Bryan University
Founded in 1940

2023 University Catalog

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Welcome to Bryan University

Published & Revised September 25, 2023

A Message from the President

Welcome to Bryan University! I am excited and pleased that you have decided to pursue your education with us. You are about to become part of an 82-year legacy in private, post-secondary education. I am confident you will find your educational experience here to be challenging and rewarding. I have high expectations of you, and all our students, because I am confident Bryan University provides learning opportunities that lead to great career success.

I encourage you to explore the specifics of the online programs featured in this catalog. Bryan University's faculty members lead these programs. Many faculty members are working professionals in the career field you are pursuing, so I encourage you to get to know them well as you progress through your rigorous program of study.

I am proud of the faculty and staff members here at Bryan University and their commitment to student achievement. They will gladly assist you throughout your course of study. Additionally, you are provided services by all the University's departments. Each department plays an essential role in furthering your academic career. I encourage you to connect with them and become acquainted with all they have to offer.

I look forward to having you as part of Bryan University's diverse, creative, and talented family, and congratulate you for choosing your higher education institution wisely! Please do not hesitate to contact me with questions or concerns at any time. In the meantime, I am sure this catalog, which is true and correct to the best of my knowledge, will serve as a great resource for you, helping you design your map to an exciting and rewarding future.

I wish you all the best in your academic adventure.

Sincerely,

Eric Evans
President and CEO
Direct phone: (602) 806-7336
Main phone: (888) 768-6861
Email address: Eric.Evans@bryanuniversity.edu
feedback@bryanuniversity.edu

A History of Bryan University

Serving Students for More Than 83 Years

Bryan University was established in 1940 by Dr. Mildred T. Bryan, a visionary who dedicated her career to advancing the court reporting industry by training qualified stenographers to be the best they could be. Dr. Bryan welcomed her first three students into her living room, which served as the initial classroom for the institution, originally named Bryan Stenotype School. Over time, with a committed focus on student- and employer-driven principles of excellence, Dr. Bryan succeeded in creating a strong brand image in the legal industry.

In recent years, Bryan University has taken its unique approach to education to online learning, eliminating geographical barriers for individuals interested in pursuing higher-learning and career-related dreams. This prompted the opening of Bryan University Online headquarters in Tempe, Arizona, where a combination of learning science and technologies are used to enhance and improve the educational experience for a growing student body. Throughout that growth, the University continues its mission of providing a personalized education for all students, instilling in them the skills they need to succeed from day one on the job.

The University is nationally accredited by the Accredited Commission of Career Schools and Colleges (ACCSC). The private, 82-year-old institution's mission is to liberate the innate greatness in people by providing all students, regardless of their background, a pathway to achieve their dreams. Bryan University believes online learning can be a preferred educational experience, and through a series of research-based strategies is continually improving the way students learn online. The University's innovative, problem-solving initiatives are student-outcome oriented.

Bryan University will continue to push the boundaries of traditional learning further, broadening its scope to reach more students as it explores emerging technologies. Even more importantly, the University remains committed to designing programs that align to professions within applicable industries, and training students to be prepared for those select professions. In doing so, Bryan University continues its legacy of helping people achieve their career goals.

Mission and Purpose

We believe in liberating the innate greatness in people. In doing so, Bryan graduates are prepared with the knowledge and practical, productive skills that lead directly to professional careers. They are preferred by employers because they are dedicated, intelligent, immediately productive in the workplace, and pursue a lifetime of learning.

We are tightly focused, selective, and targeted having carefully researched the fields associated with each program.

We aspire to create learning environments which will transform the lives of the people we serve, enabling them to have a greater positive impact on their communities.

We strive to open the doors of knowledge and learning to those who are educationally disadvantaged and to engage in charitable and humanitarian efforts.

Institutional Learning Objectives (ILO)

Bryan University is committed to preparing its graduates for a world of increasing complexity, innovation, change and opportunities.

ILO 1:

Bryan graduates continually seek increased knowledge of, and access to, enhanced opportunities creating greater independence.

ILO 2:

Bryan graduates possess the integrity, intent and capabilities preparing them for professional success.

ILO 3:

Bryan graduates possess leadership skills in emotional intelligence, communication, teamwork, managing change and problem-solving, leading to contribution in the workforce and their community.

Key Objectives

- Trust is at the center of Bryan's core values reflected in the professional team and students, in programs and results.
- Bryan is dedicated to the evolution of education whether facilitated in synchronous, asynchronous, residential, or blended learning environments.
- Bryan's student centric system focuses on learning preferences, reinforcement loops and dashboard feedback enhancing the student experience.
- Bryan's committed administrative focus provides students a pathway from admissions through classroom learning to productive employment.
- Bryan's organization is dedicated to developing curricula that lead directly to fields requiring specialized skills.
- Bryan's dedicated outreach serves the needs of children and adults worldwide who do not have access to education and skills development.

Academic Freedom

Academic freedom at Bryan University is defined as the right to teach, learn, discuss, work, and publish without fear of reprisal or sanction. Faculty and staff are empowered to full freedom in teaching, research, publication, and externship activities, subject to the limitations imposed by professional responsibility and the law.

Bryan University recognizes the utility of artificial intelligence (AI) tools in both academic settings and as part of our daily lives. In an effort to support a robust learning environment that adapts to changing technologies, instructors have the autonomy, under Academic Freedom, to incorporate AI tools. Some examples include helping students develop skills in leveraging AI or using these tools to help students learn about their fields or course content.

General Information

Campus Administration

Main Campus – Bryan University, Tempe

- **President, CEO:** Eric Evans, B.S., Brigham Young University
- **CFO & COO:** David Rogers, B.S., University of Utah
- **Vice President of Academic Affairs:** Tammi Cooper, PhD., Capella University
- **Exec. Dir. Of Workforce Readiness/ALO:** Larry Banks, PhD., Touro University
- **Corporate Controller**: Ryan Moore, B.S., Brigham Young University

- **Employee Excellence:** Janae Myles, S.H.R.M.-SCP, Arizona State University
- **Executive Director of Undergraduate Studies**: Nicholas Keeling, M.S., California University of Pennsylvania
- **Vice President of Admissions:** Ken Boutelle, PhD., National University
- **Director of Institutional Effectiveness & Research:** Dylan Matsumori, Ph.D., Brigham Young University
- **Dean of Student Affairs:** Jana Colyar, MBA, University of Phoenix
- **Associate Dean of Student Success:** Sandy Rath, M.A., Western Governors University
- **Vice President of Student Finance:** Roxane Romero
- **Deputy Compliance Office:** Tess Elmore, M.S., Grand Canyon University
- **Registrar**: Hope Bejarano, B.S., Brookline College
- **Exercise Science Program Director:** Justin Harper, Ed.D., Grand Canyon University
- **Paralegal and E-Discovery Program Director:** Christine Leavitt, JD, J. Reuben Clark Law School; BA, Southern Utah University
- **Healthcare Program Director:** Marjorie Rosen, RHIA, AHIMA Approved RCM Trainer, LSSWB, MBA-MDR, Colorado Technical University
- **Business Program Director:** Jennifer Newmann, Ed.D., University of California San Diego
- **Web Development Program Director:** Scott Ashcroft, MBA, Mount St. Mary's University
- **UX/UI Program Director:** Rosetta Lilly, M.S. Drexel University; M.A. Liberty University; B.S Central Penn College
- **Medical Assistant Program Director:** Jacquelyn Harris, CMA, RMA, AHI, Ed.D., Capella University
- **Pharmacy Technician Program Director:** Jessica Collins, PTCB, A.A., Chipola College
- **Master of Public Health Program Director:** Kimberly Foster, MPH, University of Illinois
- **Director of Employer Relations & Career Services:** Cecil Broadnax, Ph.D., Fordham University

Branch Campus – Bryan College, Toronto

Effective July 1, 2023
- **President, CEO:** Eric Evans
- **COO:** Dave Rogers
- **Vice President of Academic Affairs:** Tammi Cooper
- **Campus President:** Adriana Costenaro
- **Director of Education:** Lydia Giammartino
- **Controller:** Ryan Moore
- **Director of Admission:** Keegan Vaillancourt
- **Accounting:** Jessica Doria
- **Career and Student Services:** Judy Grandison
- **Financial Aid:** Catrina Dickson
- **Academic Coordinator, Medical Office Assistant:** Enza Nikalaidis
- **Academic Coordinator, Advanced Medical Spa Therapist:** Mojdeh Bakhit
- **Interim Academic Coordinator, Massage Therapy:** Lydia Giammartino
- **Academic Coordinator, Health Fitness Trainer:** Laura Berry

Bryan University Tempe operates as a private postsecondary university under the ownership of Bryan University LLC, a Utah Limited Liability Company. The corporate directors and officers are Eric Evans, President & CEO; Mark Evans, CMO; Dave Rogers, CFO & COO; has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.

Campus Contact Info

Bryan University's main campus is located in Tempe, Arizona. Information regarding Bryan University can be found at www.bryanuniversity.edu or by emailing info@bryanuniversity.edu.

Bryan University

350 W. Washington Street, Suite 100

Tempe, AZ 85281

Phone: 1.888.768.6861

Bryan University's branch campus, Bryan College, is located in Toronto, Canada. Information regarding Bryan College can be found at https://bryancollege.ca/.

Bryan College of Applied Health and Business Sciences

1200 Lawrence Avenue

West Toronto, Canada M6A 1E3

Phone: 1.888.641.6300

Campus Facilities

The Tempe location is conveniently located off the Loop 202 and Loop 101 freeways, with excellent access from the Phoenix Sky Harbor Airport as well as all major freeways within the Valley. Bryan University has a dedicated light rail stop, as well as private student parking. Security is managed 24 hours a day, 7 days a week. The campus offers an on-site café and easy access to Mill Ave.

Bryan University's Tempe campus occupies approximately 40,000 square feet of office and classroom space. The following facilities are available to students:

1. Learning Resource Center with access to all Bryan Library online materials and course content
2. Classroom space (four) that can each handle approximately 25 students during each session
3. Covered parking
4. Building security
5. Private student breakroom with on-site cafeteria
6. On-site fitness practicum gym
7. Career Services office
8. Private faculty mentoring/coaching rooms
9. Student Services office
10. Financial Aid and Veteran Affairs office

All online facilities are managed from the Tempe location and include an integrated student virtual experience created through: 1) a student portal (organizes all the online/on-campus resources and experiences into one place); 2) a learning management platform (class deployment); and 3) a virtual-class add-on to replicate a live class environment and typical on-campus experience. Please note, Bryan University Online classes are not self-study.

Hours of Operation and Class Times

General hours of operation are Monday—Thursday, 8 a.m. to 8 p.m.; and Friday, 8 a.m. to 5 p.m.

Students are strongly encouraged to participate in all live class sessions. If a student is unable to attend a live class session, they can watch a recording and submit a class summary. Specified class times are designated by instructors and are subject to change. Current virtual classroom schedules are outlined in students' program enrollment agreements or available at the Admissions Department or Office of the Registrar. In general, students are expected to open their schedules accordingly:

Business
- Morning classes: Monday—Saturday, 6:00 a.m. to 9:00 a.m. PT
- Evening classes: Monday—Thursday, 5:00 p.m. to 7:00 p.m. PT

Fitness
- Morning classes: Monday—Thursday, 6:00 a.m. to 9:30 a.m. PT
- Evening classes: Monday—Thursday, 6:00 p.m. to 9:30 p.m. PT

Healthcare
- Morning classes: Monday—Saturday, 6:00 a.m. to 10:00 a.m. PT
- Evening classes: Monday—Thursday, 4:00 p.m. to 7:00 p.m. PT

Medical Assisting
- Morning classes: Monday—Thursday, 6:00 a.m. to 9:00 a.m. PT
- Morning classes: Saturday, 6:00 a.m. to 9:00 a.m. PT
- Evening classes: Monday—Thursday, 5:00 p.m. to 7:00 p.m. PT

UX / UI
- Morning classes: Monday—Thursday, 6:00 a.m. to 10:00 a.m. PT
- Morning classes: Saturday, 6:00 a.m. to 10:00 a.m. PT
- Evening classes: Monday—Thursday, 5:00 p.m. to 9:00 p.m. PT

Web Development
- Morning classes: Monday—Thursday, 6:00 a.m. to 9:00 a.m. PT
- Morning classes: Saturday, 6:00 a.m. to 10:00 a.m. PT
- Evening classes: Monday—Thursday, 5:00 p.m. to 9:00 p.m. PT

Pharmacy Technician
- Morning classes: Monday—Thursday, 6:00 a.m. to 9:00 a.m. PT
- Evening classes: Monday—Thursday, 6:00 p.m. to 9:00 p.m. PT

Bryan University Bookstore, Library, and Helpdesk

Bookstore: Bryan University does not currently operate a bookstore. All required textbooks and supplies are included within tuition. For support, please contact: Bookstore@bryanuniversity.edu.

Library: The Bryan Library is accessible online and serves instructors and students. It is accessed through the learning management system, LearnBryan, as well as through the student portal. Bryan Library features

subscription-based article databases, multimedia resources, supplemental eBooks, and customized web pages for each academic program, including links to recommended websites. Students may receive research assistance via phone or email.

More information about the library and its resources is included in the Welcome Kit, provided upon enrollment.

Help Desk (S.O.S. Department): For technology support and any technical difficulties, please contact the IT Help Desk via the website: http://support.bryanuniversity.edu/; email: its@bryanuniversity.edu; or phone: 888.355.1546. Help Desk operating hours are available on the Help Desk website.

Campus Security

Bryan University strives to provide a safe online campus environment and is committed to crime prevention and safety for its on-campus community. A copy of the school's campus crime statistics may be obtained in the Financial Aid Office. In addition, Bryan University posts a current copy of our Annual Security Report (ASR) at http://bryanuniversity.edu/about/consumer-info/home/. Bryan University cannot be held responsible for personal property that is lost, stolen, or damaged during campus visits. Any security incidents should be reported to security@bryanuniversity.edu.

Housing

Although housing is not provided directly by the University, many affordable apartments are available within a reasonable distance of campus. Students and parents (if applicable) are ultimately responsible for housing arrangements.

Consumer Information

Up-to-date consumer information related to Bryan University's programs such as graduation rates, median debt loads, graduate placement information, annual security report, emergency preparedness plan, and drug and alcohol prevention programs can be found online at http://bryanuniversity.edu/about/consumer-info/home/. Should a paper copy be required, please contact Student Outreach at the toll-free number listed below.

Bryan University
350 W. Washington St., Suite 100
Tempe, AZ 85281

Phone: 602.384.2555
Toll-Free: 1.888.768.6861
Fax: 1.888.458.0447

Approvals, Accreditations, and Disclosures

Approval and Accreditations

Bryan University is accredited by the Accrediting Commission of Career Schools and Colleges (www.accsc.org). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education. Bryan University is licensed by the Arizona State Board for Private Postsecondary Education. Bryan University is registered for online education with the California Bureau for

Private Postsecondary Education. Bryan University has institutional approval to participate in the National Council for State Authorization Reciprocity Agreements (NC SARA). Lastly, Bryan University's Health Information Management programs are approved by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). Approval and accreditation materials are available for review at the President's Office at any time and are posted in our main lobby. Please contact Student Success (602.384.2555) to schedule either an in-person or online approval review meeting. Questions regarding accreditation may be addressed to the following:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(P) 703.247.4212 (F) 703.247.4533 (E) info@accsc.org
www.accsc.org

Bryan University has been granted Candidate for Accreditation status by the Northwest Commission on Colleges and Universities. Candidacy is not Accreditation, nor does it ensure eventual Accreditation. "Candidate for Accreditation" is a status of affiliation with the Commission which indicates that the institution has achieved initial recognition and is progressing toward Accreditation.

Northwest Commission on Colleges and Universities

8060 165th Avenue NE, Suite 200
Redmond, WA 98052
Phone: 425-558-4224
Fax: 205-525-9848
General Inquiries and Questions: info@nwccu.org
https://nwccu.org/

Professional License or Certification Disclosure

If considering an academic program that leads to a professional license or certification in your state, it is highly recommended that you first seek guidance from the appropriate licensing agency in your home state before beginning the academic program in your state, or upon changing states.

Pharmacy Technician Certification Boards in each state are responsible for establishing the requirements for licensure/certification for their state. Requirements may vary from state to state and may change at any time. For state licensure /certification information see the Pharmacy Technician licensure/certification disclosure.

Undergraduate Admission Requirements and Procedures

Prospective students are encouraged to review this catalog and program performance disclosures available at http://bryanuniversity.edu/about/consumer-info/home/ prior to signing an enrollment agreement.

Undergraduate Admission

Applicants are contacted by our admissions department to facilitate an interview, where in program options are
reviewed. Once an applicant decides to move forward with enrollment, the following items must be submitted. The
registrar department reviews and countersigns the agreement. Applicants also have the opportunity to meet with
financial aid. Once accepted, access to courses are granted and a student success coach is assigned to facilitate
orientation activities. To be considered for admissions, the following is required:

- Earn a high school diploma or its equivalent. Acceptable forms of proof of high school graduation include:
    - Copy of high school diploma (official copy or unofficial picture)
    - Transcript from high school showing graduation date (official or unofficial picture)
    - Letter from the high school on school letter head with a signature from the school administrator
      indicating the student's graduation date (official copy or unofficial picture)
    - Copy of GED (official or unofficial picture)
    - GED final test scores indicating passing (official or unofficial picture)
    - DD214 showing proof of graduation (official copy or unofficial picture)
    - Official College transcripts showing 12 completed semester credits for entry into a bachelor's
      program (last resort)
    - Official College transcripts showing 6 completed semester credits for entry into a certificate and/or
      associate program (last resort)
- Be at least 17 years of age. If a student is under the age of 18, they will be required to have a parent or
  legal guardian counter-sign enrollment forms.
- Complete a technology review to enusre you have a technology required to attend online programs.
- Complete and pass Launchpad, an online pre-course assessment designed to demonstrate ability to
  successfully learn online.
- Complete enrollment packet.

Conditional Acceptance Policy

Bryan University conditionally accepts all new students that have completed the admissions requirements. A
student may cancel in writing, or simply stop attending, during our 15-day conditional acceptance period. The
student will not incur any charges, except for any non-returned equipment or courseware. Likewise, Bryan
University reserves the right to cancel a student during our 15-day conditional acceptance period in
instances wherein the student is not sufficiently engaged in their course(s). A student may appeal a university-
triggered cancel through our appeals process, as outlined in this catalog.

Bryan University's Policy on Arbitration and Waiver Agreements

Arbitration and Class Action Waiver Disclosure: Bryan University requires each student to agree to a pre-
dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement").
The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a
borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not
require that the student participate in arbitration, or any internal dispute resolution process offered by the
University prior to filing a borrower defense to repayment application with the U.S. Department of Education
pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the
limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. §

685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to Tess Elmore, Deputy Compliance Officer at Tess.Elmore@bryanuniversity.edu.

Program-Specific Admission Requirements

1. Students applying for entrance into any healthcare program must complete a required criminal background check. After acceptance, students in the health information management and pharmacy technician program must secure a externship site before their externship courses occur. The University has a list of approved externship sites. If a site is not accessible to the applicant, the applicant must complete the self-site identification process.
2. Students applying for entrance in any of the offered Paralegal programs must complete a required criminal background check in order to be eligible to attend the program. Students who do not pass the background check by returning items that impact the ability to work in the legal field will be withdrawn from the program and refunded any tuition or fees paid.
3. Bryan University requires a student to provide official transcripts for an earned associate degree, or higher level, degree from an accredited postsecondary educational institution that is related to the educational program objectives for the following baccalaureate degree completion program(s):
   - Bachelor of Science in Exercise Science, Fitness and Nutrition Management
   - Bachelor of Science in Paralegal Studies and Litigation Technologies
   - Bachelor of Science in Healthcare Administration
   - Bachelor of Science in Business Administration

Graduation Requirements

For each course of enrollment, candidates for graduation must meet the following requirements:

- Satisfactorily complete all course requirements;
- Attain minimum skill requirement in the selected program (if applicable);
- Abide by all Bryan University policies and regulations;
- Satisfy all financial obligations to the University;
- Complete the program within a specified number of attempted credits which may not exceed one and a half (1.5) times the program credits listed in the school catalog;
- Achieve a minimum cumulative grade point average of 2.0 CGPA for undergraduate and 3.0 CGPA for graduate;
- Students must have a zero (0) balance on their account or have a written agreement, which is current and where the student has shown the ability to pay on time, the outstanding balance with the accounting department.

Block Transfer-Credit Policy

Some of Bryan University's programs allow for incoming students who have successfully completed a degree at another institution to be awarded block transfer credit for the entirety of that degree.

- Students who have completed a paralegal-related associate degree at another institution may be eligible to block transfer their credits into the Bachelor of Science in Paralegal Studies and Litigation Technologies at Bryan University.
- Students who have completed a healthcare-related associate degree at another institution may be eligible to block transfer their credits into the Bachelor of Science in Healthcare Administration at Bryan University.

- Students who have completed a fitness-related associate degree at another institution may be eligible to block transfer their credits into the Bachelor of Science in Exercise Science, Fitness, and Nutrition Management at Bryan University.
- Students who have completed a business-related associate degree at another institution may be eligible to block transfer their credits in the Bachelor of Science in Business Administration at Bryan University.

In all cases, the prior degree must meet the following requirements:

- The degree must have been completed at an accredited institution recognized by the Department of Education
- The degree must have included a minimum of the following:
    - 15 semester-hour credits, or 22.5 quarter-hour credits, of academic general education courses*
    - 21 semester-hour credits, or 31.5 quarter-hour credits, of core program courses**
    - 60 semester-hour, or 90 quarter-hour total degree credits

If the associate degree does not meet the requirements listed above, the block credit will not be accepted, and normal transfer credit policies apply. Once admissions requirements are met and the enrollment paperwork is countersigned by the Registrar's office, students are conditionally accepted.

*Should the degree not meet the minimum general education course credit requirements, students may still block transfer their associate degree, but will be required to take additional general education courses to complete the bachelor's degree requirements.

**Should the degree not meet the minimum core program course credit requirements, students may still block transfer their associate degree, but will be required to take additional core program courses to complete the bachelor's degree requirements.

Readmission

Should a student withdraw from their program of study and desire to return, they must meet with Student Outreach to ensure they are ready to return and complete a revised enrollment agreement. Additional meetings with the program director may be required to ensure the retuning student is adequately prepared to complete their program of study.

Undergraduate Programs

Bryan University offers the following undergraduate programs entirely online:

- Undergraduate—Certificates
    - Personal Trainer
    - Business Administration
    - Paralegal Studies
    - Medical Billing and Coding
    - UX/UI and Graphic Design
    - Clinical Medical Assistant
    - Pharmacy Technician
- Undergraduate—Occupational Associate Degrees
    - Health Information Management
- Undergraduate—Associate of Arts Degrees
    - Human Resources Management
    - Business Administration (not accepting enrollment)
    - Accounting

- ◦ Digital Marketing
- ◦ Human Resources Management
- ◦ Paralegal Studies
- ◦ Paralegal Studies and Litigation Technologies (not accepting enrollment)
- ◦ Applied Exercise and Fitness
- ◦ Advanced Full Stack Web Development
- ◦ Graphic Design
- ◦ Administrative Medical Assisting
- Undergraduate—Baccalaureate Degrees
  - ◦ Paralegal Studies and Litigation Technologies
  - ◦ Business Administration
  - ◦ Healthcare Administration
  - ◦ Exercise Science, Fitness, and Nutrition Management

Online synchronous lectures for associate programs are scheduled Monday—Thursday, 8:00 a.m. to 2:00 p.m. (PT) for day enrollment, and 6:00 p.m. to 11:00 p.m. (PT) for evening enrollment. Online, live synchronous lectures for graduate programs are scheduled Monday—Thursday, 4:00 p.m. to 6:00 p.m. (PT). At times, an East Coast evening schedule may be available from 5:00 p.m. to 11:00 p.m. (ET). Students must check their enrollment agreements for exact lecture times. Additional outside-of-class homework, lab, coaching activities, and group activities are required as outlined within each class syllabus. Students are strongly encouraged to participate in all live class sessions. If a student is unable to attend a live class session, they can watch a recording and submit a class summary.

Undergraduate Technology Requirements

Students applying to Bryan University are required to have a laptop or desktop computer* that meets minimum requirements. High-speed Internet service with a minimum of 1.2 Mbps down and .6 Mbps up is required (1.5 Mbps down and 1.5 Mbps up is recommended). Students will be responsible for taking proper care of their school-issued VoIP headset and webcam.

All enrollees will be required to pass a computer assessment. To participate in an online class, the student should have knowledge of and be able to:

- Log on to an Internet Service Provider (ISP) and use the World Wide Web to locate information.
- Send and receive emails and attachments.
- Set up audio and video capability with a computer using a USB headset and Webcam.
- Use word-processing programs such as Microsoft Word®.
- Download, save, and browse files.

As an added precaution, the university recommends students have access to a spare computer and alternative Internet access in case of severe technical issues incurred by viruses, hardware failure, etc. It is also advisable to regularly back up computer systems to an external drive.

*Computers are the sole property and responsibility of students, and Bryan University cannot be held liable for damage to students' computers or other hardware and software.

Requirements for Exercise Science and Personal Training Programs

- Online students studying personal trainer and applied exercise and fitness, must have access to fitness facilities with cardio equipment, free weights, and machine weights.

- All exercise science and personal training students must have access to a computer and high-speed internet.

Requirements for UX/UI Design Programs

Windows

	Minimum	Recommended
Processor	Intel®, AMD, or ARM processor with 64-bit support	
Operating system	Windows 10 (64-bit) version 1903 and later*	
RAM	2 GB	4 GB or more
Hard disk space	4 GB of available hard-disk space; additional space is required for installation	
Internet	Internet connection	

*We no longer support older LTSC versions. If you are using an older operating system, the relevant version of the Creative Cloud desktop app applicable to your respective platform and operating system will install.

macOS

	Minimum	Recommended
Processor	Multicore Intel® processor with 64-bit support or Apple Silicon processor*	
Operating system	macOS Sierra (version 10.12) and later Big Sur 11.0 (Apple Silicon)	macOS Mojave (version 10.14) and later Big Sur 11.0 (Apple Silicon)
RAM	4 GB	16 GB or more
Hard disk space	4 GB of available hard-disk space; additional space is required for installation	
	Note: The Creative Cloud desktop app will not install on a volume that uses a case-sensitive file system.	
Internet	Internet connection	

*The Creative Cloud desktop app runs natively on Apple computers with Silicon processors.

Requirements for Pharmacy Technician Undergraduate Certificate Program

Students will need access to a cell phone that has capabilities to download an attendance tracking app that uses location services. This is a requirement for the externship experience.

Graduate Program Requirements and Procedures

Graduate Admissions

To be admitted to a graduate program, students must submit the following requirements. All graduate applications are reviewed by an admissions committee who make the final determination on acceptance. The application must include:

- Background check
- Official transcripts of a baccalaureate degree with a minimum GPA of 2.5
- No GRE required

Bryan University offers the following graduate programs entirely online:

- Master of Public Health

Online, live synchronous lectures for graduate programs are scheduled at various times throughout the program. Additional outside-of-class homework, lab, coaching activities, and group activities are required as outlined within each class syllabus. Attendance is mandatory for the live synchronous lectures as well as any live one-on-one coaching sessions; approved make-up activities can be accepted in extenuating circumstances.

Conditional Acceptance Policy

Bryan University conditionally accepts all new students that have completed the admissions requirements. A student may cancel in writing, or simply stop attending, during our 15-day conditional acceptance period. The student will not incur any charges, except for any non-returned equipment or courseware. Likewise, Bryan University reserves the right to cancel a student during our 15-day conditional acceptance period in instances wherein the student is not sufficiently engaged in their course(s). A student may appeal a university-triggered cancel through our appeals process, as outlined in this catalog.

Graduate Technology Requirements

Students applying to Bryan University are required to have a laptop or desktop computer* that meets minimum requirements. High-speed Internet service with a minimum of 1.2 Mbps down and .5 Mbps up is required (1.5 Mbps down and 1.5 Mbps up is recommended). Cell phone-based Internet access is not acceptable. Students will be responsible for taking proper care of their school-issued VoIP headset and webcam.

All enrollees will be required to pass a computer assessment. To participate in an online class, the student should have knowledge of and be able to:

- Log on to an Internet Service Provider (ISP) and use the World Wide Web to locate information.
- Send and receive emails and attachments.
- Set up audio and video capability with a computer using a USB headset and Webcam.
- Use word-processing programs such as Microsoft Word$^®$.
- Download, save, and browse files.

As an added precaution, the University recommends students have access to a spare computer and alternative Internet access in case of severe technical issues incurred by viruses, hardware failure, etc. It is also advisable to regularly back up computer systems to an external drive.

*Computers are the sole property and responsibility of students, and Bryan University cannot be held liable for damage to students' computers or other hardware and software.

Graduate Transfer Credit Policies

Transfer of credit for appropriate masters-level course work from another institution may be granted; however, no more than one-half of the credits required for the master's degree may be transferred from another institution. An official credit evaluation is completed for students as part of the application process as soon as students submit unofficial or official transcripts, along with the transcript evaluation request form, to their admissions representative. Please note that a final list of approved transfer credits cannot be completed until official transcripts have been received by the University. Courses with a grade of "B" or higher are generally transferable if the cumulative GPA of course work is a 2.5 or higher and if the course objective and rigor align with those set by Bryan University.

Credits can only be approved for college-level courses from an accredited institution and must meet requirements of the degree program in which the student is pursuing. Once transcripts are submitted, preliminary results are communicated within five business days. Official transcripts should be submitted to an admissions representative or to the Office of the Registrar.

Student and Alumni Services

Bryan University offers a wide range of educational, motivational, and social programming to support students while in school and post-graduation.

Student Success

Student Success Coaches are assigned to all active students and can be reached via Zoom, email, in BryanConnect, or by calling the campus. The Student Success Coaches contact students regularly to ensure everything is going as planned. Coaches are a great single point of contact, offering students assistance with resources needed from any department. Student Success will also facilitate some school-wide and program-specific activities and social events.

Alumni Relations

Bryan University strives to stay in contact with all University graduates as well as those who may have attended the University for a brief period. Alumni Relations ensures alumni receive the full array of services provided by the University, including employment assistance and financial aid counseling.

Academic Assistance

Students are encouraged to contact the Academic Consulting Team for assistance with any of the following topics:

- Memorization and retention
- Reading comprehension
- Math skills
- Writing skills
- Proofreading of specific assignments (24-hour turnaround time is required)
- Test-taking skills
- Grammar and vocabulary development
- Technology skills (Microsoft Office, Gmail, Google Docs, LearnBryan)
- Research help (e.g., getting started with a paper topic, finding resources)

Career Services

The Career Services Department provides career counseling services that include assisting students with resume writing, interviewing, and job-search activities. All students and graduates are entitled to full use of the University's Career Services Department at no charge.

The Career Services Staff maintain ongoing contact with local and national employers to keep abreast of employment needs and opportunities throughout the country and share this information with students and graduates.

Your Career Services Advisor will work with you one-on-one to help you make informed decisions about your career and identify employment opportunities that are right for you. The Career Services Staff will work diligently to guide, motivate, and empower students and graduates through the career search process and help graduates attain positions in their field of study. The Career Services Department will make a reasonable effort to assist students with resume writing, interviewing, and job-search activities while they are seeking part-time employment to earn money while attending classes.

Although all students and graduates may access the Career Services Department at any time, Bryan University does not guarantee student or graduate employment under any circumstances. In addition, no employee of the University is authorized to guarantee a graduate will earn a specific amount in wages upon entering a career.

The Career Services Department is committed to helping prepare students to make a smooth transition from studying students to working employees.

Refresher Courses

Graduates of Bryan University may return and audit any previously completed course (assuming the course is still scheduled, and space is available) at the discretion of the Program Director. Interested graduates should contact the Program Director. Graduates will not be charged tuition for refresher courses; however, they will have to utilize previously issued courseware or pay for the cost of books, fees, and necessary supplies. Refresher privileges do not include training in software upgrades, or training in computer-based courses, course revisions, or curriculum changes. Graduates must be in good financial standing with the University and any other lending institution as it relates to the University to be eligible for refresher privileges.

Student Health Services

The University does not provide medical services for students. In the event of an emergency, students should dial 911 for medical attention. All costs incurred for medical services are the sole responsibility of the student.

Students needing assistance may also contact their Student Success Coach, who will assist in finding local resources when needed.

Military Services

Bryan University has dedicated Military Benefit Liaisons in the Financial Aid Office to assist service members with identifying and applying for their benefits. For assistance, service members are encouraged to contact Financial Aid directly or speak to an admissions representative.

Academic Information

Academic Calendar

Calendars are available at the Registrar's Department and via the Student Portal. Current academic calendars have also been included in this catalog within the Bryan University Academic Calendars section.

Holidays Observed

Bryan University observes New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Columbus Day or Indigenous Peoples Day, Veterans Day, Thanksgiving Day, and Holiday break. Actual observance depends upon which day of the week these holidays fall.

Definition of an Academic Year

Bryan University offers programs on a semester-academic calendar. As such, our semester-academic year consists of 32 weeks of instruction (two, 16-week semesters). The maximum enrollment period (maximum time frame) is 1.5 times the program length, identified by the individual undergraduate and graduate programs offered by the University.

Unit of Credit

Bryan University offers programs in semester-credit hour models. To determine how much credit a class is worth, the following approach is taken. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:

The following are the measures of these units for establishing credit hour awards. One semester credit hour equals 45 units comprised of the following academic activities:

- Once clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised lab setting = 1.5 units
- One hour of practicum = 1 unit

One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 units.

Note: A clock hour represents a minimum of 50 minutes of instruction within a 60-minute period.

Class Sizes

Bryan University believes students should engage in highly interactive class environments in which they connect in meaningful ways with their instructors and peers. Class sizes are carefully considered to optimize the level of engagement and interaction across all courses. Classes will not exceed the following limits and often average much fewer students:

- Residential Classrooms and Labs: Maximum of 25 Students
- Online Classrooms and Labs: Maximum of 65 students

Changes in Programs or Policies

The University reserves the right, at its discretion, to make changes in program content, materials, schedules, sequences of courses in programs, or locations because of industry changes, academic scheduling, professional requirements, or as required by federal, state, or accrediting agencies.

Online Class Delivery

Bryan University's online courses utilize technologies and instructional methods to create an online classroom experience that is preferred by students. Each online program's delivery model is designed to fit the unique needs of the program and its students. Tests, exams, graded-work turnaround timelines, and expectations are class specific and outlined in each class syllabus. Online courses are not self-study; students are strongly encouraged to stay actively engaged in course activities. Students access classes and course materials using a variety of integrated technologies:

- **BryanConnect:** Virtual campus that provides access to online classes (see LearnBryan, below), school contacts, student email account, Microsoft Office 365, the University Catalog, and other helpful school resources.
- **Student Portal:** Provides information regarding financial aid, payment options, academic status, and unofficial transcripts.
- **LearnBryan:** A learning management system (LMS) that organizes the curriculum for each class in which a student is enrolled, connecting the student with other class members and teachers. Students are provided with detailed weekly course outlines, grades, and information necessary for succeeding in the course.
- **Zoom:** Synchronous video conferencing tool that allows students to connect face-to-face with their peers and instructors. Some programs require students to attend interactive weekly class lectures from their faculty. Students begin using this powerful video conferencing tool in the admissions process and are encouraged to use the tool to connect live with their classmates and instructors throughout their program.

The modes of class delivery vary, according to instructors and course content, and may include any of the following methods:

- **Didactic:** Led by a qualified faculty member for the intention of teaching and learning, delivered through one of the following types of learning activities:
    - Live-Class Sessions: A synchronous, instructor-led delivery of course material with student interaction.
    - Interactive Online Discussion: An asynchronous online discussion derived from postings on course-related topics.
    - Multimedia Presentation: A presentation that delivers the course content in a lecture format with pre-recorded voice, video, etc., which includes elements to ensure student comprehension of material.
- **Supervised Laboratory:** The practical application of information that was presented in the didactic portion of the program or discovered through out-of-class work and preparation, delivered through one of the following types of learning activities:
    - Case Study: An exercise requiring a practical application of the course content, often featuring multi-day assignments in which the instructor provides input as students work toward completion.
    - Simulation: An assignment requiring students to perform a task similar to those in the proposed implementation environment. Involves instructor feedback, usually after the simulation has been observed by the instructor in both real time and through multimedia capture and playback.
    - Collaborative Learning: The synchronous or asynchronous participation of students to complete assigned activities under the direction of an instructor.
    - Problem Solving: Prompts students to think creatively about a scenario to resolve a complication or issue, with or without a specific time limit.
    - Observation: The review of another individual performing a task or tasks, with the student providing feedback or reaction to the observed task.

- Online Drill / Learn It: Pre-planned set of activities that enhance skills, solve problems, or reinforce the students' understanding of didactic materials or outside reading. Students receive feedback (guidance or suggestions for improvement) in real time from the online platform.
    - In-class activity: Individual activities or group activities, under the supervision of an instructor, designed to apply information that was presented in the didactic portion of the program.
- **Out-of-Class Work/Preparation:** That which students engage in as a means to prepare for or demonstrate an understanding of the didactic learning environment or supervised laboratory setting of instruction.
    - Memorization/Recall: A quiz-like activity designed to assess understanding of a course topic.
    - Topic Research and Explanation: An activity, typically written, in which the student demonstrates their understanding of course topics.
    - Readings: Textbook and article readings that directly support course learning outcomes.
    - Supplemental Materials: Multimedia or PowerPoints intended to review weekly topics.

Request for Transcripts and Third-Party Verification of Education

Requests for student transcripts can be made through Parchment at https://bit.ly/3By7weK. The cost per official transcript is $7, and digital transcript requests are processed within one (1) business day. If a physical hard copy is requested, shipping dates are provided at checkout.

Requests for other information to be disclosed must also be submitted in writing to the Registrar by emailing registrar@bryanuniversity.edu, and they must specify the information to be disclosed, the reason for disclosure, and the person(s) to whom disclosure can be made.

Requests for third-party verifications of education can be directed to the Registrar's Office at registrar@bryanuniversity.edu. Requests will be fulfilled in accordance with the FERPA Policy (next section).

Family Educational Rights and Privacy Act

All requests for records should be made in writing to: Bryan University Online; 350 W. Washington St., Suite 100; Tempe, AZ 85281.

Bryan University protects the privacy of student education records pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). FERPA gives eligible students certain rights with respect to their education records, including:

1. **The right to inspect and review the student's educational records upon request.**

   Eligible students can email the Registrar's office at registrar@bryanuniversity.edu to receive the necessary request form. Completed requests will be processed within 10 working days of receipt.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**

   Students must submit a written request to appeals@bryanuniversity.edu detailing what the student wants changed and why the student believes the information is inaccurate or misleading. If the University decides not to amend the record, the student will be notified in writing of the decision and the student's right to a hearing. The student is entitled to a hearing in person, by telephone, or by videoconference, as selected by the student, with the Executive Director of Undergraduate Studies if the student submits a

hearing request within 10 business days of receipt of the written notification of the University's denial of the requested amendment. The Executive Director of Undergraduate Studies will render a written final decision that will be provided to the student within 10 business days of the hearing. If a hearing is held and the University maintains its decision not to amend the record, the student has the right to provide a statement about the contested information that will be included with the student's education record.

3. **The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the eligible student, as applicable (see "Directory Information" and "Access Without Student Consent" sections below).**

   The University may neither release nor disclose personally identifiable information contained in the student's records to outside employers, agencies, or individuals without first securing a written release from the eligible student, unless permitted by the law.

Directory Information

"Directory information" may be disclosed without student consent. Bryan University defines "directory information" as the following:

- Student Image
- Student Name
- Program and Credential
- Honors
- Period of attendance
- Overall status (active, no longer attending, graduate)

Students may request that directory information not be released by contacting the Registrar's Office at registrar@bryanuniversity.edu.

Access Without Student Consent

The University will not permit access to, or release of, confidential information to any individual or agency without the written consent of the student, except to the following:

- Bryan University officials in the proper performance of their duties.
- Organizations conducting studies for educational and governmental agencies where personally identifiable information will not be disclosed.
- U.S. Government agencies as listed in Public Law 93-380.
- Accrediting agencies.
- Parents of dependent children as defined in the Internal Revenue Code of 1954.
- Appropriate emergency personnel, as necessary to protect the health or safety of another student or person.
- Other educational institutions upon request of transcripts for students seeking enrollment in that institution.
- In connection with the award of financial aid.
- To comply with judicial order or subpoena, provided that the University makes a reasonable effort to notify the student prior to such compliance.
- Organizations conducting studies involving testing, student aid programs, or instructions.
- To comply with conditions otherwise required by FERPA.

Exemptions

Items not considered part of the student's record under FERPA include, but are not limited to, the following:

- Certain confidential letters of recommendation received by the University.
- Records about students or incidents made by and accessible only to instructors or administrators.
- Records provided and maintained by outside institutions and professionals, including but not limited to medical documents, prior academic records, and campus security records.
- Confidential student guidance notes maintained by the University.
- Financial records of the student's parents or guardians.

Request for Changes

Requests to add or revise disclosure consent and requests to add or revise directory declinations should be directed to the Registrar's Office at registrar@bryanuniversity.edu.

Voter Registration

As a participant in Title IV Federal Student Financial Aid programs, Bryan University would like to remind students who are U.S. citizens of the importance of registering to vote.

If you are interested in participating in local, state, or national elections, please visit the Election Assistance Commission website at www.eac.gov/voters to learn how you may register to vote.

To register to vote in Arizona, please go to https://servicearizona.com/VoterRegistration.

To register to vote in California, please go to http://www.sos.ca.gov/elections/elections_vr.htm.

Transferring from One Program to Another / Continuing with Bryan for Additional Certifications or Degrees

Students who wish to transfer to a different program of study must first contact the Student Services Department. Tuition fees will be calculated, and students will be credited or charged the difference in course costs; no re-registration fees are required. Courses that are substantially the same in terms of credit and competencies are generally applied towards completion of the program. Approved transfer credits do affect satisfactory academic progress (SAP) and will be included in the SAP calculation.

If an existing or prior student is enrolled in a program that is substantially changed for newly enrolled students, and the student would like to transfer to the new version, he or she may do so with approval. Historical grades may be transferred for classes substantially the same, instead of receiving a transfer credit designation, if classes are categorized as equivalents. SAP is assessed per the schedules provided within the program the student pursues. All transfer credits that count towards the new program will count towards satisfactory academic progress.

Independent Study

Bryan University does not offer independent study courses to active students in order to complete a course due to changes in program composition, scheduling requirements, or health issues.

Transfer of Credits

Requests for transfer credits should be submitted during the enrollment process through the first term of attendance. An official credit evaluation is completed for students as part of the application process as soon as students submit unofficial or official transcripts, along with the transcript evaluation request form, to their admissions representative. Please note that a final list of approved transfer credits cannot be completed until official transcripts have been received by the University. Courses with a grade of "C" or higher are generally transferable if the cumulative GPA of course work is a 2.0 or higher and if the course objective and rigor align with those set by Bryan University. All accepted transfer credit counts towards satisfactory academic progress.

Credits can only be approved for college-level courses from an accredited institution recognized by the Department of Education and must meet requirements of the degree program in which the student is pursuing. Official transcripts should or to the Office of the Registrar. The University may accept up to 70% of required program credits toward an undergraduate degree, certificate, or associate degree. A majority of the credit must be completed at Bryan University for graduate degrees.

Requests submitted after this time are considered on a case-by-case basis. All requests must be submitted before the first day of a class in which the student is petitioning for transfer credits. Requests submitted after the student has started a class cannot be considered. Transferable credits must have been earned prior to the date of enrollment, with the exception of CLEP, and may not be considered if more than ten (10) years old.

Additional details such as a course catalog or official syllabus may be needed to finalize the evaluation process. All accepted transfer credits are applied toward satisfactory academic progress.

Fitness Programs Transfer Credit

Bryan University may accept transfer credit for prior clock hour programs/certifications completed at institutions recognized by the NCAA. Evaluation and clock hour to credit conversion will be based on our current unit of credit policy.

International Student Transfer Credit

International students should contact an Admissions Representative for information about transferring credits from an institution outside of the United States.

Prior Learning Transfer Credit

Bryan University recognizes that knowledge gained outside of a classroom may be relevant to your certificate or degree program. Learning experiences that resulted in achievement of industry-recognized, third- party certificates may be evaluated for course credit. For credit to be considered, you must submit a copy of your earned certificate to either admissions or the registrar who will pass along your supporting evidence to the program director for credit consideration. A student may only receive a maximum of 20% of the credits available in the program as experiential learning credit.

Web Development Transfer Program Students

Students who have completed a certificate in web development from VSchool can block-transfer the certificate into the Associate of Arts in Web Development at Bryan University.

Students who have completed any 500-clock hour or higher Full-Stack Web Development program and have an earned certificate at another institution may qualify for a block-transfer into the Associate of Arts in Web Development at Bryan University.

CLEP Policy

Bryan University welcomes students from a wide variety of backgrounds and learning experiences. Many students come to our institution with a firm grounding in a particular discipline. We recognize their prior learning by accepting the following College-Level Examination Program® (CLEP®) exams, which measure mastery of college- level, introductory course content.

Students who achieve required credit-granting scores on these exams can earn the credits and course exemptions listed below. The University accepts up to 33% of required program credits toward an associate degree. For a bachelor's degree, the University accepts up to 60% of required program credits.

Exam Title	Credit-Granting Score	Equivalent Course
College Composition	50	ENG-110S English Composition I
Introductory Psychology	50	PSY-101S Psychological Foundations
American Government	50	POL-200S American Government and Politics
College Mathematics	50	MAT-110S Algebra I
College Algebra	50	MAT-112S Algebra II

Veteran/Military Transfer Credit

Transfer credits from regionally or nationally accredited post-secondary institutions, as recognized by the Council for Higher Education Accreditation (CHEA), may be accepted as courses for transfer into undergraduate, graduate degree, and certification programs. The approval of transfer credits is at the sole discretion of Bryan University.

Official transcripts must be submitted for evaluation as part of the enrollment process. For Bryan University's 100 percent online programs, active-duty service members may be required to complete up to 30 percent of the program online to satisfy academic residency requirements (up to 25 percent requirement for residential programs). In addition, Bryan transfer credits may be approved for completion of formal military courses as recommended through official transcripts (Army/ACE Registry Transcript System, Community College of Air Force, Sailor/Marine/ACE Registry Transcript, Registry of Credit Recommendations, or National Registry for Training Programs). Credits will be applied as approved by the Office of the Registrar. Credit may also be given for completion of approved examinations, including CLEP, DSST, and ECE as outlined in the ACE guide to Educational Credit by Examination. All transfer credit is applied towards satisfactory academic progress.

Transferability of Bryan University Credits and Degrees

The transferability of credits and degrees earned at Bryan University is at the sole discretion of the institution to which a student plans to transfer. Students are advised to contact the admissions department at consecutive institutions for information on transferring credits or degrees. A degree, diploma, or certification from Bryan University does not serve as a basis for a higher-level degree at another university.

Articulation Agreements

Bryan University has developed articulation agreements so that graduates of Bryan University may continue their education at other institutions of higher education. These articulation agreements indicate how many credits and which classes are accepted by these universities. Current partnerships include Liberty University and Southern New Hampshire University. To find out more details about these articulation agreements and other agreements that are currently in place, including tuition discounts for Bryan University graduates, please contact your career services representative or email articulations@bryanuniversity.edu.

Financial Aid

As both an approved and accredited institution, Bryan University participates in various federal and state financial aid programs to make post-secondary education affordable for all students. Because every individual's financial situation is unique, the University assigns a Financial Aid Advisor to each student. The advisor will provide a financial aid review, discuss the financial aid application, and inform the student of all necessary deadlines.

Depending on financial status, students may qualify for federal and state grants, federal loans, and private financing. Whereas grants are considered gift aid and no repayment is necessary, students receiving financial aid in the form of loans are solely responsible for repaying the loan amount plus interest.

All Title IV HEA loans will be reported to the National Student Loan Data System for Students (NSLDS) and will be accessible by authorized agencies, lenders, and institutions. This includes both parent and student loans.

Satisfactory academic progress (SAP) is mandatory to ensure continued financial aid (grants and federal loans made available through Title IV funding) throughout the completion of the curriculum at Bryan University.

Students and applicants may also obtain required Truth in Lending disclosures and Title IV disclosures from the Financial Aid Office.

Financial Aid Assistance Contact Information

For more details about the financial aid process, visit the Bryan University website at https://bryanuniversity.edu/financial-aid/financial-aid-scholarships/ or contact a Bryan University Financial Aid Officer at 800.878.5515, or email financialaid@bryanuniversity.edu. Financial Aid Representatives are available Monday through Thursday, 8:00am PST to 7:00pm PST and Friday 8:00am PST to 5:00pm PST. In addition, the receptionist can also book personal online or face-to-face appointments.

Entrance and Exit Loan Counseling

Mandatory Entrance Loan Counseling

First-time borrowers of Federal Direct Stafford and Federal Direct Graduate PLUS Loans at Bryan University are required to complete entrance loan counseling before loan funds can be disbursed. This is required per federal regulation and University policy, even if you previously borrowed loans at another college or university.

To complete the entrance loan counseling online, visit https://studentaid.gov/entrance-counseling/. Sign in to Manage My Direct Loan using your FAFSA PIN, then select Complete Counseling. The process should take about 30 minutes. Once your session is successfully completed, your information will be transmitted to Bryan University within 2-3 business days.

Timely completion of entrance counseling ensures you receive your funds in time to pay tuition and fees by the settlement deadline.

Mandatory Exit Loan Counseling

If you have borrowed from the Federal Stafford and/or Federal Graduate PLUS Loan programs and you are graduating, on a leave of absence, or enrolled less than half-time, federal regulations and University policy require you to complete two (2) exit loan counseling sessions.

To complete the exit loan counseling online, visit https://studentaid.gov/exit-counseling/. Sign in to Manage My Direct Loan using your FAFSA PIN, then select Complete Counseling. The Exit Loan Counseling session should take about 30 minutes to complete. Bryan University will be notified electronically when you complete the process.

To complete the University requirement, borrowers will need to meet with a Financial Aid Advisor for an exit meeting.

FAFSA Verification

Verification is a process to confirm the information provided on the FAFSA. A Financial Aid Advisor may ask the applicant to supply copies of documentation, such as income tax returns, W-2 statements and 1099 forms, to verify the data that was submitted on the Free Application for Federal Student Aid (FAFSA). Some students are selected for verification by the U.S. Department of Education, others are selected by Bryan University. Verification selection can be random or may be required if your FAFSA data was incomplete, estimated, conflicting, or inconsistent.

In accordance with C.F.R 668.53 Policies and procedures, Bryan University has established and uses a standard policy and procedure for completing verification of a student's FAFSA information. The policy includes:

The required documentation for completing verification of the selected verification group. Students may be required to submit documents for verification including but not limited to:

1. Proof of Citizenship
2. Proof of selective service registration
3. Verification documents independent/dependent
4. Statement of non-tax filer
5. Admission status
6. All student self-certifications
7. As a financial aid recipient, students have rights and responsibilities that are listed here in the catalog, a hard copy of the rights and responsibilities can also be obtained from the financial aid office
8. A 90-day timeframe in which a student must submit all verification documents
9. Failure to complete verification by the 90th day results in a written communication to the student informing them that financial aid funds will not disburse to their account. A student can appeal this decision by speaking with the financial aid director and establish an adequate mutual plan to complete the necessary documentation to regain financial aid eligibility.
10. If any changes are made to a student's award based on verification findings, the student is notified by phone and is followed up with an email.
11. If any modification is required to a student's FAFSA, students are directed to the FAFSA website.

In accordance with C.F.R 668.16 referrals to the office of the inspector general of the Department of Education are submitted by the Regional Director of Financial Aid. Staff members that feel fraudulent activity is happening, report their findings to the regional director; an additional investigation is completed, and if needed reported to the office of the inspector general of the department of education.

Student Rights and Responsibilities

As a student you have the right to:

- Know what financial assistance is available to you, including all federal, state, and institutional financial aid programs.

- Know the deadlines for submitting applications for applicable financial aid programs and the process required.
- Know how your financial need is determined, including how cost of attendance budgets are developed.
- Know what resources are considered in the calculation of your financial need, and how much of your need as determined by Bryan University has been met.
- Know if you are selected for verification in a written communication. If verification changes your student aid eligibility a written notice will be sent to you with such changes.
- An explanation of the types of aid contained in your financial aid award as well as how to retain eligibility for those funds (if applicable).
- Request a review of your current financial situation if you meet certain criteria based on changes since filing the current aid year FAFSA application.
- Know what portion of your aid package is grant or gift aid, and what portion must be repaid. In addition, you have the right to know interest rates, total amount to be repaid, procedures for repayment, when repayment begins, and how long you have to repay the loan.
- Know the criteria for continued financial aid eligibility, including guidelines for the determination of Satisfactory Academic Progress as defined by the Department of Education.
- Know the method and frequency of financial aid disbursements.
- Receive a copy of all documents and explanations thereof by contacting our financial aid office at financialaid@bryanuniversity.edu or walking into the office.

As a student you have the responsibility to:

- Be aware of your ability to pay any institutional charges based on your available financial aid and personal resources.
- Review and understand the terms and conditions of your financial aid award.
- Complete all requirements accurately, in a timely manner, and by the appropriate deadlines.
- Inform us if you intend to enroll less than full time for any given term so that your aid can be properly adjusted and disbursed.
- Inform us of any outside scholarships, assistantships, or additional resources that you receive.
- Fill out the FAFSA application completely and accurately. If selected for verification you will provide all requested documents in a timely manner and ensure that all submitted materials are complete and accurate. Falsification of information on application forms for federal financial assistance is considered a criminal offense, and you may be subject to penalties under the U.S. Criminal Code. Failure to complete the verification process within a timely manner may result in your federal aid application to be denied. You will be notified in writing for such event.
- Read and understand all forms that you are asked to submit or sign, realizing that you are legally responsible for all agreements that you sign.
- Know and comply with all policies and procedures of the Bryan University.
- Manage your financial aid experience.

Scholarships, Grants, and Discounts

Bryan University is proud to offer veterans a discount of $1,500 on any associate or master's degree program and a $3,000 discount on any bachelor's degree program.

Refund Policy

An enrollee may cancel the enrollment agreement without penalty or obligation within 3 business days (excluding Saturday, Sunday, and state and federal holidays) of signing the agreement. Refunds will be

processed within 30 calendar days and include all tuition and fees paid. After three days, if the enrollee cancels prior to or on the first day of instruction, the University will refund all paid fees except the registration fee. Students who cancel during the first seven days of the academic term will not be assessed a tuition charge.

Cancellation requests must be received by the Registrar's Office within the first seven days of the term. Upon termination, the student is charged for actual books and other supplies received. If the student fails to return class materials in their original condition (open kits, courseware, and books that have been written in will not be acceptable for return) within 10 days from the last day of attendance, the University will deduct the costs from the refund, calculated according to the federal, state, and institutional policies. The University does not charge for textbooks or materials the student did not receive. Examples of refund calculations are available in the Financial Aid Office.

A student may withdraw from the school any time after the cancellation period and receive a pro rata refund if they have completed 60 percent or less of the scheduled hours in the current payment period in their program of study through the last day of attendance. The refund will be less a registration or administration fee, not to exceed $150, and less any deduction for equipment not returned in good condition, within 30 days of withdrawal. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV, HEA funds or aid that could have been disbursed.

To determine a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment due to the student's failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences more than maximum set forth by the institution; and/or failure to meet financial obligations to the University.
- The student has failed to attend class for 14 days.
- The student fails to return from a leave of absence.

To determine the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program during the billing period (total institutional charge, minus non-refundable fees, divided by the number of days in the billing period), multiplied by the number of days scheduled to attend, prior to withdrawal. To determine when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days.

For programs beyond the current "payment period," if a student withdraws prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund more than the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

Tests and supplies not used are not charged to the student. Any refund amount will be adjusted for the cost of testing and supplies not returned in good condition within 10 calendar days of withdrawal or termination.

Return of Title IV Funds

All unearned Student Financial Aid (SFA) funds must be returned if a student participating in the SFA program withdraws or is terminated. Bryan University will calculate the percentage of the payment period or period of enrollment completed. For a credit hour program, the percentage of the period completed is determined by

dividing the number of calendar days completed in the payment period (or period of enrollment as of the day the student withdrew) by the total number of calendar days in the same period. The total number of calendar days in a payment period or period of enrollment includes all days within the period, except for institutionally scheduled breaks of five or more consecutive days. Days in which the student was on an approved leave of absence will also be excluded. The day the student withdrew is counted as a completed day. Bryan University will calculate the percentage of financial aid earned by the student and return the remaining amount, to be distributed in the following order as required by federal law:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- PLUS Loans
- Pell Grant
- Supplemental Education Opportunity Grant (SEOG)
- Other Federal, State, and Private Funding
- Student or Sponsor

For students who are required to return Title IV aid in addition to the portion of aid the school is required to return, there is a 50% protection allowance on unearned Title IV student grants only. Loans would need to be repaid in full.

Refund Dates

Refunds are made within 45 days following the date upon which the student's withdrawal has been determined or, for a student who fails to return from an authorized Leave of Absence (LOA), within 45 days of the date the student was scheduled to return. Refunds are distributed to the Title IV Programs in accordance with the distribution order defined by Federal Regulation. All tuition refunds will be calculated in compliance with criteria established at the state, federal, and accrediting-body levels. The largest refund amount will be determined by those guidelines and disbursed accordingly.

Student Tuition Recovery Fund (California residents only)

California Student Tuition Recovery Fund (STRF):

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless Relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California Resident or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento CA 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and sufferance an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in the teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for the STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Academic Standards

Curriculum

Health Information Management

The Health Information Management program is approved through CAHIIM. As such, students may sit for the Registered Health Information Technician (RHIT) exam. Students may also elect to sit for an American Health Information Management Association (AHIMA) coding certification.

Personal Trainer Certificate

The Personal Trainer Certificate program curriculum was developed under the guidance of the National Academy of Sports Medicine (NASM).

Pharmacy Technician Undergraduate Certificate

The Pharmacy Technician Undergraduate Certificate Program is recognized by the Pharmacy Technician Certification Board (PTCB). As such, students who complete the program may sit for the Pharmacy Technician Certification Exam (PTCE) to become a nationally recognized Certified Pharmacy Technician (CPhT).

Course Numbering

Bryan University uses a course-numbering system to differentiate between undergraduate and graduate work. Remedial coursework cannot be counted toward degree completion but may be eligible for financial aid. Only students who have met the requirements of graduate study may take graduate-level classes.

Course Numbering System	
000-099	Remedial coursework
100-199	First-year, Associate level
200-299	Second-year, Associate level
300-399	Third-year, Post Associate/Baccalaureate level
400-499	Fourth-year, Baccalaureate level
500-599	Graduate, Masters level
600-699	Graduate, Doctoral level

Academic Advising

Academic advisors assist students with difficulties arising from scheduling courses and tutorials, attendance problems, work conflicts, program changes, or other difficulties that may impede their studies.

Student Collaborative Learning

Students are granted opportunities for class collaborative study groups to foster communication, sharing, and dynamic learning. Thus, in addition to individual assignments, students will actively participate in multi-student lab sessions designed to strengthen their team-building and professional communication skills.

Grading

Students are graded on a 4.0 scale. Classes taken on a pass/fail basis are not counted in the CGPA, indicated by the grade "P." Only the highest grade will be factored in the CGPA in the event a class is attempted more than once; however, each attempt will be noted on the transcript as an R. Grading reflects the student's progress and proficiency in their particular course of study. Each student's progress is monitored from points earned in class performance, attendance, assigned work, and tests. Total points are then calculated, and a final grade is given according to the following scale.

Letter Grade		%Range	CGPA Scale
A	Excellent	90%+	4.0
B+	Good	85%-89%	3.5
B	Good	80%-84%	3.0
C+	Average	75%-79%	2.5
C	Average	70% - 74%	2.0
D	Below Average	60%-69%	1.0

F	Fail	Under 59%	0.0
P	Pass		
I	Incomplete		
W	Students withdrawing from a class before 25% into the term receives a "W" with no impact on their CGPA or rate of progression.		
WP	Students withdrawing from a class beyond 25% into the term with a passing grade receive a "WP" with no impact on CGPA but does count towards rate of progression		
WF	Students withdrawing from a class beyond 25% into the term with a failing grade receive a "WF," which affects CGPA in the same way as an actual grade of "F" as well as rate of progression.		0.0
T	Test Out		
TC	Transfer Credit		
R	Repeat		
AU	Audit completion (Does not count towards credits attempted or credits earned)		

Leave of Absence

Temporary interruptions in the student's program due to medical or serious personal reasons may be allowed through the process of a Leave of Absence. The U.S. Department of Education (DOE) has imposed strict regulations (34 C.F.R. 668.d) which limit leaves of absences to less than 180 calendar days during any one twelve-month period. The allowable time frame for an approved Leave of Absence may range from 2 weeks to six months (180 calendar days).

Students must submit a Leave of Absence Request Form that includes a dated request for a leave of absence and the reason for the request, prior to the leave of absence, to be approved by BU Academic Leadership, unless an emergency prohibits submission of the form.* The University will respond to a submitted LOA request form within 3 business days.

Examples of circumstances that may qualify a student for LOA include but are not limited to: military duty; serious injury or illness of a student that prevents the student from attending school; serious injury or illness of a family member that prevents the student from attending school; death in the immediate family; maternity; jury duty; or extenuating circumstances as approved by BU Academic Leadership.

As per Department of Education requirements, if a student does not resume attendance at or before the end of a leave of absence the student will be considered as a withdrawal and enact cancellation.

An Approved LOA must meet the following guidelines:

- The student has completed their first term.
- The LOA cannot be granted for academic reasons (i.e., to keep a student from failing).
- There must be a reasonable expectation that the student will return from LOA.
- A student returning from a LOA must resume classes at the same point in the academic program that he or she began the LOA.
- If an LOA occurs anytime during a term or course in progress, students will be required to retake those courses in their entirety. Students will receive a W grade for such courses. (Not applicable to military students.)

- If a student is a Title IV recipient, the student must consult with the institution about the requirements and regulations of his/her financial aid status (grace period, repayment, etc.) prior to being granted an LOA. The information that will be provided will include the financial consequences if the student fails to return from LOA.
- If a student who has received Title IV loans fails to return from a LOA, the Federal loan grace period begins retroactively from the date the leave began. (If students do not return following the LOA period, the University must apply its refund policy in accordance with state and federal guidelines.)
- Upon return from LOA, the institution may not assess the student any additional institutional charges. Therefore, the student is not eligible for any additional federal student aid (Title IV funds).
- Students will not be eligible for any financial aid while on LOA and may be required to complete additional financial aid documents.
- Students making tuition payments to the University remain under that obligation during a LOA.
- Students who fail to return from LOA on the scheduled date will be dismissed from the program. This may impact a student's loan repayment obligations. (Not applicable to military students.)

Students granted an LOA will be classified as being on an "Approved LOA" as defined by the Department of Education. Bryan University Registrar's Office may, at its discretion, extend or shorten the LOA to coincide with the nearest class start date, not to exceed 180 days total. A student's approved LOA will be sent to the registrar via email with the appropriate signatures. Other key BU entities will also be notified that the student has been granted an LOA.

An additional LOA or LOA extension, not to exceed 180 days, may be granted in limited, appropriately documented cases, due to unforeseen circumstances. The additional days of LOA cannot exceed the total of 180 days of LOA in a 12-month period. In the event that a student has already taken a leave of absence of 180 days and is then faced with another emergency, federal regulations require that the student officially terminate from school.

The student will be contacted by a BU representative throughout the LOA to work with the student to return according to the approved timeframe for the LOA.

Withdrawal from School

Students who are not eligible for a leave of absence for a personal hardship or who cannot continue in their program of study may withdraw from school using the following process:

- The student notifies his/her Student Success Coach of the need to withdraw from school and the desired withdrawal date.
- The student meets with the Program Director for his/her program of study.
- The student works with the Student Success Coach to put together a plan for returning to school, if applicable.

After these steps have been completed, the student will be withdrawn from school. Students can withdraw during the first seven days of the academic term without penalty. After that time, if a student withdraws while failing, a "WF" will be received for the courses in which the student is enrolled, which will count in the calculation of the CGPA. If a student is passing at the point of withdrawal, a "WP" will be received, which does not count in the CGPA.

If applicable, Alumni Relations will contact the student per the student's plan to follow up and prepare the student to re-enter. Additionally, if personal circumstances change and afford the student the opportunity to continue with school, the student may petition to re-enter the program of study by contacting Alumni Relations.

Incompletes

Students experiencing extenuating circumstances may ask their instructor(s) for an extension. Students must request the extension in the final week of the term. If the student does not have a minimum grade of a 50% in the course, the University reserves the right to deny the request. If the request is approved by the instructor and Program Director, students will be given a temporary "Incomplete" grade and must complete the course requirements within 10 days of the end of the term. If outstanding assignments are not submitted within that time frame, the Incomplete grade will change to the current grade in the class based on assignments submitted.

Unauthorized Distribution of Copyrighted Materials

Bryan University strives to provide access to varied materials, services and equipment for students, faculty, and staff and does not knowingly condone policies or practices that constitute an infringement of Federal copyright law.

Transmitting (including peer-to-peer) or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright, or other proprietary rights of any party is prohibited. Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students, faculty, and staff to civil and criminal liabilities as well as possible dismissal from the institution. Students, faculty, or staff who violate federal copyright law do so at their own risk. Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

Title 17 of the United States Code (17 USC §501 et seq.) outlines remedies for copyright infringement that may include some or all of the following: obtaining an injunction to stop the infringing activity; impounding and disposing of the infringing articles; an award to the copyright owner of actual damages and the profits of the infringer, or in the alternative, an award of statutory damages which may be increased if the infringement is found to be willful; an award of two times the amount of the license fee a copyright owner could have gotten; an award of the full costs incurred in bringing an infringement action, and the award of attorney's fees; and for criminal copyright infringement, fines, and imprisonment. Please see the website of the U.S. Copyright Office at www.copyright.gov.

Bryan University maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, and staff. Bryan University is required by Federal Law – H.R. 4137 to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Bryan University takes steps to detect and punish users who illegally distribute copyrighted materials.

Bryan University reserves the right to suspend or terminate network access to any campus user that violates this policy and network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities.

Code of Conduct

Bryan University is committed to maintaining high standards for student conduct. Students will be held accountable for, or should report, the following violations occurring online, on campus, or at practicum facilities:

- All forms of dishonesty, including cheating, plagiarism, forgery, or misuse of University documents.

- Theft, deliberate destruction, or damage of University property or property owned by employees and students.
- Inappropriate or profane behavior that disrupts teaching, research, administration, disciplinary proceedings, or other University activities.
- Consumption, possession, manufacturing, or distribution of alcoholic beverages or controlled substances.
- Failure to comply with the instructions of University officials acting within the scope of their employment responsibilities.
- Violence or threats of violence toward persons or property of students, faculty, staff, or the University.
- Improper use of email and Internet access for purposes unrelated to the educational mission of the University, such as, University email to solicit private business.
- Inappropriate use of cell phones or other electronic devices, all of which must be turned off while in the classroom.
- Physical abuse, verbal abuse, bullying, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological safety of another person.

A student involved in any of the violations listed above will be sanctioned accordingly. Possible sanctions range from receiving a written letter of reprimand to immediate dismissal from the University. When determining what sanction to impose, factors such as prior disciplinary actions, the nature of the offense, the severity of harm, or other factors deemed appropriate will be considered. Written reprimands will include a plan of action including future sanctions if the student repeats the initial violation or if a new violation occurs under a different area of the Code of Conduct.

Any member of the University community may file charges against a student for violations of the Code of Conduct. The charge shall be in writing and directed first to the Program Director who may conduct an impartial investigation to determine if the charge has merit and if it can be resolved by mutual consent of the parties involved. If the issue persists or cannot be resolved at the Program Director level, the charge will be escalated to the Executive Director of Undergraduate Studies, who will determine and enforce the appropriate sanction.

A student may appeal disciplinary sanctions to the University in writing by submitting to appeals@bryanuniversity.edu. All appeals need to include the basis for which an appeal should be granted and must confirm that the student has taken the prerequisite steps listed above. All student appeals must be initiated within 5 days after the student receives notice of the disciplinary action. The University shall respond to the appeal within 10 business days. The decision of the review board is final.

Children on Campus and in Online Live Class Sessions

Faculty, staff, and students are encouraged not to bring children on campus for extended periods. Children are not permitted in the classroom and Bryan University does not provide childcare services and cannot assume responsibility for the health and safety of minors. When attending class online, students are encouraged to provide a class environment that will not be disrupted by childcare or children activities so as to allow the student to fully participate in class and to prevent online classroom disruption.

Personal Appearance and Hygiene

The University adheres to a student personal appearance policy to encourage professional behavior and conduct, as well as to prepare students for their future career. Safety and comfort are also a consideration in the adopted personal appearance policy. Adherence to the personal appearance policy discussed below is required for all students on the campus and those attending or participating in University events or activities off campus.

Students in violation of the personal appearance policy will be given an opportunity to conform to the policy. Students who do not or cannot conform to policy when asked will be dismissed from campus or the activity until they can appear in proper personal appearance.

Personal Training Exercise Science Students

Students in any personal training, fitness, or exercise science program participate in physical activities. Students must be in gym attire while participating in physical activities in the classroom or gym.

Tops:
- Bryan University tee shirt during live class sessions or other classes or activities involving physical movement on or off campus

Bottoms:
- For classroom days without physical activities: Khaki shorts or pants that do not restrict movement. Shorts must come to a point slightly above or below the knee.
- For classroom days with physical activities: Athletic shorts or pants in good repair. Shorts must come to a point slightly above or below the knee. Sweatpants are not acceptable attire.
- All pants and shorts must be worn above the hips

Shoes:
- Sneakers or other closed-toe, non-cleated athletic shoes in good repair

Headgear:
- No hats or other head coverings may be worn by the student at any time while on-campus or at a Bryan University event or activity off-campus

Personal Hygiene
Students attending on campus are expected to meet the following standards or guidelines with respect to personal grooming and hygiene upkeep:

- Consistent bathing and oral hygiene
- No heavily scented perfumes, colognes, or lotions
- Fingernails neatly manicured and of a length that does not compromise physical activities

Jewelry, Piercings, and Body Art
Students will be asked to remove all visible jewelry and piercings prior to participating in hands-on bodywork and fitness activities. Students may continue to wear stud earrings unless it interferes with the techniques being taught or practiced.

Some body piercings, such as belly button rings, may become entangled or damage school property.

Students with these piercings take personal responsibility for their health and safety and may be held responsible for damage to school property.

Students with body art that may be considered personally, professionally, and morally offensive in nature to Bryan University employees and students and inconsistent with the professional standards Bryan University seeks to impart as part of its educational mission (either through words, images, or a combination of both) will

be asked to cover it while at Bryan University or engaging in off-campus events and activities. When requested, students must cover their body art in a way that allows them to continue to maintain their program appropriate dress code.

On-Campus Interviews

Bryan University brings local employers on site for on-campus interviews. Students will be required to wear appropriate business attire if they participate in an on-campus interview. Business attire conforms to the following guidelines:

Men:
- Slacks (solid color - navy or dark grey) and belt
- Long sleeve shirt and tie
- Conservative leather shoes and dark socks
- Little or no jewelry
- Neat, professional hairstyle
- Limit the aftershave
- Neatly trimmed nails

Women:
- Suit pants or skirt (navy, black, or dark grey), suit skirt should be long enough so you can sit down comfortably
- Coordinated blouse
- Conservative shoes
- Little or no jewelry
- Neat, professional hairstyle
- Light make-up and perfume
- Neatly manicured nails

Satisfactory Academic Progress

Satisfactory Academic Progress

Bryan University students (fulltime, part-time, undergraduate, and graduate students) must achieve Satisfactory Academic Progress (SAP) to successfully complete their programs of study and to remain eligible for Title IV/VA educational benefits. The University evaluates Satisfactory Academic Progress at the end of every payment period/semester. Satisfactory Academic Progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's pace towards completion of their academic program. Approved transfer credit is considered when evaluating SAP.

The Elements of Satisfactory Academic Progress are as follows:

Qualitative Standard: The student's cumulative grade point average (CGPA) must meet minimum requirements. See below.

Quantitative Standard: The Rate of Progress (ROP) is the pace at which a student must progress through their educational program to ensure that students will complete their program within the maximum time frame. The student must earn the program required credits within 150% of the stated program length. See below.

Certificate Programs

Evaluation	CGPA	Rate of Progress
Semester 1	2.0	50%
Semester 2	2.0	66.7%
Semester 3 and thereafter	2.0	66.7%

Degree Programs

Evaluation	CGPA	Rate of Progress
Semester 1	2.0	50%
Semester 2	2.0	66.7%
Semester 3 and thereafter	2.0	66.7%

Failing to Meet SAP Requirements

Students failing to meet SAP requirements as determined by the Qualitative or Quantitative Standards outlined in the Satisfactory Academic Progress section will be notified through email and this notification will be recorded within the student's academic file.

Copies of unsatisfactory progress notices are retained within students' files for five years. Any hours attempted will apply toward the maximum timeframe permitted to complete the program. This includes courses with grades of WP, WF, R, P, or I. Remedial classes, if offered, will not affect SAP and are not eligible for financial aid.

Certificate Programs: Students who fail to meet SAP requirements are automatically placed on SAP Warning, which lasts for one payment period/semester during which the student will continue to receive Title IV funds and VA educational benefits. Students that fail to meet SAP requirements after their warning period lose their aid eligibility and will be suspended from their program of study unless they successfully appeal and are placed on SAP probation.

Degree Programs: Students who fail to meet SAP requirements are automatically placed on SAP Warning, which lasts for one payment period/semester during which the student will continue to receive Title IV funds and VA educational benefits. Students that fail to meet SAP requirements after their warning period lose their aid eligibility and will be suspended from their program of study unless they successfully appeal and are placed on SAP probation.

Appeals Process

Appeals must be submitted in writing (email or letter is acceptable) and need to include the basis for which an appeal should be granted, such as injury, illness, death of a relative or other special circumstance and what has changed in the student's situation such that a period of SAP Probation is warranted. Appeals must be submitted to appeals@bryanuniversity.edu for review and approval. The University shall respond to the appeal within 10 business days. If the appeal is approved, the student will be placed on SAP Probation for one payment period/semester, in which the student will remain eligible for Title IV and VA educational benefits. The student may be required to follow an academic plan, which identifies the steps that must be completed to meet Satisfactory Academic Progress. The student must meet both Qualitative and Quantitative Standards at the end of the SAP Probation period. A student who fails to meet SAP requirements at the end of their SAP Probation period may be dismissed from school. A dismissed student is not eligible for Title IV/VA educational benefits. See Appeal for Dismissals for unsatisfactory academic performance below.

Appeal of Dismissal for Unsatisfactory Academic Performance

Students who have been dismissed may appeal against the dismissal in writing. Appeals must be submitted to appeals@bryanuniversity.edu. The University shall respond to the appeal within 10 business days. If the appeal is granted the student may be allowed one additional semester of SAP Probation, during which the student is eligible for Title IV/VA educational benefits. Students will only be allowed an additional semester of SAP Probation if there are mitigating circumstances such as a death or serious illness of self or family member, other special circumstances, and if it is mathematically possible to meet SAP requirements after the additional period of SAP Probation. If the appeal is denied, the student can continue in their program on an Extended Enrollment status, but the student is not eligible for Title IV/VA educational benefits.

Grade Appeals

A student may contest any test, assignment, performance, or course grade. The student shall first discuss the contested grade with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the grade contest.

Steps for students to follow:

- If, within ten (10) working days of the request for the conference with the faculty member, the grade contest is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Program Director. This written complaint must be filed within ten working days following the previous deadline.
- Upon receipt of a written complaint, the Program Director will work with the student and faculty member to resolve the grade contest. This may include a third party reviewing and re-grading the assignment(s) in question.
- The student can appeal the outcome of the above review by forwarding a copy of the original written grade contest with an explanation regarding action taken at each prior level within ten working days following the Program Director's decision to appeals@bryanuniversity.edu.

Note: The appeals process for grades must be initiated no later than thirty (30) calendar days from the date the grade was issued.

Repeat Classes

Students may repeat passing-grade classes multiple times to increase their CGPA, but only one repeat will be eligible for financial aid. Failed classes must be repeated to complete the degree and count within SAP. All attempts must be completed within a maximum time frame, 150% of the published program length. A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for additional financial aid.

In the event of a course withdrawal, course incompletion, or course failure, the original expected graduation date is subject to change. Students will be notified from the Registrar's office in the event of a change to the student's graduation timeline.

Maximum Time Frame

As noted, the maximum time frame to earn all degree credits is 150% of the published program length. Students reaching 150% of the program length may be withdrawn from the program. Students appealing this

decision must submit a written statement (email or letter is acceptable), providing the basis for the appeal, to appeals@bryanuniversity.edu. If approval is granted, the student remains ineligible for financial aid, but may complete the program without incurring additional charges from the University.

Academic Policies

Bryan University is committed to providing students with the knowledge, skills, and attitudes needed to lead successful careers. The University maintains an expectation that students will reflect their own commitment to success through regular attendance and strong study habits.

Registering Attendance

Students register course attendance by participating in, or completing, the following educational activities:

- Any action in an on-ground live class session beyond merely being present (e.g., participating in discussions and activities)
- Any action in an online live class session beyond logging in (e.g., chat postings, responding to a poll or quiz, verbal interaction)
- Submitting an academic assignment
- Engaging in a drill, quiz, or exam
- Working on an interactive tutorial (e.g., recorded lecture)
- Working on computer-assisted instruction (e.g., Weekly Lesson Presentation)
- Attending a study group that is assigned by the school
- Participating in a discussion about course-related academic content
- Initiating contact with a faculty member to ask a question about the course
- Engaging in any required academic activity in the course

Live Class Session Attendance

Students are strongly encouraged to participate in all live class sessions, whether online or on ground, and are awarded attendance and participation points each week for doing so. Although attendance at any scheduled live session is expected, students can elect not to attend if they feel that life situations, events, or other reasons make them unable to do so. If a student does not attend a live class session, he/she must submit a make-up assignment to earn the participation points and gain attendance. (Examples of make-up assignments can include a short summary/synopsis of the content covered in the live event, or a short quiz pertaining to material covered in the live event.)

Non-Attendance Withdrawal Policy

Students who are absent 14 consecutive calendar days will be withdrawn from their programs of study. Students withdrawn due to lack of attendance may apply for re-entry the following term. Approval for re-entry is based upon a student's satisfactory academic progress (SAP) in the program and the student's ability to prove that circumstances leading to withdrawal have been resolved. Students approved for re-entry must pay a $25 re-entry fee and the current program tuition rate. Students may appeal in writing to appeals@bryanuniversity.edu if they feel an error has been made in their attendance records.

Appeal of Dismissal for Unsatisfactory Academic Performance

Students who have been dismissed under the provisions of this section may appeal the dismissal by written petition. The University shall respond to the appeal within 10 business days.

Academic Warning

A student will be placed on Academic Warning if the student's CGPA has fallen below 2.0 (undergraduate) or is attempting a machine course for the second time.

a. The email advising the student of placement on Academic Warning will include information regarding available academic resources and assistance.
b. Students will also receive a call from their academic advisors to discuss whether corrective actions—such as mandatory tutoring and a reduction in workload—are appropriate.
c. A student is removed from Academic Warning when the student attains a 2.0 CGPA and/or passes their repeated machine course. Students on Academic Warning who do not attain a 2.0 CGPA within two terms, fail at least one course, or do not pass the attempted machine course while on warning, are placed on Academic Probation.

Academic Probation

Students who have not attained a 2.0 CGPA after two consecutive terms on Academic Warning, are attempting a machine course for a third time, or fail a course while on Academic Warning, are placed on Academic Probation.

a. Students on Academic probation must meet with their Program Director or a member of the Academic Review Board (ARB) to design and implement a plan for academic improvement to raise the student's CGPA to 2.0, and pass machine courses, within the time limitations imposed by the University's requirement of Satisfactory Academic Progress.
b. The ARB will review and approve each student's plan for academic improvement.
c. If a student fails a machine class or is unable to improve their CGPA within a 10-week period consistent with the plan for academic improvement, the ARB shall evaluate whether the student should continue on Academic Probation or be dismissed from the program. The ARB presents the recommendation to the Executive Director of Undergraduate Studies.
    i. Students who are not allowed to remain on Academic Probation shall be dismissed from the program.
    ii. Students allowed to remain on Academic Probation have one academic year to pass the required machine classes and improve their CGPA to 2.0. Students not passing the machine class after the fourth attempt or are not achieving a 2.0 CGPA within the academic year, may be dismissed from the University if the student has not already been dismissed for failure to attain Satisfactory Academic Progress.

Appeal of Dismissal for Unsatisfactory Academic Performance

Students who have been dismissed under the provisions of this section may appeal the dismissal by written petition sent to appeals@bryanuniversity.edu. The University shall respond to the appeal within 10 business days.

Re-Enrollment/Re-Entry (Not Dismissed for Unsatisfactory Academic Performance)

Students who are no longer attending the University for reasons of non-attendance, non-return from a scheduled break, or non-return from Leave of Absence may request re-enrollment by petition to Alumni Relations.

- To be considered for re-enrollment, such applicants may be interviewed by the Program Director or the Student Outreach Department.
- If the re-entry is approved, re-enrollment and Alumni Relations will facilitate student meetings with the Registrar, Financial Aid, and Admissions.
- If an applicant is not re-enrolled, the applicant may appeal the decision by written petition to appeals@bryanuniversity.edu.

Grievance/Complaint Procedure

Before initiating the formal grievance/complaint process, the student is encouraged to make every effort to resolve the problem informally with the person(s) alleged to have caused the grievance. The student may present the informal grievance/complaint in writing to the person(s) alleged to have caused the grievance. This attempt to resolve the grievance/complaint informally should be started as soon as the student first becomes aware of the act or condition that is the basis of the grievance/complaint.

Academic Grievance/Complaint

Step 1: Students who have academic concerns, complaints, or problems are expected to discuss them first with the involved faculty or staff member.
Step 2: If the issue is not resolved after this discussion, or if the issue is program-related, students should consult with the Program Director.
Step 3: If after discussion with the Program Director, the issue is not resolved, the student should submit the written grievance/complaint letter to complaint@bryanuniversity.edu. Academic grievances/complaints will be addressed by the Executive Director of Undergraduate Studies, who will respond within three business days.

Non-Academic Grievance/Complaint

Step 1: Non-academic concerns, complaints, or problems regarding a specific department or employee should be discussed directly with staff.
Step 2: If the issue is not resolved after this discussion, students should consult with the employee's supervisor/manager.
Step 3: If after discussion with the employee's supervisor/manager, the issue is not resolved, the student should submit the written grievance/complaint letter to complaint@bryanuniversity.edu. Non-academic grievances/complaints will be addressed by the Director/Leader of the department, who will respond within three business days.

Formal Grievance/Complaint

After you have followed the steps above first, students who feel that the issue is still unresolved may file a formal grievance/complaint with University Administration.

ATTN: Compliance Department Bryan University
350 West Washington Street, Suite 100
Tempe, AZ 85281
Email: compliance@bryanuniversity.edu

University Administration will review the submitted request and may schedule a personal interview with the student and/or staff or faculty involved with the issue. Interviews may be conducted in person or over the phone. The student will be informed, in writing, of any decision within ten (10) calendar days of receipt of the formal written grievance/complaint.

If the grievance/complaint cannot be resolved after exhausting the Institution's complaint/grievance procedure, the student may file a complaint with the:

Arizona State Board for Private Postsecondary Education
Physical Address: 1740 W. Adams, 3rd Floor, Phoenix, Arizona 85007
Phone: 602.542.5709 / Website: https://ppse.az.gov/
File a complaint via the following instructions: https://ppse.az.gov/resources/complaint-forms

Distance Education students who have completed the internal institutional grievance process and the applicable Arizona BPPE process, may appeal non-instructional complaints to the AZ SARA Council. For additional information on the complaint process, please visit the AZ SARA Complaint page: https://azsara.arizona.edu/complaints

Arizona Consumer Protection / Attorney General:
Physical Address: 1275 West Washington Street, Phoenix, Arizona 85007
File a complaint via the following site: https://www.azag.gov/complaints/consumer

Department of Education:
Physical address: 400 Maryland Avenue, SW. Washington, D.C. 20202
File a complaint via the following site: https://studentaid.gov/feedback-center/

Student Complaint Procedure: Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx.

Bryan University Title IX Policy

Bryan University is committed to maintaining a learning and working environment that is free from unlawful discrimination, harassment, and retaliation. In accordance with Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and/or activities, which extends to admission and employment. The College encourages individuals who have witnessed or experienced sex discrimination, sexual harassment (including sexual violence) to report it according to the procedures outlined in the full Title IX Policy located on the Bryan University website Consumer Information page at https://bryanuniversity.edu/consumer-info/consumer-info-home/.

Notice of Nondiscrimination

Bryan University is committed to diversity, and does not engage in discrimination based on race, sex, color, national origin, religion, age, disability, sexual orientation, or any other protected category.

Applicants with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance to the University. Bryan University will work with current and prospective students to determine whether reasonable accommodations can be effective and are available. The University is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Student Requests for Reasonable Accommodations

Current and enrolling students interested in requesting academic adjustment, auxiliary aids, or other accommodations to support a documented, qualified disability in an academic environment may contact the University Accessibility Services (UAS) department at UAS@bryanuniversity.edu.

- Requests should be made at least 2 weeks in advance of the date needed.
- UAS will respond within 2 business days of receiving the request.
- UAS will reply via email, sending a receipt confirmation and the "Request for Reasonable Accommodations" form.
- The student must complete the "Request for Reasonable Accommodations" form which documents the nature and extent of the disability, type of accommodations or auxiliary aids needed, and the date the requested support should begin.
- The student must provide documentation on letterhead from a licensed professional that supports their request for reasonable accommodations in their program's learning environment.
- All relevant materials must be sent to UAS@bryanuniversity.edu.
- UAS will review all application materials within 2 weeks of receipt and respond to the student with a proposal on possible reasonable accommodations.
- If reasonable accommodations are available, the student and UAS will review the agreement and sign off to put the accommodations plan into action.
- All accommodation plans will remain in confidential files in the UAS Office and be maintained by UAS staff.
- Students who disagree with any outcomes or decisions rendered regarding accommodation requests should follow the catalog "Grievance Procedure," submitting a statement of why and how the response should be modified.
- Please email UAS@bryanuniversity.edu for any inquiry regarding Student Disability Services or reasonable accommodations.

Use of ChatGPT or Other AI Tools

Bryan University recognizes the utility of artificial intelligence (AI) tools in both academic settings and as part of our daily lives. In an effort to support a robust learning environment that adapts to changing technologies, guidelines for engaging AI tools, such as ChatGPT, are described here.

Faculty may encourage students to develop their skills in using AI or leverage AI to help students learn about their fields or course content within online courses. This is at the faculty member's discretion. However, unless otherwise specified by the faculty member, all submissions, whether in draft or final form, to meet course requirements (including a paper, project, exam, computer program, oral presentation, or other work) must either be the student's own work, or must clearly acknowledge the source. Unless an instructor indicates

otherwise, the use of ChatGPT or other AI tools for course assignments is akin to receiving assistance from another person and raises the same concern as work that is not the student's own. Sanctions fall under those listed in the Code of Conduct.

Academic Honors and Awards

President's List

Students with a 4.0 GPA are placed on the President's List. Students who maintain this status in each term of their education receive recognition at graduation.

Dean's List

Students with a 3.5 to 3.9 GPA in a term are placed on the Dean's List.

General Education

The General Education (GE) curriculum is organized into six subject areas of written communication, oral communication, quantitative principles, physical sciences, social and behavioral sciences, humanities and fine arts.

Bryan University's GE courses are intended to provide students with a broader perspective of the world, thereby enabling them to advance personally, professionally, and develop a desire for lifelong learning. These courses are not focused on the intended occupational outcome of each program, but rather, explore the specific subject area of each GE course. The knowledge and skills gained in GE courses will naturally help students be better within their given occupation as the course topics relate to the development of critical thinking, problem solving, and analytical skills—all skills necessary for navigating life and a career effectively.

The program learning outcomes are:

- Effective communication skills
- Global awareness
- Cultural sensitivity
- Scientific and quantitative reasoning
- Critical analysis and logical thinking
- Problem Solving
- Information literacy

Programs identified as Occupational Associate Degrees must include the minimum number of GE credits as indicated for each program. See the detailed program information in this Catalog to determine the program specific GE requirements.

Programs identified as Associate of Arts degree programs and Bachelor degree programs must include the minimum number of GE credits as indicated for each program. See the detailed program information in this Catalog to determine the program specific GE requirements. Bryan University requires that students complete GE courses in written communication, oral communication, and quantitative principles. The remainder of the required GE courses must provide an appropriate balance of humanities and fine arts, social and behavioral sciences, and natural and physical sciences.

General Education Semester-Hour Courses

Written Communication

Course Code	Title	Credits
ENG-110S	English Composition I	3
ENG-112S	English Composition II	3
ENG-300S	Research and Writing II	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Oral Communication

Course Code	Title	Credits
COM-115S	Interpersonal Communication	3
COM-315S	Communication Ethics	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Quantitative Principles

Course Code	Title	Credits
MAT-110S	Algebra I	3
MAT-320S	Applied Statistics	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Humanities and Fine Arts

Course Code	Title	Credits
CRT-110S	Critical Thinking I	3
CRT-210S	Critical Thinking II	3
HUM-150S	Introduction to Popular Culture	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Social and Behavioral Sciences

Course Code	Title	Credits
PSY-101S	Psychological Foundations	3
ECO-300S	The Economics of Money	3
POL-200S	American Government and Politics	3
POL-300S	Studies in U.S. Political Science	3
SOC-210S	Technology and Society	3
SOC-300S	Social Psychology	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Natural and Physical Sciences

Course Code	Title	Credits
SCI-300S	Environmental Science	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Note: Prior to 5/9/2017, GE courses were categorized into three areas: mathematics and sciences, social sciences, and humanities. As such, GE course requirements for students who enrolled prior to this date may be different than what is reflected in this Catalog.

	Total Credits	54

2023/2024 Bryan University Academic Calendars

Semester Hour Programs – 8 Week Term Track A

Winter 2022-2023:	
November 28, 2022	Term Begins
December 26-30, 2022	Holiday Recess
January 16, 2023	Martin Luther King Day
January 27, 2023	Term Ends
Spring 2023:	
January 30, 2023	Term Begins
February 20, 2023	President's Day
March 24, 2023	Term Ends
March 27, 2023	Term Begins
May 19, 2023	Term Ends
Summer 2023:	
May 22, 2023	Term Begins
May 29, 2023	Memorial Day
June 19, 2023	Juneteenth

July 4, 2023	Independence Day
July 14, 2023	Term Ends
July 17, 2023	Term Begins
September 4, 2023	Labor Day
September 8, 2023	Term Ends
Fall 2023:	
September 11, 2023	Term Begins
October 9, 2023	Columbus Day or Indigenous People Day
November 3, 2023	Term Ends
Winter 2023-2024:	
November 6, 2023	Term Begins
November 10, 2023	Veteran's Day
November 23, 2023	Thanksgiving Holiday
December 25, 2023 – January 1, 2024	Holiday Recess
January 5, 2024	Term Ends
January 8, 2024	Term Begins
January 15, 2024	Martin Luther King Day
February 19, 2024	President's Day
March 1, 2024	Term Ends

Semester Hour Programs – 8 Week Term Track B

Winter 2022-2023:	
October 31, 2022	Term Begins
November 24-25, 2022	Thanksgiving Recess
December 26-30, 2022	Holiday Recess
December 30, 2022	Term Ends
January 2, 2023	Term Begins
January 16, 2023	Martin Luther King Day
February 20, 2023	President's Day
February 24, 2023	Term Ends
Spring 2023:	
February 27, 2023	Term Begins
April 21, 2023	Term Ends
April 24, 2023	Term Begins
May 29, 2023	Memorial Day
June 16, 2023	Term Ends
Summer 2023:	
June 19, 2023	Term Begins
June 19, 2023	Juneteenth
July 4, 2023	Independence Day
August 11, 2023	Term Ends
Fall 2023:	
August 14, 2023	Term Begins

September 4, 2023	Labor Day
October 6, 2023	Term Ends
October 9, 2023	Term Begins
October 9, 2023	Columbus Day or Indigenous People Day
November 10, 2023	Veteran's Day
November 23, 2023	Thanksgiving Holiday
December 1, 2023	Term Ends
Winter 2023-2024:	
December 4, 2023	Term Begins
December 25, 2023 – January 1, 2024	Holiday Recess
January 15, 2024	Martin Luther King Day
February 2, 2024	Term Ends

Bryan University Tuition and Fee Schedule

Bryan University Tuition and Fee Schedule

Tuition is charged by the academic year (every 32 weeks for semester hour programs). All undergraduate students are required to pay a nonrefundable $25 registration fee. Graduate students are required to pay a nonrefundable $50 registration fee. The beginning and ending dates for each term are listed in the school academic calendars. Late payments are subject to a $10 late fee. Tuition is refundable in accordance with the Refund Policy outlined in the course catalog. Payment plans (school deferral plans) are available and are reviewed during the financial aid process. Bryan University scholarship opportunities are listed in this catalog. Discounts are not provided for payments in advance of the normal payment schedule.

Personal Trainer Certificate

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,925.00	$7,450.00
Academic Year 2	$3,725.00	$3,725.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Personal Trainer Certificate program within the normal timeframe is approximately $18,650 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Business Administration Certificate

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,925.00	$7,450.00
Academic Year 2	$3,725.00	$3,725.00

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Business Administration Certificate program within the normal timeframe is approximately $18,650 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Paralegal Studies Certificate

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,925.00	$7,450.00
Academic Year 2	$3,725.00	$3,725.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Paralegal Studies Certificate program within the normal timeframe is approximately $18,650 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Medical Billing and Coding Certificate

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$11,000.00	Semester 1 = $7,450.00 Semester 2 = $3,550.00
Academic Year 2 (Partial)	$900.00	$900.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Medical Billing and Coding Certificate program within the normal timeframe is approximately $11,925 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

UX/UI and Graphic Design Certificate

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$9,850.00	Semester 1 = $7,450.00 Semester 2 = $2,400.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the UX/UI and Graphic Design Certificate program within the normal timeframe is approximately $9,875 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Clinical Medical Assistant Certificate

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,925.00	$7,450.00
Academic Year 2	$3,725.00	$3,725.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Clinical Medical Assistant Certificate program within the normal timeframe is approximately $18,650 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Pharmacy Technician Certificate

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,900.00	$7,450.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Pharmacy Technician Certificate program within the normal timeframe is approximately $14,925 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Associate of Arts in Applied Exercise and Fitness

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,925.00	$7,450.00
Academic Year 2	$14,900.00	$7,450.00
Academic Year 3 (partial)	$2,500.00	$2,500.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Associate of Arts in Applied Exercise and Fitness degree program within the normal timeframe is approximately $32,325 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Associate of Arts in Business Administration

(no longer accepting enrollment)

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,925.00	$7,450.00
Academic Year 2	$14,900.00	$7,450.00
Academic Year 3 (partial)	$4,100.00	$4,100.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Associate of Arts in Business Administration degree program within the normal timeframe is approximately $33,925 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re- entry fee is $25. Registration fee is $25.

Associate of Arts in Accounting

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,925.00	$7,450.00
Academic Year 2	$14,900.00	$7,450.00
Academic Year 3 (partial)	$4,100.00	$4,100.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Associate of Arts in Accounting degree program within the normal timeframe is approximately $33,925 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus

potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Associate of Arts in Human Resources Management

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,925.00	$7,450.00
Academic Year 2	$14,900.00	$7,450.00
Academic Year 3 (partial)	$4,100.00	$4,100.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Associate of Arts in Human Resources Management degree program within the normal timeframe is approximately $33,925 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re- entry fee is $25. Registration fee is $25.

Associate of Arts in Digital Marketing

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,925.00	$7,450.00
Academic Year 2	$14,900.00	$7,450.00
Academic Year 3 (partial)	$4,100.00	$4,100.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Associate of Arts in Digital Marketing degree program within the normal timeframe is approximately $33,925 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Associate of Arts in Graphic Design

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$16,700.00	$8,350.00
Academic Year 2	$15,400.00	$7,700.00
Academic Year 3 (partial)	$4,100.00	$4,100.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Associate of Arts in Graphic Design degree program within the normal timeframe is approximately $36,225 (included $25 registration fee). Each student is responsible for

making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Associate of Occupational Science in Health Information Management

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$16,700.00	$8,350.00
Academic Year 2	$15,400.00	$7,700.00
Academic Year 3 (partial)	$4,100.00	$4,100.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Associate of Occupational Science in Health Information Management degree program within the normal timeframe is approximately $36,225 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Associate of Arts in Paralegal Studies

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,925.00	$7,450.00
Academic Year 2	$14,900.00	$7,450.00
Academic Year 3 (partial)	$3,200.00	$3,200.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Associate of Arts in Paralegal Studies degree program within the normal timeframe is approximately $33,025 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Associate of Arts in Paralegal Studies and Litigation Technologies

(no longer accepting enrollment)

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,925.00	$7,450.00
Academic Year 2	$14,900.00	$7,450.00
Academic Year 3 (partial)	$3,200.00	$3,200.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Associate of Arts in Paralegal Studies and Litigation Technologies program within the normal timeframe is approximately $33,025 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Associate of Arts in Advanced Full Stack Web Development

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,925.00	$7,450.00
Academic Year 2	$14,900.00	$7,450.00
Academic Year 3 (partial)	$4,100.00	$4,100.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Associate of Arts in Advanced Full Stack Web Development degree program within the normal timeframe is approximately $33,925 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Associate of Arts in Administrative Medical Assisting

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,925.00	$7,450.00
Academic Year 2	$14,900.00	$7,450.00
Academic Year 3 (partial)	$3,200.00	$3,200.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Associate of Arts in Administrative Medical Assisting degree program within the normal timeframe is approximately $33,025 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Bachelor of Science in Exercise Science, Fitness, and Nutrition Management (Completion Degree)

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$8,000.00	$4,000.00
Academic Year 2	$4,000.00	$2,000.00
Academic Year 3 (Partial)	$1,550.00	$1,550.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete Bachelor of Science in Exercise Science, Fitness, and Nutrition Management completion degree program within the normal timeframe is approximately $13,550.00 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Bachelor of Science in Paralegal Studies and Litigation Technologies

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,925.00	$7,450.00
Academic Year 2	$14,900.00	$7,450.00
Academic Year 3	$10,200.00	$5,100.00
Academic Year 4	$5,000.00	$2,500.00
Academic Year 5	$4,000.00	$2,000.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete Bachelor of Science in Paralegal Studies and Litigation Technologies degree program within the normal timeframe is approximately $49,025 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Bachelor of Science in Healthcare Administration (Completion Degree)

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$8,000.00	$4,000.00
Academic Year 2	$4,000.00	$2,000.00
Academic Year 3 (Partial)	$1,550.00	$1,550.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete Bachelor of Science in Healthcare Administration completion degree program with concentrations in health information management systems or public health program within the normal timeframe is approximately $13,550 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

Bachelor of Science in Business Administration (Completion Degree)

Academic Year	Tuition Per Academic Year*	Tuition Per Semester/Term*
Academic Year 1	$10,000.00	$5,000.00
Academic Year 2	$5,000.00	$2,500.00
Academic Year 3 (Partial)	$1,550.00	$1,550.00
Books and courseware costs are included in the tuition.		

The total tuition cost for those who complete Bachelor of Science in Business Administration completion degree program with concentrations in accounting, digital marketing, or human resources management program within the normal timeframe is approximately $16,550 (included $25 registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Should the student require additional instruction resulting in the need to repeat classes, thus potentially extending the normal time to graduate, the student will be charged tuition and fees at a pro rata rate per semester not to exceed 150% of the total program credits or $3,200 per semester. Re-entry fee is $25. Registration fee is $25.

*An Alumni discount may be offered for this program. Alumni are defined by the University as individuals who have completed one of the Bryan University associate degree programs.

Master of Public Health

Academic Year	Tuition Per Academic Year	Tuition Per Semester
Academic Year 1	$14,900.00	$7,450.00
Academic Year 2 (Partial)	$10,100.00	$5,050.00
Required books, courseware, and lab supply costs are included in tuition above.		

The total tuition cost including books, courseware, and lab supplies for students who complete the Master of Public Health degree program within the normal timeframe is approximately $25,025 (includes registration fee). Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. Registration fee is $25 and is non-refundable. Re-entry fee is $25. The tuition charge for each additional 16-week semester beyond the normal time to complete is $3,200.

Veteran Tuition Addendum

The following additional information is applicable to veteran students only. Bryan University is proud to offer veterans a discount of $1,500 on any associate or master's degree program and $3,000 on any bachelor's degree program. The tuition below reflects this discount on tuition.

Many of Bryan University's programs include the ability for students to sit for industry certifications if the student so chooses. The cost of these certifications are not included in tuition. If a veteran student would like to sit for a certification, the student must pay for the exam and then submit the cost of the certification to the VA after completion for reimbursement by the VA at its discretion. The allocations for license exams are approximated below, as they are offered by third parties and may change from year to year. For a more detailed break out of tuition charges, please refer to the Bryan University Tuition and Fee Schedule located in this catalog.

Associate Degrees:
- **Applied Exercise and Fitness:** The total tuition cost for students who complete the applied exercise and fitness associate degree program within the normal timeframe is approximately $31,325. Third-party exam fees for the first attempt at NASM-CPT, NASM-GPTS and ACSM-GEI are approximately $650, which is not included in the cost of tuition. Approximately $2,500 of books and fees are included in the tuition.
- **Business Administration:** The total tuition cost for students who complete the business administration associate degree program within the normal timeframe is approximately $33,925. Third-party exam fees for the first attempt at Certified Associate in Project Management (CAPM®) certification or Associate Professional in Human Resources™ (aPHR™) certification are approximately $500, which is not included in the cost of tuition. Approximately $2,500 of books and fees are included in the tuition.
- **Digital Marketing:** The total tuition cost for students who complete the business administration associate degree program within the normal timeframe is approximately $33,925. Third-party exam fees for the first attempt at Hootsuite's Social Marketing Certification, Google Ads Certification, or Facebook Blueprint Certificate are approximately $500, which is not included in the cost of tuition. Approximately $2,500 of books and fees are included in the tuition.
- **Accounting:** The total tuition cost for students who complete the business administration associate degree program within the normal timeframe is approximately $33,925. Third-party exam fees for the first attempt at National Bookkeepers Association (NBA), Microsoft Excel certification, or QuickBooks certification are approximately $500, which is not included in the cost of tuition. Approximately $2,500 of books and fees are included in the tuition.
- **Health Information Technology:** The total tuition cost for students who complete the health information technology associate degree program within the normal timeframe is approximately $33,925. Third-party exam fees are through AHIMA for the CCA and once the program is accredited, for the RHIT and are approximately $200 and $230 respectively, which are not included in tuition. Approximately $2,500 of books and fees are included in the tuition.
- **Paralegal Studies and Litigation Technologies:** The total tuition cost for students who complete the litigation and e-discovery paralegal studies associate degree program within the normal timeframe is approximately $33,025. Thirty-party certifications for the NALA certified paralegal is $275, which is not included in tuition. Approximately $3,000 of books and fees are included in the tuition.
- **Advanced Full Stack Web Development:** The total tuition cost for students who complete the advanced full stack web development associate degree program within the normal timeframe is approximately $35,025. There are no third-party exams at this time. Approximately $2,500 of books and fees are included in the tuition.
- **Advanced Medical Billing, Coding and Electronic Health Records:** The total tuition cost for students who complete the advanced medical billing, coding and electronic health records associate degree

program within the normal timeframe is approximately $28,000. Third-party exam fees are through AHIMA for the CCA or CCS, which are approximately $200 each, which are not included in tuition. Approximately $2,500 of books and fees are included in the tuition.

Bachelor's Programs:

- **Paralegal Studies and Litigation Technologies:** The total tuition cost for students who complete paralegal, litigation support and e-discovery bachelor's degree program within the normal timeframe is approximately $49,025. Third-party certifications for the NALA certified paralegal are $275, which is not included in tuition. Approximately $6,000 of books and fees are included in the tuition.
- **Healthcare Administration**: The total tuition cost for students who complete Bachelor of Science in healthcare administration degree program within the normal timeframe is approximately $13,550. There are no third-party exams at this time. Approximately $2,000 of books and fees are included in the tuition.

In accordance with 38 USC 3679(e), any covered individual may attend or participate in the course of education during the period beginning on the date on which the individual provides to Bryan University a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans' Affairs (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to Bryan University.
- 90 days after the date the Bryan University certified tuition and fees following the receipt of the certificate of eligibility.

Bryan University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a **covered individual** borrow additional funds, on any **covered individual** because of the individual's inability to meet his or her financial obligations to Bryan University due to the delayed disbursement of funding from the VA under chapter 31 or 33.

NOTE: A **covered individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill[®] benefits.

Degrees & Certificates

Business Programs

Business Administration

Degree Type
Certificate
30 credits, 10 months
Program Objectives

The Business Administration Certificate introduces students to the various functional areas of general business and Microsoft Office products. Hands-on, practical experience is the focus of the program enabling students to gain real world application using Microsoft Excel within a Virtual Laboratory allowing students to solve problems that simulate those issues encountered in the modern business marketplace.

The program is designed to meet the increasing industry demand for professionals in general business-related positions. This certificate provides students with the tools necessary to gain employment in bookkeeping and related accounting occupations. In this program, students acquire the needed skills in preparation for passing certified exam such as the Microsoft Excel Specialist Certification. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

Following the completion of this program, students will be able to:

- Effectively communicate in the business environment the various elements of a business operation.
- Apply marketing and social media strategies to create content for the digital environment which is culturally unbiased.
- Compile and prepare accurate financial information for analysis and informed business decision making.
- Perform accounting and reporting functions using Excel.
- Critically analyze and apply problem solving and logical thinking skills to a variety of bookkeeping tasks.
- Demonstrate competency in communication skills required for the business professional.

Employment Opportunities

The following is a list of occupations and organizations that one could pursue for employment:

- AP Clerk
- AR Clerk Bookkeeper
- Office Administrator Payroll Clerk
- Office Clerk
- Bill and Account Collector
- Social Media Coordinator
- Marketing Coordinator
- Sales Representative
- Administrative Assistant

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 41-9099.00 – Sales and Related Workers

- 43-3011.00 – Bill and Account Collectors
- 43-3031.00 – Bookkeeping/Accounting Clerk
- 43-9061.00 – Office Clerks, General
- 43-3051.00 – Payroll Clerk
- 43-4051.00 – Customer Service Representatives
- 43-6014.00 – Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion

In order to graduate and receive a Business Administration Certificate, a student must earn a minimum of 30 credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better. Students who elect to do so may also take the Microsoft Excel Specialist Certification, which completion of is not required to graduate. One attempt at each certification is included in tuition costs; passing scores are not required for graduation.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	BUS-105/UNV-101S (First 8 weeks) BUS-220/MAT-110S (Second 8 weeks)
Term 2	BUS-145/BUS-130 BUS-110/BUS-115
Term 3	BUS-140/BUS-120

Core Courses

Course Code	Title	Credits
UNV-101S	Student Success and Technology Foundations	3
BUS-105	Introduction to Business	3
BUS-110	Workplace Technologies	3
BUS-115	Business Math	3
BUS-120	Accounting Principles I	3
BUS-130	Microsoft Excel I	3
BUS-140	Introduction to Digital Marketing and Social Media	3
BUS-145	Business Communications	3
BUS-220	Management Principles	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
MAT-110S	Algebra I	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Total Credits		**30**

Accounting

Degree Type
Associate of Arts
60 credits, 20 months
Program Objectives

The Associate of Arts degree in Accounting is designed to meet the increasing industry demand for business professionals in accounting. Accounting serves as a universal base that allows one to talk "the language of business." With the right accounting skills graduates can position themselves for success in almost any sector or industry. Students develop real-world, employer-demanded skills in payroll, banking, reporting, and record keeping allowing them to become an asset to any company. In this program, students acquire the knowledge and skills in preparation for passing exams such as the Microsoft Excel Associate exam, as well as the National Bookkeepers Association (NBA) certification exams in bookkeeping, accounting, tax, and QuickBooks. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

The program learning outcomes are:

- Students will prepare accounting information for business reports and tax preparation.
- Students will use Generally Accepted Accounting Principles (GAAP) in performing accounting entries in accord with global/US standards.
- Students will examine diverse perspectives and promote inclusion in business settings.
- Students will perform basic accounting calculations according to the degree level.
- Students will analyze business-related financial functions that apply to the preparation of financial statements.
- Students will use accepted accounting standards to solve business issues.
- Students will identify and interpret relevant accounting data and information to support managerial decisions.

Following the completion of this program, students will be able to:

- Prepare accounting information for business reports and tax preparation.
- Identify and interpret relevant accounting data and information to support managerial decisions.
- Critically analyze business-related financial functions that apply to the preparation of financial statements.
- Examine diverse perspectives and promote inclusion in business settings.
- Perform basic accounting calculations.
- Develop and utilize essential reporting tools to demonstrate proficiency in accounting and bookkeeping functions.

Employment Opportunities

The following is a list of occupations and organizations that one could pursue for employment:

- Accounts Receivable Clerk
- Accounting Assistant
- Billing Clerk
- Bookkeeper
- Payroll Clerk
- Tax Preparer

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 13-2082.00 – Tax Preparers
- 43-3031.00 – Bookkeeping/Accounting Clerk
- 43-3051.00 – Payroll Clerk
- 43-3011.00 – Bill and Account Collectors
- 43-9061.00 – Office Clerks, General

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion

In order to graduate and receive an Associate of Arts in Accounting, a student must earn a minimum of 60 credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	BUS-105/UNV-101S (First 8 weeks)
	BUS 220/MAT-110S (Second 8 weeks)
Term 2	BUS-145/BUS-130
	BUS-110/BUS-115
Term 3	BUS-140/BUS-120
	BUS-125/ENG-110S
Term 4	BUS-245/BUS-230
	BUS-200/ENG-112S
Term 5	BUS-257/CRT-110S
	BUS-265/COM-115S

Core Courses

Course Code	Title	Credits
UNV-101S	Student Success and Technology Foundations	3
BUS-105	Introduction to Business	3
BUS-110	Workplace Technologies	3
BUS-115	Business Math	3
BUS-120	Accounting Principles I	3
BUS-125	Accounting Principles II	3
BUS-130	Microsoft Excel I	3
BUS-140	Introduction to Digital Marketing and Social Media	3
BUS-145	Business Communications	3
BUS-200	Business Analytics Reporting	3
BUS-220	Management Principles	3
BUS-230	Legal and Ethical Issues in Business	3
BUS-245	Introduction to Human Resources Management	3
BUS-257	Accounting Practice with QuickBooks	3
BUS-265	Fundamentals of Taxation	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
CRT-110S	Critical Thinking I	3
COM-115S	Interpersonal Communication	3
ENG-110S	English Composition I	3
ENG-112S	English Composition II	3
MAT-110S	Algebra I	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	**60**

Business Administration

Degree Type
Associate of Arts
60 credits, 20 months

(No longer accepting enrollments)
Program Objectives

The Associate of Arts degree in Business Administration introduces students to the various functional areas of business organizations to include finance and accounting, marketing, and information systems with additional

focus on human resources and project management. In addition, the curriculum facilitates the development of leadership skills and core competencies in critical thinking and problem solving, project management, communication, teamwork, and ethics.

The program is designed to meet the increasing industry demand for professionals in virtually every aspect of business. The program blends practical and theoretical applications into a well-rounded and topical business curriculum, preparing students to tackle today's most interesting business challenges, from entrepreneurship to basic operations management. Additionally, students acquire the needed skills in preparation for passing certified exams such as the Certified Associate in Project Management (CAPM®) certification and Associate Professional in Human Resources™ (aPHR™) certification. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

Following the completion of this program, students will be able to:

- Communicate effectively in business reports and messaging.
- Critically think through and utilize appropriate sources of business information to support business objectives.
- Evaluate ideas and data to solve problems and develop solutions for business issues.
- Examine diverse perspectives and promote inclusion in business settings.
- Develop information literacy and be able to perform business calculations for maximum business performance.
- Apply sound management principles to aid in business functions with a wide cultural base.

Employment Opportunities

The following is a list of occupations and organizations that one could pursue for employment:

- Account Development Manager
- Business Development
- Associate Executive Assistant
- Human Resources Generalist
- Associate Project Manager

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 11-1021.00 – General and Operations Managers
- 43-4161.00 – Human Resources Assistants, Except Payroll and Timekeeping
- 11-3011.00 – Administrative Services Managers
- 43-3031.00 – Bookkeeping/Accounting Clerk
- 43-3051.00 – Payroll Clerk

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion

In order to graduate and receive an Associate of Arts in Business Administration, a student must earn a minimum of 60 credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better. Students who elect to do so may take the Certified Associate in Project Management (CAPM®)

certification and Associate Professional in Human Resources™ (aPHR™) certification, which completion of is not required to graduate. Funding for one attempt at select certifications is included in tuition costs; passing scores are not required for graduation.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	BUS-105/UNV-101S (First 8 weeks)
	BUS-220/MAT-110S (Second 8 weeks)
Term 2	BUS-145/BUS-130
	BUS-110/BUS-115
Term 3	BUS-140/BUS-120
	BUS-125/ENG-110S
Term 4	BUS-245/BUS-230
	BUS-200/ENG-112S
Term 5	BUS-247/CRT-110S
	BUS-250/COM-115S

Core Courses

Course Code	Title	Credits
UNV-101S	Student Success and Technology Foundations	3
BUS-105	Introduction to Business	3
BUS-110	Workplace Technologies	3
BUS-115	Business Math	3
BUS-120	Accounting Principles I	3
BUS-125	Accounting Principles II	3
BUS-130	Microsoft Excel I	3
BUS-140	Introduction to Digital Marketing and Social Media	3
BUS-145	Business Communications	3
BUS-200	Business Analytics Reporting	3
BUS-220	Management Principles	3
BUS-245	Introduction to Human Resources Management	3
BUS-230	Legal and Ethical Issues in Business	3
BUS-247	Performance Management: Talent Development & Employee Relations	3
BUS-250	Introduction to Project Management	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
CRT-110S	Critical Thinking I	3
COM-115S	Interpersonal Communication	3
ENG-110S	English Composition I	3
ENG-112S	English Composition II	3
MAT-110S	Algebra I	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	60

Digital Marketing

Degree Type
Associate of Arts
60 credits, 20 months
Program Objectives

The Associate of Arts in Digital Marketing introduces students to the various functional areas of business organizations to include finance and accounting, marketing, and information systems with a strong focus in digital marketing. In addition, the curriculum facilitates the development of leadership skills and core competencies in critical thinking and problem solving, project management, communication, teamwork, and ethics.

The program is designed to meet the increasing industry demand for business professionals in digital marketing. Students acquire the needed skills in preparation for passing certified exams such as Hootsuite's Social Marketing Certification, Google Ads Certification, and Facebook Blueprint Certificate. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

The program learning outcomes are:

- Students will develop appropriate messaging for the digital environment.
- Students will explore marketing strategies appropriate for local, national, and global markets.
- Students will use culturally appropriate and ethically sound methods to develop digital marketing strategies.
- Students will analyze quantitative data to make decisions.
- Students will evaluate marketing strategies for the digital environment.
- Students will use marketing analytics and data to support strategies for the digital environment.
- Students will collect and analyze information to appropriately develop digital marketing strategies.

Following the completion of this program, students will be able to:

- Develop and utilize appropriate messaging for the digital environment.
- Collect, critically think through, and analyze information to appropriately develop digital marketing strategies.
- Evaluate marketing strategies for the digital environment.
- Utilize culturally appropriate and ethically sound methods to develop digital marketing strategies.

- Analyze quantitative data to make decisions.
- Apply marketing strategies to create content for the digital environment.

Employment Opportunities

The following is a list of occupations and organizations that one could pursue for employment:

- Social Media Coordinator
- Digital Marketing Specialist
- Marketing Coordinator
- Sales Representative
- Customer Service Representative

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 15-1199.10 – Search Marketing Strategist
- 13-1199.06 – Online Marketing Specialist
- 41-9099.00 – Sales and Related Workers
- 43-4051.00 – Customer Service Representatives

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion

In order to graduate and receive an Associate of Arts degree in Digital Marketing, a student must earn a minimum of 60 credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better. Students who elect to do so may take Hootsuite's Social Marketing Certification, Google Ads Certification, or Facebook Blueprint Certification which completion of is not required to graduate. Funding for one attempt at select certifications is included in tuition costs; passing scores are not required for graduation.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	BUS-105/UNV-101S (First 8 weeks)
	BUS-220/MAT-110S (Second 8 weeks)
Term 2	BUS-145/BUS-130
	BUS-110/BUS-115
Term 3	BUS-140/BUS-120
	BUS-125/ENG-110S
Term 4	BUS-245/BUS-230
	BUS-200/ENG-112S
Term 5	BUS-235/CRT-110S
	BUS-240/COM-115S

Core Courses

Course Code	Title	Credits
UNV-101S	Student Success and Technology Foundations	3
BUS-105	Introduction to Business	3
BUS-110	Workplace Technologies	3
BUS-115	Business Math	3
BUS-120	Accounting Principles I	3
BUS-125	Accounting Principles II	3
BUS-130	Microsoft Excel I	3
BUS-140	Introduction to Digital Marketing and Social Media	3
BUS-145	Business Communications	3
BUS-200	Business Analytics Reporting	3
BUS-220	Management Principles	3
BUS-230	Legal and Ethical Issues in Business	3
BUS-235	Digital Marketing	3
BUS-240	Applied Digital Marketing	3
BUS-245	Introduction to Human Resources Management	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
CRT-110S	Critical Thinking I	3
COM-115S	Interpersonal Communication	3
ENG-110S	English Composition I	3
ENG-112S	English Composition II	3
MAT-110S	Algebra I	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	**60**

Human Resources Management

Degree Type
Associate of Arts
60 credits, 20 months
Program Objectives

The Associate of Arts degree in Human Resources Management introduces students to the science of managing human resources in business organizations. The program covers the core areas of human resource management competencies of human relations, principles of human resources management, employment law and business ethics, compensation and benefits, and training and development. In addition, the curriculum teaches students basic, general business skills and facilitates the development of leadership skills and core competencies in critical thinking and problem solving, communication, teamwork, and ethics.

The program is designed to meet the increasing industry demand for HR professionals in virtually every industry. The program blends practical and theoretical applications into a well-rounded and topical business and HR curriculum, preparing students to tackle today's most interesting business challenges. Additionally, students acquire the needed skills in preparation for passing certified exams such as the Associate Professional in Human Resources™ (aPHR™) certification. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

The program learning outcomes are:

- Students will communicate effectively in business reports and messaging.
- Students will explore local, national, and international labor issues.
- Students will examine diverse perspectives and promote inclusion in hiring practices and employee management.
- Students will be able to perform business calculations for effective human resources management.
- Students will evaluate ideas and data to develop solutions for HR management.
- Students will apply sound human resources principles to promote organizational effectiveness.
- Students will use appropriate sources of business information for effective human resources functions.

Following the completion of this program, students will be able to:

- Communicate effectively in business reports and messaging.
- Utilize appropriate sources of business information to human resources functions.
- Logistically and critically evaluate ideas and data to develop solutions for HR management.
- Examine diverse perspectives and promote inclusion in hiring practices and employee management.
- Apply sound human resources principles to business functions.
- Perform essential business calculations for maximum human resources management.

Employment Opportunities

The following is a list of occupations and organizations that one could pursue for employment:

- Human Resources Generalist
- Benefits Assistant
- Assistant Recruiter
- Payroll Assistant

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 11-1021.00 – General and Operations Managers
- 43-4161.00 – Human Resources Assistants, Except Payroll and Timekeeping
- 11-3011.00 – Administrative Services Managers
- 43-3031.00 – Bookkeeping/Accounting Clerk
- 43-3051.00 – Payroll Clerk

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion

In order to graduate and receive an Associate of Arts degree in Human Resources Management, a student must earn a minimum of 60 credits for the courses in the curriculum and have a cumulative grade point

average of 2.0 or better. Students who elect to do so may take Associate Professional in Human Resources™ (aPHR™) certification, which completion of is not required to graduate. Funding for one attempt at select certifications is included in tuition costs: passing scores are not required for graduation.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	BUS-105/UNV-101S (First 8 weeks)
	BUS220/MAT-110S (Second 8 weeks)
Term 2	BUS-145/BUS-130
	BUS-110/BUS-115
Term 3	BUS-140/BUS-120
	BUS-125/ENG-110S
Term 4	BUS-245/BUS-230
	BUS-200/ENG-112S
Term 5	BUS-247/CRT-110S
	BUS-252/COM-115S

Core Courses

Course Code	Title	Credits
UNV-101S	Student Success and Technology Foundations	3
BUS-105	Introduction to Business	3
BUS-110	Workplace Technologies	3
BUS-115	Business Math	3
BUS-120	Accounting Principles I	3
BUS-125	Accounting Principles II	3
BUS-130	Microsoft Excel I	3
BUS-245	Introduction to Human Resources Management	3
BUS-140	Introduction to Digital Marketing and Social Media	3
BUS-145	Business Communications	3
BUS-200	Business Analytics Reporting	3
BUS-220	Management Principles	3
BUS-230	Legal and Ethical Issues in Business	3
BUS-247	Performance Management: Talent Development & Employee Relations	3
BUS-252	Introduction to Compensation and Benefits	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
CRT-110S	Critical Thinking I	3
COM-115S	Interpersonal Communication	3
ENG-110S	English Composition I	3
ENG-112S	English Composition II	3
MAT-110S	Algebra I	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	**60**

Business Administration (Completion Degree)

Degree Type
Bachelor of Science
With concentrations in Accounting, Digital Marketing, Human Resources Management

120 credits, 20 months
Program Objectives

The Bachelor of Science in Business Administration completion program with concentrations in Accounting, Digital Marketing, and Human Resources Management is designed to prepare students for positions in business and industry to meet the business challenges of the 21st century. The program focuses on the skills related to the functional areas of business including accounting and finance, social media marketing, international business, organizational behavior, and strategic management. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

This program prepares students for a deeper understanding of the concepts and theories associated with business administration.

The program learning outcomes are:

- Students will prepare and deliver effective business communications using a variety of appropriate technologies.
- Students will examine global markets and industries and their relationship to domestic business issues.
- Students will evaluate diverse perspectives and promote inclusion in business settings.
- Students will use quantitative skills to solve business problems and discover opportunities.
- Students will use analytical and reflective thinking to identify and analyze problems, develop solutions, and make decisions.
- Students will solve business problems and identify opportunities using innovative and strategic management skills.
- Students will evaluate relevant business data and information to support managerial decisions.

Students who successfully graduate from the Bryan University Associates of Arts degree in Accounting, or Digital Marketing, or Human Resources Management, or Business Administration programs may transfer all 60

credits of those programs into the Bachelor of Science in Business Administration completion program. Other applicable associate degree programs may also be considered for a block transfer into this baccalaureate completion program.

All students in the Bachelor of Science in Business Administration program complete a core curriculum in economics and finance, operation management, management and leadership science, marketing, and organizational behavior for success in business settings including entrepreneurship, small business management, corporate settings, and government.

Graduates of the core Business Administration program are prepared to meet the ongoing challenges facing businesses in the 21st century. Students may choose from the following concentrations in the Bachelor of Science in Business Administration program:

Accounting Concentration

The BSBA in Accounting concentration prepares students to meet modern business challenges with robust skills in accounting. Students will learn how to prepare financial statements, perform cost analyses, examine investments, prepare tax reporting, and other accounting topics.

Digital Marketing Concentration

The BSBA in Digital Marketing concentration prepares students for careers in digital marketing strategy, including skills in social media for marketing & advertising, and publishing for the web. The concentration in Digital Marketing curriculum is designed to help prepare students to become employable as creative and adaptable media marketers to effectively promote businesses in digital environments.

Human Resources Management Concentration

The BSBA in Human Resources Management concentration prepares students to lead businesses in the 21st century. The concentration in human resources management focuses on teaching students the knowledge, skills, and abilities to manage and lead complex organizations in the global business environment with the critical, analytical, and interpersonal skills needed for an ever-changing workforce. Students will learn how to manage remote teams and collaborations, negotiate and resolve conflicts, talent acquisition, design compensation and benefits systems, and workforce planning and strategy.

Employment Opportunities

The following is a list of career occupations you could pursue. This is merely a sample of the myriad opportunities available to people with this academic preparation. Position titles continue to emerge and change in the industry. Opportunities include and are not limited to:

Accounting Career Opportunities
- Accounting Information System Specialist
- Accounting Technician
- Accounts Payable / Receivable Clerk
- Actuarial Accountant/Insurance Accountant
- Asset Management Analyst
- Audit Staff Accountant
- Bookkeeper
- Budget Analyst
- Business Valuation Specialist
- Certified Financial Planner
- Comptroller/Financial Controller

- Cost Accountant
- Environmental Accountant/Sustainability Measurement
- Finance Manager
- Financial Analyst
- Forensic Accountant
- Leasing Associate
- Loan Officer
- Management Analyst
- Payroll Specialist
- Portfolio Administrator
- Private Equity Analyst
- Real Estate Appraiser
- Revenue Accountant
- Staff Accountant
- Tax Accountant
- Tax Preparer
- Trust Accounts Administrator

Digital Marketing Career Opportunities
- Brand Manager
- Client Experience Journey Analyst
- Community Standards Coordinator
- Content and Marketing Copywriter
- Content Strategist
- Creative Asset Manager
- Data Analysts
- Demand Generation Strategy Analyst
- Digital Marketing Manager
- Ecommerce Marketing Analyst
- Email Marketing Specialist
- Integrated Marketing Communications Specialist
- Internet of Things Marketing Specialist
- Marketing and Communications Specialist
- Marketing Automation and Campaign Manager
- Marketing Data Analyst
- Product Marketing Analyst
- Sales Representative
- Search Engine Optimization & Management
- Social Media Coordinator
- User Acquisition Manager
- User Experience Designer
- Virtual Reality Developer
- Web and Digital Manager

Human Resources Management Career Opportunities
- Branch Manager
- Buyer
- Community Manager
- Customer Service Representative
- City Manager

- Employment Administrator
- HR Analyst
- HR Assistant
- HR Business Partner
- HR Specialist
- Leasing Consultant
- Management Analyst
- Office Administrator
- Operations Manager
- Marketing Manager
- Payroll Administrator
- Payroll and Benefits Manager
- Property Manager
- Record Management Specialist
- Retail Sales Manager
- Risk Management Specialist
- Sales Representative
- Self-Employed Business Owner
- Staffing Coordinator/Recruiter
- Talent and Culture Coordinator
- Utilization Management Analyst
- Workforce Analyst

The following is a list of example organizations in which one could pursue employment:

- Accounting Firms
- Insurance Companies
- Banks and Credit Unions
- Advertising Companies
- Social Media Management Companies
- Non-Profit
- Federal, State, and City Governments
- Industry Advisory Boards
- Healthcare Organizations, Hospitals, Medical Clinics, and Practitioner Offices
- Commercial Organizations
- Retail Industry
- Broadcasting Industry and Organizations including Digital Cable Industry
- K-20 Educational Institutions
- Industrial Manufacturing Companies
- Educational and Business Alliance Oversight Organizations
- Employment & Staffing Agencies
- High Technology Companies including HW, MW, and SW
- Housing Complexes and Oversight Organizations
- Finance and Banking Organizations

Standard Occupational Classification (SOC)* Codes

include, and are not limited to, the following:

- 11-1021 – General and Operations Manager
- 11-1011 – Chief Executives
- 11-2011 – Advertising and Promotions Managers

- 11-2021 – Marketing Managers
- 11-2022 – Sales Managers
- 11-2032 – Public Relations Managers
- 11-2033 – Fundraising Managers
- 11-3012 – Administrative Services Managers
- 11-3031 – Financial Managers
- 11-3061 – Purchasing Managers, Buyers, and Purchasing Agents
- 11-3111 – Compensation and Benefits Managers
- 11-3121 – Human Resources Managers
- 11-3131 – Training and Development Managers
- 11-9072 – Entertainment and Recreation Managers
- 11-9151 – Social and Community Service Managers
- 13-1030 – Claims Adjusters, Appraisers, Examiners, and Investigators
- 13-1040 – Compliance Officers
- 13-1051 – Cost Estimator
- 13-1071 – Human Resources Specialists
- 13-1075 – Labor Relations Specialists
- 13-1081 – Logisticians
- 13-1111 – Management Analysts
- 13-1121 – Meeting, Convention, and Event Planners
- 13-1130 – Fundraisers
- 13-1141 – Compensation, Benefits, and Job Analysis Specialists
- 13-1151 – Training and Development Specialists
- 13-1161 – Market Research Analysts and Marketing Specialists
- 13-1161.01 – Search Marketing Strategists
- 13-1199 – Business Operations Specialists
- 13-2011 – Accountants and Auditors
- 13-2020 – Property Appraisers and Assessors
- 13-2051 – Financial Analyst
- 13-2052 – Financial Advisors
- 13-2053 – Insurance Underwriter
- 13-2061 – Financial Examiner
- 13-2072 – Labor Loan Officer
- 13-2081 – Tax Examiners and Collectors, and Revenue Agents
- 15-1255 – Web and Digital Interface Designer
- 15-1299.06 – Digital Forensics Analysts
- 17-1021 – Cartographers and Photogrammetrists
- 21-1093 – Social and Human Service Assistants
- 27-1014 – Special Effects Artists and Animators
- 27-2012 – Producers and Directors
- 27-3023 – News Analysts, Reporters, and Journalists
- 27-4032 – Film and Video Editors
- 41-1010 – First-Line Supervisors of Sales Workers
- 41-3000 – Sales Representatives, Services
- 43-1011 – First-Line Supervisors of Office and Administrative Support Workers
- 43-3051 – Payroll and Timekeeping Clerks
- 43-4161 – Human Resources Assistants, Except Payroll and Timekeeping
- 43-9031 – Desktop Publishers
- 49-1000 – Supervisors of Installation, Maintenance, and Repair Workers
- 51-5111 – Prepress Technicians and Workers
- 51-5112 – Printing Press Operators

- 51-9151 – Photographic Process Workers and Processing Machine Operators

*Detailed information regarding classifications can be found at http://www.onetonline.org.

Program Completion

In order to graduate and receive a Bachelor of Science in Business Administration degree with an Accounting concentration, Digital Marketing concentration, or Human Resources Management concentration, students must earn a minimum of 120 credits (60 credits for the courses in the Bachelor of Science in Business Administration curriculum in addition to a block transfer with a minimum of 60 credits), and have a cumulative grade point average (CGPA) of 2.0 or better.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	MGT-350/COM-315S (First 8 weeks) MGT-365/MAT-300S (Second 8 weeks)
Term 2	BUS-320/BUS-335 BUS-330/BUS-310
Term 3	BUS-350/BUS-340 MGT-450/SCI-300S
Term 4	BUS-420/ENG-300S BUS-425/POL-300S
Term 5	BUS-430/BUS-465 BUS-445/BUS-499
OR	
Term 4	BUS-435/ENG-300S BUS-450/POL-300S
Term 5	BUS-460/BUS-470 BUS-480/BUS-499
OR	
Term 4	MGT-420/ENG-300S MGT-430/POL-300S
Term 5	MGT-445/MGT-446 MGT-447/BUS-499

Core Courses

Course Code	Title	Credits
BUS-310	Business Economics	3
BUS-320	Information Systems and Data Management	3
MGT-350	Organizational Behavior and Management	3
BUS-330	Strategic Operations Management	3
MGT-365	Human Resource Management and Strategy	3
BUS-335	International Business	3
BUS-350	Finance	3
BUS-340	Organizational Change and Innovation	3
MGT-450	Management Strategies	3
	BUS/MGT Concentration Courses	18
	BUS/MGT Block Transfer	60

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Accounting Concentration Courses

Course Code	Title	Credits
BUS-420	Intermediate Accounting I	3
BUS-425	Intermediate Accounting II	3
BUS-430	Cost and Managerial Accounting	3
BUS-465	Tax and Business Taxation	3
BUS-445	Auditing	3
BUS-499	Business Capstone	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Digital Marketing Concentration Courses

Course Code	Title	Credits
BUS-435	Marketing and the Digital Marketplace	3
BUS-450	Integrated Marketing Communications	3
BUS-460	Consumer Behavior and Data Analytics	3
BUS-470	Advertising and Promotional Strategy	3
BUS-480	Digital Media Analytics	3
BUS-499	Business Capstone	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Human Resources Management Concentration Courses

Course Code	Title	Credits
MGT-420	Employee Training & Development	3
MGT-430	HR Employment Law	3
MGT-445	Talent Acquisition	3
MGT-446	Compensation and Benefits Management	3
MGT-447	Strategic Workforce Planning	3
BUS-499	Business Capstone	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
ENG-300S	Research and Writing II	3
POL-300S	Studies in U.S. Political Science	3
COM-315S	Communication Ethics	3
MAT-300S	Statistics I	3
SCI-300S	Environmental Science	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	120

General Education Course Requirements

This Bachelor of Science in Business Administration completion degree program requires students to complete 15 general education credits and apply an additional 15 general education credits through appropriate transfer, for a minimum total of 30 general education semester credit hours. Bryan University preschedules all general education courses within each program. A student's schedule may reflect general education courses different than the ones listed above, however, the Bryan University Registrar works to ensure students meet all general education requirements by the expected time of graduation. Refer to the General Education section of this Catalog for specific general education requirements.

Computer Science Programs

Advanced Full Stack Web Development

Degree Type
Associate of Arts
60 credits, 20 months
Program Objectives

The Associate of Arts in Advanced Full Stack Web Development program builds upon the education obtained from the Full Stack Certificate program as well as introducing additional curriculum including advanced and supporting technologies and theory to provide a well-rounded web development associate-level education, including learning a second programming language, Python.

The program provides project building opportunities to students throughout the curriculum, facilitates the creation of a portfolio to showcase specific projects completed that can be used for future employment opportunities, and culminates in a capstone course and project where students utilize the knowledge they have gained over the course of the program. Security architectures and best practices are included as factors to be considered during design, development, and deployment.

The program is designed to meet the increasing industry demand for web development professionals. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

Following the completion of this program, students will be able to:

- Utilize problem solving skills within various disciplines of web development: programming, communication, and testing.
- Further database development practices.
- Demonstrate literacy of key project management methodologies.
- Utilize project management tools and techniques in the architecture of web applications.
- Use logical thinking to identify and decompose user requirements from use cases, user stories and user/stakeholder interviews into actionable program design elements.
- Incorporate security best practices throughout the full stack during the design and construction of web applications.
- Utilize design patterns, data structures, and algorithms to improve web applications.
- Implement End-to-End (e2e) Testing strategies inclusively for both JavaScript and Python applications.

Employment Opportunities

The following is a list of occupations and organizations that one could pursue for employment:

- Web Developer
- Software Developer
- JavaScript Developer
- Full Stack Web Developer
- Full Stack Python Developer
- Front End Developer
- Back End Developer
- Quality Assurance Engineer

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 15-1251 – Computer Programmers
- 15-1254 – Web Developers
- 15-1255 – Web and Digital Interface Designers
- 15-1199.01 – Software Quality Assurance Engineers and Testers
- 15-1199.03 – Web Administrators

*Detailed information surrounding these classifications can be found at the following website: www.bls.gov.

Program Completion

In order to graduate and receive an Associate of Arts in Advanced Full Stack Web Development, a student must earn a minimum of 60 credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	UNV-101T/FSW-105 (First 8 weeks)
	FSW-100/FSW-110 (Second 8 weeks)
Term 2	FSW-113/FSW-115
	FSW-123/FSW-125
Term 3	FSW-135/FSW-140
	AFS-200/COM-115S
Term 4	AFS-205/MAT-110S
	AFS-210/CRT-110S
Term 5	AFS-215/ENG-110S
	AFS-220/ENG-112S

Core Courses

Course Code	Title	Credits
UNV-101T	Student Success, Soft Skills, and Technology Foundations	3
FSW-100	Introduction to Web Development - HTML, CSS, and Linux	3
FSW-105	Fundamentals Programming for the Web - JavaScript	3
FSW-110	Document Object Model	3
FSW-113	Javascript II - Intermediate Programming	3
FSW-115	Communication Over the Web - HTTP, AJAX, & APIs	3
FSW-123	Interactive User Interfaces - React	3
FSW-125	Server-Side Programming - Node & Express	3
FSW-135	NoSQL Databases and the Web - MongoDB & Mongoose	3
FSW-140	Relational Databases and the Web - MySQL & PostgreSQL	3
AFS-200	Object-Oriented Programming & the Web - Python & Django	3
AFS-205	Web Infrastructure & Server Deployment - NGINX, Apache, & Docker	3
AFS-210	Data Structures & Algorithms	3
AFS-215	Testing - Unit, Integration & End-to-End	3
AFS-220	Capstone	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
CRT-110S	Critical Thinking I	3
COM-115S	Interpersonal Communication	3
ENG-110S	English Composition I	3
ENG-112S	English Composition II	3
MAT-110S	Algebra I	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	60

Exercise Science Programs

Personal Trainer

Degree Type
Certificate
30 credits, 10 months
Program Objectives

The Personal Trainer Certificate Program prepares students for entry-level employment in the expanding fields of personal training and health and fitness. Graduates of the program will have the knowledge and skills needed to work with clients in a wide variety of health and wellness environments. This program requires the completion of practicum assignments, which require students to complete hands-on demonstrations.

Following the completion of this program, students will be able to:

- Apply knowledge of anatomy, physiology, and biomechanics to training strategies.
- Help problem solve with future clients the impact of nutrition on the human body.
- Perform fitness assessments on a wide range of clientele.
- Create individualized exercise programs based on assessment, client need, while remaining cognizant of cultural differences.
- Perform foundational, advanced, and sport-specific movement patterns and exercises.
- Teach foundational, advanced, sport-specific movement patterns and exercises.
- Use current sales techniques to skillfully and critically ask questions to obtain and retain clients.
- Implement current marketing strategies utilizing new technologies.
- Utilize coaching to identify strategies for client behavior change.
- Influence client behavior through a systematic process and analysis.
- Demonstrate core values and ethics critical to the field of personal training.
- Recognize the value of lifelong professional development in the field of personal training.
- Test for a national personal trainer certification.

Employment Opportunities

The following is a list of example occupations that one could pursue upon graduation:

- Certified Personal Trainer

- Gym or Studio Staff Member
- Nutrition/Supplement Store Associate
- Fitness Instructor
- Independent Trainer/Contractor

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 39-9031.00 – Fitness Trainers and Aerobics Instructors
- 39-9032.00 – Recreation Workers
- 11-9039.02 – Fitness and Wellness Coordinators

*Detailed information regarding classifications can be found at www.onetonline.org.

Program Completion

Students must earn a minimum of 30 credits with a CGPA of 2.0 or better. Students who elect to do so may also sit for a wide variety of fitness certifications, which completion of are not required to graduate. One attempt at certification is included in tuition costs; passing scores are not required for graduation.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	PTD-100/UNV-101F (First 8 weeks) PTD-101/PTD-103 (Second 8 weeks)
Term 2	PTD-104/PTD-102 (Third 8 weeks) PTD-105/PTD-107 (Fourth 8 weeks)
Term 3	PTD-106/PTD-110 (Fifth 8 weeks)

Core Courses

Course Code	Title	Credits
PTD-100	Personal Training and Sales Fundamentals	3
PTD-101	Body Sciences I	3
PTD-102	Body Sciences II	3
PTD-103	Client Intake and Assessment	3
PTD-104	Programming Basics I	3
PTD-105	Programming Basics II	3
PTD-106	Nutrition Fundamentals	3
PTD-107	Behavior Management	3
PTD-110	Exam and Career Preparation	3
UNV-101F	Student Success and Technology Foundations	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	**30**

Applied Exercise and Fitness

Degree Type
Associate of Arts
60 credits, 20 months
Program Objectives

The Associate of Arts in Applied Exercise and Fitness program prepares students to become well-rounded and specialized in their exercise, fitness, and personal training knowledge. Graduates of the program build on their fundamental personal training knowledge by learning about the business elements of being a personal trainer and gaining specialized knowledge in group training theory, small group training, and weight management.

The program learning outcomes are:

- Students will demonstrate effective communication of health and wellness related topics.
- Students will perform basic exercises and show the ability to progress and regress those basic movements.
- Students will demonstrate an understanding of how to work with clients from diverse backgrounds and ability levels.
- Students will demonstrate basic accounting calculations according to the needs of personal trainers.
- Students will demonstrate the ability to evaluate assessment data to formulate client programs.
- Students will demonstrate the ability to use accepted personal training standards to solve client issues and help them reach goals.
- Students will demonstrate the ability to determine appropriate sources of information for health and wellness information.

Following the completion of this program, students will be able to:

- Apply knowledge of anatomy, physiology, and biomechanics to training strategies.
- Effectively communicate the impact of nutrition on the human body for a variety of clientele.
- Perform fitness assessments on clients.
- Create and enhance individualized exercise programs based on a thorough needs analysis with a variety of clientele.
- Teach and perform foundational, advanced, sport-specific movement patterns and exercises.
- Develop enhanced communication skills and techniques to obtain and retain clients.
- Create, utilize, and deliver more advanced strategies for client behavior change using various psychological models for health promotion.
- Influence client behavior through an empathetic, confident, and enthusiastic attitude.
- Demonstrate core values and ethics critical to the field of personal training.
- Recognize the value of lifelong professional development in the field of personal training.
- Choose weight management strategies that are appropriate for client goals and lifestyles.
- Explain the elements of operating a small fitness business.
- Create realistic financial projections, including sessions rendered, re-sign business, and new business.
- Design and instruct small group training sessions.

Employment Opportunities

The following is a list of example occupations that one could pursue upon graduation:

- Certified Personal Trainer
- Gym or Studio Staff Member
- Nutrition/Supplement Store Associate

- Fitness Instructor
- Independent Trainer/Contractor
- Certified Group Exercise Instructor

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 39-9031.00 – Fitness Trainers and Aerobics Instructors
- 39-9032.00 – Recreation Workers
- 11-9039.02 – Fitness and Wellness Coordinators

*Detailed information regarding classifications can be found at www.onetonline.org.

Program Completion

In order to graduate and receive an Associate of Arts degree in Applied Exercise and Fitness, students must earn a minimum of 60 credits with a CGPA of 2.0 or better. Students who elect to do so may also sit for a wide variety of fitness certifications, which completion of are not required to graduate. One attempt at the NASM Certified Group Exercise Instructor certification is included in tuition costs; passing scores are not required for graduation.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term	Courses
Term 1	PTD-100/UNV-101F (First 8 weeks)
	PTD-101/PTD-103 (Second 8 weeks)
Term 2	PTD-104/PTD-102
	PTD-105/PTD-107
Term 3	PTD-106/PTD-110
	EXE-200/ENG-110S
Term 4	EXE-205/MAT-110S
	EXE-215/ENG-112S
Term 5	EXE-210/COM-115S
	EXE-220/CRT-110S

Core Courses

Course Code	Title	Credits
PTD-100	Personal Training and Sales Fundamentals	3
PTD-101	Body Sciences I	3
PTD-102	Body Sciences II	3
PTD-103	Client Intake and Assessment	3
PTD-104	Programming Basics I	3
PTD-105	Programming Basics II	3
PTD-106	Nutrition Fundamentals	3
PTD-107	Behavior Management	3
PTD-110	Exam and Career Preparation	3
UNV-101F	Student Success and Technology Foundations	3
EXE-200	Fitness Management	3
EXE-205	Group Training Theory	3
EXE-210	Applied Group Training	3
EXE-215	Weight Management	3
EXE-220	Cardiorespiratory and Flexibility Programming	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
MAT-110S	Algebra I	3
ENG-110S	English Composition I	3
ENG-112S	English Composition II	3
COM-115S	Interpersonal Communication	3
CRT-110S	Critical Thinking I	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	60

General Education Course Requirements

This Associate of Arts degree program requires students to complete 15 general education credit hours. Bryan University preschedules all general education courses within each program. A student's schedule may reflect general education courses different than the ones listed above, however, the Bryan University Registrar works to ensure students meet all general education requirements by the expected time of graduation. Refer to the General Education section of this Catalog for specific general education requirements.

Exercise Science, Fitness, and Nutrition Management (Completion Degree)

Degree Type
Bachelor of Science

120 credits, 20 months
Program Objectives

The Bachelor of Science in Exercise Science, Fitness, and Nutrition Management completion program is designed to prepare students for: coaching, management, and other leadership positions in the fitness industry. The program focuses on the skills related to owning or managing a fitness business, as well as strategies to safely and effectively coach clients on how to make sound nutritional decisions. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and guidance.

This program prepares students for a deeper understanding of the concepts and theories associated with exercise science, fitness, and nutrition management and students will be able to:

- Comprehensively identify and understand the structure and function of all systems of the human body.
- Critically analyze research and reasoning to identify gaps in the fitness industry in order to uncover a business opportunity.
- Create, utilize, and interpret health screening forms and identify other client contraindications.
- Prescribe appropriate fitness programs as well as proper rest and recovery to clients.
- Obtain the knowledge, literacy, and ability necessary to take on leadership roles within the fitness industry.
- Develop a comprehensive breadth and depth of nutrition and digestion.
- Effectively solve for and structure guides for a wide range of clientele on how to make sound nutritional decisions.

Students who successfully graduate from the Personal Training Certificate program and the Applied Exercise and Fitness Associate program may transfer all 60 credits from those programs into the Bachelor of Science in Exercise Science, Fitness, and Nutrition Management completion program. Other applicable associate degree programs may also be considered for a block transfer into this baccalaureate completion program.

All students in the Bachelor of Science in Exercise Science, Fitness, and Nutrition Management complete a core curriculum in exercise science, nutrition coaching, and fitness business management. Upon completing the core Exercise Science, Fitness, and Nutrition Management courses students possess a strong understanding of the functions of the human body, an in-depth understanding of nutrition coaching strategies, as well as the skills to successfully manage or start their own fitness business.

Employment Opportunities

The following is a list of example occupations that one could pursue (this is just a sample, as job titles and names continue to change in the industry):

- Personal Trainer
- Group Fitness Instructor
- Health and Wellness Consultant
- Nutrition Coach
- Supplement Store Associate
- Telephonic/Online Health Coach
- Boutique Fitness Studio Manager
- Commercial Gym Assistant Fitness Director
- Commercial Gym Fitness Director
- Area Fitness Manager for a Commercial Gym
- Regional Fitness Manager for a Commercial Gym
- General Manager at a Gym

- Operations Manager at a Gym
- Marketing Manager at a Gym
- Sales Manager at a Gym
- Gym Owner
- Nutrition Research & Development
- Nutrition Sales Representative
- Research Scientist in Nutrition Product Discovery
- Brand Ambassador for Exercise and Nutrition Products & Supplements
- Direct Nutrition Program Outreach Coordinator
- Fitness Manager on Cruise Lines
- R&D Nutritional Supplement Technologist
- CrossFit Coach
- Events & Program Coordinator – Corporate Wellness
- Training and Exercise Program Specialist

The following is a list of example organizations in which one could pursue employment:

- Fitness Facilities
- Corporate Wellness Facilities
- Physical Therapy Offices
- Health Information Vendors
- Behavioral Health Settings
- College Health Settings
- Governmental Organizations
- Athletic Departments
- Non-Profits
- School Districts
- Nutraceutical companies

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 29-1128.00 – Exercise Physiologists
- 39-9031.00 – Fitness Trainers and Aerobics Instructors
- 25-1193.00 – Recreation and Fitness Studies Teachers, Postsecondary
- 21-1094.00 – Community Health Workers
- 29-1129.00 – Therapists
- 29-2031.00 – Cardiovascular Technologists and Technicians
- 19-4099.00 – Life, Physical, and Social Science Technicians
- 19-1041.00 – Epidemiologists
- 11-9039.02 – Fitness and Wellness Coordinators
- 11-9072 – Entertainment and Recreation Managers
- 39-3091 – Amusement and Recreation Attendants
- 29-1031 – Dieticians and Nutritionists
- 29-9091 – Athletics Trainers

*Detailed information regarding classifications can be found at http://www.onetonline.org.

Program Completion

In order to graduate and receive a Bachelor of Science Degree in Exercise Science, Fitness, and Nutrition Management, students must earn a minimum of 120 credits (60 credits for the Exercise Science, Fitness, and Nutrition Management curriculum in addition to a block transfer with a minimum of 60 credits) and have a cumulative grade point average (CGPA) of 2.0 or better.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	FNM-300/SCI-300S (First 8 weeks) FNM-305/SOC-300S (Second 8 weeks)
Term 2	FNM-310/ENG-300S FNM-315/COM-315S
Term 3	FNM-320/ECO-300S FNM-330/FNM-335
Term 4	FNM-400/FNM-415 FNM-440/FNM-430
Term 5	FNM-425/FNM-410 FNM-405/FNM-420

Core Courses

Course Code	Title	Credits
FNM-300	Advanced Functional Anatomy and Physiology	3
FNM-305	Advanced Screening and Testing	3
FNM-310	Psychosocial Aspect of Physical Activity	3
FNM-315	Advanced Exercise Prescription	3
FNM-320	Rest and Recovery Strategies	3
FNM-330	Corrective Impairment Strategies	3
FNM-335	Physical Activity and Nutrition Epidemiology	3
FNM-400	Business Ethics and Entrepreneurship	3
FNM-405	Application of Nutrition	3
FNM-410	Strategic Management and Leadership Strategies	3
FNM-415	Nutrition and Special Populations	3
FNM-420	Sales and Marketing for the Fitness Professional	3
FNM-425	Sports Nutrition	3
FNM-430	Economics for the Fitness Professional	3
FNM-440	Ergogenic Aids Counseling	3
	Block Transfer (60 credits)	60

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
COM-315S	Communication Ethics	3
ENG-300S	Research and Writing II	3
ECO-300S	The Economics of Money	3
SCI-300S	Environmental Science	3
SOC-300S	Social Psychology	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	120

General Education Course Requirements

This Bachelor of Science completion degree program requires students to complete 15 general education credits and apply an additional 15 general education credits through appropriate transfer, for a minimum total of 30 general education semester credit hours. Bryan University preschedules all general education courses within each program. A student's schedule may reflect general education courses different than the ones listed above, however, the Bryan University Registrar works to ensure students meet all general education requirements by the expected time of graduation. Refer to the General Education section of this Catalog for specific general education requirements.

Graphic & Web Design

UX/UI and Graphic Design

Degree Type
Certificate
24 credits, 8 months
Program Objectives

The UX/UI and Graphic Design Certificate introduces students to the theory behind usability, interaction, and experience design. Students learn how to implement designs using modern tools and software such as the full Adobe Creative Cloud suite of products including Photoshop, Illustrator, Acrobat Professional, and Adobe XD. They also gain exposure to key UX/UI tools such as Figma. Students will conduct research and produce useful personas, scenarios, and design sketches. The program takes students through prototyping and iterating designs to produce user interfaces, interactions, and user experiences that can be leveraged in a professional portfolio.

The program is designed to meet the increasing industry demand for UX/UI professionals. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

Following the completion of this program, students will be able to:

- Utilize problem solving skills within various disciplines of UX and UI design.
- Use UX methodologies to define the user journey and design how users interact with products or services.
- Effectively communicate and display the look and feel of a product, application, or website while considering optimal ease of use.

- Demonstrate how to optimize for varied functionalities, and contexts using branding, color, images, and typography.
- Create effective file management systems.
- Critically and logistically think through tight-deadlines and promote continuous collaboration.
- Receive and articulate criticism into actionable suggestions for design solutions.

Employment Opportunities

The following is a list of occupations and organizations that one could pursue for employment:

- UX Designer
- UX Architect
- UX Analyst
- UX Researcher
- UI/UX Developer
- UI Designer

The following is a list of example organizations and sectors in which one could pursue employment:

- Specialized design services
- Technology
- Advertising

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 15-1255 Web and Digital Interface Designers
- 27-1027 Set and Exhibit Designers
- 27-1029 Designers, All Other
- 27-1014 Special Effects Artists, Animators, & Multimedia Artists

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion

In order to graduate and receive a Certificate in UX/UI and Graphic Design, a student must earn a minimum of 24 credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	UNV-101UX/UXI-100 (First 8 weeks)
	UXI-105/UXI-110 (Second 8 weeks)
Term 2	UXI-115/UXI-120
	UXI-130/UXI-140

Core Courses

Course Code	Title	Credits
UNV-101UX	Student Success and Technology Foundations	3
UXI-100	Design Principles & Color Theory	3
UXI-105	Design Technologies	3
UXI-110	Typography & Hierarchy	3
UXI-115	UX Process & Theories	3
UXI-120	Interaction & Visual Design	3
UXI-130	UI Development	3
UXI-140	UX/UI Capstone & Portfolio	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the Course Syllabus for up-to-date textbook information.

	Total Credits	**24**

Graphic Design

Degree Type
Associate of Arts
60 credits, 20 months
Program Objectives

The Graphic Design Associate of Arts introduces students to the various functional areas of graphic design, digital design, illustration, creative writing, motion graphics, and image manipulation, including printing processes and production, basic HTML, CSS and JavaScript capabilities and design development strategies. In addition, the curriculum facilitates the development of practical skills like; observational, perspective and life drawing, business of graphic design, typography design and hierarchy and file management.

The program is designed to meet the increasing industry demand for graphic design professionals. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

The program learning outcomes are:

- Students will effectively communicate with various stakeholders such as clients, users, and developers.
- Students will explore design strategies appropriate for local, national, and global markets.
- Students will use culturally appropriate, accessible, and ethically sound methods to develop graphic design projects.
- Students will analyze quantitative data to make decisions.
- Students will evaluate critical thinking and logical thinking using design principles for the graphic design environment.
- Students will apply design principles to effectively solve user and stakeholder problems.
- Students identify information is reliable and content meets ethical standards.
- Students apply design principles to produce effective projects

Following the completion of this program, students will be able to:

- Demonstrate problem solving skills within various disciplines of graphic and digital design.
- Apply historically proven design solutions to original concepts in an inclusive environment.

- Logistically create high-quality and effective illustrations, layouts, image manipulations, web pages and motion graphics with an emphasis on meeting demanding deadlines.
- Understand dielines, standard file-sizes, print capabilities and other production-related skills.
- Develop and utilize effective file management systems.
- Receive and articulate criticism into actionable suggestions for design solutions.
- Operate as a freelance and in-house design professional.

Employment Opportunities

The following is a list of occupations and organizations that one could pursue for employment:

- Graphic Designer
- Sr. Graphic Designer
- Digital Designer
- Sr. Digital Designer
- Web Designer (UX/UI)
- Production Designer
- Web Development
- Web and Digital Interface Designers

The following is a list of example organizations and sectors in which one could pursue employment:

- Advertising
- Public relations and related services
- Specialized design services
- Newspaper, periodical, book, and directory publishers
- Printing and related support activities

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 15-1255 – Web and Digital Interface Designers
- 27-4032 – Film and Video Editors
- 27-1024 – Graphic Designers
- 27-1027 – Set and Exhibit Designers
- 27-1029 – Designers, All Other
- 27-1014 – Special Effects Artists, Animators, & Multimedia Artists

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion

In order to graduate and receive an Associate of Arts in Graphic Design, a student must earn a minimum of 60 credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	UNV-101UX/UXI-100 (First 8 weeks)
	UXI-105/UXI-110 (Second 8 weeks)

Term 2	UXI-115/UXI-120
	UXI-125/UXI-130
Term 3	UXI-135/UXI-140
	GWD-200/ENG-110S
Term 4	GWD-205/COM-115S
	GWD-210/MAT-110S
Term 5	GWD-215/CRT-110S
	GWD-220/ENG-112S

Core Courses

Course Code	Title	Credits
UNV-101UX	Student Success and Technology Foundations	3
UXI-100	Design Principles & Color Theory	3
UXI-105	Design Technologies	3
UXI-110	Typography & Hierarchy	3
UXI-115	UX Process & Theories	3
UXI-120	Interaction & Visual Design	3
UXI-125	Motion Design	3
UXI-130	UI Development	3
UXI-135	Web Development for UX/UI	3
UXI-140	UX/UI Capstone & Portfolio	3
GWD-200	Digital Design in Marketing	3
GWD-205	Image Manipulation & Photography	3
GWD-210	Digital Illustration	3
GWD-215	Page Layout & Composition Design	3
GWD-220	Graphic Design Capstone & Portfolio	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
CRT-110S	Critical Thinking I	3
COM-115S	Interpersonal Communication	3
ENG-110S	English Composition I	3
ENG-112S	English Composition II	3
MAT-110S	Algebra I	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	**60**

Healthcare Programs

Clinical Medical Assistant

Degree Type
Certificate
30 credits, 10 months
Program Objectives

The Clinical Medical Assistant Certificate program is designed to prepare students for entry-level employment in cognitive, psychomotor, and affective learning domains in health settings as medical assistants. The program focuses on the skills of medical terminology, anatomy and physiology, administrative skills including the processing of medical insurance forms and claims, understanding healthcare laws and ethics, clinical skills including but not limited to ECG, phlebotomy, pharmacology, vital signs, conducting routine lab tests, and followed by a hands-on practicum with online demonstrations and simulations. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

This program prepares students for a deeper understanding of the concepts and theories associated with Medical Assisting.

The program learning outcomes are:

- Students will prepare and deliver effective healthcare communications for various situations using a variety of appropriate technologies.
- Students will evaluate relevant electronic health records and the data contained within.
- Students will use quantitative skills to assist in solving healthcare problems and discovering opportunities.
- Students will apply concepts of medical terminology, anatomy and physiology, pathology and pharmacology, phlebotomy, routine labs, administrative skills, First Aid, and healthcare ethics to assist in solving healthcare problems and discovering opportunities.
- Students will become knowledgeable with the medical assisting environment, organizations, specialties, and associations.
- Students will prepare for employment in medical assisting by demonstrating proficiency in the skills required of a certification exam and participating in career-focused activities.

At the completion of the program students will be eligible to take the Medical Assistant Certification (CCMA) exam offered through the National Healthcareer Association (NHA). The exam is accredited by the National Commission for Certifying Agencies (NCCA).

Practicum/Clinical Course hours are a part of a student's required coursework in their educational program at Bryan University. Students are not paid for the work performed during practicum/clinical course activities. All school rules apply to practicum/clinical course hours. Students participating in practicum/clinical course hours are reminded that they are acting as representatives of Bryan University and are expected to be professional at all times. Students are expected to complete practicums/clinical course hours within the grading period as outlined in the course description and requirements.

Following the completion of the program, a graduate should have:

- Knowledge of medical terminology, anatomy and physiology, pathology, and pharmacology.
- Knowledge of basic computer applications, and systems.
- Ability to translate diagnoses, conditions, services, and procedures into medical codes using a variety of standard formats, including ICD, CPT, and HCPCS.

- Ability to communicate, query, and collaborate with healthcare stakeholders such as coders, billers, physicians, and other healthcare staff.
- Ability to work in a variety of medical environments.

Employment Opportunities

The following is a list of occupations and organizations that one could pursue for employment:

- Medical Assistant
- Medical Associate
- Medical Office Assistant
- Medical Receptionist
- Patient Care Associate
- Patient Services Representative
- Patient Services Technician
- Home Health Aides
- Personal Care Aides
- Pharmacy Aides
- Phlebotomists
- Healthcare Support Worker
- Community Health Worker

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 31-1121 – Home Health Aides
- 31-1122 – Personal Care Aides
- 31-9092 – Medical Assistants
- 31-9095 – Pharmacy Aides
- 31-9097 – Phlebotomists
- 31-9099 – Healthcare Support Worker
- 21-1094 – Community Health Worker

*Detailed information surrounding these classifications can be found at the following website: https://www.bls.gov/soc/2018/major_groups.htm.

Program Completion

In order to graduate and receive a Certificate and practice as a Clinical Medical Assistant, a student must earn a minimum of 30 credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better. Students who elect to do so may also sit for the Exam for the Certified Medical Administrative Assistant; completion of certification exams are not required to graduate.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	UNV-101S/CMA-100 (First 8 weeks)
	BIO-100MA/BIO-105MA (Second 8 weeks)
Term 2	BIO-115MA/CMA-110 (Third 8 weeks)
	CMA-120/CMA-130 (Fourth 8 weeks)

Term 3	CMA-140/CMA-200 (Fifth 8 weeks)

Core Courses

Course Code	Title	Credits
UNV-101S	Student Success and Technology Foundations	3
CMA-100	Introduction to Medical Assisting	3
BIO-100MA	Medical Terminology	3
BIO-105MA	Anatomy and Physiology	3
BIO-115MA	Pathology and Disease Process & Pharmacology	3
CMA-110	Medical Law & Ethics	3
CMA-120	Clinical Lab Procedures and Phlebotomy Applications with Practicum	3
CMA-130	Advanced Laboratory Procedures & Minor Surgeries with Practicum	3
CMA-140	Billing and Coding Overview and EHR with Practicum	3
CMA-200	Medical Assistant Capstone/Certification Review	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	30

Medical Billing and Coding

Degree Type
Certificate
30 credits, 10 months
Program Objectives

The Medical Billing and Coding Certificate program prepares students to gain entry-level employment in the exciting and growing field of medical billing and coding. The program focuses on the skills related to coding medical conditions and procedures, and the subsequent use of these codes in billing and reimbursement. Students acquire the needed skills of a medical coder in a variety of healthcare environments, as well as ensuring the ongoing quality of medical records, in preparation for passing a chosen certified exam, such as the AHIMA Certified Coding Associate (CCA). Pathway options to higher credentialing exams, such as the CCS, is also offered.

The program includes core curriculum in medical terminology, anatomy and physiology, pathophysiology, pharmacology, inpatient and outpatient coding, health information and delivery systems, reimbursement, law, compliance, and healthcare technologies. Hands-on, practical experience is the focus of the program, which utilizes the AHIMA Virtual Laboratory enabling students to solve problems that simulate those issues encountered in the modern healthcare marketplace, and also includes a practicum program to gain actual workplace experience and networking opportunity.

Following the completion of the program, students will be able to:

- Demonstrate basic literacy of medical anatomy and physiology, pathology, and pharmacology terminology
- Demonstrate computer skills for applications and healthcare information technologies and systems.

- Describe the United States healthcare delivery system, its process of documentation, health data management and quality, reimbursement methodologies, healthcare privacy and confidentiality, and legal and ethical issues.
- Demonstrate skills to translate diagnosis, conditions, services, and procedures into medical codes using a variety of standard formats, including ICD, CPT, and HCPCS.
- Apply coding guidelines and regulations, including compliance and reimbursement, to handle issues such as medical necessity and claims denials.
- Effectively communicate, query, and collaborate with healthcare stakeholders such as coders, billers, physicians, and other healthcare staff.
- Work in a variety of medical environments.

Employment Opportunities

The following is a list of occupations and organizations that one could pursue for employment:

- Certified Coder
- Medical Coding for In-Patient and Out-Patient Settings
- Medical Office Assistant
- Hospitals
- Ambulatory Care Settings
- Hospice
- Insurance Companies
- Physician Offices
- Health Information Vendors
- Long Term Care Facilities
- Behavioral Health Settings
- College Health Settings

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 20-2071.00 – Medical Records and Health Information Technicians
- 43-6013.00 – Medical Secretaries

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion

In order to graduate and receive a Medical Billing and Coding Certificate, a student must earn a minimum of 30 credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better. Students who elect to do so may also sit for medical coding or billing certifications; completion of certification exams are not required to graduate.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	UNV-101S/HIM-100 (First 8 weeks)
	BIO-105S/BIO-115S (Second 8 weeks)
Term 2	HIM-110/HIM-120

	HIM-150/HIM-200
Term 3	HIM-130/HIM-140

Core Courses

Course Code	Title	Credits
UNV-101S	Student Success and Technology Foundations	3
BIO-105S	Anatomy and Physiology	3
BIO-115S	Pathology and Disease Process & Pharmacology	3
HIM-100	Introduction to Health Information Technology	3
HIM-110	ICD Diagnosis Coding and Application	3
HIM-120	ICD Procedure Coding	3
HIM-130	ICD Procedure Coding Applications	3
HIM-140	Healthcare Insurance and Reimbursement	3
HIM-150	CPT and HCPCS Coding	3
HIM-200	Healthcare Law & Ethics and Application	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the Course Syllabus for textbook information.

	Total Credits	**30**

Health Information Management

Degree Type
Associate of Occupational Science
60 credits, 20 months
Program Objectives

The Associate of Occupational Science in Health Information Management program prepares students for entry level employment in the exciting and growing field of health information. The program focuses on the skills related to health information management systems, preparing students to work in a wide range of healthcare organizations. This program includes pathway options for specialized tracks: revenue management and data management. The program also includes an avenue to credentialing exams, such as the AHIMA Certified Coding Associate (CCA) or the Registered Health Information Technician (RHIT), including options to higher credentialing exams.

Hands-on, practical experience is the focus of the program, which utilizes the EHR Go enabling students to solve problems that simulate those issues encountered in the modern healthcare marketplace, and also includes a practicum program to gain actual workplace experience and networking opportunity.

The program learning outcomes are:

- Students will Identify standards for exchange of health information.
- Students will validate assignment of diagnostic and procedural codes and groupings in accordance with official global guidelines.
- Students will examine behaviors that embrace cultural diversity.
- Students will calculate statistics for health care operations.
- Students will report health care data through graphical representations.

- Students will Identify the components of risk management related to health information management.
- Students will be able to identify the impact of policy on health care.
- Students will assess ethical standards of practice.

Following the completion of this program, students will be able to:

- Describe how to utilize medical terminology, anatomy & physiology, pathology, and pharmacology terms in the field.
- Demonstrate problem solving skills in utilizing the United States healthcare system, including health data management, clinical classification systems, reimbursement methodologies, health statistics, biomedical research, quality management, healthcare privacy, confidentiality, legal and ethical issues, information technology and systems, data storage and retrieval, data security and healthcare information systems, financial and resource management.
- Demonstrate an understanding of the collection, maintenance and record keeping process with healthcare data in accordance with established professional best practice guidelines.
- Logically interpret and translate diagnosis, conditions, and procedures into medical codes using a variety of standard formats, including ICD, CPT, and HCPCS.
- Monitor personal and group productivity and organizational processes to make recommendations for improvements in record quality, employee, and organizational performance.
- Describe the utility of analytic tools to visualize, interpret, and present data to help provide decision support and drive strategic initiatives.
- Work in a variety of medical environments.

Employment Opportunities

The following is a list of example occupations that one could pursue upon graduation.

- Health Information Technician
- Healthcare Data Analyst
- Medical Records Technician
- Compliance Auditor Officer
- Clinical Data Specialist
- Patient Information Coordinator
- Data Resource Administrator
- Research and Decision Support Specialist

The following is a list of example organizations in which one could pursue employment:

- Hospitals
- Ambulatory Care Settings
- Hospice
- Insurance Companies
- Physician Offices
- Health Information Vendors
- Long Term Care Facilities

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 20-2071.00 – Medical Records and Health Information Technicians
- 43-6013.00 – Medical Secretaries

*Detailed information regarding classifications can be found at www.onetonline.org.

Program Completion

Students must earn a minimum of 60 curriculum credits with a CGPA of 2.0 or higher to graduate with the Associate of Occupational Science in Health Information Management degree. Students who elect to do so may also sit for medical coder certifications (i.e., CCA); certification completion is not required to graduate.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	UNV-101S/HIM-100 (First 8 weeks)
	BIO-105S/BIO-115S (Second 8 weeks)
Term 2	HIM-110/HIM-120
	HIM-150/HIM-200
Term 3	HIM-130/HIM-140
	HIM-205/MAT-110S
Term 4	HIM-210/ENG-110S
	HIM-220/ENG-112S
Term 5	HIM-230/CRT-110S
	HIM-299/COM-115S

Core Courses

Course Code	Title	Credits
UNV-101S	Student Success and Technology Foundations	3
BIO-105S	Anatomy and Physiology	3
BIO-115S	Pathology and Disease Process & Pharmacology	3
HIM-100	Introduction to Health Information Technology	3
HIM-110	ICD Diagnosis Coding and Application	3
HIM-120	ICD Procedure Coding	3
HIM-130	ICD Procedure Coding Applications	3
HIM-140	Healthcare Insurance and Reimbursement	3
HIM-150	CPT and HCPCS Coding	3
HIM-200	Healthcare Law & Ethics and Application	3
HIM-205	Computer Systems for Health Information Technology	3
HIM-210	Healthcare Statistics and Quality Improvement	3
HIM-220	Human Resources and Organizational Management	3
HIM-230	Data Analytics and Management	3
HIM-299	Professional Practice Experience	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
ENG-110S	English Composition I	3
MAT-110S	Algebra I	3
ENG-112S	English Composition II	3
CRT-110S	Critical Thinking I	3
COM-115S	Interpersonal Communication	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	60

Administrative Medical Assisting

Degree Type
Associate of Arts
60 credits, 20 months
Program Objectives

The Associate of Arts in Administrative Medical Assisting program is designed to prepare students for entry-level employment in cognitive, psychomotor, and affective learning domains in health settings as medical assistants. The program focuses on the skills of medical terminology, anatomy and physiology, administrative skills including the processing of medical insurance forms and claims, understanding healthcare laws and ethics, clinical skills including but not limited to ECG, phlebotomy, pharmacology, vital signs, conducting routine lab tests, and followed by a hands-on practicum with online demonstrations and simulations. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching. Program offered 100% online in most US states. Program not currently available in Connecticut, New Jersey, and Washington.

This program prepares students for a deeper understanding of the concepts and theories associated with Medical Assisting.

The program learning outcomes are:

- Students will prepare and deliver effective healthcare communications for various situations using a variety of appropriate technologies.
- Students will evaluate relevant electronic health records and the data contained within learning ICD.
- Students will demonstrate skills and apply techniques to assist patients from different cultures and patients with physical disabilities.
- Students will use quantitative skills to assist in solving healthcare problems and discovering opportunities.
- Students will be able to incorporate critical thinking skills when performing patient assessments using effective methods of collecting patient data.
- Students will apply concepts of medical terminology, anatomy and physiology, pathology and pharmacology, phlebotomy, routine labs, administrative skills, First Aid, and healthcare ethics to assist in solving healthcare problems and discovering opportunities.
- Students will be able to use common medical and A&P terms to properly chart in the EHR. They will become familiar with using software applications including word processing, spreadsheets, and databases.

Students will prepare for employment in medical assisting by demonstrating proficiency in the skills required of a certification exam and participating in career-focused activities. At the completion of this Associate of Arts program, students will be eligible to take the Certified Medical Administrative Assistant (CMAA) exam offered through the National Healthcareer Association (NHA). The exam is accredited by the National Commission for Certifying Agencies (NCCA).

Practicum/Clinical Course hours are a part of a student's required coursework in their educational program at Bryan University. Students are not paid for the work performed during practicum/clinical course activities. All school rules apply to practicum/clinical course hours. Students participating in practicum/clinical course hours are reminded that they are acting as representatives of Bryan University and are expected to be professional at all times. Students are expected to complete practicums/clinical course hours within the grading period as outlined in the course description and requirements.

Students who successfully graduate from the Bryan University Associate of Arts in Administrative Medical Assisting may transfer all 60 credits of those programs into the Bachelor of Science in Healthcare Administration completion program. Other applicable associate degree programs may also be considered for a block transfer into this baccalaureate completion program.

Following the completion of the program, a graduate should have:

- Knowledge of medical terminology, anatomy and physiology, pathology, and pharmacology.
- Knowledge of basic computer applications and systems.
- Ability to translate diagnoses, conditions, services, and procedures into medical codes using a variety of standard formats, including ICD, CPT, and HCPCS.
- Ability to communicate, query, and collaborate with healthcare stakeholders such as coders, billers, physicians, and other healthcare staff.
- Ability to work in a variety of medical environments.

Employment Opportunities

The following is a list of example occupations that one could pursue (this is just a sample, as job titles and names continue to change in the industry):

- Medical Assistant
- Medical Associate
- Medical Office Assistant
- Medical Receptionist
- Patient Care Associate
- Patient Services Representative
- Patient Services Technician
- Home Health Aides
- Personal Care Aides
- Nursing Assistants
- Pharmacy Aides
- Phlebotomists
- Healthcare Support Worker
- Community Health Worker

The following is a list of example organizations in which one could pursue employment:

- Insurance Companies
- Non-Profit Organizations
- Federal, State, and City Governments

- Healthcare Organizations
- Hospitals
- Medical Clinics and Practitioner Offices
- Home Health Organizations
- Laboratory Settings
- Urgent Care Centers
- Medical Supply Business
- Pharmaceutical Companies
- Commercial Organizations
- Employment & Staffing Agencies

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 31-1121 – Home Health Aides
- 31-1122 – Personal Care Aides
- 31-1131 – Nursing Assistants
- 31-9092 – Medical Assistants
- 31-9095 – Pharmacy Aides
- 31-9097 – Phlebotomists
- 31-9099 – Healthcare Support Worker
- 21-1094 – Community Health Worker

*Detailed information surrounding these classifications can be found at the following website: https://www.bls.gov/soc/2018/major_groups.htm.

Program Completion

In order to graduate and receive an Associate of Arts in Administrative Medical Assisting, students must earn a minimum of 60 credits, and have a cumulative grade point average (CGPA) of 2.0 or better. Students who elect to do so may also sit for the exam for the Certified Medical Administrative Assistant; completion of certification exams are not required to graduate.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	UNV-101S/CMA-100 (First 8 weeks)
	BIO-100MA/BIO-105MA (Second 8 weeks)
Term 2	BIO-115MA/CMA-110
	CMA-120/CMA-130
Term 3	CMA-140/CMA-200
	AMA-215/ENG-110S
Term 4	AMA-240/ENG-112S
	HIM-220MA/COM-115S
Term 5	AMA-250/MAT-110S
	AMA-299/CRT-110S

Core Courses

Course Code	Title	Credits
UNV-101S	Student Success and Technology Foundations	3
CMA-100	Introduction to Medical Assisting	3
BIO-100MA	Medical Terminology	3
BIO-105MA	Anatomy and Physiology	3
BIO-115MA	Pathology and Disease Process & Pharmacology	3
CMA-110	Medical Law & Ethics	3
CMA-120	Clinical Lab Procedures and Phlebotomy Applications with Practicum	3
CMA-130	Advanced Laboratory Procedures & Minor Surgeries with Practicum	3
CMA-140	Billing and Coding Overview and EHR with Practicum	3
CMA-200	Medical Assistant Capstone/Certification Review	3
AMA-215	Practice Management Systems	3
AMA-240	Healthcare Insurance and Reimbursement	3
HIM-220MA	Human Resources and Organizational Management	3
AMA-250	Cyber Security and Access Control with EHR	3
AMA-299	Professional Practicum Experience	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
ENG-110S	English Composition I	3
COM-115S	Interpersonal Communication	3
MAT-110S	Algebra I	3
CRT-110S	Critical Thinking I	3
ENG-112S	English Composition II	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	60

Healthcare Administration (Completion Degree)

Degree Type
Bachelor of Science
With Concentrations in Health Information Management Systems and Public Health

120 credits, 20 months
Program Objectives

The Healthcare Administration Bachelor of Science completion program with concentrations in health information management systems and public health is designed to prepare students for positions that manage and use the release of protected healthcare and the staff performing these functions in healthcare organizations. The program focuses on the skills related to healthcare administration, revenue cycle management, and data management which will prepare the student for employment in a variety of healthcare organizations. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

The program learning outcomes are:

- Students will effectively disseminate messaging of health information.
- Students will perform globalization principles for healthcare scenarios.
- Students will evaluate inclusion strategies in Health Information scenarios.
- Students will calculate statistics for health care data.
- Students will report health care data through data visualization.
- Students will evaluate leadership principles within health care organizations.
- Student will identify consumer engagement activities.

This program prepares students for a deeper understanding of the concepts and theories associated with Healthcare Administration and will be able to:

- Identify appropriate data and data sources for a given healthcare problem or inquiry.
- Apply quantitative research and reasoning and appropriate displays of data to satisfy a business need.
- Analyze, present, and interpret health data in relationship to organizational business practices and to provide decision support.
- Ensure data quality in healthcare organizations.
- Ensure processes are inclusive, compliant with federal/state programs, statutes, and organizational policies.
- Apply study design, program evaluation, survey development, and participant sampling in public health.
- Participate on multidisciplinary teams analyzing data to drive the organization's strategic vision.

Students who successfully graduate from the Medical Billing and Coding Certificate program and the Health Information Management Occupational Associate program may transfer all 60 credits of those programs into the Bachelor Science in Healthcare Administration completion program. Other applicable associate degree programs may also be considered for a block transfer into this baccalaureate completion program.

All students in the Bachelor of Science in Healthcare Administration complete a core curriculum in data management, quality improvement, health information systems, and analytic tools and techniques to turn healthcare data into actionable information.

Graduates of the core healthcare administration program possess strong data management skills and have a basic understanding of healthcare policy and management. Students wanting a deeper understanding of health information management systems or public health must choose one of the following elective program concentrations:

Health Information Management Systems Elective Concentration

Health Information Management Systems elective concentration dives deeper into data analysis and entry, review of data, usage of multiple systems and applications to validate data is complete and accurate, and investigation and resolution of data issues. The goal of this concentration is to equip students with a deeper knowledge of database administration and its implementation in application systems.

Public Health Elective Concentration

Public Health Management Systems elective concentration builds upon planning, developing, implementing electronic health records to capture community health and focuses on policy, systems, and evaluating healthcare programs. The goal of this program is to develop a greater understanding about the use of terminologies and classifications to abstract and report data, policy and regulatory considerations and other goals to improve health.

Employment Opportunities

The following is a list of example occupations that one could pursue (this is just a sample, as job titles and names continue to change in the industry):

- Healthcare Administration, Public Health Employment Opportunities
- Healthcare Administrator/Manager
- Public Health Specialist
- Population Health Specialist
- Public Health Emergency Preparedness Planner
- Public Health Scientist
- Population Health Coordinator
- Public Health Consultant
- Public Health Communications Coordinator
- Customer Success Analyst
- Health Policy Analyst
- Public Health Process Analyst
- Healthcare Analyst
- Data/Reporting Analyst
- Clinical Systems Analyst
- Informatics Nurse Specialist
- Managed Care Analyst
- Healthcare Administration, Health Information Management Systems Employment Opportunities
- Healthcare Administrator/Manager
- Health Information Specialist
- Systems Coordinator Information Technology
- Health Information Management Systems (HIMS) Analyst
- Health Information Management Application Analyst
- Health Information Systems Specialist
- Population Health Data Analyst
- Medical Informatics Analyst
- Healthcare Data Analyst
- Medical Data Analyst
- Clinical Data Analyst

The following is a list of example organizations in which one could pursue employment:

- Hospitals
- Ambulatory Care Settings
- Hospice
- Insurance Companies
- Physician Offices
- Health Information Vendors
- Long Term Care Facilities

- Behavioral Health Settings
- College Health Settings
- Governmental Organizations
- Non-Governmental Organizations (NGOs)
- Non-Profits
- Revenue Cycle Vendors
- EHR Vendors

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 11-9111.00 – Medical and Health Services Manager
- 15-1121.01 – Informatics Nurse Specialists
- 15-2041.02 – Clinical Data Managers
- 29-2071.00 – Medical Records and Health Information Technicians
- 11-3021.00 – Computer and Information Systems Managers
- 15-1199.09 – Information Technology Project Managers
- 15-1121.00 – Computer Systems Analysts
- 13-1111-00 – Management Analysts
- 19-2041.00 – Environmental Scientists and Specialists, Including Health
- 13-1071.00 – Human Resources Specialists
- 15-1199.12 – Document Management Specialists
- 21-1091.00 – Health Education Specialists
- 29-9011.00 – Occupational Health and Safety Specialists
- 21-1094.00 – Community Health Workers
- 11-9039.02 – Fitness and Wellness Coordinators
- 27-3031.00 – Public Relations Specialists
- 11-2031.00 – Public Relations and Fundraising Managers

*Detailed information regarding classifications can be found at http://www.onetonline.org.

Program Completion

In order to graduate and receive a Bachelor of Science in Healthcare Administration with a healthcare information management systems concentration or public health concentration, students must earn a minimum of 120 credits (60 credits for the courses in the Healthcare Administration curriculum in addition to a block transfer with a minimum of 60 credits) and have a cumulative grade point average (CGPA) of 2.0 or better.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	BHA-350/SCI-300S (First 8 weeks)
	BHA-325/BHA-445 (Second 8 weeks)
Term 2	BHA-335/BHA-315
	BHA-340/MAT-320S
Term 3	BHA-345/ENG-300S
	BHA-450/BPH-400 or HIM-400

Term 4	BHA-455/SOC-300S
	BHA-355/BPH-420 or HIM-420
Term 5	BHA-430/COM-315S
	BPH-450/BPH-499 or HIM-450/HIM-499

Core Courses

Course Code	Title	Credits
BHA-315	Database Management Tools	3
BHA-325	Population Health	3
BHA-335	Data Management	3
BHA-340	Clinical Classification of Data	3
BHA-345	Clinical Data Management	3
BHA-350	Healthcare Information Systems	3
BHA-355	Healthcare Policy and Management	3
BHA-430	Quality and Process Improvement	3
BHA-445	Leadership and Human Asset Management	3
BHA-450	Data Management II	3
BHA-455	Applied Principles of HIMS	3
	HIM/BPH Concentration Courses	12
	Block Transfer (60 credits)	60

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Health Information Management Systems Concentration Courses

Course Code	Title	Credits
HIM-400	Revenue Cycle Management	3
HIM-420	Health Information Systems Management	3
HIM-450	Seminar in Health Information Management	3
HIM-499	HIM Independent Study	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Public Health Concentration Courses

Course Code	Title	Credits
BPH-400	Principles of Epidemiology	3
BPH-420	Public Health Planning	3
BPH-450	Public Health Advocacy and Policy	3
BPH-499	Public Health Capstone Project	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
ENG-300S	Research and Writing II	3
SOC-300S	Social Psychology	3
COM-315S	Communication Ethics	3
MAT-320S	Applied Statistics	3
SCI-300S	Environmental Science	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Total Credits		**120**

General Education Course Requirements

This Bachelor of Science completion degree program requires students to complete 15 general education credits and apply an additional 15 general education credits through appropriate transfer, for a minimum total of 30 general education semester credit hours. Bryan University preschedules all general education courses within each program. A student's schedule may reflect general education courses different from the ones listed above, however, the Bryan University Registrar works to ensure students meet all general education requirements by the expected time of graduation. Refer to the General Education section of this Catalog for specific general education requirements.

Public Health

Public Health

Degree Type
Master of Public Health
42 credits, 13 months
Program Objectives

The Master of Public Health prepares the student to meet the needs of the community by promoting health among diverse populations. The mission of public health is to provide a framework to protect and promote policies, systems, and overall community health by utilizing the 10 Essential Public Health Services across the public health systems.

The goals of the program are to enhance the knowledge of public health to provide a healthier community, prevent disease, and promote access to care based on public health core competencies. Obtaining an MPH degree will prepare students for a wide variety of entry level careers and opportunities with the ability to work for governmental agencies, healthcare, non-profits, education, or other organizations. Following the completion of the program, a graduate will be able to:

- Prepare for entry level employment in community health by demonstrating knowledge and skills in the 10 Essential Public Health Services domains.
- Assess population health and needs of communities.
- Analyze data related to population health to assist in solving healthcare problems.
- Address health hazards through investigating, diagnosing causal factors.

- Prepare and deliver effective healthcare communications for various situations using a variety of appropriate technologies.
- Use analytical and reflective thinking techniques to identify and analyze problems, and develop solutions.
- Evaluate diverse perspectives and promote inclusion in public health settings.
- Test for a national public health certification.

Employment Opportunities

The following is a list of example occupations that one could pursue (this is just a sample, as job titles and names continue to change in the industry):

- Public Health Officer
- Public Health Administrator
- Performance Management Director
- Epidemiologist
- Public Health Emergency Management
- Environmental Scientists and Specialists
- Biostatistician
- Health Educator
- Community Health
- Healthcare Administrator/Manager
- Healthcare Data Analyst

The following is a list of example organizations in which one could pursue employment:

- Centers for Disease Control (CDC)
- World Health Organization (WHO)
- US Public Health Services (USPHS)
- State Department of Health and Human Services
- County Public Health Departments
- Indian Health Services
- Hospitals
- Non-Profit Organizations
- National Institutes of Health
- Academia
- Hospitals or Other Healthcare Settings

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 11-9111.00 – Medical and Health Services Manager
- 29-2071.00 – Medical Records and Health Information Technicians
- 19-1041.00 – Epidemiologists
- 19-2041.00 – Environmental Scientists and Specialists, Including Health
- 19-2042.00 – Geoscientists, Except Hydrologists and Geographers
- 19-2043.00 – Hydrologists
- 21-1094.00 – Community Health Workers
- 21-1091.00 – Health Education Specialists

*Detailed information regarding classifications can be found at www.onetonline.org.

Program Completion

In order to graduate and receive a Master of Public Health degree, students must earn a minimum of 42 credits for the courses in the Public Health curriculum and have a cumulative grade point average (CGPA) of 3.0 or better. Students who elect to do so may also sit for a wide variety of industry certifications, which completion of are not required to graduate. One attempt at the Registered Environmental Health Specialist (REHS) certification or the Certified Health Education Specialist (CHES) is included in tuition costs; passing scores are not required for graduation.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	MPH-500/MPH-505
	MPH-510/MPH-520
Term 2	MPH-525/MPH-530
	MPH-535/MPH-540
Term 3	MPH-545/MPH-550
	MPH-555/MPH-560
Term 4	MPH-565/MPH-570

Core Courses

Course Code	Title	Credits
MPH-500	Introduction to Public Health	3
MPH-505	Population Health	3
MPH-510	Public Health Informatics	3
MPH-520	Health Behaviors in Public Health	3
MPH-525	Global Health	3
MPH-530	Public Health Preparedness	3
MPH-535	Biostatistics for Public Health	3
MPH-540	Social Determinants of Health	3
MPH-545	Public Health Leadership	3
MPH-550	Program Evaluation for Public Health	3
MPH-555	Epidemiology	3
MPH-560	Environmental & Occupational Health	3
MPH-565	Improving the Public's Health	3
MPH-570	Capstone	3

EPHS designations at the end of the course descriptions refer to the alignment to the 10 Essential Public Health Services (EPHS).

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	**42**

Paralegal

Paralegal Studies

Degree Type
Certificate
30 credits, 10 months
Program Objectives

The Paralegal Studies Certificate introduces students to the various functional areas of the legal profession and paralegal duties. This program is suitable for students who are looking to complete their training and enter the job market as quickly as possible, as well as for students who already have an associate's or bachelor's degree in another subject. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

Following the completion of the program, a graduate should have the ability to:

- Demonstrate written legal communication skills.
- Employ basic legal research skills including manual and technology-supported research.
- Employ basic legal analysis skills including with respect to case opinions, real-world fact patterns, and hypothetical scenarios.
- Apply critical thinking skills in typical paralegal work assignments.
- Prepare basic legal documents including legal memoranda, motions, pleadings, and related court documents.
- Assemble legal documents for purposes of satisfying tasks typically requested of an entry-level paralegal.
- Describe the role of the paralegal in the modern-day legal setting.
- Differentiate between authorized and unauthorized practices of law.
- Employ legal technology to access basic legal documents and legal resources including federal and state court websites and case law.
- Evaluate real-world and hypothetical legal scenarios for ethical considerations.
- Perform entry-level paralegal tasks in compliance with applicable rules of professional conduct.

Employment Opportunities

The following is a list of example occupations that one could pursue with a paralegal studies certificate (this is just a sample, as job titles and names continue to change in industry):

- Litigation Paralegal
- Legal Support Specialist
- Legal Assistant
- Litigation Clerk and Legal Executive Assistant
- Discovery Paralegal
- Court Clerks and Assistants
- Legal Aid Assistants
- Legal Investigator
- Judicial Assistants
- Probate Paralegals
- Real Estate Paralegals
- Law Clerks
- Attorney Assistants

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 23-2011 – Paralegals and Legal Assistants
- 23-2093 – Title Examiners, Abstractors, and Searchers
- 23-2099 – Legal Support Workers, All other

*Detailed information surrounding these classifications can be found at the following website: www.bls.gov.

Program Completion

In order to graduate and receive a Certificate in Paralegal Studies, students must earn a minimum of 30 semester credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	UNV-101P/LGL-110
	LGL-150/LGL-160
Term 2	LGL-170/LGL-180
	LGL-200/LGL-220
Term 3	LGL-165/LGL-175

Core Courses

Course Code	Title	Credits
UNV-101P	Student Success and Technology Foundations in Paralegal Studies	3
LGL-110	Introduction to Paralegal Sciences	3
LGL-150	Civil Procedure	3
LGL-160	Introduction to Law Firm Technology	3
LGL-165	Contract Law	3
LGL-170	Legal Research and Writing I	3
LGL-175	Business Law	3
LGL-180	Torts	3
LGL-200	Family Law Practice for Paralegals	3
LGL-220	Criminal Law and Procedure	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	**30**

Paralegal Studies

Degree Type
Associate of Arts

60 credits, 20 months
Program Objectives

The Associate of Arts in Paralegal Studies program is designed to prepare students for the requirements of work as a paralegal in the current and emerging legal workplace. In addition to foundational skills in paralegal sciences, graduates of the program will also be competent in the areas of conducting electronic discovery and working in a technologically mature office environment.

Following the completion of the program, a graduate should have the ability to:

- Perform client support functions
- Perform attorney support function
- Conduct investigative research
- Conduct legal research
- Prepare litigation legal documents
- Prepare for trial
- Prepare administrative level documents
- Prepare business communications
- Provide clerical support

All of these functions will be presented within the context of the current and future electronic legal office and the basic knowledge of electronic discovery.

Employment Opportunities

The following is a list of example occupations that one could pursue (this is just a sample, as job titles and names continue to change in industry):

- Litigation Paralegal
- Legal Support Specialist
- Legal Assistant
- Litigation Clerk and Legal Executive Assistant
- Discovery Paralegal

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 23-2010.0 – Paralegals and Legal Assistants
- 23-2093.0 – Title Examiners, Abstractors, and Searchers
- 23-2099.00 – Legal Support Workers, All other

*Detailed information surrounding these classifications can be found at the following website: www.bls.gov.

Program Completion

In order to graduate and receive an Associate of Arts degree in paralegal studies, students must earn a minimum of 60 semester credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	UNV-101P/LGL-110
	LGL-150/LGL-160
Term 2	LGL-170/LGL-180
	LGL-200/LGL-220
Term 3	LGL-165/LGL-175
	EDS-200/ENG-110S
Term 4	EDS-225/ENG-112S
	EDS-235/CRT-110S
Term 5	LGL-230/MAT-110S
	LGP-275/COM-115S

Core Courses

Course Code	Title	Credits
UNV-101P	Student Success and Technology Foundations in Paralegal Studies	3
LGL-110	Introduction to Paralegal Sciences	3
LGL-150	Civil Procedure	3
LGL-160	Introduction to Law Firm Technology	3
LGL-165	Contract Law	3
LGL-170	Legal Research and Writing I	3
LGL-175	Business Law	3
LGL-180	Torts	3
LGL-200	Family Law Practice for Paralegals	3
LGL-220	Criminal Law and Procedure	3
EDS-225	eDiscovery Information Governance, Processing, and Software	3
LGL-230	Legal Research and Writing II	3
EDS-235	eDiscovery Simulation and Application	3
EDS-200	Foundations of E-Discovery and ESI Skill Building	3
LGP-275	Capstone Review	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
ENG-110S	English Composition I	3
ENG-112S	English Composition II	3
COM-115S	Interpersonal Communication	3
CRT-110S	Critical Thinking I	3
MAT-110S	Algebra I	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Paralegal Studies and Litigation Technologies

Degree Type
Associate of Arts
60 credits, 20 months

(No longer accepting enrollments)
Program Objectives

The Associate of Arts in Paralegal Studies and Litigation Technologies program is designed to prepare students for the requirements of work as a paralegal in the current and emerging legal workplace. In addition to foundational skills in paralegal sciences, graduates of the program will also be competent in the areas of conducting electronic discovery and working in a technologically mature office environment.

Following the completion of the program, a graduate should have the ability to:

- Develop and utilize client support functions.
- Perform attorney support functions.
- Conduct investigative research.
- Logistically identify and utilize legal research.
- Prepare litigation legal documents.
- Develop key information literacy utilizing materials in preparation for trial.
- Acquire administrative level documents.
- Support global business communications.
- Provide inclusive and beneficial clerical support.
- Problem solve issues to support team functionality and delivery.

All of these functions will be presented within the context of the current and future electronic legal office and the use of various electronic discovery tools.

Employment Opportunities

The following is a list of example occupations that one could pursue (this is just a sample, as job titles and names continue to change in industry):

- Litigation Paralegal
- Legal Support Specialist
- Legal Assistant
- Litigation Clerk and Legal Executive Assistant
- Discovery Paralegal

Program Completion

In order to graduate and receive an Associate of Arts in Paralegal Studies and Litigation Technologies, students must earn a minimum of 60 semester credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	LGL-110/UNV-101S (first 8 weeks)
	LGL-150/ENG-110S (second 8 weeks)
Term 2	LGL-160/MAT-110S
	EDS-200/PSY-101S
Term 3	LGL-180/SCI-300S
	LGL-170/LGL-200
Term 4	LGL-230/EDS-240
	EDS-250/COM-115S
Term 5	LGL-220/LGL-210
	LGP-280/LGP-290

Core Courses

Course Code	Title	Credits
LGL-110	Introduction to Paralegal Sciences	3
LGL-150	Civil Procedure	3
LGL-160	Introduction to Law Firm Technology	3
LGL-170	Legal Research and Writing I	3
LGL-180	Torts	3
EDS-200	Foundations of E-Discovery and ESI Skill Building	3
LGL-200	Family Law Practice for Paralegals	3
LGL-210	Business Organizations and Contract Law	3
LGL-220	Criminal Law and Procedure	3
LGL-230	Legal Research and Writing II	3
EDS-240	E-Discovery Paralegal I	3
EDS-250	E-Discovery Paralegal II	3
LGP-280	Paralegal Simulation Lab A	3
LGP-290	Paralegal Simulation Lab B	3
UNV-101S	Student Success and Technology Foundations	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
PSY-101S	Psychological Foundations	3
MAT-110S	Algebra I	3
COM-115S	Interpersonal Communication	3
ENG-110S	English Composition I	3
SCI-300S	Environmental Science	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

| | Total Credits | 60 |

Paralegal Studies and Litigation Technologies

Degree Type
Bachelor of Science
120 credits, 39 months
Program Objectives

The Bachelor of Science in Paralegal Studies and Litigation Technologies program prepares students for the advancing role of technology in the legal field. The program provides an excellent combination of practical paralegal skills and applied e-Discovery and litigation support skills to give students the education and training for success in the field. As part of the bachelor's degree program, students receive in-depth training on the E-Discovery Lab for Software Simulation & Applications (ELSSA).

Following the completion of the program, a graduate should have the ability to:

- Develop and utilize client support functions.
- Perform attorney support functions.
- Logistically identify and utilize legal research.
- Acquire administrative level documents.
- Support global business communications.
- Provide beneficial clerical support.
- Problem solve issues to support team functionality and delivery.
- Critically think through and draft specific legal documents such as contracts, depositions, and pleadings.
- Develop comprehensive knowledge, skills, and abilities to research, investigate facts and create supportive legal arguments for trial.

All of these functions will be presented within the context of the current and future electronic legal office and the use of various electronic discovery tools.

Employment Opportunities

The following is a list of example occupations that one could pursue (this is just a sample, as job titles and names continue to change in industry):

- Litigation Paralegal
- Legal Support Specialist
- Legal Assistant
- Litigation Clerk and Legal Executive Assistant
- Discovery Paralegal

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 23-2010.00 – Paralegals and Legal Assistants
- 23-2099.00 – Legal Support Workers, All other

*Detailed information surrounding these classifications can be found at the following website: www.bls.gov.

Program Completion

In order to graduate and receive a Bachelor of Science in paralegal studies and litigation technologies, students must earn a minimum of 120 semester credits for the courses in the curriculum below and have a cumulative grade point average of 2.0 or better. Students who elect to do so may also sit for industry-specific certifications, which completion of are not required to graduate.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	LGL-110/UNV-101S
	LGL-150/ENG-110S
Term 2	LGL-160/MAT-110S
	EDS-200/PSY-101S
Term 3	LGL-180/SCI-300S
	LGL-170/LGL-200
Term 4	LGL-230/EDS-240
	EDS-250/COM-115S
Term 5	LGL-220/LGL-210
	LGP-280/LGP-290
Term 6	IND-300/HUM-150S
	IND-310/POL-200S
Term 7	LGL-320/SOC-210S
	EDS-380/CRT-110S
Term 8	LGL-330/EDS-390
	LGL-350/ECO-300S
Term 9	EDS-400/ENG-112S
	MGT-300/LGL-400
Term 10	EDS-450/CRT-210S
	LGL-420/LGP-480

Core Courses

Course Code	Title	Credits
LGL-110	Introduction to Paralegal Sciences	3
LGL-150	Civil Procedure	3
LGL-160	Introduction to Law Firm Technology	3
LGL-170	Legal Research and Writing I	3
LGL-180	Torts	3
EDS-200	Foundations of E-Discovery and ESI Skill Building	3
LGL-200	Family Law Practice for Paralegals	3
LGL-210	Business Organizations and Contract Law	3
LGL-220	Criminal Law and Procedure	3
LGL-230	Legal Research and Writing II	3
EDS-240	E-Discovery Paralegal I	3
EDS-250	E-Discovery Paralegal II	3
LGP-280	Paralegal Simulation Lab A	3
LGP-290	Paralegal Simulation Lab B	3
IND-300	Current Events in the Industry	3
MGT-300	Management and Communications	3
IND-310	Entrepreneurship	3
LGL-320	Legal Research and Writing III	3
LGL-330	Commercial and Bankruptcy Litigation	3
LGL-350	Property Law	3
EDS-380	Legal Office Productivity and Database Management	3
EDS-390	E-Discovery Utilities and Applications Lab	3
EDS-400	Analytics and Technology Assisted Review	3
LGL-400	Trial Practice	3
LGL-420	Certification Preparation	3
EDS-450	E-Discovery Project Management	3
LGP-480	Paralegal Simulation Lab C	3
UNV-101S	Student Success and Technology Foundations	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
PSY-101S	Psychological Foundations	3
MAT-110S	Algebra I	3
CRT-110S	Critical Thinking I	3
ENG-110S	English Composition I	3
ENG-112S	English Composition II	3
HUM-150S	Introduction to Popular Culture	3
ECO-300S	The Economics of Money	3
POL-200S	American Government and Politics	3
SCI-300S	Environmental Science	3
CRT-210S	Critical Thinking II	3
SOC-210S	Technology and Society	3
COM-115S	Interpersonal Communication	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

	Total Credits	120

General Education Course Requirements

This bachelor's degree program requires students to complete 36 general education semester credit hours. Bryan University preschedules all general education courses within each program. A student's schedule may reflect general education courses different than the ones listed above, however, the Bryan University Registrar works to ensure students meet all general education requirements by the expected time of graduation. Refer to the General Education section of this Catalog for specific general education requirements.

Pharmacy Technician

Pharmacy Technician

Degree Type
Certificate
24 credits, 8 months
Program Objectives

The objective of the Pharmacy Technician program is to prepare students for the roles, responsibilities, and expertise needed to be a successful pharmacy technician. During this program, students have the opportunity to learn didactically as well as experientially. Students will learn medical terminology, basic pharmacology, pharmacy laws and ethics, and how to handle administrative care, including communicating professionally, dispensing various forms of medication, operating patient profiles, filing insurance claims, accepting prescription orders, and more. Quality technicians are necessary for a pharmacy to run efficiently and to provide opportunity for association with other community/retail pharmacies, hospitals, specialty pharmacies, mail-order facilities, and compounding pharmacies.

Students will prepare to sit for the Pharmacy Technician Certification Exam (PTCE) given by the Pharmacy Technician Certification Board (PTCB). Candidates who successfully complete the certification exam will earn

the CPhT designation and Certified Pharmacy Technician credentials. All certified pharmacy technicians are required to complete continuing education and recertify every two years. Pharmacy Technician requirements vary by state. It is the student's responsibility to verify these requirements.

Externship hours are a part of a student's required coursework in the Pharmacy Technician program at Bryan University. Students are not usually paid for the work performed during practicum/clinical course activities. All school rules apply to externship course hours. Students participating in externship course hours are reminded that they are acting as representatives of Bryan University and are expected to be professional at all times.

Externship hours are offered during regularly scheduled business hours at an approved healthcare facility. Bryan University does not guarantee the availability of night/weekend externships hours. Students are expected to complete externship course hours within the grading period as outlined in the course description and requirements.

Depending on the pharmacy location students choose for their externship, CoVid vaccines and drug screenings may be required.

Following the completion of the program, a graduate should have:

- Knowledge of medical terminology, anatomy and physiology, pathology, and pharmacology
- Knowledge of basic computer applications and healthcare information technologies
- Knowledge of pharmacy science as it pertains to the different branches of medicine and what is involved with its use, effect, and action
- Ability to communicate, query, and collaborate with healthcare stakeholders such as pharmacists, physicians, and other healthcare staff
- Ability to work in pharmacy environments

Employment Opportunities

The following is a list of occupations and organizations that one could pursue for employment:

- Hospitals (inpatient, outpatient, intravenous pharmacy technician)
- Ambulatory Care Settings
- Pharmacies (community, specialty, compounding)
- Work from home positions (insurance adjudication, customer support, medication therapy management)

Standard Occupational Classification (SOC)* Codes

include, but are not limited to, the following:

- 31-9095 – Pharmacy Aides
- 31-9099 – Healthcare Support Worker

*Detailed information surrounding these classifications can be found at the following website: https://www.bls.gov/soc/2018/major_groups.htm.

Program Completion

In order to graduate and receive a Pharmacy Technician Certificate, a student must earn a minimum of 24 credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better. Students who elect to do so may also sit for the Pharmacy Technician Certification Exam (PTCE); completion of certification exams are not required to graduate.

Program Outline by Term

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

Term 1	RXT-100/UNV-101RX (First 8 weeks)
	RXT-110/RXT-130 (Second 8 weeks)
Term 2	RXT-120/RXT-180 (Third 8 weeks)
	RXT-190/RXT-200 (Fourth 8 weeks)

Core Courses

Course Code	Title	Credits
UNV-101RX	Student Success and Technology Foundations	3
RXT-100	Introduction to Pharmacy Science	3
RXT-110	Pharmacology I	3
RXT-120	Pharmacology II	3
RXT-130	Pharmacy Calculations	3
RXT-180	Pharmacology Technique Procedures	3
RXT-190	Pharmacy Technician Practicum	3
RXT-200	Pharmacy Technician Certification Exam Review	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Pharmacy Technician Certification Boards in each state are responsible for establishing the requirements for licensure/certification for their state. Requirements may vary from state to state and may change at any time. For state licensure /certification information see the Pharmacy Technician licensure/certification disclosure.

	Total Credits	**24**

General Education Courses

COM-115S: Interpersonal Communication

This course introduces the concepts and theories of interpersonal communication. Students will explore the process and functions of communication, developing relationships, communication strategies and skills, and interpersonal language skills, including conflict management.
Required Text/Materials
Beebe, Steven, Beebe, Susan, & Redmond, Mark (2019). Interpersonal Communication: Relating to Others. (9th ed.) Upper Saddle River, NJ: Pearson.
Credits 3
Prerequisites
None.

COM-315S: Communication Ethics

Communication ethics covers an introduction to the ethical nature of communication as it relates to evolving systems of communication, public discourse, and intercultural dynamics. Topics for this course will include systems of ethical reasoning and how to effectively address current issues in various fields of the communication discipline.
Required Text/Materials
Neher, W. W., & Sandin, P. J. (2017). Communicating ethically character, duties, consequences, and relationships (2nd ed.). New York, NY: Routledge.
Credits 3
Prerequisites
None.

CRT-110S: Critical Thinking I

This course provides foundational topics related to logic and critical thinking including, informal logic, formal logic, and fallacies.
Required Text/Materials
Hughes, W. & Lavery, J. (2014). Critical thinking: An introduction to the basic skills. Canada: Broadview Press.
Dweck, C. (2006). Mindset: How you can fulfill your potential. London, UK: Constable & Robinson.
Credits 3
Prerequisites
None.

CRT-210S: Critical Thinking II

A course covering concepts essential to the comprehension, analysis, and creation of arguments, including induction, deduction, informal fallacies, Aristotelian and symbolic logic, modes of persuasion, perspective and bias, language and meaning. Studies culminate in the development of reasonable strategies for belief formation.

Required Text/Materials

Schick, T., Vaughn, L. (2014). How to think about weird things: Critical thinking for a new age. New York, NY: McGraw-Hill Education. Dweck, C. (2006). Mindset: How you can fulfill your potential. London, UK: Constable & Robinson.

Credits 3

Prerequisites

CRT-110S: Critical Thinking I

or the equivalence in transfer credit.

ECO-300S: The Economics of Money

The concept of money is powerful, and it has evolved into an essential tool of the global economy. This course focuses on the relationship between money and economics. Topics include basic macroeconomic and microeconomic principles such as unemployment, inflation, business cycles, and emerging forms of money.

Required Text/Materials

OpenStax Economics. (2017) Principles of Economics. Houston, TX: OpenStax CNX.

Credits 3

Prerequisites

None.

ENG-110S: English Composition I

This course covers written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

Required Text/Materials

Channell, C. Crusius, T. (2021). Engaging questions: A guide to writing (3rd ed.). New York, NY: McGraw-Hill.

Credits 3

Prerequisites

None.

ENG-112S: English Composition II

A course building on lessons learned in English Composition I. In addition to reviewing the writing process, topics include research techniques, citation techniques, documentation formats, and critical analysis of written topics.

Required Text/Materials

Maimon, E., Peritz, J., Yancey, K. (2020). A Writer's Resource (6th ed.). New York, NY: McGraw- Hill.

Credits 3

Prerequisites

ENG-110S: English Composition I

or the equivalence in transfer credit.

ENG-300S: Research and Writing II

This upper-division course for research and writing prepares students with the ability to propose solutions to problems they encounter in their communities. This course focuses on the key skills of academic research and cohesively writing about them. Students use independent research to analyze a topic and formulate a position or thesis.

Required Text/Materials

Dively, R. (2016). Invention and craft. New York, NY: McGraw-Hill.

Credits 3

Prerequisites

ENG-112S: English Composition II

HUM-150S: Introduction to Popular Culture

This course covers popular culture and the relationship between culture, the individual, and society. Focus is placed on viewing everyday life and concepts through different lenses.

Required Text/Materials

Charlton, K. (2014). Rock music styles: A history (7th ed.). New York, NY: McGraw-Hill Education.

Credits 3

Prerequisites

None.

MAT-110S: Algebra I

This course begins with a review of real numbers and algebraic expressions before covering algebra topics including linear equations and inequalities, lines and functions, systems, exponents, polynomials, and factoring.

Required Text/Materials

ALEKS Math Platform-Miller, J., O'Neill, M., Hyde, N. (2018). Beginning Algebra (5th ed.). New York, NY: McGraw-Hill.

Credits 3

Prerequisites

None.

MAT-300S: Statistics I

This course is an introduction to mathematical probability theory and statistical inference. This course balances both theory and application using both scientific and quantitative reasoning. Students will apply mathematical and scientific concepts and reasoning, and analyze, interpret, and present various types of data.

Required Text/Materials

eBook (via Pearson MyLab Math): Triola, M. F. (2021). Elementary Statistics (14th Edition). Pearson Education (US).

Credits 3

Prerequisites

MAT-110S: Algebra I

or equivalent transfer.

MAT-320S: Applied Statistics

Basic concepts of using statistical models to draw conclusions from experimental and survey data. The course is a postcalculus introduction to mathematical probability theory and statistical inference. It balances theory and applications. The course also serves as a suitable background for further work in mathematical and applied probability and statistics.

Required Text/Materials
eBook (via Pearson MyLab Math): Triola, M. F. (2021). Elementary Statistics (14th Edition). Pearson Education (US).

Credits 3

Prerequisites
MAT-110S: Algebra I

POL-200S: American Government and Politics

A course focused on the principles, institutions, and politics of the United States national government. Topics covered include the U.S. Constitution, congress, elections, public opinion, and news media.

Required Text/Materials
Krutz, G. & Waskiewicz, S. (2016). American government. OpenStax College.

Credits 3

Prerequisites
None.

POL-300S: Studies in U.S. Political Science

This course introduces students to the study of political science. This course explores systems, rules, public policy, public interest, and power. Individuals, groups, institutions, and governments are all examined through the lens of politics and political systems.

Required Text/Materials
Rom, M.S., Hidaka, M., Walker, R.B. (2022). Introduction to Political Science. OpenStax College.

Credits 3

Prerequisites
None.

PSY-101S: Psychological Foundations

A course covering the foundational concepts related to human behavior. Topics include the human mind, human behavior, and important experiments and research in the field of psychology.

Required Text/Materials
King, L. (2019). Experience psychology (4th ed.). New York, NY: McGraw-Hill Education.

Credits 3

Prerequisites
None.

SCI-300S: Environmental Science

A course covering the history of environmental concerns and how species interact with their environment. Topics include environmental history, sustainability, ecosystems, and human population change.

Required Text/Materials

Cunningham, W.P. & Cunningham, M.A. Principles of environmental science: Inquiry & applications (12th ed.). New York, NY: McGraw-Hill Education.

Credits 3

Prerequisites

None.

SOC-210S: Technology and Society

This course explores key societal and cultural aspects of technology. Topics include value issues raised by technology and how technology shapes and is shaped by society.

Required Text/Materials

Harrington, J. L. & College, M. (2009). Technology and Society. Burlington, MA: Jones & Bartlett.

Credits 3

Prerequisites

None.

SOC-300S: Social Psychology

A course covering the fundamentals of social psychology and group behavior. The course focuses on how individuals are influenced by other people and situations.

Required Text/Materials

Myers, D., Twenge, J. Social psychology (14th ed.). New York, NY: McGraw-Hill Education.

Credits 3

Prerequisites

None.

Core Courses

AFS-200: Object-Oriented Programming & the Web - Python & Django

Students will learn how to create complex, database-driven websites using Python and Django. They will gain a fundamental understanding of programming in Python by creating a variety of scripts and applications for the Web. The Django framework will be used to build authentication systems and web services.
Required Text/Materials
None.
Credits 3
Prerequisites
FSW-113: Javascript II - Intermediate Programming

AFS-205: Web Infrastructure & Server Deployment - NGINX, Apache, & Docker

Students will learn how to create servers and reverse proxies using web servers (e.g., NGINX, Apache) and common web communication protocols. This course also covers server deployment with Docker, from initial configuration to the cloud, so students might learn how to create, deploy, and run applications.
Required Text/Materials
None.
Credits 3
Prerequisites
FSW-123: Interactive User Interfaces - React
FSW-125: Server-Side Programming - Node & Express

AFS-210: Data Structures & Algorithms

This course provides students with the design, analysis, and implementation of data structures and algorithms to solve problems using an object-oriented programming language. Topics include elementary data structures (including stacks, queues, arrays, and lists), advanced data structures (including trees and graphs), the algorithms used to manipulate these structures, and their application.
Required Text/Materials
Baka, B. (2017). Python Data Structures & Algorithms. Packt Publishing.
Credits 3
Prerequisites
AFS-200: Object-Oriented Programming & the Web - Python & Django

AFS-215: Testing - Unit, Integration & End-to-End

Students will learn about unit, integration, and end-to-end testing of web code written in popular web development languages (e.g., vanilla JavaScript, React, Redux, and Node.) Students will practice skills that demonstrate professional attitude and behavior (e.g., teamwork, leadership, and communication).
Required Text/Materials
None.
Credits 3
Prerequisites
FSW-135: NoSQL Databases and the Web - MongoDB & Mongoose
AFS-205: Web Infrastructure & Server Deployment - NGINX, Apache, & Docker

AFS-220: Capstone

Students will create an engaging, interactive website with server-side data, using all the tools and skills from the program. The course will also cover technical project management competencies, such as Kanban and Agile methodologies, and how to apply them in multi-developer environments. Students will practice skills that demonstrate professional attitude and behavior (e.g., teamwork, leadership, and communication).

Required Text/Materials
None.
Credits 3
Prerequisites
AFS-200: Object-Oriented Programming & the Web - Python & Django
AFS-205: Web Infrastructure & Server Deployment - NGINX, Apache, & Docker
AFS-210: Data Structures & Algorithms
AFS-215: Testing - Unit, Integration & End-to-End

AMA-215: Practice Management Systems

This multimedia learning course uses medical practice management software and electronic medical records software that covers aspects of computerized administrative, clinical, financial, and EHR storage procedures performed in the medical office.

Required Text/Materials
Shanholtzer, 4e, Integrated Electronic Health Records (e-book).
Credits 3
Prerequisites
None.

AMA-240: Healthcare Insurance and Reimbursement

This course provides students with an overview of US healthcare reimbursement systems, the roles and responsibilities of healthcare third-party payers, and the billing process, including concepts of revenue cycle management. Advanced coding concepts such as the use of codes in reimbursement systems, ethical and compliant coding, and additional vocabularies, terminologies, and classification systems will also be discussed. Utilization of coding tools such as groupers and computer-assisted coding will be included. Practice Management Systems will also be used.

Required Text/Materials
Valerius, J. D., Bayes, N. L., Newby, C. & Blochowiak, A. L. (2020). Medical Insurance: A Revenue Cycle Process Approach, (8th ed.). McGraw-Hill publishing with Connect.
Credits 3
Prerequisites
None.

AMA-250: Cyber Security and Access Control with EHR

This course is designed to aid students in understanding how HIPAA and cybersecurity is practiced and maintained in healthcare settings. Topics include access controls, data breaches, risk assessment tools, and HIPAA compliance. Privacy aspects of the EHR are evaluated as well as compliance issues and management of information in the EHR.

Required Text/Materials
eBook Rinehart-Thompson, L. (2018). Introduction to health information privacy & security. (2nd ed.). Upper Saddle River, NJ: Prentice Hall.

Credits 3
Prerequisites
None.

AMA-299: Professional Practicum Experience

The course is designed to review administrative skills in a simulated office environment. Students will walk through a typical day of an administrative MA professional. The student will complete the practicum as a review tool for the medical assisting student to prepare for their profession and the CMAA certification examination.

Required Text/Materials
None.

Credits 3
Prerequisites
AMA-215: Practice Management Systems
AMA-240: Healthcare Insurance and Reimbursement
HIM-220MA: Human Resources and Organizational Management
AMA-250: Cyber Security and Access Control with EHR

BHA-315: Database Management Tools

Increased regulatory and accrediting compliance, as well as a more competitive marketplace with demands for concomitant cost-control and improved outcomes, require robust methods of accessing, analyzing, and reporting. In this course, students examine the use of dedicated reporting applications as tools to produce sophisticated reports and data displays.

Required Text/Materials
Pratt, P. & Adamski, J. (2015). Concepts of database management, (8th ed.). Clifton Park, NY: Cengage Learning.
Viescas, J. & Hernandez, M. (2014). SQL Queries for Mere Mortals®: A Hands- On Guide to Data Manipulation in SQL, (3rd ed.). Upper Saddle River, NJ: Pearson.

Credits 3
Prerequisites
None.

BHA-325: Population Health

Population health enables governments and organizations to increase access, decrease costs, and improve outcomes. The aging of populations, the rising costs of healthcare, and the increasing prevalence of chronic conditions requires such comprehensive approaches. This course provides a foundation in population health principles and practices, including the distribution of diseases in a population, interventions available to impact those diseases, and policies that enable population health.

Required Text/Materials

Scheck-McAlearney, A. (2003). Population Health Management: Strategies to Improve Outcomes. Chicago, IL: Health Administration Press.

Credits 3

Prerequisites

None.

BHA-335: Data Management

Healthcare data, both within an organization and in a multi-entity healthcare system, must be stored and organized in a structured environment that enables reliable access, analysis, and reporting. Students will learn the fundamentals of modern biomedical information and database systems.

Required Text/Materials

Seiner, R. (2014). Non-Invasive Data Governance: The Path of Least Resistance and Greatest Success. (1st ed.). Technics Publishers.

Credits 3

Prerequisites

None.

BHA-340: Clinical Classification of Data

Clinical Classification of Data works through applying, interpreting, and classifying clinical information and practicing efficient communication through statistical analysis. Students assess the principles of classifiable data, effective data analysis strategies, and the benefits of clinical statistical research.

Required Text/Materials

Kusleika, D. (2013). Access 2013 Bible. Hoboken, NJ: Wiley. Salkind, N. (2013), Statistics for People Who (Think They) Hate Statistics: Excel 2010 Edition, (3rd ed.). Thousand Oaks, CA: Sage Publishing.

Credits 3

Prerequisites

None.

BHA-345: Clinical Data Management

Clinical Data Management highlights a crucial part of clinical research in which data components, such as integrity, accountability, and consistency, are vital in the collection and interpretation of statistics and clinical data. Students assess strategies for collecting data, resources, and tools for maintaining and managing data, as well as effective handling of data and statistics.

Required Text/Materials

Herasevich, V., & Pickering, B. (2018). Health Information Technology Evaluation Handbook: From Meaningful Use to Meaningful Outcome. (1st ed.). CRC Press.

Credits 3

Prerequisites

BHA-335: Data Management

BHA-350: Healthcare Information Systems

Healthcare Information Systems dives into the wonders of technological systems developed to maintain, obtain, and uphold data. Students assess some of the many types of information systems and related principles, such as standards, regulations, and requirements.

Required Text/Materials
Sayles, N. (2018). Introduction to Information Systems for Health Information Technology (3rd ed.). AHIMA Press.

Credits 3

Prerequisites
None.

BHA-355: Healthcare Policy and Management

As the United States Healthcare system has become increasingly regulated, centralized, and overseen by accrediting agencies, the legal environment has become increasingly complex. Students in this course will learn the general structure of healthcare law in the United States, and how laws and regulation constrain the management and administration of healthcare entities.

Required Text/Materials
Brodnik, M., Reinhart-Thompson, L., & Reynolds, R. (2017). Fundamentals of Law for Health Informatics and Information Management (3rd ed). AHIMA Press.

Credits 3

Prerequisites
None.

BHA-430: Quality and Process Improvement

Historically, the U.S. healthcare system comprised disparate components with minimal coordination and exchange; however, current regulatory and market changes require a realignment of these entities, frequently aligned with quality outcomes. In this course, students learn the characteristics of both operational and health outcomes quality, the variables that affect quality, and how process improvement can include outcomes.

Required Text/Materials
Shaw, P., Carter, D. (2019). Quality and Performance Improvement in Healthcare, (7th ed.). American Health Information Management Association.

Credits 3

Prerequisites
BHA-335: Data Management

BHA-445: Leadership and Human Asset Management

This course focuses on principles related to management and administration of health information services with emphasis on organizational culture, effective leadership and communication, and financial management. Students assess organizational and departmental needs, propose appropriate solutions, and apply project management techniques to foster efficient use of resources within healthcare organizations.

Required Text/Materials
Fallon, Jr., L.F. & McConnell, C.R. (2013). Human resource management in health care: Principles and practice. Sudbury, MA: Jones and Bartlett Publishers; Ledlow, G.R. & Coppola, M.N. (2013). Leadership for Health Professionals. Sudbury, MA: Jones and Bartlett.

Credits 3

Prerequisites
None.

BHA-450: Data Management II

Data obtained within organizational departments and across the enterprise must be stored and organized in a structured environment that enables reliable access, analysis, and reporting.

Required Text/Materials

Madsen, L.B. (2012). Healthcare Business Intelligence, + Website: A Guide to Empowering Successful Data Reporting and Analytics. Hoboken, NJ.

Credits 3

Prerequisites

BHA-315: Database Management Tools

BHA-345: Clinical Data Management

BHA-455: Applied Principles of HIMS

Applied Principles of HIM through principles of Information Governance and Health Information Management. Students will evaluate and identify data quality standards, apply standard analysis techniques.

Required Text/Materials

Mendoza Saltiel Busch, R. (2015). Leveraging Data in Healthcare: Best Practices for Controlling, Analyzing, and Using Data. (1st ed.). CRC Press.

Credits 3

Prerequisites

BHA-315: Database Management Tools

BHA-340: Clinical Classification of Data

BIO-100MA: Medical Terminology

This course will provide students with a foundation in medical terminology. Students will learn strategies for memorizing and recalling medical terms and become familiar with a broad array of terminology commonly used in the healthcare professions.

Required Text/Materials

Allan, D. (2021). Essentials of Medical Language (4th Ed). New York, NY: McGraw Hill with Connect.

Credits 3

Prerequisites

None.

BIO-105MA: Anatomy and Physiology

This course will cover the systems that comprise the human organism.

Required Text/Materials

Booth, K., Whicker, L., and Wyman, T. (2021). Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology, 7th edition. McGraw-Hill publishing with Connect.

Credits 3

Corequisites

BIO-100MA: Medical Terminology

BIO-105S: Anatomy and Physiology

A course covering the systems that comprise the human organism.
Required Text/Materials
eBook: Allan, D. (2021). Essentials of Medical Language (4th Ed). New York, NY: McGraw Hill.
Credits 3
Prerequisites
None.

BIO-115MA: Pathology and Disease Process & Pharmacology

This course will cover the development and progression of disease within the systems of the human body. Students will also learn about the pharmaceuticals that interact with certain diseases and conditions, pharmacology principles, medication administration, and drug identification and calculation. Infection control practices and nutrition and health will also be introduced.
Required Text/Materials
Booth, K., Whicker, L., and Wyman, T. (2021). Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology, 7th edition. McGraw-Hill publishing with Connect; Allan, D. & Basco, R. (2021). Essentials of medical language (4th ed.). New York, NY: McGraw Hill.
Credits 3
Prerequisites
BIO-105MA: Anatomy and Physiology

BIO-115S: Pathology and Disease Process & Pharmacology

This course will cover the development and progression of disease within the systems of the human body. Students will also learn about the pharmaceuticals that interact with certain diseases and conditions.
Required Text/Materials
Frazier, M. S., & Fuqua, T. (2020). Essentials of Human Diseases and Conditions (7th Edition). Elsevier Health Sciences (US). Colbert, B., James, A., & Katrancha, E. (2022). Essentials of Pharmacology for Health Professions (9th Edition). Cengage Learning US.
Credits 3
Prerequisites
None.

BPH-400: Principles of Epidemiology

Students examine the influence of biological and social factors on population health, including epigenetics, infectious disease, and foodborne illnesses. Students evaluate epidemiologic study designs and apply measures of association as methods for determining relationships.
Required Text/Materials
Friis, R. H. & Sellers, T. (2014). Epidemiology for Public Health Practice (5th ed.). Burlington, MA: Jones & Bartlett Learning.
Credits 3
Prerequisites
BHA-325: Population Health

BPH-420: Public Health Planning

Community Assessment and Planning steps into strategic evaluation and theoretical models of planning. Students evaluate the makeup of community assessment and assess program management, goal setting, process evaluation, and change management.

Required Text/Materials

Perrin, K. (2016). Essentials of Planning and Evaluation for Public Health. (16th ed). Jones & Bartlett Publishers.

Credits 3

Prerequisites

BHA-325: Population Health

BPH-450: Public Health Advocacy and Policy

Public Health Advocacy and Policy signifies professionalism and human rights in guided decisions resulting in respect and social justice. Students assess the development of public health policy and evaluate local, state, and federal programs, policies, and laws.

Required Text/Materials

Jansson, B.S. (2011). Improving Healthcare Through Advocacy, (1st ed.). John Wiley & Sons Inc. Hoboken NJ.

Credits 3

Prerequisites

BHA-325: Population Health

BPH-499: Public Health Capstone Project

The Public Health Capstone Project applies knowledge to real-time experience! Students will reflect their comprehension through a developed project. Students will gain practical experience in the public health field as they apply their skills solving real-world problems designated by an external healthcare organization. Students will present their results for students and the external stakeholder to review.

Required Text/Materials

None.

Credits 3

Prerequisites

None.

BUS-105: Introduction to Business

This course provides students with an introduction to business principles, terms, and concepts. The focus of the course is on business systems, management processes, human resource management, marketing, and finance.

Required Text/Materials

Ferrell, O.C., Hirt, G.A., Ferrell, L. (2022). M: Business, 7e. McGraw Hill.

Credits 3

Prerequisites

None.

BUS-110: Workplace Technologies

The core concepts of systems architecture and IT infrastructure underlie all technology driven organizations. Participants will gain an understanding of the components of the IT architecture, how computer infrastructures support and enable enterprise goals, and how IT systems are managed.

Required Text/Materials

Leary, T., Leary, L., & Leary, D. (2023). Computing essentials 2023: Making IT work for you (28th ed.). Boston, MA: McGraw-Hill.

Credits 3

Prerequisites

None.

BUS-115: Business Math

This course focuses on a basic math review with an emphasis on business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and mathematical calculations.

Required Text/Materials

Clendenen, G. & Salzman, S.A. 2019. Business Mathematics (14th ed.). New York, NY: Pearson.

Credits 3

Prerequisites

MAT-110S: Algebra I

BUS-120: Accounting Principles I

This course provides the foundation for accounting concepts which will be used throughout the students' business program. This course covers an introduction to financial accounting theory and practice and provides students with the tools needed to develop a functional knowledge of fundamental accounting principles. Students will also be introduced to the methods for summarizing, analyzing, and reporting financial data. Topics include bookkeeping cycles, basic accounting principles and procedures, financial statements, merchandising operations and inventory, and accounting for assets.

Required Text/Materials

Thomas, C.W., Tietz, W.M., & Harrison, W.T. 2019. Financial Accounting (12th ed.). New York, NY: Pearson.

Credits 3

Prerequisites

BUS-115: Business Math

BUS-125: Accounting Principles II

This course is the second in the program covering concepts and applications of accounting. It provides an overview of accounting for partnerships and corporations and continues with the discussion of the basic principles and applications of managerial and cost accounting. This course focuses on managerial techniques and procedures designed to aid managers in their planning, control, and decision-making roles. At the end of this course, students will be skilled in tasks related to positions such as AP Clerk, payroll clerk, or bookkeeper.

Required Text/Materials

Braun, K.W. & Tietz, W.M. (2021). Managerial Accounting (6th ed.). New York, NY: Pearson.

Credits 3

Prerequisites

BUS-120: Accounting Principles I

BUS-130: Microsoft Excel I

Electronic spreadsheets are a powerful tool used in business processes to store, analyze and present information. The focus of the course is to provide the student with functional skills needed to create, edit, and format Microsoft Excel worksheets for a variety of reporting needs.

Required Text/Materials
Gaskin, S., Vargas, A. (2020). GO! with Microsoft Office 365, Excel 2019 Comprehensive. Boston, MA: Pearson.
Credits 3
Prerequisites
None.

BUS-140: Introduction to Digital Marketing and Social Media

This course provides students with a working knowledge in the growing field of digital marketing. Students will learn about the evolution and purpose of digital marketing, the strategic uses of social media, and how these principles can transform the customer's journey. Students will also gain important industry skills designed to enhance the company's product using effective digital media.

Required Text/Materials
Zahah, D. & Roberts, M.L. (2018). Internet Marketing: Integrating Online & Offline Strategies in a Digital Environment (4th ed.). Boston, MA: Cengage.
Credits 3
Prerequisites
None.

BUS-145: Business Communications

This course provides students with foundational knowledge regarding effective communication styles and strategies for the business professional. Students will learn practical skills in intra- and interpersonal communication within business-related environments, in how personal attitudes affect organizational effectiveness and productivity, and in the interactions between people both personally and professionally.

Required Text/Materials
Cardon, P. (2020). Business communication (4th ed.). Boston, MA: McGraw-Hill.
Credits 3
Prerequisites
None.

BUS-200: Business Analytics Reporting

Today's businesses rely on data in almost every decision-making process. Data must be presented in a way that is quickly interpretable and easily understood. This course further explores reporting, data representations, visualizations, and high-level data analytics in Microsoft® Excel®. Students will connect to and analyze data from various sources and prepare presentations for management decision making using a variety of visualization types.

Required Text/Materials
Sharda, R., Delen, D., Turban, E. (2018). Business intelligence, analytics, and data science: A managerial perspective. (4th ed). Pearson.
Credits 3
Prerequisites
BUS-130: Microsoft Excel I

BUS-220: Management Principles

Successful management is rooted in forming essential behaviors associated with leading an organization and its people. During this course, the student will understand basic management principles and functions required within small and large organizations and be introduced to business application models. This course will emphasize critical thinking and solving real-world problems.

Required Text/Materials

Jones, G. and George, J. (2022). Contemporary Management (12th ed.). New York, NY: McGraw-Hill.

Credits 3

Prerequisites

None.

BUS-230: Legal and Ethical Issues in Business

This course provides students with foundational knowledge regarding general law, ethics, and regulations affecting business policy and decision making.

Required Text/Materials

Ghillyer, A. (2018). Business ethics now (5th ed.). Boston, MA: McGraw Hill.

Credits 3

Prerequisites

None.

BUS-235: Digital Marketing

To optimize marketing in a digital age it is essential to understand digital marketing applications. Areas of emphasis include digital marketing strategies applied to segmentation, targeting, positioning, and branding.

Required Text/Materials

Deiss, R. & Henneberry, R. 2017. Digital marketing for dummies. Hoboken, NJ: Wiley.

Credits 3

Prerequisites

BUS-140: Introduction to Digital Marketing and Social Media

BUS-240: Applied Digital Marketing

This course is a culmination of all previous marketing courses. Students learn about digital marketing analytics, and effectively evaluate marketing strategies and complete a digital marketing project.

Required Text/Materials

Singh, S. & Diamond S. 2020. Social media marketing for dummies (4th ed.). Hoboken, NJ: John Wiley & Sons. Free resource: Facebook Blueprint Digital Skills Certification Study Guide.

Credits 3

Prerequisites

BUS-140: Introduction to Digital Marketing and Social Media

BUS-245: Introduction to Human Resources Management

Introduction to human resources concepts and practices applicable for entry-level HR professionals and general managers in numerous industries. Provides overview of key HR functions such as: HR operations; recruitment and selection; compensation and benefits; HR development and retention; employee relations; and health, safety, and security. This course prepares students for the HRCI's Associate Professional in Human Resources™ (aPHR™) certification.

Required Text/Materials
Reed, S.M. (2017). A guide to the human resource body of knowledge. Hoboken, NJ: Wiley.

Credits 3
Prerequisites
None.

BUS-247: Performance Management: Talent Development & Employee Relations

The focus of this course is the retention and development of employees in the business organization. Human resources are the most valuable assets in modern businesses, so retaining them is critical to the health and bottom line of the organization. Topics include strategic considerations for assessing employee performance, how to train and develop employees, and how to help create a productive and effective workplace.

Required Text/Materials
Werner, J.M. (2017). Mindtap for Human Resources Development: Talent Development, 7th Ed. Boston, MA: Cengage.

Credits 3
Prerequisites
BUS-245: Introduction to Human Resources Management

BUS-250: Introduction to Project Management

This introductory course provides training in the basic principles of project management, including concepts from the initiating, planning, executing, monitoring, controlling, and closing process groups. Introduces fundamentals from the ten project management knowledge areas to prepare students for the Certified Associate in Project Management (CAPM ®) exam offered by the Project Management Institute (PMI®).

Required Text/Materials
Project Management Institute (PMI®). (2017). A Guide to the Project Management Body of Knowledge (PMBOK® Guide) (6th edition). Newton Square, PA: Project Management Institute.

Credits 3
Prerequisites
None.

BUS-252: Introduction to Compensation and Benefits

This introductory course provides training in the basic principles of compensation and benefits in the modern workforce. Topics include developing strategic compensation systems, merit pay, performance evaluation systems, job evaluation techniques, market salary surveys, discretionary and legal benefits, executive compensation, and contingent workforces.

Required Text/Materials
Martocchio, J.J. (2020). Strategic Compensation: A Human Resources Management Approach, (10th ed). New York, NY: Pearson.

Credits 3
Prerequisites
BUS-245: Introduction to Human Resources Management

BUS-257: Accounting Practice with QuickBooks

In this course students apply accounting concepts to keep financial records for small service and merchandising companies using QuickBooks. Students learn how to expertly navigate through QuickBooks, perform day-to-day business transactions, and view reports. Topics covered include chart of accounts, accounts receivable, accounts payable, inventory, payroll, and financial statements.

Required Text/Materials

Donna, K. (2023). Computer accounting with QuickBooks Online (3rd ed.). New York, NY: McGraw-Hill.

Credits 3

Prerequisites

BUS-120: Accounting Principles I
BUS-125: Accounting Principles II

BUS-265: Fundamentals of Taxation

This course provides an introduction to federal income taxation of individuals and businesses, providing a broad overview of the importance of tax considerations in business and personal decisions. Topics such as financial statement analysis, income, deductions, credits, depreciations, and allowances will be explored.

Required Text/Materials

Young, J.C., Nellen, A., Maloney, D.M., Persellin, M., Cuccia, A.D., Lassar, S., & Cripe., B. (2023). South-Western Federal Taxation 2023: Comprehensive Volume, 2023 Edition, (46th Ed.). Boston, MA: Cengage.

Credits 3

Prerequisites

BUS-120: Accounting Principles I
BUS-125: Accounting Principles II

BUS-310: Business Economics

Business economic theories are covered including supply/demand curve, prices, production, and efficient resource allocation. Macroeconomic theories that impact the business environment are also discussed, including determinants of output, the unemployment rate, and the inflation rate in the short run, and those about the rate of economic growth in the long run.

Required Text/Materials

Blair, R., Rush, M. (2019). The Economics of Managerial Decisions. New York, NY: Pearson.

Credits 3

Prerequisites

None.

BUS-320: Information Systems and Data Management

This course teaches students how to improve business efficiencies and competitive positioning through effective technology and information management. Students will explore information technology as corporate assets, and how information technology is reshaping organization structures and work processes to support effective managerial decision making.

Required Text/Materials

Baltzan, P. (2022). M: Information Systems. New York, NY: McGraw Hill Publishing.

Credits 3

Prerequisites

None.

BUS-330: Strategic Operations Management

Enterprises attempt to fulfill their missions in a complex world of regulations, changing consumer demographics and expectations, and fierce worldwide competition for both customers and resources. Businesses must optimize their operations to meet the demand of a complex marketplace. In this course, students learn about the stages of business operations, opportunities for improving processes, and the tools and techniques that are available to analyze operations.

Required Text/Materials
Cachon, G., Terwiesch, C. (2023). Operations Management, 3e. New York, NY: McGraw Hill Education.
Credits 3
Prerequisites
None.

BUS-335: International Business

This course will examine international business as a system and the concepts and theories that underly it. Topics include production, operations, marketing, financial, legal systems and their impact on the global and local business environments, and national governmental and international institutional controls and constraints, which impact the environment in which the system operates.

Required Text/Materials
Geringer, M., McNett, J., Ball, D. (2023). International Business, 3e. New York, NY: McGraw Hill Education.
Credits 3
Prerequisites
None.

BUS-340: Organizational Change and Innovation

The modern-day business environment is rapidly changing and highly technical. This course will explore methods for managers to lead organizations through change and innovation. Students will study the change cycle and business failure. Topics include the need for change, legal and regulatory issues impacting the business environment, change for the sake of competitive advantage, innovation and technological change, and the leadership necessary for business stability and sustainability.

Required Text/Materials
Dawson, P., Andriopoulos, C. (2021). Managing Change, Creativity and Innovation, 4e. Thousand Oaks, CA: SAGE Publications Ltd.
Credits 3
Prerequisites
None.

BUS-350: Finance

This course introduces students to corporate finance theory and the necessary skills to guide the financial manager in making asset management, valuation, and financing decisions. Topics include time value of money, stock and bond valuation, risk and return (CAPM), capital budgeting, financial planning, etc.

Required Text/Materials
Block, S., Hirt, G., Danielsen, B. (2023). Foundations of Financial Management, 18e. New York, NY: McGraw Hill Education.
Credits 3
Prerequisites
None.

BUS-420: Intermediate Accounting I

This course covers in depth exploration of financial accounting concepts including GAAP and IFRS, accounting cycle, revenue recognition, and other complex business transactions that impact financial statements. Upon completion of this course, students will be able to apply the accounting cycle to analyze the organization's performance.

Required Text/Materials

Spiceland, D., Nelson, M., Thomas, W. (2023). Intermediate Accounting, 11. New York, NY: McGraw Hill Education.

Credits 3
Prerequisites
None.

BUS-425: Intermediate Accounting II

This course explores in depth managerial accounting concepts including GAAP and IFRS, financial statements, and other complex business transactions that impact financial statements. Topics include investments, current liabilities and contingencies, bonds and long-term notes, leases, taxes, pensions, shareholder's equity, revenues, and cash flow. Upon completion of this course, students will be able to conduct internal business analysis to support the organization's performance.

Required Text/Materials

Spiceland, D., Nelson, M., Thomas, W. (2023). Intermediate Accounting, 11e. New York, NY: McGraw Hill Education.

Credits 3
Prerequisites
BUS-420: Intermediate Accounting I

BUS-430: Cost and Managerial Accounting

This course explores the managerial accounting and cost management practices that can be strategically applied across the various functions of a business organization to improve organizational performance. The course emphasizes the methods available to measure and evaluate business objectives through using financial data and financial information. Topics include data analysis for profit making, ethics, cost behavior, cost planning and control, costing methods, and inventory evaluation. Upon completion of the course, the student will understand essential management tools for managing risk, implementing strategy through planning, budgeting and forecasting, and decision support.

Required Text/Materials

Lanen, W., Anderson, S., Maher, M. (2023) Fundamentals of Cost Accounting, 7e. New York, NY: McGraw Hill Education.

Credits 3
Prerequisites
BUS-420: Intermediate Accounting I
BUS-425: Intermediate Accounting II

BUS-435: Marketing and the Digital Marketplace

Marketing has evolved as rapidly as technological changes and companies wanting to stay competitive must adapt their strategy to the digital environment. Essential marketing principles and strategy are under transformation and evolution. This course teaches related techniques for reaching online consumers across multiple devices including desktop and mobile are covered. Topics include digital marketing's transformative impact on traditional marketing practices and examines digital segmentation, digital marketing around the globe, digital divide, digital privacy, and digital analytics.

Required Text/Materials

Marshall, Greg. Marketing Management. Available from: VitalSource Bookshelf, (4th Edition). McGraw-Hill Higher Education (US), 2022.

Credits 3

Prerequisites

None.

BUS-445: Auditing

This course explores auditing theory and practice, emphasizing audit standards, audit evidence, internal controls, auditors' reports and professional ethics, sampling, accountants' liability, and audit programs. The emphasis of this course is on conceptual, theoretical, and practical aspects of auditing financial statements. Upon completion of this course, students will be able to apply professional auditing standards and appropriate audit and other procedures to auditing, assurance and attestation engagements.

Required Text/Materials

Whittington, R., Pany, K. (2022). Principles of Auditing & Other Assurance Services, 22e. New York, NY: McGraw Hill Education.

Credits 3

Prerequisites

BUS-420: Intermediate Accounting I
BUS-425: Intermediate Accounting II

BUS-450: Integrated Marketing Communications

Integrated Marketing Communications explores planning and evaluating marketing communications for products and services, especially in the digital environment. Topics include the communication process, perspectives on consumer behavior, promotional budgeting, digital media planning, and ethics in marketing.

Required Text/Materials

Belch, G. E. (2020). Advertising and Promotion: An Integrated Marketing Communications Perspective (12th ed.). McGraw-Hill Higher Education (US). https://bookshelf.vitalsource.com/books/9781260796452.

Credits 3

Prerequisites

None.

BUS-460: Consumer Behavior and Data Analytics

Data on consumer buying habits in the digital age is everywhere from buyer-loyalty programs to online shopping carts, to buyer-initiated online reviews. Companies that can manage their big data and create robust marketing strategies will be able to retain competitive advantage. Topics include buying, browsing and other relevant behavioral patterns of customers to predict their next moves.

Required Text/Materials

Mothersbaugh, D., Hawkins, D., Bardi Kleiser, S. (2024) Consumer Behavior: Building Marketing Strategy 15e. New York, NY: McGraw Hill Education.

Credits 3

Prerequisites

None.

BUS-465: Tax and Business Taxation

This course explores the issues that affect the taxation of businesses operations. Topics include foundation of taxation, including types of taxes, structure of the income tax, taxpayers, and general concepts of income and deduction; business income and expenses; taxation of property transactions; and overview of corporations, S corporations, partnerships, and entity choice; with emphasis on budget planning and capital growth projections. Upon completion of this course, students will be able to apply the United States tax law standards to identify a potential issue or solve a business taxation problem.

Required Text/Materials

Spilker, B., Ayers, B., Barrick, J., Outslay, E., Robinson, J., Rorsham, R., Weaver, C., (2024). McGraw-Hill's Taxation of Business Entities 15e. New York, NY: McGraw Hill Education.

Credits 3

Prerequisites

BUS-420: Intermediate Accounting I
BUS-425: Intermediate Accounting II

BUS-470: Advertising and Promotional Strategy

Students will learn how to create traditional advertising and promotions from television, radio, magazines, newspapers, fliers, and outdoor to modern advertising to modern forms of advertising such as social media, blogs, and videos to strategically position a product or service to meet the organization's marketing objectives.

Required Text/Materials

Arens, W., Weigold, M. (2021). M: Advertising, 4e. New York, NY: McGraw Hill Education.

Credits 3

Prerequisites

None.

BUS-480: Digital Media Analytics

Building on previous analytics and marketing strategy courses, this course focuses exclusively on the big data that results from effective marketing strategy. This course is the practical application of data and teaches students how to analyze and visualize data for effective marketing decision making.

Required Text/Materials

Hemann, C., Burbary, K. (2018). Digital Marketing Analytics: Making Sense of Consumer Data in a Digital World, 2e. New York, NY: Pearson.

Credits 3

Prerequisites

None.

BUS-499: Business Capstone

Practical experience is an important characteristic of employment within the thriving business sector. Students will apply their knowledge, skills, and tools for solving real-world business problems. Students will present their results for students and faculty to review.

Required Text/Materials
Abrams, R. (2019). Successful Business Plan - Secrets & Strategies, 7e. The Planning Shop. California.

Credits 3

Prerequisites
MGT-450: Management Strategies

CMA-100: Introduction to Medical Assisting

This course provides students with an overview of the medical assisting profession and its role in the healthcare delivery system. Students are introduced to the major functions and departmental inter-relationships. Students will prepare for the Cardiopulmonary Resuscitation (CPR) certification at the end of this course.

Required Text/Materials
Booth, K. (2021). Medical Assisting: Administrative and Clinical Procedures (7th Ed).

Credits 3

Prerequisites
None.

CMA-110: Medical Law & Ethics

This course provides essential legal and ethical principles for those pursuing a career in the healthcare field. It provides a foundation of all the essentials including the legal system, the patient/physician relationship, professional liability and medical malpractice prevention, workplace law and ethics, medical records, confidentiality, bioethical issues, ADA, and HIPAA. Students are also introduced to medical records, electronic health records, and patient interviews.

Required Text/Materials
Booth, K. (2021). Medical Assisting: Administrative and Clinical Procedures (7th Ed). New York, NY: McGraw Hill; Judson, K. & Harrison, C. (2021). Law & ethics for health professions (9th ed). New York, NY: McGraw Hill.

Credits 3

Prerequisites
None.

CMA-120: Clinical Lab Procedures and Phlebotomy Applications with Practicum

This course provides students with basic clinical skills. Emphasis is placed on learning the fundamentals of procedures that relate to patient care. Topics to be covered include medical asepsis and infection control, infectious diseases/ blood borne pathogens, preparing the medical record, and taking measurements and vital signs. Also included will be administering medication, injections, phlebotomy, hematology, blood chemistry, and serology.

Required Text/Materials
Booth, K. (2021). Medical Assisting: Administrative and Clinical Procedures (7th Ed). New York, NY: McGraw Hill.

Credits 3

Prerequisites
BIO-100MA: Medical Terminology
BIO-105MA: Anatomy and Physiology

CMA-130: Advanced Laboratory Procedures & Minor Surgeries with Practicum

This course provides the student with advanced clinical skills. Emphasis is placed on assisting the physician. Topics to be covered include assisting with the patient examination, eye and ear assessment, disinfecting and sterilizing equipment, and assisting with surgical procedures. The student will understand physical agents to promote healing, assisting with specialty examinations and procedures, radiology, and diagnostic imaging and electrocardiogram.

Required Text/Materials
Booth, K. (2021). Medical Assisting: Administrative and Clinical Procedures (7th Ed). New York, NY: McGraw Hill.

Credits 3

Prerequisites
BIO-100MA: Medical Terminology
BIO-105MA: Anatomy and Physiology

CMA-140: Billing and Coding Overview and EHR with Practicum

This course provides an overview of the revenue cycle in the healthcare field. Topics include applying diagnostic and procedural coding, group and private insurances, HMOs, PPOs, and government sponsored medical insurance programs. Accurate completion of claim forms and third-party payer reimbursement processes is discussed.

Required Text/Materials
Booth, K. (2021). Medical Assisting: Administrative and Clinical Procedures (7th Ed). New York, NY: McGraw Hill.

Credits 3

Prerequisites
CMA-120: Clinical Lab Procedures and Phlebotomy Applications with Practicum

CMA-200: Medical Assistant Capstone/Certification Review

The course is designed to combine both administrative and clinical skills in a simulated office environment. Students will walk through a typical day of an MA professional. The student will complete the 120-hour practicum as a review tool for the medical assisting student to prepare for their profession. Included in this course is preparation for the certification examinations.

Required Text/Materials
Booth, K. (2021). Medical Assisting: Administrative and Clinical Procedures (7th ed.). McGraw-Hill publishing; NHA MA SkillsBuilder - Certified Clinical Medical Assistant.

Credits 3

Prerequisites
CMA-120: Clinical Lab Procedures and Phlebotomy Applications with Practicum

Corequisites
CMA-140: Billing and Coding Overview and EHR with Practicum

EDS-200: Foundations of E-Discovery and ESI Skill Building

This course explores the procedures associated with e-discovery. Students gain a comprehensive understanding of the Electronic Discovery Reference Model (EDRM) and electronically stored information (ESI) fundamentals and the opportunity to build practical e-discovery paralegal skills. Topics include the pre-trial litigation process and the forms and phases of general discovery.

Required Text/Materials

Goldman, T. F. (2012). Litigation Practice: E-discovery and technology. Boston: Prentice Hall.

Credits 3

Prerequisites

LGL-150: Civil Procedure

LGL-160: Introduction to Law Firm Technology

EDS-225: eDiscovery Information Governance, Processing, and Software

This class will help students develop a comprehensive understanding of the early phases of the EDRM (Information Governance through Processing). Students will focus on the communication skills and paperwork needed to keep necessary parties informed. This class is designed to help students begin to manage e-discovery projects for a law firm.

Required Text/Materials

eBook: Quartararo, M. (2016). Project Management in Electronic Discovery. ISBN: 9780997073713.

Credits 3

Prerequisites

EDS-200: Foundations of E-Discovery and ESI Skill Building

EDS-235: eDiscovery Simulation and Application

This class provides students with an opportunity to develop and practice skills relating to the latter stages of the Electronic Discovery Reference Model (EDRM) framework using actual eDiscovery software that is used in the legal profession. Students will gain hands-on eDiscovery experience and learn best practices related to eDiscovery workflow and projects.

Required Text/Materials

Quartararo, M. (2016). Project Management in Electronic Discovery.

Credits 3

Prerequisites

EDS-200: Foundations of E-Discovery and ESI Skill Building

EDS-240: E-Discovery Paralegal I

This class will help students develop a comprehensive understanding of the early phases of the EDRM (Information Governance through Processing). Students will focus on the communication skills and paperwork needed to keep necessary parties informed. This class is designed to help students begin to manage e-discovery projects for a law firm.

Required Text/Materials

eBook: Quartararo, M. (2016). Project Management in Electronic Discovery.

Credits 3

Prerequisites

EDS-200: Foundations of E-Discovery and ESI Skill Building

EDS-250: E-Discovery Paralegal II

This class provides students an opportunity to develop and practice skills relating to the latter stages of the Electronic Discovery Reference Model (EDRM) framework using the E-Discovery Lab for Software, Simulation, and Applications (ELSSA).

Required Text/Materials
Quartararo, M. (2016). Project Management in Electronic Discovery.
Credits 3
Prerequisites
EDS-240: E-Discovery Paralegal I

EDS-380: Legal Office Productivity and Database Management

This course focuses on essential productivity applications. Students will explore tools and methods essential to modern paralegal tasks and will learn the importance of databases to E-Discovery applications. Topics include data analysis, indexing, and database structures.

Required Text/Materials
Cornick, M. S. (2015). Using computers in the law office. Boston, MA: Cengage Learning.
Credits 3
Prerequisites
EDS-250: E-Discovery Paralegal II

EDS-390: E-Discovery Utilities and Applications Lab

This course is designed to develop advanced skills in utilities and applications used in the litigation support and legal industry. Students in this class will use software applications in Bryan University's E-Discovery Lab for Software, Simulation, and Applications (ELSSA).

Required Text/Materials
Ball, C. (2016) Electronic Discovery Workbook. University of Texas Law School.
Credits 3
Prerequisites
EDS-250: E-Discovery Paralegal II

EDS-400: Analytics and Technology Assisted Review

This course will introduce students to analytics technologies designed to make document review and analysis more efficient. Students will gain experience with data analytics tools and gain a general understanding of technology assisted review or predictive coding, and the tools and processes associated with machine learning and the auto- categorization of documents.

Required Text/Materials
Articles and case law.
Credits 3
Prerequisites
EDS-380: Legal Office Productivity and Database Management
EDS-390: E-Discovery Utilities and Applications Lab

EDS-450: E-Discovery Project Management

Students will learn the fundamental principles of traditional project management and how to apply these principles to the management of an e-discovery project. Students will work within a process framework using methodology to effectively manage the scope, time, and cost of an electronic discovery project.

Required Text/Materials

Larson, E. W., & Gray, C. F. (2018). Project Management: The Managerial Process (7th ed.). New York, NY: McGraw-Hill.

Credits 3

Prerequisites

EDS-380: Legal Office Productivity and Database Management

EDS-390: E-Discovery Utilities and Applications Lab

EXE-200: Fitness Management

This course covers the fundamentals of operating a small fitness business. Course topics include strategy and mission development, financial fitness, laws and regulations, operations, and building the future of the business.

Required Text/Materials

Ware, C.M., Bamford, C.E., & Bruton, G.D. (2013). Business Management for the Personal Fitness Trainer. Boston, MA: McGraw-Hill.

Credits 3

Prerequisites

None.

EXE-205: Group Training Theory

This course provides students with the basic theory and skills needed to be an effective group training professional. Students learn how to set up programs and instruct sessions for group training in a variety of settings and with a variety of group training modalities.

Required Text/Materials

National Academy of Sports Medicine. (2016). NASM's Essentials of Group Personal Training. National Academy of Sports Medicine. (2017). NASM essentials of personal fitness training. (6th ed.). Burlington, MA: Jones & Bartlett Learning.

Credits 3

Prerequisites

None.

EXE-210: Applied Group Training

This practical, applied class provides students the opportunity to demonstrate what they learned in Group Training Theory. Students will apply best practices as a group exercise instructor, including class design, communication skills, coaching and cueing, and progression and regression.

Required Text/Materials

National Academy of Sports Medicine. (2017). NASM essentials of personal fitness training. (6th ed.). Burlington, MA: Jones & Bartlett Learning.

Credits 3

Prerequisites

EXE-205: Group Training Theory

EXE-215: Weight Management

This course focuses on making dietary recommendations to address common health concerns and achieve effective and permanent changes in weight. Students practice calorie balancing and learn about weight loss planning, answering common client questions, the roles of exercise and sleep on weight maintenance, and weight plateaus.

Required Text/Materials

Robinson, D. D. (2012). The new healthy eating & weight management guide (4th ed.). Bellevue, WA: Beyond Diets. Wardlaw, G. M., Smith, A. M., Collene, A. L. (2015). Contemporary nutrition: A functional approach (4th ed.). New York, NY: McGraw Hill Education.

Credits 3

Prerequisites

None.

EXE-220: Cardiorespiratory and Flexibility Programming

This course covers the foundations of cardiovascular programming and flexibility programming. Cardiovascular programming centers on creating and progressing programs for individuals looking to improve health, athletic performance, and body composition. Flexibility topics are focused on observing limitations or deficiencies and designing flexibility and stretching programs for various populations.

Required Text/Materials

Blahnik, J. (2011). Full-body flexibility (2nd. ed.). Champaign, IL: Human Kinetics. McAtee, R. E. and Charland, J. (2014). Facilitated stretching (4th. ed.). Champaign, IL: Human Kinetics. Powers, S., & Howley, E. (2015). Exercise Physiology: Theory and Application to Fitness and Performance (9th ed.). New York, NY: McGraw-Hill Education.

Credits 3

Prerequisites

None.

EXS-213: Health Promotion Fundamentals

Promoting health is an important component of fitness and wellness. Students learn about the history of health patterns; social, behavioral, and environmental factors that affect health and the role of fitness, health, and wellness practitioners in promoting healthy behaviors.

Required Text/Materials

Snelling, A.M. (Ed.) (2014). Introduction to Health Promotion. San Francisco: Jossey-Bass.

Credits 3

Prerequisites

None.

FNM-300: Advanced Functional Anatomy and Physiology

This course focuses on anatomy from a functional perspective, covering how muscles work to produce movements in the joints. Students will also study the body's responses to physical activity as well as how the body adapts to physical activity over time.

Required Text/Materials

Floyd, R. T. (2018). Manual of Structural Kinesiology (20th Ed). McGraw Hill Education: New York, NY.

Credits 3

Prerequisites

None.

FNM-305: Advanced Screening and Testing

This course covers the application of conducting health screenings such as, body fat, cardiovascular conditioning, sport performance tests, as well as identifying various physical activity contraindications.

Required Text/Materials

American College of Sports Medicine. (2018). ACSM's resources for the personal trainer (5th ed). Philadelphia, PA: Lippincott Williams & Wilkins.

Credits 3

Prerequisites

None.

FNM-310: Psychosocial Aspect of Physical Activity

A course focused on social factors that impact client's thoughts and behaviors when it comes to physical activity. This course also covers the impact exercise has on anxiety, self-perception, cognitive performance, and quality of life.

Required Text/Materials

Buckworth, J., & Dishman, R. K. (2002). Exercise psychology. Champaign, IL: Human Kinetics.

Credits 3

Prerequisites

None.

FNM-315: Advanced Exercise Prescription

A course focused on prescribing safe and effective programs to individuals with performance goals, as well as those that are dealing with health risks such as: diabetes, pregnancy, heart disease, hypertension, and osteoporosis.

Required Text/Materials

Haff, G. G. and Triplett, N. T. (Eds). (2016). Essentials of Strength Training and Conditioning (4th Ed). Champaign, IL: Human Kinetics.

Credits 3

Prerequisites

FNM-300: Advanced Functional Anatomy and Physiology

FNM-320: Rest and Recovery Strategies

This course provides insight into the importance of proper rest between workouts, the benefits of adequate sleep, and the application of rest and recovery modalities.

Required Text/Materials

Rountree S., (2011) The Athlete's Guide to Recovery: Rest, Relax, and Restore for Peak Performance.

Credits 3

Prerequisites

None.

FNM-330: Corrective Impairment Strategies

This course is focused on a variety of corrective exercise screenings and strategies. Topics in this course include muscle imbalances, movement efficiency, injury prevention, and movement pattern improvement modalities.

Required Text/Materials

National Academy of Sports Medicine. (2014). NASM Essentials of Corrective Exercise Training (1st Ed. Revised.). Burlington, MA: Jones & Bartlett.

Credits 3

Prerequisites

FNM-300: Advanced Functional Anatomy and Physiology

FNM-335: Physical Activity and Nutrition Epidemiology

This course provides students' knowledge of epidemiology and the effect it has on physical activity and nutrition among the population. It also provides advanced studies with specific health and disease states. Understanding the relationship of physical activity with health and disease is imperative.

Required Text/Materials

David D Celentano ScD MHS and Moyses Szklo MD (2018) Gordis Epidemiology 6th Edition.

Credits 3

Prerequisites

None.

FNM-400: Business Ethics and Entrepreneurship

This course provides students with the tools necessary to examine moral problems and make effective decisions on ethical issues faced in the fitness workplace. This course also provides insight into how to search for something new in the fitness field and how to exploit that idea into a gainful opportunity.

Required Text/Materials

Mark A. Nutting (2018) The Business of Personal Training First Edition.

Credits 3

Prerequisites

None.

FNM-405: Application of Nutrition

This course focuses on micro and macro nutrients and the practical application of making dietary recommendations to address common health concerns in order to safely and effectively provide nutritional coaching to a variety of clients.
Required Text/Materials
Whitney, E. and Rolfes, S.R. (2019). Understanding Nutrition (15th Ed). Boston, MA: Cengage Learning.
Credits 3
Prerequisites
FNM-300: Advanced Functional Anatomy and Physiology
FNM-305: Advanced Screening and Testing
FNM-310: Psychosocial Aspect of Physical Activity
FNM-320: Rest and Recovery Strategies
FNM-330: Corrective Impairment Strategies
FNM-335: Physical Activity and Nutrition Epidemiology
FNM-400: Business Ethics and Entrepreneurship
FNM-410: Strategic Management and Leadership Strategies
FNM-415: Nutrition and Special Populations
FNM-425: Sports Nutrition
FNM-430: Economics for the Fitness Professional
FNM-440: Ergogenic Aids Counseling

FNM-410: Strategic Management and Leadership Strategies

This course is an examination of strategic management concepts. Students will study the strategic planning process, which includes creating goals, making decisions, taking action, and analyzing results. This course also provides students with the skills to effectively lead small groups of employees.
Required Text/Materials
Byham, T. M. & Wellins, R. S. (2015). Your first leadership job: How catalyst leaders bring out the best in others. Hoboken, NJ: Wiley.
Credits 3
Prerequisites
None.

FNM-415: Nutrition and Special Populations

This course focuses on nutrition concepts and how they apply to groups of people with special needs that require a greater level of supervision, such as those with heart disease and diabetes.
Required Text/Materials
Whitney, E. and Rolfes, S.R. (2019). Understanding Nutrition (15th Ed). Boston, MA: Cengage Learning.
Credits 3
Prerequisites
None.

FNM-420: Sales and Marketing for the Fitness Professional

Organizational branding is a key strategy used by fitness businesses to distinguish themselves from their competitors and create a perception in the minds of their consumers. This course serves as an overview of marketing principles, as well as effective sales techniques both traditionally and online via social media and other platforms.

Required Text/Materials

Pire, N. I. (2013). ACSM's career and business guide for the fitness professional. Philadelphia: Wolters Kluwer/ Lippincott Williams & Wilkins.

Credits 3

Prerequisites

FNM-300: Advanced Functional Anatomy and Physiology
FNM-305: Advanced Screening and Testing
FNM-310: Psychosocial Aspect of Physical Activity
FNM-320: Rest and Recovery Strategies
FNM-330: Corrective Impairment Strategies
FNM-335: Physical Activity and Nutrition Epidemiology
FNM-400: Business Ethics and Entrepreneurship
FNM-410: Strategic Management and Leadership Strategies
FNM-415: Nutrition and Special Populations
FNM-425: Sports Nutrition
FNM-430: Economics for the Fitness Professional
FNM-440: Ergogenic Aids Counseling

FNM-425: Sports Nutrition

This course focuses on the core competencies in exercise and nutrition physiology, integrated metabolism, and biochemistry, and how they each apply to working with athletes.

Required Text/Materials

Dunford, J. and Doyle, J.A. (2019). Nutrition for Sport and Exercise (4th Ed). Boston, MA: Cengage Learning.

Credits 3

Prerequisites

None.

FNM-430: Economics for the Fitness Professional

This course teaches students how to project their revenue, set pricing for 1 on 1 and group training sessions, how to put together a budget, as well as the importance of saving due to the ebbs and flows of the training industry. Students will also be exposed to core ideas such as supply and demand, market equilibrium, and competition analysis in the fitness industry.

Required Text/Materials

Pire, N. I. (2013). ACSM's career and business guide for the fitness professional. Philadelphia: Wolters Kluwer/ Lippincott Williams & Wilkins.

Credits 3

Prerequisites

None.

FNM-440: Ergogenic Aids Counseling

This course focuses on providing students an in-depth look at various ergogenic aids on the market. Students will be provided insight into the physiologic and psychological advantages to utilizing them as well as the dangers associated with various ergogenic aids.

Required Text/Materials
Haff, G. G. and Triplett, N. T. (Eds). (2016). Essentials of Strength Training and Conditioning (4th Ed). Champaign, IL: Human Kinetics.

Credits 3

Prerequisites
None.

FSW-100: Introduction to Web Development - HTML, CSS, and Linux

Students will learn the fundamental technologies, including HTML and CSS used to create static web sites. Students will be introduced to the principles of web development. Students will practice skills that demonstrate professional attitude and behavior (e.g., teamwork, leadership, and communication).

Required Text/Materials
None.

Credits 3

Prerequisites
UNV-101T: Student Success, Soft Skills, and Technology Foundations

FSW-105: Fundamentals Programming for the Web - JavaScript

Students will learn the building blocks of programming, including variables, conditionals, loops, functions, data types, constructors, and functional programming. Students will complete exercises using the JavaScript programming language. Students will practice skills that demonstrate professional attitude and behavior (e.g., teamwork, leadership, and communication).

Required Text/Materials
None.

Credits 3

Prerequisites
None.

FSW-110: Document Object Model

Students will learn how the Document Object Model (DOM) Standard represents a web page as a tree-structure, permitting programmatic manipulation of, and dynamic changes to, any part of a web page. Students will use JavaScript and the DOM API to create interactive and engaging websites. Students will practice skills that demonstrate professional attitude and behavior (e.g., teamwork, leadership, and communication).

Required Text/Materials
None.

Credits 3

Prerequisites
UNV-101T: Student Success, Soft Skills, and Technology Foundations
FSW-105: Fundamentals Programming for the Web - JavaScript

FSW-113: Javascript II - Intermediate Programming

Students will become more proficient in JavaScript concepts of Arrays, Objects, Prototypes, and Functions; and learn advanced JavaScript skills, including Spread Operators, Rest Parameters, Arrow Functions, Classes, and Events. Students will practice skills that demonstrate professional attitude and behavior (e.g., teamwork, leadership, and communication).
Required Text/Materials
None.
Credits 3
Prerequisites
UNV-101T: Student Success, Soft Skills, and Technology Foundations
FSW-105: Fundamentals Programming for the Web - JavaScript

FSW-115: Communication Over the Web - HTTP, AJAX, & APIs

Students will learn about interactions over the internet using HTTP, including sending information to a server and consuming/using information from 3rd party APIs. Specific attention will be given to popular web techniques, including AJAX and APIs. Students will practice skills that demonstrate professional attitude and behavior (e.g., teamwork, leadership, and communication).
Required Text/Materials
None.
Credits 3
Prerequisites
FSW-110: Document Object Model

FSW-123: Interactive User Interfaces - React

Students will use the React front-end library (and associated third-party libraries) to create engaging and componentized single-page web applications. Students will learn how to use state management tools to maintain and manipulate state in complex React applications. Students will practice skills that demonstrate professional attitude and behavior (e.g., teamwork, leadership, and communication).
Required Text/Materials
None.
Credits 3
Prerequisites
FSW-100: Introduction to Web Development - HTML, CSS, and Linux
FSW-110: Document Object Model

FSW-125: Server-Side Programming - Node & Express

Students will learn how to create servers using node.js and the Express.js application framework to render web pages from the server and to service RESTful API requests and return responses. Students will practice skills that demonstrate professional attitude and behavior (e.g., teamwork, leadership, and communication).
Required Text/Materials
None.
Credits 3
Prerequisites
FSW-113: Javascript II - Intermediate Programming
FSW-115: Communication Over the Web - HTTP, AJAX, & APIs

FSW-135: NoSQL Databases and the Web - MongoDB & Mongoose

Students will create NoSQL databases (e.g., MongoDB databases) using Object Document Mapping (ODM) libraries (e.g., Mongoose ODM) to add data consistency and validation, and to connect to an Express server. Students will practice skills that demonstrate professional attitude and behavior (e.g., teamwork, leadership, and communication).

Required Text/Materials
None.

Credits 3

Prerequisites
FSW-125: Server-Side Programming - Node & Express

FSW-140: Relational Databases and the Web - MySQL & PostgreSQL

Students will create relational databases in the connection with Express servers. Students will learn and use both direct SQL statements and Object Relational Mapping approaches. Students will practice skills that demonstrate professional attitude and behavior (e.g., teamwork, leadership, and communication).

Required Text/Materials
None.

Credits 3

Prerequisites
FSW-125: Server-Side Programming - Node & Express

GWD-200: Digital Design in Marketing

This course provides students with a working knowledge in the growing field of digital marketing. Students will learn about the evolution and purpose of digital marketing, the strategic uses of social media, and how these principles can transform the customer's journey. Students will also gain important industry skills for successful digital design in advertising such as copywriting, creating banner ads, producing promotional displays, and designing logos for products and businesses. At the conclusion of this course, students will produce a portfolio artifact of digital marketing design to enhance a company's product using effective digital media.

Required Text/Materials
Grewal, D., & Levy, M. (2019). M: Marketing. New York, NY.: McGraw-Hill Education.

Credits 3

Prerequisites
None.

GWD-205: Image Manipulation & Photography

In this course, students explore the principles of photography and the utilization of photography as a means of documenting design projects and portfolio pieces. This course covers the basic principles for lighting, setup and shooting with digital cameras. Students will photograph both two-dimensional and three-dimensional objects, then students will become acquainted with the concepts, hardware, and software, related to digital image acquisition, image editing, manipulation, color management basics, masking, layering, retouching, and output.

Required Text/Materials
Gonzalez, R. C., & Woods, R. E. (2011). Digital image processing (3rd ed.). New York: Pearson.

Credits 3

Prerequisites
UXI-105: Design Technologies

GWD-210: Digital Illustration

This course advances the students' understanding of the computer as an artist's tool. Building on previous courses in drawing, concept development and introductory computer aided design; students will be asked to generate a number of expressive solutions that address specific illustrative problems, both technical and creative. Emphasis will be placed on meeting deadlines, use of applicable rendering techniques, application of appropriate typography and professional presentation methods. As part of this course, students will be given the opportunity to develop their digital illustration skills by exploring numerous tools and techniques to obtain desired results, including Dynamic Digital Illustration will concentrate on advertising illustrations using vector-based applications and explore graphic designs for products and apparel. Editorial Illustration will explore various conceptual illustrators and their visions. Graphic Illustration will concentrate on the application of design elements in a stylized illustration. Attention to detail and rendering techniques will be emphasized and refined. Illustration for Multimedia & Web will help students produce vector-based computergenerated compositions for use in print, web sites, and multimedia products.

Required Text/Materials
Fleishman, M. (2004). Exploring illustration. Clifton Park, NY: Thomson-Delmar Learning. Steuer, S. (2014). The Adobe illustrator CS wow! Book. Pearson Education.

Credits 3
Prerequisites
UXI-105: Design Technologies

GWD-215: Page Layout & Composition Design

This advanced course will concentrate on utilizing design principles and theories in problem solving and focusing on the importance of layout composition. Emphasis will be placed on the process of design development from thumbnails to comprehensives, layout, and the use of grid systems for multi-component layouts. Prior learnings in typography, illustration, image manipulation and photography will be combined to create a harmonious and aesthetically pleasing page layout system.

Required Text/Materials
Anton, K. K., & DeJarld, T. (2017). Adobe InDesign CC Classroom in a Book (2018 release): The official training workbook from Adobe. San Jose, CA: Adobe Press.

Credits 3
Prerequisites
GWD-205: Image Manipulation & Photography
GWD-210: Digital Illustration

GWD-220: Graphic Design Capstone & Portfolio

This course brings together the learned design and development concepts for Graphic Design for students to identify, interpret, and implement the roles and responsibilities of digital industry design team members. Web page scripting skills, aesthetic design principles such as page layout, type design, imaging and development of web pages will be used. Students will create mockups showcasing their design work and develop a unique project case study for formal presentation, engaging in a collaborative environment to practice accepting and implementing feedback, further enhancing their effective communication and collaboration skills in preparation for the workforce. As a final capstone, students will design and develop the overall identity for a self-promotional website and digital portfolio showcasing their learnings throughout their graphic design courses at Bryan University.

Required Text/Materials
Ward, C. (2012). Popular lies about graphic design. Barcelona: Actar.

Credits 3

Prerequisites
UXI-140: UX/UI Capstone & Portfolio
GWD-200: Digital Design in Marketing
GWD-205: Image Manipulation & Photography
GWD-210: Digital Illustration
GWD-215: Page Layout & Composition Design

HIM-100: Introduction to Health Information Technology

This course provides the student an overview of the profession of health information management and its role in the healthcare delivery system. Students are introduced to the major HIM department functions and department interrelationships.

Required Text/Materials
Johns, M.L. & Sayles, N. (2020). Health Information Management Technology: An Applied Approach (6th ed.). Chicago, IL: AHIMA Press.

Credits 3

Prerequisites
None.

HIM-110: ICD Diagnosis Coding and Application

This course is an introduction to coding using the ICD classification system. The student will learn how to use the ICD-CM code book and will assign and sequence ICD-CM codes for diagnoses in accordance with ICD coding conventions and the Official Coding Guidelines for Coding and Reporting in selected areas and body systems.

Required Text/Materials
eBook: Safian, S. & Johnson, M. (2022). Let's Code It, 3e 2022-2023 Code Edition. New York, NY: McGraw Hill. Hardcopy: AAPC (2022). AAPC 2022 ICD-10-CM Expert. New York, NY: McGraw Hill. eBook: AHIMA, (2022). Clinical Coding Workout: Practice Exercises for Skill Development, (16e), AHIMA Press, Chicago, IL.

Credits 3

Prerequisites
None.

HIM-120: ICD Procedure Coding

This course is an introduction to coding using the ICD classification system as it relates to coding procedures. The student will assign and sequence ICD codes for procedures of selected body systems, in accordance with ICD coding conventions and the Official Coding Guidelines for Coding and Reporting.

Required Text/Materials
eBook: Safian, S. & Johnson, M. (2022). Let's Code It, 3e 2022-2023 Code Edition. New York, NY: McGraw Hill. Hardcopy: AAPC (2022). AAPC 2022 ICD-10-PCS Expert. New York, NY: McGraw Hill.
Credits 3
Prerequisites
BIO-105S: Anatomy and Physiology

HIM-130: ICD Procedure Coding Applications

This course is a continuation of HIM-120. The student will apply what they learned in HIM-120, coding procedures using the ICD code book, ICD coding conventions and the "Official Coding Guidelines for Coding and Reporting," to assign and sequence ICD codes for procedures in selected areas and body systems.

Required Text/Materials
eBook: Safian, S. & Johnson, M. (2022). Let's Code It, 3e 2022-2023 Code Edition. New York, NY: McGraw Hill. Hard copy: AAPC (2022). AAPC 2022 ICD-10-PCS Expert. New York, NY: McGraw Hill.
Credits 3
Prerequisites
HIM-110: ICD Diagnosis Coding and Application
HIM-120: ICD Procedure Coding

HIM-140: Healthcare Insurance and Reimbursement

This course provides students with an overview of US healthcare reimbursement systems, the roles and responsibilities of healthcare third-party payers, and the billing process, including concepts of revenue cycle management. Advanced coding concepts such as the use of codes in reimbursement systems, ethical and compliant coding, and additional vocabularies, terminologies, and classification systems will also be discussed. Utilization of coding tools such as groupers and computer-assisted coding will be included.

Required Text/Materials
Green, M.A. & Rowell, J.C. (2021). Understanding health insurance: A guide to billing and reimbursement. (16th ed.). Stamford, CT: Cengage Learning.
Credits 3
Prerequisites
HIM-120: ICD Procedure Coding
HIM-150: CPT and HCPCS Coding
Corequisites
HIM-130: ICD Procedure Coding Applications

HIM-150: CPT and HCPCS Coding

This course will introduce students to the CPT manual and coding structure. Students will assign CPT and HCPCS codes according to established guidelines and reporting requirements.

Required Text/Materials

eBook: Safian, S. & Johnson, M. (2022). Let's Code It, 3e 2022-2023 Code Edition. New York, NY: McGraw Hill. Hardcopy: AAPC (2022). AAPC 2022 CPT Professional. New York, NY: McGraw Hill. Hardcopy: AAPC (2022). AAPC 2022 HCPCS Level II Expert. New York, NY: McGraw Hill. Hardcopy: AAPC (2022). AAPC 2022 ICD-10-CM Expert. New York, NY: McGraw Hill.

Credits 3

Prerequisites

Completion of or current enrollment of HIM-110: ICD Diagnosis Coding and Application

HIM-200: Healthcare Law & Ethics and Application

This course provides students with an understanding of the laws and ethics covering the practice of health information management. This course also addresses the U.S. court system, the concepts of privacy and confidentiality, and the release of information procedures. Also, students will continue to gain industry experience by utilizing a virtual lab environment, applying program knowledge and competencies.

Required Text/Materials

Brodnik, M., Rinehart-Thompson, L & Reynolds, R. (2017). Fundamentals of law for health informatics and information management, 3rd ed. Chicago, IL: AHIMA.

Credits 3

Prerequisites

Completion of or current enrollment of HIM-150: CPT and HCPCS Coding

HIM-205: Computer Systems for Health Information Technology

This course provides an overview of computer systems used in healthcare settings and includes a detailed focus on health information systems and technology including integrity, privacy, and security of healthcare data.

Required Text/Materials

Sayles, N. B., & Burke, L. K. (2018). Introduction to information systems for health information technology (3rd ed.). Chicago, IL: AHIMA Press.

Credits 3

Prerequisites

None.

HIM-210: Healthcare Statistics and Quality Improvement

This course provides the fundamentals of statistics with a focus on collection, analysis, presentation, and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Students will also integrate statistics with the concepts, steps, and techniques healthcare facilities use in care monitoring and personnel development, including evaluation of outcomes and services, performance improvement, risk management, and safety evaluation.

Required Text/Materials

Theobald, O. (2017). Statistics for Absolute Beginners: A Plain English Introduction. Scatterplot Press. Shaw, P., Carter, D. (2019). Quality and Performance Improvement in Healthcare: Theory, Practice, and Management. Chicago: AHIMA.

Credits 3

Prerequisites

MAT-110S: Algebra I

HIM-220: Human Resources and Organizational Management

This course introduces students to human resources and organizational management, reviewing strategies to promote organizational success. Key HR functions such as recruitment, staffing, development, retention, compensation, and labor relations are examined, as well as key organizational functions such as organizing, planning, leading, and controlling resources.

Required Text/Materials

Ivancevich, J., Konopaske, R., & Matteson, M. (2018). Organizational Behavior and Management (11th ed.). Boston, MA: McGraw Hill. Abudi, G. (2017). Implementing Positive Organizational Change: A Strategic Project Management Approach (1st ed.). Plantation, FL: J. Ross Publishing.

Credits 3

Prerequisites

None.

HIM-220MA: Human Resources and Organizational Management

This course introduces students to human resources management in healthcare and organizational management and reviewing strategies to promote organizational success. Overview of human resource management from its beginnings to present day trends, including state and federal healthcare laws, codes of ethics, staffing and hiring, training and development, employee relations and strategic planning. Key organizational functions such as organizing, planning, leading, and controlling resources.

Required Text/Materials

eBook: Basic Concepts of Health Care Human Resource Management, Nancy J. Niles 2nd edition 9781284149463.

Credits 3

Prerequisites

None.

HIM-230: Data Analytics and Management

Students will learn how to analyze data and use data tools. They will gain skills in sorting large data sets, interpreting data, and applying and abstracting data in a meaningful way. Students will learn the art of data mining and acquire hands-on experience working on data mining projects. Also, students will utilize data dashboards and create other data visualizations, tracking healthcare trends and making recommendations for improvement.

Required Text/Materials

White, S. (2021). A practical approach to analyzing healthcare data, 4th ed. AHIMA: Chicago, IL.

Credits 3

Prerequisites

HIM-210: Healthcare Statistics and Quality Improvement

HIM-299: Professional Practice Experience

Students will review and practice HIM and coding concepts and exercises learned during the course of the Health Information Management program at Bryan University. Emphasis will be placed on skills that directly relate to successful completion of a certification examination. This course allows for self-directed review to identify topics on which additional study is needed to master the requirements of the certification examination. Additionally, this course includes professional practice experience, or placement in a healthcare facility, health information management department, or related service, to use acquired technology level skills and build practical knowledge of health information functions and systems. It requires the completion of a capstone project for and under the direction of the program director or site.

Required Text/Materials

eBook: Carter, D. & Shaw, P. (2019). Registered Health Information Technician (RHIT) exam preparation. Chicago, IL: AHIMA. Hardcopy: AAPC (2022). AAPC 2022 CPT Professional. New York, NY: McGraw Hill. Hardcopy: AAPC (2022). AAPC 2022 ICD-10-CM Expert. New York, NY: McGraw Hill. Hardcopy: AAPC (2020). AAPC 2022 ICD-10-PCS Expert. New York, NY: McGraw Hill.

Credits 3

Prerequisites

HIM-205: Computer Systems for Health Information Technology

HIM-400: Revenue Cycle Management

Revenue Cycle Management unearths the structure and functions of general healthcare delivery services payment and reimbursement systems. Students will analyze local, state, and federal guidelines, review claims processing standards, and identify strategies for maintaining and managing the revenue cycle.

Required Text/Materials

Davis, N., & Doyle, B. (2016), Revenue Cycle Management Best Practices, (2nd ed.). AHIMA Press.

Credits 3

Prerequisites

None.

HIM-420: Health Information Systems Management

Health Information Systems Management looks inside operating, maintaining, and managing health information systems. Students will interpret data, identify quality, and apply information system principles.

Required Text/Materials

Brown, B., & Kolkman, L. (2011). The Health Information Exchange Formation Guide: The Authoritative Guide for Planning and Forming an HIE in Your State, Region or Community. (1st ed). HIMSS Publishing.

Credits 3

Prerequisites

None.

HIM-450: Seminar in Health Information Management

Seminar is a student-centered experience revolving around the practicum experience. Students discuss and present professional practice experiences, share learning experiences, and present project work. In addition, career readiness and professionalism are a focus. HIMs professionals are invited to interact with the students.

Required Text/Materials

HIMSS Publishing (2015). Preparing for Success in Healthcare Information and Management Systems: The CAHIMS Review Guide. (1st ed).

Credits 3

Prerequisites

None.

HIM-499: HIM Independent Study

Preparation for the credentialing examination is explored to help the student transition successfully into the professional world. Course taught includes a curriculum not traditional of HIMS curriculum but has a focus of a special need, interest, or opportunity for students.
Required Text/Materials
None.
Credits 3
Prerequisites
None.

IND-300: Current Events in the Industry

This course provides an opportunity for students to explore current events in the industry. Topics include issues, trends, legislation, and ethics within the student's chosen field.
Required Text/Materials
Cannon, T. A. & Aytch, S.T. (2019). Concise guide to paralegal ethics (5th ed.). New York: Wolters Kluwer Law & Business.
Credits 3
Prerequisites
LGL-110: Introduction to Paralegal Sciences

IND-310: Entrepreneurship

This course is a survey of key entrepreneurship concepts and general business strategies for success as an independent contractor or small business owner. Students will be encouraged to research state-specific industry requirements for working independently within their field.
Required Text/Materials
Reed, S. F., & Barron, E. (2013). Entrepreneurship law: cases and materials (1st ed.). New York: Wolters Kluwer Law & Business.
Credits 3
Prerequisites
LGL-110: Introduction to Paralegal Sciences

LGL-110: Introduction to Paralegal Sciences

This course presents the role of paralegals in the legal system, introduces paralegal skills, and explores career opportunities. It highlights the ethical and professional guidelines that govern the paralegal field. It also introduces the sources of law, an overview of courts, and alternative dispute resolution systems.
Required Text/Materials
Bouchoux, D. (2009). A practical introduction to paralegal studies: Strategies for success (2nd ed.). New York: Aspen.
Credits 3
Prerequisites
None.

LGL-150: Civil Procedure

This course presents the role of paralegals in the civil litigation process including alternative dispute resolution. It gives students instruction on basic legal research and writing, drafting documents and pleadings, and electronic filing.

Required Text/Materials

Maerowitz, M., & Mauet, T. (2014). Fundamentals of litigation for paralegals (8th ed.). New York, N.Y.: Aspen.

Credits 3

Prerequisites

LGL-110: Introduction to Paralegal Sciences

UNV-101P: Student Success and Technology Foundations in Paralegal Studies

LGL-160: Introduction to Law Firm Technology

This course provides the paralegal student with an introduction to the types and functions of technology in the legal field, providing them with knowledge of and access to commonly used software.

Required Text/Materials

Goldman, T.F. (2013). Technology in The Law Office (3rd ed.). Boston, MA: Pearson Education.

Credits 3

Prerequisites

LGL-110: Introduction to Paralegal Sciences

UNV-101P: Student Success and Technology Foundations in Paralegal Studies

LGL-165: Contract Law

This course introduces future paralegals to all facets of contract preparation, including ethical, practical, and professional issues. Students practice drafting contracts for equipment, real estate, and business sales, while reviewing current case law, completing critical thinking assignments involving attorney briefings and legal cases.

Required Text/Materials

Helewitz, J. A. (2022). Basic Contract Law for Paralegals (10th Ed.). Aspen Publishing.

Credits 3

Prerequisites

LGL-170: Legal Research and Writing I

LGL-170: Legal Research and Writing I

This course expands the skills of the paralegal student in performing legal research and writing, emphasizing case briefing and legal analysis. It provides students with experience using research tools and search engines available in the legal field.

Required Text/Materials

Hames, J.B. & Ekern, Y. (2012). Legal research, analysis, and writing (4e). Upper Saddle River, NJ: Prentice Hall.

Credits 3

Prerequisites

LGL-110: Introduction to Paralegal Sciences

LGL-160: Introduction to Law Firm Technology

UNV-101P: Student Success and Technology Foundations in Paralegal Studies

LGL-175: Business Law

This course provides students with an understanding of the nature, formation and regulation of business organizations. Students will not only learn fundamental applications of business law, but also will be able to put those basics into practice after reading a multitude of real-world examples and performing several skill assessment activities.

Required Text/Materials

Liuzzo, A. & Hughes, R.C. (2022). Essentials of Business Law (11th ed.). Boston, MA: McGraw-Hill.

Credits 3

Prerequisites

LGL-170: Legal Research and Writing I

LGL-180: Torts

This course provides a basic understanding of personal injury, wrongful death, professional malpractice, and civil rights litigation. Students develop skills in applying law to fact patterns as well as utilizing rules of state and federal civil procedure.

Required Text/Materials

Guay, III, G.E. & Cummins, R. (2010). Tort law for paralegals. Upper Saddle River, NJ: Prentice Hall. Davenport, A.U. (2012).

Credits 3

Prerequisites

LGL-150: Civil Procedure

LGL-160: Introduction to Law Firm Technology

LGL-200: Family Law Practice for Paralegals

This course focuses on the paralegal's role in a family law practice and the opportunity to develop practical skills for family law practice paralegals. Topics include fundamental concepts of family law, including jurisdictional issues, paternity issues, adoption, formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role.

Required Text/Materials

Luppino and Miller, Family Law and Practice The Paralegal's Guide, Pearson, 4th Edition 2015; Fisher, Ury, Patton, Getting To Yes, Penguin.

Credits 3

Prerequisites

LGL-180: Torts

LGL-210: Business Organizations and Contract Law

This course provides students with an understanding of the nature, formation, and regulation of business organizations. Students will also gain an understanding of contractual relationships, applicable laws, and remedies.

Required Text/Materials

Currier, Katherine A. (2019) Introduction to Law for Paralegals: A Critical Approach 7th Ed. Wolters Kluwer.

Credits 3

Prerequisites

LGL-150: Civil Procedure

LGL-160: Introduction to Law Firm Technology

LGL-220: Criminal Law and Procedure

This course involves the study of both substantive and procedural criminal law, the different stages of the criminal process from the prospect of both prosecution and defense. Topics include the classifications and elements of state and federal crimes, constitutional civil rights, procedural and evidentiary rules, criminal trial litigation preparation.

Required Text/Materials
Schaffer and Wietecki, Criminal Law for Paralegals, 2009, McGraw-Hill.
Credits 3
Prerequisites
LGL-180: Torts

LGL-230: Legal Research and Writing II

This course provides additional practice and application in legal research and writing. Students will be expected to complete legal writing assignments utilizing more advanced legal analysis skills and based on state-specific laws.

Required Text/Materials
Hames, J.B. & Ekern, Y. (2012). Legal research, analysis, and writing (4e). Upper Saddle River, NJ: Prentice Hall.
Credits 3
Prerequisites
LGL-170: Legal Research and Writing I

LGL-320: Legal Research and Writing III

The course provides instruction and application on using research resources (electronic and physical) to draft legal writings including legal memoranda and appellate briefs. Emphasis will be placed on research efficiency using effective search strategies and writing in both objective and persuasive ways.

Required Text/Materials
Hames, J. B., & Ekern, Y. (2015). Legal research, analysis, and writing. Boston: Pearson.
Credits 3
Prerequisites
LGL-230: Legal Research and Writing II

LGL-330: Commercial and Bankruptcy Litigation

This course covers the paralegal role in consumer and business bankruptcy proceedings as well as in commercial litigation.

Required Text/Materials
Webster, P. (2009). Practical Bankruptcy Law for Paralegals (3rd ed.). Cengage Learning.
Credits 3
Prerequisites
LGL-150: Civil Procedure

LGL-350: Property Law

This course provides students with an understanding of property law including real estate property, wills, estates, and probate. The course focuses students on the practical skills needed to prepare and file related court documents. The handling of probate litigation and will contests from the perspective of the paralegal is also emphasized.

Required Text/Materials

Helewitz, Jeffrey A. Basic wills, trusts, and estates for paralegals. 6th ed. New York: Wolters Kluwer, 2014.

Credits 3

Prerequisites

LGL-150: Civil Procedure

LGL-400: Trial Practice

This course is designed to provide students with practical experience in preparing detailed pleadings, pre-trial motions, and discovery requests in addition to deposition preparation. The role of the paralegal in alternative dispute resolution is also explored. This class will provide an opportunity for students to develop advanced skills relating to trial preparation and presentation in the electronic courtroom. Students in this class will use software applications in Bryan University's E-Discovery Lab for Software, Simulation, and Applications (ELSSA).

Required Text/Materials

Coyne, M. L., & Furi-Perry, U. (2009). Trial prep for paralegals: effective case management and support to attorneys in preparation for trial. Louisville, CO: National Institute for Trial Advocacy.

Credits 3

Prerequisites

LGL-320: Legal Research and Writing III

LGL-150: Civil Procedure

LGL-420: Certification Preparation

This course assists students with preparation for industry-standard certifications. The course includes drills that help prepare students for the format and content of the certification exams.

Required Text/Materials

Newman, V. K. (2013). Certified Paralegal Review Manual: A Practical Guide to CP Exam Preparation (4th ed.). Clifton Park, NY: Cengage.

Credits 3

Prerequisites

LGL-400: Trial Practice

EDS-450: E-Discovery Project Management

LGP-275: Capstone Review

This course is designed to provide students with practical experience using the knowledge that they have gained in the program. Students will have the opportunity to prepare detailed pleadings, draft pre-trial motions, and write discovery requests in addition to learning about deposition preparation. This class additionally explores the role of paralegals in alternative dispute resolution and provides them with a chance to develop their skills relating to trial preparation and presentation in the electronic courtroom.

Required Text/Materials

Coyne, M. L., & Furi-Perry, U. (2009). Trial prep for paralegals: effective case management and support to attorneys in preparation for trial. Louisville, CO: National Institute for Trial Advocacy.

Credits 3

Prerequisites

LGL-170: Legal Research and Writing I

LGP-280: Paralegal Simulation Lab A

A practical demonstration of ability to apply professional and ethical guidelines, ability to use Microsoft Office, ability to draft key legal documents as well as to perform a conflict of interest.
Required Text/Materials
Newman, V. (2013). Certified Paralegal Review Manual: A Practical Guide to CP Exam Preparation (4th ed.). Cengage Learning.
Credits 3
Prerequisites
EDS-250: E-Discovery Paralegal II

LGP-290: Paralegal Simulation Lab B

A practical demonstration of ability to perform relevant e-discovery tasks in a simulated environment using relevant e-discovery software, including but not limited to rules of evidence as related to electronically stored data.
Required Text/Materials
Quartararo, M. (2016). Project Management in Electronic Discovery. Goldman, T. F. (2012). Litigation practice: e-discovery and technology. Boston: Prentice Hall.
Credits 3
Prerequisites
EDS-250: E-Discovery Paralegal II

LGP-480: Paralegal Simulation Lab C

A practical demonstration of proficiency in legal office management software as well as the ability to perform witness, exhibit and attorney preparations for trial.
Required Text/Materials
Coyne, M. L., & Furi-Perry, U. (2009). Trial prep for paralegals: effective case management and support to attorneys in preparation for trial. Louisville, CO: National Institute for Trial Advocacy. Goldman, T. F. (2012). Litigation practice: e-discovery and technology. Boston: Prentice Hall. Currier, Katherine A. (2015) Introduction to Law for Paralegals: A Critical Approach 6th Ed. Wolters Kluwer.
Credits 3
Prerequisites
LGL-400: Trial Practice
EDS-450: E-Discovery Project Management

MGT-300: Management and Communications

This course provides an introduction to management skills needed to effectively supervise and communicate with others. Leadership skills relevant in the legal environment will be emphasized.
Required Text/Materials
Hynes, G. E. (2016). Managerial communication: Strategies and applications (6th ed.). Los Angeles, CA. Sage.
Credits 3
Prerequisites
LGL-110: Introduction to Paralegal Sciences

MGT-350: Organizational Behavior and Management

The purpose of this course is to develop student skills in applying theories and concepts of organizational behavior to enable the student to identify and resolve behavioral issues within global organizations. Topics include factors affecting individual and group motivation in the workplace, development of effective groups and teams, organizational cultures, ethical issues in organizational behavior, as well as organizational behavior issues in global organizations.

Required Text/Materials
Robbins, S. P., & Judge, T. A. (2022). Pearson Education (US). New York, NY: Pearson.
Credits 3
Prerequisites
None.

MGT-365: Human Resource Management and Strategy

This course in human resource management examines the role and functions of both members and leaders within an organization. Exposure to areas critical to modern day leadership includes counseling, training and development, recruiting, retention, compensation, and diversity in the workplace. Role-playing and class discussion is encouraged to stimulate intellectual growth and human resource management awareness.

Required Text/Materials
Lussier, R.N., Hendon, J.R. (2022). Human Resource Management. Thousand Oaks, CA: SAGE Publications.
Credits 3
Prerequisites
None.

MGT-420: Employee Training & Development

This course introduces students to strategies related to human resource training and development. Students will learn the practical skills related to designing, implementing, and evaluating effective training programs to maximize productivity across the organization. This course will also cover topics related to diversity and career challenges.

Required Text/Materials
Noe, R. (2022). Employee Training & Development (9th ed.). McGraw-Hill Higher Education (US).
Credits 3
Prerequisites
MGT-365: Human Resource Management and Strategy

MGT-430: HR Employment Law

This course explores the fundamental legal principles with specialized topics relevant to the field of human resources. Such topics include employee relations, dispute resolution, and workplace safety (OSHA). Students will gain an understanding of the legal framework that governs employment relationships and learn different strategies for implementing human resource-related legal issues effectively.

Required Text/Materials
Walsh, D. J. (2023). Employment Law for Human Resource Practice (7th ed.). Cengage Learning US.
Credits 3
Prerequisites
MGT-365: Human Resource Management and Strategy

MGT-445: Talent Acquisition

Business strategy and execution relies heavily on acquiring appropriate talent. This course will explore effective methods of sourcing positions and hiring employees to drive business outcomes. Topics include analysis of retention and attrition, effective recruiting, talent pipeline creation, aligning HR with business strategy, and analyzing market conditions for strategic business positioning.

Required Text/Materials

Heneman, H., Judge, T., Kammeyer-Mueller, J. (2022) Staffing Organizations 10e. New York, NY: McGraw Hill Education.

Credits 3

Prerequisites

None.

MGT-446: Compensation and Benefits Management

Compensation and benefits management are critical to employee retention and business strategy. This course will explore topics in compensation including system design, employee performance systems and measures, intrinsic and extrinsic rewards, employee satisfaction, benefits, and employee incentive programs.

Required Text/Materials

Gerhart, B. (2023). Compensation, 14e. New York, NY: McGraw Hill Education. AND Martocchio, J.J. (2023). Employee Benefits, 7e. New York, NY: McGraw Hill Education.

Credits 3

Prerequisites

None.

MGT-447: Strategic Workforce Planning

Today's businesses need to be agile and flexible to meet the ongoing technological and human capital demands. This course will explore effective strategies for businesses to plan for staffing to succeed in this ever-changing business climate. Topics include analyzing organizational readiness, organizational staffing strategy, environmental scanning, and data analysis for effective planning.

Required Text/Materials

Gibson, A. (2021). Agile Workforce Planning. New York, NY: Kogan Page.

Credits 3

Prerequisites

None.

MGT-450: Management Strategies

This course is an examination of strategic management concepts. Students will study the strategic planning process, which includes creating goals, making decisions, taking actions, and analyzing results. The benefits of strategic planning will be identified and distinguished from operational planning. Through discussions, exercises and assignments, students will practice using analytical tools to critically assess an organization's internal and external environments, competitive opportunities, and threats. Students will be expected to recommend an appropriate organizational strategy, while at the same time critically analyzing other strategic approaches.

Required Text/Materials

Dess, G., McNamara, G., & Eisner, A. (2021). Strategic Management: Text and Cases, 10e. Boston, MA: McGraw Hill.

Credits 3

Prerequisites

None.

MPH-500: Introduction to Public Health

This course will provide an overview of the basic structures and operations of public health from its historical origins and real-world examples to provide the student with a framework for understanding public health. EPHS #1, 7.

Required Text/Materials

Introduction to Public Health, 5th Edition Mary Schneider 2016 ISBN 978-1284089233.

Credits 3

Prerequisites

None.

MPH-505: Population Health

This course will provide an understanding of the pathogenesis of various disease conditions and how to identify critical points on how disease can be prevented or interrupted. EPHS #2.

Required Text/Materials

Population Health, Epidemiology and Public Health: Rosemary M Caron PhD.

Credits 3

Prerequisites

None.

MPH-510: Public Health Informatics

Healthcare informatics is a growing field in healthcare with new technologies and the ever-increasing use of the electronic health record. Students will learn components of electronic health records beyond diagnosis and procedure order sets and how they coordinate with emerging order sets and standards. EPHS #2.

Required Text/Materials

Public Health Informatics and Information Systems, JA Magnuson: Paul C. Fu: Jr. Publisher Springer 3rd edition 2020 ISBN 9783030412142, 3030412148.

Credits 3

Prerequisites

None.

MPH-520: Health Behaviors in Public Health

This course will provide an understanding and apply theories of human behavior within the practice of public health. Student will explore changing health behaviors as guided by health promotion, education, and prevention programs. EPHS #3.

Required Text/Materials

Health Behavior Theory of Public Health: Principles, Foundations and Applications 2nd edition Ralph DiClemente ISBN 9781284129885.

Credits 3

Prerequisites

None.

MPH-525: Global Health

Students in this course explore important global health issues and discuss steps to be taken to address these concerns. EPHS# 1, 2, 3.
Required Text/Materials
Global Health101, 4th edition, Richard Skolnik, Jones & Bartlett, 2019 ISBN 1284145387.
Credits 3
Prerequisites
None.

MPH-530: Public Health Preparedness

With the rise of public health emergencies, the demand for public health preparedness, response and cooperation has increased. This course will provide a framework of the key public health issues that threaten our local, state, and national jurisdictions. EPHS #4.
Required Text/Materials
Public Health Emergency Preparedness: A Practical Approach for the Real World, 1st Edition, Suzet McKinney 2018 ISBN 978-1284069259.
Credits 3
Prerequisites
None.

MPH-535: Biostatistics for Public Health

Quantitative analysis is important in identifying public health issues, and for designing intervention programs. This course will provide the basis of biostatistics, statistical reasoning, and how to apply these applications in the field of public health. EPHS #1, 2.
Required Text/Materials
Basic Biostatistics, B. Burt Gerstman 2007 ISBN 9780763735807.
Credits 3
Prerequisites
None.

MPH-540: Social Determinants of Health

This course will provide the student with introductory social determinants as it relates to public health. EPHS# 7.
Required Text/Materials
Public Health Evaluation and the Social Determinants of Health, Allyson Kelley 1st edition, 2020 ISBN 9781000070729.
Credits 3
Prerequisites
None.

MPH-545: Public Health Leadership

Students will explore basic theories and principles of leadership and how it is applied to public health. EPHS #8,10.

Required Text/Materials
Essential of Leadership in Public Health, Author: Louis Rowitz 9781284142877, 1284142876, 2018.

Credits 3

Prerequisites
None.

MPH-550: Program Evaluation for Public Health

Students are exposed to evaluation techniques and procedures to improve outcomes, lead programs to be more logical, and allow for community partnerships to achieve common public healthcare goals. EPHS #4, 5,6, 8, 9.

Required Text/Materials
Public Health Evaluation and the Social Determinants of Health, Allyson Kelley 1st edition, 2020 ISBN 9781000070729.

Credits 3

Prerequisites
None.

MPH-555: Epidemiology

This course will examine the applications of epidemiology and the development of skills that can be applied in the public health field in designing intervention and prevention programs. EPHS #1, 2.

Required Text/Materials
Friis, R. H. & Sellers, T. (2020). Epidemiology For Public Health Practice (6th ed.). Burlington, MA: Jones & Bartlett Learning. ISBN:9781284175431.

Credits 3

Prerequisites
None.

MPH-560: Environmental & Occupational Health

Environmental and Occupational Health is multifaceted, and it reaches into many fields of study. This course will examine the association of environmental health problems with human health and how to investigate. EPHS #1, 2, 3.

Required Text/Materials
Environmental Health from Global to Local 3rd edition, Howard Fumkin 2016 ISBN 9781118984765.

Credits 3

Prerequisites
None.

MPH-565: Improving the Public's Health

Rising healthcare costs, an aging population and the increasing prevalence of chronic diseases are all burdening the US healthcare system. Although clinical care is still directed at individuals, interventions that address specific groups or populations are necessary to address widespread, common problems. Students will examine approaches to identifying populations and problems in the public health system. EPHS # 1, 3, 4, 5, 9.

Required Text/Materials

Nash, D et al. (2021). Population Health: Creating a Culture of Wellness. (3rd edition). Burlington, Massachusetts: Jones and Bartlett. Turnock, B (2022). Public Health: What it Is and How It Works. (7th edition). Burlington, Massachusetts: Jones and Bartlett.

Credits 3

Prerequisites

None.

MPH-570: Capstone

Solving problems in the public health system requires understanding the issues and context of the problem, selecting the relevant analytic methods and tools, and reporting the results in an appropriate format. Students will gain practical experience in the public health field, as they apply their data, analytic skills, and tools to solving a real- world problem designated by an external public health or healthcare organization. Students will present their results for students and the external stakeholder to review. EPHS #1-10.

Required Text/Materials

None.

Credits 3

Prerequisites

MPH-500: Introduction to Public Health

MPH-505: Population Health

MPH-510: Public Health Informatics

MPH-520: Health Behaviors in Public Health

MPH-525: Global Health

MPH-530: Public Health Preparedness

MPH-535: Biostatistics for Public Health

MPH-540: Social Determinants of Health

MPH-545: Public Health Leadership

MPH-550: Program Evaluation for Public Health

MPH-555: Epidemiology

MPH-560: Environmental & Occupational Health

Corequisites

MPH-565: Improving the Public's Health

PFT-300: Gaining and Retaining Clients

A course focused on a key driver of success as a personal trainer: gaining and retaining clients. This course addresses engaging clients in your facility and generating goal-oriented value to retain your clients. New and unique ways of looking at prospecting and retention are discussed.

Required Text/Materials

Timm, P. R. (2014). Customer Service: Career Success Through Customer Loyalty (6th Ed). Pearson: Upper Saddle River, NJ. PTA Global Course Materials.

Credits 3

Prerequisites

None.

PFT-301: Advanced Functional Anatomy

This course focuses on anatomy from a functional perspective, covering how muscles work to produce movements in the joints. Special focus is given to analyzing the movements of joints in selected resistance training exercises.

Required Text/Materials

Floyd, R. T. (2015). Manual of Structural Kinesiology (19th Ed). McGraw Hill Education: New York, NY.

Credits 3

Prerequisites

None.

PFT-302: Functional Biomechanics

A course that presents an integrated view of biomechanics. Topics include tensegrity and the implications of functional biomechanics in exercise and movement.

Required Text/Materials

Floyd, R. T. (2015). Manual of Structural Kinesiology (19th Ed). McGraw Hill Education: New York, NY. Haff, G. G. and Triplett, N. T. (Eds). (2016). Essentials of Strength Training and Conditioning (4th Ed). Champaign, IL: Human Kinetics. PTA Global Functional Biomechanics Course Materials.

Credits 3

Prerequisites

None.

PFT-303: Applied Fitness Assessment Techniques

This course covers fitness assessment and testing techniques, including review of physiological measurements, preexercise evaluation, test selection and test interpretation. Other topics include resting metabolism and advanced body composition techniques.

Required Text/Materials

National Academy of Sports Medicine. (2017). NASM essentials of personal fitness training (5th ed.). Burlington, MA: Jones & Bartlett Learning. Haff, G. G. and Triplett, N. T. (Eds). (2016). Essentials of Strength Training and Conditioning (4th Ed). Champaign, IL: Human Kinetics.

Credits 3

Prerequisites

None.

PFT-304: Advanced Exercise Prescription for Cardiorespiratory Training

A course focused on the interpretation of cardiovascular assessments to create programs for various populations. Topics include needs analysis, exercise selection and order, and training frequency.

Required Text/Materials

Powers, S., & Howley, E. (2015). Exercise Physiology: Theory and Application to Fitness and Performance (9th ed.). New York, NY: McGraw-Hill Education.

Credits 3

Prerequisites

None.

PFT-305: Advanced Exercise Prescription for Resistance Training

A course focused on the interpretation of various assessments to create programs for specific performance goals. Topics include needs analysis, exercise selection and order, training frequency, and other acute variables.
Required Text/Materials
Haff, G. G. and Triplett, N. T. (Eds). (2016). Essentials of Strength Training and Conditioning (4th Ed). Champaign, IL: Human Kinetics.
Credits 3
Prerequisites
None.

PFT-306: Advanced Exercise Prescription for Flexibility

This course covers methods and practices that facilitate improvement in local mobility, global mobility, and full range of motion in the joints. Topics are focused on observing limitations or deficiencies and designing flexibility and stretching programs for various populations.
Required Text/Materials
Blahnik, J. (2011). Full-body flexibility (2nd. ed.). Champaign, IL: Human Kinetics. McAtee, R. E. and Charland, J. (2014). Facilitated stretching (4th. ed.). Champaign, IL: Human Kinetics.
Credits 3
Prerequisites
None.

PFT-307: Training Special Populations: Older Adults and Youth

This course focuses on knowledge and training concepts that are unique to training older adults and youth. Topics related to training older adults include assessing fitness levels, designing fitness programs, and providing motivating exercise. The practical realities of working with youth, socialization of play, and providing motivating exercise that is dominated by movement will also be addressed.
Required Text/Materials
National Academy of Sports Medicine. (2012). Senior Fitness Specialist Manual. National Academy of Sports Medicine. (2012). Youth Exercise Specialist Manual. PTA Global - Exercise for Children.
Credits 3
Prerequisites
None.

PFT-308: Training Special Populations: Chronic Diseases and Disabilities

This course focuses on knowledge and training concepts that are unique to training persons with chronic diseases and disabilities. Topics include exercise as medicine, managing exercise, and exercise recommendations for individuals with chronic diseases and disabilities.
Required Text/Materials
Roitman, J.L., (2012). Exercise professional's guide to optimizing health strategies for preventing and reducing chronic disease. Baltimore, MD: Lippincott Williams & Wilkins. Durstine, J.L, Moore, G.E., Painter, P.L., Roberts, S.O. (2009). National Academy of Sports Medicine. (2017). NASM essentials of personal fitness training (5th ed.). Burlington, MA: Jones & Bartlett Learning. Preuss, S. (2013). The heart healthy lifestyle: The prevention and treatment of type 2 diabetes. The Heart Healthy Lifestyle, LLC.
Credits 3
Prerequisites
None.

PFT-309: Training the Whole Person

This course addresses the essence of being a personal trainer - helping clients with behavior change. Students learn about the psychology of health and fitness in order to facilitate long-term behavior change in clients.
Required Text/Materials
Brehm, B. A. (2014). Psychology of health and fitness: Applications for behavior change. Philadelphia: F.A. Davis Company. PTA Global Advanced Course Materials.
Credits 3
Prerequisites
None.

PFT-401: Corrective Impairment Strategies

This course is focused on a variety of corrective exercise screenings and strategies. Topics in this course include muscle imbalances, movement efficiency, and injury prevention.
Required Text/Materials
National Academy of Sports Medicine. (2014). NASM Essentials of Corrective Exercise Training (1st Ed. Revised.). Burlington, MA: Jones & Bartlett.
Credits 3
Prerequisites
PFT-303: Applied Fitness Assessment Techniques

PFT-402: Advanced Exercise Prescription for Athletes

A course focused on building resistance training programs for athletes through the four sport seasons. Topics include needs analysis, exercise selection and order, training frequency, loading and repetitions, volume, and rest period.
Required Text/Materials
Haff, G. G. and Triplett, N. T. (Eds). (2016). Essentials of Strength Training and Conditioning (4th Ed). Champaign, IL: Human Kinetics.
Credits 3
Prerequisites
PFT-305: Advanced Exercise Prescription for Resistance Training

PFT-403: Sport and Exercise Nutrition

This course provides an in-depth look at sports nutrition. Students will learn how to effectively assist the athletic population with nutrition for performance enhancement.
Required Text/Materials
Benardot, D. (2012). Advanced Sports Nutrition (2nd Ed). Champaign, IL: Human Kinetics.
Credits 3
Prerequisites
None.

PFT-404: Corporate Wellness

This course explores health and wellness as it relates to corporate industry. Topics include worksite health promotion, public preventative health services, and current topics in corporate fitness and wellness.

Required Text/Materials

Bray, I. (2012). Healthy employees, healthy business: Easy, affordable ways to promote workplace wellness. Berkeley, CA: NOLO.

Credits 3

Prerequisites

None.

PFT-405: Marketing and Advertising for the Fitness Professional

A course focused on specific strategies to help develop fitness clientele while maximizing marketing and advertising returns. Students will learn about basic marketing and advertising concepts and techniques using a fitness industry lens to achieve results.

Required Text/Materials

Bly, R.W. (2015) The Marketing Plan Handbook. Irvine, CA: Entrepreneur Press. Plummer, T. (2014). How to Make More Money in the Fitness Industry. Monterey, CA: Healthy Learning. Timm, P. (2014). Customer Service: Career Success Through Customer Loyalty (6th ed.). Boston: Pearson.

Credits 3

Prerequisites

None.

PFT-406: Entrepreneurship for the Fitness Professional

Creating a successful fitness business is the goal of many personal trainers. This course is a survey of key entrepreneurship concepts and strategies for success as a fitness entrepreneur. Topics include business plans, studio and club design, and key factors to success.

Required Text/Materials

Ware, C.M., Bamford, C.E., & Bruton, G.D. (2013). Business Management for the Personal Fitness Trainer. Boston, MA: McGraw-Hill.

Credits 3

Prerequisites

None.

PFT-407: Leadership for the Fitness Professional

This course guides students in developing leadership traits and philosophies that will assist them in the role of personal trainer. Students reflect on different leadership scenarios that they may encounter in the health and fitness industry.

Required Text/Materials

Byham, T. M. & Wellins, R. S. (2015). Your first leadership job: How catalyst leaders bring out the best in others. Hoboken, NJ: Wiley. Plummer, T. (2014). How to Make More Money in the Fitness Industry. Monterey, CA: Healthy Learning.

Credits 3

Prerequisites

None.

PFT-408: Evaluating Research in Health & Fitness

This course teaches students how to evaluate research in order to stay current and to continually be developing as a personal trainer. Topics include research skills, validity, reliability, and ways to critically analyze research.
Required Text/Materials
Baumgartner, T. and Hensley, L. (2013). Conducting and reading research in kinesiology (5th ed.). New York, NY: McGraw Hill. Locke, L. and Silverman, S. (2010). Reading and understanding research (3rd. ed.). Thousand Oaks, CA: Sage.
Credits 3
Prerequisites
None.

PFT-409: Current Trends in Health & Fitness

A course on special topics and current trends in the health and fitness industry, including technology, popular types of training, and the future of training.
Required Text/Materials
Plummer, T. (2014). How to Make More Money in the Fitness Industry. Monterey, CA: Healthy Learning. Lee, R. E., McAlexander, K. M., and Banda, J. A. (2011). Reversing the Obesogenic Environment. Champaign, IL: Human Kinetics.
Credits 3
Prerequisites
None.

PTD-100: Personal Training and Sales Fundamentals

This course provides an introduction to the field of personal training along with the fundamental skills necessary to be an effective salesperson in the field. The history of personal training, professional organizations, certifications, and career tracks in the field are discussed. Students learn about communication skills, interviewing, steps of the sale, and fundamentals of professional conduct and ethics. Additionally, students learn the primal movement patterns and gain practical experience performing many common exercises and movement patterns that will be utilized with their clients.
Required Text/Materials
National Academy of Sports Medicine. (2017). NASM essentials of personal fitness training. (6th ed.). Burlington, MA: Jones & Bartlett Learning.
Credits 3
Prerequisites
None.

PTD-101: Body Sciences I

This course will provide an in-depth look at basics principles of kinesiology, including planes of motion, joints of movement, and joint actions.
Required Text/Materials
National Academy of Sports Medicine. (2017). NASM essentials of personal fitness training. (6th ed.). Burlington, MA: Jones & Bartlett Learning.
Credits 3
Prerequisites
None.

PTD-102: Body Sciences II

This course will provide an in-depth look at how the human body systems interact and function in relation to exercise and movement. Students will learn the various parts and functions of the nervous, muscular, and skeletal systems.

Required Text/Materials
National Academy of Sports Medicine. (2017). NASM essentials of personal fitness training. (6th ed.). Burlington, MA: Jones & Bartlett Learning.

Credits 3

Prerequisites
PTD-101: Body Sciences I

PTD-103: Client Intake and Assessment

This course covers the fundamentals of conducting health screenings and risk stratifications, as well as tests such as body fat, cardiovascular condition, and various performance tests.

Required Text/Materials
National Academy of Sports Medicine. (2017). NASM essentials of personal fitness training. (6th ed.). Burlington, MA: Jones & Bartlett Learning.

Credits 3

Prerequisites
None.

PTD-104: Programming Basics I

This course covers the fundamentals of designing resistance training, cardiorespiratory training, and flexibility programs. The course focuses on training session components and appropriate exercise selection, progression, and program design variables for resistance and cardiorespiratory training.

Required Text/Materials
National Academy of Sports Medicine. (2017). NASM essentials of personal fitness training. (6th ed.). Burlington, MA: Jones & Bartlett Learning.

Credits 3

Prerequisites
PTD-103: Client Intake and Assessment

PTD-105: Programming Basics II

This course covers the fundamentals of advanced training programs. The course focuses on appropriate exercise selection, progression, and program design variables for advanced programs and special populations.

Required Text/Materials
National Academy of Sports Medicine. (2017). NASM essentials of personal fitness training. (6th ed.). Burlington, MA: Jones & Bartlett Learning.

Credits 3

Prerequisites
PTD-103: Client Intake and Assessment
PTD-104: Programming Basics I

PTD-106: Nutrition Fundamentals

This course covers the fundamentals of nutrition and how food is used by the human body. Students will be able to identify healthy food sources for the various nutrients and decipher reliable and unreliable nutritional information.

Required Text/Materials
Grosvenor, M. B. & Smolin, L. A. (2015). Visualizing nutrition: Everyday choices (3rd ed.). Hoboken, NJ: Wiley.
National Academy of Sports Medicine. (2017). NASM essentials of personal fitness training. (6th ed.). Burlington, MA: Jones & Bartlett Learning.
Credits 3
Prerequisites
None.

PTD-107: Behavior Management

This course is an introduction to the motivation behind behavior change as it relates to physical activity behaviors. Topics include goal setting, motivating clients, developing an action plan, and communication strategies needed to inspire and sustain long-term healthy habits.

Required Text/Materials
National Academy of Sports Medicine. (2017). NASM essentials of personal fitness training. (6th ed.). Burlington, MA: Jones & Bartlett Learning.
Credits 3
Prerequisites
None.

PTD-110: Exam and Career Preparation

This course prepares students to take the NASM certification exam, paying particular attention to test-taking skills and improvement of weak areas of knowledge, skill, and ability. Students also prepare for their career through resume building activities and interview roleplays.

Required Text/Materials
National Academy of Sports Medicine. (2017). NASM essentials of personal fitness training. (6th ed.). Burlington, MA: Jones & Bartlett Learning.
Credits 3
Prerequisites
UNV-101F: Student Success and Technology Foundations
PTD-100: Personal Training and Sales Fundamentals
PTD-101: Body Sciences I
PTD-102: Body Sciences II
PTD-103: Client Intake and Assessment
PTD-104: Programming Basics I
PTD-105: Programming Basics II
PTD-107: Behavior Management

RXT-100: Introduction to Pharmacy Science

This course will teach students about the different roles and responsibilities of a pharmacy technician and guide you through the basic skills required to become engaged in the profession. Students will learn how to enter patient information, resolve online insurance claims, basic pharmacy calculations and much more.

Required Text/Materials

McKennon, Skye A. (2020). Pharmacy Practice for Technicians. 7th edition. Paradigm Education Solutions. Brunton, Mark (2020). Career Readiness and Externships: Soft Skills for Pharmacy Technicians. Paradigm Publishing, LLC. ScienceLabs supplemental instruction.

Credits 3

Prerequisites

None.

RXT-110: Pharmacology I

This course covers the structure of major human body systems and how medications affect these systems. Students will learn strategies for using a broad array of medical terminology commonly used in health care professions. This course will also cover error prevention strategies, federal law for controlled substances and equivalencies of medication therapies.

Required Text/Materials

McKennon, Skye A. (2020) Pharmacology for Technicians. 7th edition. Paradigm Education Solutions. Brunton, Mark (2020). Career Readiness and Externships: Soft Skills for Pharmacy Technicians. Paradigm Publishing, LLC. ScienceLabs supplemental instruction.

Credits 3

Prerequisites

UNV-101RX: Student Success and Technology Foundations
RXT-100: Introduction to Pharmacy Science

RXT-120: Pharmacology II

This course covers the structure of major human body systems and how medications affect these systems. Students will learn event reporting procedures, issues that require pharmacist intervention and federal requirements for recalls and drug restricted programs.

Required Text/Materials

McKennon, Skye A. (2020) *Pharmacology for Technicians.* 7th edition. Paradigm Education Solutions. Brunton, Mark (2020). *Career Readiness and Externships: Soft Skills for Pharmacy Technicians.* Paradigm Publishing, LLC. ScienceLabs supplemental instruction.

Credits 3

Prerequisites

UNV-101RX: Student Success and Technology Foundations
RXT-100: Introduction to Pharmacy Science
RXT-110: Pharmacology I
RXT-130: Pharmacy Calculations

RXT-130: Pharmacy Calculations

This course covers pharmaceutical calculations that students will be practicing in the field as a pharmacy technician. This will include calculations used in non-sterile and sterile compounding to include alligations, IV flow rates, IV drip rates, percentage strengths and much more.

Required Text/Materials

McKennon, Skye A. (2022). *Pharmacy Calculations for Technicians.* Brunton, Mark (2020). *Career Readiness and Externships: Soft Skills for Pharmacy Technicians.* Paradigm Publishing, LLC. ScienceLabs supplemental instruction. Paradigm Education Solutions.

Credits 3

Prerequisites

UNV-101RX: Student Success and Technology Foundations
RXT-100: Introduction to Pharmacy Science

RXT-180: Pharmacology Technique Procedures

This course focuses on the student performance of simple pharmaceutical calculations for non-sterile and sterile compounding. Students will also learn the importance of patient safety, guidelines of safety for compounding and cleaning standards.

Required Text/Materials

McCartney, Lisa (2012). *Sterile Compounding and Aseptic Technique: Concepts, Training, and Assessment for Pharmacy Technicians.* Paradigm Publishing. McKennon, Skye A. (2020). *Pharmacy Practice for Technicians.* 7th edition. Paradigm Education Solutions. Brunton, Mark (2020). *Career Readiness and Externships: Soft Skills for Pharmacy Technicians.* Paradigm Publishing, LLC. ScienceLabs supplemental instruction.

Credits 3

Prerequisites

UNV-101RX: Student Success and Technology Foundations
RXT-100: Introduction to Pharmacy Science
RXT-110: Pharmacology I
RXT-130: Pharmacy Calculations

RXT-190: Pharmacy Technician Practicum

This Practicum consists of on-site pharmacy technician training. This will allow students to experience the duties of a pharmacy technician in a real-world environment. Students will work on reviewing for the national certification exam.

Required Text/Materials

Lawrence, Sarah (2021). *Certification Exam Review for Pharmacy Technicians.* 5th edition. Paradigm Education Solutions. Brunton, Mark (2020). *Career Readiness and Externships: Soft Skills for Pharmacy Technicians.* Paradigm Publishing, LLC.

Credits 3

Prerequisites

UNV-101RX: Student Success and Technology Foundations
RXT-100: Introduction to Pharmacy Science
RXT-110: Pharmacology I
RXT-120: Pharmacology II
RXT-130: Pharmacy Calculations
RXT-180: Pharmacology Technique Procedures

RXT-200: Pharmacy Technician Certification Exam Review

This Practicum consists of on-site pharmacy technician training. This course will provide the student with a guided review to prepare for the PTCB Certification Exam. During this course, the student will be able to prepare future goals for entering the field as a pharmacy technician.

Required Text/Materials
Lawrence, Sarah (2021). Certification Exam Review for Pharmacy Technicians. 5th edition. Paradigm Education Solutions. Brunton, Mark (2020). Career Readiness and Externships: Soft Skills for Pharmacy Technicians. Paradigm Publishing, LLC.

Credits 3

Prerequisites
UNV-101RX: Student Success and Technology Foundations
RXT-100: Introduction to Pharmacy Science
RXT-110: Pharmacology I
RXT-120: Pharmacology II
RXT-130: Pharmacy Calculations
RXT-180: Pharmacology Technique Procedures

UNV-101F: Student Success and Technology Foundations

A course covering the information and skills needed to succeed in academic studies, including study skills, setting academic goals, managing time, overcoming challenges, establishing good habits, growth mindset, and technology skills such as completing online quizzes and navigating Yellowdig.

Required Text/Materials
There are no textbooks required in this course.

Credits 3

Prerequisites
None.

UNV-101P: Student Success and Technology Foundations in Paralegal Studies

A course covering the information, knowledge and skills needed to succeed specifically in paralegal studies, including study skills, setting academic goals, managing time, and technology skills such as word processing, presentations, and spreadsheets.

Required Text/Materials
There are no textbooks required in this course.

Credits 3

Prerequisites
None.

UNV-101RX: Student Success and Technology Foundations

This course covers the information and skills needed to succeed in academic studies, including study skills, academic goal setting, and time management. It will also cover relevant technology skills such as word processing and presentation as it relates to being a pharmacy technician.

Required Text/Materials
Bryan University. 2018. *Student success and technology foundations*. Tempe, AZ. Bryan University. Brunton, Mark (2020). *Career Readiness and Externships: Soft Skills for Pharmacy Technicians.* Paradigm Publishing, LLC.

Credits 3

Prerequisites
None.

UNV-101S: Student Success and Technology Foundations

A course covering the information and skills needed to succeed in academic studies, including study skills, setting academic goals, managing time, and technology skills such as word processing and presentations.
Required Text/Materials
Bryan University. 2018. Student success and technology foundations. Tempe, AZ.
Credits 3
Prerequisites
None.

UNV-101T: Student Success, Soft Skills, and Technology Foundations

A course covering the information and skills needed to succeed in academic studies, including study skills, setting academic goals, managing time, and technology skills such as such as Internet research, e-learning tools, and collaboration software. Students also learn fundamental technologies and tools associated with programming, such as operating system basics, command line interface usage, repository storage and version control.
Required Text/Materials
None.
Credits 3
Prerequisites
None.

UNV-101UX: Student Success and Technology Foundations

A course covering the information and skills needed to succeed in academic studies, including study skills, setting academic goals, managing time, and technology skills such as word processing, presentations, and using Excel.
Required Text/Materials
Bryan University. 2018. Student success and technology foundations. Tempe, AZ. Bryan University.
Credits 3
Prerequisites
None.

UXI-100: Design Principles & Color Theory

Students will concentrate on utilizing design principles and theories in problem solving, focusing on the importance of layout composition. Emphasis will be on the process of design development from roughs to comprehensives, layout, and the use of grid systems for multi-component layouts. Critical analysis will be applied through the usage of type and layout to create clear, communicative design. Additionally, students will get an introduction to the principles of color and an exploration of color theory as it relates to print and digital media. Students will also receive an introduction to Adobe Creative Cloud.
Required Text/Materials
Title: eBook: Landa, R. 2019. Graphic Design Solutions, 6th ed. Cengage Learning
Credits 3
Prerequisites
None.

UXI-105: Design Technologies

This course will explore the use of Adobe Creative Cloud digital design tools. Students will gain a thorough understanding of design techniques by using tools to create compositions, prototypes, web and print media, and time-based media. They will also learn about file types and exports for web and print media.

Required Text/Materials
Title: eBook: Burrough, X. 2020. Foundations of Digital Art and Design with Adobe Creative Cloud, 2nd ed. Peachpit.

Credits 3

Prerequisites
None.

UXI-110: Typography & Hierarchy

This course will explore printed communication and the use of typography as an exclusive element of design. The course will focus on the development of marketable, original and creative problem-solving solutions with an emphasis on professional presentation techniques. This course includes three distinct areas of learning in the subject of typography: **Traditional Typography** is an introduction of lettering skills and the history and foundation of letterforms. The placement of display and text type in a formatted space, and the relationship between the appearance and readability of letterforms, are also studied. Students will work in a traditional context of hand-rendering type and will also be introduced to contemporary typesetting technology.

Expressive & Experimental Typography is designed to further investigate the power and beauty of expressive typography and its applications. The use of computer software and non-traditional media are explored. Projects will include kinetic typography, unique typeface/font design, and creative title designs.

Contemporary Typography will explore the current design trends in typography. The work of contemporary type designers will be analyzed. Emphasis will be placed on experimentation of creative, innovative and new-wave type designing. By the conclusion of this course, students will complete a final project that can be added to their developing capstone portfolio.

Required Text/Materials
Title eBook: Krysinski, M. (2018). The Art of Type and Typography. Routledge, New York, NY.

Credits 3

Prerequisites
None.

UXI-115: UX Process & Theories

User experience (UX) design centers on the interaction between real human users and everyday products and services. In this course, students will learn key theories and processes to help them create usable, useful, and delightful products that answer users' needs. **User Research** involves qualitative and quantitative research practices aimed at empathizing with target users and discovering and defining their needs. Conducting research such as user interviews and synthesizing the findings into personas, customer journey maps, and more are key skills covered in this section. **Information Architecture** is the process of establishing flow between a person and a product, service, or environment. This section focuses on how to organize, structure and label content, functions and features to support usability and findability. **Usability Testing** engages the student in learning user-centered testing techniques to evaluate a product by testing it on real users. Items covered include understanding how to design a test, planning the test, logging and analyzing data, measuring usability, prioritizing problems, choosing recommendations from findings, and persuading from those results. Students in this course will work with software tools such as: Adobe XD, and or Figma. By the conclusion of this course, students will practice generating a UX case study asset to add to their growing capstone portfolio.

Required Text/Materials

Title eBook: Sharp, H., Preece, J., & Rogers, Y. (2019). Interaction design: Beyond human-computer interaction, 5/e. Wiley. eBook: Platt, D. (2016). The Joy of UX: User experience and interactive design for developers. Addison-Wesley.

Credits 3

Prerequisites

UXI-105: Design Technologies

UXI-120: Interaction & Visual Design

This course provides a practical overview of interaction and visual design practices and how they work together to build toward a strong product. Learn and practice techniques for developing products around user goals. **Interaction Design** - Students will learn how to take data distilled through research to sketch and develop wireframes and prototypes grounded in proven interaction patterns and usability principles and testing them using usability testing knowledge gained in UX Process & Theories. Students will learn how to: - Translate ideas into interactions by developing prototypes and simulations. - Choose the appropriate fidelity of prototype for the phase of design. - Articulate the benefits of fast iteration. - Create paper prototypes. - Properly explore the design space before deciding on a solution. **Visual Design** - Adapting design fundamentals in color, hierarchy, and typography learned in earlier courses, students will learn how to take their concepts from wireframe to pixel-perfect UI (user interface) design prototypes. Students in this course will work with software tools such as: Adobe XD, Sketch, and or Figma. By the conclusion of this course, students will practice generating a UX case study asset to add to their growing capstone portfolio.

Required Text/Materials

Title eBook: Sharp, H., Preece, J., & Rogers, Y. (2019). Interaction design: Beyond human-computer interaction, 5/e. Wiley. eBook: Platt, D. (2016). The Joy of UX: User experience and interactive design for developers. Addison-Wesley. eBook: Chandler, C. & Unger, R. (2012). A Project Guide to UX Design. New Riders.

Credits 3

Prerequisites

UXI-105: Design Technologies

UXI-125: Motion Design

This course provides an introduction to motion design. Design in animation is becoming an increasingly vital tool for any designer as its impact on user experience continues to increase for marketing, brand story, understanding complex concepts, and creating emotionally captivating content. This area of study exposes students to the art of graphics that move in space and time, which can be applied to animated films, videos, animated text, and web-based apps. Students will explore how to: create storyboards that demonstrate the flow of the animation; use models to simulate the behavior of animated characters; draw images to be scanned into various computer programs; participate in the design of media campaigns; create 2D and 3D images using computer animation; and manipulation of designed assets in a studio environment. Students will gain a thorough understanding of advanced techniques as they continue to explore special effects, image compositing, and motion graphics. Students will engage in interaction design and functionality using Adobe AfterEffects.

Required Text/Materials
Shaw, A., & Shaw, D. (2019). Design for motion: Fundamentals and techniques of motion design. London: Routledge.
Credits 3
Prerequisites
UXI-105: Design Technologies

UXI-130: UI Development

In this course, students will build upon what they've learned in Interaction & Visual Design and UX Process & Theories to develop more advanced UI design techniques. This course introduces students to the role and development of design systems to manage UI design components for a product. Students will learn to leverage atomic design principles for creating and categorizing UI components that can be applied to high-fidelity design prototypes. Prototypes and design system elements developed in this course will be added to the student's expanding UX/UI portfolio.

Required Text/Materials
Title eBook: Tidwell, J., Brewer, C., & Valencia, A. (2019). Designing interfaces, 3rd ed. O'Reilly Media.
Credits 3
Prerequisites
UXI-105: Design Technologies
UXI-115: UX Process & Theories
UXI-120: Interaction & Visual Design

UXI-135: Web Development for UX/UI

This course utilizes web page scripting techniques and software for website design and development to combine multi-media assets into a user-friendly and aesthetically pleasing website. Design solutions include the use of basic cascading style sheets (CSS) and JavaScript languages. Students will create websites utilizing CSS, the basic scripting language of web documents, in addition to many of the other effects and extension scripts available for that medium. The integration of aesthetics, design principles, layout, typography, and imagery into designs using a CSS and hypertext markup language (HTML) authoring tool will be covered along with JavaScript image galleries.

Required Text/Materials
Duckett, J. (2014). Web design with HTML, CSS, JavaScript, and jQuery. Hoboken: John Wiley & Sons.
Credits 3
Prerequisites
UXI-100: Design Principles & Color Theory
UXI-115: UX Process & Theories

UXI-140: UX/UI Capstone & Portfolio

This course centers students on the production of a usable online portfolio of design case studies demonstrating all skills and competencies acquired during the program. Students will learn how to select existing or determine new projects for their portfolio, write case studies describing their process on projects, and how to organize and prepare the artifacts of their design process for display online. Previous projects may be revised and updated to be included, or students may construct new projects to satisfy the needs of a professional UX portfolio.

Required Text/Materials

Title eBook: eBook: Anderson, D. (2016). Stand out: Design a personal brand. Build a killer portfolio. Find a great design job. Peachpit Press. eBook: Chandler, C. & Unger, R. (2012). A Project Guide to UX Design. New Riders. eBook: Landa, R. (2019). Graphic design solutions. Cengage Learning. eBook: Sharp, H., Preece, J., & Rogers, Y. (2019). Interaction design: Beyond human-computer interaction, 5/e. Wiley.

Credits 3

Prerequisites

UXI-105: Design Technologies
UXI-110: Typography & Hierarchy
UXI-115: UX Process & Theories
UXI-120: Interaction & Visual Design

Faculty

Jasmine Agnew

Department
Healthcare Faculty
Credentials

Master of HIIM, Health Infor & Info Mgmt, The University of Tennessee Health Science Center; Bachelor of Science, Health Information Management, The University of Alabama at Birmingham.

Raquel Aguilera

Department
Medical Assistant Faculty
Credentials

Bachelor of Science in Alternative Medicine, Everglades University; Masters in Public Health Administration – Concentration in Complementary and Alternative Medicine, Everglades University. Associate of Science in Medical Assisting, Keiser University.

Valerie Akbulut

Department
General Education Faculty
Credentials

Master of Arts, Communication, Interpersonal Comm Track, University of Central Florida; Bachelor of Arts, Journalism, Specialization - Integrated Communication: Public Relations & Adve, Communication Studies minor, Butler University.

Mamie Allen

Department
Healthcare Faculty
Credentials

B.S. in Health Science, Howard University; Master of Sci Admin/Organizational Management, Trinity Washington University.

Scott Ashcroft

Department
Full Stack Web Development Faculty
Credentials

Bachelor of Science, Business, Mount St. Mary's University; Master of Business Adm, MBA Program, Finance, Mount St. Mary's University.

LaTonya Atkinson

Department
Healthcare Faculty
Credentials

Master of Science in Health Informatics, Liberty University; Bachelor of Science in Health Administration, Concentration in Health Management, University of Phoenix.

Lissette Baez

Department
Medical Assistant Faculty
Credentials

Bachelor of Science, Psychology, Specialization in General Psychology, Capella University; Master of Science, Psychology, Specialization in General Psychology, Capella University; Diploma/Certificate, Medical Assistant, Concorde Career Institute.

Kelly Baker

Department
General Education Faculty
Credentials

Doctor of Public Administration, West Chester University of Pennsylvania; Master of Arts, Communication Studies, West Chester University of Pennsylvania; Bachelor of Arts, Communication, Immaculata University.

Brad Barber

Department
Business Programs Faculty
Credentials

Master of Education, Specializing in Best Practices, National University; BS, Economics, Brigham Young University.

Gail Beard

Department
Healthcare Faculty
Credentials

Doctor of Chiropractic, University of Western States.

Caitlin Beirne

Department
UX/UI Faculty
Credentials

Master of Science in Information Technology Management, Grand Canyon University; Bachelor of Science, Web Development, Indiana Institute of Technology; Bachelor of Science, Digital Graphics & Design, Indiana Institute of Technology; Bachelor of Science, Information Systems, Indiana Institute of Technology.

Cris Bennett

Department
Healthcare Faculty
Credentials

Master of Health Admin, Health Informatics, University of St. Augustine for Health Sciences; Bachelor of Science, Health Informatics and Information Management, Boise State University; Associate of Science, Health Informatics and Information Management, Boise State University.

Bianca Benson

Department
UX/UI Faculty
Credentials

Bachelor of Arts, Graphic Communication, University of Maryland Global Campus.

Chris Bigelow

Department
Personal Training and Exercise Science Faculty
Credentials

Master of Science in Kinesiology, A.T. Still University; Bachelor of Science, Kinesiology, Arizona State University. Associate in Arts, Mesa Community College; General Education Certificate, Arizona General Education Curriculum (AGEC-A), Mesa Community College.

David Blake

Department
Business Programs Faculty
Credentials

Doctor of Philosophy, PhD in Organization and Mgmt, Specialization in Human Resource Management, Capella University; Bachelor of Science, Vocational Education Studies, Southern Illinois University at Carbondale; Master of Arts, Management, University of Redlands.

Bobbie Blood

Department
Medical Assistant Faculty
Credentials

Bachelor of Science In Health Care Administration, Purdue University Global; Master of Business Admin Healthcare Management, Western Governors University.

Gayle Bower

Department
UX/UI Faculty
Credentials

Bachelor of Science, Graphic Design, Pennsylvania College of Technology.

Tiffany Bratt

Department
Paralegal Studies and Litigation Technologies Faculty
Credentials

JD, Law, Brigham Young University; BA, English Language, German, Brigham Young University.

Marilyn Campbell

Department
Medical Assistant Faculty
Credentials

Bachelor of Healthcare Management, American InterContinental University.

Susan Cannon

Department
UX/UI Faculty
Credentials

AA. GENST, General Studies, CERT.AGECA, Arizona Western College.

Oliviya Carter

Department
Healthcare Faculty
Credentials

Bachelor of Science, Health Information Management, The University of Alabama at Birmingham; MS in Health Administration, Major: Health Administration, Concen: Residential MSHA, The University of Alabama at Birmingham; MS in Health Informatics, Major: Health Informatics, The University of Alabama at Birmingham.

Marty Chadwick

Department
Paralegal Studies and Litigation Technologies Faculty
Credentials

Juris Doctor, School of Law Western New England University; A.B., Govrnmnt, Columbia College.

Emily Chaffin

Department
General Education Faculty
Credentials

 Master of Arts, English, Arkansas State University; Bachelor of Arts, English, Faulkner University.

Dawn Chambers

Department
Medical Assistant Faculty
Credentials

Associate of Applied Science in Medical Assisting, Purdue University Global; Bachelor of Science in Health Care Administration, Purdue University Global; Master of Health Care Administration, Purdue University Global; Master of Public Health, Purdue University Global.

Rebecca Cobain

Department
General Education Faculty
Credentials

Bachelor of Arts, Speech Communication: Interpersonal and Organizational Communication, California State University, Long Beach; Master of Arts, Speech Communication, California State University, Long Beach.

Jessica Collins

Department
Pharmacy Technician Faculty
Credentials

Associate of Arts, A.A., Chipola College; Pharmacy Technician, Washington-Holmes Technical Center.

Aubrey Corkum

Department
UX/UI Faculty
Credentials

Bachelor of Science, Business Administration, Indian River State College; Associate in Arts, Indian River State College.

Heather Cowin

Department
Medical Assistant Faculty
Credentials

Associate in Applied Science, Medical Assisting, Everest College; Bachelor of Science Degree, Allied Health Management, Bryan University.

Curtis Craghead

Department
Paralegal Studies and Litigation Technologies Faculty
Credentials

BA, Communications, Brigham Young University.

Patricia Cunningham

Department
Medical Assistant Faculty
Credentials

Master of Business Administration, Bryan University; Bachelor of Science, Health Information Administration, Stephens College.

Jenny Davis

Department
Business Programs Faculty
Credentials

Master of Business Admin., Accounting, Angelo State University; Bachelor of Business Admin., Accounting, Angelo State University; Doctor of Philosophy in Business Administration, Advanced Accounting, Northcentral University.

DeWayne Demland

Department
Business Programs Faculty
Credentials

Bachelor of Science, Business Administration, Arizona Christian University; Master of Business Administration, University of Phoenix.

Dorothy Donaldson

Department
Medical Assistant Faculty
Credentials

Master of Science, Management, Cardinal Stritch University; Bachelor of Arts, Health Care Administration, Concordia University.

Carlos Tasso Eira de Aquino

Department
Business Programs Faculty
Credentials

Master of Science, Structural Engineering, The George Washington University; Doctor of Science in Nuclear Power Plants and Fuel Technology, University of São Paulo; Bachelor of Science in Civil Engineering, Federal University of Rio de Janeiro; Post-Doctorate Qualification in Educational Management, University of Campinas.

Lesa Engle

Department
Paralegal Studies and Litigation Technologies Faculty
Credentials

Juris Doctor, Law, Valparaiso University; Bachelor of Arts, Major in Psychology, Pre-Law Thematic Minor, The University of Arizona.

Chestiny Fair

Department
Personal Training and Exercise Science Faculty
Credentials

Bachelor of Science, Exercise and Wellness, Arizona State University; Master of Science in Kinesiology, A.T. Still University. Associate in Applied Science, Dietetic Technology, Chandler-Gilbert Comm College.

Jamie Fedak

Department
Medical Assistant Faculty
Credentials

Bachelor of Science, Allied Health Management, Bryan University; Associate of Applied Science, Medical Administrative Specialist, Bryan University; Associate of Applied Science, Medical Assistant, Bryan University.

Craig M Ferguson

Department
UX/UI Faculty
Credentials

Master of Fine Arts, Graphic Design, Academy of Art University; Master of Arts Teaching and Learning with Technology, The University of Arizona Global Campus; Bachelor of Science, Game Art & Design, Art Institute of Pittsburgh.

Cheri Fisher

Department
Personal Training and Exercise Science Faculty
Credentials

MS in Exercise Science, The University of Toledo; B.S. in Exercise Science with Concentration in Cardiac Rehabilitation, The University of Toledo.

Angela Fleming

Department
Medical Assistant Faculty
Credentials

Master of Arts, Management & Leadership, Webster University.

Julie Fogerson

Department
Business Programs Faculty
Credentials

Doctor of Education, Interdisciplinary Leadership, Creighton University, Master of Science, Negotiation Dispute Resolution, Creighton University; Bachelor of Arts, Communication, Speech Communication, Hawai'i Pacific University.

Kimberly Foster

Department
Master of Public Health Faculty
Credentials

Master of Public Health, Public Health, University of Illinois at Springfield; Certificate, Community Health Education, University of Illinois at Springfield; Bachelor of Science, Environmental Science, Drury University. Practical Nursing Diploma, South Central Career Center-Practical Nursing.

Donna Francis-Clark

Department
Healthcare Faculty
Credentials

Master of Business Administration, Florida State University; Bachelor of Science, Health Informatics and Information Management, Florida A&M University; Graduate Certificate, Accounting, DeVry University.

Kathy Gamboa

Department
Business Programs Faculty
Credentials

Master of Business Administration, University of Phoenix; Bachelor of General Studies, University of Nevada, Reno.

Patricia Garrett

Department
Medical Assistant Faculty
Credentials

Master of Business Administration, Health Care Management, Colorado Technical University; Bachelor of Science, Biology, Grambling State University.

Kimberly Giles

Department
General Education Faculty
Credentials

Master of Arts, Communication Studies, Arizona State University; Bachelor of Arts, Individualized, Business Administration, Valparaiso University.

Gerry Gordon

Department
Healthcare Faculty
Credentials

Bachelor of Arts, Business & Management, Professnl Communication, Alverno College.

Danette Grantz

Department
UX/UI Faculty
Credentials

ME Master of Education, Curriculum&Instruct, Literacy, Lesley University; Bachelor of Arts, Communication, University of Colorado Colorado Springs.

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