Bryan University

Founded in 1940



2027 University Catalog

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Welcome to Bryan University

Published & Revised January 23rd, 2025.

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 institutionally accredited by the Northwest Commission on Colleges and Universities (NWCCU). The private, 85-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
- **COO/CFO:** David Rogers, B.S., University of Utah
- **EVP of Learning & Innovation:** Tammi Cooper, PhD., Capella University
- **Corporate Controller**: Omar Cupich, B.S., California State Polytechnic University, Pomona
- **Director of Employee Excellence:** Christine Womack
- **Senior Director of Enrollment Management:** Melissa Galvao

- **Director of Institutional Effectiveness/ALO:** Matthew Millsaps
- **EVP of Information Technology:** John Champion
- **Asst. VP Student Services & Dean of Students:** Jana Colyar, MBA, University of Phoenix
- **Dean of Student Success:** Sandy Rath, M.A., Western Governors University
- **VP of Student Finance:** Roxane Romero
- **Executive Director of Regional Affairs & WF Program Academic Engagement:** Theresa Miulli, MNM-MPA, University of Florida
- **Director of Workforce Dev. & Career Services:** Cecil Broadnax, Ph.D., Fordham University
- **Asst. VP of Educational Programs & Instructional Quality**: Nicholas Keeling, M.S., California University of Pennsylvania
- **Director of Education:** Justin Harper, Ed.D., Grand Canyon University
- **Faculty Chair/Gen Ed Director:** Christine Zmijewski, Master of Social Work, Washington University in St. Louis
- **Legal Studies Program Director:** Christine Leavitt, JD, J. Reuben Clark Law School
- **Healthcare Program Director:** Mechel McKinney, MBA, American Public University
- **Business Program Director:** Jennifer Newmann, Ed.D., University of California San Diego
- **UX/UI Program Director:** Rosetta Lilly, M.S. Drexel University; M.A. Liberty University; B.S Central Penn College
- **Clinical Healthcare Program Director:** Jacquelyn Harris, CMA, RMA, AHI, Ed.D., Capella University
- **Pharmacy Technician & Allied Health Program Director:** Jessica Collins, PTCB, A.A., Chipola College
- **Master of Public Health Program Director:** Kimberly Foster, MPH, University of Illinois

Branch Campus – Bryan College, Toronto

- **Campus President -** Curt Moeller
- **Senior Director, Education -** Lynn Oliphant
- **Accounts Manager -** Jessica Doria, B.S., Technology
- **Financial Aid Advisor** - Sharib Siddiqui
- **Financial Aid Advisor** - Vicky Chan
- **Senior Admissions Advisor** - Amanda Cotton
- **Admissions Advisor** - Manjyot Singh
- **Admissions Advisor** - Estefani Iglesias
- **Admissions Advisor -** Mayra De Santiago Villa
- **Admissions Advisor -** Jenny LeNgoc
- **Career Services Advisor** - Evangeline Miliotis
- **Receptionist** - Lori DaCosta
- **Student Services Coordinator** - Florence Sunseri
- **Academic Advisor, Massage Therapy** - Osvaldo Bolanos, B.S., University of Cuba

Bryan College, Toronto Canada operates as a private postsecondary college under the ownership of Bryan University LLC, a Utah Limited Liability Company. The corporate directors and officers Eric Evans, President & CEO; Mark Evans, CMO; Dave Rogers, COO; have never filed for a 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 and 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. Classroom space (four) that can each handle approximately 25 students during each session
2. Covered parking
3. Building security
4. Private student breakroom with on-site cafeteria
5. On-site fitness practicum gym
6. Private faculty mentoring/coaching rooms
7. 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. The Student Resource Center, Bryan Library, Student Services, and Career Services are housed entirely online, offering increased availability to students. 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.

Bryan university offers optional live events for some programs. All classes will be scheduled within the following time-block: Monday - Thursday 6am (PST) - 7pm (PST) and Saturday 6am - 10am (PST).

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.

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: https://help.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 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 Associate degree is 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 the Student Success Department (602.384.2555) to schedule either an in-person or online approval review meeting.

Bryan University is accredited by the Northwest Commission on Colleges and Universities (NWCCU). The NWCCU is an institutional accrediting agency recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA). Further information may be obtained by contacting the Commission:

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

To be admitted to Bryan University, undergraduate prospective students must complete the following requirements:

- 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)
  - College transcripts showing 12 completed semester credits for entry into a bachelor's program (last resort)
  - College transcripts showing 6 completed semester credits for entry into a certificate and/or associate program (last resort)
  - Foreign High School Evaluation Report to include a translation and evaluation completed by a member of the National Association of Credential Evaluation Services (NACES)
  - Home School Official Transcript and home school affidavit
- 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.
- Fill out the University's application and pay a $25 registration fee.
- Pass a computer and internet speed assessment to ensure technology minimums are met.
- For transfer credit evaluation, submit official transcripts from past colleges and universities recognized by the Department of Education.
- Attend mandatory orientation to demonstrate ability to navigate online coursework.

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-business 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-business 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.

Due the short length of the program, CNA students must is only given a five day conditional acceptance period. Should it be determined that the student should not move forward with the Program during this time, the student should notify the school either in writing or verbally to receive a refund of all monies paid, minus a registration fee of $150.

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 underway. 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 Theresa Miulli-Hotham, Executive Director of Regulatory Affairs and Workforce Program Academic Engagement, at theresa.miullihotham@bryanuniversity.edu.

Program-Specific Admission Requirements

1. Students applying for entrance into any healthcare program must complete a required criminal background check as well as secure a practicum site. The University has a list of approved practicum sites. If a site is not accessible to the applicant, the applicant must complete the self-site identification process. Students who do not pass the background check by returning items that impact the ability to work in healthcare, or students who fail to secure a practicum site are not eligible to attend the program. Students who complete and do not pass the criminal background check will be withdrawn from the program and refunded any tuition or fees paid.
2. Students applying to the **MBC/HIM Healthcare** programs **may not** use a MacBook, Chromebook, or Notebook. These devices do not contain the adequate properties to submit coursework with the specialized courseware used in the programs.
3. Students applying to the **CMA/AAMA** Clinical Healthcare programs **may not** use a Chromebook or notebook (MacBook air). These devices do not contain the adequate properties to submit coursework with the specialized courseware used in the programs.
4. 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.
5. 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
    - Bachelor of Science in Healthcare Administration
    - Bachelor of Science in Business Administration
6. Students without prior college credits may enroll in one of our undergraduate certificate programs while simultaneously enrolling in an associate degree as follows, which are 100% transferable into the Bryan University bachelor's degree completion programs. The full posted tuition amount of each applicable associate degree will be applied to the bachelor's degree, reducing the tuition cost accordingly:
    - The Associate of Arts in Paralegal Studies is transferable to the Bachelor of Science in Paralegal Studies.
    - The Associate of Arts in Applied Exercise and Fitness and the Personal Trainer Certificate are transferable to the Bachelor of Science in Exercise Science, Fitness, and Nutrition Management.
    - The Associate of Occupational Science in Health Information Management and the Medical Billing, Coding Certificate are transferable to the Bachelor of Science in Healthcare Administration.
    - The Associate of Arts in Accounting and the Business Administration Certificate are transferable to the Bachelor of Science in Business Administration.
    - The Associate of Arts in Digital Marketing and the Business Administration Certificate are transferable to the Bachelor of Science in Business Administration.
    - The Associate of Arts in Human Resources Management and the Business Administration Certificate are transferable to the Bachelor of Science in Business Administration.
7. Students enrolling in the CNA program must complete the Wonderlic Entrance Exam and pass with a minimum score of 14. In additional, all CNA students are required to complete a background check and drug test in accordance with the AZBON standards. Prospective students may contact their admissions representatives for more information, or follow the link below: https://www.azleg.gov/legtext/55leg/2R/laws/0015.pdf

Block Transfer-Credit Policy

Block Transfer-Credit Policy

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

- Students who have completed an associate degree at another institution may be eligible to block transfer their credits into the Bachelor of Science in Paralegal Studies 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 an exercise science-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 an associate degree at another institution may be eligible to block transfer their credits in the Bachelor of Science in Business Administration at Bryan University.

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 of academic general education courses*
- 21 semester-hour credits of core program courses**
- 60 semester-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.

Students who have earned an associate degree will have their general education (GE) credits accepted in full to satisfy Bryan University's GE requirements, regardless of course-by-course equivalency as long as at least 15 semester-hours of general education courses were taken.

*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 the Re-entry Team to ensure they are ready to return and complete a revised enrollment agreement. The student may need to complete the appeals process to return.

Undergraduate Programs

Bryan University offers the following undergraduate programs entirely online:

- Undergraduate—Certificates

    - Bookkeeping and Accounting
    - Business Administration
    - Clinical Medical Assistant
    - Graphic Design
    - Medical Billing and Coding
    - Paralegal Studies
    - Personal Trainer
    - Pharmacy Technician
    - Tax Preparer
- Undergraduate—Occupational Associate Degrees
    - Health Information Management
- Undergraduate—Associate of Arts Degrees
    - Accounting
    - Administrative Medical Assisting
    - Applied Exercise and Fitness
    - Graphic and UX/UI Design
    - Human Resources Management
    - Paralegal Studies
- Undergraduate—Baccalaureate Degrees
    - Business Administration
        - Accounting concentration
        - Digital Marketing concentration
        - Human Resources Management concentration
    - Healthcare Administration
    - Exercise Science, Fitness, and Nutrition Management
    - Paralegal Studies

Online, live synchronous lectures for undergraduate 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 strongly recommended 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.

Undergraduate & 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 .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.
- Must have a windows operating system installed on the computer
- 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.

The following are the recommended and minimum technical requirements for Windows, macOS, and mobile experiences.

Recommended Technical Requirements

Operating System	Browser	Required Settings	Hardware	Connectivity
Windows 11	Chrome (Latest two versions)	Java Script enabled Cookies enabled Pop Ups enabled	It is recommended to use a computer five years old or newer. • Minimum 1280 x 800 screen resolution • 4GB of RAM or more • Storage: At least 4GB of free space • Processor: Quad-core 1.6GHz or higher	Broadband wired or wireless service with a minimum of 3 Mbps download and 1.5 Mbps upload.
macOS 13 (Ventura), or later	Chrome (Latest two versions)	Java Script enabled Cookies enabled Pop Ups enabled	• It is recommended to use a computer five years old or newer. • Minimum 1280 x 800 screen resolution • 8GB of RAM or more • Storage: At least 10GB of free space • Processor: 1.6GHz or higher	Broadband wired or wireless service with a minimum of 3 Mbps download and 1.5 Mbps upload.

Minimum Technical Requirements

Operating System	Browser	Required Settings Enabled	Hardware	Connectivity
Windows 10*	Chrome Firefox Edge	Java Script Cookies Pop Ups	It is recommended to use a computer five years old or newer. • Minimum 1280 x 800 screen resolution • 4GB of RAM or more • Storage: At least 4GB of free space • Processor: 1.6GHz or higher	Broadband wired or wireless service with a minimum of 1.5 Mbps download and 1 Mbps upload
macOS 12 (Monterey)	Chrome Firefox Edge	Java Script Cookies Pop Ups	It is recommended to use a computer five years old or newer. • Minimum 1280 x 800 screen resolution • 4GB of RAM or more • Storage: At least 10GB of free space • Processor: 1.6GHz or higher	Broadband wired or wireless service with a minimum of 1.5 Mbps download and 1 Mbps upload

Operating System	Browser	Required Settings Enabled	Hardware	Connectivity
Chromebook (Devices purchased in 2021 or after) **	Chrome Firefox	Java Script Cookies Pop Ups		Broadband wired or wireless service with a minimum of 1.5 Mbps download and 1 Mbps upload
Android 12 (Snow Cone), or later***	Chrome	Java Script Cookies Pop Ups		Broadband wired or wireless service with a minimum of 1.5 Mbps download and 1 Mbps upload

* Microsoft deprecation date Oct 14, 2025

** Please Note: In some cases, Chromebooks are not recommended and may not be compatible with any third-party tools or software used in the course. Chromebooks are considered a secondary or supplemental machine, and do not qualify as a primary machine for tech checks. The ability for users to update to a compatible version of Chrome may be limited. Please review Google's Auto Update Policy for details on available updates and extended support options.

*** Although learners can use a mobile device to access Bryan University sites and courses, for most academic programs, unless otherwise noted, it is recommended to have a computer with a recommended operating system to access the sites, tools, and resources as part of our online program offerings. Mobile devices such as a phone or tablet should be used as a secondary means of access.

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.

Requirements for UX/UI Design Programs

No longer accepting enrollments.

Windows

	Minimum	Recommended
Processor	Intel®, AMD, or ARM processor with 64-bit support	
Operating system	Windows 10 (64-bit) version 1903 and later*	Windows 11 versions 23H2, 22H2, 21H2, and Windows 10 versions 22H2, 21H2
RAM	8 GB	16 GB or more
Hard disk space	4 GB of available hard-disk space; additional space is required for installation	
Internet	Internet connection	
Mouse	Laptop trackpad is not sufficient	

*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 14 (Sonoma), macOS 13 (Ventura), and macOS 12 (Monterey)
RAM	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	
Mouse	Laptop trackpad is not sufficient	

*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 an application. 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
- Master of Business Administration

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 strongly recommended 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-business 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-business 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.

Master of Business Administration Admissions Requirements:

To be admitted to Bryan University, prospective students must complete the following requirements:

- Earn a regionally accredited bachelor's degree or its international equivalent from a recognized institution.
- Provide official transcripts from all post-secondary institutions attended. For applicants from Mexico and Brazil, these are to be submitted in their original language to the Bryan University Country Manager.
- Earn a minimum undergraduate GPA of 2.5 on a 4.0 scale from the USA, 7 on a 10 scale from Mexico, or a 6 on a 10 scale from Brazil.
- Demonstrate English proficiency through a minimum TOEFL score of 75 on the internet-based test (iBT). If you have not completed this test, please contact us for additional assessment options by completing the Request Information form above.
- Note, the English language proficiency requirement may be waived for applicants who have completed a bachelor's degree at a regionally accredited institution in the United States, or for those whose primary language of instruction for their bachelor's degree was English.
- Demonstrate a minimum of two years of professional work experience.
- Complete a virtual interview with the Country Manager to assess communication skills, professional maturity, and readiness for a rigorous graduate program.

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

the Office of the Registrar. 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 (5) business days. Please note that a final list of approved transfer credits cannot be completed until official transcripts have been received by the University.

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 Coach team contact students regularly to provide advisement and support. Coaches are a great point of contact, offering students assistance with resources and facilitating students to connect with other departments as needed. Student Success will also support school-wide and program-specific activities and 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. Interested graduates should contact the Registrar's Office. 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

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:

- One 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 (IE-LearnBryan (Canvas) below), school contacts including Student Success Coach, Instructors and Career Services, student email account, Microsoft Office 365 (access available while an active student), 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 three (3) business days. 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

Bryan University values prior academic achievements and is committed to helping students maximize their progress through the recognition of previously earned college credits.

Courses completed at institutions accredited by agencies recognized by the U.S. Department of Education with a grade of C- or higher are eligible for transfer. Courses must also reasonably align in scope and rigor with Bryan University's standards and program outcomes to transfer. Bryan University's transfer credit policy is intentionally flexible to support student mobility and reduce redundancy in academic pathways.

An official transfer credit evaluation will be completed as part of the application process once a student submits unofficial or official transcripts to their admissions representative. The admission representative will then send an official transcript evaluation request to the Office of the Registrar on the students behalf. An official transcript verifying successful completion of prior coursework must be submitted to the Registrar's Office within the first eight (8) weeks from the start of the program. Students will be notified of the outcome of their transfer credit evaluation within (10) business days from the end of their first term.

*Students enrolled in skilled trades programs are not eligible for transfer credit.

Transfer Credit Summary Table

Policy Element	Standard
Minimum Grade	C- (70%-79%) undergraduate B- (80%-89%) graduate
Age of Coursework	≤ 10 years (or Program Director discretion)
Transcript Submission Deadline	Within 30 days after the start date of the program
Max Transfer Credits	Up to 75% (undergraduate) Up to 30% (graduate)
Block Transfer	Conferred AA Degree: 15 semester-hour credits of academic general education courses 21 semester-hour credits of core program courses 60 semester-hours total degree credits

Credit Age Policy

Generally, coursework completed within the past ten (10) years is eligible for transfer. However, the Program Director (PD) reserves the right to deny transfer credit for more recent coursework if it is outdated or no longer relevant, particularly in rapidly evolving fields such as technology or healthcare. Coursework older than ten (10) years may be accepted at the PD's discretion if it is still academically sound and applicable to the program.

Transfer Credit Maximums

Bryan University may accept up to 75% of the required credits toward an undergraduate degree, certificate, or associate degree. For graduate programs, a majority of credits must be completed at the University, with up to 30% eligible for transfer with Program Director approval. The same transfer credit limits apply to active-duty military students.

Submission of Official Transcripts

Official transcripts must be submitted to the Registrar's Office within the first eight (8) weeks from the start of the program. Official transcripts submitted after the first eight (8) weeks will not be eligible for transfer credit. Transfer credits must have been earned prior to enrollment, including CLEP, professional industry certifications, and certain recognized prior learning assessments. Evaluations and acceptance of transfer credit are contingent upon the timely receipt of official documentation. Students will be notified of the outcome of their transfer credit evaluation within (10) business days from the end of their first term. Any exceptions to this policy must be submitted through the appeals process.

Industry Certifications, and Recognized Prior Learning Assessments

To ensure consistent application of transfer credit, the following outlines accepted standardized exams, credential evaluations, and certifications that are eligible for credit at our institution. All documentation must be official and sent directly from the originating organization (College Board, ACE, NCCRS, or the certifying body).

Prior Learning Assessment (PLA) – ACE and NCCRS

PLA credit is evaluated on a case-by-case basis using official transcripts or credit recommendations from:

- ACE (American Council on Education)
- NCCRS (National College Credit Recommendation Service)

Credit is awarded when:

- The PLA recommendation is aligned with an existing course in the curriculum.
- The learning experience is verifiable and completed within 10 years (unless otherwise approved).
- A minimum of 3 semester hours is recommended by the evaluating body.

NCCA-Accredited Fitness Certifications

The following NCCA-accredited fitness certifications are accepted for credit toward Exercise Science, Fitness, or Health-related degree programs. Students must submit an official certificate or transcript from the issuing organization showing the date of certification.

Certification	Organization	Credit Awarded	Course Equivalent
Certified Personal Trainer (CPT)	NASM, ACE, NSCA, ISSA, ACSM	3 credits	PTD-110
Group Fitness Instructor	ACE, AFAA, ACSM	3 credits	EXE-205, PTD-104, or PTD-105
Certified Strength & Conditioning Specialist (CSCS)	NSCA	3 credits	FNM-315, PTD-104, or PTD-105
Corrective Exercise Specialist	NASM	3 credits	EXE-220 or PTD-103
Certified Nutrition Coach	NASM	3 credits	FNM-405 or PTD-106

International Student Transfer Credit

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

Transfer Credit and GPA Calculation

Transfer credits count towards Satisfactory Academic Progress. Transfer credits apply towards Rate of Progress (ROP) and Maximum Time Frame (MTF). Transfer credits are not calculated in Cumulative Grade Point Average (CGPA)

Transfer Credit for Programmatic Accreditations and Affiliations

In addition to institutional accreditation, certain Bryan University undergraduate and graduate programs hold specialized programmatic accreditations or affiliations. These programs may have specific licensure or accreditation requirements that limit the acceptance of transfer credits, particularly for major or concentration coursework.

In such cases, transfer credits will be evaluated individually by the Office of the University Registrar, in collaboration with the appropriate academic department.

- Prospective students seeking more information should contact the Office of the Registrar.
- Current students should reach out to their Academic Advisor for guidance.

Transfer Credit Appeals Process

Students who believe there has been an error, unfair decision, or who disagree with the transfer credit evaluation have the right to appeal. To initiate the appeal process, students must submit a written request via email titled “Transfer Credit Appeal”, that states: their name, program of study, the basis for their appeal, along with any supporting documentation (e.g., course syllabi, transcripts, or prior evaluations) to appeals@bryanuniversity.edu. Transfer credit appeals will be forwarded to the appropriate program director for review. Appeals to transfer credit evaluations should be submitted within 5 business days of the receipt of the initial evaluation. Students will be notified of the outcome within 10 business days.

CLEP Policy

College-Level Examination Program (CLEP)

The following CLEP exams are accepted for undergraduate credit. Students must submit official score reports from the College Board. A minimum score of 50 is required unless otherwise noted.

CLEP Exam	Minimum Score	Credit Awarded	Equivalent Course
College Composition	50	3 credits	ENG-110 or ENG-112
College Composition Modular	50	3 credits	ENG-300
College Algebra	50	3 credits	MAT-110
Precalculus	50	4 credits	MAT-110
Calculus	50	4 credits	MAT-300 or MAT-320
Introductory Psychology	50	3 credits	PSY-101
Introductory Sociology	50	3 credits	SOC-300
History of the U.S. I (to 1877)	50	3 credits	POL-200
History of the U.S. II (1865–present)	50	3 credits	POL-200
Principles of Macroeconomics	50	3 credits	ECO-300

Principles of Microeconomics	50	3 credits	ECO-300

Veteran/Military Prior Education and Transfer Credit

Bryan University recognizes prior military education, training, and postsecondary coursework that may be applicable to a student's current program of study. In accordance with **Title 38, Code of Federal Regulations, §§ 21.4253(d)(3) and 21.4254(c)(4)**, Bryan University maintains and enforces a policy for the evaluation of prior education, transfer courses, credits, and previous experience for students utilizing VA Education Benefits.

Bryan University evaluates applicable prior education and training and awards credit when appropriate to the student's current program of study and in accordance with University academic policies and applicable accreditation or program requirements.

Students utilizing VA Education Benefits are **responsible for providing information and documentation regarding prior education and training and for cooperating with the University's efforts to obtain records necessary for evaluation**. Documentation may include official transcripts from previously attended institutions, Joint Services Transcripts (JST), Community College of the Air Force (CCAF) transcripts, ACE military education records, approved examinations, certifications, or other recognized prior learning documentation.

Students should provide requested official transcripts and applicable prior education documentation **within eight (8) weeks of the start of their program** to support timely evaluation. Documentation received after this timeframe will be evaluated in accordance with Bryan University's applicable transfer credit policies and requirements.

The submission of prior education documentation does not guarantee the award of transfer credit. Transfer credit is awarded only when prior coursework or training is determined to meet applicable University, program, accreditation, and academic requirements. The Office of the Registrar is responsible for evaluating and approving transfer credit.

When approved prior credit satisfies requirements in a student's current program, the student's remaining academic requirements will be adjusted accordingly. For students utilizing VA Education Benefits, applicable enrollment certifications will be reviewed and adjusted to reflect the coursework remaining in their program.

Students who have no prior education or training may be required to complete a Prior Education Acknowledgement Form.

All transfer credit is applied toward Satisfactory Academic Progress in accordance with University policy.

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.

Micro-credentials

Bryan University offers a series of avocational courses intended to offer participants additional certifications in their already established professional field. These programs are not under the accreditation scope of the Accrediting Commission of Career Schools and Colleges. The Northwest Commission on Colleges and Universities has approved all courses. The following avocational courses are currently available asynchronously through our online portal:

- Behavioral Health Level 1
- Respiratory CAN
- Infection and Sepsis Prevention
- Phlebotomy

For more information, please visit our Continuing Education Portal at https://pace.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.

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.

*Currently, due to the length of the program, Title IV Financial Aid is not available for Nursing Assistant students.

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 623-748-5346, 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.

Skilled Trades Students

A student may withdraw from the school any time after the cancellation period and receive a pro-rata refund if they have completed 50% 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 a student has completed more than 50% of their Program, no refund will be offered.

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 the maximum set forth by the Institution, and/or failure to meet financial obligations to the University.
- The student has failed to attend class for five (5) consecutive days without communication and is administratively withdrawn from the Institution.
- The student fails to return from a leave of absence.

To determine the student's refund amount, the Institution will use the date of the student's last date of attendance as the date of determination. The amount owed equals the daily charge for the Program during the billing period (a 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.

A student will not be charged for unused tests and supplies

Phlebotomy Students

Phlebotomy students are granted a seven-day grace period for a full refund for their program. Should any student determine this program is not the right fit, a request for a refund must be submitted in writing, within seven calendar days of the course purchase. Requests beyond these seven days will be denied and no refund provided. All requests should be emailed to stappeals@bryanuniversity.edu.

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 the Commission on Accreditation for Health Informatics and Information Management (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. Students should reach out to their Student Success Coach to to schedule an advising session as needed.

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 60%	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 (LOA). 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 LOA may range from 2 weeks to six months (180 calendar days).

Students must submit a Leave of Absence Request Form, prior to the LOA. The form should include the date and the reason for the LOA request. The LOA will be reviewed and approved by the Dean of Students, 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 a 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; pregnancy-related issues; jury duty; or extenuating circumstances as approved by the Dean of Students.

As per Department of Education requirements, if a student does not resume attendance at or before the end of a LOA the student will be considered a withdrawal.

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 Bryan University 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 Bryan University representative throughout the LOA to work with the student to return according to the approved timeframe for the LOA.

Withdrawal from School

Students 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 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 fourteen (14) days of the academic term without penalty and receive a "W" grade. After that time, if a student withdraws after week (5) or 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 and ROP. If a student is passing at the point of withdrawal during weeks three (3) through five (5), a "WP" will be received, which counts toward ROP.

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.

Skilled Trades Students

Voluntary

- A student may leave the Program voluntarily at any time.
- Program cancellation and refund policies apply to reimbursements for all voluntary terminations.

Involuntary

- A student will be terminated from the Program due to refusal to follow school/facility policies, cheating, fraud, dishonesty, misrepresentation, failure to perform and meet or comply with attendance requirements, suspicion of drug or alcohol use, unacceptable behavior, or conduct.
- Under no circumstances will a student be reimbursed when a student is involuntarily terminated from the Program.

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. The student cannot exceed the attendance policy while completing coursework for an "I" grade. 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 ten (10) calendar days of the end of the term. Students requesting an “I” grade for the HIM299, RXT190 and RXT200 courses will have up to eight (8) weeks to complete course requirements. If outstanding assignments or practicum hours are not submitted within that time frame, the Incomplete grade will change to a WF grade.

Skilled Trades Students

Students experiencing extenuating circumstances may ask their instructor(s) for an extension to complete their hours and/or assignments required in the didactic portion of their Program. Students must request an extension in the final week of the module prior to moving into the clinic learning environment. If the student does not have a minimum grade of 50% in the didactic portion of the course, the Institution reserves the right to deny the request. If the Program Director approves the request, students will be given an "Incomplete" grade, and the student must complete the didactic portion of the course within ten school days of the completion of their term. If outstanding assignments or practicum hours are not submitted within that time frame, the student will fail the course and be withdrawn from the Program.

Should a student fail to complete all 40 clinic hours required within the allotted time of their Program, the student will be put on a scheduled break until the next available clinic. Any student in this status must complete all required clinic hours during the next scheduled clinic, or they will fail the course and be withdrawn from the Program.

Receiving a grade of incomplete or being placed on a scheduled break may result in a student’s state certification exam being delayed. Only when all hours and course requirements are complete can a student sit for the exam. Should a student fail to complete the required hours or assignments by the agreed-upon date, the student will be dismissed from the Program. Only with the approval of the Program Director and division President can the student re-enroll in the Program, and the student may have to start the Program over. This could result in increased tuition costs and/or fees for the Program.

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.

Satisfactory Academic Progress

Bryan University students (full-time, 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 SAP at the end of every payment period/semester. SAP 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 SAP 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 and Degree Programs

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

Graduate Programs

Evaluation	CGPA	Rate of Progress
Semester 1 and thereafter	3.0	66.7%

Certified Nursing Assistant Students

Retake Policies

Failure to pass any formative assessment throughout the Program will require students to retake the assessment until a passing score has been achieved. State regulatory boards require CNA students to pass the final exam within two (2) attempts.

Should a student fail to meet satisfactory academic progress by completion of their final clock hour, the student will not be eligible for graduation and be dismissed. Students may re-apply for the Program and will be required to complete all admissions documents and will be subject to the current tuition.

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.

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. During the appeal's process for SAP, students will be placed on a SAP Appeal status. Students that fail all courses during their first semester (16 weeks) will be placed on a SAP Appeal status. The student must appeal to continue in their program. If the appeal is granted the student will continue on SAP Probation and may be required to follow an Academic Improvement Plan (AIP).

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.

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.

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. Student will not show as a graduate from the program but will show as a completer, meaning they completed the program but did not meet graduation requirements.

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 enrolled in online courses register course attendance by participating in, or completing, the following educational activities:

- Submitting an academic assignment
- Engaging in a drill, quiz, or exam
- Participating in a discussion about course-related academic content

Residential Skilled Trades Students

Students must attend and be on time for all classrooms, skills labs, and clinical sessions.

- Attendance is recorded daily, and missed time is cumulative.
- All missed time must be made up. Students are responsible for making up all missed time, including partial-day absences, full-day absences, and being tardy.
- Because all time is mandatory, missing any time, including being late or leaving early, can result in failure to meet program requirements and may delay and/or prevent students from completing their program.
- Students who miss five (5) consecutive days without any communication with the Program Director may be withdrawn from the course.

Prior to registering, students should make every effort to be able to attend all sessions (pre-arrange schedules with their employer, schedule backup childcare, etc.). If a student anticipates that they will need to be absent for multiple days for any reason during their preferred program schedule, they are strongly encouraged to select another schedule that will not impact their attendance.

Live Class Session Attendance

Students are strongly encouraged to participate in all live class sessions, whether online or on ground. 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. (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 fourteen (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.

Skilled Trades Students

Due to the short nature of these programs, the following non-attendance withdrawal policy has been established for students in short-term skilled trades programs:

Students who are absent for five (5) consecutive calendar days may 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 follow the current program tuition rate. Students may appeal in writing to STappeals@bryanuniversity.edu if they feel an error has been made in their attendance records.

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 or administrative 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 or Department Manager.

Step 3: If, after discussion with the department leader, the issue is not resolved, the student should submit a written complaint either via the grievance form link in the catalog or directly to complaint@bryanuniversity.edu.

Official Bryan University Grievance Form

A member of the appropriate leadership team will contact you within three business days of the submission.

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/student-complaint-procedure

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

For students enrolled in Oregon:

Students should attempt to resolve any grievances they may have with their school first. Should attempts to resolve these problems with appropriate school officials fail, or should the student be dissatisfied with the final outcome of the college complaint process, then the Higher Education Coordinating Commission (HECC), can respond to a formal complaint. Students may contact the Higher Education Coordinating Commission, 3225 25th St. SE, Salem, OR 97302 or by sending an email to complaints@hecc.oregon.gov. Students may also access the HECC complaints web page.

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/

Northwest Commission on Career Schools and Colleges:
NWCCU will consider complaints that relate solely to Eligibility Requirements, Standards for Accreditation, Policies, or Procedures.
Complaints of this nature can be submitted at the link below:
https://nwccu.org/complaints/

Students enrolled in the residential Certified Nurses Assistant Program in Arizona, may also elect to contact the Arizona Board of Nursing:

Should the school fail to resolve compliance, students enrolled in the Nursing Assistant Program may also choose to submit a complaint to the Arizona Board of Nursing. The electronic complaint form can be found here:

https://www.azbn.gov/education/student-complaint-intake-form

Bryan University Title IX Policy

Bryan University is committed to maintaining a learning 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. Sex includes sex, sex stereotypes, sex characteristics, gender identity, sexual orientation, and pregnancy or related conditions. 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/.

Bryan University has a Title IX Coordinator to handle complaints of sex discrimination, including complaints of sexual assault and harassment.

Title IX Coordinator
Jana Colyar
Assistant VP of Student Services and Dean of Students
Tel: 602-835-6155
Email: jana.colyar@bryanununiversity.edu

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

Academic Honors

Academic Honors will be awarded to students who maintain CGPA standards throughout their program.

The criteria for these honors are:

- Highest Honors: Awarded to students who achieve a CGPA of 4.0
- High Honors: Awarded to students who achieve a CGPA of 3.7 – 3.99
- Honors: Awarded to students who achieve a CGPA of 3.5 – 3.69

Students who qualify for these honors will receive formal recognition on their transcripts as well as at the graduation ceremony.

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
- Diversity
- Scientific and quantitative reasoning
- Critical inquiry and 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
ENG-320S	Research, Writing, and Rhetoric	3

Note: Bryan University strives to deliver students the most up-to-date courses possible. 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. Students should always refer to the course syllabus for textbook information.

Quantitative Principles

Course Code	Title	Credits
MAT-110S*	Algebra I	3
MAT-210	Intro to Stats and Data Analysis	3
MAT-300S*	Statistics I	3
MAT-320S	Applied Statistics	3

Note: Bryan University strives to deliver students the most up-to-date courses possible. 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

Note: Bryan University strives to deliver students the most up-to-date courses possible. 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-300S*	American Government and Politics	3
SOC-300S	Social Psychology	3

Note: Bryan University strives to deliver students the most up-to-date courses possible. 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. 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	48

2027 Bryan University Academic Calendars

Semester Hour Programs – 8 Week Term Track A

Winter 2026-2027

12/28/2026	Term Begins
1/1/2027	New Year's Day
1/18/2027	Martin Luther King Day
2/15/2027	President's Day
2/19/2027	Term Ends
2/22/2027	Term Begins
4/16/2027	Term Ends

Spring 2027

4/19/2027	Term Begins
5/31/2027	Memorial Day
6/11/2027	Term Ends

Summer 2027

6/14/2027	Term Begins
6/18/2027	Juneteenth

7/5/2027	Independence Day
8/6/2027	Term Ends

Fall 2027

8/9/2027	Term Begins
9/6/2027	Labor Day
10/11/2027	Columbus Day or Indigenous People Day
10/1/2027	Term Ends
10/4/2027	Term Begins
11/11/2027	Veteran's Day
11/25/2027	Thanksgiving Holiday
11/26/2027	Term Ends
11/29/2027	Term Begins
12/27/2027 - 01/02/2028	Holiday Recess
1/28/2028	Term Ends

Semester Hour Programs – 8 Week Term Track B

Winter 2026-2027

11/23/2026	Term Begins
12/20/2027 - 12/26/2027	Holiday Recess
1/1/2027	New Year's Day
1/18/2027	Martin Luther King Day
1/22/2027	Term Ends
1/25/2027	Term Begins
2/15/2027	President's Day
3/19/2027	Term Ends

Spring 2027

3/22/2027	Term Begins
5/14/2027	Term Ends

Summer 2027

5/17/2027	Term Begins
5/31/2027	Memorial Day
6/18/2027	Juneteenth
7/5/2027	Independence Day
7/9/2027	Term Ends
7/12/2027	Term Begins
9/3/2027	Term Ends

Fall 2027

9/6/2027	Term Begins
9/6/2027	Labor Day
10/11/2027	Columbus Day or Indigenous People Day
11/11/2027	Veteran's Day
10/29/2027	Term Ends
11/1/2027	Term Begins
12/27/2027 - 01/02/2028	Holiday Recess
12/31/2027	Term Ends

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.

The costs of textbooks in electronic format are included in tuition. In some courses, students may choose to "opt out" of the e-book format. If the textbook is available in hard copy and a student prefers this version, the student should email library@bryanuniversity.edu to request an opt-out within the first ten days of class. This option will not be available after the 10th day of class. The student will be credited with the cost of the e-book on their ledger. The student is expected to purchase the hardcopy text through any vendor they choose but should ensure it is the same edition as the textbook assigned in class. An ISBN will be provided for accurate purchasing. This option is only available for courses with textbooks that are available and identical in a hardcopy format.

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
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.

Bookkeeping 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 Bookkeeping Certificate program within the normal timeframe is approximately $14,925.00 (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.

Tax Preparer Certificate (24 credits)

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,900.00	Semester 1 = $7,450.00 Semester 2 = $7,450.00
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Tax Preparer Certificate program within the normal timeframe is approximately $14,900.00 (plus $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	$14,925.00	$7,450.00 $3,725.00
Academic Year 2 (Partial)	$3,725.00	$3,725.00
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 $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.

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

(No longer accepting enrollments)

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 and UX/UI Design

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,900.00	$7,450.00
Academic Year 2 (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 and UX/UI Design degree program within the normal timeframe is approximately $33,925.00 (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.

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 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.

Associate of Occupational Science in Health Information Management

Academic Year	Tuition Per Academic Year (Includes MBC Tuition)	Tuition Per Semester/Term
Academic Year 1	$33,925	n/a
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 Science in Health Information Management and Support Services

Academic Year	Tuition Per Academic Year (Includes MBC Tuition)	Tuition Per Semester/Term
Academic Year 1	$33,925	n/a
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Associate of Science in Health Information Management and Support Services 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 Science in Allied Health Administration

Pharmacy Technician Student

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 Science in Allied Health Administration 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.

Block Transfers
24 Credit
Pharm Tech

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

Block Transfers
30 Credit
CMA, Medical Coding, Fitness

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	$14,900.00	$7,450.00
Academic Year 2 (Partial)	$1,600.00	$1,600.00
Books and courseware costs are included in the tuition.		

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 (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 Paralegal Studies completion degree 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.

Bachelor of Science in Legal Studies (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 Paralegal Studies completion degree 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.

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 Business Administration

Academic Year	Approximate Length	Application Fee	Other Fees (Books, etc.)	Tuition per Module	Tuition per Semester	Total
Total	10 months	$25	$0	n/a	n/a	$15,000

*Books, courseware, and full access to required AI platforms are included in tuition. Program length is approximately 40 weeks and may vary depending on break weeks. The total cost for the MBA degree *(*which includes all core courses, concentration courses, and associated fees) is $15,000.00.

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 chooses. The cost of these certifications is 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 $30,825. 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.
- **Accounting:** The total tuition cost for students who complete the business administration associate degree program within the normal timeframe is approximately $32,425. 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.
- **Human Resources Management:** The total tuition cost for students who complete the Associate of Arts in Human Resources Management degree program within the normal timeframe is approximately $32,425. Approximately $2,500 of books and fees are included in the tuition.
- **Administrative Medical Assisting:** The total tuition cost for students who complete the Associate of Arts in Administrative Medical Assisting degree program within the normal timeframe is approximately $31,525. Third-party exams are through NHA. Approximately $2,500 of books and fees are included in the tuition.

- **Health Information Management & Support Services :** The total tuition cost for students who complete the health information technology associate degree program within the normal timeframe is approximately $34,725. 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.
- **Allied Health Administration:** The total tuition cost for students who complete the Associate of Science in Allied Health Administration degree program within the normal timeframe is approximately $31,525.
- **Paralegal Studies:** 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 not included in tuition. Approximately $3,000 of books and fees are included in the tuition.

Bachelor's Programs:

- **Exercise Science, Fitness, and Nutrition Management**: 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 $10,550.
- **Paralegal Studies:** The total tuition cost for those who complete Bachelor of Science in Paralegal Studies completion degree program within the normal timeframe is approximately $13,550. Third-party certifications for the NALA certified paralegal are 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 $10,550. There are no third-party exams at this time. Approximately $2,000 of books and fees are included in the tuition.
- **Business Administration**: The total tuition cost for those who complete Bachelor of Science in Business Administration completion degree program with concentrations in accounting or human resources management program within the normal timeframe is approximately $13,550.

Master Programs:

- **Master of Business Administration**: The total cost for the MBA degree (which includes all core courses, concentration courses, and associated fees) is $13,500.
- **Master of Public Health:** 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 $23,525.

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

Allied Health

Allied Health Administration

Degree Type
Associate of Science

60 credits, 20 months

Program Objectives

The Associate of Science in Allied Health Administration is designed to prepare students for administrative and leadership roles within a variety of healthcare settings. The program integrates foundational knowledge in healthcare systems, medical office management, health information, billing and reimbursement, and regulatory compliance with essential skills in communication, professionalism, and ethical decision-making. Graduates gain a strong understanding of the operational and organizational aspects of healthcare delivery, equipping them to support efficient, patient-centered care across clinical and non-clinical environments.

This program is particularly suited for individuals with diverse backgrounds and experience in the healthcare field—such as pharmacy technicians and other allied health professionals—who seek to advance their careers. Students are encouraged to build upon their prior training and hands-on experience to pursue higher-level career goals, expanded responsibilities, or further academic study within their chosen healthcare discipline. The degree serves as both a pathway to immediate employment and a foundation for continued professional growth in healthcare administration.

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

- Apply principles of healthcare administration, management, and organizational behavior to support efficient operations in a variety of healthcare settings.
- Utilize healthcare information systems, electronic health records, and documentation standards to maintain accurate, secure, and compliant patient and administrative records.
- Demonstrate knowledge of medical billing, coding, reimbursement processes, and insurance regulations to support financial sustainability in healthcare organizations.
- Integrate prior clinical or allied health experience with administrative skills to enhance patient-centered care and interdisciplinary collaboration.
- Communicate professionally and effectively with patients, healthcare providers, administrative staff, and external agencies.
- Analyze healthcare regulations, ethical standards, and quality improvement principles to support compliance and continuous improvement within their chosen field.

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 Office Manager
- Patient Services Coordinator
- Medical Records Supervisor
- Healthcare Customer Service Representative
- Revenue Cycle Specialist
- Insurance Verification Specialist
- Claims Analyst
- Healthcare Quality Improvement Assistant
- Patient Care Coordinator
- Health Information Technician
- Medical Office Scheduler
- Clinical Support Supervisor
- Medical Office Administrator
- Operations Manager

Standard Occupational Classification (SOC)* Codes

Include, but are not limited to the following:

- 31-0000 Healthcare Support Occupations
- 31-9092 Medical Assistants
- 31-9095 Pharmacy Aides
- 31-9099 Healthcare Support Workers, All Other

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

CIP Codes

- (51.0000) Health Services/Allied Health/Health Sciences, General.

Program Completion
In order to graduate and receive an Associate of Science degree in Allied Health Administration you 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.

Core Courses

Course Code	Title	Credits
AHB-200	Introduction to Allied Health Business	3
AMA-215	Practice Management Systems	3
AMA-240	Healthcare Insurance and Reimbursement	3
AMA-250	Cyber Security and Access Control with EHR	3
BUS-130	Microsoft Excel I	3
BUS-250	Introduction to Project Management	3
HIM-220	Human Resources and Organizational Management	3
	Pharm Tech Block Transfer	24
	Block Transfer (30 credits)	30

Pharm Tech Block Transfer of 24 credits **-OR-** Block Transfer of 30 credits from another program may be applied.

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

*PSY-101 may be substituted for ENG-112S**

	Total Credits	60

Business

Bookkeeping and Accounting

Degree Type
Certificate

24 credits, 32 weeks, 8 months

Program Objectives
The program is designed to meet the increasing industry demand for bookkeeping and payroll professionals. This certificate provides students with the tools necessary to gain employment in bookkeeping, payroll, and related accounting occupations. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

As a benefit of the program, students may receive exam fee vouchers for certification exams such as the Microsoft Excel Specialist Certification, the National Association of Certified Public Bookkeeper Certification, or Intuit QuickBooks Certification, or Payroll Certification. As a benefit of the program, eligible students may receive exam fee vouchers for up to 3 of the above certification exams. Students remain responsible for meeting all certification requirements, scheduling examinations, satisfying eligibility criteria, and achieving passing scores on any credentialing or certification examination.

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

- Record, organize, and maintain financial transactions using accounting principles and business software.
- Perform accounting calculations and prepare financial records related to cash management, payroll, and tax reporting.
- Analyze financial information and apply problem-solving skills to support bookkeeping and accounting decisions.
- Communicate professionally and apply ethical, legal, and regulatory requirements in accounting and workplace settings.

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

- Accounts Payable Specialist
- Accounts Receivable Specialist
- Accounting Assistant
- Bank Teller
- Billing and Posting Clerk
- Bookkeeper
- Brokerage Clerk
- File Clerk
- Insurance Claims and Policy Processing Clerk
- Loan Processor
- Payroll Clerk
- Tax Preparer

Standard Occupational Classification (SOC)* Codes

- 43-3021.00 Billing and Posting Clerks
- 43-4011.00 Brokerage Clerks
- 43-4041.00 Credit Authorizers, Checkers, and Clerks
- 43-4071.00 File Clerks
- 43-9041.00 Insurance Claims and Policy Processing Clerks
- 43-4131.00 Loan Interviewers and Clerks
- 43-4141.00 New Accounts Clerks
- 43-9061.00 Office Clerks, General
- 43-3051.00 Payroll and Timekeeping Clerks
- 43-3071.00 Tellers

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

- Business consulting groups
- Federal, state, and local government agencies
- Finance and insurance firms
- Manufacturing and production facilities
- Small to large businesses
- Non-profit enterprises
- Service industries
- Retailers

Program Completion
In order to graduate and receive a Bookkeeping and Accounting 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 take the Microsoft Excel Specialist Certification and the National

Association of Certified Public Bookkeepers Certification. Completion of these certifications is not required to graduate. One attempt at each certification is included in tuition costs; passing scores are not required for graduation.

Core Courses

Course Code	Title	Credits
UNV-101S	Student Success and Technology Foundations	3
BUS-115	Business Math	3
BUS-120	Accounting Principles I	3
BUS-130	Microsoft Excel I	3
BUS-145	Business Communications	3
BUS-257	Accounting Practice with QuickBooks	3
BUS-260	Payroll Accounting	3
BUS-265	Fundamentals of Taxation	3
	Total Credits	24

Business Administration

Degree Type
Certificate

30 credits, 10 months, 40 weeks

Program Objectives

The **Business Administration Certificate** provides students with a strong foundation in business operations, communication, technology, and financial decision-making. Through hands-on learning, students develop skills in business communication, data analysis, customer service, marketing, and the use of industry-standard software applications. This certificate prepares graduates for entry-level positions in a variety of business settings, including administrative support, customer service, office management, and small business operations. It also provides valuable career-ready competencies and serves as a pathway for individuals seeking to advance their professional skills or continue their education in business-related fields. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

This certificate provides students with the tools necessary to gain employment in bookkeeping and related accounting occupations. As a benefit of the program, eligible students may receive exam fee vouchers for the Microsoft Excel Specialist Certification. Students remain responsible for meeting all certification requirements, scheduling examinations, satisfying eligibility criteria, and achieving passing scores on any credentialing or certification examination.

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

- Communicate effectively in professional business environments using oral, written, digital, and interpersonal communication strategies.
- Apply inclusive and culturally responsive business practices both inside organizations as well as with external stakeholders such as customers.
- Perform appropriate calculations and use business technology tools, including Excel, to analyze data, prepare financial information, and solve business problems.

- Analyze and solve business challenges to support organizational goals.
- Evaluate and use information from business, financial, and digital sources to support informed decision-making and business operations.

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.

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

Tax Preparer (24 credits)

Degree Type
Certificate

24 credits, 8 months, 32 weeks

Program Objectives
The program is designed to meet the increasing industry demand for tax preparation professionals. This certificate provides students with the tools necessary to gain employment in tax preparation and related occupations. This certificate also prepares students to build a client base and assist clients with their tax returns, representing them to applicable agencies. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

In this program, students acquire the needed skills in preparation for passing specific certification exams and may receive exam fee vouchers for the NACPB Individual Tax Certification, NACPB Business Tax Certification, and Microsoft Office Specialist (MOS): Excel Associate (Office 2019) certification exams. Program tuition does not include IRS Enrolled Agent examination fees, background checks, licensing costs, or other expenses associated with obtaining the EA credential, and the institution does not guarantee exam eligibility, successful completion of any required background screening, or passage of the EA examination. Students remain responsible for meeting all certification requirements, scheduling examinations, satisfying eligibility criteria, and achieving passing scores on any credentialing or certification examination.

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

- Calculate and prepare individual and small business tax returns using appropriate tax forms, supporting documentation, deductions, credits, and adjustments.
- Analyze financial and tax information to solve accounting and tax reporting problems and make accurate tax-related decisions.
- Apply federal, state, and organizational tax regulations while maintaining compliance with professional standards and ethical practices.
- Communicate effectively with clients to identify tax needs, provide professional service, and support client relationships.

Employment Opportunities

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

- Accounting Assistant
- Auditing Clerk
- Credit Analyst
- File Clerk
- Payroll Clerk
- Revenue Agent
- Tax Examiner
- Tax Preparer

Standard Occupational Classification (SOC)* Codes

- 13-2011.00 Accountants and Auditors
- 43-3031.00 Bookkeeping, Accounting, and Auditing Clerks
- 13-2041.00 Credit Analysts
- 13-2052.00 Personal Financial Advisors
- 13-2081.00 Tax Examiners and Collectors, and Revenue Agents

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

- H&R Block
- Intuit
- Jackson Hewitt
- Robert Half
- Liberty Tax
- Randstadt
- Kforce

Program Completion

In order to graduate and receive a Tax Preparer 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 take the Microsoft Excel Specialist Certification and the National Association of Certified Public Bookkeepers Certification in Tax (Individual and/or Business). Completion of these certifications is not required to graduate. One attempt at each certification is included in tuition costs; passing scores on 3rd party examinations are not required for graduation.

Core Courses

Course Code	Title	Credits
UNV-101S	Student Success and Technology Foundations	3
BUS-120	Accounting Principles I	3
BUS-130	Microsoft Excel I	3
BUS-242	Marketing and Sales Fundamentals for Small Business	3
BUS-265	Fundamentals of Taxation	3
BUS-275	Business Taxation	3
BUS-280	Tax Law and Ethics	3
BUS-285	Advanced Topics in Individual and Business Taxation	3
	Total Credits	24

Accounting

Degree Type
Associate of Arts

60 credits, 20 months, 80 weeks

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.

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.

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-200	Business Analytics Reporting	3
BUS-220	Management Principles	3
BUS-230	Legal and Ethical Issues in Business	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. 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. Students should always refer to the course syllabus for textbook information.

Electives

Refer to the Program Outline by Term for applicable electives.

Course Code	Title	Credits
BUS-140	Introduction to Digital Marketing and Social Media	3
BUS-145	Business Communications	3
BUS-242	Marketing and Sales Fundamentals for Small Business	3
BUS-245	Introduction to Human Resources Management	3
BUS-260	Payroll Accounting	3
BUS-275	Business Taxation	3
BUS-280	Tax Law and Ethics	3
BUS-285	Advanced Topics in Individual and Business Taxation	3

Note: Bryan University strives to deliver students the most up to date courses possible. 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, 80 weeks

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. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

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 with the Human Resources Certification Institute (HRCI). Students remain responsible for meeting all certification requirements, scheduling examinations, satisfying eligibility criteria, and achieving passing scores on any credentialing or certification examination.

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

- Apply fundamental business writing and oral communication skills to effectively convey HR policies, procedures, and employment information.
- Describe how cultural diversity, equity, and inclusion impact human resources practices and workplace dynamics.
- Use quantitative methods to interpret HR metrics such as turnover rates, compensation structures, and staffing forecasts.

- Identify common human resource challenges and apply established procedures to develop practical solutions aligned with legal and ethical standards.
- Locate, evaluate, and summarize reliable information to support decision-making.

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.

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, 80 weeks

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.

As a benefit of the program, eligible students may receive exam fee vouchers for one (1) certification examination voucher based on their declared concentration. Voucher eligibility is subject to program requirements, satisfactory academic progress, and institutional availability. Eligible certifications include:

- Accounting Concentration: Certified Accounting Analyst (CAA) with the National Association of Certified Public Bookkeepers (NACPB)
- Digital Marketing Concentration: OMCA Digital Marketing Certification
- Human Resource Management Concentration: Professional in Human Resources (PHR®) Certification with the Human Resources Certification Institute (HRCI)

The certification voucher covers only the examination voucher provided through the institution and does not include costs associated with exam preparation materials, retesting, membership fees, travel, application fees, or other related expenses unless otherwise stated. Receipt of a voucher does not guarantee certification eligibility, examination scheduling, successful completion of certification requirements, or passage of the certification examination. Students are responsible for meeting all eligibility criteria established by the respective certifying organization.

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

- Evaluate and produce professional business communications that demonstrate clarity, coherence, and appropriate tone for diverse audiences and purposes.
- Analyze complex business scenarios to assess the impact of diverse cultural perspectives and recommend inclusive strategies that promote equity in the workplace.
- Interpret and evaluate quantitative data to support data-driven business decisions and justify conclusions with appropriate reasoning.
- Analyze business problems and create evidence-based solutions that consider ethical and organizational impacts.
- Evaluate information sources to support business research and decision-making.

Students who successfully graduate from the Bryan University Associates of Arts degree in Accounting, Digital Marketing, or Human Resources Management, 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.

Core Courses

Course Code	Title	Credits
BUS-310	Business Economics	3
BUS-320	Information Systems and Data Management	3
BUS-330	Strategic Operations Management	3
BUS-335	International Business	3
BUS-340	Organizational Change and Innovation	3
BUS-350	Finance	3
MGT-350	Organizational Behavior and Management	3
MGT-365	Human Resource Management and Strategy	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-445	Auditing	3
BUS-465	Tax and Business Taxation	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
COM-315S	Communication Ethics	3
ENG-300S	Research and Writing II	3
MAT-300S*	Statistics I	3
POL-300S*	American Government and Politics	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.

Clinical Healthcare

Clinical Medical Assistant

Degree Type
Certificate

30 credits, 10 months, 40 weeks

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 Clinical Medical Assistant; completion of certification exams are not required to graduate.

Core Courses

Course Code	Title	Credits
BIO-100MA	Medical Terminology	3
BIO-105MA	Anatomy and Physiology	3
BIO-115MA	Pathology and Disease Process & Pharmacology	3
CMA-100	Introduction to Medical Assisting	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
UNV-101MA	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

Administrative Medical Assisting (Effective 10/20/2025)

Degree Type

Associate of Arts

60 credits, 20 months, 80 weeks

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 all US states.

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.

Core Courses

Course Code	Title	Credits
AMA-215	Practice Management Systems	3
AMA-240	Healthcare Insurance and Reimbursement	3
AMA-250	Cyber Security and Access Control with EHR	3
AMA-299	Professional Practicum Experience	3
BIO-100MA	Medical Terminology	3
BIO-105MA	Anatomy and Physiology	3
BIO-115MA	Pathology and Disease Process & Pharmacology	3
CMA-100	Introduction to Medical Assisting	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
HIM-220MA	Human Resources and Organizational Management	3
UNV-101MA	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
ENG-110S*	English Composition I	3
COM-115S	Interpersonal Communication	3
MAT-110S*	Algebra I	3
CRT-110S*	Critical Thinking I	3
PSY-101S	Psychological Foundations	3

Note: Bryan University strives to deliver students the most up to date courses possible. Students should always refer to the course syllabus for textbook information.

	Total Credits	60

Administrative Medical Assisting (Prior to 10/20/2025)

Degree Type
Associate of Arts

60 credits, 20 months, 80 weeks

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 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.

Core Courses

Course Code	Title	Credits
AMA-215	Practice Management Systems	3
AMA-240	Healthcare Insurance and Reimbursement	3
AMA-250	Cyber Security and Access Control with EHR	3
AMA-299	Professional Practicum Experience	3
BIO-100MA	Medical Terminology	3
BIO-105MA	Anatomy and Physiology	3
BIO-115MA	Pathology and Disease Process & Pharmacology	3
CMA-100	Introduction to Medical Assisting	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
HIM-220MA	Human Resources and Organizational Management	3
UNV-101MA	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
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. Students should always refer to the course syllabus for textbook information.

	Total Credits	60

Exercise Science

Personal Trainer

Degree Type
Certificate

30 credits, 10 months, 40 weeks

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.

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 (Effective 10/20/2025)

Degree Type
Associate of Arts

60 credits, 20 months, 80 weeks

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.

Core Courses

Course Code	Title	Credits
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
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.

General Education Courses

Course Code	Title	Credits
COM-115S	Interpersonal Communication	3
CRT-110S*	Critical Thinking I	3
ENG-110S*	English Composition I	3
MAT-110S*	Algebra I	3
PSY-101S	Psychological Foundations	3

Note: Bryan University strives to deliver students the most up to date courses possible. 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. 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.

Applied Exercise and Fitness (Prior to 10/20/2025)

Degree Type
Associate of Arts

60 credits, 20 months, 80 weeks

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.

Core Courses

Course Code	Title	Credits
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
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. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
COM-115S	Interpersonal Communication	3
CRT-110S*	Critical Thinking I	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. 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. 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 Effective 10/20/2025)

Degree Type
Bachelor of Science

120 credits, 20 months, 80 weeks

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.

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. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
COM-315S	Communication Ethics	3
ENG-320S	Research, Writing, and Rhetoric	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. 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.

Exercise Science, Fitness, and Nutrition Management (Completion Degree Prior to 10/20/2025)

Degree Type
Bachelor of Science

120 credits, 20 months, 80 weeks

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.

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. 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. 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

Graphic and UX/UI Design Academic Associate Degree

Degree Type
Associate of Arts

60 Credits, 20 months, 80 Weeks

No longer accepting enrollments.

Program Objectives
The Graphic and UX/UI Design Academic Associate Degree introduces students to the various functional areas of UX/UI design, 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, UX/UI research and personas, typography design and hierarchy and file management. The program is designed to meet the increasing industry demand for UX/UI and graphic design professionals. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

The program is designed to meet the increasing industry demand for UX/UI and graphic design 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:

- Graphic Designer
- Digital Designer
- Web Designer (UX/UI)
- Web and Digital Interface Designers

- 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:

- 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
Standard Occupational Classification codes (SOC)* include, but are not limited to:

- 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 Academic Associate Degree in Graphic and UX/UI 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.

Core Courses

Course Code	Title	Credits
GWD-100	Design Principles & Color Theory	3
GWD-105	Design Technologies	3
GWD-110	Image Manipulation & Photography	3
GWD-115	Typography & Hierarchy	3
GWD-120	Page Layout & Composition Design	3
GWD-125	Digital Illustration	3
GWD-130	UX/UI Design Foundations	3
UNV-101UX	Student Success and Technology Foundations	3
UXI-205	UX Process & Theories	3
UXI-210	Interaction & Visual Design	3
UXI-215	UI Development	3
UXI-220	Motion Design	3
UXI-225	Digital Design in Marketing	3
UXI-230	Web Development for UX/UI	3
UXI-235	Graphic and UX/UI Design Capstone & Portfolio	3

Note: Bryan University strives to deliver students the most up to date courses possible. Students should always refer to the Course Syllabus for up-to-date textbook information.

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
	Total Credits	60

Healthcare

Medical Billing and Coding (Effective 10/20/2025)

Degree Type
Certificate

30 credits, 10 months, 40 weeks

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, as well as the subsequent use of these codes in billing and reimbursement. Students acquire the necessary skills of a medical coder in various healthcare environments, ensuring the ongoing quality of health information, in preparation for passing a chosen certified exam, such as the AHIMA Certified Coding Associate (CCA) exam.

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 Lab and EHRgo, enabling students to solve problems that simulate those issues encountered in the modern healthcare marketplace.

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 Biller
- 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
- 29-2072.00 – Medical Records Specialists
- 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.

Core Courses

Course Code	Title	Credits
BIO-111S	Anatomy & Physiology with Medical Terminology	3
BIO-121S	Pathophysiology & Pharmacology	3
HIM-101	Intro to Health Information Management	3
HIM-115	ICD-10-CM Diagnosis Coding	3
HIM-125	ICD-10-PCS Procedure Coding	3
HIM-135	ICD Coding Applications	3
HIM-145	Introduction to Revenue Cycle Management	3
HIM-155	CPT and HCPCS Coding	3
HIM-201	Healthcare Ethics and Legal Principles	3
UNV-101S	Student Success and Technology Foundations	3

Note: Bryan University strives to deliver students the most up-to-date courses possible. Students should always refer to the Course Syllabus for textbook information.

	Total Credits	30

Medical Billing and Coding (Prior to 10/20/2025)

Degree Type
Certificate

30 credits, 10 months, 40 weeks

(No longer accepting enrollments)

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.

Core Courses

Course Code	Title	Credits
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
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.

	Total Credits	30

Health Information Management

Degree Type
Associate of Occupational Science

60 credits, 20 months, 80 weeks

(No longer accepting enrollments)

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.

Core Courses

Course Code	Title	Credits
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
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
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

Health Information Management and Support Services

Degree Type
Associate of Science

60 credits, 20 months, 80 weeks

Program Objectives
The Associate of Science in Health Information Management and Support Services 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. The program 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 industry coding encoder application and the simulated electronic health record, EHRgo, enabling students to solve problems that simulate those issues encountered in the modern healthcare marketplace. Experiential learning provides students with opportunities to apply theoretical knowledge in real-world settings and projects and networking opportunities.

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 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 and interprofessional collaboration.
- Logically interpret and translate diagnosis, conditions, and procedures into medical codes using a variety of standard formats, including ICD, CPT, and HCPCS.
- Describe the utility of analytic tools to visualize, interpret, and present data to help provide decision support and drive strategic initiatives.

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

- Health Information Specialist
- Healthcare Data Analyst
- Medical Records Technician
- Data Integrity Analyst
- Clinical Data Specialist
- Patient Information Coordinator
- Clinical Documentation Specialist
- 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:

- 29-9021.00 - Health Information Technologists and Medical Registrars
- 29-2072.00 – Medical Records Specialists
- 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 Science in Health Information Management and Support Services degree. Students who elect to do so may also sit for the health information management (i.e., RHIT) and medical coder certifications (i.e., CCA). Certification completion is not required to graduate.

Core Courses

Course Code	Title	Credits
BIO-111S	Anatomy & Physiology with Medical Terminology	3
BIO-121S	Pathophysiology & Pharmacology	3
HIM-101	Intro to Health Information Management	3
HIM-115	ICD-10-CM Diagnosis Coding	3
HIM-125	ICD-10-PCS Procedure Coding	3
HIM-135	ICD Coding Applications	3
HIM-145	Introduction to Revenue Cycle Management	3
HIM-155	CPT and HCPCS Coding	3
HIM-201	Healthcare Ethics and Legal Principles	3
HIM-215	AI and Health IT	3
HIM-225	Quality and Clinical Informatics	3
HIM-240	Health Leadership, & Operations	3
HIM-250	Data Analytics & Governance	3
HIM-297	Supervised Experiential Learning	3
Course Code	**Title**	**Credits**
COM-115S	Interpersonal Communication	3
CRT-110S*	Critical Thinking I	3
ENG-110S*	English Composition I	3
ENG-112S*	English Composition II	3
MAT-210	Intro to Stats and Data Analysis	3
UNV-101S	Student Success and Technology Foundations	3
	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, 80 weeks

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 Associate of Science Health Information Management and Support Services 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.

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
COM-315S	Communication Ethics	3
ENG-300S	Research and Writing II	3
MAT-320S	Applied Statistics	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. 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.

Legal Studies

Paralegal Studies (Effective 02/16/2026)

Degree Type
Certificate

30 Credits, 10 months, 40 Weeks

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 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 (this is just a sample, as job titles and names continue to change in industry):

- Paralegal
- Legal Assistant
- Legal Secretary
- Litigation Clerk
- Administrative Assistant
- Compliance Specialist
- Legal Technology Assistant
- Legal Executive Assistant
- Legal Operations Coordinator

Standard Occupational Classification (SOC)* Codes
Standard Occupational Classification codes (SOC)* 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
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.

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-175	Business Law	3
LGL-180	Torts	3
LGL-190	Artificial Intelligence for Legal Practice	3
LGL-205	Family Law	3
LGL-220	Criminal Law and Procedure	3
UNV-101P	Student Success and Technology Foundations in Paralegal Studies	3
	Total Credits	30

Paralegal Studies (Prior to 02/16/2026)

Degree Type
Certificate

30 credits, 10 months, 40 weeks

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.

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-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
UNV-101P	Student Success and Technology Foundations in Paralegal Studies	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 (10/20/2025 - 02/16/2026)

Degree Type
Associate of Arts

60 credits, 20 months, 80 weeks

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.

Core Courses

Course Code	Title	Credits
EDS-200	Foundations of E-Discovery and ESI Skill Building	3
EDS-225	eDiscovery Information Governance, Processing, and Software	3
EDS-235	eDiscovery Simulation and Application	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
LGL-230	Legal Research and Writing II	3
LGP-275	Capstone Review	3
UNV-101P	Student Success and Technology Foundations in Paralegal Studies	3

Note: Bryan University strives to deliver students the most up to date courses possible. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
COM-115S	Interpersonal Communication	3
CRT-110S*	Critical Thinking I	3
ENG-110S*	English Composition I	3
MAT-110S*	Algebra I	3
PSY-101S	Psychological Foundations	3

Note: Bryan University strives to deliver students the most up to date courses possible. Students should always refer to the course syllabus for textbook information.

	Total Credits	60

Paralegal Studies (Effective 02/16/2026)

Degree Type
Associate of Arts

60 credits, 20 months, 80 weeks

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 functions
- Conduct investigative research
- Conduct legal research
- Prepare litigation documents
- Prepare trial materials
- 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
- E-Discovery Specialist
- Case Manager

- Legal Project Manager
- Compliance Specialist
- Judicial Assistant
- Legal Technology Specialist

Standard Occupational Classification (SOC)* Codes
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.

Core Courses

Course Code	Title	Credits
EDS-215	Foundations of E-Discovery	3
EDS-235	eDiscovery Simulation and Application	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-190	Artificial Intelligence for Legal Practice	3
LGL-205	Family Law	3
LGL-220	Criminal Law and Procedure	3
LGL-230	Legal Research and Writing II	3
LGL-270	Trial Support and Preparation	3
UNV-101P	Student Success and Technology Foundations in Paralegal Studies	3

General Education Courses

Course Code	Title	Credits
COM-115S	Interpersonal Communication	3
CRT-110S*	Critical Thinking I	3
ENG-110S*	English Composition I	3
MAT-110S*	Algebra I	3
PSY-101S	Psychological Foundations	3
	Total Credits	60

Paralegal Studies (Prior to 10/20/2025)

Degree Type
Associate of Arts

60 credits, 20 months, 80 weeks

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.

Core Courses

Course Code	Title	Credits
EDS-200	Foundations of E-Discovery and ESI Skill Building	3
EDS-225	eDiscovery Information Governance, Processing, and Software	3
EDS-235	eDiscovery Simulation and Application	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
LGL-230	Legal Research and Writing II	3
LGP-275	Capstone Review	3
UNV-101P	Student Success and Technology Foundations in Paralegal Studies	3

Note: Bryan University strives to deliver students the most up to date courses possible. Students should always refer to the course syllabus for textbook information.

General Education Courses

Course Code	Title	Credits
COM-115S	Interpersonal Communication	3
CRT-110S*	Critical Thinking I	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. Students should always refer to the course syllabus for textbook information.

	Total Credits	60

Legal Studies (Completion Degree)

Degree Type
Bachelor of Science

120 Credits, 20 months, 80 weeks

Program Objectives
The Bachelor of Science in Legal Studies program prepares students for the advancing role of technology in the legal field. The program provides an excellent combination of substantive law, practical legal skills, and applied E-Discovery and litigation support skills to give students the education and training for success in the field.

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

- Develop and utilize client support functions
- Perform attorney support function.
- Logistically identify and utilize legal research.
- Conduct legal research.
- Prepare legal documents for litigation.
- Assist attorneys in preparing for trial.
- Prepare administrative level documents.
- Prepare 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 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:

- Legal Assistant
- Legal Support Specialist
- Litigation Paralegal
- Litigation Clerk and Legal Executive Assistant
- Discovery Paralegal
- E-Discovery Specialist
- Case Manager
- Legal Technology Specialist
- Witness/Victim Advocate
- Claims Adjuster
- Appraiser
- Examiner and Investigator
- Insurance Claims Evaluator
- Court personnel, including Judicial Assistant
- Real Estate Broker Assistant
- Legal Document Preparer
- Public Records Researcher
- Compliance Specialist

Standard Occupational Classification (SOC)* Codes
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
- 43-4031 - Court, Municipal, and License Clerks
- 23-2099.00 – Legal Support Workers, All other
- 43-9041 – Insurance Claims and Policy Processing Clerks

* 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 Legal Studies, students must earn a minimum of 120 semester credits (60 credits for the courses in the Bachelor of Science in Legal Studies curriculum in addition to a block transfer with a minimum of 60 credits) 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, the completion of which are not required to graduate.

Core Courses

Course Code	Title	Credits
LGL-300	Advanced Legal Research and Writing	3
LGL-305	Business and Bankruptcy Litigation	3
LGL-315	Constitutional Law and Civil Rights	3
LGL-325	Property and Real Estate Law	3
LGL-335	Immigration Law	3
LGL-360	Employment Law	3
EDS-380	Legal Office Productivity and Database Management	3
EDS-315	E-Discovery Project Management	3
LGL-425	Evidence	3
LGL-415	Management Communications	3
LGL-430	Social Media and Privacy Laws	3
LGL-440	Legal Investigations	3
LGL-455	Wills, Trusts, Estate, and Probate Law	3
LGL-475	Applied Legal Skills	3
LGL-495	Legal Studies Capstone	3

General Education Courses

Course Code	Title	Credits
ENG-320S	Research, Writing, and Rhetoric	3
POL-300S*	American Government and Politics	3
COM-315S	Communication Ethics	3
SOC-300S	Social Psychology	3
SCI-300S	Environmental Science	3
	AA in Paralegal Studies Block Transfer	60
	Total Credits	120

General Education Course Requirements
This Bachelor of Science in Legal Studies 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.

Paralegal Studies (Completion Degree Effective 10/20/2025)

Degree Type
Bachelor of Science

120 Credits, 20 months, 80 weeks

No longer accepting enrollments.

Program Objectives
The Bachelor of Science in Paralegal Studies program prepares students for the advancing role of technology in the legal field. The program provides an excellent combination of substantive law, practical paralegal skills, and applied e-Discovery and litigation support skills to give students the education and training for success in the field.

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

- Develop and utilize client support functions.
- Perform attorney support function.
- Logistically identify and utilize legal research.
- Conduct legal research.
- Prepare legal documents for litigation.
- Assist attorneys in preparing for trial.
- Prepare administrative level documents.
- Prepare 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 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:

- Litigation paralegal
- Legal support specialist
- Legal assistant
- Litigation clerk and legal executive assistant
- Discovery paralegal
- Witness/Victim Advocate
- Claims Adjusters
- Appraisers
- Examiners and Investigators
- Insurance Claims Evaluators
- Court personnel
- Real Estate Broker Assistant
- Legal Document Preparer
- Public Records Researcher
- Executive Assistant

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
- 43-4031 - Court, Municipal, and License Clerks
- 23-2099.00 – Legal Support Workers, All other
- 43-9041 – Insurance Claims and Policy Processing Clerks

* 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, students must earn a minimum of 120 semester credits (60 credits for the courses in the Bachelor of Science in Paralegal Studies curriculum in addition to a block transfer with a minimum of 60 credits) 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, the completion of which are not required to graduate.

Core Courses

Course Code	Title	Credits
EDS-310	E-Discovery Paralegal	3
EDS-380	Legal Office Productivity and Database Management	3
LGL-300	Advanced Legal Research and Writing	3
LGL-305	Business and Bankruptcy Litigation	3
LGL-315	Constitutional Law and Civil Rights	3
LGL-325	Property and Real Estate Law	3
LGL-335	Immigration Law	3
LGL-360	Employment Law	3
LGL-410	E-Discovery Evidence and Project Management	3
LGL-415	Management Communications	3
LGL-430	Social Media and Privacy Laws	3
LGL-440	Legal Investigations	3
LGL-450	Wills, Trusts, Estate and Probate Law for Paralegals	3
LGL-460	Certificate Preparation and Employment Opportunities	3
LGP-470	Paralegal Practical Skills Lab	3
	AA in Paralegal Studies Block Transfer	60
Course Code	**Title**	**Credits**
COM-315S	Communication Ethics	3
ENG-320S	Research, Writing, and Rhetoric	3
POL-300S*	American Government and Politics	3
SCI-300S	Environmental Science	3
SOC-300S	Social Psychology	3
	Total Credits	120

General Education Course Requirements
This Bachelor of Science in Paralegal Studies 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.

Paralegal Studies (Completion Degree Prior to 10/20/2025)

Degree Type
Bachelor of Science

120 Credits, 20 months, 80 weeks

No longer accepting enrollments.

Program Objectives
The Bachelor of Science in Paralegal Studies program prepares students for the advancing role of technology in the legal field. The program provides an excellent combination of substantive law, practical paralegal skills, and applied e-Discovery and litigation support skills to give students the education and training for success in the field.

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

- Develop and utilize client support functions.
- Perform attorney support function.
- Logistically identify and utilize legal research.
- Conduct legal research.
- Prepare legal documents for litigation.
- Assist attorneys in preparing for trial.
- Prepare administrative level documents.
- Prepare 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 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:

- Litigation paralegal
- Legal support specialist
- Legal assistant
- Litigation clerk and legal executive assistant
- Discovery paralegal
- Witness/Victim Advocate
- Claims Adjusters
- Appraisers
- Examiners and Investigators

- Insurance Claims Evaluators
- Court personnel
- Real Estate Broker Assistant
- Legal Document Preparer
- Public Records Researcher
- Executive Assistant

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
- 43-4031 - Court, Municipal, and License Clerks
- 23-2099.00 – Legal Support Workers, All other
- 43-9041 – Insurance Claims and Policy Processing Clerks

* 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, students must earn a minimum of 120 semester credits (60 credits for the courses in the Bachelor of Science in Paralegal Studies curriculum in addition to a block transfer with a minimum of 60 credits) 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, the completion of which are not required to graduate.

Core Courses

Course Code	Title	Credits
EDS-310	E-Discovery Paralegal	3
EDS-380	Legal Office Productivity and Database Management	3
LGL-300	Advanced Legal Research and Writing	3
LGL-305	Business and Bankruptcy Litigation	3
LGL-315	Constitutional Law and Civil Rights	3
LGL-325	Property and Real Estate Law	3
LGL-335	Immigration Law	3
LGL-360	Employment Law	3
LGL-410	E-Discovery Evidence and Project Management	3
LGL-415	Management Communications	3
LGL-430	Social Media and Privacy Laws	3
LGL-440	Legal Investigations	3
LGL-450	Wills, Trusts, Estate and Probate Law for Paralegals	3
LGL-460	Certificate Preparation and Employment Opportunities	3
LGP-470	Paralegal Practical Skills Lab	3
	AA in Paralegal Studies Block Transfer	60

Course Code	Title	Credits
COM-315S	Communication Ethics	3
ENG-300S	Research and Writing II	3
POL-300S*	American Government and Politics	3
SCI-300S	Environmental Science	3
SOC-300S	Social Psychology	3
	Total Credits	120

General Education Course Requirements
This Bachelor of Science in Paralegal Studies 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.

Pharmacy Technician

Pharmacy Technician

Degree Type
Certificate

24 credits, 8 months, 32 weeks

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.

Core Courses

Course Code	Title	Credits
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
UNV-101RX	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.

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.
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.
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.
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.
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.
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.
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.
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.
Credits 3
Prerequisites
ENG-112S*: English Composition II

ENG-320S: Research, Writing, and Rhetoric

This advanced course explores the practices of research, writing, and rhetorical analysis. Students will examine how arguments are constructed, supported, and communicated. Emphasis is placed on evaluating and integrating credible sources, practicing proper citation, and developing persuasive writing.
Credits 3
Prerequisites
ENG-110S*: English Composition I

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.
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.
Credits 3
Prerequisites
None.

MAT-210: Intro to Stats and Data Analysis

This course equips students with the fundamental principles and techniques of statistical analysis, preparing them to interpret data effectively, draw meaningful conclusions, and make informed decisions in both general and healthcare-specific contexts.
Credits 3

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.
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.
Credits 3

POL-300S*: American Government and Politics

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.
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.
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.
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.
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.
Credits 3
Prerequisites
None.

Communication

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.
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.
Credits 3
Prerequisites
None.

Critical Thinking

CRT-110S*: Critical Thinking I

This course provides foundational topics related to logic and critical thinking including, informal logic, formal logic, and fallacies.
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.
Credits 3
Prerequisites
CRT-110S*: Critical Thinking I
or the equivalence in transfer credit.

Economics

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.
Credits 3
Prerequisites
None.

English

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.
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.
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.
Credits 3
Prerequisites
ENG-112S*: English Composition II

ENG-320S: Research, Writing, and Rhetoric

This advanced course explores the practices of research, writing, and rhetorical analysis. Students will examine how arguments are constructed, supported, and communicated. Emphasis is placed on evaluating and integrating credible sources, practicing proper citation, and developing persuasive writing.
Credits 3
Prerequisites
ENG-110S*: English Composition I

Humanities

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.
Credits 3
Prerequisites
None.

Mathematics

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.
Credits 3
Prerequisites
None.

MAT-210: Intro to Stats and Data Analysis

This course equips students with the fundamental principles and techniques of statistical analysis, preparing them to interpret data effectively, draw meaningful conclusions, and make informed decisions in both general and healthcare-specific contexts.
Credits 3

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.
Credits 3
Prerequisites
MAT-110S*: Algebra I
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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.
Credits 3

Politics

POL-300S*: American Government and Politics

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.
Credits 3
Prerequisites
None.

Psychology

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.
Credits 3
Prerequisites
None.

Science

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.
Credits 3
Prerequisites
None.

Sociology

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.
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.
Credits 3
Prerequisites
None.

Core Courses

AHB-200: Introduction to Allied Health Business

This introductory course explores the business foundations of allied health professions, preparing students for administrative and leadership roles in diverse healthcare settings. Students will build essential skills in healthcare operations, including scheduling, workflow management, and effective team coordination. The course also introduces key concepts in compliance, ethics, and regulatory requirements that impact daily healthcare practice. Additionally, students will gain a practical understanding of healthcare billing processes and financial documentation. Emphasis is placed on communication, professionalism, and leadership to support high-quality, efficient patient care.

Credits 3
Prerequisites
None.

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.
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.
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.
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.

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.

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.

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.

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.

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.
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.
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.
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.
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.
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.
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.
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.
Credits 3
Prerequisites
None.

BIO-105MA: Anatomy and Physiology

This course will cover the systems that comprise the human organism.
Credits 3
Corequisites
BIO-100MA: Medical Terminology

BIO-105S: Anatomy and Physiology

A course covering the systems that comprise the human organism.
Credits 3
Prerequisites
None.

BIO-111S: Anatomy & Physiology with Medical Terminology

This course integrates the study of human anatomy and physiology with medical terminology, providing a comprehensive foundation for understanding the structure and function of the human body. Students will explore anatomical structures, physiological processes, and how medical terminology facilitates communication within healthcare settings.
Credits 3
Prerequisites
HIM-101: Intro to Health Information Management

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.
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.
Credits 3
Prerequisites
None.

BIO-121S: Pathophysiology & Pharmacology

This course offers an in-depth exploration into the principles of pathology, the mechanisms of disease processes, and the fundamentals of pharmacology. Students will examine the causes, progression, and effects of various diseases on the human body, while also studying the pharmacological principles underlying drug actions, interactions, and therapeutic uses.
Credits 3
Prerequisites
HIM-101: Intro to Health Information Management

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.
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.
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.
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.
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.
Credits 3
Prerequisites
None.

BUS-110: Workplace Technologies

This course introduces the fundamentals of Artificial Intelligence (AI) and its practical applications in the business world. Designed specifically for developing learners, the curriculum explores complex technologies, discusses how AI transforms industries, and enhances decision-making to drive innovation. Through scaffolded, hands-on exercises and interactive discussions, students will gain the confidence to evaluate and apply AI concepts in real-world scenarios.
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.
Credits 3
Prerequisites
None.

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.
Credits 3
Prerequisites
None

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.
Credits 3
Prerequisites
None.

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.
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.
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.
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.

Credits 3

Prerequisites

None.

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.

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.

Credits 3

Prerequisites

None.

BUS-242: Marketing and Sales Fundamentals for Small Business

This course provides the foundation for service business owners or small teams in marketing and sales of business services. Topics to be covered include marketing strategies for small to medium-sized service businesses, social media marketing, relationship selling, and business soft skills such as communicating with clients, responding to negative feedback, and negotiating services.

Credits 3

Prerequisites

None.

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.

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.
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®).
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.
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.
Credits 3
Prerequisites
BUS-120: Accounting Principles I

BUS-260: Payroll Accounting

In-depth study of payroll accounting. Covers calculations of gross to net pay, federal and state withholdings and deductions, recording of payroll transactions into the accounting records, and filing of federal and state payroll tax forms. Includes a consideration of factors which determine employee versus independent contractor status, and business taxes such as sales and property taxes and their filing requirements.
Required Text/Materials

Credits 3
Prerequisites
None.

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.
Credits 3
Prerequisites
Prerequisites: None.

BUS-275: Business Taxation

This course introduces the small business corporate income tax. Topics include general business income and expenses; cost of goods and operational expenses; inventory and depreciation; and overview of corporations, S corporations, partnerships, and entity choice. Students will cover tax principles for most scenarios for small corporations and businesses.
Credits 3
Prerequisites
None.

BUS-280: Tax Law and Ethics

This course is a comprehensive study of federal tax law and IRS regulations, along with ethical standards in tax preparation. Includes discussions on compliance, client confidentiality, and legal responsibilities. Weekly topics include tax law precedent violations and notable cases.
Credits 3
Prerequisites
None.

BUS-285: Advanced Topics in Individual and Business Taxation

This course covers advanced tax preparation topics for both individuals and businesses, including complex deductions, investment income, and partnerships. The course also prepares students for real-world scenarios and client interactions.
Credits 3
Prerequisites
None.

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.
Credits 3
Prerequisites
None.

BUS-320: Information Systems and Data Management

This course explores how organizations improve business efficiency, innovation, and competitive advantage through the effective use of information systems, data management, and emerging technologies. Students examine information and technology as strategic business assets and explore how digital technologies are transforming organizational structures, business processes, and managerial decision-making. Emphasis is placed on the responsible use of information, data, and technology to support organizational performance and strategic goals.
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.
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.
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.
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.
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.
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.
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.

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.

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.

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.

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.
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.
Credits 3
Prerequisites
BUS-265 OR BUS-420

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.
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.
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.
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.
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.
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.
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.
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.
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.
Credits 3
Prerequisites
CMA-120: Clinical Lab Procedures and Phlebotomy Applications with Practicum
Corequisites
CMA-140: Billing and Coding Overview and EHR with Practicum

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.
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.
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.
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.
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.
Credits 3
Prerequisites
None.

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.
Credits 3
Prerequisites
None.

EDS-215: Foundations of E-Discovery

This course introduces students to electronic discovery (e-discovery) and the management of electronically stored information (ESI). Emphasizing the early phases of the Electronic Discovery Reference Model (EDRM), students build practical skills in discovery procedures, communication, and documentation. The course prepares students to support and manage E-Discovery projects within law firms and corporate legal environments.
Credits 3
Prerequisites
None.

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.
Credits 3
Prerequisites
None.

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.
Credits 3
Prerequisites
EDS-215: Foundations of E-Discovery
-OR-
EDS-225: eDiscovery Information Governance, Processing, and Software

EDS-310: E-Discovery Paralegal

This class will introduce students to the early stages of the Electronic Discovery Reference Model (EDRM) framework. Students will have an opportunity to practice e-discovery tasks utilizing specialized software in the preservation and collection of ESI and an opportunity to develop and practice skills relating to the latter stages of the Electronic Discovery Reference Model (EDRM) framework.
Credits 3
Prerequisites
None.

EDS-315: E-Discovery Project Management

This course introduces students to the Electronic Discovery Reference Model (EDRM) and the principles of e-discovery project management. Students will practice managing tasks from preservation and collection through later EDRM stages. Emphasis is placed on applying project management skills, including scope, time, and cost control, to effectively oversee e-discovery projects in legal and corporate settings.
Credits 3
Prerequisites
None.

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.
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.
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.
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.
Credits 3
Prerequisites
ENG-112S*: English Composition II

ENG-320S: Research, Writing, and Rhetoric

This advanced course explores the practices of research, writing, and rhetorical analysis. Students will examine how arguments are constructed, supported, and communicated. Emphasis is placed on evaluating and integrating credible sources, practicing proper citation, and developing persuasive writing.
Credits 3
Prerequisites
ENG-110S*: English Composition I

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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
Credits 3
Prerequisites
None.

GWD-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.
Credits 3
Prerequisites
None.

GWD-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, digital illustrations, web and print media, and photo manipulation. They will also learn about file types and exports for web and print media. By the conclusion of this course, students will begin developing a capstone portfolio.
Credits 3
Prerequisites
None.

GWD-110: 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. At the conclusion of this course, students will produce a portfolio artifact that can be added to their developing capstone portfolio.
Credits 3
Corequisites
GWD-105: Design Technologies

GWD-115: 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. At the conclusion of this course, students will produce a portfolio artifact that can be added to their developing capstone portfolio.

Credits 3

Prerequisites

GWD-100: Design Principles & Color Theory

GWD-105: Design Technologies

GWD-120: Page Layout & Composition Design

This advanced course will concentrate on utilizing design principles and theories in problem solving, 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. At the conclusion of this course, students will produce a portfolio artifact that can be added to their developing capstone portfolio.

Credits 3

Prerequisites

GWD-100: Design Principles & Color Theory

GWD-105: Design Technologies

GWD-125: 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 computer-generated compositions for use in print, web sites, and multimedia products. Throughout the course, attention to detail and rendering techniques will be emphasized and refined. This suggests a focus on honing technical skills and craftsmanship to create polished, professional-grade illustrations. At the conclusion of the course, students will produce a portfolio artifact that can be added to their capstone portfolio. They will also learn how to select existing projects or determine new ones for their portfolio, as well as how to organize and prepare their design process artifacts for display online.

Credits 3
Prerequisites
GWD-100: Design Principles & Color Theory
GWD-105: Design Technologies
GWD-110: Image Manipulation & Photography
GWD-115: Typography & Hierarchy
GWD-120: Page Layout & Composition Design

GWD-130: UX/UI Design Foundations

In this course, students will learn foundational theories and principles of User Experience (UX) and User Interface (UI) design while gaining practical proficiency in industry standard design software programs. This course also covers user design process and research. Students will create intuitive digital experiences by applying human-centered design principles, wireframing techniques, and interactive prototypes. By the end of the course, students will have the skills to design compelling user interfaces and create engaging digital solutions, as well as understand user needs, behaviors and how they interact with services.
Credits 3
Prerequisites
GWD-100: Design Principles & Color Theory

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.

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.

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.

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.
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.
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.
Credits 3
Prerequisites
None.

HIM-101: Intro to Health Information Management

This course provides an introductory exploration into the field of Health Information Management (HIM), focusing on the fundamental principles, practices, and technologies essential to managing healthcare data. Students will gain a comprehensive understanding of the role HIM plays in healthcare delivery, including its impact on patient care, operational efficiency, and compliance with regulatory requirements.
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.
Credits 3
Prerequisites
BIO-105S: Anatomy and Physiology
BIO-115S: Pathology and Disease Process & Pharmacology

HIM-115: ICD-10-CM Diagnosis Coding

This course is an introduction to coding using the ICD-10-CM and ICD-11 classification systems. The student will learn how to use the ICD-10-CM code book and will assign and sequence ICD-10-CM codes for diagnoses in accordance with ICD-10-CM coding conventions and the Official Coding Guidelines for Coding and Reporting in selected areas and body systems.
Credits 3
Prerequisites
BIO-111S: Anatomy & Physiology with Medical Terminology
BIO-121S: Pathophysiology & Pharmacology

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.
Credits 3
Prerequisites
BIO-105S: Anatomy and Physiology
HIM-110: ICD Diagnosis Coding and Application

HIM-125: ICD-10-PCS 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-10-PCS codes for procedures of selected body systems, in accordance with ICD coding conventions and the Official Coding Guidelines for Coding and Reporting.
Credits 3
Prerequisites
BIO-111S: Anatomy & Physiology with Medical Terminology
HIM-115: ICD-10-CM Diagnosis Coding

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.
Credits 3
Prerequisites
HIM-110: ICD Diagnosis Coding and Application
HIM-120: ICD Procedure Coding

HIM-135: ICD Coding Applications

This course is a continuation of HIM-125 and HIM-115. The student will apply what they learned in HIM-115 and HIM-125, coding procedures and diagnoses using the 3M Encoder to explore the development and use of the DRG reimbursement system. In addition, students will also use, ICD code books, ICD coding conventions and the "Official Coding Guidelines for Coding and Reporting," to assign and sequence ICD-10-CM, ICD-11, and ICD-10-PCS codes for diagnoses and procedures in selected areas and body systems.
Credits 3
Prerequisites
HIM-115: ICD-10-CM Diagnosis Coding
HIM-125: ICD-10-PCS 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.
Credits 3
Prerequisites
HIM-110: ICD Diagnosis Coding and Application

HIM-145: Introduction to Revenue Cycle Management

Introduction to Revenue Cycle Management (RCM) provides students with a comprehensive overview of the processes and principles essential for effective financial management in healthcare settings. This course explores the lifecycle of healthcare revenue, from patient encounters to reimbursement, emphasizing the roles of healthcare professionals in optimizing revenue and ensuring compliance with regulatory standards and ethics.
Credits 3
Prerequisites
HIM-115: ICD-10-CM Diagnosis Coding

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.
Credits 3
Prerequisites
BIO-105S: Anatomy and Physiology
BIO-115S: Pathology and Disease Process & Pharmacology
HIM-110: ICD Diagnosis Coding and Application

HIM-155: CPT and HCPCS Coding

This course will introduce students to the CPT & HCPCS coding manuals, coding structure, code linkage, fee for service reimbursement and the use of 3M encoder to explore the development and use of the APC codes for the OPPS reimbursement system. Students will assign CPT, HCPCS codes and modifiers according to established guidelines and reporting requirements.

Credits 3

Prerequisites

BIO-111S: Anatomy & Physiology with Medical Terminology
BIO-121S: Pathophysiology & Pharmacology
HIM-115: ICD-10-CM Diagnosis Coding

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.

Credits 3

Prerequisites

HIM-100: Introduction to Health Information Technology

HIM-201: Healthcare Ethics and Legal Principles

Healthcare Law & Ethics delves into the regulatory framework governing patient privacy, confidentiality, and the secure release of healthcare information. The course explores the legal and ethical considerations surrounding the release of information (ROI) in healthcare settings. Students will examine the intersection of healthcare law, ethical principles, and operational practices of HIM professionals, focusing on compliance, risk management, and patient rights.

Credits 3

Prerequisites

HIM-101: Intro to Health Information Management

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.

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-215: AI and Health IT

AI and Health Information Technology explores the intersection of artificial intelligence (AI) with healthcare IT systems, focusing on how AI technologies are transforming the landscape of healthcare delivery, management, and patient outcomes. This course provides an overview of AI applications and tools within health information technology (HIT), emphasizing their impact on clinical decision-making, operational efficiencies, and healthcare innovation.

Credits 3

Prerequisites

HIM-250: Data Analytics & Governance

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.

Credits 3

Prerequisites

None.

HIM-225: Quality and Clinical Informatics

This course explores the intersection of quality management and clinical informatics within healthcare systems. Topics include data-driven decision making, patient safety, process optimization, and regulatory compliance. Through case studies and practical exercises, students will gain hands-on experience in leveraging informatics tools to enhance healthcare delivery, achieve better patient outcomes, and comply with industry standards. Students will better understand how to critically analyze healthcare data, implement informatics solutions, and contribute to continuous quality improvement efforts in diverse healthcare settings.
Credits 3
Prerequisites
MAT-210: Intro to Stats and Data Analysis

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.
Credits 3
Prerequisites
HIM-210: Healthcare Statistics and Quality Improvement

HIM-240: Health Leadership, & Operations

This course focuses on the fundamentals of healthcare leadership, operational management, and strategic planning, including a strong understanding of effective leadership styles and the effects on change management, culture, retention, goals, performance, and overall growth and success as an organization. Students will apply HR functions including but not limited to labor laws, regulations, recruitment, productivity, benchmarking, development, and controlling resources.
Credits 3
Prerequisites
HIM-215: AI and Health IT

HIM-250: Data Analytics & Governance

This course provides an introduction to governance with data ownership, privacy and compliance. Students will utilize regulatory guidelines to help ensure quality and value of data. 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.
Credits 3
Prerequisites
HIM-225: Quality and Clinical Informatics

HIM-297: Supervised Experiential Learning

Students will review and practice Health Information Management (HIM) and coding concepts from the Bryan University HIM program, focusing on skills crucial for certification exams. This course encourages self-directed review to identify areas of strength and opportunities for growth as they study and prepare for exam mastery. Additionally, this course includes a supervised experiential learning experience(s) with healthcare organizations and HIM professionals, applying acquired technology skills. Students gain practical knowledge of health information functions and systems and complete a capstone project under the guidance of HIM professionals.

Credits 3

Prerequisites

HIM-215: AI and Health IT

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.

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.

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.

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.

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.
Credits 3
Prerequisites
None.

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.
Credits 3
Prerequisites
None.

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.
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.
Credits 3
Prerequisites
LGL-110: Introduction to Paralegal Sciences

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.
Credits 3
Prerequisites
LGL-110: Introduction to Paralegal Sciences

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.
Credits 3
Prerequisites
None.

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.
Credits 3
Prerequisites
None.

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.
Credits 3
Prerequisites
None.

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.
Credits 3
Prerequisites
None.

LGL-190: Artificial Intelligence for Legal Practice

This course explores how artificial intelligence (AI) is transforming modern legal work. Students will examine applications of AI in legal research, document review, contract analysis, litigation support, and compliance. Emphasis is placed on understanding ethical, regulatory, and privacy issues; evaluating AI tools; and gaining hands-on experience using software that assists with predictive analytics, natural language processing, and automation.
Credits 3
Prerequisites
LGL-150: Civil Procedure

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.
Credits 3
Prerequisites
None.

LGL-205: Family Law

This course provides an in-depth overview of family law and offers students the opportunity to develop practical skills applicable in family law practice. Topics include fundamental concepts such as jurisdiction, paternity, adoption, formal and informal marriages, divorce, annulment, marital property, and parent-child relationships, with a focus on the essential roles and responsibilities of legal support professionals within the field.
Credits 3
Prerequisites
None.

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.
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.
Credits 3
Prerequisites
None.

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.
Credits 3
Prerequisites
LGL-170: Legal Research and Writing I

LGL-270: Trial Support and Preparation

This course prepares students to support attorneys through every stage of trial preparation and courtroom practice. Students will gain experience drafting pleadings, pre-trial motions, and discovery requests, as well as assisting with deposition preparation. Emphasis is placed on the paralegal's role in trial strategy, alternative dispute resolution, and the use of technology in the electronic courtroom. By the end of the course, students will be equipped with the practical skills needed to provide effective trial support.
Credits 3
Prerequisites
None.

LGL-300: Advanced Legal Research and Writing

In this course, students will delve into the art of legal research, learning to navigate statutes, regulations, and case law. Through practical exercises, participants will hone their legal writing skills, mastering the drafting of legal documents including memoranda and appellate briefs. Students will learn how to use research resources (electronic and physical) and engage in legal analyses to draft relevant legal writings. Emphasis will be placed on research efficiency using effective search strategies and writing in both objective and persuasive ways.
Credits 3
Prerequisites
LGL-170: Legal Research and Writing I
or Equivalent.

LGL-305: Business and Bankruptcy Litigation

This course immerses paralegal students in the intricacies of commercial litigation and bankruptcy law. Through case studies and practical applications, students will learn the paralegal role in consumer and business bankruptcy proceedings as well as in commercial litigation. The curriculum covers bankruptcy law essentials, including Chapters 7, 11, and 13 of the Bankruptcy Code, emphasizing the roles of creditors, debtors, and trustees.
Credits 3
Prerequisites
None.

LGL-315: Constitutional Law and Civil Rights

This course provides students with an understanding of constitutional frameworks for the creation of many of this country's civil rights. Students will explore the U.S. Constitution, landmark Supreme Court decisions, and key statutes, gaining insights into the protection and enforcement of individual liberties. The curriculum will focus on the practical application of constitutional principles in various legal contexts, including civil rights litigation. Through case studies and interactive exercises, participants will develop the skills needed to navigate complex constitutional issues and advocate for civil rights.
Credits 3
Prerequisites
None.

LGL-325: Property and Real Estate Law

This course offers students a comprehensive introduction to real estate and property law, providing a solid foundation for paralegals. In this course, students will explore key topics in property law through engaging with real-world examples, forms, and exercises similar to those they would interact with in legal practice. With a focus on practical application, the curriculum will provide students with the foundational knowledge and skills needed in the paralegal work environment.
Credits 3
Prerequisites
None.

LGL-335: Immigration Law

Explore the intricacies of immigration law tailored for paralegals. This comprehensive course covers family-based immigration, employment-based visas, asylum, and deportation defense. Gain practical skills in document preparation and case management, preparing you to excel in supporting clients within the dynamic landscape of immigration law.
Credits 3
Prerequisites
None.

LGL-360: Employment Law

This class provides a comprehensive introduction to employment and labor relations law, covering the major issues and rules of employment law for each step of the employment process. Students will have the opportunity to engage in hands-on experiences as if they were working as an employment and labor law consultant for a company. Topics covered include employee relations, dispute resolution, employee hiring and termination, employment discrimination, the Fair Labor Standards Act, immigrant employment, LGBTQ+ rights, employee benefits, 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.
Credits 3
Prerequisites
None.

LGL-410: E-Discovery Evidence and 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.
Credits 3
Prerequisites
None.

LGL-415: Management Communications

Explore essential management skills crucial for effective supervision and communication in the legal field. This course will assist students in developing leadership skills specifically tailored to the role of paralegals. Additionally, this course will cover key entrepreneurship concepts and general business strategies applicable to independent contractors or small business owners for those who may want to work as solo practitioners.
Credits 3
Prerequisites
None.

LGL-425: Evidence

Students will explore the rules and principles of evidence in court cases. Topics include relevance, admissibility, hearsay, privileges, expert testimony, and constitutional considerations. Students will analyze how evidentiary rules shape trial preparation and courtroom proceedings. This course also emphasizes critical thinking and the application of evidentiary principles to real-world legal scenarios.
Credits 3
Prerequisites
None.

LGL-430: Social Media and Privacy Laws

Examine the legal aspects of social media and cybersecurity in this course designed for legal professionals. Explore the implications of cyber threats, data breaches, intellectual property infringements, defamation claims, and privacy concerns. Learn practical strategies for risk management, compliance, and safeguarding sensitive legal information. This course is designed to help paralegals navigate the intricate cybersecurity landscape, privacy laws, and social media presence in the legal world.
Credits 3
Prerequisites
None

LGL-440: Legal Investigations

This course will introduce students to analytics technologies designed to make document review and analysis more efficient for legal investigations. 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. Additionally, this course will allow students to learn about artificial intelligence and the law, gaining exposure to some of the areas in which artificial intelligence impacts legal investigations.
Credits 3
Prerequisites
None.

LGL-450: Wills, Trusts, Estate and Probate Law for Paralegals

Explore the essentials of wills, trusts, and estates in this specialized course for paralegals. Learn practical skills in drafting wills, administering estates, and navigating probate proceedings. Taught by seasoned professionals, this course equips paralegals with the knowledge to excel in the vital field of estate law.
Credits 3
Prerequisites
None.

LGL-455: Wills, Trusts, Estate, and Probate Law

Explore the foundational principles of wills, trusts, and estates in this comprehensive course. Students will develop practical skills in drafting estate documents, managing probate procedures, and understanding the legal framework that governs estate planning and administration. Guided by experienced legal professionals, this course provides the knowledge and practical expertise needed to succeed in the dynamic field of estate law.
Required Text/Materials
None
Credits 3
Prerequisites
None.

LGL-460: Certificate Preparation and Employment Opportunities

This course is designed to empower paralegal students with the knowledge, skills, and real-world experience needed to embark on diverse career paths after graduation. Through a customizable curriculum, students will have the unique opportunity to tailor their capstone experience based on individual interests and aspirations.
Credits 3
Prerequisites
None.

LGL-475: Applied Legal Skills

In this hands-on course, students will examine the intricacies of civil litigation, exploring both procedural and substantive aspects of the legal process. Key topics include pleadings, discovery, motion practice, pretrial procedures, trial strategies, and post-trial motions. Throughout the course, students will create a comprehensive civil litigation guide designed to serve as a practical reference in legal practice.
Credits 3
Prerequisites
None.

LGL-495: Legal Studies Capstone

This capstone course allows students to apply the knowledge and skills acquired throughout the Legal Studies program while tailoring their experience to a chosen career track. Students may select one of four tracks: preparation for law school, NALA Certified Paralegal (CP) credentialing, becoming a mediator, or Relativity e-discovery certification. Through hands-on projects, research, and practical exercises, students gain real-world experience aligned with their selected track. This course emphasizes professional development, critical thinking, and the integration of legal concepts, launching students to success as they pursue diverse career opportunities in the legal field.
Credits 3
Prerequisites
None.

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.
Credits 3
Prerequisites
None.

LGP-470: Paralegal Practical Skills Lab

In this hands-on course students will investigate the intricacies of civil litigation, exploring the procedural and substantive aspects of the legal process. The course will cover key topics, including pleadings, discovery, motion practice, pretrial procedures, trial strategies, and post-trial motions. Throughout the course, students will create a comprehensive civil litigation guide that will be able to serve them in practice as a paralegal.
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.
Credits 3
Prerequisites
None.

MAT-210: Intro to Stats and Data Analysis

This course equips students with the fundamental principles and techniques of statistical analysis, preparing them to interpret data effectively, draw meaningful conclusions, and make informed decisions in both general and healthcare-specific contexts.
Credits 3

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.
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.
Credits 3

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.
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.
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.
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.
Credits 3
Prerequisites
None.

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.
Credits 3
Prerequisites
None.

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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.

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

POL-300S*: American Government and Politics

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.

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.

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.

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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.

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.

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.

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.

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.
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

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.
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.
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.
Credits 3
Prerequisites
None.

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.
Credits 3
Prerequisites
None.

UNV-101MA: 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.
Credits 3

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.
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.
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.
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.
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.
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.
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.
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.
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.

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.

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.

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.

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.

Credits 3

Prerequisites

UXI-105: Design Technologies
UXI-110: Typography & Hierarchy
UXI-115: UX Process & Theories
UXI-120: Interaction & Visual Design

UXI-205: 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. Information Architecture is the process of establishing flow between a person and a product, service, or environment. Usability Testing engages the student in learning user-centered testing techniques to evaluate a product by testing it on real users. Students in this course will work with common interface design software tools. By the conclusion of this course, students will practice generating a UX case study asset to add to their growing capstone portfolio.

Credits 3

Prerequisites

GWD-130: UX/UI Design Foundations

UXI-210: 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 common interface design software tools. By the conclusion of this course, students will practice generating a UX case study asset to add to their growing capstone portfolio.

Credits 3
Prerequisites
GWD-130: UX/UI Design Foundations

UXI-215: UI Development

In this course, students will build upon what they have 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.
Credits 3
Prerequisites
GWD-130: UX/UI Design Foundations

UXI-220: 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.
Credits 3
Prerequisites
None.

UXI-225: Digital Design in Marketing

This course provides students with 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 the ways in which these principles can transform the customer's journey. Students will gain important industry skills for successful digital design in advertising such as copywriting, creating banner ads, producing promotional displays, designing logos, and motion design for social media content. Students will pair digital marketing concepts with the advanced skill set of motion design, which will help them stand out in the workforce and prepare them for the changing trends of the industry. 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.
Credits 3
Prerequisites
None.

UXI-230: 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.
Credits 3
Prerequisites
None.

UXI-235: Graphic and UX/UI 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.
Credits 3
Prerequisites
GWD-100: Design Principles & Color Theory
GWD-105: Design Technologies
GWD-110: Image Manipulation & Photography
GWD-115: Typography & Hierarchy
GWD-120: Page Layout & Composition Design
UXI-205: UX Process & Theories
UXI-215: UI Development
UXI-220: Motion Design
UXI-225: Digital Design in Marketing

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