Vista College Catalog

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Online Campus
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Chief Executive Officer's Message

Success doesn't just happen. Success is the result of a plan that is made and followed. Unfortunately, too many students have been led to believe that all they need for a successful and happy future is any degree. This belief has resulted in disappointment for hundreds of capable graduates. Today it is important that every person be self-reliant. Our personal and national economies demand it. How then should people plan to assure themselves the greatest possibilities for happy and successful futures? There are three simple but vitally-related factors which are essential but too frequently ignored: interest, demand and potential growth.

The most important item to remember in planning your future is that you must start with your interests. If you are interested in something, you will enjoy learning about it today and doing it tomorrow. Once you've spent your time and money on education it is important there be a demand for the services in which you were trained. Finally, explore the growth potential in the field you select and be sure the field will meet your expectations. Ambitious men and women properly trained does not want to stagnate; they want to progress and grow.

We are primarily a nation of business. The whole structure of our busy world depends largely upon properly trained administrative and medical personnel for successful operation. By recognizing the need to continue your education you have taken the first step in becoming a marketable individual. You have recognized the need to possess certain necessary skills if you are to compete in the rapidly changing job market. Business and industry thrives because of motivated people like you who want to contribute to the growth of our nation.

Vista college online campus provides students with the opportunity to learn state-of-the-art, as well as traditional concepts in the areas of medicine, business, and technology. I personally challenge you to be the best that you can be. Not only while attending vista college online campus, but also once you have entered the job market as a graduate.

At vista college online campus, students are in a unique community. Our philosophy is that each student is an integral part in the success of our school. Every student has individual needs and wants. We will treat you with the respect and dignity you deserve. Our goal is to make every student proud to be a part of vista college online campus. Our rewards will come from your accomplishments and successes obtained from your education. We want to be your educational family. Remember, you are the school!

If you consider yourself a motivated individual who sees the world as exciting and challenging, i invite you to explore this catalog and consider vista college online campus as your means to become an integral part of our ever changing and competitive world.

ALL INFORMATION CONTAINED IN THIS STUDENT CATALOG IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Jim Tolbert
Chief Executive Officer

This catalog is effective as of the publish date. Vista College ("Vista" or "College") reserves the right to make changes in course schedules, curriculum, policies, procedures, and organizational structure as circumstances dictate, or as required by regulatory changes or exigent factors. The complete Vista catalog comprises this catalog and all addenda throughout the publication year. It is each student's responsibility to know the content within.

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MISSION AND OBJECTIVES

The mission of Vista College is to provide high quality, specialized career preparation or enhancement. Vista recognizes this is an era of accelerated changes and accepts the responsibility to aid its students in preparation for these changes by providing quality education and career guidance relative to the demands of an evolving work place. Consistent with its mission, vista has established the following objectives:

- To enroll students who demonstrate the aptitude and attitude to successfully pursue offered programs.
- To provide programs designed to help students to meet the needs of allied health, business and trades vocations.
- To acquire and maintain data from graduates, employers, publications, and professional conferences that is organized and shared with faculty, staff and advisory board members to ensure that courses and program content are relevant and timely.
- To collaborate with community employers to develop and revise curricula that include competency-based vocational skills training and traditional occupational classroom experiences for students.
- To assist displaced workers with training of new and marketable skills.
- To assist graduates with securing training-related careers.
- To be an active and contributing member of the community.
- To maintain an environment of professional, positive integrity that serves as a role model for enrolled students.

ACCREDITATION, LICENSES, AND AFFILIATIONS

Vista College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), an accrediting agency by the U.S. department of education. ACCSC is located at 2101 Wilson Boulevard, Suite 302 Arlington, va 22201 (www.accsc.org). The school is licensed by Texas Workforce Commission and approved to confer degree programs by the Texas Higher Education Coordinating Board.

Vista is eligible for participation in Title IV programs and financial aid is available for those who qualify. Vista provides training services for vocational rehabilitation programs as applicable by program and by campus. Vista is approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code Veterans' Benefits.

APPROVING BODIES
Department of Veterans Affairs
Texas Workforce Commissions Career Schools & Colleges
Texas Higher Education Coordinating Board
Texas Workforce Solutions – Vocational Rehabilitation Services

SCHOOL MEMBERSHIPS
National Association of Student Financial Aid Administrators (NASFAA)

PROGRAM TUITION / TEXTBOOKS / FEES

Programs	Credential / Weeks	Credit Hours	Tuition	E-Books	Technology Fee	Total Tuition	Laptop (Optional)
Bookkeeping and Payroll Specialist	Associate / 70	90.0	$33,900	$350	$250	$34,500	$595
Business Administration And Leadership	Associate / 100	90.0	$40,500	$250	$250	$41,000	$595
Criminal Justice (Teachout)	Associate / 100	90.0	$40,500	$500	$250	$41,250	$595
Information Technology Support Technician	Associate / 100	90.0	$40,500	$500	$250	$41,250	$595
Logistics and Operations Management	Associate / 100	90.0	$40,500	$500	$250	$41,250	$595
Medical Administrative Assistant	Associate / 70	90.0	$33,900	$350	$250	$34,500	$595
Medical Insurance Billing and Coding	Associate / 100	90.0	$40,500	$500	$250	$41,250	$595
Business Administration	Bachelor / 200	180.0	$63,000	$1,000	$250	$64,250	$595
Healthcare Administration	Bachelor / 200	180.0	$63,000	$1,000	$250	$64,250	$595

TUITION CHARGES – NEW MEXICO ONLY

Programs	Credential / Weeks	Credit Hours	Tuition	E-Books	Technology Fee	State Tax	Total Tuition	Laptop (Optional)	State Tax-Laptop	Total Tuition W/ Laptop
Business Administration and Leadership (Teachout)	Diploma / 60	54.0	$23,436	$50	$250	$1,216.47	$24,952.47	$595	$30.49	$25,577.96
Bookkeeping and Payroll Specialist	Associate / 70	90.0	$33,900	$350	$250	$1,768.13	$36,268.13	$595	$30.49	$36,893.62
Business Administration and Leadership	Associate / 100	90.0	$40,500	$250	$250	$2,101.25	$43,101.25	$595	$30.49	$43,726.74
Criminal Justice (Teachout)	Associate / 100	90.0	$40,500	$500	$250	$2,114.07	$43,364.07	$595	$30.49	$43,989.56
Information Technology Support Technician	Associate / 100	90.0	$40,500	$500	$250	$2,114.07	$43,364.07	$595	$30.49	$43,989.56
Logistics and Operations Management	Associate / 100	90.0	$40,500	$500	$250	$2,114.07	$43,364.07	$595	$30.49	$43,989.56
Medical Administrative Assistant	Associate / 70	90.0	$33,900	$350	$250	$1,768.13	$36,268.13	$595	$30.49	$36,893.62
Medical Insurance Billing and Coding	Associate / 100	90.0	$40,500	$500	$250	$2,114.07	$43,364.07	$595	$30.49	$43,989.56
Business Administration	Bachelor / 200	180.0	$63,000	$1,000	$250	$3,292.82	$67,542.82	$595	$30.49	$68,168.31
Healthcare Administration	Bachelor / 200	180.0	$63,000	$1,000	$250	$3,292.82	$67,542.82	$595	$30.49	$68,168.31

TUITION CHARGES - BREAKDOWN

Programs	Credential	Total Tuition *	Program Contact Hours	10-Week Tuition	10-Week E-Books
Business Administration and Leadership (Teachout)	Diploma	$23,736	570	$3,906	$8
Bookkeeping and Payroll Specialist	Associate	$34,500	1,020	$4,050	$50
Business Administration and Leadership	Associate	$41,000	930	$4,050	$25
Criminal Justice (Teachout)	Associate	$41,250	1050	$4,050	$50
Information Technology Support Technician	Associate	$40,500	900	$4,050	$50
Logistics and Operations Management	Associate	$41,250	1010	$4,050	$50
Medical Administrative Assistant	Associate	$34,500	930	$4,050	$50
Medical Insurance Billing and Coding	Associate	$41,250	990	$4,050	$50
Business Administration	Bachelor	$64,250	1945	$4,050 First 10 Terms $2,250 Second 10 Terms	$50
Healthcare Administration	Bachelor	$64,250	1840	$4,050 First 10 Terms $2,250 Second 10 Terms	$50

ADMISSION

The admissions process depends on a truthful exchange of information between the applicant and the school. Any applicant not accepted for admission will be notified and no charges will apply.

Potential students must meet the following requirements to be considered for acceptance – they must:

- Be at least 17 years of age or older, and students under 18 must have a parent/legal guardian signature on the enrollment agreement;
- Participate in a virtual tour of the school;
- Complete an interview with a licensed representative in the admissions department;
- Sign the enrollment agreement and all enrollment documents (disclosures, consent forms, and releases, as applicable);
- Provide Vista with official and verifiable documentation of completion of secondary education prior to signing an enrollment agreement.
    - Acceptable documentation includes verifiable official high school transcripts, original diploma (or a legible photograph thereof), a verifiable General Educational Development (GED) certificate or a verifiable original diploma document or official transcript indicating completion of an associate degree at an accredited post-secondary institution. Homeschool documentation may also be accepted.
    - Veteran and military students who are unable to acquire any of the above-listed proof of graduation may submit a DD214 (military transcript).
- Applicants to all programs must take and pass the Wonderlic Scholastic Level Exam (SLE) entrance assessment with a minimum score of **13**.
    - Prospective students are allowed three attempts of each assessment to achieve a passing score – two during the first day of attempt, and a third no earlier than the following day after the second attempt. Failure to achieve the required score by the third attempt will result in waiting six (6) months after the date of the third attempt.
    - Vista graduates enrolling into a new program are not required to complete the wonderlic entrance assessment unless the score standard is higher.
- Additionally, applicants must complete the Wonderlic online readiness assessment. Those applicants who score a risk factor higher than 6 will be interviewed by the student services manager to assess for potential additional academic support.
- Vista College is authorized to enroll non-immigrant students participating in the student and exchange visitor program (SEVP).

Vista College is allowed to enroll students from the following states only:

- Alaska, Arizona, Arkansas, Colorado, Florida, Hawaii, Idaho, Illinois, Kansas, Kentucky, Louisiana, Maine, Massachusetts, Mississippi, Nebraska, Nevada, New Mexico, North Carolina, Ohio, Oklahoma, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, West Virginia.

Any student who moves to a state where Vista College is not authorized to operate is subject to the regulations of that state and will not be allowed to continue, or re-enter after withdrawal, into their program.

VETERANS AND SERVICE MEMBERS

In accordance with Title 38 US Code 3679(e), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. This educational institution **will not**:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, after 90 days, and to qualify for this provision, such students shall:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Students using military and VA education benefits are required to submit all post-secondary institution transcripts, a military transcript or a joint service transcript, and a DD214 (when applicable) by the end of the student's second term. Diploma seeking students must provide transcripts within two (2) terms (20 weeks). If not provided, then training will not continue to be certified. This does not apply to degree-seeking students.

PROGRAMMATIC ENTRANCE REQUIREMENTS

CRIMINAL BACKGROUND
A student who is entering a career program should be aware that future employers may elect or be required to do background investigations on prospective employees to determine if any criminal records exist. This most frequently occurs when a prospective employee will be involved in direct contact services. Many employers have hiring requirements that prohibit any person convicted of a felony from being employed. Therefore, Vista College will not accept for enrollment an applicant who voluntarily discloses a felony conviction. Additionally, enrollment for students will not be granted for programs where the background check identifies a conviction, pending case, or deferral for certain misdemeanor crimes.

CRIMINAL JUSTICE PROGRAM
A student wishing to re-enter the AAS in Criminal Justice program must complete a criminal background check (CBC) screening questionnaire that must be submitted by the student, cleared by the CBC provider, and approved by the Program Director prior to enrollment.

TECHNOLOGY REQUIREMENTS
A laptop or desktop with wireless capability and internet access is required for participating in online learning activities and completing course requirements. Although tablets and smartphones can be used, some required learning applications may not be compatible with all devices. The College does not provide technical support for tablets or smartphones.

The minimum requirements for computers are:

Operating System
- Windows OS 7 and newer
- Mac OS X 10.6.X and newer
- 2.4 GHZ or faster processor
- 4 GB or more of RAM
- 250 GB or more of free hard drive space

Browser
- Google Chrome
- Fire Fox
- Microsoft Edge

Internet Connection
- High Speed connection recommended (DSL, Cable, Fiber Optic) for Zoom and other virtual meeting applications.

Other
- Functioning webcam, microphone and speakers or headset

Due to the rapid rate of change in information technology, hardware and software competencies are subject to regular updates; select courses may be subject to additional requirements.

TRANSFER OF CREDIT FROM ANOTHER INSTITUTION
Students may transfer course credit for up to 75% of a program from other post-secondary institutions accredited by an agency recognized by the U.S. Department of Education. Transfer of credit will be based on an evaluation of the official academic transcript(s). Students may be required to provide the previous institution's course syllabus or school catalog containing course descriptions.

Courses will be eligible for transfer consideration if:

- The final grade is the equivalent of "C" or better;
- The transfer course content matches the vista course objectives, and is comparable in nature;
    - Multiple related courses may be combined to be equivalent to a vista college course
    - Remedial (below 100 level) coursework is not transferable
- The course applies to the graduation requirements of the program

Students must submit official transcripts after the student has applied, and prior to the beginning of any class for which the transfer credit is being requested. Transfer credits will be awarded only if the course has not yet been taken at Vista. Transfer credit evaluation determinations are final.

TRANSFER OF CREDIT FOR DEGREE-COMPLETION PROGRAM

To be eligible for a degree-completion program, applicants must have a related Associate of Science ("AS") or Associate of Applied Science ("AAS") degree, with a minimum of 60 semester or 90 quarter credits and a final cumulative GPA of 2.0 or higher. The AS or AAS degree must be earned from a post-secondary institution accredited by an agency recognized by the US Department of Education. If the applicant does not have a related AS or AAS degree, there is an option to complete the degree program through the elective model.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

Students who may wish to transfer after attending Vista College are encouraged to contact the school they wish to attend to determine if their credits, diploma, or degree will transfer.

RE-ENTRY FROM PRIOR DROP

Students who previously attended but withdrew prior to graduating, and who wish to return to the same program of study, may re-enter upon review and approval. Such review will include prior academic history, conduct history, and outstanding financial obligations. Vista reserves the right to refuse re-entry to any student based upon the attendance, academic, financial, or conduct history of the student.

Re-entry students are subject to all admissions requirements and procedures as new applicants in effect at the time of re-entry with the exception of the registration fee. If the program requires a background check for admission, a re-entry must fulfill this requirement for each enrollment. The Wonderlic exam is required only if the score standard is higher than for the prior enrollment.

A student who was academically dismissed may re-enter into the next grading period. A student who was dismissed for violating the attendance policy may apply for re-entry after sitting out for at least one full grading period.
Students re-entering within 180 days of the prior last date of attendance will be charged the tuition amount charged during the prior enrollment. Students re-entering outside of 180 days will be charged the tuition amount currently in effect. Tuition will be charged for remaining courses only; there will be no charge for credits already earned.

PROFICIENCY CREDIT

A student may request credit for some courses in the curriculum based on the student's prior work or educational experience. All requests must be submitted no later than three weeks prior to the course start date and be completed before the course begins. Students must demonstrate above average "retained knowledge" of the course material. Academic credit for the course will only be received if the student passes the course final exam with a minimum 85% grade. The final exam must be administered by the program director. Proficiency credit is not available for all courses. See chart below for eligible courses.

Proficiency credit may be accepted for some CLEP courses for military students only. A student cannot receive proficiency credit if he or she has received a prior failing grade in the course equivalent. If the student demonstrates proficiency, the letter grade of "PE" will appear on the student's transcript. Proficiency credit will not be used to determine satisfactory academic progress, but will be used to determine completion of graduation requirements. A fee of $200 will be charged for each exam for proficiency credit. This fee is waived for active military and veterans. Payment must be made in certified funds.

A student cannot receive Federal Title IV financial assistance for proficiency credit. All tests and supporting documentation for proficiency credit will be retained in the student's academic file.

COURSES ELIGIBLE FOR PROFICIENCY CREDIT

Course Number	Course Name	Course Number	Course Name
ACNT 1452-O	Accounting Software	CJSA 2456-O	Criminal Behavior
BMGT 1451-O	Principles of Management	COMM 3451-O	Communications
BMGT 2451-O	Production and Operations Management	COSC 1451-O	Computer Science
BMGT 4452-O	Project Management	ECON 3451-O	Macroeconomics
BUSG 1451-O	Introduction to Business	ENGL 1451-O	English Composition I
BUSG 1452-O	Business Law	ENGL 3451-O	English Composition II
BUSI 1453-O	Business Ethics	HITT 1450-O	Medical Terminology
BUSI 1454-O	Customer Service	HRPO 2451-O	Human Resources
CJSA 1450-O	Introduction to Criminal Justice	LGLA 2457-O	Courts and Criminal Procedures
CJSA 1451-O	Fundamentals of Criminal Law	MATH 2451-O	Contemporary Mathematics
CJSA 1452-O	Ethics in Criminal Justice	MDCA 1450-O	Anatomy & Physiology – Structural
CJSA 1453-O	Victimology	MDCA 1451-O	Anatomy & Physiology – Internal
CJSA 1455-O	Police Systems and Practices	POFI 1451-O	Business Word Processing
CJSA 2452-O	Criminal Investigations	POFI 2452-O	Spreadsheets
CJSA 2453-O	Corrections	PSYC 2451-O	General Psychology
CJSA 2455-O	Crime and Criminals		

COURSES ELIGIBLE FOR CLEP CREDIT

Course Number	Course Name/Title	CLEP Subject Examination	Req'd Score
BMGT 1451-O	Principles of Management	Principles of Management	50
BUSG 1452-O	Business Law	Introductory Business Law	50
COSC 1451-O	Computer Science	Information Systems and Computer Applications	50
ECON 3451-O	Macroeconomics	Principles of Macroeconomics or Principles of Microeconomics	50
ENGL 1451-O	English Composition I	College Composition	50
ENGL 3451-O	English Composition II	College Composition or College Composition Modular	50
MATH 2451-O	Contemporary Mathematics	College Algebra or College Mathematics	50
PSYC 2451-O	General Psychology	Psychology, Introduction	50

FINANCIAL AID

The Vista College academic term is defined as 10 weeks, and a grading period is defined as five (5) weeks. In general, Vista's academic year is defined as forty (40) weeks of instructional time in which a full-time student is expected to complete 36 quarter-credit hours. Exceptions are the Associate of Applied Science in Bookkeeping and Payroll Specialist and the Associate of Applied Science in Medical Administrative Assistant programs, for which the academic year is defined as 30 weeks of instructional time in which a full-time student is expected to complete 40.5 quarter-credit hours.

Students enrolled in the associate degree-granting programs must enroll for a minimum of 9 quarter-credits per term in programs with an academic year of 40 weeks, and 12 quarter credits per term in programs with an academic year of 30 weeks to be considered full-time students. The tuition amount indicated on the student's enrollment agreement will not change as long as the student maintains continuous enrollment in a program of study, and passes all program courses.

Students enrolled at Vista College are encouraged to apply for financial aid. The amount of financial aid an individual student may receive is dependent upon many factors, including current legislation, the amount of funds allocated to vista and student need according to a nationally accepted formula applied uniformly to all individuals. A financial aid officer will provide information regarding all financial aid programs in which the school participates.

The college participates in the following federal student aid programs:

- Federal Pell grant
- Iraq and Afghanistan service grants
- Federal Supplemental Educational Opportunity Grant (SEOG)
- William D. Ford Direct Loan Program

Grant aid is funding that does not have to be paid back, and is available for students who qualify. The Federal Direct Loan Program (FDLP) is available to assist students who qualify in meeting the cost of attaining an education at Vista College. FDLP loans are borrowed by the student, and must be repaid with interest. Additional information regarding federal student aid programs is available on the www.studentaid.gov website.

Note: the actual number of class hours required for completion of specific, diploma, or degree programs may vary. Class hours are estimates in the competency-based courses and intended as a general guide to the amount of time necessary to complete course requirements.

ADMINISTRATIVE FEES

- The technology fee is assessed upon initial attendance.
- Students in good financial standing may request a copy of their transcript through Parchment.
  - Official transcripts are $9 each for electronic copy. An additional $2.50 shipping & handling charge will be applied to a paper copy.
  - Payment must be made in at time of request with Parchment, and transcripts may not be released until the student is in good financial standing with Vista.
- Students in good financial standing are provided one certificate of completion or diploma at no charge.
  - Additional diplomas are $10 each. Payment must be made in certified funds.

DATE OF DETERMINATION

The Date of Determination (DOD) will be the date the school determined the student would not return to school, and will be used to determine the timeliness of the refund. The DOD is the earliest of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning (request to withdraw);
- The date the student violates the published attendance policy; or
- No later than the 14th calendar day after the last date of attendance; published scheduled breaks are excluded when calculating the DOD.

The student must be withdrawn from school by the morning following the DOD.

LOAN DEFAULT PREVENTION

Making regular payments on student loans builds a strong credit record and helps avoid collection activities. Being in default has many negative consequences including denial of new loans, bad credit reports, possible wage garnishment, seizure of tax returns, and refusal by the school to release transcripts.

During entrance counseling, financial aid staff explain how both federal student loans and the master promissory note works, emphasizes the importance of repaying all loans, describes the consequences of default, and shows borrowers sample monthly repayment amounts based on their program of study. Financial literacy is also discussed to help students better understand how to manage debt.

Exit counseling is the opportunity to clear up any misconceptions students may have about their loan obligations. During the exit counseling process, completers are educated on how to understand and repay loans, avoid default, and make finances a priority. Thorough exit counseling is a cornerstone of the institution's default prevention plan and is mandatory.

REFUND POLICIES

Refund computations will be consistent with the Texas Workforce Commission, Career Schools and Colleges ("TWC") refund policy guidelines and are based on scheduled clock hours of attendance through the last date of attendance. The determination of refunds will be calculated based on the most advantageous refund to the student.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (by midnight local time) of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement (does not apply to seminars). To cancel the enrollment agreement after it has been signed, the student must provide the admissions office of the college

with a notice of cancellation which can be provided by mail or delivered in person. If the notice is deposited in the mail, it is deemed effective as of the date of the postmark, if it is properly addressed with proper postage. If it is delivered in person, it is deemed effective as of the date it is delivered in person.

REFUND POLICY
1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and college holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
    a. The last day of attendance, if the student is terminated by the college;
    b. The date of the receipt of written notice from the student; or
    c. Fourteen (14) consecutive calendar days following the last date of attendance excluding scheduled breaks and holidays.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter college, not more than $100 in nonrefundable administrative fees shall be retained by the College for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the College may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
    a. An enrollee is not accepted by the College;
    b. If the course of instruction is discontinued by the College and this prevents the student from completing the course; or
    c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the College, or representations by the owner or representatives of the College.
    A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND OF FEDERAL TITLE IV POLICY
The college participates in federal financial aid. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation ("R2T4") will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the College. If a balance is owed to the College, you will have to make arrangements to pay it.

In compliance with federal regulations, the College will determine how much federal student financial assistance that the student has earned or not earned when a student who is a Title IV recipient withdraws from the College. The federal return of Title IV funds formula dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the College and/or student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. The return of Title IV funds calculation may result in the student owing a balance to the federal government and, in some cases, to the College. If

the amount received from federal funds is more than the amount earned, then a return will be made within forty-five (45) days of the date of determination, which is the date the College has determined that the student has officially or unofficially withdrawn.

For the purpose of determining the amount to be returned, if any, you shall be deemed to have withdrawn from the program when any of the following occurs: (a) you notify college of your withdrawal or the actual date of withdrawal; (b) the college terminates your enrollment; (c) you fail to attend classes for a 14-day period; (d) you fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. Provisions (a) and (b) are considered official withdrawals, provisions (c) and (d) are considered unofficial withdrawals.

Withdrawal before 60%: the College must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point in each payment period and use the department of education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of termination or withdrawal. After the 60% point in the payment period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Withdrawal after 60%: for a student who is terminated or withdraws after the 60% point-in-time, there are no unearned funds. However, the College will still calculate the institutional refund and R2T4 for financial aid recipients.

To calculate the amount earned for credit-hour programs, the College will determine the percentage by dividing the number of calendar days the student completed in the payment period as of the last day of attendance by the total number of calendar days in the payment period. Any scheduled break of five (5) days or more is not counted in the total calendar days of the payment period. To calculate the amount earned for clock hour programs, the college will determine the percentage by dividing the number of clock hours the student attended in the payment period as of the last day of attendance by the total number of clock hours the student was scheduled to have attended in the payment period. If a return results from the calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source. Funds are returned to the title iv programs in the following federally mandated order: (1) Unsubsidized Federal Direct Loan; (2) Subsidized Federal Direct Loan; (3) Federal Direct Plus Loan; (4) Federal Pell Grants; (5) Federal Supplemental Education Opportunity Grant (SEOG); (6) other grant or loan assistance authorized by Title IV of the HEA, as amended.

If more Federal Title IV student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The college will notify the student within 30 days of the date of determination of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal Title IV financial assistance funds to be received. The student or parent, in the case of Federal Direct Plus Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees, and with the student's authorization, the College may automatically use the grant funds for other educationally related charges. Any balance of grant funds that may be available will be offered to the student. The college will make a post-withdrawal disbursement of any loan funds the student accepts within 180 days from the date the college determined the student withdrew.

If the Federal Title IV student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of: the institutional charges multiplied by the percentage of unearned Federal Title IV student financial assistance funds; or the entire amount of unearned funds. If there are remaining unearned Federal Title IV financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The college will notify the student as to the amount owed and how and where it should be returned.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE
A student of the College who withdraws from the College as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the

program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program.

3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    a. Satisfactorily completed at least 90 percent of the required coursework for the program
    b. Demonstrated sufficient mastery of the program material to receive credit for completing the program
4. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

INSTITUTIONAL SCHOLARSHIPS

The Vista institutional scholarships are intended to assist eligible students with obtaining a college education that can lead to gainful employment, while helping to minimize student debt. Scholarships are also available to veterans and their spouses and dependents.

VISTA MILITARY SCHOLARSHIP

The student is eligible to participate if using benefits at Vista College for one of the following programs:

1. MGIB Montgomery GI Bill[®][1], Post 911 GI Bill[®][1], Forever GI Bill[®][1], Yellow Ribbon
2. The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship)
3. Vocational Rehabilitation & Employment Service Program
4. Tuition Assistance for Active Duty
5. My Career Advancement Account (Mycaa)
6. Survivors & Dependents Educational Assistance (DEA)

    • A Certificate Of Eligibility (COE), 22-1905, or financial assistance document and transcripts must be provided
    • If the total amount of aid (minus Pell Grant) received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount.
    • Be actively attending Vista College at time of scholarship disbursement. Withdrawn students lose eligibility for future scholarship disbursements in the withdrawn enrollment. Additionally, a paid scholarship disbursement will be proportionally adjusted for current term when a student withdraws.

[1]GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs ("VA"). More information about education benefits offered by the VA is available on the U.S. Government GI Bill® website (https://www.benefits.va.gov/gibill).

VISTA GRADUATE SUCCESS SCHOLARSHIP

This scholarship benefits Vista College online campus graduates who enroll in a subsequent diploma or degree program within ten (10) weeks after graduating from their prior program. The student must apply for the scholarship prior to the start date of the new program. The scholarship will apply to this single enrollment only. Only new program enrollments are eligible (the student may not have enrolled and started in the new program previously).

If eligibility is maintained, the scholarship will be awarded upon graduation from the new program.

For qualifying enrollments, the maximum scholarship amount is:

• $2,000 for an associate degree program
• $3,000 for a bachelor's degree program

In addition, vista will forgive up to $1,000 of the enrollment balance (from the prior completed program) upon graduation from the new (currently enrolled) program.

Eligibility Requirements

• During the new program, the student must consistently maintain a 2.0 or greater cumulative grade point average (CGPA).
• If the scholarship creates a credit balance on the student's account, one of the following must occur:

- o The student must commit to financial discipline by signing an appropriate excess funds authorization form providing for the credit balance funds to be returned to the U.S. Department Of Education to mitigate the student's federal loan debt; OR
  - o The scholarship will be reduced until the credit balance is eliminated.
- The student is not eligible for any other Vista College scholarship, including matching.
- Upon graduation, and prior to award of the scholarship, all of the student's agreed-upon monthly payment obligations to Vista College must be paid in full.

VISTA REACHING YOUR GOAL SCHOLARSHIP

The Reaching Your Goal Scholarship is offered to assist full-time students who have previously attended Vista College but who were unable to complete their programs of study. The scholarship provides debt forgiveness against any previous enrollment balance up to $3,000 upon graduation from the currently-enrolled program.

To be eligible for the scholarship, the student must return to Vista College, enroll and start classes, and must successfully complete and graduate from a program during this enrollment.

VISTA MATCHING SCHOLARSHIP

Matching funds are available to full-time students who receive scholarships from any non-profit agency, service club, or similar private organization. Vista will match the amount up to maximum of $1000 per student. Vista reserves the right to reduce the match if a credit balance is created. Students are required to provide proof of the outside scholarship award to the campus financial aid office. The scholarship and match if applicable, will be noted on the Estimated Educational Cost Document (EEC). All such scholarship checks should be made payable to "Vista College".

- If the total amount of aid (minus Pell Grant) received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount.
- Students must be actively attending at time of scholarship disbursement. Withdrawn students will potentially lose eligibility for future scholarship disbursements. Additionally, a paid scholarship disbursement will be proportionally adjusted for current term when a student withdraws.

this scholarship cannot be used in conjunction with the Vista Graduate Success Scholarship.

VISTA MATCHING AGENCY SCHOLARSHIP

Agency scholarships are awarded to eligible students as follows:

- Students with an executed ITA or purchase order will be packaged to match the amount of tuition approved on the domicile state's ETP website for WIOA and TAA or the domicile state's approved amount for vocational rehabilitation services.
- Students will be entitled to maximize their Pell eligibility and may receive funds not required to cover published tuition in the form of stipend.
- If the total amount of aid (minus Pell Grant) received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount.
- Be actively attending at time of scholarship disbursement. Withdrawn students lose eligibility for future scholarship disbursements. Additionally, a paid scholarship disbursement will be proportionally adjusted for current term when a student withdraws.

For programs eligible for agency funding, the College will scholarship a dollar for dollar match of the agency award as long as no credit balances are created. If the match creates a credit balance it will be reduced accordingly.

VISTA HIGH SCHOOL SCHOLARSHIP

This scholarship for eligible recent high school graduates applies to all diploma and degree programs of study. Detailed information is available on the Vista College website, https://www.vistacollege.edu/high-school-scholarship-award-vista/

- To qualify, the student must:
- Achieve a cumulative 2.5 GPA or 80% grade average for the senior high school year (verified with the official high school transcript verifying graduation); and

- Start a Vista College program and pass the first five-week course of the program.

This scholarship award does not meet the criteria of the matching scholarship program. The award amount will be reduced if it creates a credit balance for the student.

VISTA HOPE SCHOLARSHIP

Vista College offers the hope scholarship to provide additional financial support to students who are receiving tribal funding to assist with educational costs that are not already covered by other sources of funding. Applicants must provide documentation of tribal funding award.

This scholarship will be awarded in a dollar for dollar match, not to exceed the total costs of the program if the total amount of aid received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount. Scholarships may not be combined with other institutional scholarships.

OTHER FUNDING SOURCES

VOCATIONAL REHABILITATION

Vocational Rehabilitation has several programs to assist persons with disabilities. These programs are designed to equalize employment opportunities for those persons who - because of accident, disease, or congenital deformity - have an impairment that constitutes a barrier to employment or preparation for it. For detailed information concerning these programs contact the local rehabilitation office, which can be found via https://webp.twc.state.tx.us/services/vrlookup/.

WORKFORCE INNOVATION AND OPPORTUNITY ACT

Participants must be deemed eligible for Workforce Innovation and Opportunity (WIOA) services prior to enrollment at Vista College. The objective of WIOA is to provide training for individuals who lack the occupational and job-seeking skills needed to obtain employment. WIOA also aims to increase participant occupational skill levels to be adequately prepared for obtaining employment. For detailed information concerning these programs, contact the nearest local workforce center, which can be found via https://www.twc.texas.gov/directory-workforce-solutions-offices-services.

NATIVE AMERICAN STUDENTS

Members of an American Indian (Native American) tribe may be eligible for financial assistance through The Bureau of Indian Affairs or Tribal Council. Verification of Indian Ancestry and tribal membership are generally required to be eligible for assistance; for more information, contact The Local Bureau of Indian Affairs, which can be found via https://www.bia.gov/regional-offices.

VETERANS AFFAIRS

Vista College is eligible to provide educational services to veterans and other eligible persons. New students should apply for VA educational benefits at least 60 days prior to the start of the academic quarter for which they wish to receive benefits. During the application process the student will contact the Director of Student Finance to complete application instructions and to receive important information. For certification, students must provide official transcript. It is the student's responsibility to notify the Director of Student Finance of any changes in course load or dependents.

ACADEMICS

NEW STUDENT ORIENTATION

New students are required to complete an online orientation course. The orientation course acquaints new students with school policies, procedures, describes the support and advisory services offered, and demonstrates how to navigate the online campus.

GRADES

At the end of each grading period, student final course grades are available in the student portal.

Grade	Description	Satisfactory Academic Progress Calculations			Grade Points
		Included In Credits Earned	Included In Credits Attempted	Included In CGPA	
	Excellent (90-100)	**Yes**	**Yes**	**Yes**	4

A	The student has satisfactorily met course requirements and has earned credit for the course.				
B	**Above Average (80-89.99)**	Yes	Yes	Yes	3
	The student has satisfactorily met course requirements and has earned credit for the course.				
C	**Average (70-79.99)**	Yes	Yes	Yes	2
	The student has satisfactorily met course requirements and has earned credit for the course.				
F	**Failing (Below 70)**	No	Yes	Yes	0
	The student has not satisfactorily met course requirements and must repeat the course for credit.				
I	**Incomplete**	No	Yes	No	NA
	Special circumstances only – see below**				
W	**Withdrawn**	No	Yes	No	NA
	The student withdraws on or before the last day of a grading period (must be repeated for credit).				
WX	**Withdrawn During The Add/Drop Period**	No	No	No	NA
	New students who withdraw during the first 14 calendar days of their first term, or when a student's appeal is denied. May also be used in special circumstances outside of the add/drop period (requires approval).				
WM	**Withdrawn Military**	No	No	No	NA
	Only for active students who are called into military action and who choose to withdraw from school.				
ML	**Military Academic Leave**	No	No	No	N/A
	Military students who are called to active duty who do not withdraw, who do take an academic leave, and choose to not complete the coursework for a grade.				
T	**Transfer Credit**	Yes	Yes	No	NA
	The student passed a similar course at another institution and earned the equivalent of a grade of "C" or higher.				
PE	**Proficiency Exam**	Yes	Yes	No	NA
	The student passed a proficiency test to earn credit for the class.				

***the grade of "I" may be awarded if, under Texas Education Code, Section 132.061(F), a student who is obligated for the full tuition may request a grade of "Incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. Under Title 40, Texas Administrative Code, Section 807.171-175, a student receiving a grade of "I" is permitted to re-enroll in the program during the 12-month period following the date the student withdraws to complete incomplete subjects without payment of additional tuition.*

Effective January 7, 2019, the grade of "D" will no longer be awarded for any course in any Vista College program. All grades of "D" earned prior to January 7, 2019 will remain on students' academic histories and transcripts, and will be included in the students' SAP calculations.

Students whose enrollment is cancelled prior to posting attendance do not receive grades.

GRADE APPEALS
Students who wish to appeal a final course grade should first consult with the instructor who issued the grade. If the appeal is not resolved, the student may then file a written grade or evaluative comment appeal to the program director within seven (7) calendar days of the end of the academic term.

The written appeal must include the basis upon which the student believes the grade is not correct, including the application of non-academic criteria in the grading process, the assignment of a grade to the student for reasons other than the student's academic performance in the course, or miscalculation of the grade according to grading criteria contained in the course syllabus or other posted or distributed course information. The student should include any relevant written evidence such as the syllabus, exams, papers, or any other supporting documentation.

The Program Director will notify the student in writing of the appeal determination within seven (7) calendar days of receipt of the appeal. If the student wishes to appeal further must submit a written request to the campus director within three (3) calendar days of receipt of the appeal determination notification. The Campus Director's determination is final.

REPEATING A COURSE
When a student takes the same course more than once, all grades assigned remain on the student's transcript, but only the latest grade earned is included in the cumulative grade point average calculation. However, all courses count as credits attempted toward maximum time frame (MTF). Students will be charged for repeat courses.

ATTENDANCE POLICY

The academic week is Monday - Sunday at 11:59 P.M. (CT) with the exception of week five of a grading period, which ends at 11:59 P.M. (CT) Friday. To receive credit for attending class, the student must complete a minimum of one weekly graded requirement as defined by the course syllabi.

- A record is generated each time the student logs into the Canvas learning platform.
- Logging into class without active participation will not constitute weekly attendance.
- A new student is required to post attendance at least one time during the first week of class or be automatically withdrawn from enrollment.
- Students who do not post attendance for 14 consecutive calendar days within a single term will be dismissed from school.
- Students are strongly encouraged to log in more frequently than once a week in order to understand the subject fully and to be successful in class.

Attendance records are maintained by the school. Any agency that provides educational financial assistance to a student can receive accurate and complete information concerning the student's attendance and academic progress.

2021-2022 ACADEMIC CALENDAR

Term Start Date	Term End Date
8/2/2021	9/3/2021
9/6/2021	10/8/2021
10/11/2021	11/12/2021
11/15/2021	12/17/2021
Holiday Break 12/19/20 To 01/03/21	
1/3/2022	2/4/2022
2/7/2022	3/11/2022
3/14/2022	4/15/2022
4/18/2022	5/20/2022
6/27/2022	7/29/2022
1/3/2022	2/4/2022

CLASS SCHEDULES AND BREAK TIMES

The online platform does not have scheduled breaks or mealtimes. It is at the student's discretion to schedule personal breaks and mealtimes.

LIBRARY RESOURCES

The Vista College online library offers a vast array of scholarly and professional research materials and is remotely accessible via the GALE website. The GALE system is a robust electronic database with a vast array of professional journals, subject-specific magazines, reference materials and posted articles for students to use as additional resources for their courses across all programs.

NAME AND CONTACT INFORMATION UPDATES

It is the student's responsibility to maintain current contact information with the school. The address and telephone number provided by the student at the time of registration, and the vista-issued email address, are used for all correspondence from the school. At the time of application for admission, individuals must provide their legal name as it is appears on the student's official state government-issued identification. After application for admission, any name or contact information (telephone, vista email, or address) must be reported to the registrar at onlineregistrar@vistacollege.edu. The name change is reported on the name change form.

In the case of a legal name change, a copy of the court order for the change must be provided to the registrar. If there is no court order, a copy of the new state-issued photo id must be provided to the financial aid office at

onlinefa@vistacollege.edu. It is the student's responsibility to inform the college of any change in address or contact information.

Any student who moves to a state where Vista College is not authorized to operate is subject to the regulations of that state and will not be allowed to continue, or re-enter after withdrawal, into their program.

VOLUNTARY WITHDRAWAL FROM SCHOOL
Enrolled students wishing to withdraw from school will notify the administration verbally via phone, by mail, or the registrar at onlineregistrar@vistacollege.edu. The withdrawal will be effective as of the date of the verbal request, the postmark date on a mailed request, or the send date of an electronic notification. Only the student may request to be withdrawn unless express written authorization is provided to a third party representative.

PROGRAM CHANGES WITHIN THE INSTITUTION
Students who wish to change program, or have previously withdrawn from vista and wish to return in a different program, must submit a Program Change Request Form. Program changes cannot occur during a course. Previously-attempted Vista courses that apply to the new program will be applied to the student's new academic record, including all academic grades earned (A, B, C, F, and W).

COURSE BREAK
When a continuously-enrolled student encounters a grading period during which the student does not require any of the courses being offered, it may be possible for the student to have a course break. A course break is a period of five (5) consecutive weeks during which the student remains in "active" status, but is not scheduled for or attending a course. A student may have no more than two breaks of five (5) weeks per program (inclusive of multiple enrollments).

A student in a negative SAP status, or with poor attendance, may not be eligible for a course break. A course break may not be used for a student who wants to take time off, or who does not want to take the next scheduled course. Students on a course break who do not return on the first scheduled class day of the next term (immediately following a course break) will be dropped the morning of the following day. Education benefits are not payable for a course break for students using military and VA education benefits.

ENGLISH AS A SECOND LANGUAGE
Vista College does not provide English as a Second Language instruction. All classes and instructional materials and supplies are in English.

SATISFACTORY ACADEMIC PROGRESS (SAP)
Federal regulations require student aid (Title IV) recipients to maintain satisfactory academic progress ("SAP") toward achievement of their diploma or degree. Every student, whether or not a Title IV recipient, is evaluated at the end of each term to assess academic standing and continued financial aid eligibility.

Students must meet both qualitative (cumulative grade point average) and quantitative (rate of progress) measurements to remain in good standing. Additionally, students must be able to complete their program of study within maximum time frame, which is defined as 1.5 times the published length of the program as measured in credit hours.

At the end of each quarter or payment period, the school will assess SAP, and students must demonstrate progress in the program at each of the evaluation points. The cumulative grade point average (CGPA) will be calculated at the end of each grading period for each program. The calculation will include all quarter credit hour courses completed during the program of study. In all calculations, a grade of "W" (withdrawal) or "I" (incomplete) will be treated as zero (0) credits earned.

Qualitative Component Benchmark	Quantitative Component Benchmark
2.00 Cumulative Grade Point Average	66.67% Successful Completion of Attempted Credits

At each SAP evaluation point, students will be placed in one of the following four statuses:

Good standing
   Students who achieve both SAP benchmarks are considered to be in good academic standing.

Financial Aid/Academic Warning (FA Warning)

The first time a student fails to meet one or both SAP benchmarks will be notified and placed on fa warning status for one academic term, during which the student will retain federal financial aid eligibility. Students who are placed on fa warning will be reinstated to good standing at the end of the academic term upon achieving both SAP benchmarks. All students on fa warning will complete and commit to an academic improvement plan.

Financial Aid/Academic Probation (FA Probation)

A student who does not meet one or both of the SAP measurements for a second consecutive academic term will be notified and placed on FA probation, and may retain federal financial aid eligibility if the student is able to successfully appeal the SAP decision. The student must agree to follow an academic plan that supports the student's ability to achieve satisfactory academic benchmarks by the end of the next term. A student will be reinstated to good standing at the end of the evaluation period upon meeting both SAP benchmarks.

Financial Aid/Academic Suspension (FA Suspension)

A student who does not meet one or both of the SAP measurements for a third consecutive academic term will be notified and placed on fa suspension. The student will lose federal financial aid eligibility, but may be able to continue school with alternative funding arrangements if the student is able to successfully appeal the SAP decision. The student must agree to follow an academic plan that supports the student's ability to achieve satisfactory academic benchmarks upon graduation from the program and within the maximum time frame.

SAP APPEALS

Students placed on FA Probation or FA Suspension are required to appeal in writing to remain eligible to continue their programs of study. The student may appeal only once. Appeals must be submitted in writing to the campus director by no later than noon on the Friday of the first week of the subsequent term.

A submitted SAP appeal application must include:

- A description of the circumstances that negatively affected the student's ability to meet satisfactory academic progress requirements. The circumstances must be temporary in nature and directly linked to performance for that term.
- An explanation of how circumstances have changed that will allow the student to meet SAP in future terms.
- What the student will do differently to overcome obstacles that would cause them to be placed on a sap status in the future.
- Any supporting documentation that evidences the circumstances described in the appeal application. Supporting documentation could include; car repair bills, letter from the court, a doctor's note, attestations from non-related people who are aware of the situation, etc.

Extenuating circumstances may include, but are not limited to, the following:

- Death of an immediate family member
- Student illness requiring hospitalization
- Illness of a family member where the student is a primary caretaker
- Abusive relationship
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there was no alternative method of transportation
- Temporary incarceration

If approved, the student will be notified and placed on an academic plan.

If the appeal is denied, all charges accrued for the current grading period will be removed. The student will then be dismissed from school, and assigned a grade of "WX" for the current course.

Students wishing to re-enter from a prior withdrawal or dismissal, with a most recent SAP status of FA Probation, must successfully appeal to re-enter. Students will be on FA Probation upon re-entry, and must fulfill all the requirements of the appeal.

ACADEMIC LATE WORK POLICY

During a course, students have the opportunity to submit past-due assignments and quizzes for that course.

- Discussion posts will not be accepted outside of the week in which they were assigned.

- Submitting other assignments or quizzes outside of the week (Monday thru Sunday) that they are due will result in a 10% reduction in credit for each week the assignment is late, regardless of the day of the week the work is submitted (i.e. a late assignment from week one submitted during week three will result in a 20% reduction in credit).
- No work will be accepted past the end of a course end date without prior approval from the campus director or designee.

ACADEMIC LEAVE - MILITARY

Military students who are called to active duty may request an academic leave of no more than 16 consecutive calendar days, using the Academic Leave – Military Request Form with documented orders. The request must be submitted at least five (5) calendar days in advance of the leave start date (unless the orders are dated less than five days prior to the start date of the leave). If the academic leave is granted, the student will not be withdrawn from school, and will have the opportunity to make up work to earn a grade.

If the student returns on the scheduled date, there will be no negative impact to the student's satisfactory academic progress. Education benefits are not payable for an Academic Leave - Military taken by students using military and VA education benefits. If the military student does not return from leave prior to the scheduled date, the student will have to follow the re-entry from drop process in order to return to the same program of study.

GRADUATION REQUIREMENTS

Students must meet the following diploma/degree requirements as of the time of application for graduation:
- Students must successfully complete all courses in the program of study, and meet the diploma/degree requirements as outlined in the current academic catalog at the time of application for graduation.
- Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of a course. A minimum of twenty-five percent (25%) of credit hours must be competed at Vista College.
- A student must earn a cumulative grade point average of 2.0 for all course work completed at Vista.

Students must be in good financial standing in order to receive their diploma or degree.

GENERAL INFORMATION

HOURS OF OPERATION

The online platform is available for students 24 hours a day, seven days a week. The campus administrative office hours are Monday – Thursday 9:00 A.M. to 7:00 P.M., and Friday 8:00 A.M. to 5:00 P.M. Central Time.

CAMPUS FACILITIES

Vista operates its facilities at 300 N. Coit Road, Suite 650 Richardson, Texas 75080. The school occupies approximately 5,183 square feet of space with administrative offices, conference room, and an area for admission representatives and other staff members.

RESPONSE TO STUDENT REQUESTS

Vista College ensures response time to students' requests of no more than 24 hours (during days of operation).

STUDENT SERVICES

The Student Services department is dedicated to supporting students in meeting their educational goals. The following list is some of the student services that are available:
- Tutoring assistance
- Attendance advising
- Academic advising
- Vista Student Union

Vista College is committed to assisting students in removing barriers to their education. Every effort is made to develop a productive and communicative relationship with each student so that the individual student feels comfortable with requesting and receiving assistance. The Student Services team is available to assist students in identifying additional outside resources as needed.

STUDENT ACTIVITIES

Vista College promotes student organizations and community services projects. The administration encourages participation and provides support and guidance in student activities. Activities include participation in community service projects within a student's own community and student organizations. Students who are academically eligible are encouraged to seek membership in the campus chapter of the National Technical Honor Society.

CAREER SERVICES

Career services are available for both graduates and active students. Particular attention is given to matching graduates with prospective employers and positions that are compatible with their entry-level career goals, qualifications and experience. Contact the career services department for information concerning employment assistance. Vista does not guarantee employment or a starting salary upon graduation, completion or withdrawal from Vista.

Career Services Staff:

- Strive to meet with every student prior to graduation for an exit interview that includes the development of a customized job search profile, creation of a marketable entry level resume and a mock interview assessment;
- Provide resume writing assistance, interview preparation tools and career preparation tutorials
- Provide group and one-on-one advising regarding entry level salary expectations and negotiation techniques including offer letters, preparation for standard performance reviews and applications for internal promotions; host events such as: industry specific guest speakers, employer tips and tools for success, online application workshops, dress for success, elevator speech, and networking workshops; and
- Share best practices for establishing a professional identity in social media which includes professional networking sites, job boards, and affinity groups with an emphasis on quality content and ethical conduct.

While assisting the students to prepare for their career, the Career Services department develops and maintains a network of employers and professional organizations to enhance the development and job placement opportunities of students and graduates.

STUDENT CODE OF CONDUCT

The Vista Student Code of Conduct (Code) standards promote individual and social responsibility, and sets forth the authority of the school to fairly and thoughtfully enforce responsive disciplinary actions. A mutual respect of individual rights must exist between students and fellow students as well as students and staff to maintain a positive, professional learning environment for all students, faculty, and staff.

Students are expected to behave professionally, courteously, and in a manner consistent with the Code at all times. Students committing misconduct or inappropriate behaviors will be subject to disciplinary action that may lead to suspension or dismissal. Suspension is for a relatively short, defined timeframe during which absences from class will be tracked and included in the calculation of consecutive absence. A student who is dismissed is withdrawn from school, and will have to appeal to be considered for re-entry to school. Additionally, every student is subject to federal and state laws, as well as county and city ordinances.

An offense related to a person is committed when a student:

- Acts in a manner to interfere with another student's right to gain an education;
- Threatens by any means, intimidates or uses physical or sexual force in a manner that endangers the health or safety of another person, or which reasonably causes another person to be fearful of physical or emotional harm;
- Fails to respect the privacy of other members of the class and other students;
- Fails to respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner;
- Intentionally harasses another person;
- Engages in any activity related to other persons that are prohibited by law or court order; or
- Commits a computer-related offense.

An offense related to the operation of Vista College is committed when a student:

- Engages in illegal, obscene or indecent conduct in the Vista learning environment or while engaging in Vista learning experiences;
- Engages in vulgarity, foul language, and/or lack of respect for peers, instructors, and/or Vista staff members;

- Engages in cheating, plagiarism (see below), forgery or intent to defraud;
- Forges, alters, possesses, duplicates or uses documents, records, or identification without consent or the authorization of appropriate vista officials;
- Intentional acts to impair, interfere with or obstruct the orderly conduct processes and functions of Vista;
- Violates the Copyright Policy;
- Violates the Internet Access and Usage Policy; or
- Acts in a manner that bring the name or reputation of Vista into disrepute.

An Offense Related To Welfare, Health Or Safety Is Committed When A Student:
- Uses, possesses, or manufactures firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property;
- Falsely reports a fire, activates emergency warning equipment or communicates false information regarding the existence of explosives or hazardous materials on Vista property;
- Charges of, or conviction of, a serious crime such that the college administration determines that the continued presence of the student would constitute a threat or danger to the students, faculty, or staff of Vista; or
- Is charged with, or convicted of, a violation of the Vista College Drug and Alcohol Policy.

PLAGIARISM POLICY
Plagiarism is defined as the act of using words and/or ideas from another person or source without giving proper acknowledgement to that person or source. Plagiarism is against the law and will result in a failing grade for the assignment and may result in dismissal from school.
A student plagiarizes by:
- Submitting someone else's work as their own;
- Copying words or ideas from someone else without giving credit by using proper in-text citations and a works cited page;
- Failing to put a quote in quotation marks, change words, but copy the sentence structure of a source without giving credit by using proper in-text citations and a work cited page; or
- Submitting work in which the student's ideas and content contribution constitute less than 40% of the work, even when including proper in-text citations.

INTERNET ACCESS AND USAGE POLICY
The use of Vista College internet access equipment is intended for Vista-related business only. Internet communications, transactions, and discussions may be viewed by authorized personnel as determined by Vista. Distribution of confidential information about staff members, customers, and Vista College is strictly prohibited. Vista reserves the right to audit information that is accessed through the internet.

Vista does not allow chain letters, personal or group communications about causes or opinions, personal mass mailings, or the accessing of material deemed inappropriate or prohibited by local, state, or federal law. Vista prohibits the access or dissemination of sexually explicit graphics or otherwise offensive or discriminatory material via the internet.

HIGHER EDUCATION OPPORTUNITY ACT (Copyright Policy)
Notice of Vista College policies to comply with the Higher Education Opportunity Act of 2008
The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing and photocopying, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the Federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, and news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is

very likely not to be considered a 'fair use'' and therefore may be a violation of the law.

A violation of the institution's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from $750 to $30,000 per work for a non-willful infringement and up to $150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys' fees. The government also can file criminal charges that can result in fines and imprisonment.

Vista's policies in regard to copyright infringement via the internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. Vista's policies prohibit use of the Vista computer network and instructional equipment to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission).

STUDENT GRIEVANCE PROCEDURE

The Vista College grievance procedure provides a prompt, equitable, and impartial process for resolving student grievances. It is available to any student who believes that a school decision or action, or the action of another student or third party, has adversely affected his or her status, rights, or privileges at Vista College.

Student grievances will be addressed confidentially, unless maintaining confidentiality would impede the ability to investigate the attempt to address the student's concerns. Information will be shared only with those necessary in an attempt to resolve the concerns. No reprisals of any kind will be taken by any party or by any member of the Vista College administration against any party involved.

If, following the resolution of this grievance procedure, it is determined that discrimination, harassment, or retaliation has occurred, appropriate corrective and remedial actions will be taken including up to termination of employment for a Vista faculty or staff member, dismissal of a student, or termination of the relationship with a third party. Additional remedial actions, such as training for supervisors, employees, and/or students, may be implemented in order to prevent a reoccurrence of the discrimination, harassment, or retaliation. Appropriate actions to remedy the effects of the discrimination, harassment, or retaliation upon the student(s) that brought the complaint will also be enacted.

The following process should be followed in order to reasonably and impartially resolve the grievance. If at any time during the process the student needs additional time, he or she may request for an extension by submitting a written request to the Campus Director. The e-mail addresses to be used for the Director of Academic Operations and Campus Director are as follows:

Director Of Academic Operations E-Mail	Campus Director E-Mail
onlinedoacademics@vistacollege.edu	onlinecd@vistacollege.edu

1. Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving another student or a third party should be brought directly to the Director of Academic Operations using the email address above (step 2 below).
2. If the grievance or complaint has not resolved with the individual instructor or staff member, the student should then bring the concerns to the Director of Academic Operations, who will investigate the claim and attempt to resolve the issue. Resolution may include a mediated conversation between involved parties.
3. If the grievance or complaint has not resolved with the Director of Academic Operations, the student should then bring submit a written statement of concerns to the Campus Director using the email address above. The written statement should contain:
    - The student's specific concerns or allegations
    - The date that the student met with the Vista faculty or staff member as outlined in step 1 above (if applicable)
    - The outcome of the meeting with the Vista faculty or staff member as outlined in step 1 above (if applicable)
    - The date that the student met with the Director Of Academics as outlined in step 2 above
    - The outcome of the meeting with the Director of Academics or staff member as outlined in step 2 above

- The outcome that the student seeks

The Campus Director will:
- Within three (3) calendar days of the receipt of the written statement hold a preliminary meeting with the student to discuss the grievance
- Conduct an investigation, which will include a hearing to give all parties involved an opportunity to present evidence and provide statements relevant to the matter
- The hearing will take place within five (5) calendar days of the receipt of the written statement from the student

The Campus Director will provide his/her decision in writing within three (3) calendar days after the hearing. The decision will include the Campus Director's findings, conclusions, and reasoning. A written copy of the decision will be provided to the student in person or by email. The student's original written complaint and the Campus Director's decision will be retained in the relevant files of all parties involved (faculty files for faculty and academic files for students).

If, following the completion of step 3, a student remains dissatisfied with the outcome, the student may direct unresolved issues to:

compliance@vistacollege.edu
Education Futures Group
300 N. Coit, Suite 1400
Richardson, TX 75080
(972) 733-3431

Texas students in a degree program may file a complaint with:

Texas Higher Education Coordinating Board
Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788
www.thecb.state.tx.us/studentcomplaints

Texas students in a diploma program may file a complaint with:

Texas Workforce Commission
Career Schools and Colleges
101 E. 15th Street
Austin, Texas 78778-0001
(512) 936-3100
Information on filing a complaint with TWC can be found on TWC's website at
www.texasworkforce.org/careerschoolstudents

All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release Form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information Form.
Rules governing student complaints can be found in Title 19 of the Texas Administrative Code, Sections 1.110-1.120:
http://texreg.sos.state.tx.us/public/readtac$ext.viewtac?tac_view=5&ti=19&pt=1&ch=1&sch=e&rl=y

New Mexico students in all programs may file their grievance according to the institution's procedures above. If the grievance is not resolved, a complaint can be made with:

New Mexico Higher Education Department (NMHED)
2044 Galisteo Street
Santa Fe, NM 87505
Phone: (505) 476-8442
https://hed.state.nm.us/students-parents/student-complaints

Alaska students in all program may files a complaint with:

Alaska Commission on Postsecondary Education
C/O: Program Coordinator for Institutional Authorization
PO Box 110505
Juneau, AK 99811-0505

(907) 465-6741
EED.ACPE-IA@Alaska.Gov
https://acpe.alaska.gov/consumerprotection

Arizona students in all program may files a complaint with:
Arizona State Board for Private Postsecondary Education
1740 W. Adams Street #3008
Phoenix, AZ 85007
(602) 542-5709
https://ppse.az.gov/complaint

Arkansas students in all program may files a complaint with:
Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201
(501) 371-2000
Students can find information on filing a complaint and submit a "grievance form" online through the Arkansas Division of Higher Education – Division of Academic Affairs Website. The Grievance Form can be accessed and submitted through the following link: https://www.adhe.edu/institutions/academic-affairs/institutional-certification-advisory-committee/grievance-form

Colorado students in all program may files a complaint with:
Colorado Department of Higher Education
1600 Broadway, Suite 2200
Denver, CO 80202
P: (303) 862-3001
F: (303) 996-1329
http://highered.colorado.gov/academics/complaints/

Florida students in all program may files a complaint with:
Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL. 32399-0400
E-Mail: cieinfo@fldoe.org
Fax: (850) 245-3238
http://www.fldoe.org/policy/cie/file-a-complaint.stml

Hawaii students in all program may files a complaint with:
State of Hawaii, Office of Consumer Protection
Department of Commerce and Consumer Affairs
235 South Beretania Street, Room 801
Honolulu, Hawaii 96813-2419
P: (808) 586-2630
F: (808) 586-2640
http://cca.hawaii.gov/ocp/consumer-complaint/

Idaho students in all program may files a complaint with:
Idaho State Board of Education
Attn: State Coordinator for Private Colleges and Proprietary Schools
650 West State Street
P.O. Box 83720
Boise, ID 83720-0037
P: (208) 334-2270
F: (208) 334-2632
board@osbe.idaho.gov
https://boardofed.idaho.gov/higher-education-private/private-colleges-degree-granting/student-complaint-procedures/

Illinois students in all program may files a complaint with:

Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
General Information: info@ibhe.org
Institutional Complaint Hotline: (217) 557-7359
http://complaints.ibhe.org/

Kansas students in all program may files a complaint with:

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
(785) 430-4240
http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

Kentucky students in all program may files a complaint with:

CPE Consumer Complaint
Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, KY 40601
cpeconsumercomplaint@ky.gov
http://cpe.ky.gov/campuses/consumer_complaint.html

Louisiana students in all program may files a complaint with:

Louisiana Board of Regents
PO Box 3677
Baton Rouge, LA 70821-3677
(225) 342-4253
http://www.regents.la.gov/assets/docs/2014/07/studentcomplaintprocedure.pdf

Maine students in all program may files a complaint with:

Maine Department of Education
23 State House Station
Augusta, ME 04333-0023
courtney.b.baehr@maine.gov.

Massachusetts students in all program may files a complaint with:

Massachuetts Department of Education
One Ashburton Place, Rm. 1401
Boston, MA 02108
(617) 994-6950
https://www.mass.edu/forstufam/complaints/complaintform.asp

Mississippi students in all program may files a complaint with:

Mississippi Community College Board
Commission on Proprietary Schools And College Registration
3825 Ridgewood Road
Jackson, MS 39211
Kverneuille@Mccb.Edu
(601) 432-6185
http://www.mccb.edu/pdfs/pg/pscomplaintform.pdf

Nebraska students in all program may files a complaint with:

Nebraska Coordinating Commission for Postsecondary Education
PO Box 95005
Lincoln, NE 68509-5005
(402) 471-4825
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Nevada students in all program may files a complaint with:

    Nevada Commission on Postsecondary Education
    8778 South Maryland Parkway, Suite 115
    Las Vegas, Nevada 89123
    (702) 486-7330
    http://cpe.nv.gov/students/students_home/

North Carolina students in all program may files a complaint with:

    Office of Proprietary Schools
    200 W. Jones Street
    Mailing Address:
    5001 Mail Service Center
    Raleigh, NC 27699-5001
    P: (919) 807-7061
    F: (919) 807-7169
    https://www.nccommunitycolleges.edu/sites/default/files/basic-page-file-uploads/proprietary-schools/complaint_procedures_-arial.pdf

Ohio students in all program may files a complaint with:

    Ohio State Board of Career Colleges And Schools
    30 East Broad Street, Suite 2481
    Columbus, Ohio 43215-31414
    P: (614) 466-2752 or (877) 275-4219
    F: (614) 466-2219
    bpsr@scr.state.oh.us
    https://scr.ohio.gov/consumerinformation/filingacomplaint.aspx

Oklahoma students in all program may files a complaint with:

    State of Oklahoma, Board of Private Vocational Schools
    3700 N.W. Classen Boulevard, Suite 250
    Oklahoma City, OK 73118
    (405) 528-3370
    http://obpvs.ok.gov/students#complaints

Pennsylvania students in all program may files a complaint with:

    State Board of Private Licensed Schools
    Pennsylvania Department of Education
    333 Market Street, 12th Floor
    Harrisburg, PA 17126-0333
    (717) 783.8228 or E-Mail ra-pls@pa.gov.
    https://www.education.pa.gov/postsecondary-adult/collegecareer/pages/private-licensed-schools.aspx
    https://www.education.pa.gov/documents/postsecondary-adult/college%20and%20career%20education/private%20licensed%20schools/student%20complaint%20form.pdf

South Carolina students in all program may files a complaint with:

    South Carolina Commission on Higher Education
    1122 Lady Street, Suite 300
    Columbia, SC 29201
    (803) 737-2260
    http://www.che.sc.gov/
    http://www.che.sc.gov/che_docs/academicaffairs/license/complaint_procedures_and_form.pdf

South Dakota students in all program may files a complaint with:

    South Dakota Boards of Regents
    306 E. Capitol Avenue, Suite 200
    Pierre, SD 57501
    Info@Sdbor.Edu

(605) 773-3455
https://www.sdbor.edu/pages/default.aspx

Tennessee students in all program may files a complaint with:
Tennessee Higher Education Commission
312 Rosa Parks Ave, 9th Floor
Nashville, TN 37243
(615) 741-3605
https://www.tn.gov/content/tn/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html

Vermont students in all program may files a complaint with:
Vermont Agency of Education
219 North Main Street, Suite 402
Barre, VT 05641
(802) 479-1030
aoe.edinfo@vermont.gov
https://education.vermont.gov/documents/postsecondary-program-complaint-resolution

Virginia students in all program may files a complaint with:
State Council of Higher Education For Virginia
101 N. 14th Street, 10th Floor
James Monroe Building
Richmond, VA 23219
(804) 225-2600
communications@schev.edu
http://www.schev.edu/index/students-and-parents/resources/student-complaints

Washington students in all program may files a complaint with:
Washington Student Achievement Council
917 Lakeridge Way SW
Olympia, WA 98502
(360) 753-7800
info@wsac.wa.gov
https://wsac.wa.gov/student-complaints

West Virginia students in all program may files a complaint with:
West Virginia Higher Education Policy Commission
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301
http://www.wvhepc.edu/wp-content/uploads/2015/01/complaint-form2.pdf year or 304-558-0265

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission.

All complaints reviewed by the commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org
The ACCSC complaint form is available at:
http://www.accsc.org/uploadeddocuments/2015%20february/accsccomplaintformfill.pdf

DISTANCE EDUCATION IDENTITY VERIFICATION AND PRIVACY

All instructors and students are assigned a user ID in the Canvas Learning Management System (LMS), and each will create an alphanumeric password that that will be a unique identifier in the distance learning environment. The purpose of this identification is to enable the security of data processing in maintaining student records.

This combination of user ID and password identifies faculty and students to the system on each subsequent course visit. In order to maintain a secure distance learning environment, users will:

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

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

RECORDS RETENTION AND MAINTENANCE

Admissions material submitted to the College become property of the College. Originals, except for diplomas or foreign transcripts, will not be returned to the student. An admissions file will be considered complete if the material required for enrollment has been received.

In accordance with school policy, admissions applications and supporting documentation for students who applied but did not start will be retained for a period of one year. Transcripts are kept indefinitely.

In accordance with provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, As amended, third party access to records or copies of the documents therein, will not be permitted without written consent of the student. Validation of written consent will be required prior to release of information in the record. A reasonable period (not to exceed five (5) business days) may take place before records are available.

As required by the state of New Mexico, Vista has a plan that consists of:

- Records maintenance and disposal schedule;
- A description of how records will be maintained in the event of closure;
- Designation of a custodian of records;
- Digitization; and
- A process for obtaining transcripts from the custodian of record.

RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 1974

In compliance with FERPA and the Buckley Amendment, Vista College gives notice that the following types of directory information may be released to the general public and agencies without the written consent of the student:

- Student name
- Dates of attendance
- Major field of study and awards, degree earned

Students currently enrolled may request all or part of their directory information be withheld from the public by filing a Directory Information Opt-Out Form with the registrar. Such a request will remain in effect during the enrollment period unless the student requests its removal.

Students must authorize release of any additional information pertaining to student records by completing and submitting the Student Authorization for Release of Education Records Information to Third Parties form to the registrar. Such exceptions include, but are not limited to agencies duly conducting authorized audits of school records, compliance with legally authorized court orders, and cooperation with law enforcement officials in official investigations.

Students have a right to inspect and review upon written request to the campus. In addition, the student has the right to request an amendment of the education records including information that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

AMERICANS WITH DISABILITIES ACT (ADA) AND SECTION 504

Vista is committed to providing full academic access to all qualified students, including those with disabilities. For the purposes of ADA and Section 504 considerations, a disability is a physical or mental impairment that substantially limits one or more major life activities, a record of a physical or mental impairment that substantially limited one or more major life activities, or a condition which causes an individual to be regarded as having an impairment, whether they have the impairment or not.

If a student wishes to have accommodations during the program, it is the student's responsibility to request accommodations using the ADA/Section 504 Accommodation Request Form. The student will complete the form, include medical documentation no older than three (3) years old, and submit to the Campus Director.

The Accommodations Review Committee will consider the following factors when making the determination regarding appropriate accommodations and/or auxiliary aids/services:

- The nature and extent of the limitations resulting from the disability;
- Accommodations and/or auxiliary aids/services that have worked for the student in the past;
- Whether the requested accommodations and/or auxiliary aids/services would allow the student to effectively access and participate in the course/program; and
- Whether the requested accommodations and/or auxiliary aids/services would alter the essential requirements of the course/program.

Vista will provide reasonable accommodations and/or auxiliary aids/services to qualified students with identified physical or mental limitations, although the student is not required to accept some or all accommodations provided. Requests for accommodations and/or auxiliary aids/services are considered on a case-by-case basis, and will vary depending on the individual's circumstances.

Questions regarding ADA/Section 504 Accommodations should be directed to:

ADA/Section 504 Coordinator
Jody Cohen
compliance@vistacollege.edu
Senior Vice President of Compliance
Education Futures Group, LLC
(972)733-3431

NON-DISCRIMINATION POLICY

Vista does not deny admission or discriminate on the basis of race, color, sex, age, religion, creed, disability, national origin, veteran's status, or sexual orientation. Vista does not make pre-admission assumptions or inquiries regarding an individual's disability.

Vista admits students of any race, color, national and ethnic origin or other protected characteristics to all rights, privileges, programs and activities generally made available to students, and is non-discriminatory in its administration of educational policies, scholarship and loan programs, and other school-administered programs.

In addition, the institution complies with the Civil Rights Act of 1964, Related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act, the Americans with Disabilities Act of 1990, and all applicable state civil rights laws. Questions regarding the ADA or Section 504 should be directed to:

ADA/Section 504 Coordinator
Jody Cohen
Senior Vice President of Compliance
compliance@vistacollege.edu
Education Futures Group, LLC
(972)733-3431

DRUG & ALCOHOL-FREE SCHOOLS

Vista College is designated as drug and alcohol free. Upon enrollment, each student is provided the Vista College Policy on Alcohol and Drugs containing information on the penalties associated with drug related offenses.

In compliance with the Drug Free Schools and Communities Act of 1989, Vista College provides the following information regarding the use of illicit drugs and the abuse of alcohol in its Policy on Alcohol and Drugs:

1) Vista College Disciplinary Action
2) Applicable Local, State, and Federal Laws
3) Health Risks Associated with the Use of Drugs and Abuse of Alcohol; and
4) Drug/Alcohol Counseling and Rehabilitation Programs.

A student that violates the Vista College prohibition on controlled substances or alcohol is subject to disciplinary action up to and including immediate suspension or dismissal from Vista College, and legal implications including criminal prosecution, fine and/or imprisonment. Students dismissed for misconduct will be advised by the Campus Director. Readmission is subject to the Campus Director's approval.

SEXUAL HARASSMENT

Vista is committed to maintaining a learning environment that is free from inappropriate conduct based on sex. It is Vista's policy to provide an educational and working environment for its students and staff that is free from sexual harassment. Sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. Any student who thinks that he or she has been subjected to sexual harassment misconduct by another student, member of the faculty or staff, or a campus visitor or contractor, is encouraged to immediately file a complaint through the Title IX process.

Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to a Vista education program or activity;
- An employee of the school conditioning the provision of an aid, benefit, or service of Vista on an individual's participation in unwelcome sexual conduct; or
- Sexual assault (including fondling, incest, rape, or statutory rape), dating violence, domestic violence, or stalking as those terms are defined in the Violence Against Women Act (VAWA).

TITLE IX REGULATIONS

If you are the victim of sexual harassment, you have the option to file a complaint with the Vista's Title IX Coordinator if the harassment involves a student or employee, visitor, or contractor of the College. A Formal Complaint is made by the written submission of complete documentation of an alleged sexual harassment incident(s) to the Title IX Coordinator.

Documentation must include:

- Date(s) and time(s) of the alleged incident(s);
- Location and names of individuals involved in the alleged incident(s);
- Specific details of what happened and resulting effects related to the incident(s);
- Names of any witnesses to alleged incident(s);
- Any action taken following the incident(s);
- A physical or digital signature of the Complainant. A Formal Complaint may not be filed anonymously. The grievance process requires that the Complainant's identity must be disclosed to the Respondent.

Title IX Coordinator
The person with authority to oversee the grievance process and ensure that equitable, non-biased treatment of all parties. The Title IX Coordinator must not have a conflict of interest or bias toward either the Complainant or the Respondent.

Title IX Coordinator for Students	Title IX Coordinator for Employees, Visitors, & Contractors
Guides complaints of sexual harassment involving only students	Guides complaints of sexual harassment involving non-students
Justin Gobert	Sabrina Burreal
Senior Director of Compliance	Vice President of Human Resources
Education Futures Group, LLC	Education Futures Group, LLC
300 N. Coit Rd, Suite 1400	300 N. Coit Rd, Suite 1400
Richardson, TX 75080	Richardson, TX 75080

972-733-343, ext. 1712   972-733-343, ext. 1723
jgobert@vistacollege.edu   sburreal@vistacollege.edu

A copy of the full Vista Title IX Policy can be found at https://www.vistacollege.edu/non-discrimination-title-ix/.
Students may also contact the U.S. Department of Education, Office for Civil Rights to complain of a sex discrimination or sexual harassment including sexual violence; see:
https://www.hhs.gov/civil-rights/filing-a-complaint/complaint-process/index.html

CONTINUING EDUCATION SEMINAR COURSES

All continuing education seminar courses appear in the Continuing Education Seminar Catalog on the Vista College website at www.vistacollege.edu.

The following programs of study are approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, 101 East 15th Street, Austin, Texas 78778-0001. Programs are accredited by Accrediting Commission of Career Schools and College, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 www.accsc.org

Business Administration and Leadership

One quarter credit hour equals 30 units comprised of the following academic activities:
- One clock hour in a didactic learning environment = 2 units
- One clock hour in a laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

Effective 2011: to meet regulated clock hour to credit hour conversion requirements enforced by the Department Of Education effective July 1, 2011, "out of class work" has been incorporated into courses offered for each program. Refer to course syllabi for "out of class work" assignment details.

BUSINESS ADMINISTRATION AND LEADERSHIP

The evidence-based business administration and leadership diploma program is designed to provide students with a comprehensive platform from which to build a career in service, retail, and other general business sectors. Students will learn management and leadership skills, as well as four fundamental business disciplines: leadership, marketing, strategy and finance. Throughout the program, students can demonstrate their mastery of topics by earning digital competency badges in management, communication, and leadership through individual assessments and application projects. Upon completion of the program, a diploma is awarded. Graduates of this program may find entry-level employment in business offices, government agencies, service and retail industries, or any other type of business or office environment.

Potential Job Titles: Administrative Assistant, Receptionist, Account Representative, Bookkeeper, Customer Service Representative, Front Office, Manager-In-Training, Office Associate, Quality Analyst, And Team Lead.

Course Number		Course Title	Theory/Lab Hours	Quarter Credit Hours
ACNT	1453-O	Accounting	45/00	4.5
BMGT	1452-O	Management	45/00	4.5
BMGT	1453-O	Leadership Principles	45/00	4.5
BMGT	1454-O	Small Business Management	45/00	4.5
BUSI	1451-O	Business Math	30/30	4.5
COMM	1451-O	Oral Communication	45/00	4.5
HRPO	1450-0	Human Resources Management	45/00	4.5
MRKG	1450-O	Marketing Principles	45/00	4.5
POFI	1450-O	Computer Applications	30/30	4.5
POFT	1450-O	Professional Strategies	45/00	4.5
POFT	1451-O	Business Communication	45/00	4.5
POFT	4451-O	Career Strategies	45/00	4.5
TOTALS			**510/60**	**54.0**

Total Clock Hours: 570
Estimated Completion Time: 62 Weeks

Associate of Applied Science in Bookkeeping and Payroll Specialist

Associate of Applied Science in Business Administration and Leadership

Associate of Applied Science in Information Technology Support Technician

Associate of Applied Science in Logistics and Operations Management

Associate of Applied Science in Medical Administrative Assistant

Associate of Applied Science in Medical Insurance Billing and Coding

One quarter credit hour equals 30 units comprised of the following academic activities:
- One clock hour in a didactic learning environment = 2 units
- One clock hour in a laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

Effective 2011: to meet regulated clock hour to credit hour conversion requirements enforced by the Department Of Education Effective July 1, 2011, "out of class work" has been incorporated into courses offered for each program. Refer to course syllabi for "out of class work" assignment details.

ASSOCIATE OF APPLIED SCIENCE IN BOOKKEEPING AND PAYROLL SPECIALIST

The evidence-based associate of applied science in bookkeeping and payroll specialist program is designed to provide students with an understanding of business functions. The program provides instruction on the basic requirements and practices needed to accurately compute and maintain records and reports related to the general ledgers, accounts payable, receivables, distribution of wages and employee benefits. Students will learn management principles for the bookkeeping and payroll processes such as time tracking, deductions for benefits and taxes, and the payment process. Students will also study bookkeeping practices required for accurate reporting and record keeping, as well as processes used for outsourcing payroll functions. Upon completion of the program, an associate of applied science degree is awarded. Graduates may find entry-level employment in bookkeeping or financial clerking. These positions could involve working with the government, accounting firms, business offices, or financial companies. Program graduates are prepared to take the National Bookkeepers Association (NBA) Uniform Payroll Certification exam, leading to the Payroll Certification designation.

Potential Job Titles: Auditing Clerks, Accounting, Bookkeeping.

Course Number		Course Title	Theory/Lab Hours	Quarter Credit Hours
ACNT	1453-O	Accounting	45/00	4.5
ACNT	1454-O	Payroll Fundamentals	25/40	4.5
ACNT	1455-O	Quickbooks	25/40	4.5
ACNT	1456-O	Payables and Receivables	25/40	4.5
ACNT	2450-O	Payroll Taxes	45/00	4.5
BMGT	1452-O	Management	45/00	4.5
BUSG	1452-O	Business Law	45/00	4.5
BUSI	1451-O	Business Math	30/30	4.5
BUSI	1453-O	Business Ethics	45/00	4.5
HRPO	2452-O	Compensation and Benefits	45/00	4.5
POFI	1450-O	Computer Applications	30/30	4.5
POFI	2452-O	Spreadsheets	15/60	4.5
POFT	1450-O	Professional Strategies	45/00	4.5
POFT	14551-O	Business Communication	45/00	4.5
POFT	4451-O	Career Strategies	45/00	4.5
		General Education Courses		
ENGL	1452-O	Composition I	45/00	4.5
MATH	2452-O	College Math	45/00	4.5
PSYC	2452-O	Psychology	45/00	4.5
SCIT	1450-O	Introduction to Environmental Science	45/00	4.5
SPCH	2451-O	Speech Communication	45/00	4.5
		TOTALS	**780/240**	**90.0**

Total Clock Hours: 1020

Estimated Completion Time: 70 Weeks

* indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor's permission to enter the course.

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION AND LEADERSHIP

The Associate of Applied Science in Business Administration and Leadership program is evidence-based and designed to provide students with a comprehensive platform from which to build a career in service, retail, and other general business sectors. Students will learn management and leadership skills, as well as four fundamental business disciplines: leadership, marketing, strategy and finance. Throughout the program, students can demonstrate their mastery of topics by earning digital competency badges in management, communication, and leadership through individual assessments and application projects. Upon completion of the program, an associate of applied science degree is awarded.

Graduates of this program may find entry-level employment in business offices, government agencies, service and retail industries, or any other type of business or office environment.

Potential Job Titles: Administrative Assistant, Executive Assistant, Human Resources Assistant, Receptionist, Accounting Clerk, File Clerk, Account Representative, Team Lead, Manager-In-Training, Assistant Manager, Bookkeeper, Front Office,

Office Associate, Quality Analyst.

Course Number		Course Title	Theory/Lab Hours	Quarter Credit Hours
ACNT	1453-O	Accounting	45/00	4.5
BMGT	1452-O	Management	45/00	4.5
BMGT	1453-O	Leadership Principles	45/00	4.5
BMGT	1454-O	Small Business Management	45/00	4.5
BMGT	1455-O	Project Management	45/00	4.5
BUSG	1452-O	Business Law	45/00	4.5
BUSI	1451-O	Business Math	30/30	4.5
BUSI	1453-O	Business Ethics	45/00	4.5
COMM	1451-O	Oral Communication	45/00	4.5
HRPO	1450-O	Human Resources Management	45/00	4.5
MRKG	1450-O	Marketing Principles	45/00	4.5
POFI	1450-O	Computer Applications	30/30	4.5
POFT	1450-O	Professional Strategies	45/00	4.5
POFT	1451-O	Business Communication	45/00	4.5
POFT	4451-O	Career Strategies	45/00	4.5
		General Education Courses		
ENGL	1452-O	Composition I	45/00	4.5
GOVT	1450-O	American Government	45/00	4.5
MATH	2452-O	College Math	45/00	4.5
PSYC	2452-O	Psychology	45/00	4.5
SCIT	1450-O	Introduction to Environmental Science	45/00	4.5
		TOTALS	**870/60**	**90.0**

Total Clock Hours: 930

Estimated Completion Time: 104 Weeks

ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY SUPPORT TECHNICIAN

The Associate of Applied Science in Information Technology Support Technician Program is an evidence-based program designed to provide students with knowledge and skills to provide technical support and troubleshooting services to end-users who need assistance with their computer hardware or software. It support technicians resolve computer problems for clients in person, or via telephone or electronically. It support technicians need well-rounded computer skills necessary for today's digital age. Understanding computer hardware and software, information systems, networking, operating systems, the internet and help desk concepts are essential for overseeing the daily performance of computer systems including answering user inquiries, resolving problems, reading technical manuals, setting up employee equipment and installation of software.

Potential Job Titles Include: Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, Help Desk Technician, IT Specialist, Network Technician, Technical Support Specialist
Upon completion of the program, an Associate of Applied Science Degree is awarded.

Course Number		Course Title	Theory/Lab Hours	Quarter Credit Hours
BMGT	1455-O	Project Management	45/00	4.5
ITCC	1456-O	Security 1: Introduction to Computer Security	45/00	4.5
ITCC	2456-O	Security 2: Computer Security Fundamentals*	45/00	4.5
ITMT	1450-O	ITIL-1: Fundamentals of IT Infrastructure Library	45/00	4.5
ITNW	1456-O	Networking 1: Introduction to Computer Networks	45/00	4.5
ITNW	2456-O	Networking 2: Fundamentals of Networking*	45/00	4.5
ITSC	1454-O	A+ 1: Computer Concepts: Core 1	45/00	4.5
ITSC	2454-O	A+ 2: Computer Concepts: Core 2*	45/00	4.5
ITSE	1452-O	Win OS 1: Introduction to Operating Systems	45/00	4.5
ITSE	1453-O	Linux: Introduction to Linux Operating Systems	45/00	4.5

			Theory/Lab Hours	Quarter Credit Hours
ITSE	1454-O	Programming 1: Introduction to Programming Concepts	45/00	4.5
ITSE	2452-O	Win OS 2: Operating Systems Configuration*	45/00	4.5
POFT	1450-O	Professional Strategies	45/00	4.5
POFT	1451-O	Business Communications	45/00	4.5
POFT	4451-O	Career Strategies	45/00	4.5
		General Education Courses		
COMM	1451-O	Oral Communication	45/00	4.5
ENGL	1452-O	Composition I	45/00	4.5
MATH	2452-O	College Math	45/00	4.5
PSYC	2452-O	Psychology	45/00	4.5
SCIT	1450-O	Introduction to Environmental Science	45/00	4.5
		TOTALS	**900/00**	**90.0**

Total Clock Hours: 900

Estimated Completion Time: 100 Weeks

* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor's permission to enter the course.

ASSOCIATE OF APPLIED SCIENCE IN LOGISTICS AND OPERATIONS MANAGEMENT

The Associate of Applied Science in Logistics and Operations Management Program is designed to develop skills in managing materials and production delivery by integrating the three legs of operations management: supply management, logistics, and operations supported by courses in accounting, project management, and distribution fundamentals. The program provides a combination of academic theory through the general education courses and technical skills through the technical courses that are necessary for today's workplace environment. Program objectives include: (1) gaining efficiencies in procurement, distribution, and logistics; (2) applying project management practices to "real world" problems; (3) developing a cross-functional awareness of the different activities driving supply chain performance; (4) coordinating activities with suppliers and customers; and (5) recognizing the importance of business ethics and social responsibility in business operations. Upon completion of the program, an Associate of Applied Science degree is awarded.

Graduates of this program may find entry-level employment in warehousing, distribution firms, manufacturers, freight forwarders, and major retailers.

Potential Job Titles: Supply Chain Manager, Logistics Manager, Logistician, Supply Chain Specialist, Storage Manager, Distribution Manager, Transportation Manager, Logistics Analyst, Supply Chain Analyst, Warehouse Supervisor, Distribution Supervisor, Procurement Manager, Sourcing Manager.

Course Number		Course Title	Theory/Lab Hours	Quarter Credit Hours
ACNT	1451-O	Computerized Accounting	15/65	4.5
BMGT	1450-O	Introduction to Project Management	45/00	4.5
BMGT	1451-O	Principles of Management	45/00	4.5
BUSG	1451-O	Introduction to Business	45/00	4.5
BUSI	1453-O	Business Ethics	45/00	4.5
MGMT	1450-O	Global Supply Chain Management	45/00	4.5
MGMT	1451-O	Fundamentals of Distribution Center Management	45/00	4.5
MGMT	2450-O	Materials Management	45/00	4.5
MGMT	2451-O	Principles of Purchasing	30/30	4.5
MGMT	2452-O	Current Supply Chain Management Issues	15/60	4.5
MGMT	2453-O	Negotiation	45/00	4.5
MKTG	2450-O	Business Logistics	45/00	4.5
POFI	2452-O	Spreadsheets	15/60	4.5
POFT	1450-O	Professional Strategies	45/00	4.5
POFT	4451-O	Career Strategies	45/00	4.5
		General Education Courses		
COSC	1451-O	Computer Science	45/00	4.5
ENGL	1451-O	English Composition I	45/00	4.5

MATH	2451-O	Contemporary Mathematics	45/00	4.5
PSYC	2451-O	General Psychology	45/00	4.5
SPCH	2451-O	Speech Communication	45/00	4.5
TOTALS			**795/215**	**90.0**

Total Clock Hours: 1010

Estimated Completion Time: 104 Weeks

* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor's permission to enter the course.

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ADMINISTRATIVE ASSISTANT

The evidence-based associate of Applied Science in Medical Administrative Assistant program is focused on front-office duties and administrative functions within healthcare organizations. The associate degree program provides a combination of academic theory through the general education courses and technical skills through the technical courses that are necessary for today's medical office environment. Throughout the program, professionalism, patient relations, critical thinking, adherence to the ethical and legal requirements of a medical practice and proper communication skills are emphasized. Upon completion of the program, students will receive an associate of applied science degree. Graduates of the medical administrative assistant program may seek employment in a variety of entry-level positions within healthcare settings.

Potential Job Titles Include: Customer Service Representative, Front Office Staff, Office Assistant, Admissions Coordinator, Billing Coordinator, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator, Physician Office Specialist, Unit Secretary, or Unit Support Representative.

Course Number		Course Title	Theory/Lab Hours	Quarter Credit Hours
HITT	1450-O	Medical Terminology	45/00	4.5
HITT	1451-O	Medical Billing and Insurance*	40/15	4.5
HITT	1455-O	Customer Service in Healthcare*	45/00	4.5
HITT	1456-O	Introduction to Healthcare Systems*	45/00	4.5
HITT	1457-O	Introduction to Healthcare Communications*	45/00	4.5
HPRS	1450-O	Foundations of Medical Administration*	45/00	4.5
HPRS	1452-O	Healthcare Electronic Records*	45/00	4.5
HPRS	2455-O	Patient Relations	45/00	4.5
HPRS	2459-O	MAA Capstone Review	25/40	4.5
MDCA	1453-O	Anatomy, Physiology, & Pathophysiology*	45/00	4.5
MDCA	1455-O	Medical Law and Ethics*	45/00	4.5
POFI	1452-O	Computer Fundamentals	45/00	4.5
POFT	1450-O	Professional Strategies	45/00	4.5
POFT	1455-O	Office Technology for Healthcare Assistants*	45/00	4.5
POFT	4451-O	Career Strategies	45/00	4.5
		General Education Courses		
ENGL	1452-O	Composition I	45/00	4.5
MATH	2452-O	College Math	45/00	4.5
PSYC	2452-O	Psychology	45/00	4.5
SCIT	1450-O	Introduction to Environmental Science	45/00	4.5
SPCH	2451-O	Speech Communication	45/00	4.5
TOTALS			**875/55**	**90.0**

Total Clock Hours: 930

Estimated Completion Time: 70 Weeks

* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor's permission to enter the course.

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL INSURANCE BILLING AND CODING

The Associate of Applied Science in Medical Insurance Billing and Coding Program is designed to provide instruction in the basic concepts and procedures necessary to perform the tasks associated with filling out health insurance forms, coding medical practice procedures, and medical terminology. The associate degree program provides a combination of academic theory through the general education courses and technical skills through the technical courses that are necessary for today's medical environment. Students will learn to perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing. Program objectives include: (1) competency in using practices that ensure health information is accurate and complete, (2) displaying proficiency in the administration and the use of health information systems and software applications, and (3) expertise in applying healthcare standards, concepts, and regulations in the delivery of healthcare. Upon completion of the program, an associate of applied science degree is awarded. Graduates from the program may seek employment in hospitals, urgent-care facilities, clinics, durable medical equipment companies, insurance companies, home healthcare agencies, and pharmaceutical companies.

Potential Job Titles: Medical Insurance Billing and Coding Clerks, Medical Front Office Clerks, Medical Receptionists, Medical Claims Processors, Insurance Coordinators, Medical Records Clerks, Eligibility Clerks, Billing Clerks, and Patient Service Specialists, Patient Access Representative, Scheduler, and Admitting Clerk

Course Number		Course Title	Theory/Lab Hours	Quarter Credit Hours
HITT	1450-O	Medical Terminology	45/00	4.5
HITT	1451-O	Medical Billing and Insurance*	40/15	4.5
HPRS	2450-O	Electronic Health Records	45/00	4.5
MDCA	1450-O	Anatomy and Physiology –Structural	45/00	4.5
MDCA	1451-O	Anatomy and Physiology - Internal	45/00	4.5
POFM	1450-O	ICD Guidelines and Applications*	45/00	4.5
POFM	1451-O	ICD Coding*	45/00	4.5
POFM	1453-O	CPT Coding*	45/00	4.5
POFM	1455-O	CPT Surgical Coding*	35/20	4.5
POFM	2452-O	ICD Coding Applications*	35/25	4.5
POFM	2454-O	CPT Coding Applications*	35/25	4.5
POFM	2458-O	Comprehensive Coding*	25/40	4.5
POFM	2459-O	Capstone Review*	25/40	4.5
POFT	1450-O	Professional Strategies	45/00	4.5
POFT	4451-O	Career Strategies	45/00	4.5
		General Education Courses		
COSC	1451-O	Computer Science	45/00	4.5
ENGL	1451-O	English Composition I	45/00	4.5
MATH	2451-O	Contemporary Mathematics	45/00	4.5
PSYC	2451-O	General Psychology	45/00	4.5
SPCH	2451-O	Speech Communication	45/00	4.5
		TOTALS	**825/165**	**90.0**

Total Clock Hours: 990

Estimated Completion Time: 100 Weeks

* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor's permission to enter the course.

Associate of Applied Science in Criminal Justice

ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE (Teachout Effective 9/7/2020)

The Associate of Applied Science in Criminal Justice program is designed to provide academic preparation in criminal law, legal procedure, court systems, law enforcement, and other related fields such as the fundamentals of law, corrections, and various practices. This associate degree program provides a combination of academic theory through general education courses and technical skills through technical courses that are necessary for employment in today's criminal justice environment. Program objectives include: (1) demonstrating an awareness of the history and the nature of the major components of the criminal justice system such as the police, the courts, and corrections; (2) being familiar with the basis of the law and the legal system, decision-making in the criminal justice process, the social and the political context of the legal system, important constitutional issues, and how criminal law differs from other forms of law; (3) having a demonstrated knowledge of the overall problem of crime in the united states, in terms of being familiar with different types of crimes committed in society, as well as possessing knowledge of the distribution of these crimes; and (4) demonstrating an awareness of issues related to crime prevention and the rehabilitation of offenders. Upon completion of the program, an associate of applied science degree is awarded.

Potential Job Titles: Corrections Officer, Event Security, Guard, Security Officer, Security Monitor, Police Dispatcher, Security Analyst, Security Guard, Security Officer, Security Professional, Security.

Course Number		Course Title	Theory/Lab Hours	Quarter Credit Hours
CJSA	1450-O	Introduction to Criminal Justice	45/00	4.5
CJSA	1451-O	Fundamentals of Criminal Law	45/00	4.5
CJSA	1452-O	Ethics in Criminal Justice	45/00	4.5
CJSA	1453-O	Victimology*	45/00	4.5
CJSA	1455-O	Police Systems and Practices*	25/50	4.5
CJSA	2451-O	Police Report Writing*	25/50	4.5
CJSA	2452-O	Criminal Investigation*	25/50	4.5
CJSA	2453-O	Corrections*	45/00	4.5
CJSA	2454-O	Family and Juvenile Investigation*	25/50	4.5
CJSA	2455-O	Crime and Criminals*	45/00	4.5
CJSA	2456-O	Criminal Behavior*	45/00	4.5
LGLA	1459-O	Evidence*	25/50	4.5
LGLA	2457-O	Courts and Criminal Procedures*	45/00	4.5
POFT	1450-O	Professional Strategies	45/00	4.5
POFT	4451-O	Career Strategies	45/00	4.5
		General Education Courses		
COSC	1451-O	Computer Science	45/00	4.5
ENGL	1451-O	English Composition I	45/00	4.5
MATH	2451-O	Contemporary Mathematics	45/00	4.5
PSYC	2451-O	General Psychology	45/00	4.5
SPCH	2451-O	Speech Communication	45/00	4.5
TOTALS			**800/250**	**90.0**

Total Clock Hours: 1050

Estimated Completion Time: 104 Weeks

* indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor's permission to enter the course.

Bachelor of Science in Business Administration

Bachelor of Science in Healthcare Administration

One quarter credit hour equals 30 units comprised of the following academic activities:
- One clock hour in a didactic learning environment = 2 units
- One clock hour in a laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

Effective 2011: to meet regulated clock hour to credit hour conversion requirements enforced by the Department Of Education effective July 1, 2011, "out of class work" has been incorporated into courses offered for each program. Refer to course syllabi for "out of class work" assignment details.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

The Bachelor of Science in Business Administration Program is designed to develop skills in business procedure, business management, leadership, and computer applications that are necessary in today's automated office environment. This bachelor of science degree program provides a combination of academic theory through general education courses, which prepare students for productive lives, community engagement, a diverse and rapidly changing world, and a lifetime of learning while the technical skills prepare for employment in today's business environment. Program objectives include: (1) developing human-relations skills that enable students to work effectively as group members and to organize and delegate tasks, (2) utilizing accounting-based skills, (3) utilizing computer applications with accuracy, (4) developing practices and policies required to meet short- and long-range organizational needs and opportunities, (5) developing various media skills, and (6) recognizing the importance of business ethics and social responsibility in business operations. Upon completion of the program, a bachelor of science degree is awarded.

Graduates of this program may find entry-level employment in business offices, government agencies, or any other type of business environment.

Potential Job Titles: Account Specialist; Accounting Clerk; Administrative Assistant; Assistant Manager; Assistant Manager Trainee; Assistant Store Manager; Bookkeeper; Business Owner; Clerk; Crew Trainer; Customer Service Representative; Customer Service Specialist; Front Desk Agent; Front Desk Lead; Front Office Associate; HR Assistant; HR Generalist; Office Assistant; Office Associate; Operations; Payroll Clerk; Quality Control Inspector; Receptionist; Scheduling Assistant; Shift Manager in Training; Store Manager Trainee; Team Lead.

Course Number		Course Title	Theory/Lab Hours	Quarter Credit Hours
ACNT	1451-O	Computerized Accounting	15/65	4.5
ACNT	1452-O	Accounting Software	15/65	4.5
BMGT	1451-O	Principles of Management	45/00	4.5
BMGT	2451-O	Production and Operations Management	45/00	4.5
BMGT	2453-O	Principles of Business Finance	45/00	4.5
BMGT	3452-O	Strategic Management*	45/00	4.5
BMGT	4452-O	Project Management*	45/00	4.5
BMGT	4453-O	Leadership	45/00	4.5
BUSG	1451-O	Introduction to Business	45/00	4.5
BUSG	1452-O	Business Law	45/00	4.5
BUSG	3454-O	Business Organizations	45/00	4.5
BUSG	3455-O	Investments and Securities*	45/00	4.5
BUSG	4451-O	Corporate Finance*	45/00	4.5
BUSG	4452-O	Entrepreneurship	45/00	4.5
BUSI	1453-O	Business Ethics	45/00	4.5
BUSI	1454-O	Customer Service	45/00	4.5
BUSI	3451-O	Public Relations	45/00	4.5
BUSI	3452-O	Sales Management	45/00	4.5
ECON	3451-O	Macroeconomics	45/00	4.5
ECON	4451-O	Microeconomics	45/00	4.5
HRPO	2451-O	Human Resources	45/00	4.5
HRPO	4451-O	Organizational Behavior	45/00	4.5
MATH	4451-O	Statistics	45/00	4.5
MRKG	2450-O	Marketing	45/00	4.5
MRKG	3451-O	E-Commerce	45/00	4.5
POFI	1451-O	Business Word Processing	15/65	4.5
POFI	2452-O	Spreadsheets	15/60	4.5
POFT	1450-O	Professional Strategies	45/00	4.5
POFT	2451-O	Business Correspondence and Communication	35/20	4.5
POFT	4451-O	Career Strategies	45/00	4.5
		General Education Courses		

Course Number		Course Title	Theory/Lab Hours	Quarter Credit Hours
COMM	3451-O	Communications	45/00	4.5
COSC	1451-O	Computer Science	45/00	4.5
ENGL	1451-O	English Composition I	45/00	4.5
ENGL	3451-O	English Composition II*	45/00	4.5
GOVT	3451-O	Political Science	45/00	4.5
HIST	4452-O	U.S. History	45/00	4.5
MATH	2451-O	Contemporary Mathematics	45/00	4.5
PSYC	2451-O	General Psychology	45/00	4.5
SOCI	4451-O	Sociology	45/00	4.5
SPCH	2451-O	Speech Communication	45/00	4.5
TOTALS			**1670/275**	**180.0**

Total Clock Hours: 1945

Estimated Completion Time: 208 Weeks

* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor's permission to enter the course.

BACHELOR OF SCIENCE IN HEALTHCARE ADMINISTRATION

The Bachelor of Science in Healthcare Administration Program is Designed to develop skills in health management Including health policy, finance, ethics and human resources. Emphasis is placed on improving the quality of care through advanced management practices. This program provides a combination of academic theory through general education courses that prepare students for productive lives, community engagement, a diverse and rapidly changing world, and a lifetime of learning while the technical skills prepare students for employment in today's healthcare environment. Two options are available: (1) degree-completion option for a student who has successfully completed an accredited and approved nursing or allied health-related aas degree program, or (2) full program option for a student who has not successfully completed an accredited and approved business-related aas degree program.

Program objectives include: (1) developing human-relations skills that enable graduates to work effectively as group members and to organize and delegate tasks, (2) utilizing practices that ensure health information is accurate and safeguarded, (3) developing practices and policies required to meet short- and long-range needs and opportunities, (4) developing leadership strategies and skills, and (5) recognizing the importance of medical and business ethics and social responsibility in healthcare operations. Upon completion of the program, a bachelor of science degree is awarded. Graduates of this program may find entry-level employment in hospitals, urgent-care facilities, clinics,   insurance companies, home healthcare agencies, and other health-based companies or graduates may seek advancement within their current organization and/or current respective healthcare career path..

Potential Job Titles: Healthcare Administrator, Nursing Home/Home Health Administrator, Nursing Manager/Supervisor, Director of Nursing, Health Information Manage /Director, Clinical Case Manager, Clinical Auditor, Utilization Reviewer, Medical Office/Practice Manager, Clinical Nurse Educator, Health Claims Adjuster, Medical Claims Examiner/Processor, Claims Adjustment Representative, Eligibility/Benefits Team Lead/Manager, Patient Registration Lead/Supervisor, Customer Service Representative Team Lead/Manager, Billing Manager.

Course Number		Course Title	Theory/Lab Hours	Quarter Credit Hours
HITT	3451-O	Health Information Systems	45/00	4.5
HPRS	3451-O	Healthcare Planning & Evaluation	45/00	4.5
HPRS	3452-O	Health Policy	45/00	4.5
HPRS	3453-O	Fundamentals of Healthcare Finance	45/00	4.5
HPRS	3455-O	Public And Community Health Services	45/00	4.5
HPRS	3456-O	Delivery of Healthcare In The U.S.	45/00	4.5
HPRS	3457-O	Health and Wellness	45/00	4.5
HPRS	4450-O	Healthcare Management	45/00	4.5
HPRS	4451-O	Quality Management in Healthcare	45/00	4.5
HPRS	4452-O	Healthcare Human Resource Management	45/00	4.5
HPRS	4453-O	Healthcare Marketing	45/00	4.5

HPRS	4454-O	Essentials of Continuum Care	45/00	4.5
HRPO	4450-O	Law And Ethics in Healthcare	45/00	4.5
HRPO	4450-O	Organizational Behavior for Healthcare Professionals	45/00	4.5
MDCA	4451-O	Cultural Diversity in Healthcare Settings	45/00	4.5
		General Education Courses		
COMM	3451-O	Communications	45/00	4.5
ENGL	3451-O	English Composition II*	45/00	4.5
GOVT	3451-O	Political Science	45/00	4.5
HIST	4452-O	U.S. History	45/00	4.5
SOCI	4451-O	Sociology	45/00	4.5
		SUBTOTALS	**900/00**	**90.0**
		Transfer Credit		

Degree completion option: students must have an Associate Degree In Nursing or Allied Health

Transfer up to 67.5 allied health credit plus 22.5 of general education courses for total of 90 credit hours.

If less than 90 credit hours are accepted to be transferred into Vista College, the additional courses required to meet the 90 credit requirements must be taken at Vista College to qualify for the 90-credit transfer.

Qualifying for transfer credits will shorten the program length, assuming successful completion of all remaining courses.

		Support Courses		
BMGT	3452-O	Strategic Management*	45/00	4.5
BMGT	3453-O	Procurement and Contract Management*	45/00	4.5
BMGT	3454-O	Business Negotiation*	45/00	4.5
BMGT	4452-O	Project Management*	45/00	4.5
BMGT	4453-O	Leadership	45/00	4.5
BUSI	3450-O	Business Report Writing	25/40	4.5
BUSI	3451-O	Public Relations	45/00	4.5
ECON	3451-O	Macroeconomics	45/00	4.5
ECON	4451-O	Microeconomics	45/00	4.5
HITT	1450-O	Medical Terminology	45/00	4.5
HPRS	2450-O	Electronic Health Records	45/00	4.5
HPRS	3454-O	Careers In Healthcare Management	45/00	4.5
MRKG	3454-O	Market Research and Strategies	25/40	4.5
		Personal And Professional Development		
POFT	1450-O	Professional Strategies	45/00	4.5
POFT	4451-O	Career Strategies	45/00	4.5
		Additional General Education Courses		
COMM	1451-O	Oral Communication	45/00	4.5
ENGL	1452-O	Composition I	45/00	4.5
MATH	2452-O	College Math	45/00	4.5
PSYC	2452-O	Psychology	45/00	4.5
SCIT	1450-O	Introduction to Environmental Science	45/00	4.5
		SUBTOTALS	**860/80**	**90.0**
		TOTALS	**1760/80**	**180.0**

Total Clock Hours: 1840
Estimated Completion Time: 200 Weeks
* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor's permission to enter the course.

COURSE DESCRIPTIONS

ACNT 1451-O COMPUTERIZED ACCOUNTING
CONTACT HOURS: THEORY – 15 LAB – 65 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the relationship between accounting and information technology. Emphasis is placed on how application software is used to perform accounting tasks, maintain records, prepare reports, analyze reports for a business entity, complete projects, and apply the components of general ledger accounts.

ACNT 1452-O ACCOUNTING SOFTWARE
CONTACT HOURS: THEORY – 15 LAB – 65 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on utilizing computer software in maintaining accounting records with the primary emphasis on a general ledger package in quicken, a popular accounting software package.

ACNT 1453-O ACCOUNTING
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
this course exposes students to a general manager's point of view of accounting practices. Students will learn bookkeeping, debit and credit practice, ledgers, working papers, adjusting and closing entries, income statement, balance sheets, and statement of owner's equity, cash, payroll, special journals, merchandising firms. Students will learn how to read and work with a profit & loss statement.

ACNT 1454-O PAYROLL FUNDAMENTALS
CONTACT HOURS: THEORY – 25 LAB – 40 (65 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course exposes students to payroll fundamentals. Students will learn how to calculate payroll, complete payroll taxes, and prepare payroll records and reports.

ACNT 1455-O QUICKBOOKS
CONTACT HOURS: THEORY – 25 LAB – 40 (65 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course introduces students to Quickbooks Pro accounting software. Students will learn to set up a new company and chart of accounts; record transactions with customers, vendors, and employees; manage lists; run and customize reports; change forms; and generate letters.

ACNT 1456-O PAYABLES AND RECEIVABLES
CONTACT HOURS: THEORY – 25 LAB – 40 (65 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
In this course, students learn about accounts payables and receivables. Students journalize and post purchases and prepare a schedule of accounts payable. Students learn how to enter charge sales into a sales journal and post them to general ledger. Students will demonstrate skills to journalize payments on accounts received from charge customers, and prepare accounts receivable reports.

ACNT 2450-O PAYROLL TAXES
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

In this course, students study payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

BMGT 1450-O INTRODUCTION TO PROJECT MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on methods for planning and controlling projects. Emphasis is placed on project management concepts and models, critical path analysis, time/cost benefit analysis, and resource utilization.

BMGT 1451-O PRINCIPLES OF MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the concepts, terminology, principles, theories, and issues relevant to the field of management. Emphasis is placed on various theories, processes, and functions of management as well as on the integration of behavioral and systematic approaches into the traditional analysis of business. Additional topics include decision making, planning strategies, and leadership skills.

BMGT 1452-O MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITE: NONE

This course examines the roles, goals, and functions of management. Students will learn organization and planning, decision making, staffing, strategy, and the difference between management and leadership. Mastery of course outcomes will be demonstrated through the completion of an application project.

BMGT 1453-O LEADERSHIP PRINCIPLES
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITE: NONE

Students examine individual, group and organizational behavior as it affects performance and productivity in the workplace. Through the course, they will explore issues such as diversity, leadership, teamwork, motivation, employee development, ethics, decision making and problem solving toward the goal of improving interpersonal effectiveness on the job. Mastery of course outcomes will be demonstrated through the completion of an application project.

BMGT 1454-O SMALL BUSINESS MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

Students are exposed to practical information such as site selection, managing personnel, merchandising, buying, pricing, financial management, store security, and information systems. Students will be able to describe the skills required to manage a small business and will solve common small business challenges. Students will utilize the principles of market research and other tools learned to analyze opportunities and consumers' responses.

BMGT 1455-O PROJECT MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

In this course, students learn the fundamentals of project management. Students learn how to initiate, plan, and execute a project that meets objectives. Key components of project management including project scope, time, risk factors, and cost management are explored. Students learn how to oversee projects, break down projects into manageable segments, and methods to improve communications.

BMGT 2451-O PRODUCTION AND OPERATIONS MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the fundamental of techniques used in the practice of production and operations management. Emphasis includes location, design, and resource allocation.

BMGT 2453-O PRINCIPLES OF BUSINESS FINANCE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the financial dynamics of a business. Topics include the study of promotional distribution and pricing techniques, product management, various financial statements and their organizational purposes, business trends, and events that may change the future of business.

BMGT 3452-O STRATEGIC MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 1451-O

This course focuses on the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. Emphasis is placed on the processes involved in management strategy development and how to develop an organizational strategic management plan.

BMGT 3453-O PROCUREMENT AND CONTRACT MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 1450-O

This course focuses on the specific concepts and the skills related to the processes by which a firm or an organization contracts to purchase or sell goods and services. Emphasis is placed on identifying principles, current issues, and topics in purchasing, procurement/acquisitions, and contracts management.

BMGT 3454-O BUSINESS NEGOTIATION
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 1450-O

This course focuses on the theory and the techniques of negotiation, including analysis of the negotiation process from various perspectives. Emphasis is placed on the preparatory activities and the stages of negotiation, including reaching and implementing an agreement.

BMGT 4452-O PROJECT MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 1451-O

In this course, students examine the essential aspects of project management. Emphasis is placed on modern practices in project management, project planning, project communication, project monitoring, project budgeting, project scheduling, project termination, continuous improvement, and project management information systems.

BMGT 4453-O LEADERSHIP
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course is designed to familiarize students with the basic principles of leadership. The course begins with an analysis of leadership and interaction, contingency theories, leadership qualities, leadership abilities, and developing leadership. Ethics and values, leadership behavior, and leadership styles also are explored. This foundation is used to examine management in

terms of productivity, understanding people, and group and team dynamics. Other topics include change in leadership and its effects.

BUSG 1451-O INTRODUCTION TO BUSINESS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the fundamentals of business in an increasingly global society and serves as an introduction to business terminology, business concepts, business environments, business systems, business strategies, and current business issues. Topics include the business environment, business ethics and law, entrepreneurship, global business, management, and marketing.

BUSG 1452-O BUSINESS LAW
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the legal system as it relates to business. Emphasis is placed on the study of the uniform commercial code, contracts for the sale of goods, commercial paper, personal property, bailments, real property, wills, trusts, insurance, agency law, partnerships, corporations, and computerized legal research.

BUSG 3454-O BUSINESS ORGANIZATIONS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities.

BUSG 3455-O INVESTMENTS AND SECURITIES
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 2453-O
This course focuses on the terminology and changes in the stock market as a result of economic and political events and changes in interest rates and taxes.

BUSG 4451-O CORPORATE FINANCE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: BMGT 2453-O
This course focuses on the theory and the practice of decision making within a corporation. Emphasis is placed on the goals of corporations, how corporations finance themselves, securities, present value, stocks, determining cash flows, and budgeting.

BUSG 4452-O ENTREPRENEURSHIP
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on starting, operating, and growing a small business including essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

BUSI 1451-O BUSINESS MATH
CONTACT HOURS: THEORY – 30 LAB – 30 (60 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
Students are introduced to basic math and statistical problems encountered in business situations. Students in this course

will solve business problems using algebraic formulas, and demonstrate their ability to read, write, round off, add, subtract, multiply, and divide whole decimals. Students will compute simple interest, monthly payments, and compute wages based on hours worked. Students learn how to calculate discounts, basic statistics such as mean and mode, and construct basics graphs including a histogram, trend chart, and pie chart.

BUSI 1453-O BUSINESS ETHICS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Emphasis is on ethical corporate responsibility.

BUSI 1454-O CUSTOMER SERVICE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on defining customer service, identifying the elements involved in the customer service process, and applying problem-solving techniques to resolve both internal and external customer challenges.

BUSI 3450-O BUSINESS REPORT WRITING
CONTACT HOURS: THEORY – 25 LAB – 40 (65 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on writing technical reports and correspondence in business. Emphasis is placed on practical strategies for developing a clear writing style, organizing ideas, choosing effective words, and composing concise paragraphs that make writing clear and persuasive.

BUSI 3451-O PUBLIC RELATIONS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the exploration of the history and the development of public relations and includes the process of planning, implementation, and evaluation of PR campaigns.

BUSI 3452-O SALES MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on identifying the elements and steps involved in sales, defining the principles of selling, exploring the questions that qualify a client, identifying the process to close a sale, and managing the sales personnel for success.

COMM 1451-O ORAL COMMUNICATION
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
In this course, students learn the process of transferring oral and non-verbal meanings and the techniques that help to remove communication barriers. Emphasis is given on how to effectively develop and make oral presentations. Mastery of course outcomes will be demonstrated through the completion of an oral presentation.

COMM 3451-O COMMUNICATIONS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the history, the principles, and the techniques of interpersonal, organizational, and mass

communication. Emphasis is placed on written, verbal, and visual formats.

COSC 1451-O COMPUTER SCIENCE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on various information and communication technologies. Emphasis is placed on how information systems are used to solve problems.

ECON 3451-O MACROECONOMICS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the relationship among major economic aggregates such as households, firms, and the government. Emphasis is placed on gross domestic product, national income, economic growth, unemployment, inflation, the business cycle, fiscal policy, monetary policy, and international trade.

ECON 4451-O MICROECONOMICS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on microeconomic concepts and analysis, supply and demand analysis, theories of the firm and individual behavior, competition and monopoly, and welfare economics.

ENGL 1451-O ENGLISH COMPOSITION I
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on developing written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

ENGL 1452-O COMPOSITION I
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course provides a general introduction to the principles of writing. Students will develop quality writing skills and knowledge of grammatical structures, including punctuation and spelling, through practice in writing and revising. Students will develop a research paper by gathering, summarizing, synthesizing and explaining information from various sources, while engaging in the writing process through multiple drafts and collaborating with peers through giving and acting on productive feedback.

ENGL 3451-O ENGLISH COMPOSITION II
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: ENGL 1451-O
This course builds on the writing skills learned in English Composition I. In addition to reviewing the writing process, students are introduced to research techniques, citation techniques, documentation formats, and critical analysis of written topics.

GOVT 1450-O AMERICAN GOVERNMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This is an introductory course on American politics with an emphasis on constitutional foundations, individual rights and

liberties, the decision-making process in congress and the executive branch, the electoral process, and political participation. This course will prepare students for their public lives as citizens, members of communities, and professionals in society.

GOVT 3451-O POLITICAL SCIENCE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course covers the discipline of political science focusing on the scope and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

HIST 4452-O U.S. HISTORY
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course covers the history of the United States from first discovery and settlement through the reconstruction era following the civil war. It examines the social, the political, the religious, and the economic events and influences that shaped the nation and its people.

HITT 1450-O MEDICAL TERMINOLOGY
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on learning basic medical terminology through the study of root words, prefixes, and suffixes. Emphasis is placed on correct pronunciation, correct spelling, and the correct use of medical terms.

HITT 1451-O MEDICAL BILLING AND INSURANCE
CONTACT HOURS: THEORY – 40 LAB – 15 (55 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O

This course focuses on the tasks and the responsibilities of the medical biller and includes types of insurance, Medicare, Medicaid, worker's compensation, and private insurance. Emphasis is placed on HIPAA, coding ethics, abuse, and fraud as they relate to medical billers.

HITT 1455-O CUSTOMER SERVICE IN HEALTHCARE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O

In this course, students will practice and develop skills in professionalism specific to the healthcare field. Topics include the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques. Students will understand the factors that influence the perceptions of internal and external customers, and will be able to identify methods for practicing effective customer service in medical environments including applying knowledge in confidentiality and health information privacy.

HITT 1456-O INTRODUCTION TO HEALTHCARE SYSTEMS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O

This course provides an introduction to health care delivery in the United States through an evaluation of systems and theory. Topics of study include the types of professionals employed in health care, the institutions that provide services across the care continuum, and the effects of internal and external environments on the health care delivery system. Developments in the evolution of healthcare in the U.S. and changes in the current healthcare environment will also be examined.

HITT 1457-O INTRODUCTION TO HEALTHCARE COMMUNICATIONS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O
This course focuses on the study and practice of communication as it relates to health professionals and patient outcomes. Topics include provider-patient interaction, team communication, and the diffusion of health information through public health campaigns. Students learn the basics of clear, purposeful, and compassionate communication across multiple channels to reduce errors and provide better health care delivery.

HITT 3451-O HEALTH INFORMATION SYSTEMS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on various health information systems, health-related data structures, software applications, and enterprise architecture in healthcare and public health.

HPRS 1450-O FOUNDATIONS OF MEDICAL ADMINISTRATION
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O
This course will explore the scope and dynamics of a career in medical administration and the skills necessary to be successful both in the medical administrative assistant program and the profession. This course will emphasize professionalism, communication, and medical terminology. The importance of maintaining patient privacy and handling patient situations ethically and professionally will be developed. Students will experience an overview of medical assisting as a career, analyze job responsibilities of a medical assistant including patient interaction, communication, scheduling, and maintaining accurate patient records. Processing insurance claims is described, and students examine various bookkeeping systems. The importance of taking inventory is discussed, as well as the steps in making a purchasing decision. Students also explore specialized options for an administrative medical assistant.

HPRS 1452-O HEALTHCARE ELECTRONIC RECORDS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O
Students in this course are exposed to the administrative tasks that occur in the front office of a healthcare facility. Topics covered include telephone skills, applications of the electronic health record (EHR), and creating and maintaining medical records.

HPRS 2450-O ELECTRONIC HEALTH RECORDS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the systems and processes for collecting, maintaining, and disseminating health-related information. Emphasis is on accurate maintaining of health records, documentation requirements, registries, indices, licensing, and regulatory agencies.

HPRS 2455-O PATIENT RELATIONS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O
Understanding patient relations is essential for any allied health professional. In this course, students will explore a variety of sociological aspects of the medical field as they relate to health and illness, disparities in healthcare, and communication with patients, family, and other health care professionals. An additional emphasis will be placed on patient rights and responsibilities and provider responsibilities (HIPAA).

HPRS 2459-O MAA CAPSTONE REVIEW
CONTACT HOURS: THEORY – 25 LAB – 40 (65 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: COMPLETION OF ALL OTHER COURSES
This course contains a comprehensive review of the roles and the responsibilities of a medical administrative assistant in order to prepare students for their certification exam. Emphasis is placed on demonstrating competency related to scheduling, patient intake, office logistics, compliance, patient education, general office policies & procedures, and basic medical terminology.

HPRS 3451-O HEALTHCARE PLANNING & EVALUATION
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the strategic planning, implementation, and evaluation of health programs within a variety of healthcare organizations and provides a variety of tools and concepts necessary for developing, evaluating and presenting the strategies.

HPRS 3452-O HEALTH POLICY
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the medical model of healthcare in the U.S.; the role of various healthcare professionals, their education, and certification/licensure requirements; Medicare and Medicaid; HMOS, PPOS, and IPAS; medical malpractice and tort reform; and the role of the federal, state, and local governments.

HPRS 3453-O FUNDAMENTALS OF HEALTHCARE FINANCE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the fundamentals of healthcare finance. Emphasis is placed on the characteristics of financial intermediaries in the health field and related markets.

HPRS 3454-O CAREERS IN HEALTHCARE MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the career opportunities within the healthcare management field. Emphasis is on the traditional and non-traditional steps available for a healthcare professional to move into management.

HPRS 3455-O PUBLIC AND COMMUNITY HEALTH SERVICES
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the role healthcare professionals play in the public and community health services delivery system. Emphasis is placed on the role of healthcare professionals, their education, certification/licensure requirements, insurance plans, the organizations, and the key issues driving healthcare reform in the U.S.

HPRS 3456-O DELIVERY OF HEALTHCARE IN THE U.S.
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the development of delivery systems in the healthcare field in the U.S. emphasis is on the organization, financing, accreditation, licensure, and regulatory agencies.

HPRS 3457-O HEALTH AND WELLNESS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on an overview of wellness theory and its application throughout the life span. Emphasis is placed on attitude development, impact of cultural beliefs, and communication of wellness.

HPRS 4450-O HEALTHCARE MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the concepts, terminology, principles, theories, and issues relevant to the field of healthcare management. Emphasis is placed on various theories, processes, and functions of management as well as on the integration of behavioral and system approaches into the traditional analysis of healthcare. Additional topics include decision making, planning strategies, and leadership skills.

HPRS 4451-O QUALITY MANAGEMENT IN HEALTHCARE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on quality standards and methodologies in healthcare management. Emphasis is placed on various approaches to assessing patient safety issues and reporting through electronic systems are included.

HPRS 4452-O HEALTHCARE HUMAN RESOURCES MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the basic principles of human resources in a healthcare facility. Emphasis is placed on work analysis, workforce planning, recruiting, staffing, training, and performance of employees. This foundation is used to examine how the human resources professionals manage compensation, labor relations, safety issues and health issues of employees, and discipline and procedural justice in a healthcare environment.

HPRS 4453-O HEALTHCARE MARKETING
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on introduction to the marketing mix of functions and process in the healthcare field. Emphasis is placed on identifying the marketing mix components in relation to market segmentation, explaining the environmental factors which influence the healthcare consumer, and outlining a marketing plan.

HPRS 4454-O ESSENTIALS OF CONTINUUM CARE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the continuum of care necessary for providing skilled assistance over time in facilities such as nursing homes, assisted living facilities, rehabilitation hospitals, and other long-term care providers.

HRPO 1450-O HUMAN RESOURCES MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 45
PREREQUISTE: NONE
Students are introduced to the management of human resources as well as the impact of human resource activities and accountability to the organization. Human resource strategies, social and organizational realities, legal implications affecting

people at work, union/non-union practices, comparable work, employee compensations, benefits, and employee rights are discussed and described.

HRPO 2451-O HUMAN RESOURCES
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the basic principles of human resources. Emphasis is placed on work analysis, workforce planning, recruiting, staffing, training, and performance of employees. This foundation is used to examine how the human resources professional manages compensation, labor relations, safety issues and health issues of employees, and discipline and procedural justice.

HRPO 2452-O COMPENSATION AND BENEFITS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the techniques of job analysis, job descriptions, job evaluation, pay surveys, pay administration, and required benefits. student learn the dynamics involved in compensating employees for services rendered to employers.

HRPO 4450-O LAW AND ETHICS IN HEALTHCARE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the regulations governing the legal relationships among physicians, patients, and healthcare professionals and the ethics that apply. Emphasis is on the patient's bill of rights and identifying local, state, and federal standards and regulations for the control and use of health information in a legal and ethical manner.

HRPO 4451-O ORGANIZATIONAL BEHAVIOR
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course is designed to provide students with an opportunity to explore the behavior of individuals, groups, and organizations within today's dynamic work environment. Specific topics include the determinants of individual behavior and task performance, motivation theories, and performance management. Aspects of working with teams are covered, including conflict negotiation and organizational politics, culture, structure, and design. Additional topics include changing management and leadership.

HRPO 4452-O ORGANIZATIONAL BEHAVIOR FOR HEALTHCARE PROFESSIONALS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course is designed to provide students with an opportunity to explore the behavior of individuals, groups, and organizations within today's healthcare environment. Specific topics include the determinants of individual behavior and task performance, motivation theories, and performance management. Aspects of working with teams are covered, including conflict negotiation and organizational politics, culture, structure, and design. Additional topics include changing management and leadership.

ITCC 1456-O SECURITY 1: INTRODUCTION TO COMPUTER SECURITY
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course introduces security concerns in computer and network communications. The course covers concepts in security and privacy, cryptography, SSL/TLS, network security, VPN's, insertion attacks, buffer overflow, polymorphic virus, web security, privacy and anonymity, side-channel attacks, digital rights management and copyright, and security economics.

ITCC 2456-O SECURITY 2: COMPUTER SECURITY FUNDAMENTALS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: ITCC 1456-O SECURITY 1: INTRODUCTION TO COMPUTER SECURITY

This course covers how to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. Students will learn the principles of confidentiality, integrity, and availability.

ITMT 1450-O ITIL-1: FUNDAMENTALS OF IT INFRASTRUCTURE LIBRARY
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course covers information technology infrastructure library (ITIL) detailed practices that focus on aligning IT services. ITIL describes processes, procedures, tasks and checklists that can be applied by an organization for establishing integration with the overall organization's strategy. It will cover it service management and ITIL service strategy, design, transition, operation, and continual improvement. Latest technologies such as DEVOPS, Agile, and Lean will be also covered.

ITNW 1454-O INTRODUCTION TO WEB DESIGN
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course provides a working background knowledge of how to create and edit websites using various web management platforms. The goal of this course is to provide the student with the ability to understand basic web design including html, and analyze a site to ensure it is secure and update to date. This course also helps students optimize website for SEO and enables them to make edits and upgrades to a site as needed.

ITNW 1456-O NETWORKING 1: INTRODUCTION TO COMPUTER NETWORKS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course covers the basics of computer networking. Topics covered are the elements of a network, network communications, TCP/IP basics and commonly used network protocols, network architectures, functions of network operating systems and network troubleshooting. Students will learn about networking hardware, software, terminology, components, design, and connections of a network, as well as the network typologies and protocols for Wans and Lans,

ITNW 2456-O NETWORKING 2: FUNDAMENTALS OF NETWORKING
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: ITNW 1456-O NETWORKING 1: INTRODUCTION TO COMPUTER NETWORKS

This course covers how to install, maintain, troubleshoot, and support a network, and understand various aspects of networking technologies, including TCP/IP and the OSI Model. It will cover various network components and where they function in association with the osi model, network cabling, network security, and network troubleshooting. Specific items covered are: design and implement functional networks; configure, manage, and maintain essential network devices; use devices such as switches and routers to segment network traffic and create resilient networks; identify benefits and drawbacks of existing network configurations; implement network security, standards, and protocols; troubleshoot network problems and support the creation of virtualized networks.

ITSC 1454-O A 1: COMPUTER CONCEPTS: CORE1
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. Topics that are covered in mobile devices are laptop hardware and display, mobile accessories and ports,

network connectivity and support. Topics related to networking that are covered are various TCP and UDP protocols and ports, networking devices, and networking protocols. All aspects of computer hardware such as cables, connectors, RAM, storage devices, motherboards, CPU and add-on cards, peripheral devices, power supply and components are covered. The course also covers the common cloud models, such as LaaS, SaaS, PaaS, public vs. private vs. hybrid clouds. in addition, hardware and network troubleshooting are also covered.

ITSC 2454-O A+ 2: COMPUTER CONCEPTS: CORE2
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: ITSC 1454-O A:1 COMPUTER CONCEPTS: CORE1
This course covers installing and configuring operating systems, expanded security, software troubleshooting and operational procedures. The operating systems covered are windows, Linux and Mac OS. Security includes physical, logical and wireless securities, malware, threats and vulnerabilities.

ITSE 1452-O WIN OS 1: INTRODUCTION TO OPERATING SYSTEMS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course introduces the students to computer operating systems (OS). Students will learn how the OS communicates with the hardware devices of a computer. This course covers the primary functions of OS, which include memory management, process management, device management, file management, security, control over system performance, job accounting, error detecting aid and coordination between other software and users.

ITSE 1453-O LINUX 1: INTRODUCTION TO LINUX OPERATING SYSTEMS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course covers topics in Linux Operating System. Students will learn system administration, installation, and implementation of a typical Linux distribution. Topics covered are desktop environments, user accounts and security, resource and application management, network administration, and virtualization concepts.

ITSE 1454-O PROGRAMMING1: INTRODUCTION TO PROGRAMMING CONCEPTS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES:
TEXTBOOK: Python Programming: An Introduction To Computer Science, 3rd Edition, ISBN: 1590282752
This course presents the basic elements of computer programming including variables, expressions, conditionals, and functions. These components will be used to create simple interactive applications. Topics also will include the notion of computation, simple algorithms and data structures, testing and debugging, and algorithmic complexity. Students develop skills to program and use computational techniques to solve problems.

ITSE 2452-O WIN OS 2: OPERATING SYSTEMS CONFIGURATION
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: ITSE 1452-O WIN OS1: INTRODUCTION TO OPERATING SYSTEMS
This course will cover how to configure windows client operating systems (OS), install and upgrade client OS, manage applications, files and folders. Topics included are deploy windows, manage devices and data, configure connectivity and maintain windows. Deploy windows include how to configure language packs, migrate user data, and clean installation. Manage devices and data will include how to manage local groups, users and devices. Configure connectivity will include how to configure networking, client ip settings, mobile networking, VPN clients, troubleshooting and Wi-fi. Maintain windows covers how to configure system and data recovery, manage updates, and monitor and manage windows.

MATH 2451-O CONTEMPORARY MATHEMATICS
CONTACT HOURS:THEORY – 45 LAB – 0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics.

MATH 2452-O COLLEGE MATH
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

In this course, students review contemporary mathematics, including basic math applications such as decimals, percentages, fractions, proportions, rates, units of measurement, finance, and probability. Students will apply these mathematical concepts to everyday life.

MATH 4451-O STATISTICS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the principles of statistics, skill development in computation, and calculation of data. Emphasis is on statistical reports, formulating statistics for administrative reporting needs and requirements of government regulatory agencies, how to analyze statistics, data validity and reliability and how to assess methods of collecting data with appropriate methods of data display.

MDCA 1450-O ANATOMY AND PHYSIOLOGY - STRUCTURAL
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the study of anatomy and the function of systems that support the structure of the human body. Emphasis is on the skeletal and integumentary systems.

MDCA 1451-O ANATOMY AND PHYSIOLOGY - INTERNAL
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the internal anatomy and the functions of the human body. Emphasis is placed on the cardiovascular and respiratory systems.

MDCA 1453-O ANATOMY, PHYSIOLOGY, & PATHOPHYSIOLOGY
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O

This course provides a basic overview of anatomy and physiology, with an emphasis on structure and function of the human body, to include an overview of all body systems.

MDCA 1455-O MEDICAL LAW AND ETHICS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O

This course will provide students with an overview of the united states legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Topics covered include fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics.

MDCA 4450-O PSYCHOLOGY OF ILLNESS AND DISABILITY
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course is designed to explore behavioral medicine and the interdependence of mind and body. Emphasis is on the basic functions of human body systems and the correlation with corresponding diseases and disability, and the psycho-social aspects of health-related impairments.

MDCA 4451-O CULTURAL DIVERSITY IN HEALTHCARE SETTINGS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course is designed to help students examine their own attitudes, behaviors, perceptions, and biases in order to develop culturally aware approaches to administration in healthcare settings. Emphasis is placed on the role culture plays in healthcare perceptions.

MGMT 1450-O GLOBAL SUPPLY CHAIN MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

The course focuses on international and national purchasing or sourcing. Emphasis is placed on the advantages and the barriers of purchasing internationally and nationally, global sourcing, procurement technology, and purchasing processes.

MGMT 1451-O FUNDAMENTALS OF DISTRIBUTION CENTER MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the physical distribution and total supply chain management. Emphasis includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time inventory, and continuous replenishment.

MGMT 2450-O MATERIALS MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the concepts and principles of materials management including inventory control and forecasting activities.

MGMT 2451-O PRINCIPLES OF PURCHASING
CONTACT HOURS: THEORY – 30 LAB – 30 (60 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the purchasing process as it relates to such topics as inventory control, price determination, vendor selection, supply chain management, and ethical issues in purchasing.

MGMT 2452-O CURRENT SUPPLY CHAIN MANAGEMENT ISSUES
CONTACT HOURS: THEORY – 15 LAB – 60 (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the relevant and changing topics in the logistics management field. Emphasis is placed on group projects, interaction with local industry, class lecture, and case studies.

MGMT 2453-O NEGOTIATION
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the theory and techniques of negotiation. Emphasis is placed on analysis of the negotiation process,

preparatory activities, the stages of negotiation, and reaching and implementing an agreement.

MKTG 2450-O BUSINESS LOGISTICS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on a systems approach to managing activities associated with traffic, transportation, inventory management, warehousing, packaging, order processing, and materials handling.

MRKG 1450-O MARKETING PRINCIPLES
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITE: NONE
Students in this course study the interacting business activities designed to plan, price, promote, and distribute want-satisfying products and services to present and potential customers. Students learn the process through which organizations analyze, plan, implement, and control programs to develop and maintain beneficial exchanges with target buyers. Pricing strategies, place and promotion tactics, and the importance of product creation to meet customer needs are explored.

MRKG 2450-O MARKETING
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses the introduction to the marketing mix functions and process. Emphasis is placed on identifying the marketing mix components in relation to market segmentation, explaining the environmental factors which influence consumer and organizational decision-making processes, and outlining a marketing plan.

MRKG 3451-O E-COMMERCE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on the electronic tools utilized in marketing and marketing communication used in developing customer relations. Emphasis is on performing market analysis, developing e-marketing goals, evaluating electronic communications, identifying target audiences, and designing and evaluating customer feedback techniques.

MRKG 3454-O MARKET RESEARCH AND STRATEGIES
CONTACT HOURS: THEORY – 25 LAB – 40 (65 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course focuses on analyzing marketing studies using data-driven and decision-making processes. Emphasis is placed on employing the problem-solving process, utilizing marketing research techniques to implement competitive marketing decision, and interpreting marketing research data to meet customer demands.

POFI 1450-O COMPUTER APPLICATIONS
CONTACT HOURS: THEORY – 30 LAB – 30 (60 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This introductory course exposes students to software applications commonly used in a business environment. Using word processing software, students will create and format documents including inserting graphics and mail merging. Using spreadsheet software, students will create spreadsheets with basic formulas and functions and prepare charts to display the spreadsheet data. Using presentation software, students will create basic presentations. Students will also exchange data between programs.

POFI 1451-O BUSINESS WORD PROCESSING
CONTACT HOURS: THEORY – 15 LAB – 65 (80 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on developing skills in utilization of word processing software. Emphasis is placed on skill and accuracy of the applications.

POFI 1452-O COMPUTER FUNDAMENTALS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course provides students with an overview of computer fundamentals including an investigation of hardware, software, Microsoft windows, operating systems and essential applications used in the office setting. Additionally, students will explore working online, and the impact of computing and the internet on society, and the medical office. Application based topics include word processing and spreadsheets as well as email and presentation tools. Special attention is given to information technology and communication needed for the allied health professional.

POFI 2452-O SPREADSHEETS
CONTACT HOURS: THEORY – 15 LAB – 60 (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on skill development in concepts, procedures, and application of spreadsheets. Emphasis is on spreadsheet terminology and concepts, calculating data using formulas and functions, creating and modifying workbooks, inserting graphics, generating charts and reports, and how to create and use special functions.

POFM 1450-O ICD GUIDELINES AND APPLICATIONS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O, HITT 1451-O, MDCA 1450-O, MDCA 1451-O

This course focuses on the current ICD coding system with emphasis on the use of the ICD coding manual, coding conventions, and guidelines. Emphasis is placed on abbreviations, symbols, and the various types of instructional notes used in coding.

POFM 1451-O ICD CODING
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: POFM 1450-O

This course focuses on expanded coding guidelines and the practice and application of coding protocols. Emphasis is placed on the demonstration of diagnosis coding.

POFM 1453-O CPT CODING
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O, HITT 1451-O, MDCA 1450-O, MDCA 1451-O

This course focuses on using the CPT and the HCPCS manuals for billing outpatient services. Emphasis is placed on procedural coding.

POFM 1455-O CPT SURGICAL CODING
CONTACT HOURS: THEORY – 35 LAB – 20 (55 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: POFM 2454-O

This course focuses on outpatient coding for surgical procedures specific to each body system. Emphasis is placed on coding guidelines and extensive coding practice.

POFM 2452-O ICD CODING APPLICATIONS
CONTACT HOURS: THEORY – 35 LAB – 25 (60 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: POFM 1451-O

This course focuses on completing applications that provide coding practice. Emphasis is placed on applying coding rules accurately.

POFM 2454-O CPT CODING APPLICATIONS
CONTACT HOURS: THEORY – 35 LAB – 25 (60 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: POFM 1453-O

This course focuses on the application of procedural coding for outpatient billing services. Emphasis is placed on accuracy and ethical coding.

POFM 2458-O COMPREHENSIVE CODING
CONTACT HOURS: THEORY – 25 LAB – 40 (65 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: POFM 1455-O, POFM 2452-O

This course focuses on utilizing all coding manuals. Emphasis is placed on coding practice and a review of coding ethics, fraud and abuse, and HIPAA regulations.

POFM 2459-O CAPSTONE REVIEW
CONTACT HOURS: THEORY – 25 LAB – 40 (65 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: POFM 2458-O

This course contains a comprehensive review of the roles and the responsibilities of a medical insurance billing and coding professional in order to prepare students for their certification exam. Emphasis is placed on demonstrating competency related to ICD, CPT/HCPCS, and surgical coding.

POFT 1450-O PROFESSIONAL STRATEGIES
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the skills required to be successful in college and in your career. Emphasis is on time management, goal setting, and research techniques.

POFT 1451-O BUSINESS COMMUNICATION
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

Students in this course will analyze realistic business situations and select an appropriate letter-writing approach to bring about a desired outcome. Students will explore and write effective routine letters and memos, such as inquiry and request, claim, orders, and acknowledgements. Students will identify strategies for writing persuasive credit, collection, and sales letters that use emotional appeals, and compose a series of employment-related letters, such inquiry, application, and request for references.

POFT 1455-O OFFICE TECHNOLOGY FOR HEALTHCARE ASSISTANTS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HITT 1450-O

This course serves as an introduction to the necessary skills needed to operate a computer and function in a general healthcare environment. Students learn basic terminology associated with general computer operation and navigation. Topics covered include basic text editing, internet use and navigation, proper file management, and general computer navigation. In this course, students will learn how to utilize computer software to register patients, record accurate patient information, and enter insurance information into the electronic health record (EHR). Students will also learn the essential skills needed to work with the patient schedule by scheduling appointments, cancelling appointments, tracking patients, patient privacy, and data security.

POFT 2451-O BUSINESS CORRESPONDENCE AND COMMUNICATION
CONTACT HOURS: THEORY – 35 LAB – 20 (55 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the development of writing and presentation skills to produce effective business communications. Emphasis is on creating effective business documents, evaluating business documents, and applying ethical communication practices.

POFT 4451-O CAREER STRATEGIES
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course Is Designed To Study The Personal And Professional Characteristics Necessary For Obtaining And Maintaining Suitable Employment. The Student Will Assemble A Complete Job Seeking Portfolio Including Resume And References, Letters Of Application And Appreciation, Documentation Of Work And Educational History, And Demonstration Of Skills Through Examples Of Student Work. Emphasis Is On Writing Effective Resumes, Sources Of Job Leads, Techniques For Successful Interviewing, And The Follow-Up Process In The Career Search.

PSYC 2451-O GENERAL PSYCHOLOGY
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on human behavior. Emphasis is placed on biological foundations, the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

PSYC 2452-O PSYCHOLOGY
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course introduces students to the psychological study of human behavior as it applies to daily living. The course includes social psychology, development through the life span, psychological disorders, and therapies. Students are exposed to concepts of conditioning, learning, thinking, memory, motivation, emotion, and stress.

SCIT 1450-O INTRODUCTION TO ENVIRONMENTAL SCIENCE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

Students in this course will gain an understanding of ecological principles and how to handle environmental problems such as water use, solid waste management, global warming, energy use, and conservation of irreplaceable natural resources. Students are exposed to environmental challenges and conversation techniques, in order to be conscientious stewards of nature and agents for a healthy and sustainable community.

SOCI 4451-O SOCIOLOGY
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, and social structure. Students also explore the influence of social class and social institutions such as religion, education, healthcare, government, economy, and environment. The family as a social structure is also examined.

SPCH 2451-O SPEECH COMMUNICATIONS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

COURSES IN TEACHOUT PROGRAMS

CJSA 1450-O INTRODUCTION TO CRIMINAL JUSTICE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the history and the philosophy of the American criminal justice system. Emphasis is placed on the development and the modern operations of law enforcement, courts, and corrections and how these agencies function together. The primary goal of this course is to develop a general understanding of the purpose of the criminal justice system and its response to crime in society.

CJSA 1451-O FUNDAMENTALS OF CRIMINAL LAW
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course examines criminal law from the aspect of historical evidence and classifications of crimes and criminal responsibility. Topics include the elements of criminal offenses, criminal liability, complicity, defenses, justifications, excuses, crimes against persons, crimes against property, and crimes against public order.

CJSA 1452-O ETHICS IN CRIMINAL JUSTICE
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the ethical considerations faced by personnel in the criminal justice industry. Emphasis is placed on an examination of cultural values and morals, an understanding of what constitutes moral and ethical behavior, and the application of ethics to the everyday decision-making process.

CJSA 1453-O VICTIMOLOGY
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O

This course focuses on a comprehensive and a balanced exploration of victimology. Emphasis is placed on controversial issues in criminology to provide a better understanding of how society and the criminal justice system treat victims as a whole. Much of the data presented in this course comes from statistics gathered through the FBI's annual NIBR report and the bureau of justice statistic's national crime victimization survey.

CJSA 1455-O POLICE SYSTEMS AND PRACTICES
CONTACT HOURS: THEORY – 25 LAB – 50 (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O

This course focuses on the inner workings of police departments including administration, the criminal investigation department, special operations teams, internal affairs, school resources, and other specialized community policing groups. Special emphasis is placed on patrol procedures.

CJSA 2451-O POLICE REPORT WRITING
CONTACT HOURS: THEORY – 25 LAB – 50 (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O

This course focuses on writing an incident report and giving a thorough account of what happened. Emphasis is placed on

following protocol, describing what happened, and editing the report including revisions to report writing as required by the prosecutor's office. Additional topics include applications of field notes and demonstration of proper report writing.

CJSA 2452-O CRIMINAL INVESTIGATION
CONTACT HOURS: THEORY – 25 LAB – 50 (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O

This course focuses on the fundamentals of criminal investigation by examining the processes involved in identifying and arresting criminal suspects and identifying types of crimes and offenses while preparing for court.

CJSA 2453-O CORRECTIONS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O

This course focuses on the history, the philosophy, and the components of the American corrections system. Emphasis is placed on the origins of correctional systems in the united states and examines programs such as jails, probation, parole, intermediate punishments, and prisons.

CJSA 2454-O FAMILY AND JUVENILE INVESTIGATION
CONTACT HOURS: THEORY – 25 LAB – 50 (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O

This course focuses on the parent-child relationship, reporting child abuse, consent to medical treatment of a minor, and the general provisions of officer/juvenile/parent interaction.

CJSA 2455-O CRIME AND CRIMINALS
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O

This course focuses on crime, criminal behavior, and theories of crime causation. Emphasis is placed on various types of crime and crime-control policies.

CJSA 2456-O CRIMINAL BEHAVIOR
CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: CJSA 1450-O

This course focuses on the origins of criminal behavior. Emphasis is placed on human aggression, violence, juvenile delinquency as it relates to criminal behavior, criminal psychopathy, and mental disorders as they relate to crime. Additional topics include homicide, family violence, sex crimes, multiple murders, and school/workplace violence. Finally, the course will offer insight into terrorism, property and public-order crimes, violent economic crimes, crimes of intimidation, and how substance abuse and alcohol relate to criminal behavior.

VISTA COLLEGE FACULTY AND STAFF

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Greg Gossett, Campus Director
Ann Larson, Director of Academic Operations
Tamika Bass, Director of Admissions
Seana Wade, Director of Career Services
Dirk Vander Meyden, Registrar
Carson Young, LMS Coordinator
Kimberly Bausley, Instructional Designer
Sharetta McKenzie, Director of Financial Aid
Lydia Rosebush, Manager of Student Services
Aaron Nelson, Librarian

PROGRAM DIRECTORS
Sheri Clark, B.S., J.D., M.Ed. – Criminal Justice, General Education
Tracey Lee, B.S., GC, M.S. – Allied Health
Rebecca Reeder, B.S., MBA, Ph.D. – Business Programs

INSTRUCTORS
Angela Hamann, B.S., MBA – Business Administration
Angela Menefee, B.S., M.S – General Education
Anita Walker, B.S., M.Ed. – General Education
Antoine Lewis, B.S., M.S., MBA – Business Administration
Beth Stuart B.S., M.S – General Education
Cassandra McDade, B.A., M.A. – Sociology, Criminal Justice
Christopher Wright, B.A., MBA, PhD – Business Administration
Cynthia Bennett, B.S., MBA – Allied Health
David DiFabio, B.S. – Business Administration
Dawn Plantholt, B.A., M.S. – Allied Health
Doug Bristow, B.B.A., MBA – Business Administration
Frederick Statton, B.S., M.S – Information Technology
George Martinez, B.S., M.S. – General Education
Gerry Gordon, B.A. – Allied Health
Gina Sanchez, BS, HIM – Allied Health
James Porter, B.S., M.A. – General Education
Jenna Powell – General Education
Jenny Mark, B.A., M.A. – General Education
Jill Hurley, B.S., MBA – Business Administration
Joseph Chianakas, AAS, B.S, MLS, M.A. – General Education
Kathy Richards, B.S., M.Ed. – Allied Health
Kara Wagner, AAS – Allied Health
Karen Akam B.S., M.S – General Education
Kay-Trenia Davis-Porter, B.A, MBA, MHA – Allied Health
Keith Strom, B.S., MBA – Business Administration
Kristen Mercer, B.S., MBA – Allied Health
Lonnie Jacobs, B.A., B.S., M.A. MBA, – Business Administration
Mark McCoy, B.S., MBA, MPM – Business Administration
Mark Pereyda, B.S., M.A. – Criminal Justice
Mary Allix, M.S & BA – Allied Health
Michael Storper, B.S., M.S. – General Education
Nathan Mitchell, B.S., MBA – Business Administration
Neil Salyer, B.A. J.D., M.A, – Criminal Justice, General Education
Nizar Alsaid, B.S., M.S - Information Technology
Peggy Jones, B.S., MBA – Business Administration
Ryan Sharp, B.A., M.S., M.S. – Criminal Justice
Sandra McDonald, B.A., M.S., MBA – Business Administration
Sharon Turner, MS, BA – Allied Health

COLLEGE GOVERNANCE

BOARD OF DIRECTORS

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Chief Executive Officer

Mr. Louis Kenter
Chairman

Mr. Michael P. Mcinerney
Vice President and Secretary

CORPORATE OFFICERS

Mr. Louis Kenter
Chairman

Mr. Timothy Armstrong
Senior Vice President of Operations

Andrew Gray
Chief Financial Officer and Assistant Secretary

Mr. Jim Tolbert
Chief Executive Officer

Mr. Michael P. Mcinerney
Vice President and Secretary

HISTORY

Vista College was initially founded as Certified Careers Institute (CCI) in July 1983 in Salt Lake City, Utah. The school's original mission was to provide hands-on computer training for computer programmers, technicians, and data processors.

To keep up with the continuing growth within the information technology (IT) industry, a branch campus was opened in Ogden, Utah in October 1988. Increasing demands of the IT industry, and the growing student population made it necessary for both campuses to relocate to their facilities in Salt Lake City and Clearfield. The Salt Lake City Campus and Clearfield Campuses were accredited by the Accrediting Commission on Career Schools and Colleges ("ACCSC") on March 17, 1999. On March 17, 1999, Landmark Education Industries purchased both Utah campuses.

In October 2002, Landmark Educational Industries changed the focus of the institution from self-paced information technology programs to instructor-led Allied Health programs – Medical assisting and Medical Office Specialist. These two programs followed a traditional, lecture/lab delivery format. Massage Therapy and Dental Assisting programs were added to the programs offered in 2005 and 2006.

On June 1, 2007, CCI was acquired by Education Futures Group, LLC (EFG). Education Futures Group currently owns schools in Texas and Arkansas. Education Futures Group also owns a school in New Mexico operating under the name Computer Career Center, a Division of Vista College.

In September 2010, Vista College received its first approval from ACCSC to offer Business Administration (Diploma) And Medical Office Specialist (Certificate) via distance education. In 2014, the campus relocated to Richardson, TX. In the subsequent years, the college expanded its offerings to include additional associate and bachelor level degrees.

In August 2016, Vista College revised all programs to a 4.5 credit hour per course format, and also added a Bachelor in Healthcare Administration program. In January 2017, a new supply chain management program was added (Name changed to Logistics and Operations Management in February 2018). In 2017, Vista College changed courses to an evidence-based format.