions. Students will also learn how to analyze data for mistakes and troubleshoot spreadsheet calculations.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BA380 **60 hrs, 6 credits**
STRATEGIC MANAGEMENT

Prerequisites: BA110, BA121, BA130, BA140, BA150, BA161, BA210, BA221, BA231, BA240

This course is an examination of the entire range of strategic management concepts. Students study the full set of commitments, decisions and actions required for a firm to achieve strategic competitiveness and positive operational results.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BIO210 **75 hrs, 4 credits**
ANATOMY & PHYSIOLOGY I

Study of the human body, with emphasis on structure and function of each of the body's essential systems. This course examines the organization of the human body (basic chemistry, cellular respiration and cytology), support and movement (integument, skeletal and muscular systems), communication and control (nervous system including: nervous, brain and spinal cord tissues, cranial and spinal cord nerves and autonomic nervous system).

Lecture hrs: 45, Lab hrs: 30, Other: 0; Delivery Method: Residential

BIO220 **75 hrs, 4 credits**
ANATOMY & PHYSIOLOGY II

Prerequisite: BIO210

Study of the human body, with emphasis on the structure and function of each of the body's essential systems. This course examines communication and control (general and special senses and endocrine system), maintenance and regulation (cardiovascular, lymphatic, immune systems, respiratory, urinary and digestive systems along with fluid and electrolyte balance, nutrition and metabolism), and reproduction (reproductive system and development, pregnancy and heredity).

Lecture hrs: 45, Lab hrs: 30, Other: 0; Delivery Method: Residential

BIO251 **45 hrs, 3 credits**
MICROBIOLOGY

Prerequisites: BIO210 and BIO220

Topics covered in this course include: the history of microbiology, microbial morphology and physiology, bacterial metabolism, genetics, and the ecology and the classification of microorganisms. The course will emphasize medically important eubacteria and protists.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BIO252 **30 hrs, 1 credits**
MICROBIOLOGY LAB

Prerequisites: BIO210 and BIO220

Co-requisite: BIO251

The virtual laboratory provides a review of procedures used to isolate and identify microorganisms, including biochemical tests, molecular biology and serological techniques.

Lecture hrs: 0, Lab hrs: 30, Other: 0; Delivery Method: Distance Education

BIO260 **45 hrs, 3 credits**
PATHOPHYSIOLOGY

Prerequisite: BIO251

This course is designed to provide students with an in-depth introduction to the pathophysiology of diseases and disorders of the principal organ systems of the human body. Topics presented include homeostasis and disease processes, trauma, cancer, pain management and an overview of common diseases and disorders of each organ system. Upon successful completion of this course, students should understand how pathophysiological processes disrupt normal functioning of the human body.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CHM110 **45 hrs, 3 credits**
INTRODUCTION TO CHEMISTRY

The purpose of this course is to present a basic understanding of chemistry. This course will provide students with an appreciation for the role chemistry plays in our daily lives.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CJ110 **60 hrs, 6 credits**
COMMUNICATIONS IN CRIMINAL JUSTICE

In this course students will learn and practice interviewing and interrogation skills. In addition, they will learn communication styles that assist in conflict resolution, mediation and dealing with difficult people. Students will practice written communication skills in preparation for completing reports.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CJ120 **60 hrs, 5 credits**
INVESTIGATIONS IN CRIMINAL JUSTICE

This course introduces students to criminal investigation procedures. Protocol and procedures involving crime scene investigations and interrogations are emphasized. Students will become familiar with crime scene evidence collection, documentation and preservation. Various forensic techniques used by police officers and investigators during the criminal investigative process will be introduced.

Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Distance Education

CJ130 **60 hrs, 6 credits**
LAW ENFORCEMENT OPERATIONS

This course introduces students to the operations of various enforcement entities. It includes how police departments are organized, what police officers do, the different problems encountered in policing, and what happens to them during the course of their career. Students will be exposed to a comprehensive examination of the interaction between drug abuse and the criminal justice system and will examine drug pharmacology, drug laws, public policy and the roles of the police.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CJ140 **60 hrs, 6 credits**
CRIME THEORIES & CORRECTIONS

This course will provide the student with an overview of corrections, its overall effectiveness, and its place in the system. This course will cover the theory and research pertaining to criminal behavior. Students will gain an understanding of criminology through case study analysis. Topics such as mental illness and crime, criminal homicide, assault and sex offenses will also be addressed.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CJ150 **60 hrs, 5 credits**
INTRODUCTION TO SECURITY

This course provides an introduction and overview of the field of private security, including crime prevention and its zones of protection. Students will study the physical, personnel and informational aspects of the security field, from the historical development and the professional nature of security, crime prevention and asset protection to the legal aspects of private security. This course includes processes and skills in the area of fire prevention and detection, CPR applications and computer security.

Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Distance Education

CJ160 **60 hrs, 6 credits**
JUVENILE DELINQUENCY

This course is designed to instruct the student on the special issues and procedures involving the processing and treatment of juvenile offenders including status public and youthful offenders.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CJ170 **180 hrs, 6 credits**
EXTERNSHIP

Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160

Students will spend time working in a professional environment in their field of study.

Lecture hrs: 0, Lab hrs: 0, Other: 180; Delivery Method: Residential

CJ210 **40 hrs, 4 credits**
TERRORISM & HOMELAND SECURITY

Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160

This course will provide students with an overview of the concepts that will help them understand homeland security and terrorism issues at the strategic level.

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CJ220 **40 hrs, 4 credits**
GANGS IN SOCIETY

Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160

This course provides an overview of the history, characteristics and patterns of gangs as well as policies and programs intended to address them. Contemporary issues in the study of gangs in American society will be examined including the prevalence, structures, norms and behaviors exhibited by gang members. The course explores why and how gangs form, conditions of membership, and effects on members and society. Gang proliferation, race and gender issues, and the relationship between gangs, violence and drugs will also be explored.

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CJ230 **40 hrs, 4 credits**
CRIMINAL LAW

Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160

This course surveys the basic principles of criminal law including the rights of the accused, certain constitutional issues and the relationship of the practices of the law office with those issues.

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CJ310 **60 hrs, 5 credits**
COMPUTER FORENSICS

Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ210, CJ220, CJ230

This course introduces the student to system forensics investigation and response. This includes procedures for investigating computer and cyber-crimes and concepts for collecting, analyzing, recovering and preserving forensic evidence.

Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Distance Education

CJ320 **60 hrs, 6 credits**
SECURITY OPERATIONS & MANAGEMENT

Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ210, CJ220, CJ230

This course covers the various diverse components which make up an effective security system to include such areas as the relationship between private security and policing, technology, and structure of

security operations. Security issues discussed range from security equipment and design theory to security management practice.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CJ330 60 hrs, 6 credits
CURRENT & ETHICAL ISSUES IN CRIMINAL JUSTICE

Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ210, CJ220, CJ230

This course explores ethical standards and codes in criminal justice professions. The scope of the course covers the Law Enforcement Code of Ethics, the American Jail Association Code of Ethics, and the American Correctional Association Code of Ethics. It also explores roles of professional organizations and agencies, ethics and community relations, and civil liability in law enforcement and correctional environments. The students will study cases presented to illustrate ethical issues and derive solutions to ethical dilemmas using critical thinking.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CJ340 60 hrs, 5 credits
FORENSIC SCIENCE

Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ210, CJ220, CJ230

This course explores the history and scope of forensic science. The scope of this course includes discovery at a crime scene, physical evidence, analytical techniques for organic and inorganic materials, forensic toxicology, firearms, ammunition, unique tool marks and various types of impressions. The course will also examine the basic concepts of forensic science through advanced scientific crime solving techniques such as establishing identity through human remains. Topics include forensic anthropology, odontology, radiology, serology, DNA tracing, medical examiner procedures, wound ballistics and trauma examinations.

Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Distance Education

CJ350 60 hrs, 6 credits
MANAGEMENT OF CRIMINAL JUSTICE AGENCIES

Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ210, CJ220, CJ230

This course examines criminal justice agencies within the context of current management principles, organizational theory and administrative practices.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CJ360 60 hrs, 6 credits
VICTIMOLOGY & PROFILING

Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ210, CJ220, CJ230

This course examines the basis for the process of criminal profiling and its use in the criminal justice

system. The course will examine profiling undertaken by law enforcement and prosecution authorities. A variety of types of profiling will be reviewed and the information that can be used to profile an offender will be identified. Various facets of the profiling process will be examined, such as the psychology of the offender, deception, crime scene analysis and interpretation of evidence. Students will learn about criminal victimization in the United States via an overview of current theory, research and trends within the context of specific victimization types. Current events and local models of crime victim services will be explored.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CJ370 60 hrs, 6 credits
CONSTITUTIONAL LAW

Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ210, CJ220, CJ230

This course thoroughly explains the complexities of the U.S. Constitution and the criminal justice system. Time will be devoted to the Fourth and Fifth Amendments, exploring their application to issues relevant to criminal justice such as reasonable search and seizure, double jeopardy and testifying against oneself.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CJ380 60 hrs, 6 credits
CRIMINAL PROCEDURES

Prerequisites: CJ110, CJ120, CJ130, CJ140, CJ150, CJ160, CJ210, CJ220, CJ230

This course explores all aspects of criminal procedure, from first contact through appeal. Students will be introduced to core criminal procedure topics, including search, seizure, interrogations, confessions and identification. In addition, pretrial processes, pleas, rights of defendants at trial, appeals and habeas corpus will also be addressed.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

ECO201 40 hrs, 4 credits
INTRODUCTION TO ECONOMICS

This course is a survey of national and global economic theory and practice. Specific topics will include employment and inflation, fiscal policies and theories, monetary policies and theories, business cycles and growth, and governmental economic controls. Special emphasis will be given to economic relationships between and among independent countries. Students will learn the basic theories of supply and demand, including the concepts of price and income elasticity.

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

ENG126 40 hrs, 4 credits

ORAL COMMUNICATIONS

This course teaches oral communication theory and practice, including presentation content, organization, style, delivery, evaluation and effective listening skills. *Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education*

ENG131 40 hrs, 4 credits

WRITTEN COMMUNICATIONS

This course provides the student with knowledge of basic writing skills, emphasizing language usage, proofreading and spelling. Composition, researching information and preparing reports are stressed as the basis of written communication. *Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education*

ENG150 45 hrs, 3 credits

WRITTEN COMMUNICATIONS

This course provides the student with knowledge of basic writing skills, emphasizing language usage, proofreading and spelling. Composition, researching information and preparing reports are stressed as the basis of written communication. *Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education*

ENG152 45 hrs, 3 credits

WRITTEN COMMUNICATIONS

This course provides the student with knowledge of basic writing skills emphasizing language usage, proofreading and spelling. Composition, researching information and preparing reports are stressed as the basis of written communication. *Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education*

ENG155 45 hrs, 3 credits

ORAL COMMUNICATIONS

This course teaches oral communication theory and practice, including presentation content, organization, style, delivery, evaluation and effective listening skills. *Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education*

ENG320 45 hrs, 3 credits

WRITTEN COMMUNICATIONS II

Pre-requisite: ENG152

This course builds on knowledge and skills learned in a previous course and primarily focuses on argumentative and persuasive writing techniques. Students will develop effective writing processes, writing styles, research abilities, analytical skills, and argumentative tools. *Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education*

HC210 60 hrs, 6 credits

HEALTHCARE MANAGEMENT

Prerequisites: MA110, MA120, MA130, MA140, MA150, MA160, MA170 or MB111, MB121, MB130, MB140, MB150, MB161, MB171

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

HC220 60 hrs, 4 credits

ADVANCED MEDICAL OFFICE MANAGEMENT

Prerequisites: MA110, MA120, MA130, MA140, MA150, MA160, MA170 or MB111, MB121, MB130, MB140, MB150, MB161, MB171

This course is designed to develop an awareness of the responsibilities of the office professional. Emphasis is on current operating functions, ethics and professional liability, basic bookkeeping and accounting aspects of a medical practice management, supervisory duties, and professionalism. Other topics include but not limited to: process payments and collect overdue payments, process payroll, develop and control revenues and expenses, conflict resolution, leadership and legal concepts and ethical responsibilities. Simulations and role-playing to promote development of competencies required in a medical setting are emphasized with the use of virtual medical office software. *Lecture hrs: 20, Lab hrs: 40, Other: 0; Delivery Method: Distance Education*

HC230 60 hrs, 5 credits

FINANCIAL MANAGEMENT IN HEALTHCARE

Prerequisites: MA110, MA120, MA130, MA140, MA150, MA160, MA170 or MB111, MB121, MB130, MB140, MB150, MB161, MB171

This course teaches an overview of the financial systems that impact and drive the healthcare industry. The use of basic accounting concepts, the role of government in healthcare finance and tools for sound financial decision making will be reviewed. *Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Distance Education*

HIS125 40 hrs, 4 credits

AMERICAN HISTORY

A survey of the history of the United States from the discovery of the New World to the present. The course is designed to make students aware of the need for self-understanding on the part of the American people in an ever-changing world. *Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education*

HRM100 **40 hrs, 4 credits**
INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

This course addresses the challenges of managing human resources in a way that helps to create a sustainable competitive advantage. Issues of recruitment, compensation, training, performance appraisals, benefits administration and workplace diversity will be explored.
Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

HUM125 **40 hrs, 4 credits**
INTRODUCTION TO HUMANITIES

An introductory study of the influence of western culture on modern values. The course examines the history, form and development of philosophy, theology and the arts. Topics to be considered are literature, painting, music, theatre and architecture.
Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

MA110 **60 hrs, 5 credits**
SKELETAL, MUSCULAR & BODY SYSTEMS AND PHARMACOLOGY

In this course students will learn about the structures, functions and medical terminology of the musculoskeletal and body systems including integumentary, nervous and special senses. Students will study pharmacology, drug dosage calculations and the pharmacological effects of drugs on the body.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Residential

MA120 **60 hrs, 5 credits**
LYMPHATIC & IMMUNE SYSTEMS, MICROBIOLOGY AND MINOR SURGICAL ASSISTING

In this course students will learn the structures and functions of the immune and lymphatic systems. Students will learn basic microbiology, how microorganisms are spread, and how to break the cycle of infection. In addition, students will learn how to properly assist with minor surgical procedures and the proper use and care of surgical instruments. Students will learn how to care for their patients preoperatively, intraoperatively and postoperatively including wound healing and care and suture and staple removal. Students will show understanding of OSHA and universal precautions.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Residential

MA130 **60 hrs, 5 credits**
URINARY, DIGESTIVE, ENDOCRINE & REPRODUCTIVE SYSTEMS

Students will learn the terms, structures, functions and common diseases of the urinary, digestive, endocrine and reproductive systems. Students will learn to perform laboratory procedures associated with these systems such as urine analysis, pregnancy testing, pap smears and stool specimens. Students

will learn to assist with gynecological exams and learn to educate their patients in the care of these systems.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Residential

MA140 **60 hrs, 5 credits**
RESPIRATORY, BLOOD, CARDIOVASCULAR & PULMONARY SYSTEMS

In this course students will learn the structures and functions of the respiratory, pulmonary and cardiovascular systems including blood. Students will learn associated terminology of all the systems as well as perform ECG's, peak flow, venipuncture, CPR, First Aid and vital signs.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Residential

MA150 **60 hrs, 5 credits**
LAW & ETHICS, RECORD KEEPING AND BASIC PATIENT CARE

In this course students will learn the laws and ethical behaviors of the medical office. Students will learn the importance of HIPAA. Licensing and malpractice prevention as well as the importance of record keeping in the medical office will also be explored. Students will learn proper telephone technique and phone triage as well as the basic set up, common instruments, positioning and preparation for the general physical exam. Medical specialties and the role of the medical assistant will be addressed.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Residential

MA160 **60 hrs, 5 credits**
MEDICAL OFFICE MANAGEMENT

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

MA170 **180 hrs, 6 credits**
EXTERNSHIP

Prerequisites: MA110, MA120, MA130, MA140, MA150, MA160
Students will spend time working in a professional environment in their field of study.
Lecture hrs: 0, Lab hrs: 0, Other: 180; Delivery Method: Residential

MAT110 **40 hrs, 4 credits**
ALGEBRA I

Topics covered include fundamental operations in algebra, linear equations of one or two variables, factoring, graphing and word problems.
Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

MAT120 **45 hrs, 3 credits**
ALGEBRA I

Topics covered include fundamental operations in algebra, linear equations of one or two variables, factoring, graphing and word problems.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

MAT201 **40 hrs, 4 credits**
BASIC STATISTICS
Prerequisite: MAT110

This course covers the basic concepts and skills of statistical analysis. Specific topics include measures of central tendency, probability distributions, sampling theory, estimation, hypothesis testing, simple regression and correlation, analysis of variance, and multiple regression.
Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

MAT250 **45 hrs, 3 credits**
STATISTICS
Prerequisite: MAT120

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

MB111 **60 hrs, 5 credits**
ICD-CODING & GUIDELINES I

This course focuses on the coding guidelines and official coding rules for using the ICD in physicians' offices and other health care settings in relation to various diseases and injuries. Areas covered include: infectious and parasitic diseases; neoplasms; blood and blood forming organs; endocrine nutritional and metabolic diseases; mental behaviors and neurodevelopmental disorders; nervous system; eye and adnexa; ear and mastoid; circulatory system; and the respiratory system. Students will learn codes for diagnosis as well as ethical standards in the health care industry. Students will have practice with coding of ICD.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Distance Education

MB121 **60 hrs, 5 credits**
ICD-CODING & GUIDELINES II

This course focuses on the coding guidelines and official coding rules for using the ICD in physicians' offices and other health care settings in relation to various diseases and injuries. Areas covered include: diseases of the digestive system; diseases of the skin and subcutaneous tissue; diseases of the musculoskeletal system and connective tissue; diseases of the genitourinary system; pregnancy, childbirth and the puerperium; certain conditions originating in the perinatal period; congenital

malformations, deformations and chromosomal abnormalities; symptoms, signs and abnormal clinical and laboratory findings; injury, poisoning and certain other consequences of external causes; external causes of morbidity; and factors influencing health status and contact with health services. Students will learn codes for diagnosis as well as ethical standards in the health care industry. Students will have practice with coding of ICD.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Distance Education

MB130 **60 hrs, 5 credits**
HPCPS & CPT

This course focuses on coding for Insurances using CPT Level I codes, Modifiers and HCPCS Level II codes. The student will learn to review the chart to determine if modifiers are needed and to audit the chart for proper documentation to support codes. In addition, the course will cover outpatient and ambulatory procedural coding using the CPT Coding Manual. This course provides for extensive coding practice.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Distance Education

MB140 **60 hrs, 6 credits**
MEDICAL TERMINOLOGY & ANATOMY

In this class students will learn the basic anatomical and physiological construction of the human body as well as the associated medical terminology. Students will learn the meaning of prefixes, suffixes, root words and combining vowels. Emphasis is placed on correct spelling, pronunciations and proper usage of medical terms.
Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

MB150 **60 hrs, 5 credits**
MEDICAL BILLING & INSURANCE

Students will be prepared to properly fill out and file CMS 1500 and UB-40 insurance claim forms for different health insurance programs. They will demonstrate a working knowledge of the medical office revenue management cycle, identify and accurately interpret insurance carrier explanation of benefits and remittance advices, prepare appeals, and successfully complete back end accounts receivables.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Distance Education

MB161 **60 hrs, 5 credits**
HPCPS & CPT II

This course focuses on coding for Insurances using CPT Level I codes, Modifiers and HCPCS Level II codes. The student will learn to review the chart to determine if modifiers are needed and to audit the chart for proper documentation to support codes. In addition, the course will cover outpatient and ambulatory procedural coding using the CPT Coding

Manual. This course provides for extensive coding practice.

Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Distance Education

MB171 180 hrs, 6 credits
EXTERNSHIP

Prerequisites: MB111, MB121, MB130, MB140, MB150, MB161

Students will spend time working in a professional environment in their field of study.

Lecture hrs: 0, Lab hrs: 0, Other: 180; Delivery Method: Residential

MGT106 40 hrs, 4 credits
PRINCIPLES OF MANAGEMENT

This course gives students an overview of the management process, examining current management principles and practices. Students will explore the management functions of planning, organizing, leading and controlling. Topics include assumptions and values, problem identification, supervision, strategic management and production planning.

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

MGT140 40 hrs, 4 credits
ORGANIZATIONAL BEHAVIOR

This course provides an overview of group dynamics, organizational leadership, teamwork, motivation and conflict resolution. The managerial functions of planning, organizing, controlling and motivating employees are examined.

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

MGT401 40 hrs, 4 credits
LEADERSHIP & CHANGE

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

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR125 45 hrs, 3 credits
FOUNDATIONS & PERSPECTIVES FOR BSN

This course introduces the essential skills and concepts applicable to the baccalaureate nurse generalist. Ascertaining and analyzing scholarly evidence, scholarly communication and the role of technology in communication, learning and professional development are explored.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR131 120 hrs, 5 credits
FUNDAMENTALS OF NURSING

Prerequisite: CHM110

Pre/Co-requisite: NUR165

Students are introduced to principles foundational to a caring practice for nursing. Situational, developmental and cultural influences on health are discussed. A foundation is established for care of patients across the wellness-illness continuum. Health assessment of adults, as well as nursing concepts and measures for safety, health teaching, nutrition, hygiene, comfort, rest, and activity will be applied as the student cares for the patients in the practice setting. Beginning concepts of medication administration are included.

Lecture hrs: 45, Lab hrs: 30, Clinical hrs: 45; Delivery Method: Residential

NUR145 157.5 hrs, 6 credits
MEDICAL-SURGICAL NURSING I

Prerequisites: ENG152, NUR 125, NUR131, NUR165

Pre/Co-requisite: NUR265

Students are introduced to care of those who are susceptible to illness, including aging adults. Pathophysiological processes and the effect on patients already susceptible to disease processes will be discussed. Information is provided to help students in assisting patients toward holistic health restoration. Skills required to provide nursing care to those with less complex illnesses are developed and practiced in a variety of settings.

Lecture hrs: 52.5, Lab hrs: 15, Clinical hrs: 90; Delivery Method: Residential

NUR165 45 hrs, 3 credits
PHARMACOLOGY I

Prerequisite: MAT120

Students are introduced to basic therapeutic treatments. Scientific, legal and ethical principles related to administration of medications will be discussed. Includes discussion of effects of dietary choices on health and wellness, concepts of pharmacology including pharmacodynamics, pharmacokinetics, and pharmacotherapeutics of selected drug classifications and their effect on body systems. Included are basic concepts of medication classifications, medication administration, herbal supplements and dosage calculations. Practical application of different treatment interventions in restoration of wellness will be included.

Lecture hrs: 45, Lab hrs: 0, Clinical hrs: 0; Delivery Method: Residential and Distance Education

NUR245 157.5 hrs, 6 credits
MEDICAL-SURGICAL NURSING II

Prerequisites: NUR145, NUR265

Pre/Co-requisite: BIO260

Focus is on health care management of patients with multiple health problems. Pathophysiology of disease

processes encountered in the adult patient is discussed. Acid base balance and other nutritional issues found in the acute care patient will be taught. A collaborative interdisciplinary approach is used to meet needs of patients in a variety of acute health settings. Course content builds on theoretical, technological, critical thinking and interpersonal skills acquired in previous courses to assist patients with multiple health problems toward wellness and health maintenance.

Lecture hrs: 52.5, Lab hrs: 15, Clinical hrs: 90; Delivery Method: Residential

NUR265 45 hrs, 3 credits
PHARMACOLOGY II

Prerequisites: NUR131, NUR165

Course is built on concepts from Pharmacology I. Expands on discussion of selected drug classifications, nonconventional therapies, nutrition and their supplements, and their effects on health and well-being. Intravenous medication administration including calculation and techniques will be taught.
Lecture hrs: 45, Lab hrs: 0, Clinical hrs: 0; Delivery Method: Residential and Distance Education

NUR276 142.5 hrs, 6 credits
MATERNAL/NEWBORN/PEDIATRIC NURSING

Prerequisites: PSY310, NUR245

Pre/Co-requisite: NUR312

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

Lecture hrs: 60, Lab hrs: 15, Clinical hrs: 67.5; Delivery Method: Residential

NUR286 90 hrs, 4 credits
MENTAL HEALTH NURSING

Prerequisites: NUR245, NUR312, PSY151

Focus is on interventions for promoting mental health and preventing psychiatric disease across the life span. Contents of the course will allow students to examine social, physical and developmental stressors on mental health. Students apply these concepts through learning experiences in structured and unstructured settings. Safety considerations will be discussed related to nurse-patient relationships.

Lecture hrs: 45, Lab hrs: 0, Clinical hrs: 45; Delivery Method: Residential

NUR300 45 hrs, 3 credits
FOUNDATIONS & PERSPECTIVES FOR BSN

Co-requisite: NUR310 may be co-requisite

This course introduces the essential skills and concepts applicable to the baccalaureate nurse generalist. Ascertaining and analyzing scholarly evidence, scholarly communication and the role of technology in communication, learning and professional development are explored.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR310 45 hrs, 3 credits
NUTRITION

Pre/Co-requisite: NUR125 or NUR300

This course provides an overview of nutrients and nutritional requirements to maintain nutritional balance, support growth and development, and restore health. The course focuses on identifying and caring for the nutritional needs of diverse patient populations utilizing scientific and scholarly evidence.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR312 45 hrs, 3 credits
HEALTH ASSESSMENT OF INDIVIDUALS & POPULATIONS

Prerequisites: NUR125 or NUR300, NUR245, NUR310, BIO260

Pre/Co-requisite: PSY151

This course provides the baccalaureate-level knowledge and skills needed to assess the health status and health care needs of diverse patients and populations. The course focuses nursing care decisions on holistic assessment and scholarly evidence.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR320 45 hrs, 3 credits
HEALTH CARE SYSTEMS & QUALITY OUTCOMES

Pre/Co-requisite: NUR312

This course provides an overview of health care systems and organizational structures in the United States. Quality improvement concepts and implications to patient outcomes, cost containment and nursing care are presented.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR322 45 hrs, 3 credits
COMPLEX NURSING CARE

Prerequisites: BIO260, NUR310, NUR312, PSY151

This course provides knowledge and skills applicable to caring for complex patients across the lifespan. The focus is on incorporating theory and concepts from nursing and related disciplines to provide therapeutic and restorative care to patients with increased complexity.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR324 45 hrs, 3 credits
HEALTH CARE ETHICS, POLICY & REGULATION

Prerequisites: NUR312, NUR320, PHI250

Pre/Co-Requisite: NUR322

This course provides an exploration of nursing ethics, the regulation of nursing education and practice, and the role of nursing in health care policy. The scope of practice of the baccalaureate nurse generalist is examined.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR330 45 hrs, 3 credits
AGING POPULATIONS

Prerequisites: BIO260, NUR286, NUR310, NUR312, NUR320, NUR322, NUR324, PSY151, SOC250

This course provides current theory and content in the provision of patient-centered nursing care of aging populations, optimizing functional status through health promotion, risk reduction and disease prevention strategies. Emphasis is placed on the wishes, expectations and strengths of the older adult.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR332 45 hrs, 3 credits
COMMUNITY HEALTH

Prerequisites: BIO260, NUR310, NUR312, NUR320, NUR322, PSY151, SOC250

This course provides an overview of professional nursing care applied to health promotion and disease prevention at the community level. Principles of biostatistics and epidemiology are introduced. Emphasis is on collaboration with community members and the interprofessional team in providing holistic care.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR334 45 hrs, 3 credits
GLOBAL HEALTH

Prerequisites: NUR310, NUR312, NUR320, NUR322, NUR324, NUR332, SOC250

This course provides an overview of global health and the role of the professional nurse in promoting health and caring for diverse populations. Global health inequalities, social determinants of health and national threats to health are discussed.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR340 45 hrs, 3 credits
NURSING INFORMATICS

Prerequisites: NUR320, NUR324

This course provides a foundation on information management and processing principles used to support the data, information and knowledge needs in the provision and delivery of nursing and health care. Topics include computer-based patient record,

telehealth, education and research. Safety and quality care supported through technology is emphasized.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR342 45 hrs, 3 credits
NURSING RESEARCH & EVIDENCE-BASED PRACTICE

Prerequisites: MAT250, NUR310, NUR312, NUR320, NUR322, NUR324, NUR330, NUR332, NUR334

The course provides an introduction to the research process and research methodologies related to nursing practice. Knowledge of evidence-based practice will be developed through critique of research studies, the process of research proposal development and application of research findings to practice. Ethical aspects of nursing research are explored.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR344 45 hrs, 3 credits
NURSING LEADERSHIP

Prerequisites: NUR312, NUR320, NUR322, NUR324

This course provides an examination of the characteristics of management and leadership styles including theories of conflict resolution and change in the role of the baccalaureate nurse generalist.

Delegation and coordination of care with other health professionals is examined. Concepts and strategic management of budget and resource utilization are explored. Legal and ethical issues are discussed.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR345 175 hrs, 6 credits
MEDICAL-SURGICAL NURSING III

Prerequisites: NUR245, NUR276, NUR286, NUR322

Culminating practice course. Discussion of concepts of management, application of the Clinical judgment, theories, issues and trends in caring for patients will comprise the first part of the course. Students apply these concepts through in-depth learning experiences in an assigned area of nursing practice. Caregiver roles of the professional nurse with patients and their families are emphasized. For practice experience, students are assigned 1:1 with a nurse preceptor. Faculty will guide the student in care for patients in a variety of acute, long-term and community settings.

Lecture hrs: 45, Lab hrs: 10, Other: 120; Delivery Method: Residential

NUR346 165 hrs, 5 credits
BSN PRACTICUM

Prerequisites: NUR310, NUR312, NUR320, NUR322, NUR324, NUR330, NUR332, NUR334, NUR340, NUR344

Pre/Co-requisite: NUR342

This course provides an opportunity for the application of learned theories and concepts in the implementation of the role of the baccalaureate

generalist. The role will be implemented, applied and evaluated through the guidance of nursing faculty and nurse preceptors. Students will reflect on the attainment of the AACN Essentials of Baccalaureate Education for Professional Nursing Practice, the core principles of caring, evidence-based practice, health, holism, learning, patient-centered care and population-focused nursing.

Lecture hrs: 30, Lab hrs: 0, Other: Practicum 135 hrs; Delivery Method: Residential

NUR351 **90 hrs, 4 credits**
BSN CAPSTONE

Prerequisites: NUR332, NUR344, NUR345

This course provides an opportunity for the application of learned theories and concepts in the implementation of the role of the baccalaureate generalist. The role will be implemented, applied and evaluated through the guidance of nursing faculty and nurse mentors. Students will reflect on the attainment of the AACN Essentials of Baccalaureate Education for Professional Nursing Practice and the Core Principles of decision making, evidence-based practice, patient-centered care, population-focused nursing, leadership, self-directed learning, informatics and collaboration.

Lecture hrs: 45, Lab hrs: 0, Other: Practicum 45 hrs; Delivery Method: Residential

OA110 **30 hrs, 2 credits**
COMPUTER APPLICATIONS

This course is designed to familiarize students with computer operations including basic printing concepts and networking basics. Students will also be introduced to word processing, spreadsheets and presentation software.

Lecture hrs: 10, Lab hrs: 20, Other: 0; Delivery Method: Distance Education

OA170 **40 hrs, 3 credits**
INTERMEDIATE COMPUTER APPLICATIONS

Prerequisite: OA110

In this course students will extend their basic knowledge of word processing, spreadsheets and presentation software to be able to utilize these applications at an intermediate level.

Lecture hrs: 20, Lab hrs: 20, Other: 0; Delivery Method: Distance Education

PHI200 **40 hrs, 4 credits**
LOGIC & CRITICAL ANALYSIS

This course is a study of informal logic and the role of language in developing critical analysis and problem solving skills. Topics to be examined include the study of argument, the logically accurate use of language, informal fallacies, and rhetorical strategies for persuasive writing.

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

PHI201 **40 hrs, 4 credits**
INTRODUCTION TO PHILOSOPHY

This course explores the main branches of philosophy through the writings of western philosophers using them as a springboard for critical thought about the basic questions facing humanity.

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

PHI210 **40 hrs, 4 credits**
ETHICS

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

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

PHI250 **45 hrs, 3 credits**
ETHICS

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

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

POL201 **40 hrs, 4 credits**
GLOBAL POLITICS

This course will provide students with an overview of modern global politics. From the beginnings of the Industrial Revolution to the end of the Cold War and the new millennium, the development of modern political systems and their interrelation on the global scene will be explored. Close attention will be paid to the nature of the different types of governments that have evolved in Europe, North America, Africa and Asia and how they relate to the evolution of the larger economic systems.

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

PSY101 **40 hrs, 4 credits**
GENERAL PSYCHOLOGY

This course will focus on the basis of behavior, learning, motivation and personality. Also explored are social behavior, sexuality/gender issues, and the influence of health and stress on behavior. Students are introduced to behavior generally regarded as abnormal and will explore various theories and therapies.

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

PSY150 45 hrs, 3 credits
GENERAL PSYCHOLOGY

This course will focus on the basis of behavior, learning, motivation and personality. Also explored are social behavior, sexuality/gender issues and the influence of health and stress on behavior. Students are introduced to human behavior generally regarded as abnormal and will explore various theories and therapies.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

PSY151 45 hrs, 3 credits
GENERAL PSYCHOLOGY

This course will focus on the basis of behavior, learning, motivation and personality. Also explored are social behavior, sexuality/gender issues and the influence of health and stress on behavior. Students are introduced to human behavior generally regarded as abnormal and will explore various theories and therapies.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

PSY300 40 hrs, 4 credits
HUMAN GROWTH & DEVELOPMENT

This course is an introduction to the stages of human growth and development from conception through adulthood to death. Students will learn and understand how cognitive, social, psychomotor and emotional events affect behavior.

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

PSY310 45 hrs, 3 credits
HUMAN GROWTH & DEVELOPMENT

This course is an introduction to the stages of human growth and development from conception through adulthood to death. Students will learn and understand how cognitive, social, psychomotor and emotional events affect behavior.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

PTA106 45hrs, 3 credits
INTRODUCTION TO PHYSICAL THERAPY

In this initial program course, students explore the history and development of the physical therapy profession and the American Physical Therapy Association (APTA). This course provides the framework for understanding the role of the physical therapist assistant (PTA), the interaction between the PT and PTA and the interrelationship of these individuals to the current healthcare delivery system and in different practice settings. Scope of practice issues concerning direction and supervision are introduced as well as the concepts of state practice acts, licensing, and legal and ethical responsibilities. Students begin to build communication and

documentation skills and to develop self-awareness and a sensitivity to patients' rights and cultural diversity. This course introduces students to performing a professional literature search.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Residential

PTA108 30 hrs, 2 credits
MEDICAL TERMINOLOGY

This course is an introduction into the unique language used in medical settings. Students will learn the meaning of prefixes, suffixes and root words. Emphasis is placed on correct spelling, pronunciations and proper clinical usage of medical terms.

Lecture hrs: 30, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

PTA116 75 hrs, 4 credits
THERAPEUTIC PROCEDURES I

Pre-requisites: PTA106, PTA108, PTA122, PTA136

As the first of two procedures courses, Therapeutic Procedures I focuses on safely performing basic patient assessment and management skills as well as presenting a practical approach to functional activities. Topics included in lecture and laboratory are infection control procedures, basic wound management, vital signs and anthropometrical characteristics, patient handling, transfers, mobility and assistive devices. An introduction to architectural barriers, range of motion and teaching/learning theories is also incorporated. The course continues to build upon the communication and documentation skills introduced in PTA106 Introduction to Physical Therapy.

Lecture hrs: 45, Lab hrs: 30, Other: 0; Delivery Method: Residential

PTA122 90 hrs, 4.5 credits
APPLIED KINESIOLOGY

Pre-requisites: PTA150

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

Lecture hrs: 45, Lab hrs: 45, Other: 0; Delivery Method: Residential

PTA126 90 hrs, 4.5 credits
MODALITIES

Pre-requisites: PTA108, PTA122, PTA136, PTA150, PTA155

This course explores the theories and therapeutic applications of mechanical devices and physical agents. Students will develop an understanding of the physiological effects that occur with modalities using massage, heat, cold, water, light, sound, traction, compression, electrical stimulation and biofeedback. Students will practice administering skilled interventions using various apparatus in the laboratory. Emphasis will be placed on students understanding the rationale and gaining the knowledge and skills to apply, in a safe and effective manner, the modalities frequently used in clinical settings.

Lecture hrs: 45, Lab hrs: 45, Other: 0; Delivery Method: Residential

**PTA132 90 hrs, 4 credits
THERAPEUTIC EXERCISE**

Pre-requisites: PTA108, PTA122, PTA136, PTA150, PTA155

In this course a comprehensive understanding of the theoretical concepts, related assessments and practical applications of therapeutic exercise is emphasized. Measurements for segmental length, girth and volume are included. The exercise concepts of strength, resistance, endurance, relaxation and overuse are instructed in relationship to the implementation of treatment programs.

Lecture hrs: 30, Lab hrs: 60, Other: 0; Delivery Method: Residential

**PTA136 30 hrs, 2 credits
HEALTH, DISEASE & DISABILITY**

Pre-requisite: PTA150

Co-requisite: PTA155

This course explores current concepts related to maintaining wellness and encouraging prevention. It also investigates the etiology of disease and dysfunction as related to the onset of disability. Topics concerning heredity, immunology, nutrition and lifestyle issues are discussed. Pathophysiology is taught using a cellular and organ system approach and covers the lifespan. Disability is viewed through functional limitations and the inability of an individual to participate in a major life activity.

Lecture hrs: 30, Lab hrs: 0, Other: 0; Delivery Method: Residential

**PTA146 90 hrs, 4.5 credits
MUSCULOSKELETAL/ORTHOPEDICS**

Pre-requisites: PTA116, PTA126, PTA132, PTA180, PTA212

Co-requisite: PTA192

This course synthesizes the musculoskeletal information presented in anatomy and physiology and kinesiology in order to enhance students' knowledge of orthopedic conditions and dysfunction throughout the lifespan. In the accompanying laboratory sessions, assessment tests and measurement techniques and therapeutic exercise regimens for the orthopedic client are instructed using a regional approach.

Lecture hrs: 45, Lab hrs: 45, Other: 0; Delivery Method: Residential

**PTA150 75 hrs, 4 credits
HUMAN ANATOMY W/LAB**

Study of the human body with emphasis on the structure of each of the body's essential organ systems.

Lecture hrs: 45, Lab hrs: 30, Other: 0; Delivery Method: Residential

**PTA155 60 hrs, 4 credits
HUMAN PHYSIOLOGY**

Pre-requisite: PTA150

Co-requisite: PTA136

Functioning of the human body with emphasis upon major organ systems. Medical and athletic examples are used to illustrate important concepts.

Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Residential

**PTA180 15 hrs, 1 credit
PTA SEMINAR I**

Pre-requisites: PTA106

This is the first of two seminar classes in the PTA curriculum. This class builds on information first introduced in the Introduction to Physical Therapy course, with topics including PT and PTA ethics and standards of practice, professionalism in the field of physical therapy, and APTA structure and professional association benefits. The healthcare delivery system is also discussed during this class. Additional topics highlighted throughout this course include: reporting suspected cases of abuse to vulnerable populations, reporting suspected cases of fraud and abuse related to utilization of and payment for PT services, reviewing health records, APTA Value Based Behaviors and review of the ICF model of functioning disability and health.

Lecture hrs: 15, Lab hrs: 0, Other: 0; Delivery Method: Residential

**PTA192 90 hrs, 2 credits
CLINICAL AFFILIATION I**

Pre-requisite: CPR, PTA116, PTA126, PTA132, PTA180, PTA212

Co-requisite: PTA146, PTA217, PTA221, PTA286

In the first of three clinical affiliations, students are expected to complete 90 hours of clinical education working under the direct supervision of a licensed physical therapist and/or physical therapist assistant. Students are assigned to contract sites representing a variety of practice settings that may include hospitals, outpatient clinics and extended care facilities among others. This introduction to clinical practice provides basic exposure to physical therapy environments and allows students to practice and document elementary assessment measurements, patient management activities and therapeutic procedures that are in a plan of care. Students will also have the opportunity to build communication skills with clients and members of the healthcare delivery team.

Lecture hrs: 0, Lab hrs: 0, Other: 90; Delivery Method: Residential

PTA212 15 hrs, 1 credit

PHARMACOLOGY

Pre-requisite: PTA136, PTA155

Pharmacology is the study of the origin, properties and effects of drugs. An overview of the over-the-counter and prescribed drugs frequently used by individuals receiving physical therapy and the effects these drugs have on physical therapy treatment is presented. This course requires a working understanding of physiology and pathophysiology. Lecture topics include the use of drugs in the treatment of chronic diseases, the impact of pharmacotherapeutic agents on exercise and the susceptibility of the elderly to drug-related problems. *Lecture hrs: 15, Lab hrs: 0, Other: 0; Delivery Method: Residential*

PTA217 75 hrs, 4 credits

THERAPEUTIC PROCEDURES II

Pre-requisites: PTA116, PTA126, PTA132, PTA212

Co-requisite: PTA192

This course expands the knowledge and skills gained from previous courses while investigating techniques used in specialty areas of physical therapy practice. This course explores cardiovascular and pulmonary conditions, burn care, mastectomy, amputation and lymphedema. Information regarding compression garments, prostheses and orthoses are included in conjunction with the required measurement and mobility assessments. Conditions often associated with women's health such as pregnancy, osteoporosis, fibromyalgia and pelvic floor dysfunction are also addressed. Lecture and laboratory sessions provide students with the knowledge, observation, test and measurement skills to perform directed interventions in the above mentioned areas. *Lecture hrs: 45, Lab hrs: 30, Other: 0; Delivery Method: Residential*

PTA221 90 hrs, 4.5 credits

APPLIED NEUROLOGY

Pre-requisites: PTA116, PTA126, PTA132, PTA212

Co-requisite: PTA192

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

PTA286 15 hrs, 1 credit

PTA SEMINAR II

Pre-requisites: PTA180

Co-requisite: PTA192

This second of two seminar courses course builds on the cumulative academic and clinical knowledge gleaned from previous PTA courses. Students are given the opportunity to explore current issues affecting the delivery of physical therapy services in a dynamic U.S. healthcare industry. An overview of practice settings and specialty areas in physical therapy is presented in conjunction with the impact of current legislation affecting service delivery and reimbursement. Professional, legal and ethical issues are also reviewed and updated. This course includes a unit on negotiation and conflict resolution and a project researching the impact of culture on healthcare delivery.

Lecture hrs: 15, Lab hrs: 0, Other: 0; Delivery Method: Residential

PTA289 15 hrs, 1 credit

CAPSTONE

Prerequisite: PTA146, PTA192, PTA217, PTA221, PTA286

Co-Requisites: PTA296, PTA298

This course consists of review for and completion of a comprehensive final examination in preparation for the national licensure examination.

Lecture hrs: 15, Lab hrs: 0, Other: 0; Delivery Method: Residential

PTA296 280 hrs, 6 credits

CLINICAL AFFILIATION II

Prerequisite: CPR, PTA146, PTA192, PTA217, PTA221, PTA286

Co-Requisites: PTA289, PTA298

In the second clinical affiliation, students expand upon their previous clinical experience and incorporate the knowledge and skills from additional academic coursework. The affiliation is full time (40 hours per week). Emphasis is placed on students assuming a more active role in the delivery of care under the supervision and direction of a clinical instructor.

Lecture hrs: 0, Lab hrs: 0, Other: 280; Delivery Method: Residential

PTA298 320 hrs, 7 credits

CLINICAL AFFILIATION III

Prerequisite: CPR, PTA146, PTA192, PTA217, PTA221, PTA286

Co-requisites: PTA289, PTA296

Clinical Affiliation III is the terminal clinical education experience and requires that students perform as a physical therapist assistant entry-level practitioner by the completion of the assignment. Under the supervision of a licensed physical therapist and/or physical therapist assistant, students will explore in greater depth physical therapy specialty areas of practice such as geriatrics, pediatrics, sports medicine, cardiopulmonary rehabilitation or women's health. Increasing exposure to complex neurological

and rehabilitation clients occurs. Students are also expected to recognize factors within the healthcare system that impact the delivery of care and to maintain ethical standards of practice.

Lecture hrs: 0, Lab hrs: 0, Other: 320; Delivery

Method: Residential

SKL242 20 hrs, 2 credits

CAREER DEVELOPMENT

This course is designed to improve the marketability of students as they enter the workforce. Students are taught the skills and attitudes needed to make proper career decisions and secure and retain satisfying employment. Students will create a resume, cover letter, professional portfolio and participate in mock interviews.

Lecture hrs: 20, Lab hrs: 0, Other: 0; Delivery Method:

Distance Education

SOC201 40 hrs, 4 credits

SOCIOLOGY

This course introduces students to the foundations of modern sociology. Students explore the concept of culture, the nature of socialization, the foundations of social order, control, power, race and ethnicity, religion, education, and the nature of social change.

Lecture hrs: 40, Lab hrs: 0, Other: 0; Delivery Method:

Distance Education

SOC250 45 hrs, 3 credits

INTRODUCTION TO SOCIOLOGY

This course introduces students to the foundations of modern sociology. Students explore the concept of culture, the nature of socialization, the foundations of social order, control, power, race and ethnicity, religion, education, and the nature of social change.

Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method:

Distance Education

SS100 30 hrs, 3 credits

STRATEGIES FOR STUDENT SUCCESS

This course is designed to enhance the college learning experience and prepare students for personal and professional success. Concepts presented include managing change, setting and achieving goals, and thinking in ways that create success. In addition, students will learn about time management, study skills, library research and financial literacy.

Lecture hrs: 30, Lab hrs: 0, Other: 0; Delivery Method:

Distance Education

PROGRAM DIRECTORS AND FACULTY

Murray Program Directors and Faculty

General Education

Adam Bennion..... Adjunct Faculty
ME, Education, Southern Utah University; BS, Physics Teaching, Brigham Young University; Certificate, Administrative License, Southern Utah University; NCATE, Physics & Astronomy, Brigham Young University

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The Ohio State University

Jonathon Hubert, PTA Assistant Academic Coordinator of Clinical Education
AAS, Physical Therapist Assistant, Provo College

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Rhodri Purcell, PT, MPT, OCS, CSCS Assoc. Program Director/Academic Cdnt. of Clinical Education
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Nursing and Physical Therapist Assistant

PROGRAM	TUITION General Education Courses Per Credit Cost	TUITION General Education Courses Total Cost	TUITION College Core Courses Per Credit Cost	TUITION College Core Courses Per Credit Cost	TUITION Core Courses Per Credit Cost	TUITION Core Courses Total Cost	Registration Fees	Cost of Books	Total Cost of Program‡
Nursing Bachelor	\$350/credit	\$13,300	N/A	N/A	\$750/credit	\$61,500	\$100	\$0	\$74,900
Physical Therapist Assistant Associate	\$500/credit	\$10,000	N/A	N/A	\$750/credit	\$42,000	\$50	\$0	\$52,050
RN-BSN Online*	\$150/credit	\$2,850	N/A	N/A	\$162/credit	\$7,128	\$0	\$1,990	\$11,968

*Books are charged separately