Mission
We Change Lives...One Person At A Time.

Purpose
• To stress to all students the importance of a sound general educational background in which students can broaden their understanding of society and the complexities which affect that society.
• To provide education and training to students on a group and an individual basis, helping students realize their full potential with specialized knowledge and skills.
• To help students reach a level of social maturity that will be respected in the community as well as in the business world.
• To assist graduates in securing meaningful and satisfying entry-level employment through career and job placement services.

Vision
Our vision is to provide a warm, friendly, nurturing atmosphere where people can learn the skills required, to obtain the careers they need, to have the lives they want.

Regulatory Information
Daymar College is a senior college accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), located at 750 First Street NE, Suite 980, Washington, D.C. 20002-4223.

Daymar College is licensed by the Kentucky Council on Postsecondary Education.

Some of the programs offered by Daymar College have been approved by the Kentucky Approving Agency for Veterans Education for the enrollment of persons eligible to receive VA educational benefits.

Daymar College is approved by the Kentucky Council on Postsecondary Education to award diplomas, associate of science degrees, and bachelor of science degrees.

All campuses of Daymar College have been designated by the United States Department of Education as eligible to participate in Title IV, Part A Postsecondary Education Federal Assistance Programs under the Higher Education Act of 1965, as Amended (HEA).
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# Academic Calendar

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<th>Fall 2015</th>
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<td>Graduation Preview - Fall Full Start</td>
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<td>Fall Full Start - First Day of Classes</td>
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<td>Last Day to Drop/Add</td>
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<td>Graduation Preview - Fall Mid Start</td>
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<td>Veterans Day</td>
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<td>Last Day of Classes</td>
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<th>Event</th>
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<td>Graduation Preview - Winter Mid Start</td>
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<td>Winter Mid Start - First Day of Classes</td>
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<td>Last Day to Drop/Add</td>
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<td>Good Friday</td>
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<td>Last Day of Classes</td>
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<tr>
<th>Event</th>
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<th>Spring 2016</th>
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<td>Graduation Preview - Spring Full Start</td>
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<td>March 31</td>
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<tr>
<td>Spring Full Start - First Day of Classes</td>
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<tr>
<td>Last Day to Drop/Add</td>
<td>April 13</td>
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<tr>
<td>Graduation Preview - Spring Mid Start</td>
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<td>Spring Mid Start - First Day of Classes</td>
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<td>Last Day to Drop/Add</td>
<td>May 15</td>
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<tr>
<th>Event</th>
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<th>Summer 2016</th>
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<tr>
<td>Graduation Preview - Summer Full Start</td>
<td>June 25</td>
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<td>Summer Full Start - First Day of Classes</td>
<td>June 29</td>
<td>June 27</td>
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<tr>
<td>Independence Day</td>
<td>July 4</td>
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<td>Last Day to Drop/Add</td>
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<tr>
<td>Graduation Preview - Summer Mid Start</td>
<td>July 30</td>
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<tr>
<td>Summer Mid Start - First Day of Classes</td>
<td>August 3</td>
<td>August 1</td>
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<tr>
<td>Last Day to Drop/Add</td>
<td>August 7</td>
<td>August 5</td>
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<tr>
<td>Last Day of Classes</td>
<td>September 14</td>
<td>September 12</td>
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This Academic Calendar is subject to change at the discretion of the College.
Exams are typically held the last day of class unless specified otherwise.

October 15, 2014
Welcome!

Our faculty and staff are dedicated to providing a warm, friendly, nurturing atmosphere for every student who joins the Daymar family. We have a personal interest in every student’s success. Respect and integrity are core values that shape our relationship with each student. This caring atmosphere and value-based approach, combined with relevant programs and computer technology, can provide a solid foundation for developing career-focused skills and behaviors to meet the needs of today’s employers.

Our goals are to provide students with quality career training, help them develop a sense of personal responsibility and help instill a genuine desire to learn. We also provide opportunities for developing the effective behaviors and emotional maturity that are critical for success in any field.

Our experienced faculty and staff are here to answer questions and address concerns that may arise during your educational journey – so please let us know how we can help. We’re here for you every step of the way!

We Change Lives…One Person At A Time.
History of Daymar College

The year was 1879. Professor John F. Draughon of Adams, Tennessee had begun to recognize a growing need for people with business training – and he decided to do something about it. With little capital, a horse, a wagon and some teaching materials, he founded Draughons Practical Business College. Initially, Professor Draughon made a monthly circuit of towns in Northern Tennessee and Southern Kentucky to deliver the training to his students. Several years later, he opened a permanent location in Nashville.

From this humble beginning, Professor Draughon launched a business college group that would become one of the largest in the nation. At the time of his death in 1921, there were 38 business schools bearing his name. The Nashville location of Draughons went on to survive The Great Depression and World War II. Under new management, Draughons Business College again assumed its role in the community to provide training in secretarial, accounting and other business disciplines.

In 1954, the school was accredited by the Accrediting Commission for Business Schools. In 1978, Draughons was accredited as a junior college of business by the Accrediting Commission of the Association of Independent Colleges and Schools (ACICS).

Draughons Business College - Nashville was located on 8th Avenue North for more than 100 years. Construction of the current location began in November 1980 and classes began there in August 1981. In 1988, Draughons Junior College established a branch campus in Bowling Green, Kentucky.

Business closings and other economic factors in small Western Kentucky communities created the need for a new type of campus – the Learning Site. Between 2001 and 2007, Draughons Junior College opened Learning Sites in Clinton, Hopkinsville and Russellville. Initially, the Learning Sites were to be temporary locations to serve the training needs of displaced workers in rural communities. The Hopkinsville location was also intended to provide educational opportunities for the spouses and families of military personnel stationed nearby at Fort Campbell.

The Hopkinsville Learning Site closed its doors in April 2006 and the Clinton Learning Site closed its doors in July 2014, after serving their purpose for the community. Although Russellville was originally planned to be a temporary location, it proved to be a valuable asset that serves a variety of educational needs in the community.

On January 1, 2010, Draughons Junior College changed its name to Daymar College and expanded its educational offerings to include bachelor degree programs. In the proud tradition of professor Draughon, Daymar carries out its mission of changing lives … one person at a time.
Regulatory Information

Daymar College (“the College”) is a senior college accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate degrees, and bachelor degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education.

Daymar College is licensed by the Kentucky Council on Postsecondary Education.

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Professional Memberships

<table>
<thead>
<tr>
<th></th>
<th>Bowling Green</th>
<th>Russellville</th>
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</thead>
<tbody>
<tr>
<td>American Medical Technologists</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Association of Private Sector Colleges and Universities</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Bowling Green Warren County Chamber of Commerce</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kentucky Association of Career Colleges and Schools</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Microsoft IT Academy</td>
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</tr>
</tbody>
</table>
Legal

Legal Control

Draughons Junior College, Inc.

Daymar College (“the College”) is owned and operated by Draughons Junior College, Inc. Draughons Junior College, Inc., is owned by Daymar Holdings, Inc. The Mark A. Gabis Revocable Inter Vivos Trust, Kris Kemp successor trustee, and the Damien A. Gabis Trust UTD 11/6/96, Damien A. Gabis trustee, are the shareholders of Daymar Holdings, Inc.

Equal Opportunity and Compliance with Americans with Disabilities Act (ADA) Policy

The College does not discriminate on the basis of race, creed, color, sex, age, disability, national or ethnic origin, or religion as to the admission or other treatment of its students, prospective students, associates, or prospective associates. The College complies fully with the Americans with Disabilities Act of 1990. Daymar is committed to providing reasonable accommodations to qualified individuals with a disability unless providing such accommodation would result in an undue burden or fundamentally alter the nature of the program, benefit, or service provided by the school. To request an auxiliary aid or service please contact the school president or school director at the address listed in the back of the catalog. The initial steps for students wishing to request an auxiliary aid or service include discussing the need and providing current medical evidence to support of the disability four weeks prior to the start of classes or as soon as practicable so that the school has time to address the request.

Statement of Policy

The College reserves the right to change any provision or requirement in this catalog at any time without prior notice.

The College provides the opportunity for students to enroll in single courses, diploma programs, associate of science degree programs, or programs of study leading to a bachelor of science degree in allied health, business, and technical fields. These courses and programs of study are taught by faculty in an appropriate learning environment with adequate instructional resources. The acquisition of knowledge and skills by any student is contingent upon the student’s desire and ability to learn and his/her application of appropriate study habits; therefore, the College does not warrant or represent that any student who completes any course or program of study will necessarily acquire any specific knowledge, skills, or obtain a specific job or income.

The College reserves the right to require a student to withdraw from the College for any action deemed detrimental to the College, faculty, staff, or another student as determined by the Campus President/Director, Director of Education, and the Director of Admissions. Failure to read this catalog or other published and posted materials does not excuse the student from the requirements and regulations described therein.

Non-Discrimination

Admission to, employment by, and promotion in the College will be on the basis of merit, and not discriminate on the basis of race, color, creed, age, sex, disability, religion, or national or ethnic origin. The College provides equal opportunity to everyone.

The College does not discriminate on the basis of sex, sexual orientation, race, color, creed, religion, national origin, age, disability, or any other status protected by law. The College provides equal opportunity in admissions and employment decisions.
Admissions

Admissions Requirements

Students applying for admission to Daymar College (“the College”) are required to:

◘ Complete all enrollment documents including the application and enrollment agreement along with the College disclosure forms as applicable. Applicants under the age of 18 are required to obtain a parent or guardian signature on the enrollment agreement and other enrollment documents.
◘ Provide proof of high school diploma or a General Educational Development diploma (GED), or its equivalent as determined by the College.
◘ Complete, under Assessment Policy, assessment as indicated below.
◘ Complete, under Program Specific Requirements, programmatic requirements as indicated below.

All applicants applying for diploma, associate degree, or bachelor degree programs must take an assessment with the exception of applicants who have transfer credits in English and Mathematics, or have a composite score of 18 on the ACT or an 870 on the SAT.

The College reserves the right to reject an applicant if the admissions requirements are not met. An applicant may also be denied admission if it is determined that an applicant is incapable of being successful, benefiting from the training offered, or any other reason that would prevent employment or successful on-the-job performance upon completion of the program. Based on the College policies and class availability, you may be able to enroll beyond the first day of classes. Contact the College’s Admissions Department for more information.

Official High School Transcript

An official high school transcript is defined as a student’s standard high school academic record and completion which contains an official signature, seal, notation of standard high school diploma, and the date earned. In the event a student’s high school has been closed, the documentation of a student’s official high school transcript may also be obtained from the Department of Education of the designated state.

General Educational Development Diploma (GED)

General Educational Development diploma (GED) is defined as a student’s standard high school general equivalency academic record and completion which contains an official signature, notation of exam scores and the date earned. In the event a student’s designated authority has been closed, the documentation of a student’s official equivalency certificate may also be obtained from the Department of Education of the designated state.

Assessment Policy

Every applicant may take the 12-minute Wonderlic Scholastic Level Exam (SLE) as it is an indicator of potential. The assessment, which is not a “pass or fail” assessment, is required for students planning to receive a diploma, associate or bachelor degree. Applicants who have taken the ACT and have a composite score of 18 or higher or have transfer credits in English and Mathematics are exempt from the Wonderlic SLE assessment. Some programs may have minimum Wonderlic SLE score requirements as a part of their approval from professional organizations. These score requirements are also stated in the admissions requirements. Students who score below 10 on the Wonderlic SLE assessment will need to attend the five (5) week college preparatory workshop. Check with your admissions representative for the college preparatory workshop schedule.

The exceptions are:
◘ Applicants who score a composite score of 18 or higher on the ACT, or have transfer credits in English and Mathematics from an accredited institution do not need to take the Wonderlic SLE assessment.
◘ Non-degree seeking students are not required to take the Wonderlic SLE assessment.
Program Specific Requirements

Before an applicant is accepted into the Cardiographic Technology Program, Criminal Justice Program or Pharmacy Technology Program, a national criminal background check must be received by the College. In the event the national criminal background check contains any evidence of a felony conviction, the applicant will not be admitted into the Cardiographic Technology Program, Criminal Justice Program or Pharmacy Technology Program. If the applicant is denied admission to the Cardiographic Technology Program, Criminal Justice Program or Pharmacy Technology Program, the applicant may appeal the denial according to the policy set for in the College’s catalog.

Open Invitation

An open invitation is extended to all prospective students and applicants to visit the College at a convenient time to tour the facilities.

Admissions Appeal Policy

Applicants who are denied admission into a program may appeal the decision in writing to the Director of Education within fifteen (15) business days of the date the applicant received notice of the applicant’s denial of admission. The decision of the appeal is made by the Director of Education. Applicants who are denied admission into a program by the Director of Education may appeal the decision in writing to the Campus President/Director within fifteen (15) business days of the date the applicant received notice of the applicant’s denial of admission from the Director of Education. The decision of the Campus President/Director is final.

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Financial Aid Programs

Federal and State Financial Aid Programs

Financial aid programs are available at Daymar College (“the College”) to provide assistance to qualifying students for their education. Grants, loans, and part-time employment may be available in a variety of combinations to meet the difference between the amount students and their families can reasonably be expected to provide and the cost of attending the College. Most financial aid programs are paid on a payment period basis, as defined by the Department of Education. Assistance in applying for these programs is provided through the Financial Services Office.

Federal Pell Grant

The Federal Pell Grant is available to students who demonstrate appropriate financial need. The amount of this award is determined by the student’s eligibility, enrollment status, cost of attendance, and a payment schedule issued by the United States Department of Education, Office of Student Financial Assistance.
Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant program for undergraduate students with exceptional need. The federal government allocates a limited pool of FSEOG funds to participating schools. FSEOG is awarded to those students with the lowest expected family contribution who also receive Pell Grants. Students must have unmet need in order to receive the FSEOG award.

William D. Ford Direct Subsidized Stafford Loan Program

A William D. Ford Direct Subsidized Stafford Loan is a fixed low-interest loan. A borrower must be enrolled at least a half-time basis and must be working toward a diploma, or degree program. Financial need is required and the interest is paid by the federal government for the length of time the student remains at least half-time plus a six (6) month grace period. Regulations and interest rates are subject to change. The Financial Services Officer assists students in ensuring completion of the required paperwork for students who wish to apply for these loans. Repayment begins six (6) months after the student graduates, withdraws from schools, or falls below half-time status.

William D. Ford Direct Unsubsidized Stafford Loan

A student, who does not qualify in whole or in part for a William D. Ford Direct (Subsidized Stafford Loan), may borrow a William D. Ford Direct (Unsubsidized Stafford Loan. The terms of unsubsidized loans are the same as the terms for subsidized loans except the government does not pay interest on the unsubsidized loan. All of the interest that accrues on this loan during the period of enrollment, during the grace period, and during periods of repayment and authorized deferment must be repaid. Regulations and interest rates are subject to change. The Financial Services Officer assists students in ensuring completion of the required paperwork for students who wish to apply for these loans. Repayment begins six (6) months after the student graduates, withdraws from school, or falls below half-time status.

William D. Ford Direct Parent Loan

The William D. Ford Direct Parent Loan (PLUS Loan) allows parents of eligible dependent undergraduates to borrow money to help pay the cost of education of students. Parents may borrow an amount not to exceed the student’s estimated cost of attendance minus any other financial aid the student has been or will be awarded during the period of enrollment. PLUS loans may be used in conjunction with other loan programs. Eligibility is not based on financial need. PLUS loans have a fixed interest rate. Repayment of principal and interest begins no later than sixty (60) days after the loan is fully disbursed.

Kentucky Educational Excellence Scholarship

Kentucky high school students who try to get the most from high school by studying diligently and making good grades (C+ and above) can earn scholarships for college through the Kentucky Educational Excellence Scholarship program. Students earn KEES base awards for a high school GPA of 2.5 or higher and can earn bonus awards for composite scores of 15 or higher on the ACT. Base awards range from $125.00 to $500.00, and bonus awards from $36.00 to $500.00. Students should contact their high school counselors for additional information.

College Access Program Grant

The College Access Program (CAP) Grant is available for students in a degree program who are residents of Kentucky and are enrolled at least half-time. The Kentucky Higher Education Assistance Authority determines this award on the basis of the FAFSA, which can be obtained from the College Financial Services Officer. The CAP Grant does not have to be repaid.
Institutional Loan Program

An institutional loan from the College is available for students based on financial need, not to exceed a student’s estimated cost of attendance, minus any other financial aid the student has been or will be awarded during the period of enrollment. The amount of the loan varies according to the individual financial needs of students receiving assistance. Payments begin on the fifteenth of the month after the funds are advanced. This is an interest bearing loan. No interest will accrue while attending the College while making satisfactory payments. Interest may accrue once the student is not current with their loan payments, graduates, or withdraws. Contact the Financial Services Officer for an application and current interest rate information.

Private or Alternative Loans

Some lenders provide student loan resources outside of the federal loan programs. Rules and eligibility vary so contact the specific lender or Financial Services Officer for additional information.

Veteran’s Administrations Benefits

Veteran’s Administrations (VA) eligibility of each student and program of study is determined by the Department of Veterans Affairs. Application forms are available in the College’s Financial Services Office. Veterans who qualify for educational benefits should contact the College for an appointment well in advance of the desired date of entry.

Some of the programs offered by the College, have been approved by the Kentucky Approving Agency for Veterans Education for the enrollment of eligible applicants to receive VA educational benefits.

Federal Work-Study Program

Students who need employment to help pay for educational costs may be eligible for employment by organizations under the federally supported Federal Work Study Program (FWS). In order to qualify, students must demonstrate financial need. The number of positions available may be limited depending on the institutions funding allocation from the federal government.

State Vocational Rehabilitation Services

Students who have a physical or mental disability which is a handicap to employment may be eligible for sponsored training services through their state government agency. Students should consult the local office of the Bureau of Vocational Rehabilitation for more information.

Daymar Grant Programs

The Daymar grant programs are designed to assist students who meet admissions requirements and wish to attend Daymar, but require additional financial assistance in order to be able to attend college. These students typically are independent and have been in the workforce for a year or more and wish to pursue an education to enhance their career opportunities, or are dependent on parents with a higher than average income and who are not prepared or willing to borrow under the Federal PLUS program. They are willing to invest in their future through borrowing, but find themselves still short of funding for the total direct cost. These grant programs are designed to fill that need and help these students have the opportunity to attend college. Grant programs listed below can be awarded concurrently unless otherwise noted. The award amounts are determined by an independent review panel which may consist of the Campus President/Director/Dean and the Director of Financial Services. Tuition, fees, and refund policies as described in the catalog apply to these grant programs. Applications for these grants may be found in the Financial Services Office. A student may not receive any Grant in combination with other student aid in excess of tuition and fees. Grants are part of the total Financial Aid package, offered and monitored by the Director of Financial Services. If a student is awarded a Grant and elects to receive Federal Student Aid, including grants and loans in excess of tuition and fees, the Grant award may be reduced or revoked. General Requirements for each program are:

- Be enrolled at Daymar in any approved program.
• Complete the application process for Title IV assistance (exception to the e-Book grant). A student will not be required to borrow a full Unsubsidized Stafford Loan if they are willing to make up that amount with personal funds.

• Complete the Grant Program Application by calendar day thirty (30) of the student’s first term.

• Maintain Satisfactory Academic Progress as stated for Title IV eligibility and as defined by Daymar.

American Working Spirit Grant

The recipient must:

• Be an agency approved dislocated worker due to no negative actions on your part with the ability to provide proof thereof.

The total grant is a minimum of $500 per payment period and a maximum of $5,000 per payment period. The American Working Spirit Grant has a total annual funding base of $70,000, which is provided for in the operating budget for Daymar. The grant cannot be combined with other institutional grants.

e-Book Grant

The recipient must:

• Elect to receive all available textbooks/supplements in electronic format each term.

The total grant is a minimum of $30 per payment period to a maximum of $120 per payment period. The e-book Grant has a total annual funding base of $500,000 which is provided for in the operating budget for Daymar.

Elevate Grant

The recipient must:

• Be partial Pell eligible under the Federal Pell Grant Program based on the calculated Expected Family Contribution number.

The total grant is a minimum of $100 per payment period to a maximum of $400 per payment period. The Elevate Grant has a total annual funding base of $750,000 which is provided for in the operating budget for Daymar.

Neighborly Grant

The recipient must:

• Have applied for or missed the opportunity to apply for current award year grant from their respective State and/or be ineligible to receive any State issued grant funds.

The total grant is a minimum of $50 per payment period to a maximum of $200 per payment period. The Neighborly Grant has a total annual funding base of $1,000,000 which is provided for in the operating budget for Daymar.

Onward Grant

The recipient must:

• Be Pell ineligible under the Federal Pell Grant Program due to the calculated Expected Family Contribution number.

The total grant is a minimum of $200 per payment period and a maximum of $800 per payment period. The Onward Grant has a total annual funding base of $2,500,000 which is provided for in the operating budget for Daymar.
Military Programs

The College is proud to support military personnel and their families by offering military programs. These programs are intended to aid military families with the cost of attending college. The College offers the American Pride Grant, the National Guard/Reservist Grant, the Veteran Grant, and the Family of Current Active Duty Service Personnel or Wounded Warrior Grant, effective August 15, 2011, for any new student enrollments after August 15, 2011. The College also participates in the Military Spouses Career Advancement Account (MyCAA), The Post 9/11 GI Bill, The Yellow Ribbon GI Education Enhancement Program and Scholarship, and other Veteran’s Administration (VA) programs.

American Pride Grant

The American Pride Grant is designed to assist students who wish to attend the College, meet the College’s admissions requirements, are on active military duty, or a wounded warrior. These students typically are dedicated to serving their country, living away from traditional family support, and are service members whose income alone is not sufficient to meet the cost of education and wish to pursue an education to enhance their career opportunities. They are willing to invest in their future by their dedication, persistence, and desire to change their lives for the better, but find themselves still short of the tuition and fees and may be considering giving up their hope of a college education.

The recipient must:

- Be enrolled in 16 credit hours at the College in any approved program.
- Be on active military duty, or
- Be a Wounded Warrior. A Wounded Warrior is any disabled veteran who has served since September 11, 2001, has less than 20 years of military service and has received either a Memorandum Rating of thirty percent (30%) or greater from their service Physical Evaluation Board or a VA service-connected disability rating of thirty percent (30%) or greater,
- Have been honorably discharged.
- Complete the application for the American Pride Grant at the time of initial enrollment.
- Must be maintaining Satisfactory Academic Progress as required for Title IV eligibility and as defined by the College.

The exact amount of the award will be based on an individual assessment of the student’s military and agency award. The grant will be applied to the student’s account after the payment of federal and state grants, and military and agency funding. The amount is not to exceed $4000.00 per payment period for up to eight (8) payment periods.

The American Pride Grant has a total annual funding base of $50,000.00 and is funded separately and apart from the operating budget for the College.

National Guard/Reservist Grant

These students typically are dedicated to serving their country and are service members whose income alone is not sufficient to meet the cost of education and wish to pursue an education to enhance their career opportunities. They are willing to invest in their future by their dedication, persistence, and desire to change their lives for the better, but find themselves still short of the tuition and fees and may be considering giving up their hope of a college education.

The recipient must:

- Be enrolled on a full-time basis at the College in any approved program.
- Be an active duty national guard member, or
- Be a reservist.
- Complete the application for the National Guard/Reservist Grant at the time of initial enrollment.
- Must be maintaining Satisfactory Academic Progress as required for Title IV eligibility and as defined by the College.

The exact amount of the award is $250.00 per payment period for up to eight (8) payment periods towards tuition and fees with a $2,000.00 lifetime maximum per student.

The National Guard/Reservist Grant has a total annual funding base of $50,000.00 and is funded separately and apart from the operating budget for the College.
**Veteran Grant**

These students typically are dedicated to serving their country and are honorably discharged service members whose income alone is not sufficient to meet the cost of education and wish to pursue an education to enhance their career opportunities. They are willing to invest in their future by their dedication, persistence, and desire to change their lives for the better, but find themselves still short of the tuition and fees and may be considering giving up their hope of a college education.

The recipient must:
- Be enrolled in 16 credit hours at the College in any approved program.
- Be a honorably discharged veteran, or
- Be a spouse of a honorably discharged veteran, or
- Be a widow of a honorably discharged veteran, or
- Be a dependent child, age 25 or under, of a honorably discharged veteran.
- Complete the application for the Veteran Grant at the time of initial enrollment.
- Must be maintaining Satisfactory Academic Progress as required for Title IV eligibility and as defined by the College.

The exact amount is $125.00 per payment period for up to eight (8) payment periods towards tuition and fees with a $1,000.00 lifetime maximum per student.

The Veteran Grant has a total annual funding base of $50,000.00 and is funded separately and apart from the operating budget for the College.

**Family of a Current Active Duty Service Personnel or Wounded Warrior Grant**

These students typically are living away from traditional family support and are family of current active duty service personnel whose income alone is not sufficient to meet the cost of education and wish to pursue an education to enhance their career opportunities. They are willing to invest in their future by their dedication, persistence, and desire to change their lives for the better, but find themselves still short of the tuition and fees and may be considering giving up their hope of a college education.

The recipient must:
- Be enrolled in 16 credit hours at the College in any approved program.
- Be a spouse of a current active duty service personnel, or
- Be a dependent child, age 25 or under, of a current active duty service personnel, or
- Be a spouse of a Wounded Warrior. A Wounded Warrior is any disabled veteran who has served since September 11, 2001, has less than 20 years of military service and has received either a Memorandum Rating of 30 percent or greater from their service Physical Evaluation Board or a VA service-connected disability rating of 30 percent (30%) or greater, or
- Be a dependent child, age 25 or under, of a Wounded Warrior.
- Complete the application for the Family of a Current Active Duty Personnel or Wounded Warrior Grant at the time of initial enrollment.
- Must be maintaining Satisfactory Academic Progress as required for Title IV eligibility and as defined by the College.

The exact amount of the award is $125.00 per payment period for up to eight (8) payment periods towards tuition and fees with a $1,000.00 lifetime maximum per student.

The Family of a Current Active Duty Service Personnel or Wounded Warrior Grant has a total annual funding base of $50,000.00 and is funded separately and apart from the operating budget for the College.
Military Spouses Career Advancement Account (MyCAA)

The Military Spouses Career Advancement Account (MyCAA) program, sets out to prepare eligible military spouses for the workforce by offering up to $4,000.00 of Financial Assistance (FA) from the Department of Defense. This is meant to encourage spouses of military personnel to pursue education, training, licenses, certificates, and degrees leading to employment in Portable Career fields. The MyCAA program uses this funding to pay schools directly for coursework and exams taken by the approved spouse account owner.

On October 25, 2010, the MyCAA program reopened to all eligible spouses under the new program guidelines. All spouses, including those currently participating, will be subject to the new eligibility criteria and revised funding limits below.

The recipient must:
- Be the spouse of an active duty Army, Navy, Air Force, or Marine service member, or activated Reserve member in pay grades E1-E5, W1-W2, O1-O2,
- Must be enrolled in an associate degree, certificate, or licensure program, approved by MyCAA,
- Be the spouse of National Guard and/or AGR member, the sponsor must be on federal Title 10 active duty orders as reported in Defense Enrollment Eligibility Reporting System (DEERS).
- Not be the spouse of Guard/Reserve members in an Alert, Transition Assistance, or Post Deployment status because they are not eligible.
- Be capable of finishing the program of study within three (3) years from the date of the first course.

The student’s MyCAA award will be limited to the new $4,000.00 lifetime maximum benefit with a $2,000.00 MyCAA fiscal year cap. Waivers to the MyCAA fiscal year cap will be available for spouses pursuing licensure or certification with a cost that exceeds the $2,000.00 MyCAA fiscal year cap up to the total lifetime maximum assistance of $4,000.00 per student.

The Post 9/11 GI Bill

Chapter 33 of the Post 9/11 GI Bill is an education benefit program for individuals who served on active duty on or after September 11, 2001.

The recipient must:
- Be individuals that served at least ninety (90) aggregate days on active duty after September 10, 2001, and are still on active duty or were honorably—
  - discharged from the active duty; or
  - released from active duty and placed on the retired list or temporary disability retired list; or
  - released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve, or
  - released from the active duty for further service in a reserve component of the Armed Forces.
- Be individuals honorably discharged from active duty for a service-connected disability and served thirty (30) continuous days after September 10, 2001.

Contact the VA at www.gibill.va.gov for more information about the program or to determine eligibility.

The Yellow Ribbon GI Education Enhancement Program and Scholarship

The Yellow Ribbon GI Education Enhancement Program (The Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with VA to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. The institution can contribute up to 50% of those expenses and VA will match the same amount as the institution.

The College is proud to demonstrate its commitment to our nation’s veterans by participating fully in the Yellow Ribbon Program. All veterans eligible for the program (as determined by the VA) will receive a Yellow Ribbon Scholarship. That scholarship, together with matching funds from the VA, may cover all tuition, book, and fee expenses at the College that are not covered by Chapter 33 benefits.
The Post 9/11 GI Bill pays up to the highest public in-state undergraduate tuition and fees. Students may have tuition and fees that exceed that amount if they are attending a private institution, graduate school, or attending an out-of-state status. If students are enrolled in a Yellow Ribbon participating institution and the tuition, books, and fees exceed the highest public in-state undergraduate tuition or fees, additional funds may be available for the education program without an additional charge to the student’s entitlement.

Institutions that voluntarily enter into a Yellow Ribbon Agreement with VA choose the amount of tuition and fees that will be contributed. VA will match that amount and issue payment directly to the institutions.

Please visit www.gibill.va.gov for additional information on the Yellow Ribbon Program or other benefits for which you may be eligible.

Daymar Scholarships

Academic Scholarships

All academic scholarships, except the alumni and Imagine America scholarships, are for first-time, full-time students (12 credit hours or more) enrolled in degree programs. The scholarships are awarded quarterly, and the student must maintain a grade point average of at least 3.0 each quarter in order to continue to receive the scholarship the following quarter. If a student falls below a 3.0 grade point average for a given term their scholarship will be suspended until a cumulative grade point average of 3.0 is attained. Scholarships will not be awarded past the “Maximum Time Requirements” for satisfactory academic progress beginning from the initial term the scholarship was awarded. For extenuating circumstances, exceptions to requirements may be made with the approval of the Director of Education at the College.

Application for academic scholarships, except Imagine America scholarships, must be made through the College’s Admissions Office. The applicant must meet all other admissions requirements for attending the College in addition to the specific scholarship requirements. Scholarships will be awarded to the first applicants each quarter who meet all eligibility requirements. All scholarships must be approved by the College Scholarship Selection Committee, which includes the Financial Services Officer, Director of Financial Services, and the Campus President/Director. No more than one Daymar Scholarship per quarter will be awarded to any applicant.

A student may not receive any Daymar scholarship in combination with other student aid in excess of the direct cost of attendance to the College. The Daymar scholarships are part of the total financial aid package, offered and monitored by the Director of Financial Services. If a student is awarded a Daymar scholarship and elects to receive federal student aid, including grants and loans in excess of the direct cost of attendance to the school, the Daymar scholarship may be reduced or revoked.

Commonwealth Scholarship

Application and supporting documentation for the Commonwealth Scholarship must be filed with the Director of Admissions no later than January 15 for the Winter Quarter, April 15 for the Spring Quarter, June 30 for the Summer Quarter, and September 30 for the Fall Quarter.

The recipient must:

- Be a high school student entering the College in the summer, fall, or winter quarter following high school graduation, and
- Have a minimum high school grade point average of 3.75, or have an ACT score of 27 or higher, or
- Be in the top five percent of the high school graduating class, and
- Receive a written recommendation from the high school principal or guidance counselor and at least one (1) teacher.

The exact amount of the award is $312.50 per payment period for up to eight (8) payment periods with a $2,500.00 maximum award per student.
**Presidential Scholarship**

Application and supporting documentation for the Presidential Scholarship must be filed with the Director of Admissions no later than January 15 for the Winter Quarter, April 15 for the Spring Quarter, June 30 for the Summer Quarter, and September 30 for the Fall Quarter.

The recipient must:
- Be a high school senior entering the College in the summer, fall, or winter quarter following high school graduation, and
- Have a minimum high school grade point average of 3.50, or
- Have an ACT score of 23 or higher, or
- Be in the top ten percent of the high school graduating class, and
- Receive a written recommendation from the high school principal or guidance counselor and at least one (1) teacher.

The exact amount for the award is $250.00 per payment period for up to eight (8) payment periods with a $2,000 maximum award per student.

**Director’s Scholarship**

Application and supporting documentation for the Director’s Scholarship must be filed with the Director of Admissions no later than January 15 for the Winter Quarter, April 15 for the Spring Quarter, June 30 for the Summer Quarter, and September 30 for the Fall Quarter.

The recipient must:
- Be a high school senior entering the College in the summer, fall, or winter quarter following high school graduation, and
- Have a minimum high school grade point average of 3.25, or
- Have an ACT score of 20 or higher, and
- Receive a written recommendation from the high school principal or guidance counselor and at least one (1) teacher.

The exact amount for the award is $125.00 per payment period for up to eight (8) payment periods with a $1,000.00 maximum award per student.

**Advantage Scholarship**

Application and supporting documentation for the Advantage Scholarship must be filed with the Director of Admissions upon enrollment.

The recipient must file for this scholarship prior to the first day of class, and:
- Be an adult student of at least eighteen (18) years old, and
- Have a score of 25 or higher on the Wonderlic SLE, or
- Have an ACT score of 23 or higher, or
- Have a minimum high school grade point average of 3.25.

The exact amount for the award is $125.00 per payment period for up to eight (8) payment periods with a $1,000.00 maximum award per student.

**GED Achievement Scholarship**

Application and supporting documentation for the GED Achievement Scholarship must be filed with the Director of Admissions upon enrollment.

The recipient must:
- Be an adult student of at least eighteen (18) years old, and
- Have a score of 25 or higher on the Wonderlic SLE, or
- Have a passing score of 500 or higher on the GED Exam.
The exact amount for the award is $125.00 per payment period for up to eight (8) payment periods with a $1,000.00 maximum award per student.

**Alumni Scholarship**

Application and supporting documentation for the Alumni Scholarship must be filed with the Director of Admissions upon enrollment.

The recipient must:
- Be an Associate of Science Degree graduate of Daymar College with a grade point average of 3.0 or higher, and
- Be enrolled in an Associate of Science Degree program that is in addition to the previous associate degree.

The exact amount for the award is $125.00 per payment period for up to four (4) payment periods with a $500.00 maximum award per student.

**Community Event Scholarship**

The deadline to register for the Community Event Scholarship is within thirty (30) days after the community event in which the scholarship was advertised.

The recipient must:
- Be eligible for admission to the College,
- Be an adult student of at least eighteen (18) years old, and
- Attend the community event to register

The exact amount for the award is $125.00 per payment period for up to eight (8) payment periods with a $1,000.00 maximum award per student.

The Community Event Scholarship has an annual funding base of $11,000.00 and is funded separate and apart from the operating budget for the College.

**Alumni Learning Opportunity**

Graduates may return to the College at any time to review or audit, on a space available basis, any course previously taken without additional tuition cost. Graduates are required to pay for applicable books and fees. For those graduates who left the job market for any reason and wish to review a previous successfully completed class or refresh their knowledge, this review privilege is a helpful way of revitalizing or enhancing their careers. Approval must be given by the Director of Education prior to the first day of classes.

**Imagine America Adult Skills Education Program**

Imagine America Adult Skills Education Program (ASEP) provides tuition assistance and college scholarships for adult students enrolling at career colleges. Non-traditional students choosing to pursue a career education may receive a $1,000.00 tuition grant to attend an Imagine America participating ASEP school through adult college grants. Eligible students may apply online at www.imagine-america.org.

**Private Scholarships**

Many foundations, corporations, churches, and service organizations provide funds for student financial aid. Students generally apply directly to the potential donor.
Tuition and Refund Policies

Administrative Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficiency Exam Fee</td>
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<tr>
<td>Transcript Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Returned Check Fee</td>
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<tr>
<td>Copy and Local Fax Fee per page</td>
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</tbody>
</table>

The student is expected to pay in full, before commencement of classes, all of the term charges not covered by financial assistance awards based on the grid below. The College reserves the right to change term charges.

<table>
<thead>
<tr>
<th>INCLUSIVE PROGRAM PRICING SUMMARY</th>
<th>BILLED PER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FULL-TIME</td>
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<tr>
<td></td>
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<td></td>
<td>16 Credit</td>
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<td>Program</td>
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</tr>
<tr>
<td>Diplomas**</td>
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<tr>
<td>Billing &amp; Coding</td>
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<td>Business Management</td>
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<td>Criminal Justice</td>
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<td>Medical Assisting</td>
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<td>**</td>
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<tr>
<td>Diplomas**</td>
<td></td>
</tr>
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<tr>
<td>Cardiographic Technology</td>
<td>$26,500</td>
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<td>Human Resource Management</td>
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<td></td>
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<tr>
<td>Associate of Science Degrees</td>
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<td></td>
<td>$33,000</td>
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<td></td>
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<tr>
<td>Bachelor of Science Degrees**</td>
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</tr>
<tr>
<td>All Bachelor Programs</td>
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</table>

* Please note that the Program Price assumes that the student passes every class in the program and that the student will carry 16 credit hours per term for the entire length of the program. Carrying less than the minimum required credit hours per term and/or failure to pass every class in the program will result in a higher total program price.

** Programs which require less than four classes in the final term will have the last one or two classes billed at the single class rate. Students carrying five or six classes in a given term are charged $500 per class for any classes taken above four in a single term.

Term charges are the comprehensive costs except for certain fees that may not apply to every student. Examples include, but are not limited to, proficiency exam fees, transcript fees, returned check fees, photocopy fees, unreturned testbook fees, and facsimile fees. If the student withdraws from the College, all balances owed to the College are immediately due and payable, including any financial assistance funds that have not been received by the College. Any balances not paid on time are subject to late charges, collection costs, and attorney’s fees. Any financial assistance the student receives will be applied to the charges for the term in which the financial assistance is received, and any overpayment will be applied to the next term’s charges or in accordance to regulatory requirements. The student is expected to pay in full, before commencement of classes, including all charges for any courses retaken due to a failing grade.
Tuition Refund Policy

Application Cancellation Policy

The prospective student may cancel the enrollment agreement within 72 hours (until midnight of the third day excluding Saturday, Sunday, and legal holidays) after the agreement is signed. Notice of cancellation must be in writing and received or postmarked before the end of the 72 hour period. Any advanced tuition will be refunded.

Application Not Accepted Policy

If the student is not accepted, all advanced tuition will be refunded.

Cancellation Prior to Registration Policy

If the student is accepted, but cancels before registration, all advanced tuition will be refunded.

Cancellation Prior to Commencement of Classes Policy

If the student is accepted and registers for classes but fails to attend class, all advanced tuition will be refunded.

Drop/Add Period Policy

The Drop/Add Period for Full Start of a term begins the first day of the term and ends after eight (8) calendar days. The Drop/Add Period for Mid-start of a term begins the first day of the term and ends after three (3) calendar days. Continuing students not attending classes during the Drop/Add Period risk being withdrawn from the College after the Drop/Add Period. In the event the student fails to attend the first scheduled class meeting, the student may be administratively unregistered from the class(es) unless an exception is granted by the College. Please refer to the Academic Calendar in the front of this catalog for Drop/Add period dates.

Institutional and State Grant Refund Policy

Institutional and state grant refunds are determined by the schedules below. No refund will be given upon withdrawal from individual courses after Drop/Add Period. If a student withdraws from a course, they do not receive a refund for that course as long as they continue their enrollment. First term enrolled students must have attendance posted in the third week of the term to be considered an “active” student, if not the enrollment will become a “cancel.” For future terms, students must complete the official drop/add period for each term as published in the current catalog and attendance has to be posted for all scheduled classes to be considered an “active” student for that term. Only fully active students are considered for Federal Student Aid and other state/institutional funding programs. Under the pro-rata term tuition refund schedule, Daymar retains a pro-rata percentage of tuition up through 60% of the term (based on the number of weeks the Student has been in attendance that term) and refunds the remainder. The refund computation is based on the students last day of attendance. If the student withdraws from Daymar and therefore withdraws from all courses, then a Return to Title IV funds calculation is performed to determine the correct refund based on the date of withdrawal. All refunds will be made within thirty (30) days from the time Daymar determines the student has withdrawn.
All institutions participating in the United States Department of Education Student Financial Aid Programs (SFA) are required to use a statutory schedule to determine the amount of SFA Program funds a student has earned when he/she ceases attendance based on the period the student was in attendance. The Higher Education Act of 1998, as amended, in general, requires that if a recipient of SFA Program assistance withdraws from Daymar during a payment period or period of enrollment in which the recipient began attendance, Daymar must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned.

Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal from Daymar. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds. The percentage of the payment period or period of enrollment completed is determined by the total number of calendar days in the payment period or period of enrollment (denominator) for which assistance is awarded, divided into the number of calendar days completed in that period as of the day the student withdrew (numerator). Scheduled breaks of at least five (5) consecutive days are excluded for the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period. Daymar must return the lesser of the amount of SFA Program funds that the student does not earn, or the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned. The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, any SFA funds in accordance with the terms of the loan as well as the remaining unearned SFA Program grant (not to exceed 50% of the grant) as an overpayment of the grant.

Please note that the student may have an outstanding balance due to the school that is greater than that which was owed prior to withdrawal and refund calculations. Individual calculations are available upon request in the financial aid office.

### Cash Discount Policy

Students who opt to pay cash for any portion of their tuition, fees, and books to reduce their student debt must make satisfactory payment arrangements. Various payment options are available for those who prefer to pay in installments. Daymar offers interest free cash payment plans at no additional charge to the student. Students who are late could be financially withdrawn and dismissed for non-payment.
To encourage students to meet their financial commitment to reduce their student debt, Daymar will offer the following discounts to students who pay cash*:

- **Full cash payment of program tuition at onset of program = 30% discount.**
  - To qualify, the payment must be received within the first ten (10) days of instruction. This does not apply to students receiving Title IV aid. For example: $30,000 (Program Cost). The 30% discount is $9,000.

- **Full cash payment of program term tuition at onset of program = 20% discount.**
  - To qualify, the payment must be received within the first ten (10) days of instruction. This does not apply to students receiving Title IV aid. For example: $6,000 (Term Cost). The 20% discount is $1,200.

- **Full cash payment of program GAP** at onset of program = 20% discount.
  - To qualify, the payment must be received within the first ten (10) days of instruction. For example: $30,000 (Program Cost) - $11,100 (Pell) = $18,900 (GAP). The 20% discount is $3,780.

- **Full cash payment of term GAP** for a given term = 15% discount.
  - To qualify, the payment must be received within the first ten (10) days of instruction. For example: $6,000 (Term Cost) - $1,850 (Pell) = $4,150. The 15% discount is $623.

*Cash is defined as Cash, Check, or Credit Card.

**GAP is the difference between the student’s tuition bill and expected aid from other sources (Federal, State and Other Non-Cash Payment sources). If available funding is less than the tuition bill you have a GAP to cover with a Cash Payment Plan.

** Payment Delinquency Policy

Students must satisfy all their financial obligations to the school prior to the last day of the current term in which they are enrolled. It is expected that the student will comply by providing all necessary financial aid paperwork requested. If monthly payments are budgeted, payment(s) are to be made on or before the statement due date to maintain satisfactory financial progress. Satisfactory financial progress is defined as on time payment(s) of all financial obligations to the school.

If a student fails to meet his/her financial obligations, he/she will receive a warning by both letter and e-mail, and the student has seven (7) calendar days to cure. If the financial situation is not immediately satisfied as determined by the Accounts Receivable Specialist, the student will be placed on Financial Probation. Should the terms and conditions of the probation not be met, the student can be withdrawn for financial reasons. The student may appeal being financially withdrawn within two (2) business days by submitting a written request to the Director of Financial Services which includes the following applicable information:

- A reason for the delinquent payments with supporting documentation.
- A written plan outlining how payments will be brought current.
- A reason financial aid paperwork was not submitted timely.
- A written plan outlining when financial paperwork will be received.

The appeal will be reviewed within two (2) business days by the Financial Appeals Board. The Financial Appeals Board is comprised of the Campus President/Director, Director of Education, Director of Financial Services, and Accounts Receivable Specialist. The Financial Appeals Board decisions are delivered in writing to the student via mail within three (3) business days. If the appeal is approved, the student may return to class immediately, if not approved, the student’s withdrawal stands.

**Textbooks and Workbooks Policy

Please note that students are not required to purchase his/her books from the College. Initial sets of books per term are included with tuition for students who enroll in programs with all inclusive pricing.

For convenience, students may purchase additional books from the College’s bookstore. Detailed information, including pricing, relating to textbooks, workbooks, and course materials are available online via the College’s Student Portal. All questions and inquiries on textbooks should be directed to the Bookstore/Accounts Receivable Specialist, the Director of Financial Services, the Director of Education, or the Instructor.
Unreturned Textbook Policy

Any student cancelled in a given term has 30 days from the term start to return all books and supplies to the bookstore. Failure to return books and supplies may result in a $500 Unreturned Textbook Fee.

Bookstore Return Policy

To ensure accurate refunds, receipts should accompany all returns and exchanges. All refunds are issued as a credit to the student’s account.

Textbooks, Equipment, and Required Program Apparel Policy

A refund may be issued for textbooks, equipment, and required program apparel that were purchased separately, if the items are in new, resalable condition and returned within twenty (20) calendar days from the date of the term start.

Computer Software Refund Policy

A refund may be issued for unopened computer software, which has been sold separately, if returned within twenty (20) calendar days from the date of the term start.

Miscellaneous Items Refund Policy

A refund may be issued for miscellaneous items which were purchased separately or items may be exchanged, if the items are returned in new, resalable condition and returned within twenty (20) calendar days from the date of purchase.

Academic Information

Academic Advising

The College provides each student with an academic advisor in each program of study. Students are encouraged to seek advice from their academic advisor prior to registration. The advisors are normally the Program Leaders for each program of study and are available on registration days to help students with the scheduling of their classes. The Director of Education and Registrar are typically available on a daily basis to advise students on academic matters.

The Director of Student Services/Student Services Coordinator, Campus President/Director, or Director of Education assist students with general concerns that they may encounter during college and assist in the interpretation of the College’s rules and regulations and their implementation.

Transfer of Credit to Other Schools

Daymar cannot guarantee acceptance of its credits by other institutions. Acceptance of credit is determined by the receiving institution. Students who are planning to transfer credits should contact the receiving institution about its transfer credit policies.
Transfer Credits to Daymar

Degree Seeking Students

The College will evaluate all previous education, training, and experience and award appropriate credit toward a student's educational objective, and will notify the student. Upon approval, the College will award Credit Earned (CE). The College will consider credits from any accredited two or four year institution recognized by the U.S. Department of Education as long as:

◘ The course is equivalent in content to a course offered by the College.
◘ The number of credit hours awarded meets or exceeds the number awarded for the equivalent course.
◘ The student earned a grade of “C” or better in the courses.
◘ The student earned the credits prior to enrolling at the College.

Transfer of credit from CLEP, DANTES, and/or military training and experience may be applied toward programs at the College. The College neither discriminates nor evaluates transfer credits based on the accreditation of the transferring institution.

Non-Degree Seeking Students

Generally, the College does not accept transfer credits from an unaccredited postsecondary institution. Non-degree seeking students, however, may be allowed to transfer credits from an unaccredited institution on a case-by-case basis under circumstances wherein the Director of Education has evaluated the individual courses to determine that they have sufficient length and content to qualify as college level work, and under circumstances wherein the student can document his/her competence by passage of an appropriate examination selected by the Director of Education. Non-degree seeking students who seek to transfer work earned at an unaccredited institution will be treated the same as degree seeking students who earn credit by examination except that the maximum of 12 quarter credit hours which can be earned by examination by degree seeking student will not apply for a non-degree seeking student. Credits transferred will be entered on the student’s academic transcript as elective credits and cannot be applied toward those required for associate or bachelor degree programs should the student at a later date elect to change his/her status to that of a degree seeking student.

Matriculated Students

Should a non-degree seeking student elect to change his/her status to that of a matriculated student, any credits transferred to the College will be subject to the same conditions and requirements applicable to degree seeking students.

CLEP & DANTES (DSSTS) Credit

Transfer of credit from CLEP and/or DANTES may be accepted for CLEP and DANTES subject examinations provided that the examination scores must be at the 50th percentile level or better. Official documentation must be submitted directly to the Director of Education or Registrar.

Military Training & Military Experience Credit

Transfer of credit from military training, military experience, and/or military educational courses may be awarded for military educational courses and experiences based on the recommendations of the American Council on Education (ACE) Guide. The academic staff of the College will determine comparability of courses and appropriateness and applicability of the credit to the student’s program by reviewing the full description of the service school or Military Occupational Specialty (MOS) as found in the appropriate volume of the ACE Guide. Official documentation of military educational experiences, such as the DD Form 295, DD Form 214, AARTS, transcripts, etc., must be submitted directly to the Director of Admissions.

Course Substitutions

The College may, on a rare occasion, allow a student to substitute a course in his/her particular curriculum for another course of a common nature. The student must request this in writing, to the Campus President/Director, and Director of Education for approval of a substitution.
College Academic Sessions & Class Schedules

The College classes may be scheduled from 7:30 a.m. to 10:30 p.m., Monday through Thursday; 7:30 a.m. to 10:00 p.m., Friday; 8:00 a.m. to 1:00 p.m., Saturday. Hours may vary slightly per campus. Some classes may require additional laboratory attendance. The number of class hours each day may vary because of class scheduling. Students meet a definite, predetermined schedule each class day. Full-time students are expected to attend four (4) courses per quarter. Courses may not be offered if fewer than ten students are scheduled for the course.

Schedule Changes

Any changes in course schedules must be made during the Drop/Add Period. These changes need to be made with the Registrar.

Attendance

Students are expected to attend all scheduled courses in order to achieve the learning goals of their program. Prospective employers are often as concerned with applicants’ school attendance records as with their academic records. Attendance has a direct bearing on the students' final grade in each course. If a student has been out of school for fourteen (14) consecutive days, the student will be withdrawn from school. Refer to the Unofficial Withdrawal in the catalog.

Additional information related to absences, class cuts, tardiness, and make-up work may be addressed by the instructor and course syllabi.

Attendance – Laboratory Time

Some courses at the College require additional laboratory time, outside of class, for successful completion. Students are expected to complete all laboratory time in order to achieve the learning goals of their program. Laboratory time will be scheduled at various times throughout the week. Check with your instructor to get a listing of those days and times.

Attendance – Online

Students attending courses online are expected to log-in to their course(s) and perform academic assignments each week that school is in session.

Auditing of Courses

A student (a non-graduate) who audits an on-ground course pays the same tuition and fees as one who takes a course for credit; however, the auditing student is not required to fulfill any class assignments or to take any quizzes or examinations. The auditing student receives no college credit for such courses and receives no grade. Therefore, the auditing of courses does not apply toward the fulfillment of degree requirements. The student's intention to audit a class must be made clear by the student at the time of enrollment. No change from audit to credit status or from credit to audit status may be made after the beginning of a class. Auditing of an online course will be determined on a case-by-case basis. The only exception to this policy is for senior citizens. Any person who is at least sixty-two years of age or older before the term begins will not be charged tuition or fees for the course.

Single Subject Requirements

Tuition rates for single courses are outlined in the tuition chart in this catalog.
Quarter Credit Hour

A quarter credit hour is defined as a minimum of ten (10) classroom lecture periods of not less than fifty (50) minutes each and which assumes outside reading and/or preparation; twenty (20) laboratory hours where classroom theory is applied and explored, or manipulative skills are enhanced; thirty (30) hours of external discipline-related work experience with indirect instructor supervision or employer assessment; or an appropriate combination of all three (3).

Grading System

Upon the completion of each term, students are given a letter grade in each course based upon examinations, oral reports, readings, research topics, attendance, or other exercises required by the instructor. A grade report showing the final grade in each course, the term grade point average and cumulative grade point average is provided to students at the end of each term. All courses attempted, excluding courses dropped during the Drop/Add period and course cancellations prior to commencement, appear on students’ official transcripts. Each course entered on students’ transcripts is assigned a letter grade evaluation.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Numeric Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>90-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>80-89</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70-79</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>65-69</td>
<td>1</td>
</tr>
<tr>
<td>D-PR</td>
<td>Prerequisite Failed</td>
<td>65-69</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>Failed</td>
<td>Below 65</td>
<td>0</td>
</tr>
<tr>
<td>XA</td>
<td>Credit for Exam</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>XB</td>
<td>Credit for Exam</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>A^</td>
<td>3rd-Party, Competency-Based, Assessment Passed</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>B^</td>
<td>3rd-Party, Competency-Based, Assessment Passed</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>A*</td>
<td>Transfer Grade</td>
<td>**Not Computed</td>
<td>**Not Computed</td>
</tr>
<tr>
<td>B*</td>
<td>Transfer Grade</td>
<td>**Not Computed</td>
<td>**Not Computed</td>
</tr>
<tr>
<td>C*</td>
<td>Transfer Grade</td>
<td>**Not Computed</td>
<td>**Not Computed</td>
</tr>
<tr>
<td>AP</td>
<td>Advanced Placement</td>
<td>*Not Computed</td>
<td>*Not Computed</td>
</tr>
<tr>
<td>CE</td>
<td>Credit Earned</td>
<td>*Not Computed</td>
<td>*Not Computed</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>*Not Computed</td>
<td>*Not Computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>*Not Computed</td>
<td>*Not Computed</td>
</tr>
<tr>
<td>Pass</td>
<td>Passed</td>
<td>*Not Computed</td>
<td>*Not Computed</td>
</tr>
<tr>
<td>Fail</td>
<td>Failed</td>
<td>*Not Computed</td>
<td>*Not Computed</td>
</tr>
<tr>
<td>LOA</td>
<td>Leave of Absence</td>
<td>*Not Computed</td>
<td>*Not Computed</td>
</tr>
</tbody>
</table>

*Although not computed in determining grade point average, these courses are computed in determining hours toward completion.

**Not computed in determining grade point average, these are transferred credit grades. However, these transfer credits are computed in completion rate.

Pass/Fail credits count as credits attempted but do not count as Cumulative Grade Point Average (CGPA) when determining Satisfactory Academic Progress.

All students entering Daymar College for the first time January 2007 or after earn quarter credits. All other grades earned are semester credits.

LOA – Effective January 2013, Daymar College no longer offers Leave of Absence.
Grade Point Average

Grade points earned for one course taken are the product of the quarter credit hours for that course times the figure in the grading scale as shown previously; for example, a four (4) credit hour course with a grade of “B” earns 4x3 = 12 grade points.

Grade points earned in one term are the sum of the grade points earned in all the individual courses taken in that term. The Grade Point Average (GPA) for each term is computed by dividing the total grade points earned in that term by the total quarter hours attempted in that term.

The cumulative GPA is the average for all courses attempted in all terms in which the student has registered in the College. This cumulative average is computed by dividing the total of earned grade points by the total quarter credit hours earned. In the case of a student repeating a course, only the grade and quarter hours earned in the last attempt are counted toward the cumulative GPA.

Satisfactory Academic Progress Policy

All students must maintain Satisfactory Academic Progress (SAP) toward completion of their chosen program. SAP is determined by measuring the student’s CGPA and the student’s rate of progress toward completion of the academic program at the end of each quarter. In no case can a student exceed the maximum time frame as a degree seeking student and receive the original academic credential for which the student is enrolled.

At the evaluation point at the end of each quarter after grades have been posted, each student’s rate of progress and CGPA will be reviewed to determine if the student is meeting the SAP requirements as outlined in this section.

- A student in a diploma, associate degree, or bachelor degree program who is not making SAP will be placed on Financial Aid Warning. At the end of the next quarter, the student will be removed from Financial Aid Warning if they meet or exceed the minimum requirements or if they continue to fall below the minimum requirements are subject to dismissal unless they successfully appeal to maintain enrollment. Students who continue to fall below the minimum requirements are required to submit an appeal in order to maintain enrollment and eligibility for federal financial aid. Unless a student successfully appeals, they will be dismissed if their CGPA or rate of progress falls below the rates specified in the tables below. A student may appeal in writing, as outlined below, within five (5) business days of receiving written notification that the student is not making SAP. Students who have their appeal approved will be on Financial Aid Probation for the quarter and will need an academic plan. Students will then have SAP evaluated at the end of the next quarter and will be removed from Financial Aid Probation if they meet or exceed the minimum standards or will be dismissed if they continue to fall below the published rates unless they have met the terms of their academic plan.
Satisfactory Academic Progress Tables

### Bachelor of Science Degree Programs

<table>
<thead>
<tr>
<th>Attempted Credit Hours</th>
<th>CGPA Less Than</th>
<th>Completion Rate Less Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-48</td>
<td>1.25</td>
<td>50%</td>
</tr>
<tr>
<td>49-90</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>91-135</td>
<td>1.75</td>
<td>65%</td>
</tr>
<tr>
<td>136-180</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>270</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Associate of Science Degree Programs

<table>
<thead>
<tr>
<th>Attempted Credit Hours</th>
<th>CGPA Less Than</th>
<th>Completion Rate Less Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-24</td>
<td>1.25</td>
<td>50%</td>
</tr>
<tr>
<td>25-48</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>49-72</td>
<td>1.75</td>
<td>65%</td>
</tr>
<tr>
<td>73-96</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>144</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Diploma Programs

<table>
<thead>
<tr>
<th>Attempted Credit Hours</th>
<th>CGPA Less</th>
<th>Completion Rate Less Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-24</td>
<td>1.25</td>
<td>55%</td>
</tr>
<tr>
<td>25-48</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>49-72</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>108</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Student Appeal

Students who failed to meet the SAP requirement may submit an appeal in Composition if there are extenuating circumstances.

Appeals are only considered if the reasons preventing successful academic progress are serious and compelling. Third party documentation is required.

For example:
- Medical issues
- Family difficulties, to include divorce, illness, and death
- Other special circumstances

A student who successfully appeals will be evaluated at the end of their next quarter (225 scheduled clock hours). A student who then meets SAP will be removed from Academic Probation. If a student does not meet the minimum requirements, the student will be dismissed from the college unless they have met the terms of their academic plan.
To file an appeal a student must submit an appeal letter along with supporting documentation to the Director of Education. The documentation from the student must explain the nature and timing of the circumstances, a description of how the circumstances prevented the student from meeting the standards, and how the circumstances have been resolved to allow the student to meet the requirements of SAP again. The Director of Education will conduct a preliminary review of the appeal with the Director of Financial Services. The SAP Appeal Committee will review the student’s appeal within 48 hours of receipt of the appeal. All decisions of the SAP Appeal Committee are final. To obtain SAP appeal approval, the student must be able to make SAP standards by the end of the next quarter and/or 225 scheduled clock hours. Students who are waiting for a decision regarding their appeal may attend class. Students whose appeal is not approved will not incur charges for the quarter attended while waiting on a decision regarding their appeal.

**Maximum Time Requirements**

Full-time students or students enrolled in a program must progress at least at the rate listed on Attempted credits/clock hours table below for SAP to remain eligible and continue enrollment. The maximum time frame is a period equal to 1.5 times the number of hours required by the students’ programs. Students who exhibit patterns of course withdrawals, course failures, course incompletes, and course repetitions will be unable to complete their objectives within the maximum period allowed. When the maximum time requirement has been exceeded, eligibility for financial aid and continued enrollment will be terminated.

<table>
<thead>
<tr>
<th>Program</th>
<th>Standard (Credit Hours)</th>
<th>Maximum (Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science Degree</td>
<td>180</td>
<td>270</td>
</tr>
<tr>
<td>Associate of Science Degree*</td>
<td>96</td>
<td>144</td>
</tr>
<tr>
<td>Diploma</td>
<td>72</td>
<td>108</td>
</tr>
<tr>
<td>Diploma</td>
<td>64</td>
<td>96</td>
</tr>
</tbody>
</table>

* For example, an Associate of Science Degree Program has a normal program length of 96 credit hours, therefore the maximum is 144 credit hours attempted (96 credit hours x 1.5 = 144 credit hours).

**Periods Used For Determination Of Grade Point Average And Completion Rate**

Completion rates and CGPA are calculated on an individual program basis; that is, only the hours attempted and the grades obtained during the specific program for which students are enrolled are included in the computation of completion rates or CGPA. If a student returns to the College to seek an additional credential, the only courses from previous programs that are included in determining completion rates and CGPA are those courses that transfer from the previous program/credential into the current program/credential. If a student changes their program, the only courses from previous programs that are included in determining completion rates and CGPA are those courses that transfer from the previous program/credential into the current program/credential. All attempts at those courses are included in determining completion rates. This policy does not in any way alter the provisions of the paragraphs on “Academic Withdrawal” and “Reinstatement After Academic Withdrawal.”

Completion rate is determined by dividing the cumulative hours successfully completed by the cumulative hours attempted.

**Repeat Credit**

A student may repeat a course for a better grade. When this option is selected, all attempted hours count in the SAP evaluation. The highest grade will be included in the CGPA calculation.

**Transfer Credit Hours**

Transfer credit hours completed at another school and accepted by the College will count in the SAP evaluation as credits attempted and earned. Transfer credit will not affect the CGPA. Advanced placement credit is treated the same as transfer credit.
Withdrawal

Students who withdraw from a course during the Drop/Add Period do so with no penalty, fee, or grade. A student is permitted to withdraw from a course with a grade of “W” provided the student withdraws at or before the midpoint of the term. After the midpoint of the term, any student withdrawing from a course will receive a grade of “F”. A grade of “W” is not computed in determining GPA, but is computed in determining hours toward completion. A grade of “F” is computed in determining GPA and in determining hours toward completion. Academic status and eligibility for student financial aid may be affected if the student reduces their course load.

Official Withdrawal

The date the student notifies the College officially becomes the student’s date of determination, and appropriate change in status and Return to Title IV calculation will be completed. The student must notify a Campus President/Director, Director of Education, or Director of Financial Services. If a student is unable to officially notify the college due to military, medical, or incarceration, the College may take official written notification from a family member in regards to why the student is unable to notify the College as well as notification of the student’s intent to withdraw.

Unofficial Withdrawal

The College must unofficially withdraw a student after fourteen (14) consecutive calendar days of absence from all classes. The date of determination becomes the 15th day from the last date of attendance, and the College will complete a Return to Title IV calculation for the United States Department of Education. The withdrawal date will remain the student’s last date of attendance for the calculations, and the date of determination is the 15th day absent. Legal holiday’s on the academic calendar does not count in the fourteen(14) consecutive calendar days; however, Saturdays, and Sundays do count.

Incompletes

A Grade of Incomplete (I) is calculated towards credits attempted and towards the GPA as a “0” for quality points.

New Program

When a student elects to change a program or enters into a new program following graduation at the school, the student’s earned and attempted credits and grades will be transferred into the new program as applicable, including transfer credits. Credit hours attempted and earned at the college in the original program of study that apply to the new program of study will be used when computing GPA, rate of SAP and maximum time frame. Transfer credit hours completed at another school and accepted by the College will count in the SAP evaluation as credits attempted and earned but will not affect the CGPA.

Financial Aid Warning

A student in a diploma, associate, or bachelor program who is not making SAP will be placed on a Financial Aid Warning. At the end of the next quarter, the student will be removed from Financial Aid Warning if they meet or exceed the minimum requirements. If they continue to fall below the minimum requirements the student is subject to dismissal unless they successfully appeal to maintain enrollment. Students on Financial Aid Warning status are eligible for financial aid.

Financial Aid Probation

Students who fail to meet SAP and who have successfully appealed that determination may be placed on Financial Aid Probation. Financial Aid eligibility will be reinstated for one (1) payment period and the student may receive Title IV funding while in this status. At the end of the payment period, the student must meet the standards of SAP or meet the requirements of the academic plan developed by the College and the student to qualify for further financial aid.
Academic Withdrawal

Students who do not meet the requirements for SAP and who do not appeal or whose appeal is not approved will be academically dismissed. These students are eligible to reapply to continue their program at the College in a subsequent quarter.

Students who exceed the maximum completion rate according to the SAP Tables are academically dismissed. These students are ineligible to continue their program at the College.

Reinstatement After Academic Withdrawal

Students who are dismissed for SAP may not return to the school for the quarter immediately following their academic dismissal. Students who are permitted to return after dismissal will be on academic probation for the first quarter in which they return and will not be eligible for federal financial aid until they meet the minimum standards set forth in the SAP policy. Students who are dismissed due to academic reasons may have the opportunity to re-enroll only twice, thereafter. In the event of a reinstatement after dismissal, students must remain on academic probation and must agree to meet specific performance criteria in order to remain in school. The final decision on readmission is made by the SAP Appeal Committee, which includes the Campus President/Director, Director of Education, and the Director of Financial Services.

Repeating

Students may repeat courses in order to improve their grades. Both grades will appear on the student's official transcript, and both attempts will be computed in determining the student's completion rate. The last grade in a repeated course is the grade used in the calculation of students' CGPA. Tuition will be charged for the repeated course at the tuition rate in force at the beginning of any quarter. For students receiving VA educational benefits, special rules govern the repetition of courses. Consult the VA Coordinator for specifics.

Grade Challenges

Challenges of grades posted to students' transcripts must be made within the first week of the quarter immediately following the quarter for which the grades were received. After that time, no changes will be made in recorded grades. Students should consult the Director of Education concerning grade challenges.

Transcripts

A full and complete record of every course that students attend is maintained on a transcript. The record of all credits, attempted and earned, are posted to this form concurrent with the issuance of quarterly grade reports to students. A signed, sealed, and dated copy of this form represents an official transcript. One official transcript is provided free of charge to each graduate. Upon written request to the Registrar, additional transcripts will be furnished at a charge of $5.00 each. Students who have not satisfied their financial obligations to the College are not eligible to receive an official transcript.

Proficiency Exam

The College recognizes college level achievement in some courses with a proficiency program that grants college credit for that course or permits students to be exempt from that course and take an elective course in order to meet their required credits for graduation. Students who believe they have already mastered the material for a specific course may take an examination to determine whether they may receive credit in, or be exempt from, that course. The proficiency exam are administered by the College at specific, pre-scheduled times, prior to the start of a quarter. Our policy for the granting of credit by proficiency exams are:

- Any enrolled student in good standing may make an application to take a proficiency exam for credit.
- There is a fee of $150.00 for each class payable at the time of examination. This is not refundable and is not dependent on the outcome of the exam. Students may choose to pay for the exam themselves or they may check with the Financial Services Office prior to registering for the examination to make arrangements for payment.
Proficiency exams may not be taken by students for any course in which they had previously enrolled and had not withdrawn during the first week of the quarter.

Proficiency exams are given in many courses including: General English, College Math, Accounting, Accounting II, and Microsoft Certification tests. Other courses may be approved by the Director of Education. See the Registrar or the Director of Education to make arrangements to take a proficiency exam.

Students may take a proficiency exam only one time for each course.

Upon receiving the equivalent of at least a “B,” students have the choice of either of the following:
- Credit for the course for which the proficiency exam was taken with an “XA” or “XB” entered on the students’ transcripts indicating the grades received and full credit for the course.
- No credit for the course for which the examination was taken, but students are exempt from taking the course and the exemption is indicated by an “AP” entered on their transcripts. Students must take an elective to replace the exempt course.

Independent Study/Directed Study

Students desiring to undertake a course by independent study or directed study must obtain approval from the Director of Education and the instructor involved. The student must complete a request form with the Registrar. In addition, students must comply with the following requirements:
- Students must have indicated ability to do independent study or directed study.
- The course must be capable of being taught as an independent study or directed study course.
- Students are discouraged from taking more than eight (8) credit hours in independent study or directed study.
- Students must consult with the instructor on a weekly basis at prearranged conference periods and may be required to attend additional laboratory sessions.
- Students must complete within the same time all oral reports, written assignments, reading assignments, research topics, and tests required of non-independent study and non-directed study students.
- Independent study or directed study courses must be completed within the quarter. No provisions exist for incomplete work.

Prerequisite Requirements

Students must have a minimum grade of “C” in all core prerequisite courses, or consent of the instructor, before they may advance to the subsequent course. All prerequisites except for the 300 and 400 level courses are listed in the course descriptions, found in the back of the catalog. All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses.

Exceptions and Changes

In the case of extenuating circumstances the administration of the College reserves the right to make exceptions to written policies. The College further reserves the right to add or delete programs of study. The College further reserves the right to add or delete courses from published programs of study. Students already enrolled in published programs will be notified in advance of any changes in their programs and assistance will be given to help minimize undue hardships as a result of such changes.

Course Numbers

The course numbering system uses six characters, three letters identifying the area of study followed by three numbers to identify the particular course. In general, course numbers in the 100 and 200 range indicate basic courses, and course numbers in the 300 and 400 range indicate advanced courses. Prerequisites will usually have lower course numbers than the course for which a prerequisite is required.
Distance Education - Online

The College utilizes Desire to Learn (D2L) and Canvas as its platforms to deliver distance education. Online courses provide a real-world education in the most convenient and efficient way possible. Online courses utilize the same up-to-date curriculum and experienced faculty. An online delivery method is available in many of our courses. The student must notify the Registrar prior to the beginning of the quarter of their desire to take an online course. Online courses may not be offered at all locations. Students must complete the Online Orientation process and have access to a personal computer with a minimum operating system requirements of Microsoft Windows XP with Service Pack (SP) 2, Windows Server 2003 with SPI, or later operating system as well as be able to install different browsers and/or software, if needed. Additionally, the student must have Internet access, an e-mail address, a CD-Rom drive, sound card, and speakers. The general software required for online courses is Microsoft Office Professional Plus 2010, which includes Word, Excel, Access, PowerPoint, and Publisher.

Students enrolled at a physical campus location and take some courses online may not take more than 49% of their program online.

Physical Facilities and Equipment

Daymar College - Bowling Green is located at 2421 Fitzgerald Industrial Drive, Bowling Green, Kentucky. The administrative offices are representative of today’s business operations. The College provides well-lighted lecture rooms, computer labs, a bookstore, and a spacious student lounge. The College's computer labs are equipped with computer hardware and software necessary for “hands-on” instruction.

Daymar College - Russellville is located at 206 Sam Walton Way, Russellville, Kentucky. The administrative offices are representative of today’s business operations. The College provides well-lighted lecture rooms, computer labs, a bookstore, and a student lounge. The College's computer labs are equipped with computer hardware and software necessary for “hands-on” instruction.

Learning Resource Center

The Learning Resource Center on each campus is located conveniently to all classrooms and is open for day and evening classes. The Learning Resource Center collections include materials in allied health, liberal arts, business areas, and technical areas. The Learning Resource Center materials are selected to support the College’s programs of study. Students have access to all materials and are encouraged to use the Learning Resource Center. All Learning Resource Centers are under the direction of qualified staff.

Instructional and Information Technology

The College provides adequate instructional materials and equipment to support all programs of study. Traditional audio-visual equipment, visuals, and the Internet are available to enhance and support classroom instruction. In addition to the traditional instructional aids, the College has up-to-date computers as well as up-to-date computer business software for each program of study, as applicable.
Student Services

Using a customer-friendly approach Student Services assists students by providing exceptional support to positively impact their ability to attend the College and complete required programs. Student Services assists students with removing educational barriers. Student Services also provides leadership opportunities to students at the College to learn beyond the classroom. Please see Student Services for a list of the college’s events, activities, and leadership opportunities. Be involved in your education, you get back what you invest.

Student Activities

Every effort is made by the College to expose students to social and cultural events. Programs and activities are typically planned as a beneficial contribution to personal growth and development. Student involvement in activities contributes to a friendly atmosphere and can provide the opportunity for development of self-confidence and leadership.

Students Matter Hotline

At the College, students matter! The College views our school as an extended family to students and their loved ones. We encourage students to voice their comments, experiences, stories, and concerns. If you would like to share, you may contact the college’s associates or the Daymar Students Matter Hotline toll free at 1-(855)-4DAYMAR or 1-(855)-432-9627, or by emailing us at studentsmatter@daymarcollege.edu.

Retention

Standards for acceptable academic progress at the College are established to assist students in assessing the quality of their performance. A student status committee meets on a regular basis to review at-risk student indicators and typically contacts students regarding their performance. Instructors generally call students when they are absent and Student Services will follow up with the desired assistance for the student as applicable.

Grievance Procedures

A student who has addressed academic concerns with an instructor without satisfaction may submit academic grievances to the Director of Education. All concerns must be submitted in writing. The appeal should include the reasons the student believes the action should be reviewed. The Director of Education will assess the written appeal, interview the student, and interview the faculty member as applicable. The Director of Education has the authority and responsibility for confirming, rejecting, or modifying the original action taken. The decision of the Director of Education is final and cannot be appealed. All parties involved will be notified in writing of the outcome of the appeal by the Director of Education.

For student matters or grievances not settled at the institutional level, students may contact the Students Matter Hotline by calling 1-(855)-4DAYMAR or 1-(855)-432-9627, or by emailing studentsmatter@daymarcollege.edu. In addition, the student may contact the Kentucky Council on Postsecondary Education at 1024 Capital Center Drive, Suite 320, Frankfort, KY, 40601, phone (502) 573-1555. Students residing in Ohio may contact the State Board of Career Colleges and Schools, 30 East Broad Street, Columbus, OH 43215, or by calling (877) 275-4219. Students may also contact the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, DC, 20002-4223, by phone (202) 336-6780. Online students may contact the regulatory body in their state. Additional information regarding these regulatory bodies are included in the consumer information available on the College website at www.daymarcollege.edu.
Title IX Grievance Procedure

Daymar complies with all applicable regulations that prohibit discrimination, harassment, and/or violence on the basis of sex. No student or potential student (“student”) shall be excluded from participation in, be denied the benefits of or be subjected to discrimination in any education, program, service or activity.

Any student who believes he or she has been the victim of sexual harassment, violence or denied any service or benefit because of sex discrimination may follow the steps outlined here. Students may attempt to resolve the matter informally or immediately file a formal grievance, at the option of the student.

Step 1: Informal Meeting – Students may request an informal meeting with the individual believed to have committed the discriminatory act and attempt to informally resolve the concern. If not satisfied by the results of the informal meeting, the student may request an official meeting.

Step 2: Official Meeting – The student may request in writing, outlining the specific grievance(s) a meeting with the Title IX representative. The Title IX representative will conduct a meeting and investigation as necessary. Follow up with the complainant will be made weekly until complete. You may contact the Title IX representative, Carol Topaz, Director of Compliance, at TitleIXAdministrator@daymargroup.com, the school address or (270)926-1188.

Step 3: Official Appeal – If the complaint is not resolved as a result of the official meeting with the Title IX representative, an appeal may be directed to the college president or college director (“director”) in writing within 10 days after receiving written results of the official meeting. Within 15 days of receiving the written request, the director or designee will conduct the appeal hearing to report the findings. The findings of the director will be considered final. No further institutional appeal exists.

If desired, inquires or appeals beyond the institutional level may be directed to the U.S. Department of Education, Office for Civil Rights, at (800)421-3481 or ocr@ed.gov, if you believe the school is violating Federal law. If you wish to fill out a complaint form online, you may do so at: http://www.2.ed.gov/about/offices/list/ocr/complaintintro.html.

Graduation Application and Requirements

Each student is responsible for meeting the requirements of the curriculum as outlined in the catalog at the time of the first registration in that program. However, if in a subsequent catalog the curriculum requirements for that program have been changed, the active student may have a choice between the two catalog requirements. The minimum requirements as to the number of courses taken and also as to the number of quarter credit hours earned must be met whichever catalog is used. See the Director of Education for more information.

Candidates for graduation must:

- Successfully complete all credit hours required and all specific program requirements including maintaining SAP for the diploma, associate degree, bachelor degree.
- Earn a cumulative grade point average of at least 2.00, a “C” average.
- Take a minimum of 50 percent of the total required credits for any program at the College.

Students who are active-duty service members, active-duty Reservist, or active-duty National Guardsmen are required to complete twenty-five percent (25%) of the degree requirements for all degrees. Academic residency can be completed at any time while active-duty service members are enrolled.

Academic Recognition

A formal commencement ceremony is held annually. Graduates are awarded diplomas or degrees. Upon satisfaction of all financial obligations an official transcript is available to students.

The College believes that excellence deserves recognition; therefore, it gives recognition to outstanding graduates in each graduating class. Students who meet all requirements for graduation, who have satisfied all financial obligations to the College, and whose CGPA meet the following criteria are graduated with the honors indicated.
<table>
<thead>
<tr>
<th>Honor</th>
<th>Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude</td>
<td>3.50-3.59</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.60-3.79</td>
</tr>
<tr>
<td>Summa Cum Laude</td>
<td>3.80-4.00</td>
</tr>
</tbody>
</table>

Outstanding students may be submitted to Who’s Who Among Students in America’s Junior Colleges for recognition of academic excellence.

**School Jurisdiction, Student Conduct, and Disciplinary Action**

Conduct considered harmful to the rights of others or to the reputation of the school will not be tolerated. The College reserves the right to dismiss or suspend a student who fails to maintain satisfactory grades; who is not respectful of other students or the College’s staff; or whose behavior disrupts the normal process of instruction.

All students are expected to maintain high standards of conduct and honesty. The College has adopted standards of conduct that clearly prohibit, at a minimum, academic dishonesty, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and associates on its property or as part of any of its activities. Possession or use of firearms or weapons of any kind, by any student, is prohibited at all colleges. Unauthorized Peer-to-Peer file sharing and distribution of copyrighted material is prohibited. The College will impose disciplinary sanctions on students and associates consistent with the College policy and local, state, and federal laws up to and including expulsion or termination of employment and referral for prosecution for violation of the standards of conduct.

A student dismissed or suspended is entitled to due process in the form of a hearing.

A student desiring a hearing should make a written request to the Director of Education or Campus President/Director.

**Plagiarism and Academic Dishonesty Policy**

Plagiarism is the act of using the work of another author as one’s own without giving full credit to that author. That is “stealing” someone else’s work rather than giving full credit to the original author. Academic dishonesty includes plagiarism but also includes:

- Theft of someone else’s work;
- Prohibited collaboration in completion of course work, including submitting someone else’s creation as one’s own work;
- Use of tools and resources disallowed by the instructor;
- Inappropriate submission of the same work in more than one course.

Students are expected to conduct themselves with integrity in the completion of their course work and the pursuit of their academic achievement.

The following are Daymar’s policies and procedures in cases of plagiarism and academic dishonesty:

**First Offense**

The first occurrence of plagiarism or academic dishonesty will result in a warning for the student and a grade of zero on the assignment or course work. The student will receive a written warning of the offense and a thorough explanation of plagiarism and academic dishonesty and their consequences. The warning will inform the student of the consequences of incurring further offenses.

**Second Offense**

The student will receive a failing grade in the course involved and disqualification from receiving academic honors upon graduation. The offending student will receive a written warning of the offense and incurred penalty from a faculty member or academic administrator. The warning will inform the student of the consequences of incurring a third offense.
Third Offense

The student will receive a failing grade in the course involved and permanent dismissal from Daymar. The student will receive a written warning of the offense and incurred penalty from an academic administrator.

Drug and Alcohol Abuse Prevention Policy

The unlawful possession, use, or distribution of drugs or alcohol by students or associates is absolutely prohibited on the College’s premises or at any of its activities or events.

A pamphlet describing the health risks associated with the use of illicit drugs, the abuse of alcohol, including a description of the applicable legal sanctions for the unlawful possession or distribution of drugs or alcohol, is available to students and associates from the Student Services office.

The illicit possession, use, or distribution of drugs or alcohol by any of the College's students or associates on the College's premises or at any of its activities may result in the following sanctions:

- Immediate expulsion from school or termination of employment.
- Referral to a counseling agency.
- Referral for prosecution to the appropriate authorities.
- Reentry may be made only at the discretion of the Campus President/Director or the Director of Education.

Security and Crime Prevention

The College strives to maintain a safe, crime-free environment. The College is required to have available a copy of crime statistics for distribution to every student. At each Graduation Preview the College distributes a copy of the crime statistics. Additional copies are available and can be obtained from the Student Services office and on the College's website at www.daymarcollege.edu.

The Campus Sex Crimes Prevention Act (CSCPA) is a federal law that was enacted on October 28, 2000. This law facilitates the tracking of convicted, registered sex offenders who are: 1) students of, 2) employees of, or 3) volunteers at an institute of higher education.

The CSCPA amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (WETTERLING) to require sex offenders who are already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed or carries on a vocation or is a student effective as of October 28, 2002.

The CSCPA also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CLERY) to require institutions of higher education to issue a statement, in addition to other disclosures required under CLERY, advising the campus community where law enforcement agency information regarding convicted sex offenders is provided by their state.

Finally, the CSCPA amends the Family Educational Rights and Privacy Act (FERPA) to state that nothing in FERPA can prohibit an institute of higher education from disclosing information provided to that institution concerning registered sex offenders.

The Kentucky State Police provides a publicly accessible database of sex offenders that are required to register. This database may be accessed at http://kspsor.state.ky.us.

Family Education Rights & Privacy Act of 1974 (FERPA), As Amended

The Family Education Rights and Privacy Act (FERPA) of 1974 is implemented at the College. Highlights of the amended act, which provides for access to student records, are included below, however, additional information can be found in the Consumer Information found on the web site and Student Portal.

- The provisions of the FERPA apply to currently enrolled students and former students.
Excluded from inspection are the following: (a) financial records of the parents of the student, (b) confidential letters of recommendation filed before January 1, 1975, (c) confidential letters solicited under a waiver of the rights of future access.

The following are not considered education records: Personal records maintained by an individual not accessible by others, records of the law enforcement unit of an educational institution, personnel records which are related to a person as an associate not used for any other purpose, medical records, and records created after the student is no longer a student, including alumni records.

The College can release information to the college’s officials with legitimate educational interest.

The College can disclose personally identifiable information, directory, and non-directory, without student consent if the disclosure meets one of the following conditions: This disclosure is to other school officials whom the College determines have legitimate educational interest, the disclosure is to officials of other schools where the student seeks or intends to enroll, the disclosure is, subject to requirements of 34 CFR §99.35, to authorized representatives of the Comptroller General of the United States, Secretary, or state and local educational authorities, the disclosure is in connection with financial aid the student has applied for or received, in connection with test development and administration, to parents of dependent students as applicable, and in an emergency.

The College defines directory information to include student name, home address, e-mail address, home telephone number, date of birth, dates of attendance, programs of study, program completion dates and type of credential earned, current enrollment status including full-time and withdrawn, most recent previous institutions attended and degree/s earned, grade level, photographs, honors and awards received, and participation in officially recognized activities.

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**Career Services**

It is the goal of the College to see that all graduates secure meaningful employment in their field of study or be able to use the skills acquired through their academic program in a related field. Through the Professional Seminar and Internship or Capstone Project INT142, a course required as part of most programs, mock interviews will typically be held at the end of the quarter prior to graduation. Individual assistance is given to students and they are instructed in resume preparation, job search, interview skills, and dressing for success. Resumes are sent in response to employers in search of prospective graduates as applicable.

In addition to helping find positions after graduation, the Director of Career Services assists current students in finding part-time employment. Opportunities from employer call-ins and classified ads are listed in the “Hot Tips” sheets typically available in the Student lounge. Students interested in part-time employment should see the Director of Career Services for information on available opportunities.

The Director of Career Services also assists with data collection for use in updating curricula. Typically, thirty (30) days after employment a contact is made with both the employer and the graduate. The data collected at the time of the contact often helps the progress and performance of the graduate and can provide feedback necessary for future curricula and program revisions.

Daymar does not guarantee employment or salary.
## Programs of Study

<table>
<thead>
<tr>
<th>Program</th>
<th>Bowling Green</th>
<th>Russellville</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Associate of Science Degree</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Accounting Diploma</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Billing &amp; Coding Specialist Associate of Science Degree</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Billing &amp; Coding Specialist Diploma</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Business Administration Bachelor of Science Degree</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Business Administration Associate of Science Degree</td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>Business Administration Diploma</td>
<td>X X X</td>
<td>X X</td>
</tr>
<tr>
<td>Business Management Bachelor of Science Degree</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Business Management Associate of Science Degree</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Business Management Diploma</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cardiographic Technology Associate of Science Degree</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Cardiographic Technology Diploma</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Criminal Justice Associate of Science Degree</td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>Criminal Justice Diploma</td>
<td>X X X</td>
<td>X X</td>
</tr>
<tr>
<td>Criminal Justice Administration Bachelor of Science Degree</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Criminal Justice Administration - Paralegal Studies Bachelor of Science Degree</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Health Care Administration - Billing &amp; Coding Specialist Bachelor of Science Degree</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Health Care Administration - Medical Administrative Bachelor of Science Degree</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Health Care Administration - Pharmacy Technology Bachelor of Science Degree</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Human Resource Management Associate of Science Degree</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Human Resource Management Diploma</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Medical Assisting Associate of Science Degree</td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>Medical Assisting Diploma</td>
<td>X X X</td>
<td>X X</td>
</tr>
<tr>
<td>Network Support Administration - Engineer Associate of Science Degree</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Pharmacy Technology Associate of Science Degree</td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>Website Design Associate of Science Degree</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Although the above programs are approved, please contact your local campus for current program offerings. For your convenience, campus locations and contact information may be found at the back of this catalog.

For placement, financial and other important information, visit our website at, [http://www.daymarcollege.edu/disclosures/](http://www.daymarcollege.edu/disclosures/).

Any jobs or job fields mentioned in the following program objectives are examples and not a representation of outcomes more probable than others. Daymar does not guarantee completion, employment, or salary.

October 15, 2014
Accounting

The Accounting Diploma Program is designed to prepare the graduate for employment in administrative office positions with emphasis in general bookkeeping, accounts payable, accounts receivable, tax preparation, inventory control, allocation, financial statements, depreciation methods, and payroll. The graduate will be provided the opportunity to obtain knowledge related to practical business theory and practical software applications to assimilate the diverse skills required to financially organize a business in an ever-changing market-driven economy. This program is designed for full-time students to complete the program in 15 months. All earned credits in this program are applicable to the Associate of Science Degree in Accounting.

The Accounting Associate of Science Degree Program is designed to provide students with skills and knowledge required to enter the accounting field. Through the courses studied, students are provided the opportunity to acquire a basic knowledge of business practices and procedures, financial accounting, management accounting, income tax accounting, payroll accounting, and computerized accounting. Upon successful completion of the program the student is expected to have the skills needed to begin his/her career in entry-level positions in the accounting field. This degree program also provides graduates general education courses to help manage interpersonal and social situations by preparing them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months.

### Diploma

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC103  Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC113  Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC210  Federal Income Tax Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC211  Intermediate Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC213  Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC214  Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC215  Computerized Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC216  Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BMG126  Business Law</td>
<td>4</td>
</tr>
<tr>
<td>BUS112  Personal Finance</td>
<td>4</td>
</tr>
<tr>
<td>BUS211  Small Business Management</td>
<td>4</td>
</tr>
<tr>
<td>CIS106  Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>CIS107  Computer Applications II</td>
<td>4</td>
</tr>
<tr>
<td>ENG101*  General English</td>
<td>4</td>
</tr>
<tr>
<td>ENG211*  Composition I</td>
<td>4</td>
</tr>
<tr>
<td>INT142  Professional Seminar and Internship or Capstone Project</td>
<td>4</td>
</tr>
<tr>
<td>MTH103*  College Math</td>
<td>4</td>
</tr>
<tr>
<td>SFS140  Strategies for Success</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>72</strong></td>
</tr>
</tbody>
</table>

*This course fulfills a general education requirement.

**Only one of these courses must be taken to complete the program.

### Associate of Science Degree

This program requires all the courses in the Accounting Diploma Program as well as the following:

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC212  Advanced Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC217  Corporate &amp; Partnership Taxation</td>
<td>4</td>
</tr>
<tr>
<td>BUS101**  Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS212**  Supervision</td>
<td>4</td>
</tr>
<tr>
<td>COM208*  Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CRT210*  Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>PSY202*  Psychology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>96</strong></td>
</tr>
</tbody>
</table>

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/Accounting.pdf.
The Billing & Coding Specialist Diploma Program provides students with learning experiences to help develop skills and attitudes to excel in the billing and coding field. Diverse medical settings have different requirements and these are addressed. In addition, this program promotes ethics and integrity in coding, billing, and handling of medical and billing information by covering fraud and abuse as it relates to billing and coding. Release, disclosure, and HIPAA requirements are also covered. Chart analysis for the required use of modifiers and for verification of correct codes are covered so that our graduates can audit for correct levels of coding. The Billing & Coding Specialist Program provides the students an education that is competency based and assessed according to the entry-level field requirements of the billing and coding field. These entry-level positions include, but are not limited to, physician services, and inpatient and outpatient services, and other allied health organizations. This program is designed for full-time students to complete the program in 12 months. All credits earned in this program are applicable to the Billing and Coding Specialist Associate of Science Degree Program.

The Billing & Coding Specialist Associate of Science Degree Program is designed to prepare the student to become proficient in ICD Coding, HCPCS Coding, and claims preparation. Diverse medical settings have various requirements and these are addressed. In addition, this program promotes ethics and integrity in billing, coding and handling of medical and billing information by covering fraud and abuse as it relates to billing and coding. Release, disclosure, and HIPAA requirements are also covered. Chart analysis for the required use of modifiers and for verification of correct codes is covered so that our graduates can audit for correct levels of coding. This degree program also provides graduates general education courses to help manage interpersonal and social situations by preparing them to advance in their professional and personal life. The Billing & Coding Specialist Program provides the students an education that is competency based and assessed according to the entry-level field requirements of the billing and coding field. These entry-level include, but are not limited to, physician services, and inpatient and outpatient services, and other allied health organizations. His program is designed for full-time students to complete the program in 18 months. All credits earned in this program are applicable to the Health Care Administration - Billing and Coding Bachelor of Science Degree Program.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/BC.pdf.

*This course fulfills a general education requirement.
### Diploma

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCS100</td>
<td>Reimbursement and Coding</td>
</tr>
<tr>
<td>BCS111</td>
<td>Anatomy &amp; Physiology for Reimbursement</td>
</tr>
<tr>
<td>BCS115</td>
<td>Technology in the Medical Office</td>
</tr>
<tr>
<td>BCS161</td>
<td>ICD</td>
</tr>
<tr>
<td>BCS162</td>
<td>Procedural Coding</td>
</tr>
<tr>
<td>BCS163</td>
<td>Modifiers and Intermediate Coding</td>
</tr>
<tr>
<td>BCS165</td>
<td>Coding Clinic</td>
</tr>
<tr>
<td>BCS232</td>
<td>Surgical Procedure Coding</td>
</tr>
<tr>
<td>BCS233</td>
<td>Medical Office Management</td>
</tr>
<tr>
<td>BCS261</td>
<td>Reimbursement Methodology</td>
</tr>
<tr>
<td>BCS262</td>
<td>Claims Production</td>
</tr>
<tr>
<td>BCS265</td>
<td>Comprehensive Coding</td>
</tr>
<tr>
<td>CIS106</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>INTI42</td>
<td>Professional Seminar and Internship or Capstone Project</td>
</tr>
<tr>
<td>MED103</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>SFS140</td>
<td>Strategies for Success</td>
</tr>
</tbody>
</table>

**Total Quarter Credit Hours Required** 64

### Associate of Science Degree

This program requires all the courses in the Billing & Coding Specialist Diploma Program as well as the following:

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCS243</td>
<td>Claims Examining</td>
</tr>
<tr>
<td>BCS253</td>
<td>Compliance</td>
</tr>
<tr>
<td>COM208*</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>CRT210*</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>ENG101*</td>
<td>General English</td>
</tr>
<tr>
<td>ENG211*</td>
<td>Composition I</td>
</tr>
<tr>
<td>MTH103*</td>
<td>College Math</td>
</tr>
<tr>
<td>PSY202*</td>
<td>Psychology</td>
</tr>
</tbody>
</table>

**Total Quarter Credit Hours Required** 96
Health Care Administration - Billing & Coding
Bachelor of Science Degree

The Health Care Administration - Billing & Coding Bachelor of Science Degree Program in is designed to provide students with the knowledge necessary to successfully manage health care organizations and services. The program focuses on teaching students key business administration techniques, while tailoring those learned skills to the health care industry. Successful students will have the opportunity to gain practical, real-world knowledge to help them be successful in the health care industry. Upon completion of the program, the student will have had the opportunity to prepare for employment in hospitals, physicians offices, nursing and residential facilities, home health care centers and related occupations. This program is designed for full-time students to complete the program in 36 months.

Bachelor of Science Degree

This program requires all the courses in the Billing & Coding Specialist Associate of Science Degree Program as well as the following:

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM310* Interpersonal Communications</td>
<td>4</td>
</tr>
<tr>
<td>CRT210* Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>ENG206* Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>ENG212* Composition II</td>
<td>4</td>
</tr>
<tr>
<td>HCA300** Health Care Management</td>
<td>4</td>
</tr>
<tr>
<td>HCA305** Occupations in Health Care</td>
<td>4</td>
</tr>
<tr>
<td>HCA310** The Health Care Industry</td>
<td>4</td>
</tr>
<tr>
<td>HCA315** Health Care Communications</td>
<td>4</td>
</tr>
<tr>
<td>HCA320** Health Care in the United States</td>
<td>4</td>
</tr>
<tr>
<td>HCA325** Information Technology in Health Care</td>
<td>4</td>
</tr>
<tr>
<td>HCA330** HR: Principles and Practice in Health Care</td>
<td>4</td>
</tr>
<tr>
<td>HCA335** Essentials of Managed Health Care</td>
<td>4</td>
</tr>
<tr>
<td>HCA340** Cultural Diversity in Health Care</td>
<td>4</td>
</tr>
<tr>
<td>HCA400** Public and Community Health</td>
<td>4</td>
</tr>
<tr>
<td>HCA405** Health Psychology</td>
<td>4</td>
</tr>
<tr>
<td>HCA410** Leadership and Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>HCA420** Budgeting in Health Care</td>
<td>4</td>
</tr>
<tr>
<td>HCA430** Ethical and Legal Aspects of Health Care</td>
<td>4</td>
</tr>
<tr>
<td>HCA435** Health and Disease Trends</td>
<td>4</td>
</tr>
<tr>
<td>HCA440 Planning and Marketing for Health Care Organizations</td>
<td>4</td>
</tr>
<tr>
<td>HIS300* American History</td>
<td>4</td>
</tr>
<tr>
<td>MED165 Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>SCI305* Technology and Society</td>
<td>4</td>
</tr>
<tr>
<td>SCI312* Earth Science</td>
<td>4</td>
</tr>
<tr>
<td>SOC201* Introduction to Sociolgy</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required 180

*Students must complete a minimum of 56 quarter credit hours or equivalent in General Education containing at least one course in each of the following areas: humanities, mathematics, science, and social science.

**Students must complete a minimum of 48 quarter credit hours or 12 courses of the Health Care Administration courses identified at the 300 and 400 level.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/HCA.pdf.
The Business Administration program is designed to prepare graduates for entry-level employment in administrative office positions. The graduate will be provided the opportunity to obtain knowledge related to practical business theory and practical software applications to assimilate the diverse skills required to manage business practices in an ever-changing market-driven economy. The program provides the graduate with specialized courses in organizational human resources and administrative office management.

The Business Administration Diploma program provides courses dealing with organizational human resources issues along with financial and management skills. This program is designed for full-time students to complete the program in 15 months. All credits earned in this program are applicable to the Business Administration Associate of Science Degree and Bachelor of Science Degree Programs.

In the Business Administration Associate of Science Degree program graduates are provided the opportunity to gain more specialized knowledge as well as general education courses to help manage interpersonal and social situations by helping prepare them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months. All credits earned in this program are applicable to the Business Administration Bachelor of Science Degree Program.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/Business.pdf.

*Diploma Program Requirements*  
<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC103 Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC113 Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC214 Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC215 Computerized Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BMG124 Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS101 Human Resources Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS111 Business Communication</td>
<td>4</td>
</tr>
<tr>
<td>BUS113 Finance for Non-Financial Managers</td>
<td>4</td>
</tr>
<tr>
<td>BUS210 Managing Information</td>
<td>4</td>
</tr>
<tr>
<td>BUS212 Supervision</td>
<td>4</td>
</tr>
<tr>
<td>CIS106 Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>CIS107 Computer Applications II</td>
<td>4</td>
</tr>
<tr>
<td>ENG101* General English</td>
<td>4</td>
</tr>
<tr>
<td>ETH103 Ethical Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>HRM101 Personal Interviewing</td>
<td>4</td>
</tr>
<tr>
<td>INT142 Professional Seminar and Internship or Capstone Project</td>
<td>4</td>
</tr>
<tr>
<td>MTH103* College Math</td>
<td>4</td>
</tr>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>72</strong></td>
</tr>
</tbody>
</table>

**Associate of Science Degree**  
This program requires all courses in the Business Administration Diploma Program as well as the following:

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS201 Marketing</td>
<td>4</td>
</tr>
<tr>
<td>BUS211 Small Business Management</td>
<td>4</td>
</tr>
<tr>
<td>COM208* Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CRT210* Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>POL109* Political Science</td>
<td>4</td>
</tr>
<tr>
<td>PSY202* Psychology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>96</strong></td>
</tr>
</tbody>
</table>

*This course fulfills a general education requirement.*
Business Administration Bachelor of Science Degree

The Business Administration Bachelor of Science Degree Program is designed to provide students with the knowledge necessary to successfully administer the functional components of business entities. The program focuses on teaching students key business administration techniques and the inter-relationship of the various functions within an organization that form the total business enterprise. Successful students will have been provided the opportunity to gain practical, real-world knowledge needed to be successful in the business environment. This program is designed for full-time students to complete the program in 36 months.

Bachelor of Science Degree

This program requires all the courses in the Business Administration Associate of Science Degree Program as well as the following:

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA300** Personal Development &amp; Research</td>
<td>4</td>
</tr>
<tr>
<td>BBA305** Computer Applications for Managers</td>
<td>4</td>
</tr>
<tr>
<td>BBA310** Business Communication</td>
<td>4</td>
</tr>
<tr>
<td>BBA315** Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>BBA320** Financial Management</td>
<td>4</td>
</tr>
<tr>
<td>BBA325** Business Statistics</td>
<td>4</td>
</tr>
<tr>
<td>BBA330** Human Resources for Business Leaders</td>
<td>4</td>
</tr>
<tr>
<td>BBA400** International Business Operations</td>
<td>4</td>
</tr>
<tr>
<td>BBA405** Diversity in Organizations</td>
<td>4</td>
</tr>
<tr>
<td>BBA410** Management Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>BBA420** Consumer Finance</td>
<td>4</td>
</tr>
<tr>
<td>BBA430** Global Marketing</td>
<td>4</td>
</tr>
<tr>
<td>BBA435** Strategic Planning</td>
<td>4</td>
</tr>
<tr>
<td>BBA455** Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BBA470** Business and Society</td>
<td>4</td>
</tr>
<tr>
<td>BBA475** Introduction to Entrepreneurship</td>
<td>4</td>
</tr>
<tr>
<td>BMG126 Business Law</td>
<td>4</td>
</tr>
<tr>
<td>COM310* Interpersonal Communication</td>
<td>4</td>
</tr>
<tr>
<td>ENG206* Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>ENG211* Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENG212* Composition II</td>
<td>4</td>
</tr>
<tr>
<td>HIS300* American History</td>
<td>4</td>
</tr>
<tr>
<td>SCI305* Technology and Society</td>
<td>4</td>
</tr>
<tr>
<td>SCI312* Earth Science</td>
<td>4</td>
</tr>
<tr>
<td>SOC201* Introduction to Sociology</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required: 180

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/Business.pdf.

*Students must complete a minimum of 56 quarter credit hours or equivalent in General Education containing at least one course in each of the following areas: humanities, mathematics, science, and social science.

**Students must complete a minimum of 48 quarter credit hours or 12 courses of the Business Administration courses identified at the 300 and 400 level.
Business Management

The Business Management Diploma Program is designed to prepare the graduate for entry-level employment in administrative office positions. The graduate will be provided the opportunity to obtain practical business theory and practical software applications to assimilate the diverse skills required to help manage business practices in an ever-changing, market-driven economy. Students will have been exposed to concepts designed to help work with higher-level associates regarding marketing, inventory control, and finance matters. The Business Management Program provides the students an education that is competency based and assessed according to the entry-level field requirements of the business management field. This program is designed for full-time students to complete the program in 12 months. All credits earned in this program are applicable to the Business Management Associate of Science and Bachelor of Science Degree Programs.

The Business Management Associate of Science Degree Program is designed to prepare the graduate for employment in administrative office positions. The graduate will be provided the opportunity to obtain practical business theory and practical software applications to assimilate the diverse skills required to manage a business in an ever-changing market-driven economy. The program provides the graduate with specialized courses in organizational human resources and administrative office management. The Business Management Program provides the students an education that is competency based and assessed according to the entry-level field requirements of the business management field. This degree program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months. All credits earned are applicable to the Business Management Bachelor of Science Degree Program.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/Business.pdf.

*Diploma

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC103 Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BMG124 Management</td>
<td>4</td>
</tr>
<tr>
<td>BMG126 Business Law</td>
<td>4</td>
</tr>
<tr>
<td>BMG128 Retail Management</td>
<td>4</td>
</tr>
<tr>
<td>BMG270 Leadership</td>
<td>4</td>
</tr>
<tr>
<td>BMG290 Finance</td>
<td>4</td>
</tr>
<tr>
<td>BUS101 Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS111 Business Communication</td>
<td>4</td>
</tr>
<tr>
<td>BUS122 Business Math</td>
<td>4</td>
</tr>
<tr>
<td>BUS201 Marketing</td>
<td>4</td>
</tr>
<tr>
<td>BUS211 Small Business Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS212 Supervision</td>
<td>4</td>
</tr>
<tr>
<td>CIS106 Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>ENG101* General English</td>
<td>4</td>
</tr>
<tr>
<td>INT142 Professional Seminar and Internship or Capstone Project</td>
<td>4</td>
</tr>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
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<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
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**Associate of Science Degree**

This program requires all the courses in the Business Management Diploma Program as well as the following:

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>BMG250 Economics</td>
<td>4</td>
</tr>
<tr>
<td>BUS112 Personal Finance</td>
<td>4</td>
</tr>
<tr>
<td>CIS107 Computer Applications II</td>
<td>4</td>
</tr>
<tr>
<td>COM208* Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CRT210* Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>ENG211* Composition I</td>
<td>4</td>
</tr>
<tr>
<td>MTH103* College Math</td>
<td>4</td>
</tr>
<tr>
<td>PSY202* Psychology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>96</strong></td>
</tr>
</tbody>
</table>

*This course fulfills a general education requirement.
The Business Management Bachelor of Science Degree Program is designed to prepare students for entry-level careers in business by presenting management concepts, techniques, and approaches as they apply to the leadership and operation of small, medium-sized, large, or global enterprises. Emphasis is placed on planning, organizing, decision-making, human resources management, operations management, and international business. This program is designed for full-time students to complete the program in 36 months.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/Business.pdf.

*Students must complete a minimum of 56 quarter credit hours or equivalent in General Education containing at least one course in each of the following areas: humanities, mathematics, science, and social science.

**Students must complete a minimum of 48 quarter credit hours or 12 courses of the Business Administration and/or Business Management courses identified at the 300 and 400 level.
Cardiographic Technology

The Cardiographic Technology Diploma Program is designed to prepare the student to pursue work as a cardiographic technician performing rhythm and 12 lead EKG/ECG, Holter monitoring, stress testing and telemetry surveillance in hospitals and cardiology offices. Upon completion of the program, the successful student may apply to take the Certified Cardiographic Examination to become a Certified Cardiographic Technician (CCT); this exam is available through Cardiovascular Credentialing International (CCI), an independent certification organization. The CCT is expected to be able to work with cardiologists in their office to prepare and assist with diagnostic testing of Coronary Artery Disease and be qualified to work in the critical care area as a monitoring technician. This program is designed for full-time students to complete the program in 15 months. All credits earned in this program are applicable to the Cardiographic Technology Associate of Science Degree Program.

The Cardiographic Technology Associate of Science Degree Program is designed to prepare the student to pursue work as a cardiographic technician performing rhythm and 12 lead EKG/ECG, Holter monitoring, stress testing, and telemetry surveillance in hospitals and cardiology offices. Upon completion of the program, the successful student may apply to take the Certified Cardiographic Examination to become a Certified Cardiographic Technician (CCT); this exam is available through Cardiovascular Credentialing International (CCI), an independent certification organization. The CCT is expected to be able to work in the critical care area as a monitoring technician. This degree program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months.

Diploma

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS106 Computer Applications</td>
<td>4</td>
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<tr>
<td>CIS107 Computer Applications II</td>
<td>4</td>
</tr>
<tr>
<td>ENG101* General English</td>
<td>4</td>
</tr>
<tr>
<td>INT142 Professional Seminar and Internship or Capstone Project</td>
<td>4</td>
</tr>
<tr>
<td>MED103 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MED153 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MED154 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MED159 Basic Cardiovascular Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>MED188 Medical Office Procedures/Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>MED227 Electronic Medical Records and Reimbursement</td>
<td>4</td>
</tr>
<tr>
<td>MED261 Electrophysiology</td>
<td>4</td>
</tr>
<tr>
<td>MED263 Stress Test Techniques</td>
<td>4</td>
</tr>
<tr>
<td>MED264 Holter Monitoring</td>
<td>4</td>
</tr>
<tr>
<td>MED267 BLS-Advance EKG/ECG</td>
<td>4</td>
</tr>
<tr>
<td>MED268 Cardiac Drugs</td>
<td>4</td>
</tr>
<tr>
<td>MED294 Cardiac Monitoring Procedures</td>
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</tr>
<tr>
<td>MTH103* College Math</td>
<td>4</td>
</tr>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>72</strong></td>
</tr>
</tbody>
</table>

Associate of Science Degree

This program requires all the courses in the Cardiographic Technology Diploma Program as well as the following:

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM208* Public Speaking</td>
<td>4</td>
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<tr>
<td>ENG211* Composition I</td>
<td>4</td>
</tr>
<tr>
<td>MED165 Medical Law and Ethics</td>
<td>4</td>
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<tr>
<td>MED290 Medical Dictation I</td>
<td>4</td>
</tr>
<tr>
<td>POL109* Political Science</td>
<td>4</td>
</tr>
<tr>
<td>PSY202* Principles of Psychology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>96</strong></td>
</tr>
</tbody>
</table>

*This course fulfills a general education requirement.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/CT.pdf.
The Criminal Justice Diploma Program is designed to provide students with the knowledge, skills and attitude required to gain an entry-level position within the criminal justice system. The Criminal Justice Program provides the students an education that is competency-based and assessed according to the entry-level field requirements of the criminal justice field. These entry-level fields include, but are not limited to: police patrol, law enforcement operations, private investigation, corrections officer, victim’s advocacy and assistance programs, juvenile corrections, private and industrial security, court administration, loss prevention and entry-level investigative compliance. This program is designed for full-time students to complete the program in 12 months. All credits earned in this program are applicable to the Criminal Justice Associate of Science Degree and Criminal Justice Administration Bachelor of Science Degree Programs.

The Criminal Justice Associate of Science Degree Program is designed to provide students with the knowledge, skills and attitude required to gain an entry-level position within the criminal justice system. The Criminal Justice Program provides the students an education that is competency-based and assessed according to the entry-level field requirements of the criminal justice field. These entry-level fields include, but are not limited to: police patrol, law enforcement operations, private investigation, corrections officer, victim’s advocacy and assistance programs, juvenile corrections, private and industrial security, court administration, loss prevention and entry-level investigative compliance. This degree program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months. All credits earned in this program are applicable to the Criminal Justice Administration Bachelor of Science Degree Program.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/CJ.pdf.
The Criminal Justice Administration Bachelor of Science Degree Program is designed to emphasize the importance of diversity, ethical treatment, and involvement in the community. The program specifically provides students with opportunities to explore some of the controversial issues facing our nation and apply what they have learned in class to community settings. Students can gain practical, real-world knowledge to be successful. Successful graduates are armed with the advantages of exposure to solid business communication and management skills and can be confident that they are prepared to meet the challenges of an entry-level position in criminal justice administration. This program is designed for full-time students to complete the program in 36 months.

For placement, financial and other important information, visit our website at http://www.daymarcollege.edu/d/Cj.pdf.

*Students must complete a minimum of 56 quarter credit hours or equivalent in General Education containing at least one course in each of the following areas: humanities, mathematics, science, and social science.

**Students must complete a minimum of 48 quarter credit hours or 12 courses of the Criminal Justice Administration courses identified at the 300 and 400 level.
Criminal Justice Administration
Paralegal Studies
Bachelor of Science Degree

The Criminal Justice Administration - Paralegal Studies Bachelor of Science Degree Program is designed to emphasize the importance of diversity, ethical treatment, and involvement in the community. The program specifically provides students with opportunities to explore some of the controversial issues facing our nation and apply what they have learned in class to community settings. Students can gain practical, real-world knowledge to help them be successful. Successful graduates are armed with the advantages of exposure to solid business communication and management skills, and can be confident that they are prepared to meet the challenges of a entry-level career in Criminal Justice Administration. This program is designed for full-time students to complete the program in 36 months.

<table>
<thead>
<tr>
<th>Bachelor of Science Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>This program requires all the Courses in the Criminal Justice Associate of Science Degree Program as well as the following:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS210 Managing Information</td>
<td>4</td>
</tr>
<tr>
<td>CIS184 PowerPoint Presentations</td>
<td>4</td>
</tr>
<tr>
<td>CJA300** Introduction to Policing</td>
<td>4</td>
</tr>
<tr>
<td>CJA305** Punishment and Corrections</td>
<td>4</td>
</tr>
<tr>
<td>CJA310** Theories of Crime</td>
<td>4</td>
</tr>
<tr>
<td>CJA320** Crime Control Strategies</td>
<td>4</td>
</tr>
<tr>
<td>CJA325** Crime Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CJA330** Women, Crime, and Justice</td>
<td>4</td>
</tr>
<tr>
<td>CJA340** Criminal Justice Research</td>
<td>4</td>
</tr>
<tr>
<td>CJA350** Criminal Justice Management and Planning</td>
<td>4</td>
</tr>
<tr>
<td>CJA360** White Collar Crime</td>
<td>4</td>
</tr>
<tr>
<td>CJA400** Chemical Dependence and Abuse</td>
<td>4</td>
</tr>
<tr>
<td>CJA410** Geographic Criminology</td>
<td>4</td>
</tr>
<tr>
<td>CJA420** Applied Crime Mapping</td>
<td>4</td>
</tr>
<tr>
<td>CJA430** Crime, Crime, and Fear</td>
<td>4</td>
</tr>
<tr>
<td>CJA440** Terrorism and Homeland Security</td>
<td>4</td>
</tr>
<tr>
<td>CJA450** Criminal Justice Ethics and Morality</td>
<td>4</td>
</tr>
<tr>
<td>CJA460** Crisis Intervention</td>
<td>4</td>
</tr>
<tr>
<td>COM310* Interpersonal Communication</td>
<td>4</td>
</tr>
<tr>
<td>HIS300* American History</td>
<td>4</td>
</tr>
<tr>
<td>SCI305* Technology and Society</td>
<td>4</td>
</tr>
<tr>
<td>SCI312* Earth Science</td>
<td>4</td>
</tr>
<tr>
<td>SOC201* Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>180</strong></td>
</tr>
</tbody>
</table>

*Students must complete a minimum of 56 quarter credit hours or equivalent in General Education containing at least one course in each of the following areas: humanities, mathematics, science, and social science.

**Students must complete a minimum of 48 quarter credit hours or 12 courses of the Criminal Justice Administration courses identified at the 300 and 400 level.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/CJ.pdf.
The Human Resource Management Diploma Program is designed to help prepare students to write employee handbooks for an organization. Students will have the opportunity to research human resource laws, cases, and issues using the internet and professional standards; write legal employment policies, procedures, and employee handbooks; support the key tasks of the human resources department; and meet the legislative requirements with which the organization must comply. In the program, successful students can gain a more specialized knowledge of interviewing techniques, ethical versus unethical behavior, and the ability to develop their skills in management including planning, organizing, staffing, leading, and controlling. This program is designed for full-time students to complete the program in 15 months. All credits earned in this program are applicable to the Human Resource Management Associate of Science Degree Program.

The Human Resource Management Associate of Science Degree Program builds on the Diploma program by providing students with a look at in-depth knowledge of the laws governing the employment process and how to apply these laws to employment related decisions. This program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/HR.pdf.

*This course fulfills a general education requirement.
Medical Assisting

The Diploma program provides students with learning experiences to help develop those skills and attitudes necessary to excel in medical assisting. The program covers areas such as medical terminology; anatomy and physiology; medical office and exam room administration and procedures; pharmacology; phlebotomy; cardiographic monitoring and procedures; medical law and ethics; electronic health records; medical office management; and two internship courses. The Medical Assisting Program provides the students an education that is competency based and assessed according to the entry-level field requirements of the medical assisting field. These entry-level include, but are not limited to, doctor’s offices, hospitals, home health agencies, and other allied health organizations. The Medical Assisting Diploma program is designed to prepare graduates to apply to take the Registered Medical Assistant (RMA) Exam, available through American Medical Technologists (AMT), an independent certification organization. This program is designed for full-time students to complete the program in 12 months. All credits earned in this program are applicable to the Medical Assisting Associate of Science Degree.

The Associate of Science Degree program provides students with learning experiences to help develop those skills and attitudes necessary to excel in medical assisting. The program covers areas such as medical terminology; anatomy and physiology; medical office and exam room administration and procedures; pharmacology; phlebotomy; cardiographic monitoring and procedures; medical law and ethics; electronic health records; medical office management; and two internship courses. The Medical Assisting Program provides the students an education that is competency based and assessed according to the entry-level field requirements of the medical assisting field. These entry-level include, but are not limited to, doctor’s offices, hospitals, home health agencies, and other allied health organizations. This degree program also provides graduates the opportunity to enhance their general education and computer knowledge, which are necessary to manage interpersonal and social situations and prepare them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months.

Completion of Basic Cardiopulmonary Resuscitation (CPR) is required of all Diploma and Associate of Science Degree Medical Assisting students. The Medical Assisting Diploma and Associate of Science Degree programs are designed to prepare students to apply to take three (3) national certification exams: National Certified Medical Office Assistant (NCMOA), National Certified Insurance and Coding Specialist (NCICS), and the National Certified Medical Assistant (NCMA). These exams are available through the National Center for Competency Testing (NCCT), an independent certification organization.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/MA.pdf.
### Medical Assisting Diploma

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101* General English</td>
<td>4</td>
</tr>
<tr>
<td>INT122 Professional Seminar and Internship or Capstone Project</td>
<td>4</td>
</tr>
<tr>
<td>INT142 Professional Seminar and Internship or Capstone Project</td>
<td>4</td>
</tr>
<tr>
<td>MED103 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MED153 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MED154 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MED188 Medical Office Procedures/Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>MED227 Electronic Medical Records and Reimbursement</td>
<td>4</td>
</tr>
<tr>
<td>MED250 Exam Room Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED255 Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>MED266 Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>MED288 Medical Office Administration</td>
<td>4</td>
</tr>
<tr>
<td>MED292 Laboratory Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED294 Cardiac Monitoring Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED295 Medical Law and Ethics/Exam Review Prep</td>
<td>4</td>
</tr>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>

### Medical Assisting Associate of Science Degree

This program requires all the courses in the Medical Assisting Diploma Program as well as the following:

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS112 Personal Finance</td>
<td>4</td>
</tr>
<tr>
<td>CIS106 Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>CIS107 Computer Applications II</td>
<td>4</td>
</tr>
<tr>
<td>COM208* Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CRT210* Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>ENG211* Composition I</td>
<td>4</td>
</tr>
<tr>
<td>MTH103* College Math</td>
<td>4</td>
</tr>
<tr>
<td>PSY202* Psychology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>96</strong></td>
</tr>
</tbody>
</table>

*This course fulfills a general education requirement.
Health Care Administration
Medical Administrative Bachelor of Science Degree

The Health Care Administration - Medical Administrative Bachelor of Science Degree is designed to provide students with the knowledge necessary to successfully manage health care organizations and services. The program focuses on teaching students key business administration techniques, while tailoring those learned skills to the health care industry. Successful students can gain the practical, real-world knowledge needed to be successful in the health care industry. Upon completion of the program, the student has been provided the opportunity to gain skills to prepare them for entry-level employment in hospitals, physicians offices, nursing and residential facilities, home health care centers, and related occupations. This program is designed for full-time students to complete the program in 36 months.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/HCA.pdf.

*Students must complete a minimum of 56 quarter credit hours or equivalent in General Education containing at least one course in each of the following areas: humanities, mathematics, science, and social science.

**Students must complete a minimum of 48 quarter credit hours or 12 courses of the Health Care Administration courses identified at the 300 and 400 level.
Network Support Administration

The objective of the Network Support Administration Associate of Science Degree Program is to provide students with the skills and knowledge to enter various technology fields. The program consists of general education requirements, with courses designed to lead to different modules of training. These modules are special tracks which can lead to multiple employment opportunities after one or more are completed. The Network Support Administration program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. Upon completion on any option in the Network Support Administration Program, the successful student may apply to take the CompTIA A+, CompTIA Network+, and/or the CompTIA Server+ Examinations to become certified; these exams are available through CompTIA, an independent certification organization.

The Network Support Administration Associate of Science Degree Program Engineer Option emphasizes the specifics of planning, designing, and implementation of Microsoft Windows server solutions and architectures in medium to large-sized companies. This option builds upon the Network Support Administration core program, leading the student through the Systems Engineer concentration. As the role of IT and network support roles become more defined by industry the Network Support Administration Engineer Option has become a specialization in the IT infrastructure to give IT professionals an advanced industry recognized designation, indicating experience and knowledge that companies and organizations can count on to plan, support, and maintain their critical networking, information/data, and disaster recovery platforms. This understanding allows IT Directors/Information Officers the ability to implement strategic IT hiring plans which will supply a foundation of qualified IT professionals that will take their organization in a positive direction. Network Support Administration Associate of Science Engineers Option will most likely concentrate their expertise in the areas of Local and wide area networking design, implementation, and management. Upon completion of the Engineer Option, the successful student may apply to take the Microsoft Certified Technical Specialist (MCTS), the Microsoft Certified Information Technology Professional: Server Administrator (MCITP:SA), and/or the Microsoft Certified Information Technology Professional: Enterprise Administrator (MCITP:EA) Examinations to become a Microsoft Certified Technical Specialist, a Microsoft Certified Information Technology Professional: Server Administrator, and/or a Microsoft Certified Information Technology Professional: Enterprise Administrator. In addition, upon completion, the successful student may apply to take the Microsoft Exchange Server Examination to be certified. These exams are available through Microsoft Learning, an independent certification organization. Students will also be expected to complete an internship in their chosen technical field which can provide them with “real world” experience and exposure which can be important in today’s competitive technology market. This program is designed for full-time students to complete the program in 18 months.

### Associate of Science Degree Engineer Option

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS112 Personal Finance</td>
<td>4</td>
</tr>
<tr>
<td>CIS106 Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>CIS107 Computer Applications II</td>
<td>4</td>
</tr>
<tr>
<td>COM208* Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CRT210* Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>ENG101* General English</td>
<td>4</td>
</tr>
<tr>
<td>ENG211* Composition I</td>
<td>4</td>
</tr>
<tr>
<td>INT142 Professional Seminar and Internship or</td>
<td>4</td>
</tr>
<tr>
<td>Capstone Project</td>
<td></td>
</tr>
<tr>
<td>MTH103* College Math</td>
<td>4</td>
</tr>
<tr>
<td>NSA150 CompTIA A+ Core Technologies</td>
<td>4</td>
</tr>
<tr>
<td>NSA151 CompTIA A+ OS/Windows</td>
<td>4</td>
</tr>
<tr>
<td>NSA152 CompTIA Network+</td>
<td>4</td>
</tr>
<tr>
<td>NSA155 CompTIA Server+</td>
<td>4</td>
</tr>
<tr>
<td>NSA260 Administering Windows Client Operating</td>
<td>4</td>
</tr>
<tr>
<td>System</td>
<td></td>
</tr>
<tr>
<td>NSA261 Administering Windows Server Operating</td>
<td>4</td>
</tr>
<tr>
<td>System</td>
<td></td>
</tr>
<tr>
<td>NSA262 Implementing Windows Network</td>
<td>4</td>
</tr>
<tr>
<td>Infrastructure</td>
<td></td>
</tr>
<tr>
<td>NSA263 Implementing Windows Directory Services</td>
<td>4</td>
</tr>
<tr>
<td>NSA264 Designing Windows Directory Services</td>
<td>4</td>
</tr>
<tr>
<td>NSA266 Troubleshooting Operating Systems &amp;</td>
<td>4</td>
</tr>
<tr>
<td>Networks</td>
<td></td>
</tr>
<tr>
<td>NSA267 Supporting Windows Client and Applications</td>
<td>4</td>
</tr>
<tr>
<td>NSA284 Managing Microsoft Exchange Server</td>
<td>4</td>
</tr>
<tr>
<td>NSA285 Planning a Windows Network</td>
<td>4</td>
</tr>
<tr>
<td>Infrastructure</td>
<td></td>
</tr>
<tr>
<td>PSY202* Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>96</strong></td>
</tr>
</tbody>
</table>

For placement, financial and other important information, visit our website at http://www.daymarcollege.edu/d/NSA.pdf.

*This course fulfills a general education requirement.*
Pharmacy Technology

The Pharmacy Technology Program is designed to prepare students to become pharmacy technicians. A pharmacy technician is one who generally assists and supports licensed pharmacists in a wide variety of activities including, but not limited to, ordering, stocking, and packaging prescription and over-the-counter medications, inventory control, maintaining records, preparing medication labels, and preparing insurance claims.

In the Pharmacy Technology Associate of Science Degree Program graduates are provided the opportunity to learn pharmacy technician practices/ethics, pharmacy terminology and calculation, microbiology, pharmacy operations and claims, compounding aseptic technique & non-sterile compounding as well as gain a more specialized knowledge in sterile product technology and problem solving. The student will be provided the opportunity to prepare to work as a pharmacy technician in a retail pharmacy, hospital pharmacy, clinical pharmacy, nursing home, doctor’s office, or home health care agency. This program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months. All credits earned in this program are applicable to the Pharmacy Technology Health Care Administration – Pharmacy Technology Bachelor of Science Degree Programs.

### Associate of Science Degree

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS106</td>
<td>Computer Applications 4</td>
</tr>
<tr>
<td>CIS107</td>
<td>Computer Applications II 4</td>
</tr>
<tr>
<td>COM208*</td>
<td>Public Speaking 4</td>
</tr>
<tr>
<td>CRT210*</td>
<td>Critical Thinking 4</td>
</tr>
<tr>
<td>ENG101*</td>
<td>General English 4</td>
</tr>
<tr>
<td>ENG211*</td>
<td>Composition I 4</td>
</tr>
<tr>
<td>INT142</td>
<td>Professional Seminar and Internship or Capstone Project 4</td>
</tr>
<tr>
<td>MED103</td>
<td>Medical Terminology 4</td>
</tr>
<tr>
<td>MED153</td>
<td>Anatomy &amp; Physiology I 4</td>
</tr>
<tr>
<td>MED154</td>
<td>Anatomy &amp; Physiology II 4</td>
</tr>
<tr>
<td>MED165</td>
<td>Medical Law and Ethics 4</td>
</tr>
<tr>
<td>MED255</td>
<td>Pathophysiology 4</td>
</tr>
<tr>
<td>MTH103*</td>
<td>College Math 4</td>
</tr>
<tr>
<td>PHA100</td>
<td>Introduction to Pharmacy Technician Practices/Ethics 4</td>
</tr>
<tr>
<td>PHA110</td>
<td>Pharmacy Terminology and Calculations 4</td>
</tr>
<tr>
<td>PHA155</td>
<td>Prescription and OTC Medications 4</td>
</tr>
<tr>
<td>PHA200</td>
<td>Pharmacology I for Pharmacy Technicians 4</td>
</tr>
<tr>
<td>PHA225</td>
<td>Microbiology 4</td>
</tr>
<tr>
<td>PHA250</td>
<td>Pharmacy Operations and Claims 4</td>
</tr>
<tr>
<td>PHA275</td>
<td>Compounding Aseptic Technique and Non-Sterile Compounding 4</td>
</tr>
<tr>
<td>PHA280</td>
<td>Sterile Product Technology 4</td>
</tr>
<tr>
<td>PHA290</td>
<td>Problem Solving 4</td>
</tr>
<tr>
<td>PSY202*</td>
<td>Psychology 4</td>
</tr>
<tr>
<td>SFS140</td>
<td>Strategies for Success 4</td>
</tr>
</tbody>
</table>

**Total Quarter Credit Hours Required**: 96

For placement, financial and other important information, visit our website at [http://www.daymarcollege.edu/d/Pharmtech.pdf](http://www.daymarcollege.edu/d/Pharmtech.pdf).

*This course fulfills a general education requirement.*

October 15, 2014
The Health Care Administration - Pharmacy Technology Bachelor of Science Degree Program is designed to provide students with the knowledge necessary to successfully manage health care organizations and services. The program focuses on teaching students key business administration techniques, while tailoring those learned skills to the health care industry. Successful students will gain the practical, real-world knowledge needed to be successful in the health care industry. Upon completion of the program, the student is prepared for entry-level employment in hospitals, physicians offices, nursing and residential facilities, home health care centers, and related occupations. This program is designed for full-time students to complete the program in 36 months.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/HCA.pdf.

*Students must complete a minimum of 56 quarter credit hours or equivalent in General Education containing at least one course in each of the following areas: humanities, mathematics, science, and social science.

**Students must complete a minimum of 48 quarter credit hours or 12 courses of the Health Care Administration courses identified at the 300 and 400 level.
The Website Design Associate of Science Degree Program is designed for persons interested in a career designing and maintaining websites. Students will begin their program of study with understanding all facets of the internet and the importance of designing successful, commercial websites. Courses include opportunities to attain skill sets for image editing, web animations; and producing the necessary markup language, that are utilized in website fabrication, designing advanced internet graphics, learning other design techniques, and client side scripting, and cascading style sheet (CSS) design. Students successfully completing this program may have an opportunity to attain a premier certification in the industry and become Master Site Designers. This is the leading industry standard in website design and is nationally recognized in the field. The program can provide the graduate with the education and the specialized training to enter the IT field in such employment positions as web animators, web graphic artists, and website designers. This program is designed for full-time students to complete the program in 18 months.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/WebsiteDesign.pdf.
Course Descriptions

The course numbering system uses six characters, three letters identifying the area of study followed by three numbers to identify the particular course. In general, course numbers in the 100 and 200 range indicate basic courses, and course numbers in the 300 and 400 range indicate advanced courses. Prerequisites will usually have lower course numbers than the course for which a prerequisite is required.

ACC103    Accounting
This course introduces students to the accounting cycle including journalizing, posting, adjusting, and closing of the books. It also introduces students to preparing a trial balance, income statement, balance sheet, and a work sheet for a business. Prerequisite: None. (4 Quarter Credit Hours)

ACC113    Accounting II
In Accounting II, students continue covering accounts receivable, accounts payable, bad debts, depreciation, and merchandising inventories. Students prepare special journals for cash, assets and depreciation, inventories, and long-term liabilities. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

ACC210    Federal Income Tax Accounting
This course is a comprehensive explanation of the federal tax structure with training in the application of tax principles to specific programs related to the preparation of individual, partnership, and corporation tax returns. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

ACC211    Intermediate Accounting
This is a review of fundamental processes and precedes a detailed study of accounting for the asset items on a balance sheet. Emphasis is placed on investments, receivables, and their presentation of the balance sheet, inventory cost and valuation, and plant and tangible assets acquisition, utilization, and retirement. Prerequisite: Accounting II, ACC113. (4 Quarter Credit Hours)

ACC212    Advanced Accounting
This course includes an in-depth study of liabilities and owner’s equity items. Competencies include keeping financial records for accounts receivable, uncollected accounts, plant assets, notes receivable, notes payable, and vouchers. This course develops skills and analyzing, interpreting, summarizing and reporting information, preparing formal statements and supporting schedules, and using inventory control systems. Prerequisite: Intermediate Accounting, ACC211. (4 Quarter Credit Hours)

ACC213    Cost Accounting
This course is a study of the elements of cost, labor, material, and overhead. Inventory and production control procedures and apportionment of overhead are given special attention. Job costs, process costs, and standard costs are studied in detail. Prerequisite: Accounting II, ACC113. (4 Quarter Credit Hours)

ACC214    Payroll Accounting
This course presents the fundamentals of accounting as applied to compensation programs including the calculation of payroll, payroll taxes, and the preparation of records and reports. State and federal taxation is also discussed. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

ACC215    Computerized Accounting
Accounting software is used to automate, analyze, and interpret financial information while applying accounting concepts and principles. Activities include company setup, preparing a chart of accounts, journalizing and posting transactions, entering payroll data, and producing financial statements. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

ACC216    Managerial Accounting
The study of the uses of accounting information in managerial planning and control of organizations. Prerequisite: Intermediate Accounting, ACC211. (4 Quarter Credit Hours)

ACC217    Corporate and Partnership Taxation
The study of federal and state laws applying to corporations, partnerships, and other entities will be emphasized. Prerequisite: Advanced Accounting, ACC212. (4 Quarter Credit Hours)
BBA300 Personal Development and Research
This course covers personal goal development, learning methodologies, temperament type analysis, study skills, time management, library research, literature reviews, personal assessment, and other subjects relevant to goal achievement in an academic environment. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBA305 Computer Applications for Managers
This course is a study on how to use a microcomputer to assist in decision-making and to boost productivity within the business environment. This course provides an introduction to popular business application software for spreadsheets, database management, and presentation graphics using the Microsoft Office Suite Software. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBA310 Business Communication
This course is a study of written and oral communication skills that are essential for communicating successfully in organizations. This course will use simulations, case studies, and application assignments to focus on the process of written and oral communication in the business environment. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBA315 Business Ethics
This course studies ethical theories as they relate to various contemporary problems in the business world. Emphasis is placed on class participation and practical application. For example, students develop a Code of Ethics for their organization. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBA320 Financial Management
This course is an introduction to financial management. Special emphasis is given to financial analysis and planning, working capital management, and the capital budgeting process. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBA325 Business Statistics
This course surveys descriptive statistics with emphasis on practical applications of statistical analysis. It includes an examination of the role of statistics in research, statistical terminology, the appropriate use of statistical techniques, and the interpretation of statistical findings in business and business research. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBA330 Human Resources for Business Leaders
This course is a study of the role of human resource management as a staff function within the organization. The human resource management functions of recruitment, interviewing, human resource planning, equal employment, job analysis, wage and salary administration, management development, training, compensation, and labor relations are examined. An investigation of the interpersonal relationships of employees in the organizational setting is also considered. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBA400 International Business Operations
This course is an introduction to the theory and practice of business operations of international and multinational firms. Special emphasis is given to international trade theory, marketing, finance, and human resource management. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBA405 Diversity in Organizations
This course explores diversity as it relates to organizations from a human resources development perspective. Areas of diversity explored include racial/ethnic groups, sex and gender, religion, work and family, weight and appearance, physical and mental ability, and sexual orientation. The primary focus is to development of a strategy to improve an organization's performance. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)
BBA410 Management Information Systems
The course is a study of computerized information systems that support organizational mission, goals, and objectives. Concepts include the theories, principles, concepts, components and types of management information systems, networks and telecommunications, and the systems development process. The information systems profession and advances in technology used to support communication, collaboration, and discovery for organizations are also discussed. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBA420 Consumer Finance
This course provides a practical application of personal and family financial management. Topics include budgets, loans, spending, housing, insurance, investments, and taxes. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBA430 Global Marketing
This course is an introduction to the theory and practice of international marketing management, including marketing to national domestic markets. Special emphasis is given to the international environment, market research and market entry, product planning and strategy, and management of international marketing functions. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBA435 Strategic Planning
This course examines the development, implementation, and reformulation of business policy and strategy. This course stresses the need for awareness of, and accommodation to, change in a company’s internal and external environments. Generic types of business strategies and techniques for analyzing strategies are also covered. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBA455 Managerial Accounting
This course provides a study of the underlying theory and application of managerial accounting concepts, including analysis of financial statements for usefulness in decision making. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBA470 Business and Society
This course provides a study of business-related problems in such areas as ethics, social responsibilities, pollution, crime, urban crisis, discrimination, education, and politics. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBA475 Introduction to Entrepreneurship
This course provides an introduction to entrepreneurship concepts. Emphasis is given to the process of creating and starting new ventures. The course is designed to help students recognize and evaluate the feasibility of potential business opportunities. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBM335 Leadership
This course is a study of the current understanding of leadership theory and practice with a goal of developing the student’s personal theory of leadership. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBM340 Organizational Behavior
This course is a study of behavior in organizational settings as affected by individual, group, and organizational processes. Special emphasis is given to learning, motivation, attitudes, stress, organizational culture, group processes, and decision-making. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBM405 International Management
This course explores the nature of management processes and activities in terms of different legal, political, economic, and cultural environments. The administrative philosophies, policies, and practices of international business organizations are covered. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBM440 Principles of Quality Improvement
This course explores the philosophy, principles, and practices of continuous quality improvement. Students will explore systems thinking, understanding variation and diversity, practical psychology of leadership and management, and generation and leverage of knowledge. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)
BBM445  Project Management

This course examines the role of project management and its use in business and organizations. Each of the following constituent elements for successful project management is included in the course: defining a project, working with project teams, performing projects budgeting, performing a work breakdown analysis, creating a project schedule, and performing project monitoring and evaluation. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBM450  Operations Management

This course familiarizes the student with the nature, scope, and management of production and operations in modern industry. The topics emphasized include operations philosophies, operations strategy, inventory control, project management, and other current topics selected by the instructor. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBM460  Negotiation and Conflict Management

This course explores the theory and implementation strategies of successful negotiation. This course will examine interpersonal communication and business management practices in which negotiation strategies help you manage difficult business situations and resolve intra-organizational conflict. By developing effective negotiation skills, you can increase your problem-solving and conflict-resolution abilities. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBM470  Staffing: Recruitment and Selection

This course trains students in one of the major components (applicant recruitment and selection) for managers. In doing so, students are introduced to the techniques of analyzing the effectiveness and appropriateness of various instruments used by professionals. Additionally, students are introduced to the strategies associated with the use of different recruitment and selection techniques. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBM480  Training and Development

This course trains students in one of the major components (employee training and development) for managers. In doing so students are introduced to the current state of employee training and development practices; acquire a basic understanding of key issues related to the structure, the methods, and the use of technology for the training of employees; and through readings, lectures, discussions, and presentations learn to apply learning theories in the development and implementation of a strategic employee training system. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BBM490  Business Research for Decision Making

This course allows students to explore decision making from a managerial viewpoint and examine the role of decision making in dealing with employees, formulating strategy, and negotiating. This course requires students to understand, apply, and evaluate both quantitative and qualitative research methodologies as they apply to business studies and analysis. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

BCS100  Reimbursement and Coding

This course is designed for students who plan to seek employment in the medical reimbursement and coding field. Students are introduced to responsibilities for a reimbursement specialist including third-party payers, coding, coding software and collections. Prerequisite: None (4 Quarter Credit Hours)

BCS111  Anatomy & Physiology for Reimbursement

This course introduces the student to medical terminology as well as anatomical structures and their functions. This course presents the student with prefixes, suffixes and acquaints the students with word building. The course introduces body systems, root words, and medical terms. The course provides the students with the basic knowledge of body systems. The course assists in their understanding of the structure and function of the systems and how they relate to the disease process. Prerequisite: Medical Terminology, MED103 (4 Quarter Credit Hours)
BCS115  Technology in the Medical Office
This course is designed to prepare the student for entry-level work in the medical setting utilizing medical office management software. The student will be introduced to the patient billing cycle, patient check-in and check-out, patient data entry, insurance verification, charge posting, payment posting, appointment scheduling, paper and electronic claims submission, electronic health record usage and HIPAA compliance. Students will participate in competency-based skill-building electronic activities associated with the medical field. Prerequisite: None (4 Quarter Credit Hours)

BCS161  ICD
ICD introduces the student to medical coding utilizing the International Classification of Diseases and the ICD-10-PCS. The course develops basic ICD coding skills and encompasses inpatient and outpatient official coding guidelines, coding convention usage, beginning level case coding, sequencing and inpatient procedure code development. Prerequisite: Medical Terminology, MED103 (4 Quarter Credit Hours)

BCS162  Procedural Coding
This course categorizes the different sections of the CPT Coding Manual, examines the official coding guidelines for each chapter, and introduces students to coding for professional services int he ambulatory and outpatient settings. This course provides for extensive coding practice and covers ethical reimbursement issues. Prerequisite: ICD, BCS161. (4 Quarter Credit Hours)

BCS163  Modifiers and Intermediate Coding
This course provides an in-depth examination of the use of HCPCS modifiers and provides the student with intermediate level coding practice. The extensive practice requires the student to study intermediate level cases, abstract necessary information, and code utilizing ICD and HCPCS code sets. Prerequisite: Procedural Coding, BCS162 (4 Quarter Credit Hours)

BCS165  Coding Clinic
This course proved the student with a virtual medical office simulation. The student has to apply classroom theory to on-the job scenarios. The simulation provides for appointment setting, claims submission, patient billing and case coding. Prerequisites: ICD, BCS161 and Procedural Coding, BCS162 (4 Quarter Credit Hours)

BCS232  Surgical Procedure Coding
This course provides an in-depth examination of the use of HCPCS modifiers and provides the student with intermediate level coding practice. The extensive practice requires the student to study intermediate level cases, abstract necessary information, and code utilizing ICD and HCPCS code sets. Prerequisites: ICD, BCS161 and Procedural Coding, BCS162, which may be taken concurrently (4 Quarter Credit Hours)

BCS233  Medical Office Management
This course provides the student with the necessary skills to assume a management position in a medical office, or billing and coding department. The course covers personnel management, documentation management, marketing and financial management, and OSHA requirements. Prerequisite: None. (4 Quarter Credit Hours)

BCS243  Claims Examining
This course is designed to prepare the student in the advanced concepts of billing, coding and claims examination. The course also covers third party liability investigation, completion of payment worksheet, calculation of adjustments, coordination of benefits, and interpretation of insurance contracts. Prerequisite: Claims Production, BCS262 (4 Quarter Credit Hours)

BCS253  Compliance
This course is designed to help the student navigate through the important issues of compliance. This course addresses the ever growing requirements to promote healthcare compliance with the various laws, regulations, rules, and guidelines, medical practices need to implement and maintain a compliance program. Prerequisites: ICD, BCS161 and Procedural Coding, BCS162, which may be taken concurrently (4 Quarter Credit Hours)

BCS261  Reimbursement Methodology
This course covers the billing cycle and introduces the student to the different payers. As well, the course covers HIPAA/HITECH, Privacy, Security and Electronic Health Care Transactions/Code Sets/Breach Notification rules. The course provides extensive practice in payment calculation, processing payments and EOB interpretation. Prerequisite: Reimbursement and Coding, BCS100 (4 Quarter Credit Hours)
BCS262  Claims Production
This course focuses on CMS-1500 and UB-04 claims production, tracking, and follow-up. This course covers paper and electronic claims submission, as well as, primary and secondary claims production. Management of denied claims, appeals, accounts receivable calculations, remittance posting, debt collection, and specific third-party payer requirements are also integrated into the course. Prerequisite: Reimbursement and Coding, BCS100. (4 Quarter Credit Hours)

BCS265  Comprehensive Coding
This course requires the student to analyze, interpret, and abstract medical information necessary to assign the correct codes for highly advanced ICD and HCPCS cases. The advanced case coding is necessary for certification preparation. This course provides a mock examination to evaluate the level of expertise. Prerequisite: Modifiers and Intermediate Coding, BCS265. (4 Quarter Credit Hours)

BMG124  Management
In this course business techniques and management theory are explored. Principles of Management is centered on the management functions of planning, decision-making, organizing, leading, and controlling. Prerequisite: None. (4 Quarter Credit Hours)

BMG126  Business Law
This course covers the basic legal principles relating to contracts involving personal property, bailments, hotel, sales, agency, employment, insurance, and real property. Prerequisite: None. (4 Quarter Credit Hours)

BMG128  Retail Management
In this course the exciting, challenging, and rewarding opportunities facing both retailers and firms that sell their products and services to retailers, such as IBM and Proctor & Gamble are explored. Specific topics that are discussed are retailing which is a high-tech, global, growth industry that plays a vital economic role in society, strategic issues facing the retail industry, key strategic issues with an emphasis on financial considerations, and implementation through merchandise and store management. These strategic and tactical issues are examined for a broad spectrum of retailers, both large and small, domestic and international, selling merchandise and services. Prerequisite: None (4 Quarter Credit Hours)

BMG250  Economics
This course covers such topics as the free enterprise system, the Gross Domestic Product, macroeconomics, microeconomics, and fundamentals of the monetary policy. Prerequisite: None. (4 Quarter Credit Hours)

BMG270  Leadership
This course is a study of the current understanding of leadership theory and practice with a goal of developing the student's personal theory of leadership. Prerequisite: None. (4 Quarter Credit Hours)

BMG290  Finance
This course analyzes the nature and scope of business finance. Emphasis is placed on forecasting, capital budgeting, sources and costs of capital, financial instruments, financial analysis, and interpretation. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

BUS101  Human Resource Management
This course presents an examination of the fundamental principles of personnel management as they apply to the employee, employer, and society. Specific topics discussed include managing human resources, understanding the internal and external environment of human resources management, managing changes, staffing, training, appraising, compensating, occupational safety and health, unionization, and collective bargaining. Prerequisite: None. (4 Quarter Credit Hours)

BUS111  Business Communication
This course encompasses various forms of business communication such as business letters, memoranda, business reports, and is designed to polish and refine students' abilities to solve numerous business communication problems. Prerequisite: None. (4 Quarter Credit Hours)

BUS112  Personal Finance
This course is designed to serve the personal finance needs of the student, regardless of their major field of study. Practical applications in personal and family financial planning, including budgeting, buying, borrowing, banking, and home ownership are covered in this course. Prerequisite: None. (4 Quarter Credit Hours)

BUS113  Finance for Non-Financial Managers
This course focuses on improving communication with people in financial areas, contribute to financial decisions, and better understand financial statements and the impact of strategic decisions on shareholder value. The course focuses on both accounting and finance to help students develop a well-rounded understanding of language and requirements of financial expectations and performance. Participants learn how to evaluate a project's financial attractiveness from the shareholder's perspective and to better understand and predict the impact of business decisions. Prerequisite: None. (4 Quarter Credit Hours)
BUS122   Business Math
This course is a review of arithmetical operations, decimals, ratios and proportions, percentages, interest, and discounts. Subjects covered include finance charges, payroll computations, merchandise inventory valuation, depreciation, and computing different types of interest. Prerequisite: None. (4 Quarter Credit Hours)

BUS201   Marketing
This course covers all activities involved in pricing, distribution and promotion of a product. Emphasis will be placed on marketing for small to medium sized business. Internet marketing will also be discussed. Prerequisite: None. (4 Quarter Credit Hours)

BUS210   Managing Information
This course is designed to provide a real-world understanding of information systems technologies. This course provides exposure to information age, information technology, information technology in management, information systems in decision making, and planning, acquisition, and controls. Prerequisite: None. (4 Quarter Credit Hours)

BUS211   Small Business Management
This course presents a contemporary treatment of the start-up and management of small firms. Strong emphasis is placed on entrepreneurial opportunities and the new-business activities needed for the successful operation of small firms. Prerequisite: None. (4 Quarter Credit Hours)

BUS212   Supervision
This course is designed to help those who will be supervisors, team leaders, coaches, or coordinators and incorporates the four functions of management including planning, organizing, leading, and controlling. Also discussed are modern supervisory challenges including quality management, ethical behavior, motivating employees, improving productivity, problem solving, and decision making. Prerequisite: None. (4 Quarter Credit Hours)

CIS100   E-Commerce
This course teaches students how to conduct business online and how to manage the technological issues associated with constructing an E-commerce website. This course reviews skills used to implement a genuine transaction-enabled business to consumer web site, examine strategies, and products available. Site management and business infrastructure is studied as well as implementing technology to engage cardholders, merchants, issuers, and other electronic transactions. Prerequisite: None. (4 Quarter Credit Hours)

CIS106   Computer Applications
This is an introductory course designed to acquaint the successful student with the world of microcomputer applications in business, industry, education, and home use. During this course, the successful student will be introduced to Microsoft Office Products such as Word, Excel, Access, and PowerPoint. Prerequisite: None. (4 Quarter Credit Hours)

CIS107   Computer Applications II
This is an advanced course designed to acquaint the student with the world of microcomputer applications in business, industry, education, and home use. This course provides an introduction to additional applications in Microsoft Office Products which include Word, Excel, Access, and PowerPoint. Prerequisite: Computer Applications, CIS106. (4 Quarter Credit Hours)

CIS140   Internet Foundations
This course is designed to teach students the fundamentals of the Internet. The physical connections that comprise the Internet and the basic knowledge of website design are taught. The curriculum also includes a practical knowledge of website administration and security. Different applications are explored to complete the course. Prerequisite: None. (4 Quarter Credit Hours)

CIS155   Web Design I
This course introduces students to basic website design and authoring using the latest WYSIWYG application. During the course, students will plan and create websites using basic Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). This course will be a combination of lecture and hands on labs. Prerequisites: Computer Applications, CIS106 and Internet Foundations, CIS140 (4 Quarter Credit Hours)

CIS178   Web Design II
This course is designed for students to continue to learn the skills necessary for advanced web design. Using a WYSIWYG authoring tool that supports style sheets, DHTML, JavaScript, table-making, and other high-end visual features, students will focus on Cascading Style Sheets (CSS) Website design. Prerequisite: Web Design I, CIS155. (4 Quarter Credit Hours)

CIS179   Web Animation I
This course will allow students to learn web animation techniques. The areas that will be covered are authoring, animation sequencing, and vector-based drawing. The class takes you through every step of a typical project, showing you how to plan, test, and finally publish your work on CD, via a projector, or on the Web. Prerequisite: None. (4 Quarter Credit Hours)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS180</td>
<td>Web Graphics I</td>
<td>In this course, reviews how to design, create, and optimize web graphics. The class will explore various graphic tools set, which combines vector drawings, natural media bitmap tools, text editing, special effects, color management, animation, and HTML linking in one interface. Prerequisite: None.</td>
<td>(4 Quarter Credit Hours)</td>
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<tr>
<td>CIS181</td>
<td>Web Animation II</td>
<td>This second course using web animation software concentrates on creating complete animated web sites using an animation programming language. Students will create interactive websites using this technology. Prerequisite: Web Animation I, CIS179.</td>
<td>(4 Quarter Credit Hours)</td>
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<tr>
<td>CIS183</td>
<td>Image Editing</td>
<td>This course reviews how to design, create, optimize, and output web graphics from bitmap graphics in no time. The class will explore graphic tools set, which combines vector drawing, natural media bitmap tools, text editing, special effects, color management, animation, and HTML linking in one interface. Prerequisite: None.</td>
<td>(4 Quarter Credit Hours)</td>
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<tr>
<td>CIS184</td>
<td>PowerPoint Presentations</td>
<td>This course utilizes Microsoft PowerPoint program to train students in presenting presentations. This course includes creating and formatting, adding visual appeal and animation to presentations, customizing and enhancing presentations, sharing and connecting data from other programs, linking and embedding objects, and sharing presentations. The focus of this course is on business-related applications.</td>
<td>Prerequisite: None. (4 Quarter Credit Hours)</td>
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<tr>
<td>CIS186</td>
<td>Web Design III</td>
<td>This course allows the students to continue to master the skills necessary to create advanced websites using server-side programming languages such as ASP, ColdFusion, or PHP. HTML extensions, behaviors, and database applications will be emphasized as well as interactive website solutions.</td>
<td>Prerequisite: Web Design II, CIS178. (4 Quarter Credit Hours)</td>
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<tr>
<td>CIS188</td>
<td>Web Languages I</td>
<td>This course is designed for students to obtain the skills needed to create dynamic scripts and actions for the Internet. Basic and advanced HTML will be taught so web pages can be hand coded from the ground up. The DHTML Internet programming language, JavaScript, will enable students to create interactive web pages and websites.</td>
<td>Prerequisite: Web Design II, CIS178. (4 Quarter Credit Hours)</td>
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<tr>
<td>CIS299</td>
<td>Web Projects</td>
<td>This capstone course is designed to allow students to demonstrate their entire skill set. A final website project is assigned and the students design, create, and finalize a site that showcases web graphics, web animations, and client-side and server-side programming. Prerequisites: Web Design II, CIS278 and Web Languages, CIS188.</td>
<td>(4 Quarter Credit Hours)</td>
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<tr>
<td>CJA300</td>
<td>Introduction to Policing</td>
<td>This course is an examination of the philosophy, history, and agencies of law enforcement at the local, state, and federal levels. Special emphasis is given to analyzing the roles and responsibilities of law enforcement in a democratic society as well as contemporary issues of corruption, brutality, use of deadly force, and community-oriented policing.</td>
<td>Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)</td>
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<tr>
<td>CJA305</td>
<td>Punishment and Corrections</td>
<td>This course is an overview of theories of punishment as they relate to the various treatment and rehabilitation policies and practices that affect offenders in institutional and community settings. Specific approaches being examined include mandatory sentencing laws, offender education programs, institutional and community drug treatment programs, boot camps, house arrest, intensive supervision probation, work release, and community work service.</td>
<td>Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)</td>
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<tr>
<td>CJA310</td>
<td>Theories of Crime</td>
<td>This course is an overview of historical, sociological, biological, psychological, economic, and theories of crime causation. Particular attention is made to critically analyzing each theory presented in terms of its internal consistency and logic as well as its fit with data on crime, criminals, and victims. Policy implications stemming from these theories will be discussed.</td>
<td>Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)</td>
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CJA320  Crime Control Strategies
An analysis of the methods used to control crime in American society. Emphasis on understanding the sometimes conflicting goals of the criminal justice system; attention is given to the general categories of general and specific deterrence, aggressive enforcement, situational and environmental defensive measures, and modification of the social order. Special attention will be given to how other countries control crime and the problems of comparison because of political and cultural differences. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

CJA325  Crime Analysis
An introduction to the basic methods used in analyzing data from criminal justice agencies, including temporal and spatial analysis of crime patterns, calculation of crime rates, descriptive analyses of victim and offender characteristics, recidivism, and the identification of offense typologies. Students get hands-on experience coding, analyzing, interpreting, and presenting crime data from a number of sources like police homicide reports, the FBI, Department of Corrections, and attitudinal surveys. Prerequisite: basic computing skills: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

CJA330  Women, Crime, and Justice
This course focuses on women as criminals, victims, and professionals in the criminal justice system are the focus of this course. Theories, policies, and relevant empirical studies will be discussed in the context of the historical, sociopolitical, and cultural forces that shaped them. Topics may include girls in gangs, female police officers, mothers behind bars, domestic violence, and pregnancy and drug use. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

CJA340  Criminal Justice Research
This course is an introduction to the basic concepts of social science research including hypothesis testing, research design, causality, sampling, and measurement. Course is intended to provide students with necessary skills to critically evaluate crime and delinquency research as well as design and implement basic research projects. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

CJA350  Criminal Justice Management and Planning
The course provides an overview of the ways in which data may be used to address issues of crime and disorder in criminal justice. Usage of data will be viewed as one step in the larger planning process that involves clearly identifying policy problems, articulating the ways in which crime problems are thought to occur, collecting and analyzing data about the problem, and feeding results back into agency operations. Topics to be covered will include data usage in policing, courts, and corrections. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

CJA360  White Collar Crime
This course examines the many facets of white-collar crime and deviance including corporate, occupational, professional, political, and organized criminal behavior. A major component of this exploration will include the nature of elite deviance as it relates to crime and power in contemporary American society. Examples of white-collar crime and deviance are drawn from a host of disciplines including criminology, sociology, political science, economics, public health/epidemiology, and environmental science, to illustrate the breadth as well as the frequency of white-collar offending in elite settings. In addition to covering the major white-collar crime types, this course also covers the law and social control of white-collar crime; the policing and regulating of white-collar crime; and the prosecuting, defending, and adjudicating of white-collar crime. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

CJA400  Chemical Dependence and Abuse
This course is a survey of drug and alcohol use, abuse, and their relationships to the criminal justice system and society. The use of alcohol, tobacco, caffeine, prescription drugs, and illicit drugs are explored, including explanations for misuse and dependence with emphasis on the economic and social costs to society. The role of the criminal justice system as an agent of social control in the containment of chemical dependence and abuse are also considered. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)
CJA410 Geographic Criminology
This course will provide a theoretical background for the geographic study of crime. Topics covered include criminological theories that address the geographic distribution of crime, an introduction to commonly used terminology in crime mapping, the use of spatial data in crime prevention efforts, and the ways in which crime mapping is currently used in criminal justice agencies. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

CJA420 Applied Crime Mapping
This course will provide students with the technical and analytical skills used in crime mapping. Various mapping applications will be made available to students for the geographic examination of crime data. As this course is an introduction to mapping software, no prior GIS knowledge is required. This course reviews how to create useful maps that convey spatial crime data and the relationships between crime and other geographic features. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

CJA430 Crime, Grime, and Fear
This course is designed to study the social, economic, political, and physical factors underlying neighborhood crime and decline. Special attention is given to physical and social incivilities, the “broken windows” theory, police-community partnerships, and problem-solving. Students will work on neighborhood-centered projects to explore solutions to neighborhood crime patterns, disorder, and fear of crime, and ideas for strengthening police-citizen relations, and community building. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

CJA440 Terrorism and Homeland Security
This course is a study of the methods of terrorism (domestic and international), terrorist operations, cyber-terrorism, and the mind of the terrorist within a national response of providing for homeland security. The roles undertaken by local, state, and national agencies to respond to the threat of terrorism are given specific consideration. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

CJA450 Criminal Justice Ethics and Morality
A study of the ethical background and decision-making steps that are present in value-laden situations, with particular emphasis of Christian principles for personal and social responsibility as applied to management and leadership. Situational considerations dealing with racial profiling, gratuities, and political climates are explored. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

CJA460 Crisis Intervention
A study of emotionally charged situations that agents in the criminal justice system might experience. Special emphasis is given to basic safety and security measures, mediation tactics, strategies for resolving crises, and best practices in hostage negotiations. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

COM208 Public Speaking
This course is a study of verbal and nonverbal communication strategies and the preparation and delivery including these types of speeches introduction, impromptu, informative, persuasive, and commemorative. Prerequisite: None. (4 Quarter Credit Hours)

COM310 Interpersonal Communications
This course provides a study of communication theory and its value in interpersonal relationships. Special emphasis is given to the development of the communication process, appropriate techniques, and skills. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

CRJ100 Corrections
This course will provide the criminal justice student with an overview of corrections and its place in the system. An overview of the corrections system and its overall effectiveness will be addressed. Prerequisite: None. (4 Quarter Credit Hours)

CRJ110 Criminal Justice
This course is designed to introduce the students to the basic elements and requirements of the Criminal Justice field. Students will learn the core components of police, courts, corrections, law and private and public industrial security. Prerequisite: None (4 Quarter Credit Hours)
CRJ115  Rules of Evidence
This course is designed to instruct the student on the rules, both state and federal, which govern the presentation of evidence at hearings and trials. Ethical considerations in the presentation of evidence are also discussed. Prerequisite: None. (4 Quarter Credit Hours)

CRJ120  Private and Industrial Security
This course is designed to prepare the student for entry-level work in the private and public sector security field. Students will be introduced to public and private security management functions, training, budgeting, security classification of companies, industrial assets and protection measures. Students will be introduced to networking and TPI concepts that specifically apply to the private and public sectors of the security field, and will participate in competency-based skill-building activities associated with the private and public sector industrial security field requirements. Prerequisite: None (4 Quarter Credit Hours)

CRJ135  Ethics and Professionalism for Criminal Justice
This course is designed to prepare students in ethical and professional decision making, while ensuring that the integrity of their work is preserved legally and professionally. Students will be introduced to TPI concepts that are specific to the ethics and professional code for first responders and legal professionals. Students will participate in competency-based, skill-building activities that challenge them through the use of scenarios and situations commonly seen in the justice studies fields of police, courts, corrections and private industrial security. Prerequisite: None (4 Quarter Credit Hours)

CRJ175  Law Enforcement Operations
This course introduces students to the operations of various enforcement entities. It includes how police departments are organized, what police officers do, the different problems encountered in policies and what happens to them during the course of their career. Prerequisite: None. (4 Quarter Credit Hours)

CRJ200  Criminal Investigations
This course reinforces and strengthens the students’ acquired skill levels pertaining to criminal investigations. Protocol and procedures involving crime scene investigations and interrogations are emphasized. Prerequisite: None. (4 Quarter Credit Hours)

CRJ245  Juvenile Delinquency
This course is designed to instruct the student on the special issues and procedures involving the processing and treatment of juvenile offenders, including status public and youthful offenders. Prerequisite: None. (4 Quarter Credit Hours)

CRJ250  Police Report Writing
This course prepares students in the composition of police narrative writing, primarily in terms of organization and language of such reports. Prerequisite: Criminal Investigations, CRJ200. (4 Quarter Credit Hours)

CRJ275  Victimology
This course will introduce students to the elements of victims’ assistance programs, roles, policies and procedures specific to programs that work with offender and victim rehabilitation. Students will also be introduced to the elements of criminal psychology, the classification of crimes and how it relates to specific victim and offender scenarios. HIPAA laws and case sensitivity will also be introduced in this course, as it relates to victim protection policies and procedures in life and in death situations. Prerequisite: Corrections, CRJ100. (4 Quarter Credit Hours)

CRJ280  Chemical Dependency and Abuse
This course is a survey of drug and alcohol use and abuse, and their relationship to the criminal justice system and society. The use of alcohol, tobacco, caffeine, prescription drugs, and illicit drugs are explored, including explanations for misuse and dependence with emphasis on the economic and social costs to society. The role of the criminal justice system as an agent of social control in the containment of chemical dependence and abuse are also considered. Prerequisite: None (4 Quarter Credit Hours)

CRT210  Critical Thinking
This course places emphasis on solving workplace problems by using teamwork and individual approaches to problem-solving and decision making to find solutions that would be acceptable in diversified workplace settings. Prerequisite: None. (4 Quarter Credit Hours)

ENG101  General English
This introductory course in effective college-level composition introduces a variety of writing situations and effective ways of composing, developing, outlining, revising, editing, and using research skills. Prerequisite: None. (4 Quarter Credit Hours)
ENG206  Introduction to Literature
This course focuses on Greek, Victorian, and Modern Literature and includes literary genres the short story, poetry, and drama. Prerequisite: None. (4 Quarter Credit Hours)

ENG211  Composition I
Composition I encompasses expository writing of essays and opinion papers. Critical thinking skills will be utilized as students explore their values, attitudes, ideas and experiences, and enhance their research skills. Prerequisite: General English, ENG101. (4 Quarter Credit Hours)

ENG212  Composition II
Composition II emphasizes research methods and writing using appropriate documentation style. Students will develop research strategies and prepare a research paper. Prerequisite: Composition I, ENG211. (4 Quarter Credit Hours)

ETH102  Ethics and Supervision
This course introduces students to the fundamentals of business ethics while helping those who will be supervisors, team leaders, coaches, or coordinators and incorporates the five functions of management including planning, organizing, staffing, leading, and controlling. Students learn about the decision-making process to solve ethical dilemmas, understanding barriers, and consequences when making ethical decisions, and the process for blowing the whistle when unethical situations arise. Course activities also cover identifying common managerial ethical issues, being proactive with ethical issues, addressing subordinates’ ethical issues, identifying causes of unethical behavior, recognizing unethical behavior, and ending unethical behavior in the workplace. Students will also learn about organizational ethical principles, and the four categories of corporate social responsibility. Finally, this course reviews how to develop a code of ethics and execute an internal ethical audit. Prerequisite: None. (4 Quarter Credit Hours)

ETH103  Ethical Decision Making
This course is an examination of professional ethics and common ethical dilemmas in administrative settings. Models of ethical decision making are applied in case vignettes. Prerequisite: None. (4 Quarter Credit Hours)

HCA300  Health Care Management
The course explores the fundamental concepts of management as applied to healthcare. Students will examine the organizational structure of the health care delivery system and administrative processes such as planning, problem solving, decision making, and quality productivity improvement. Emphasis will also be placed on the major issues and problem areas confronting health service administrators. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HCA305  Occupations in Health Care
This course provides basic information and skills needed to enter the health care field. It equips the student with the skills necessary to research many different occupations in the health care field and to become effective health care workers. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HCA310  The Healthcare Industry
This course provides a comprehensive overview of the health care industry including health care organizations and structures, public policy makers, and health care operations. Emphasis is placed on rapid changes in health care delivery systems as a response to increased health care costs, aging of the population, advanced medical science and technology, changing disease patterns, consumer demands, and distribution and use of the health care workforce. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HCA315  Health Care Communications
This course offers students the foundational knowledge and skills to communicate effectively in a variety of health care workplace settings. Students will review basic medical terminology, discuss the influences of gender and culture, examine channels of communication including the development of interpersonal and technology related communication, and the impact of consumer and interdisciplinary communication. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)
HCA320    Health Care in the United States
This course provides a broad overview of the various functions of the United States health care system. The historical evolution of health care is examined. The student is introduced to the various forms of provider models and service delivery systems found in private and public health sectors, including ambulatory, acute, mental, and long-term care. The financing aspects of health care and their influence on health care delivery and quality are outlined. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HCA325    Information Technology for Health Care
This course provides a general introduction to computer literacy and information technology at a level appropriate for health care students. It includes discussions of hardware and software, communications and networking, ethical issues, and privacy concerns. In addition, the course focuses on how IT is transforming every aspect of health care—from administrative applications such as the electronic medical record, to clinical systems involved in direct patient care, to special purpose applications such as simulation software used in the education of health care professionals. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HCA330    Human Resources: Principles and Practices in Health Care
This course examines the complexities and multiple issues involved in human resources management in health care organizations. Students will examine the strategic role of human resource management in response to changes in the health care industry. In addition, issues such as recruitment, retention, performance management, organizational development, and employee relations are examined. Federal, state, and professional regulatory requirements specific to health care are emphasized. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HCA335    Essentials of Managed Health Care
This course presents basic information on all the critical concepts of managed care, including comparing myths about managed care to actual facts; progressing from introductory material on the types of managed care organizations to negotiating and contracting, controlling utilization, and using data reports in medical management; and illuminating the regulatory landscape, with careful attention to both federal and state law, as well as the legislative environment. This course provides practical knowledge and advice to help master the complexities of managed care today. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HCA340    Cultural Diversity in Health Care
This course promotes an awareness of the dimensions and complexities involved in caring for people from diverse cultural backgrounds. The course will review the latest information on the health care delivery system; it examines the differences existing within North America by probing the health care system and consumers, and examples of traditional health beliefs and practices among selected populations. An emphasis on the influences of recent social, political, and demographic changes helps to explore the issues and perceptions of health and illness today. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HCA400    Public and Community Health
This course provides students with an introduction to the development of the public health system. Through the epidemiological model students will examine the impact of environmental factors on disease trends as well as communicable disease controls and will develop beginning skills in community assessment and health promotion strategies. The course also reflects the advances in population health in the community health field. This course represents the concept that many populations of concern in health programs are not solely defined by geographic location. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)
HCA405  Health Psychology
This course explores the meaning of health, illness, and optimal health care. It provides a conceptual integration of the most important relevant research, as well as discussing the most important recent findings. Throughout the course, the biopsychosocial health psychology model is explicitly contrasted and compared to the traditional biomedical model. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HCA410  Leadership and Professional Development
The course provides students with an overview of leadership theories to assist in the development of effective leadership skills. Students will discuss workplace change and the leaders’ role in the change process as well as examining and analyzing effective performance indicators for staff and organizational goals. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HCA420  Budgeting in Health Care
This course provides an overview to the many financial management aspects in health care organizations. The subject matter covers the many considerations and factors affecting the financial aspects of providing health care in today’s dynamic and competitive environment. In addition to being able to appreciate the special considerations relating to the supply and demand for health care services, the student learns how to read and interpret financial statements to include cash flow analysis. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HCA430  Ethical and Legal Aspects of Healthcare
This course provides a working knowledge of law and ethics in a wide variety of health care topics, enabling students to deal with common legal and practical problems facing patients, their families, practitioners, care givers, and society within the healthcare industry. Students must possess a basic knowledge of ethics and the law as it applies to their areas of responsibility. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HCA435  Health and Disease Trends
This course introduces students to the basic principles of illness and disease as well as the impact of disease trends on the delivery of services. The clinical manifestations of diseases commonly seen in the health care environment will be reviewed. The impact of health promotion and wellness program perspectives will be presented. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HCA440  Planning and Marketing for Health Care Organizations
This course presents a framework for planning and implementing marketing initiatives for health services. Topics include market segmentation, targeting, positioning, and communication, as well as ethical issues and examples unique to the healthcare industry. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HIS300  American History
This course introduces students to the history of the United States since 1865, commencing with the reconstruction and the aftermath of the Civil War. The course goes on to explore the influence of industrialism at the turn of the century and the rise of America on the world politico-economic stage amidst two world wars and a great depression in the first half of the twentieth century. This course also examines the wide range of social change and turmoil happening in the latter half of the twentieth century. Successful students may gain a more solid appreciation of the multiculturalism and globalization that have dominated American history in the last decades of the twentieth century and the first years of the twenty-first. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

HRM101  Personal Interviewing
This course provides an in-depth study of the legal aspects of interviewing, various types of interviews conducted in business, and interviewing techniques. Students participate as both an interviewer and an interviewee, in selection, counseling, disciplinary, exit, and performance appraisal interview simulations. Interviewing techniques and skills are evaluated using videotape playback. Prerequisite: None. (4 Quarter Credit Hours)
HRM102  Union and Employee Relations
This course focuses employee relations and communications, employee rights and discipline, OSHA and workplace safety and health. Also included in this course will be the history of the labor union. Unions in organizations, their structure and strategies will be introduced. This course also reviews collective bargaining, agreements, and negotiating. Prerequisite: None. (4 Quarter Credit Hours)

HRM201 Managing Cultural Diversity
This course focuses on the management of persons from diverse countries and cultures. Culture-specific issues and issues of diversity in the workplace are introduced. Problems, cases, and research assignments associated with managing in a multicultural and international work environment are focal points of this course. Prerequisite: None. (4 Quarter Credit Hours)

HRM202 HR Policy and Procedure Writing
This course provides an in-depth study of employment law, the recruiting process, and the selection process. A transition from “term paper writing” to formal policy writing and the application of employment law, business grammar, and policy writing skills through the development of an employment policy, procedure, and employee handbook summary of the policy. Prerequisite: None. (4 Quarter Credit Hours)

HRM203 Compensation and Benefits Management
This course provides an in-depth study of the history, principles, and theories of monetary compensation and benefits package. The laws governing monetary compensation and application of these principles through the development of monetary compensation policies and procedures are introduced. Students can learn about the laws governing benefits and the application of these principles and theories, through the development of plan descriptions for benefit programs such as health, life, disability, pension/retirement, etc. Prerequisite: None. (4 Quarter Credit Hours)

HRM204 Administration of Human Resource Management
This course focuses on problems, issues, policies, and practices as related to managing people in working organizations. This course also reviews ways to solve human problems and make appropriate decisions by working with others and getting results through the efforts of others. Role playing and critical thinking activities will allow students to participate in simulations of situations likely to be encountered in businesses by managers, supervisors, and human resource personnel. Prerequisite: None. (4 Quarter Credit Hours)

HRM205 Employment Law
This course introduces the student to labor and employment law topics and concepts. All major labor law topics are covered in this course, which include sexual harassment, Americans with Disabilities Act, Age Discrimination in Employment Act, and Sarbanes-Oxley Act. Prerequisite: None. (4 Quarter Credit Hours)

INT122 Professional Seminar and Internship or Capstone Project
Professional Seminar and Internship or Capstone Project, designed to help students gain additional practical work experience, further enhance their job skills, and promote valuable networking contacts through an additional internship with a local business, agency, or community organization. This course reviews additional business protocol, professional communication, work ethics and problem-solving skills through an additional professional seminar. Each program of study will require program-specific competencies, which are included with each program’s syllabus. Prerequisite: Student must be in the next to last quarter of study. (4 Quarter Credit Hours)

INT142 Professional Seminar and Internship or Capstone Project
This course is designed to help students gain practical experience, enhance their job skills, and discover valuable networking contacts with a local business, agency, or community organization. This course reviews business protocol, professional communication, work ethics, and problem-solving skills through a professional seminar. Each program of study will require program-specific competencies, which are included with each program’s syllabus. Online students whose state of residence is outside Kentucky will complete the capstone project. Prerequisite: Student must be in the last quarter or next-to-the last quarter of study. (4 Quarter Credit Hours)

LAW210 Criminal Law
This course surveys basic principles of criminal law including rights of the accused, certain constitutional issues, and the relationship of practices of the law office with those issues. Prerequisite: None. (4 Quarter Credit Hours)

LAW256 Legal Research
In this course, students can gain a working familiarity with the major resource books found in law libraries. Students are taught the practical approach to finding and interpreting administrative regulations and statutes, as well as researching and analyzing case law. Students are given hands-on experience in using case reporters, digests, citators, statutory codes, encyclopedias, handbooks, and other legal materials. Prerequisite: None. (4 Quarter Credit Hours)
MED103     Medical Terminology
Medical Terminology presents students with prefixes, suffixes, and acquaints the students with medical word building. The course introduces body systems, word roots, medical terms, and teaches students to recognize widely used terms, their meanings and spellings. Prerequisite: None. (4 Quarter Credit Hours)

MED153     Anatomy & Physiology I
This course is designed to provide the student with the basic knowledge of the anatomy of the body to assist in their understanding of how the structure of the body has an impact on the body as a whole and to assist the student in understanding of the structure of the body as related to the disease process. Prerequisite: Medical Terminology, MED103. (4 Quarter Credit Hours)

MED154     Anatomy & Physiology II
This course consists of anatomy and physiology of the cardiovascular, immune, digestive, respiratory, urinary, and reproductive systems functions during health and disease. Prerequisite: Anatomy & Physiology I, MED153. (4 Quarter Credit Hours)

MED159     Basic Cardiovascular Anatomy & Physiology
This course will introduce the student to the structure and the functional part of the heart. For the student to fully understand the abnormal heart, the student must have a working knowledge of the normal structure and functional parts of the heart. This course also reviews the basic anatomy and how this anatomy will function when the heart is diseased. The physiology will play a major part in the understanding of the diseased heart. Prerequisites: Anatomy Physiology II, MED154; Medical Terminology, MED103; and Cardiac Monitoring Procedures, MED294. (4 Quarter Credit Hours)

MED165     Medical Law and Ethics
This course covers professional ethics regarding conduct between patient and physician and confidentiality of patient information. Federal and state laws regarding malpractice, negligence, and the Good Samaritan Law are discussed. Prerequisite: None. (4 Quarter Credit Hours)

MED188     Medical Office Procedures/ Emergencies
This course will prepare the student with skills to work in a medical office. This includes such clinical procedure skills as: vital signs (temperature, pulse, respiration, and blood pressure), and patient examination room preparation such as patient positioning and patient draping. Students will learn professional cardiopulmonary resuscitation and receive their certification. In addition, students begin acquiring administrative medical office skills such as scheduling, filing, office communication, and patient records. Prerequisite or Concurrent: Medical Terminology, MED103. (4 Quarter Credit Hours)

MED227     Electronic Medical Records and Reimbursement
This course is designed to introduce the student to Electronic Health Records and medical insurance. Students will learn to create and maintain a patient chart with practice entering patient data as well. Application of HIPAA privacy policy in the medical office is reviewed. An introduction to the basic concepts of medical coding and reimbursement, including ICD and CPT codes and claim preparation, are also included. Several types of insurances such as Blue Cross/Blue Shield, Medicare, TRICARE, and Workers Compensation are introduced. Prerequisite: None (4 Quarter Credit Hours)

MED250     Exam Room Procedures
This course is designed to provide students with the basic procedures of preparation of a patient in the examining room and assisting the physician with the general and specific examinations. This course reviews how to take vital signs and other vital measurements. Return demonstrations are required. Prerequisites: None. (4 Quarter Credit Hours)

MED255     Pathophysiology
Pathophysiology is a study of the basic pathophysiologic process of the human body with emphasis on the anatomic systems and disease entities. Prerequisites: Anatomy & Physiology II, MED154. (4 Quarter Credit Hours)

MED261     Electrophysiology
The student will need a working knowledge of both the mechanical and the electrical components of the heart. Electrical heart disease is only one of the many congenital or acquired heart diseases that is recognized and treated successfully in the medical arena. With this class the student will be able to understand heart block and aberrant conduction, the treatment modalities to include, but not limited to, pacemakers and drug treatments. Prerequisites: Basic Cardiovascular Anatomy & Physiology, MED159. (4 Quarter Credit Hours)
MED263  Stress Test Techniques
Among the many diagnostic tests used to detect and to analyze treatment modalities, stress tests are used in approximately 85-90% of diagnostic tests. This course is designed to review different types of equipment used in stress testing. This course also reviews hook-up technique and how to assist the cardiologist with the testing procedures. Prerequisites: Electrophysiology, MED261. (4 Quarter Credit Hours)

MED264  Holter Monitoring
Holter monitoring is a diagnostic tool used to detect electrical abnormalities. This tool is also used to analyze and determine the effectiveness of treatment modalities. Proper hook-up and patient education are stressed. Students will be instructed on how to read rhythm strips and prepare reports for patient charts and physician diagnosis. Prerequisites: Basic Cardiovascular Anatomy & Physiology, MED159. (4 Quarter Credit Hours)

MED266  Pharmacology
This course teaches routes of drug delivery, drug indications, actions, and contradictions. Included are common medications such as analgesics, antihypertensives, anti-anginal, calcium blockers, and antibiotics. Prerequisite: None. (4 Quarter Credit Hours)

MED267  BLS-Advance EKG-ECG
The student will be certified by the American Heart Association in CPR and obtain their Healthcare Provider with Automated External Defibrillator (AED) certification. The student will receive training in the recognition and emergency intervention of Lethal Rhythms. This course includes a thorough understanding of the crash cart, including what is stored in each drawer, and the student's role and responsibility in a Code Blue Emergency. Prerequisite: This is a last quarter course, taken during internship. (4 Quarter Credit Hours)

MED268  Cardiac Drugs
This course covers types of drugs used in Cardiac Disease, their categories, and function. This course reviews the various drugs used in the treatment of heart disease upon completion of the course. Prerequisites: Electrophysiology, MED261. (4 Quarter Credit Hours)

MED288  Medical Office Administration
This course offers students extensive practice and training as a medical receptionist, in preparing appointment records, compiling patient records, billing, simple accounting, and banking responsibilities. Prerequisite: Electronic Medical Records and Reimbursement, MED227. (4 Quarter Credit Hours)

MED292  Laboratory Procedures
This course will prepare the student to perform routine specimen collections in the clinical laboratory. This will include venipuncture, skin puncture, and urine drug screen collections. In addition, the student will be given the necessary instruction for an understanding of the most common laboratory tests ordered, including laboratory department, specimen requirements, proper handling and complications/consequences of improper collection. Prerequisite: Medical Terminology, MED103 (4 Quarter Credit Hours)

MED294  Cardiac Monitoring Procedures
This course is an introduction to the anatomy/physiology of the cardiac cycle, the electrical system of the heart. The student will be introduced to the normal sinus rhythm, atrial arrhythmia, junctional rhythm, ventricle rhythm. The student will be introduced to 12 lead EKG lead attachment. Prerequisite: None. (4 Quarter Credit Hours)

MED295  Medical Law and Ethics/Exam Room Prep
This course is designed to provide a review for the graduating student and prepare the student for a comprehensive certification examination. This course will review Anatomy and Physiology, with the understanding of the human body structures, systems, and functions. This course will review Pathophysiology with the understanding of the disease processes, treatments, and contraindications. Review of hospital emergency room procedures such as respiratory difficulties, first-aid techniques, shock, myocardial infarction, and environmental emergencies will be provided. Review of federal and state laws regarding malpractice, negligence, HIPAA, and the Good Samaritan Law. This course will review medical office and exam room procedures such as vital signs, gowns and draping patients, interpersonal communications, completing and submitting various insurance forms, and office management exercises. This course will include an overview of Pharmacology, Phlebotomy, and EKG, including injections, venipuncture, and laboratory techniques. This course will review the preparation of helping physicians and performing clinical duties in a doctor's office, hospital, or home health agency. Prerequisite: This course should be taken in the student's last term. (4 Quarter Credit Hours)
MTH103  College Math
This course not only covers not only how to solve basic algebra problems, but more importantly how to apply problem solving skills in everyday situations. College Math covers a range of mathematical topics, including: polynomials, rational expressions, quadratic and linear equations, conic sections, functions, and systems of equations. Insights and skills taught and practices in this course may be applied in career-related subject areas such as mechanics, health, and electronics, as well as personal finance. Prerequisite: None. (4 Quarter Credit Hours)

NSA150  CompTIA A+ Core Technologies
This course is designed as an introduction to the installation and configuration options of the personal computer. Students will gain hands-on experience in the assembly and disassembly of computer hardware. Emphasis will be on in-depth knowledge of system components. This course will also prepare students for the A+Core Exam. Prerequisite: None. (4 Quarter Credit Hours)

NSA151  CompTIA A+/OS/Windows
This course is designed as an introduction to the installation and configuration of operating systems including Microsoft DOS, Microsoft Windows 95/98, and connectivity of those operating systems. Students will gain hands-on experience installing and troubleshooting these operating systems. This course is designed to prepare students for the A+DOS/Windows certification. Prerequisite: None. (4 Quarter Credit Hours)

NSA152  CompTIA Network +
This course is designed for students to obtain the skills needed to implement and support basic networking and Microsoft networks. This class will go in depth about basic networking topology such as routers, hubs, repeaters, switches, and network wiring. An emphasis will be taught on real world issues. This course will allow individuals to gain knowledge necessary to successfully complete the CompTIA Network+ exam. Prerequisite: None. (4 Quarter Credit Hours)

NSA155  CompTIA Server+
This course is designed for students to obtain the skills needed to implement and support basic networking and Microsoft networks and in-depth study in basic networking topology such as routers, hubs, repeaters, switches, and network wiring. It gives students the tools and knowledge needed to prepare for the CompTIA Certification Prerequisite: None. (4 Quarter Credit Hours)

NSA260  Administering Windows Client Operating Systems
This course is designed for students to obtain the skills necessary to implement, install, configure and support Windows Client Operating Systems. It gives students the tools and knowledge needed to take the Microsoft Exam Installing, Configuring and Administering a Microsoft Windows Client. Prerequisite or concurrent: CompTIA Network+ Training Course, NSA152. (4 Quarter Credit Hours)

NSA261  Administering Windows Server Operating Systems
This course is designed for students to obtain the skills necessary to implement, install, configure, and support a Windows Server Operating System. It gives students the tools and knowledge needed to take the Microsoft Exam Installing, Configuring, and Administering a Microsoft Windows Server Operating System. Prerequisite or concurrent: CompTIA Network+ Training Course, NSA152. (4 Quarter Credit Hours)

NSA262  Implementing Windows Network Infrastructure
This course is intended for new-to-product support professionals who are responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows Server Products. This course gives the students the tools and knowledge needed to prepare for the Microsoft Certification Exam Implementing and Administering a Microsoft Windows Network Infrastructure. Prerequisite: Administering Windows Client Operating Systems, NSA260 or Administering Server Operating Systems, NSA261. (4 Quarter Credit Hours)

NSA263  Implementing Windows Directory Services
This course is designed to provide students with the knowledge and skills to install, configure and administer Microsoft Windows Active Directory Services, this course focuses on implementing Group Policy and understanding Group Policy tasks required to centrally manage users and computers. It gives students the tools and knowledge needed to prepare for the Microsoft Certification Exam Implementing and Administering a Microsoft Windows Directory Services Infrastructure. Prerequisite: Administering Windows Client Operating Systems, NSA260 or Administering Server Operating Systems, NSA261. (4 Quarter Credit Hours)
NSA264  Designing Windows Directory Services

This course is designed to provide students with the knowledge and skills necessary to plan and implement Microsoft Windows Directory Services in an enterprise environment; it gives students the tools and knowledge needed to prepare for the Microsoft Certification Exam Designing a Microsoft Windows Directory Service Infrastructure. Prerequisite: Implementing Windows Directory Services, NSA263. (4 Quarter Credit Hours)

NSA266  Troubleshooting Operating Systems & Networks

This course is designed for students to learn how to troubleshoot operating systems including Windows 95/98/NT/2000/2003/2007. Students will also gain first hand experience troubleshooting network problems and server problems in a controlled environment. This course will be mostly hands-on, and is designed to require students to do research, using the Internet, for problem determination, and resolution. This course is not designed around any certification, but to mold the student in to a self-sufficient technician. Prerequisite: None. (4 Quarter Credit Hours)

NSA267  Supporting Windows Client and Applications

Students in this class will learn how to support end users who run the leading operating system in a corporate environment or in a home environment. They will gain experience using applications that are included with the operating system, such as web browsers and e-mail clients, as well as the productivity applications used in a corporate environment, such as office suite applications. Students will be able to resolve operating system issues by telephone, by connecting to an end user's system remotely, or by visiting an end user's desktop. They will have a working knowledge of operating in a workgroup or client/server environment and how end users are affected by each environment. Prerequisites: CompTIA A+ Core Technologies, NSA150; CompTIA A+ OS/Windows, NSA 151; and CompTIA Network+ Training Course, NSA152. (4 Quarter Credit Hours)

NSA284  Managing Microsoft Exchange Server

The instructor-led course provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing, and sharing information by using Microsoft Exchange Server in a medium-sized to large-sized (250 to 5,000 seats) messaging environment. This course offers significant amount of hands-on practices, discussions, and assessments that assist students in becoming proficient in the skills that are needed to update and support Exchange Server. Course Prerequisites: Administering Windows Client Operating Systems, NSA260; Administering Windows Server Operating Systems, NSA261; and Implementing Windows Directory Services, NSA263. (4 Quarter Credit Hours)

NSA285  Planning a Windows Network Infrastructure

This class will prepare students who may eventually work in the typically complex computing environment of medium-sized to large-sized companies. This course reviews new skills new skills and reinforces previously learned skills such as planning and implementing server security, server roles, network infrastructure, subnetting, routing/routing protocols, clustering, and security infrastructure. Prerequisites: CompTIA A+ Core Technologies, NSA150; CompTIA A+ OS/Windows, NSA 151; and CompTIA Network+ Training Course, NSA152; CompTIA Server+, NSA155; Administering Windows Client Operating System, NSA260; Administering Windows Server Operating System, NSA261; and Implementing Windows Network Infrastructure, NSA262. (4 Quarter Credit Hours)

PHA100  Introduction to Pharmacy Technician Practices/Ethics

This is an introduction to pharmacy practice and the technician's role in various pharmacy settings. Topics include the pharmacy environment, pharmacy organizations and management, regulations, and laws related to pharmacy, and ethics in the practice of pharmacy. Prerequisite: None. (4 Quarter Credit Hours)

PHA110  Pharmacy Terminology & Calculations

A core of terminology, pharmaceutical routes of administration, pharmaceutical dosage forms, prefixes, suffixes, symbols, and abbreviations commonly encountered during the practice of pharmacy technology, pharmacy medicine. An emphasis will be placed on equating the brand name of a drug with generic. This course also reviews basic mathematical principles, as well as teaching calculations specific to the preparation and distribution of medications, including weights and measurements that apply to pharmacy calculations. Prerequisite: College Math, MTH103. (4 Quarter Credit Hours)
PHA155  Prescriptions & OTC Medications
This course teaches the history of prescriptions, definition of prescriptions, parts of a prescription, correct prescription procedure, and narcotic prescriptions. The classifications of drugs based on the DEA's guidelines. A basic overview of the classifications and functions of drugs that are sold without prescriptions will be introduced. Prerequisite: None. (4 Quarter Credit Hours)

PHA200  Pharmacology I for Pharmacy Technicians
This course is a basic overview of the drug classes, including generic and trade names, the disease states associated with the drug classes as well as the drug therapy, indications, side-effects, along with the parameters for safe drug use. Drug classes include cardiovascular, antihypertensives, diuretics, hormones, hypoglycemics, ophthalmics, optics, dermatologic and anti-inflammatory drugs, and antitussives. Prerequisite: None. (4 Quarter Credit Hours)

PHA225  Microbiology
This course is offered to help acquaint the health-profession student with the microorganisms in the disease processes. We will also discuss the valuable roles of microorganisms in food production, ecology, sewage disposal, and product manufacturing. We will also discuss the anatomy and physiology of the microorganisms and the mechanisms of preventing the spread of the disease causing types. Prerequisite: None. (4 Quarter Credit Hours)

PHA250  Pharmacy Operations and Claims
This course is designed to instruct the student in the overall operation of a pharmacy. The course reviews gathering and entering patient information into a data processing system and maintaining patient records. Instruction is given in preparing labels, counting, measuring, admixing of drug products, ordering, stocking, and returning pharmaceuticals. Insurance guidelines, Medicare and Medicaid regulations, and insurance billing, both electronic and manual, are presented to the student. Prerequisite: None. (4 Quarter Credit Hours)

PHA275  Compounding Aseptic Technique & Non-Sterile Compounding
This course is designed to provide a fundamental understanding of the different types of pharmaceuticals, including tablets, capsules, solutions, suspensions, emulsions, ointments, crèmes, and suppositories. The student will also be introduced to I.V. medications, and I.V. additives. Prerequisite: Pharmacy Terminology & Calculations, PHA110. (4 Quarter Credit Hours)

PHA280  Sterile Product Technology
This course introduces the student to the skills and procedures necessary to prepare sterile injectable products. This course covers mathematical conversions and aseptic manipulations encountered in the pharmacy environment. This course reviews preparing large volume parenterals, intravenous mixtures, total parenteral nutrition solutions, irrigation solutions, and other sterile products. Patient monitoring, proper use of equipment, specific distribution systems, and administration techniques are presented. Prerequisite: Pharmacy Terminology & Calculations, PHA110. (4 Quarter Credit Hours)

PHA290  Problem Solving
This course prepares the student with precise work techniques and knowledge where details can be a matter of life or death. Also, it identifies tasks that must be performed accurately every time, and prepares the student to perform critical tasks, and solve problems in a scientific method. Prerequisite: must have completed a minimum of 44 quarter credit hours of the Pharmacy Technology Program. (4 Quarter Credit Hours)

POL109  Political Science
This course explores political, economic, and social issues that are in the news at the time the course is in session. As a core for background knowledge, the course acquaints students with political/geographical data and maps and encourages discussions and formal debates utilizing the information acquired through the course. Lectures are supplemented with magazines, books, films, and computer software relevant to the course. Prerequisite: None. (4 Quarter Credit Hours)

PSY202  Psychology
This course includes the study of human behavior with special references to research methods, sensation, perception, learning, cognition, mental abilities, personality traits, therapies, mental disorders, and differences in intelligence, aptitude, and social actions. Prerequisite: None. (4 Quarter Credit Hours)

SCI305  Technology and Society
This course provides a study of technology's impact on individuals, groups, and institutions. Special emphasis is given to worker displacement, computer illiteracy, environmental and health issues, depersonalization, computer crime, intellectual property, invasion of privacy and other ethical/legal issues. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)
SCI312   Earth Science
This course is designed to help students learn the concepts of ecosystem structure and processes, including the role of energy in natural systems and how patterns of evolutionary shifts, ecological succession, and biogeochemical cycling represent natural change in ecosystems. Students identify the causes of adverse environmental change—both natural and human-induced—and critically examine methods for dealing with these changes. Earth Science investigates global warming; ozone destruction; threats to biodiversity; natural resource management and mismanagement; and conventional and alternative energy use. The theme of environmental sustainability as a societal goal ties the course units together. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

SFS140   Strategies for Success
This course is designed to enhance the college learning experience and prepare students for personal and professional success. The course is designed to follow The Pacific Institute’s Thought Patterns for a Successful Career curriculum, and students are required to take this course during the first quarter of their programs. Concepts presented include managing change, setting and achieving goals, and thinking in ways that create success. Time management, study skills, and library research are also discussed. Prerequisite: This course should be taken in the student's first or second term. (4 Quarter Credit Hours or 40 Clock Hours)

SOC201   Introduction to Sociology
This course will introduce the student to the basic concepts and principles of the study of sociology. Focus on the characteristics of group life and the interrelationships between society, culture and the individual. This course fulfills a general education requirement. Prerequisite: None. (4 Quarter Credit Hours)
Faculty and Staff

Administrative Staff

Bowling Green

Kristina Bledsoe......................................................Accounts Receivable Specialist/Bookstore
Sherra Coulter..............................................................Admissions Representative
Janice Cutliff..............................................................Director of Financial Services
Kristin Eller......................................................................Campus Dean
Jeff English.....................................................................Senior Admissions Representative
Shannon Gottke..........................................................Career Services Representative
Melva Hale.......................................................................Campus President
Traci Henderson...................................................................Director of Admissions
Mary Hood.....................................................................Senior Financial Services Representative
Sarah Hunley..............................................................Director of Career Services & Community Relations
Robin McGinnis..............................................................Librarian Supervisor
Debra Tolladay..................................................................Campus Dean, Russellville

* Only full-time faculty and staff are listed. Periodically there are faculty and staff changes. This information provided is current, as of October 15, 2014. See your local campus for the most up-to-date faculty and staff.
Faculty

Bowling Green

Judi Allen
Medical Assisting
B.S.N., Austin Peay State University

Mollie Banks
Allied Health
M.P.S., Western Kentucky University
B.S., Western Kentucky University

Robert Brumley
Website Design
MCSD, MCT, CIW - Master Designer
B.S., Kaplan University

Lisa Drennan
Allied Health
A.S.N., Western Kentucky University

Marianne Edmunds
Accounting
M.B.A., DeVry University
B.A., California State College, San Bernardino
A.A., San Bernardino Valley College

Sandy Mitchell
Allied Health
B.S., Illinois State University
A.S., Draughons Junior College

Bobbi Steelman
Pharmacy Technology
Rank I, Western Kentucky University
M.A.E., Western Kentucky University
B.S., Western Kentucky University

Lesa Vanderpool
Criminal Justice/Paralegal Studies
J.D., University of Louisville, School of Law
B.A., Kentucky Wesleyan College

Lisa Young
Cardiographic Technology
M.A.E., Western Kentucky University
B.S., Western Kentucky University
B.S.N., Regents College
A.S., Western Kentucky University

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Campus Locations

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